



**Date of Council Meeting:** September 24, 2012

**TOWN OF LEESBURG  
TOWN COUNCIL WORK SESSION**

**Subject:** County Courts Expansion

**Staff Contact(s):** John Wells, Town Manager  
Scott Parker, Assistant Town Manager

**Background:** The Loudoun County Board of Supervisors is considering options to address the need to expand the Courts system currently located in Downtown Leesburg. The current County approved Capital Improvements Program includes approximately \$54 million in funding for an expansion project. The following are provided as background:

- August 2011 Loudoun County Courts Expansion Report. This report provides the background analysis used in the determining the need to expand the Courts beyond the already approved plan.
- Agenda item that identified the original options the County was considering regarding how the Court expansion could be structured. Based on the options under consideration, one of the concerns raised was the need to close Church Street. Based upon Council concerns about the closure of Church Street, the County staff was directed to examine an additional option which would have the entire Court system move from the Downtown area.

County staff is scheduled to present the new option (totally relocate from Downtown) at the County's Finance Committee at 5 p.m. on October 22. All stakeholders (including Leesburg) are invited to provide feedback and input at the meeting.

There are a number of key questions the Council has raised that need to be considered as part of any relocation out of Downtown Leesburg. In addition to these questions, the Council may wish to add to this list.

**Questions/Issues Regarding Court Expansion:**

- What are the projections for the number of new judges and corresponding courtrooms? Are there assumed changes to the number of jurisdictions included in the current judicial circuit including Loudoun?
- To what level does new technology plan in the assumptions for the number, size, and the design of new Courtrooms?
- What other options, beyond closure of Church Street, were considered to address the security concerns regarding the Courts?
- Other court complexes have been able to operate with tunnels/bridge options in place. What specific ones were considered and why wouldn't they work in Leesburg?

Subject: County Courts Expansion

- If the Clerk of the Circuit Court is relocated from their existing offices, doesn't that provide secure space within the existing building footprint and security perimeter to Court expansion?
- Other questions?

**Next Steps:** Council has time scheduled at your next meeting to discuss the specific feedback to be provided to the Finance Committee at their October 22 meeting.

**Attachments:**

1. August 2011 Loudoun County Courts Expansion Report
2. June 11, 2012 Board of Supervisors Agenda Item #14

LOUDOUN COUNTY  
COURTS EXPANSION

UPDATE FACILITY PLAN AND ASSESSMENT  
FINAL SUBMISSION

AUGUST 2011



# TABLE OF CONTENTS

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Executive Summary	Section 1
Methodology	Section 2
Courts Space Requirements	Section 3
Planning Considerations	Section 4
Recommended Housing Plan	Section 5
Implementation Plan	Section 6
Appendix	Section 7



# 1.0 EXECUTIVE SUMMARY

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Rapid population expansion in Loudoun County, expected to continue at double-digit rates at least through the next two decades, has resulted in commensurate growth in the demand for government services, including those services provided by the Courts. This study represents the next in a series of steps by the Department of Construction & Waste Management to anticipate and address the long-term needs of the Courts.

## PROJECT DESCRIPTION

Although the future space needs of the Courts have been examined in the past, an update is necessary for several reasons:

- Economic conditions in the years since the last study have had an impact on staffing levels across the county government—the Courts are no exception. This study recalibrates the Courts' current and projected staffing requirements and space needs;
- The last study was focused on the potential re-use of the Government Center located at One Harrison Street to house some Courts functions. This solution was predicated on the planned consolidation of county government functions in a new County Administration Complex. Since there are no longer any near-term plans for that consolidation, the building is not available for Courts expansion;
- The Courts' revised staff projections suggest that a two-site solution is viable for housing Courts functions beyond 2015, probably until 2020 and possibly to 2025, supplemented by a new parking structure for use by Courts staff and the public.

In February 2011, the Loudoun County Department of Construction & Waste Management retained WBA, an HGA company, to update the January 2008 Courts Facility Plan and Assessment Report, prepared in consultation with Dan L. Wiley & Associates, Inc. (DWA). Mr. Dan Wiley initially prepared growth and area requirements projections for the Courts in 1996-97 and updated them in 2006. Those projections remained the basis for the 2007-08 analysis and, while the staffing projections have been updated, Mr. Wiley's Planned Area/Staff for most Courts units have been applied. A comprehensive Program of Requirements will be required prior to design. The current study is organized as follows:

Section 2.0 *Methodology* describes the process by which the space requirements of the Courts have been reconsidered for a Courts Campus in downtown Leesburg and develops a housing plan for the Courts.

Section 3.0 *Loudoun County Courts Area Requirements* contains judicial system departmental space requirements and explores the interdepartmental relationships of the Courts and their support functions.

Section 4.0 *Planning Considerations* includes analysis of the proposed sites, discusses planning criteria and identifies urban campus opportunities.



Sections 5.0 *Recommended Housing Plan* and 6.0 *Project Implementation* provide a housing plan for the Courts Expansion and summarize implementation issues including project phasing, stakeholder coordination, traffic and parking.



Table 1A

Loudoun County Courts Expansion  
Recommended Housing Plan

	2006	2011	2016	2021	2026	2031	2036	2041	2046	2051	2056	2061	2066	2071			
Circuit Court Judicial	3	20,445	3	3	21,015	4	21,015	5	24,904	6	30,000						
General District Court Judicial	3	10,950	3	3	11,989							4	16,000	5	20,000	6	24,000
J&DR Court Judicial	2	6,488	2	2	9,012	3	12,182	3	12,182	4	15,500						
Circuit Court Clerk	40	12,694	43	45	20,182	28	23,920	31	24,067	36	25,409	26	11,981	31	12,905	37	13,490
Circuit Court <sup>6</sup>			7	5		5		6		7							
Drug Court <sup>7</sup>				5	1,400	5	1,200	5	1,200	5	1,200						
General District Court Clerk	16	6,857	17	17	6,573							24	9,600	28	11,200	35	14,000
J&DR Court Clerk	7	2,940	8	8	3,364	9	3,600	10	4,000	11	4,400						
J&DR Court Services <sup>11</sup>	33	6,570	35	32	6,561	35	8,500	38	9,200	42	10,200						
Commonwealth Attorney	35	6,180	34	33	10,137							36	9,000	41	10,200	48	12,000
Public Defender (Note 1)							150		150		150		150		150		150
* Community Corrections	14	2,944	20	21	6,600	23	5,750	25	6,250	28	7,000						
* Probation & Parole	13	3,079	16	16	3,800	17	4,250	20	5,000							23	5,750
Sheriff																	
Court Security	35	12,328	38	35	19,919	37	19,919	39	19,919	43	19,919	25	11,033	28	14,120	31	15,179
Secure (Judicial) Parking		5,166															
Sheriff																	
Civil Process (Note 5)	8	1,986	6	6	2,350	6	2,200	8	2,500	9	2,600						
Magistrates (Note 2)																	
Court Support / Victim Witness																	
Waiting <sup>10</sup>		8,338			7,861		1,000		1,000		1,000						
Community Room(s)					1,426		7,600		7,600		7,600						
Unassigned		5,652															
<b>DGSF Subtotal (Note 3)</b>	<b>209</b>	<b>112,617</b>	<b>232</b>	<b>231</b>	<b>132,189</b>	<b>172</b>	<b>111,286</b>	<b>190</b>	<b>117,972</b>	<b>191</b>	<b>124,978</b>	<b>115</b>	<b>57,764</b>	<b>133</b>	<b>68,575</b>	<b>180</b>	<b>84,569</b>
Building Support Factor 5% <sup>14</sup>													2,888		3,429		4,228
<b>DGSF Total (Note 3)</b>		112,617			132,189		111,286		117,972		124,978		60,652		72,004		88,797
Est. DGSF Available		104,608			108,890		108,890		108,890		108,890		0		0		0
DGSF Surplus/(Shortfall)		(8,009)			(23,293)		(2,396)		(9,082)		(16,088)		(60,652)		(72,004)		(88,797)
New Construction GSF													84,913		100,805		124,316

- Public Defender is expected to be housed elsewhere; a small conference room in each building with courtrooms is needed.
- Magistrates are expected to be housed elsewhere.
- Beginning 2011, Secure Judicial Parking is shown with Court Security.
- Groups shown with an \* are currently housed near the courthouse. It is assumed that they will be co-located with the courts, if possible.
- Civil Process currently occupies 3461 SF on Sycolin Road. DGSF reflects estimated right-sizing of their area requirement.
- Circuit Court Judges' administrative staff. Their area is included in Circuit Court Judicial.
- Drug Court program staff drawn from Circuit Court, Community Corrections and Sheriff's Patrol.
- 2011 figures are adopted from County Budget documents OR are actual where State-funded.
- Near-term areas provided by County in January 2011; they include off-site areas to be consolidated; they do not include functions that are anticipated to remain outside the consolidation.
- Court Support included Jury Management, Law Library and Grand Jury and Victim Witness Waiting in DWA study. All except Victim Witness Waiting are now included with Clerk of Circuit Court. Victim Witness Waiting in the new building and Victim Witness staff are accounted with the Commonwealth Attorney.
- J&DR Court Services staff does not include branch personnel; shared workstations for their use are included.
- Divisions of the office of the Clerk of the Circuit Court that are planned for the existing Courthouse include Jury Management, Judicial Services, Civil Case Management, Criminal Case Management, Archives and the Law Library.
- A division-by-division assessment of the on-site storage requirement is planned. Future off-site storage of some files is expected to reduce the required DGSF on-site.
- The Building Support Factor was included for planning purposes in the 2006 DWA study to ensure that the proper building circulation is provided without impact on assignable areas.



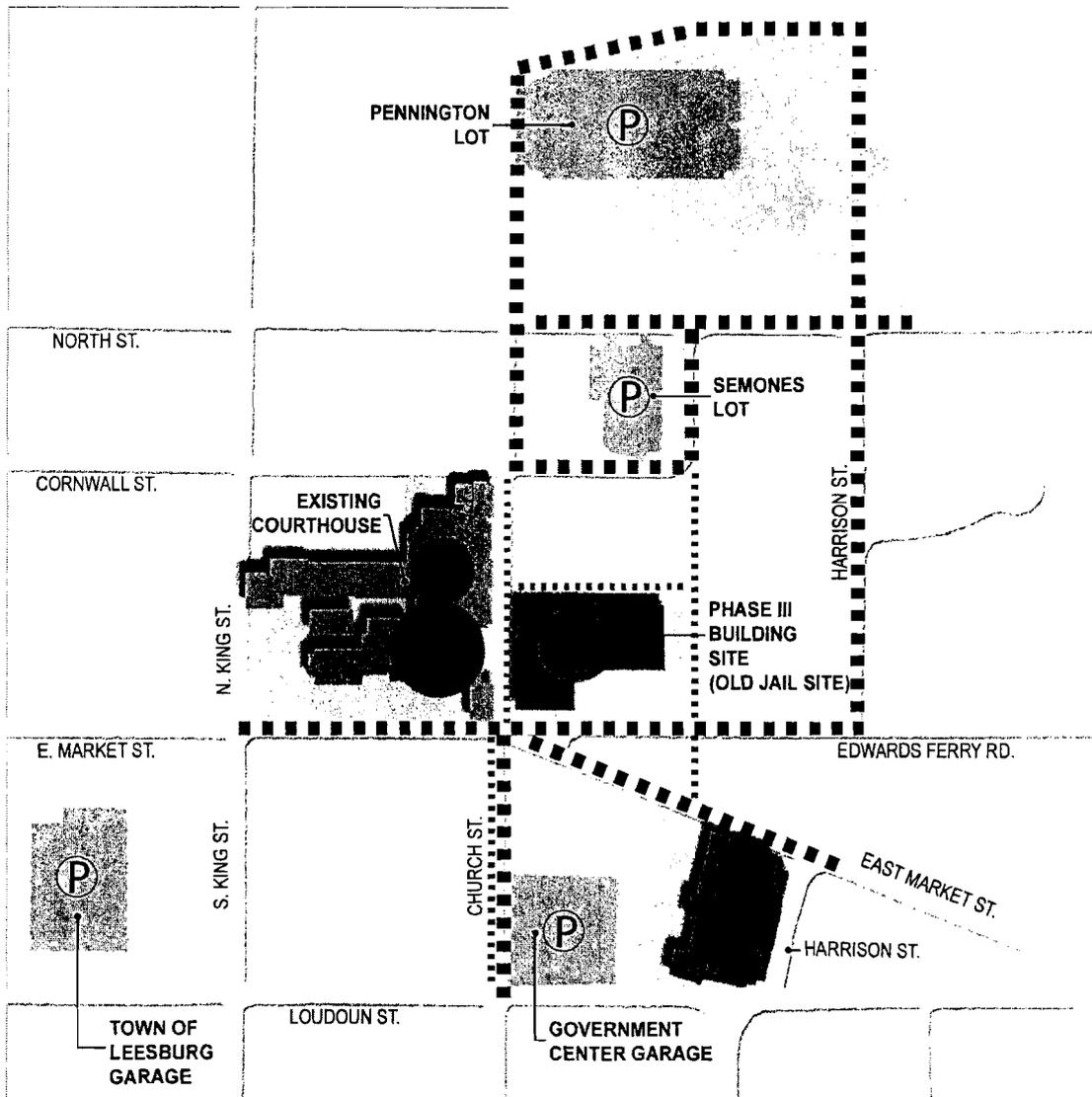


Figure 1.1 Loudoun County Courts Campus Plan

**CONCLUSION**

This update maintains the earlier report finding that housing the Courts Expansion in downtown Leesburg is feasible. The County has decided to go forward with planning and design. It should not be forgotten that retaining the growing Loudoun County Courts in downtown Leesburg will require compromise from stakeholders with sometimes competing claims. For example:

- How important is continuation of a Courts presence on the historic Courthouse grounds? Is it worth the relative operational inefficiency as compared to a stand-alone facility on the outskirts of downtown or elsewhere in the County?

- Is the relative operational inefficiency of a downtown, multi-building campus justified by the important role played by the courts in maintaining a vital downtown Leesburg?
- Can a secure Courts campus and a vibrant downtown Leesburg complement one another?

This report provides some of the information necessary to address these questions as the Loudoun County Courts, the citizens and government of Loudoun County and the Town of Leesburg work together to plan for the future.



## 2.0 METHODOLOGY

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### INTRODUCTION

Loudoun County has been interested for some time in the question of whether the rapidly expanding space needs of the Courts can continue to be properly housed in downtown Leesburg.

### PROCESS

This section will review the data development process for the underlying 2007-08 report and then review the goals and methods employed for this update. Several progress presentations/working sessions were hosted by the County in the Courthouse between August and November 2007. In addition to the design team, these were attended by interested representatives from Loudoun County, the Town of Leesburg and many judicial and other Courts staff members.

At that time, an initial list of project goals and objectives was identified; with minor modification, the general assumptions and considerations shown in Table 2A *Basis of Analysis* served as the analytical framework and continue to do so in this update. Items highlighted in blue are either not applicable to this update or have been deferred to the upcoming pre-design phase of the Courts Expansion.

Table 2A Loudoun County Courts 2007-08 Facility and Plan and Assessment Basis of Analysis

<p>The functional needs of the Courts can be satisfied; the preferred location is Downtown Leesburg.</p>	<p>The build-out of the existing Courts site is complete; the existing greenspace will be preserved.</p>	<p>The following documents provide the departmental space requirements used for development of the Facilities Plan:</p> <ul style="list-style-type: none"> <li>• Dan L. Wiley &amp; Associates, Inc., "Loudoun County Judicial System Projections Update and Expanded Space Needs Assessment - Final Report," September, 2005</li> <li>• Dan L. Wiley &amp; Associates, Inc., "Loudoun County Courts Complex Program Services Final Report," February, 1997</li> <li>• Court Works Team, "Hendersonville, Virginia Courthouse Facility Guidelines," Second Edition, 2001</li> </ul>	<p>Housing Options will be analyzed in terms of intermediate space needs projected to 2015 and long-term needs projected to 2025.</p>	<p>Cost will necessarily be an important consideration as Housing Options are analyzed in general. In addition to construction cost considerations, other costs associated with the various Housing Options (temporary housing requirements, operational inefficiencies, etc.) will be discussed.</p>
<p>Assuming the Courts remain downtown, they will continue to occupy the existing Courts site.</p> <p>The Courts will occupy at least one additional site downtown.</p>	<p>The development of a Courts "campus" in Leesburg on at least two downtown sites presents urban planning challenges and opportunities to be addressed as part of the Facility Plan.</p> <p>Renovation of the Government Center to accommodate new tenants presents urban planning opportunities which will be addressed as Housing Options for that site are developed.</p>	<p>As the Courts occupy two or more sites, there will likely be additional space requirements to account for redundant functions needed at more than one location. Of particular concern is the requirement for separate ventilation and exhaust (mechanical and natural) circulation systems for the public, staff and emergency (ally port, etc.).</p> <p>The public database will not be housed in the expanded Courts complex.</p>	<p>Project Phasing and interim housing of Court functions will be addressed in general as each Housing Option is analyzed.</p>	

Table 2A Cont.

Site Definition	Urban Planning	Space Search	Project Schedule	Project Costs
Use of the existing Government Center by the Courts as the second site may represent cost effective uses of an existing capital asset. Consequently, the functional relationships of the Courts will be analyzed for appropriate uses to be housed there before new construction is considered.	Some changes to existing traffic patterns are already needed under existing conditions due to increased volume. The Courts expansion, directly driven by County population growth and the attendant increase in case commencements will necessarily further increase volume of vehicular and pedestrian traffic.	The magistrates will not be housed in the expanded Courts complex.		
The third site not be considered is currently occupied by the old jail. Any Court programs housed on that site would require new construction.	If new construction is considered, preliminary planning will use B-1 zoning requirements as a general guide with the knowledge that special zoning (similar to GC with the flexibility that implies) may be available.	Infeasible groups currently located outside the Courts complex (Community Corrections, Probation and Parole, and Civil Process) will be included in the expanded Courts complex.		
The location of the new parking associated with the Courts expansion will be addressed as Housing Options are developed.	Vehicular and pedestrian traffic patterns will be reviewed for the recommended Housing Option.			
The Pennington tract may be considered for Courts expansion or the associated parking requirement.				

A series of tasks was performed in the winter and spring of 2010-11 to update the earlier study:

**Task 1. Limited Verification of Area Requirements**

The Loudoun County Capital Planning, Budget & Design Division provided updated staff projections. Departmental area requirements were then updated primarily using area-per-staff multipliers from the 2006 DWA report. For several groups, it was determined that the multiplier used in the past might no longer be appropriate due to changes in mission, programs and/or operations. These groups included the Clerk of the Circuit Court, Courts Security and Civil Process. Also, the Drug Court has been established since the last report was completed. The Courts' Area Requirements are discussed in Section 3.0 *Loudoun County Courts Area Requirements*.

**Task 2. Update Project Planning Considerations**

Since the last report was completed, early in 2008, Loudoun County has determined that the County government will continue to occupy the Harrison Street Government Center and that Courts Expansion will occupy the existing Courts Complex as well as a new building, to be constructed in two phases on the Church Street site, once occupied by the jail (now razed). Section 4.0 *Planning Considerations* has been updated to reflect these changes.



**Task 3. Revise the Recommended Housing Plan**

The 2007-08 report recommended a three-site housing plan to accommodate the fast-growing Loudoun County Courts. Nationwide economic trends, while they have affected the metropolitan Washington area including Loudoun County less than other areas, have nonetheless slowed the projected rate of growth in state and municipal services including courts. Given current and intermediate projections, a two-site campus is expected to accommodate the needs of the Courts for several years. Section 5.0 *Recommended Housing Plan* disperses the projected 2015, 2020 and 2025 departmental area requirement of the Courts between the existing Courts buildings and the proposed new Church Street building.

**Task 4. Update Project Implementation**

Loudoun County anticipates that a design team will be under contract and that pre-design will commence in 2011. Detailed consideration of project phasing and development of probable costs were outside the scope of this report update. Section 6.0 *Project Implementation* updates the general timeline, briefly highlights the intensive coordination required among the stakeholders and develops preliminary parking requirements.

## 3.0 LOUDOUN COUNTY COURTS AREA REQUIREMENTS

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Among the first tasks towards generating a facility plan is development of area requirements. In 1996, Loudoun County retained Dan L. Wiley & Associates (DWA) to conduct pre-design services for a new courts facility on the grounds of the historic courthouse in downtown Leesburg. The report, completed in 1997, guided the construction of the courthouse expansion although some of its recommendations were modified substantially in the final design. Among the services provided during the course of that effort were judicial system growth projections and development of related area requirements. In September of 2006, a report was completed that updated the projections and associated area requirements to 2025. These area requirements were the basis of the 2007-2008 report prepared by WBA.

The scope of the current report updates area requirements based on projections from the FY 2011 staffing provided by the Capital Planning, Budget and Design Division of the Department of Construction & Waste Management. Projected area requirements for 2015, 2020 and 2025 have been developed and are incorporated into a housing plan for the continued phased expansion of the Loudoun County Courts (see Table 5B *Housing Plan*).

The *Area Requirements Summary* in Table 3A shows projected staffing/area requirements by department and forms the basis of the housing plan. For purposes of comparison, FY 11 actual staffing/areas are included.

Generally, the area requirements are expressed in Departmental Gross Square Feet (DGSF) as defined in the 2006 DWA report. It includes area for each functional requirement, necessary circulation and the area of interior partitions within the department. It does not include the area of the building structure, mechanical and other building equipment space, building circulation, public areas and core functions. In Section 5.0 *Recommended Housing Plan*, these have been calculated using a multiplier of 1.4 to arrive at a building gross area (BGSF) approximation.



Table 3A

Loudoun County Judicial System Departmental Area Requirement (FY 11, Projected 2015, 2020 and 2025)								
Circuit Court Judicial	3	21,015	4	24,000	5	30,000	6	36,000
General District Court Judicial	3	11,989	4	16,000	5	20,000	6	24,000
J&DR Court Judicial	2	9,012	3	12,000	3	12,000	4	16,000
Circuit Court Clerk	43	20,182	54	34,750	62	37,000	73	38,900
Circuit Court	5		5		6		7	
Drug Court (Note 7)	5	1,400	5	1,500	5	1,500	5	1,500
General District Court Clerk	17	6,573	24	9,600	28	11,200	35	14,000
J&DR Court Clerk	8	3,364	9	3,600	10	4,000	11	4,400
J&DR Court Services (Note 11)	32	6,561	35	8,500	38	9,200	42	10,200
Commonwealth Attorney	33	10,137	36	9,000	41	10,200	48	12,000
Public Defender (Note 1)				150		150		150
* Community Corrections	21	6,600	23	5,750	25	6,250	28	7,000
* Probation & Parole	16	3,800	17	4,250	20	5,000	23	5,750
Sheriff								
Court Security	35	19,919	62	30,900	67	34,100	74	35,200
*Sheriff								
Civil Process (Note 5)	6	2,350	6	2,200	8	2,500	9	2,600
Magistrates (Note 2)								
Court Support/Victim Witness Waiting (Note 10)		7,861		1,000		1,000		1,000
Community Rooms		1,426		7,600		7,600		7,600
<b>DGSF Subtotal (Note 3)</b>	<b>229</b>	<b>132,189</b>	<b>287</b>	<b>170,800</b>	<b>323</b>	<b>191,700</b>	<b>371</b>	<b>216,300</b>
<b>DGSF Total (Note 3)</b>		<b>132,189</b>		<b>170,800</b>		<b>191,700</b>		<b>216,300</b>

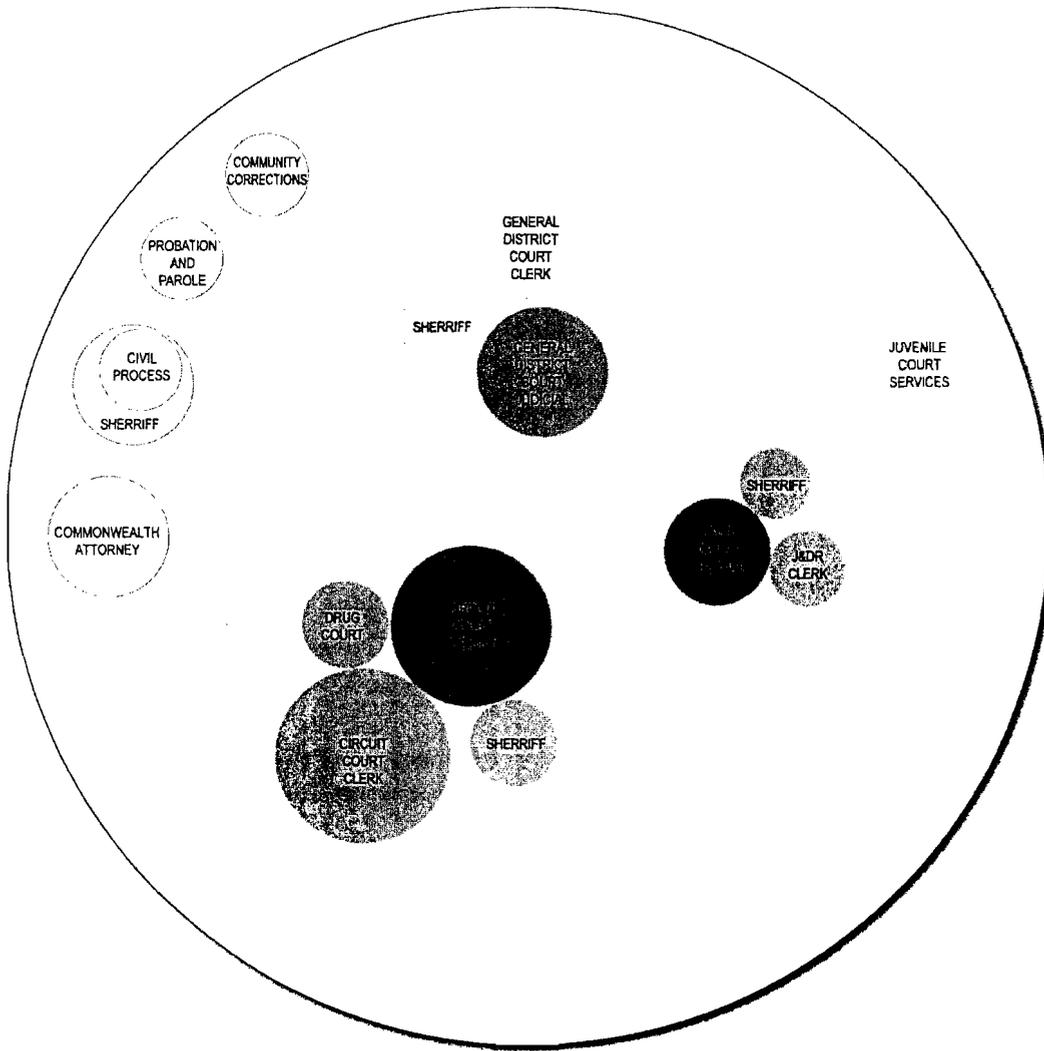
  

- Public Defender is expected to be housed elsewhere; a small conference room in each building with courtrooms is needed.
- Magistrates are expected to be housed elsewhere.
- Departmental GSF does not include public/staff parking requirement; Secure Judicial Parking is shown with Court Security.
- Groups shown with an \* are currently housed near the courthouse. It is assumed that they will be co-located with the courts, if possible.
- Civil Process currently occupies 3461 SF on Sycolin Road. DGSF reflects estimated right-sizing of their area requirement.
- Circuit Court Judges' administrative staff. Their area is included in Circuit Court Judicial.
- Drug Court program staff drawn from Circuit Court, Community Corrections and Sheriff's Patrol.
- 2011 staffing is adopted from County Budget documents OR are actual where State-funded.
- Near-term areas provided by County in January 2011; they include off-site areas to be consolidated; they do not include functions that are anticipated to remain outside the consolidation.
- Court Support included Jury Management, Law Library and Grand Jury and Victim Witness Waiting in DWA study. All except Victim Witness Waiting are now included with Clerk of Circuit Court. Victim Witness Waiting in the new building and Victim Witness staff are accounted with the Commonwealth Attorney.
- J&DR Court Services staff does not include branch personnel; shared workstations for their use are included.
- A division-by-division assessment of the on-site storage requirement is planned. Future off-site storage of some files is expected to reduce the required DGSF on-site.



**INTER-DEPARTMENTAL RELATIONSHIPS**

Even prior to the 2006 and 2007-08 reports, it was apparent that the Courts expansion in downtown Leesburg would require a multi-building campus in order to meet the current and projected area requirements of the Courts. In order to understand what that might mean for the operations of the Courts, the organizational diagram in Figure 3.1 was developed.



**Figure 3.1 Loudoun County Courts  
Organizational Diagram**

As the relationships were analyzed, it was possible to group agencies for courts expansion in downtown Leesburg in two or more buildings as shown in Figure 3.2:

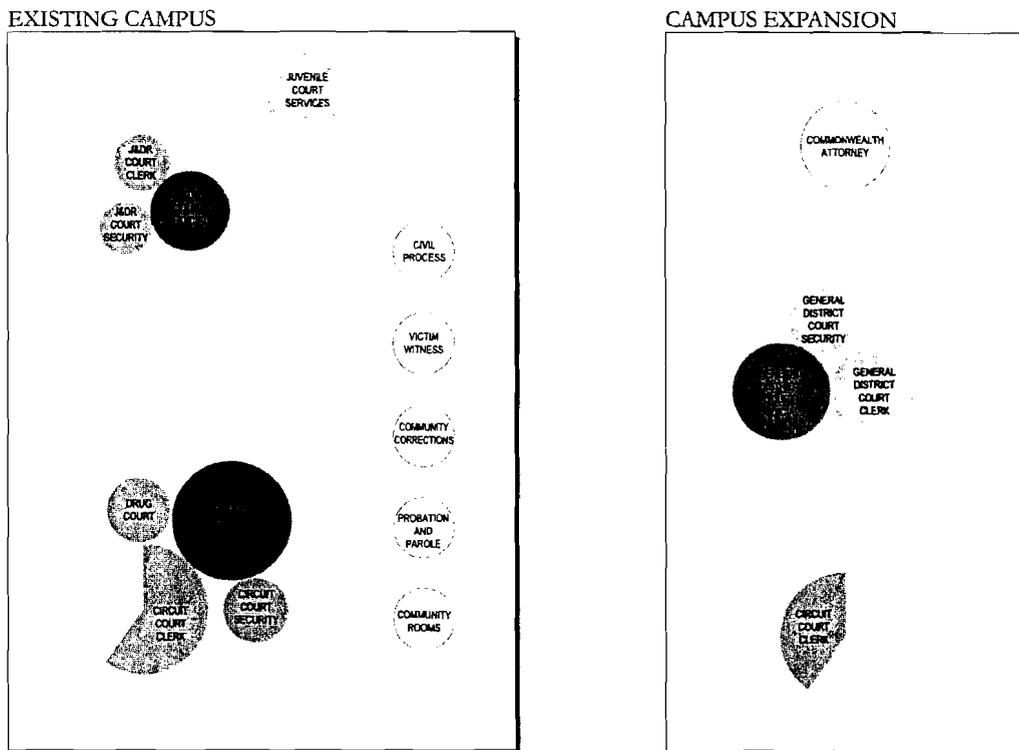


Figure 3.2

## BASIS FOR DEVELOPMENT OF AREA REQUIREMENTS

Area requirements for the Loudoun County Courts Expansion included in this report were developed by several means in a layered process over several years. The last comprehensive agency interviews were conducted in 1996 for the DWA report completed in 1997. The information gathered at that time was the basis for an update in 2006 that arrived at revised staffing projections through analysis of demographic and caseload projections. A summary table from the 2006 report is included in Appendix 7.1 *Judicial System Projections Update*. In 2007, the 2006 staffing and area requirements were used, with some notable exceptions, to explore alternative housing scenarios for the Courts functions within downtown Leesburg.

- The Clerk of the Circuit Court divisions were re-visited because they had grown to a point that the earlier projections clearly were no longer accurate; also, they were seen as potential candidates for location in two or more buildings. They provide a wide variety of services, some providing direct support for the Circuit Court and

requiring adjacency, others able to function at a greater remove from the courtrooms/chambers;

- **Sheriff's Office/ Court Security**  
Court Security requirements, including prisoner transport, package screening and the parallel circulation requirements for judges, prisoners and the public are needed for each building in which courts are located. The redundant provision of these areas is inefficient from both capital and operational perspectives. The 1997 DWA report proposed sharing a sally port between the Jail site and the Courts Complex using an under-street connector. This was not built and the sally port was ultimately located in a different place, less conducive to such a connection. The 2007-08 report included redundant sally ports in each Courts building to preserve flexibility for on-going planning.
- **Juvenile Court Services Unit**  
Juvenile Court Services participated in 2007 in development of area requirements for the proposed Loudoun County Government Administrative Center. When comparing the requirement developed in that effort with the DWA report, it was clear that something had changed. It was revealed that there was a substantial reduction in the number of staff requiring assigned workstations in the department. Revised policy provides hotel-style shared workstations for employees whose primary work location is outside the central office.
- **Public Defender's Office**  
The Public Defender's Office wishes to remain outside the Courts Campus. A small conference room designated for their use will be located in each building housing courtrooms.

The scope of work for this update of the 2007/08 study, required that area requirements for the following groups be carried over directly or updated using revised staffing projections provided by Loudoun County:

Circuit Court Judicial  
General District Court Judicial  
J&DR Court Judicial  
General District Clerk  
J&DR Clerk  
Juvenile Court Services

Commonwealth Attorney  
Public Defender  
Community Corrections  
Probation & Parole  
Magistrates

Area requirements for other groups required varying levels of review as described below:

- The Clerk of the Circuit Court was interviewed at length and escorted the team through his divisions' existing spaces. Staffing projections and area requirements for each division were developed as shown in Table 3B:

Table 3B

**Loudoun County Courts  
Clerk of the Circuit Court**

**Area Summary**

Draft 5/2/2011

Unit	Personnel Seats				2015 Area Requirements	2020 Area Requirements	2025 Area Requirements	Notes
	2011	2015	2020	2025				
Administration	5	5	5	5	3,787	3,787	3,787	
Probate	3	4	5	6	2,086	2,357	2,557	
Jury Management	2	3	3	4	5,447	6,298	7,148	
Judicial Services	5	6	7	8	1,103	1,226	1,349	
Information Technology	2	2	3	3	932	1,055	1,055	
Recording	10	11	14	18	2,843	3,429	3,660	
Public Reading Room	0	0	0	0	2,000	2,000	2,000	
Accounting	3	4	4	5	1,433	1,466	1,620	
Civil Case Management	8	9	10	12	6,124	6,247	6,493	
Criminal Case Management	5	7	8	9	3,657	3,780	3,903	
Archives	1	2	2	2	3,840	3,840	3,840	
Law Library	1	1	1	1	1,487	1,487	1,487	
<b>Total</b>	<b>45</b>	<b>54</b>	<b>62</b>	<b>73</b>	<b>34,739</b>	<b>36,973</b>	<b>38,900</b>	

- The Drug Court was established after the last report was completed. Preliminary area requirements were developed for this report and are included in Appendix 7.2 *Drug Court Area Requirements*;
- Court Security representatives were interviewed to tentatively develop area requirements for Courts Security on a multi-building Courts campus in downtown Leesburg. The requirements for Court Security will be highly dependent on the design of the buildings and will be validated as the design progresses. In this study, Secure Judicial Parking is included as an assigned Courts Security space;
- Civil Process is currently located in leased space that is larger than their area requirement. Their office and support needs were captured and are included in Appendix 7.3 *Civil Process Area Requirements*.
- Victim Witness staff and waiting will be included within the Commonwealth Attorney allocated area. An allowance for a second Victim Witness Waiting area in the building that does not house the Commonwealth Attorney has been included.
- Court Support in the earlier reports included, in addition to Victim Witness (assigned to the Commonwealth Attorney's area requirements as noted above), the Law Library, Jury Assembly and the Grand Jury Room. These areas have been assigned to the Clerk of the Circuit Court in the current report.

**NEED FOR COMPREHENSIVE PROGRAM OF REQUIREMENTS**

Much has changed in the workplace since the last comprehensive agency interviews were conducted in 1996; the 2006 interviews were focused on staffing projections. The WBA reports (2007/08) and (2011) are concerned primarily with the disposition of Courts units within multiple buildings on a downtown Leesburg campus. Technology and related



management changes have reduced or eliminated some area requirements and increased or created others and have affected adjacency requirements.

Pre-design services required by the County will be outlined in the County's Request for Proposal and Scope of Services. A full programming task will be required to validate all planning and area requirements noted in this report.



## 4.0 PLANNING CONSIDERATIONS

### INTRODUCTION

This study is about the feasibility of housing the Courts in county-owned property in downtown Leesburg. Two potential sites in addition to the current Courthouse sites have been identified for use by the Loudoun County Courts; one for Courts expansion, the other for structured parking to serve Courts staff and the public. This section will consider each of these county-owned downtown sites, identify planning considerations and explore campus concept alternatives.

### SITE ANALYSIS

#### Courts Complex

The site occupied by Courthouse Square has been in continuous use for courts since 1759. The third courthouse built on the site was completed in 1895 and is still standing. It remains in use for "overflow and special court purposes."<sup>1</sup> A Courts Complex, fashioned by substantial addition to other existing buildings on the site was completed in two phases, the first in 2001 and the second in 2004.

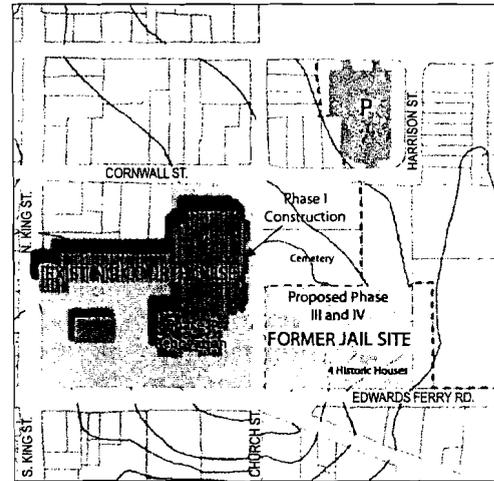


Figure 4.1 Proposed Courts Complex

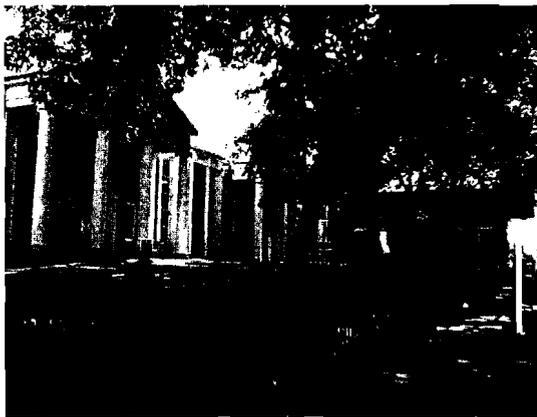


Figure 4.2 Courts Complex (Market Street Facade)



Figure 4.3 Historic Courthouse

<sup>1</sup> Dan L. Wiley & Associates, Inc., "Loudoun County Courts Complex Pre-design Services: Final Report, Book 2 – Strategic Plan" February, 1997, p.7.



Figure 4.4 Courts Complex (North Facade)

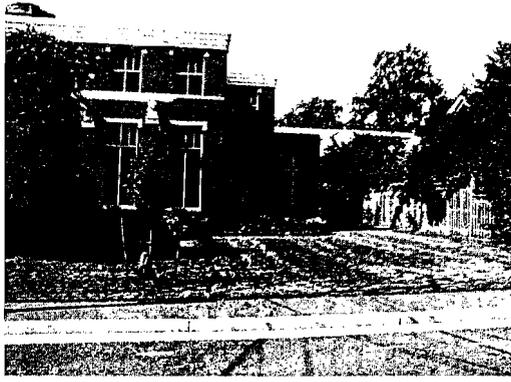


Figure 4.5 Courts Complex (East Facade)

Due to differing floor elevations among the existing buildings which were incorporated into the Courts Complex, the building circulation is confusing and inefficient. However, the courtrooms and chambers, themselves, are reported to function well. The Complex currently houses ten courtrooms, including two that were recently built-out and occupied in January 2008 in addition to the free-standing historic Courthouse. If the projections hold, there will be more judges than there are courtrooms by 2015; if not, that will almost certainly be the case by 2020. The most pressing space shortages have been experienced by the Clerk of the Circuit Court and the Commonwealth Attorney, who have expanded into leased space. Community Corrections, Probation and Parole, and Civil Process are also located in leased space.

The long, continuous history of the Courts Complex site as the judicial center of the County is a primary reason that a multi-building downtown campus is under consideration rather than a consolidated courthouse located on the periphery of the downtown area or elsewhere in Loudoun County.

#### **PHASE III AND IV COURTS EXPANSION SITE**

The old jail, once located across from the Courthouse on Church Street, has been demolished to prepare for Phase III and IV Courts Expansion. In addition to the cleared jail site, there are four houses on the parcel that have been designated as contributors to the historic fabric of downtown Leesburg (see Appendix 7.4 *Department of Historic Resources, Reconnaissance Survey Forms for Houses at 106, 108, 110 and 112 Edwards Ferry Road*). A cemetery is adjacent to the site to the north.



Figure 4.6 106,108,110 &112 Edwards Ferry Road



Figure 4.7 Cemetery Adjacent to Phase III and IV Site

The Phase III and IV site is currently zoned GC (Government Center District), a special purpose designation obtained by a re-zoning application filed by the Loudoun County Board of Supervisors and the Leesburg Town Council in June 1998.

The 1994, 1998 and 2011 records documenting meetings/discussions between Loudoun County and the Town of Leesburg are included in Appendices 7.5, 7.6 and 7.7. The 2011 correspondence which clarified an apparent discrepancy within the 1998 Proffer Statement ZM#155 has established the currently approved total build-out for the Courts in downtown Leesburg of 234,926 GSF and is included in Appendix 7.8. This includes the current Courts Complex and phased build-out on the adjacent site.

The currently proposed Phase III Courts Expansion build-out will yield a slightly larger (approximately 254,500 GSF) than what has been approved, and structured public and staff parking is now planned as part of Phase III for the near-by Pennington site rather than on-site. An application to amend the current, approved Concept Development Plan and Proffer of the sites will be required to implement these changes.

#### **PENNINGTON**

The Pennington tract is 10.03 acres of county-owned land located three blocks northeast of the Courts Complex. Zoned R-6 (Moderately Dense Residential Use), the eastern two-thirds of the site is unoccupied, de-facto open space for the adjacent residential community. The western third of the site currently provides 218 surface parking spaces on a 250,000 SF asphalt paved area. The parking primarily supports the Courts.

Structured parking is planned for the site as part of the Phase III Courts Expansion. In the 2007-08 report, it was noted that from time to time

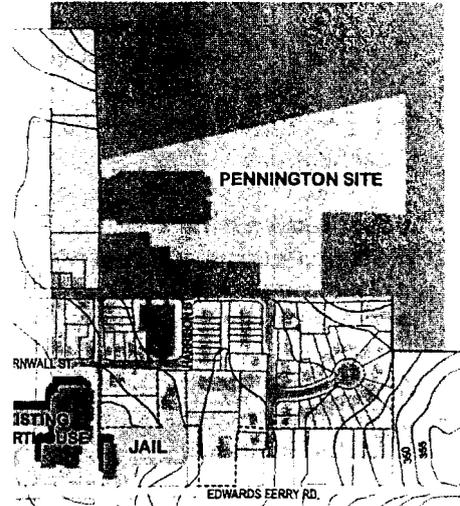


Figure 4.8 Pennington Site Location Map

various uses have been considered for the site; it could continue to be used for surface parking (see Appendix 7.7 *Pennington/Semones Zoning Ordinance Interpretation, letter dated 23 June 1998*), it could also be developed to meet some of the projected needs of the Courts with a new courtroom/office building or a parking structure, be retained by the County for another use or sold to help finance County capital projects on other sites.

Vehicular circulation to the Pennington site has been problematic as the only access to this site is through an established residential community in the historic district. Further development of the site by the County will be contingent on a successful re-zoning application and a resolution of the vehicular circulation concerns.

### **COURTS EXPANSION PLANNING CRITERIA**

Planning criteria, originally articulated in the 2007-08 report, will remain important considerations as planning goes forward:

#### **1. Operational Efficiency**

The most important consideration for Courts expansion is to provide housing that allows the courts to function properly and as efficiently as possible;

#### **2. Code Compliance and Design Standards/Guidelines**

The Courts Expansion planning will require compliance with applicable codes and attention to applicable standards and guidelines.

#### **3. Implementation Costs**

Expansion plans have associated costs that can be expressed in a timeline and budget. These may include:

- Project Management
- Land Acquisition and Site Preparation
- Design and Construction (New and/or Renovation)
- FF&E (Furniture, Fixtures and Equipment)
- Infrastructure (Utilities, Telecommunications)
- Move Costs (may include Interim Moves)
- Swing Space and Associated Requirements.

These costs will necessarily influence design and construction of the Courts Expansion.

#### **4. Schedule/Phasing**

The required time and steps involved in the implementation of the expansion plan for the Courts should be considered as design progresses. Such evaluation often reveals additional costs.

#### **5. Traffic/Parking**

Issues related to traffic and parking, although closely related to other criteria such as operational efficiency and town planning are treated separately due to the importance assigned to them by the Courts staff, the Town of Leesburg and the citizens of Loudoun County. Several traffic studies have been conducted for Loudoun County over the several years when approvals were sought for Courts



expansion in downtown Leesburg. An updated study to establish the parking requirement and to study the impact of the expansion design on downtown traffic will be necessary as the concept design is developed.

## **6. Town Planning Opportunities**

The Loudoun County Courts have been an important contributor to the vitality of downtown Leesburg. The Courts expansion will necessarily impact that community. The concerns and opportunities presented by a growing Courts presence in downtown are considered in greater detail below.

Sections 5.0 *Recommended Housing Plan* and 6.0 *Project Implementation* address these planning criteria as they apply to the planned expansion of the Loudoun County Courts.

### **URBAN CAMPUS OPPORTUNITIES**

Leesburg is the County Seat of Loudoun County. The Courts are a major tenant and employer in downtown Leesburg and, as they continue to grow, an increasing influence on community life. In December 2007, a market study<sup>2</sup> for downtown Leesburg was completed. In it, the authors noted among the town's strengths:

...its stable business base, comprised largely of government workers, its signature restaurants (Lightfoot and Tuskie's), and several shops that draw customers from throughout the region. Its most important physical assets are its historic physical fabric and small-town ambience, as well as its beautiful historic neighborhoods, attractive modern subdivisions and green spaces that surround it.

The same study also acknowledged weaknesses including:

[Leesburg's] retail offerings do not adequately serve its primary and secondary markets [including its government worker base], and several of its restaurants and shops are geared primarily to serving the vacation-tourist market, which cannot be attracted in numbers large enough to make these businesses thrive. Another weakness is the heavy flow of automobile traffic through the heart of the Downtown, which undermines pedestrian comfort. Other weaknesses include the lack of a business placement scheme that promotes pedestrian browsing, as too many business and professional services are interspersed with restaurants and retail shops. Parking remains a problem, particularly for suburban residents.

The Courts Expansion addresses or impacts several of the study's Recommendations for Downtown Enhancement:

- Encourage Government and professional services, which are recession-resistant;
- Provide convenience retail and services for workers and primary-market residents;

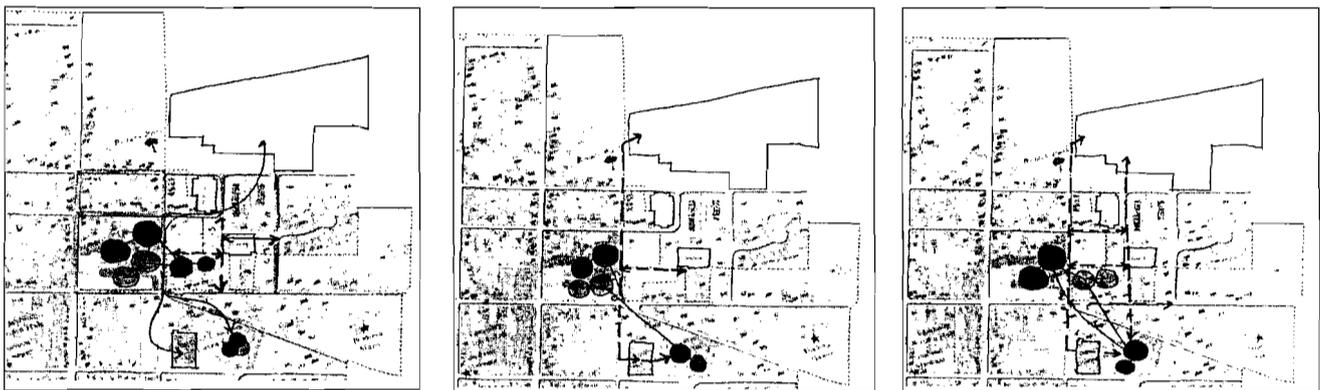
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<sup>2</sup> Accordino, John et al. The Leesburg Downtown Market Study: An Analysis of Shopper and Stakeholder Perceptions. Wilder School of Government and Public Affairs, Virginia Commonwealth University, 2 December 2007, pp 6-7.

- Calm the traffic at key intersections in the Old and Historic District;
- Improve Downtown parking for residents coming from outside the town;
- Create a more “browser-friendly” shopping environment by locating business and professional services on the perimeter of downtown or above street level.

### URBAN CONCEPTS

In 2007, the Wisnewski Blair design team began by studying the impact of the Courts expansion on Courts function and on the center of the town. Examples of these conceptual sketches are shown in Figure 4.9. They use scaled “bubbles” to represent court functions and lines of varying weights to describe interrelationships between functions and potential circulation patterns.



Conceptual Diagram A: Three-Site / Concentrate Courts, Disperse Non-Judicial Functions

Conceptual Diagram B: Two-Site / Co-locate each court with related support functions

Conceptual Diagram C: Three-Site / Co-locate each court with related support functions

**Figure 4.9 Conceptual Diagrams**

Ultimately, the County decided on a two-site scheme, similar to Conceptual Diagram B in Figure 4.9 except that it concentrates the Court functions on the two adjacent County-owned sites; (the existing Courthouse site and the Church Street site to the east); the County Government Center remains in its current Harrison Street location. It shows a relationship to available parking that is similar to that of a typical academic campus: The Courts are at the “hub” and parking is on the periphery of the Courts Campus, primarily at the Pennington site.

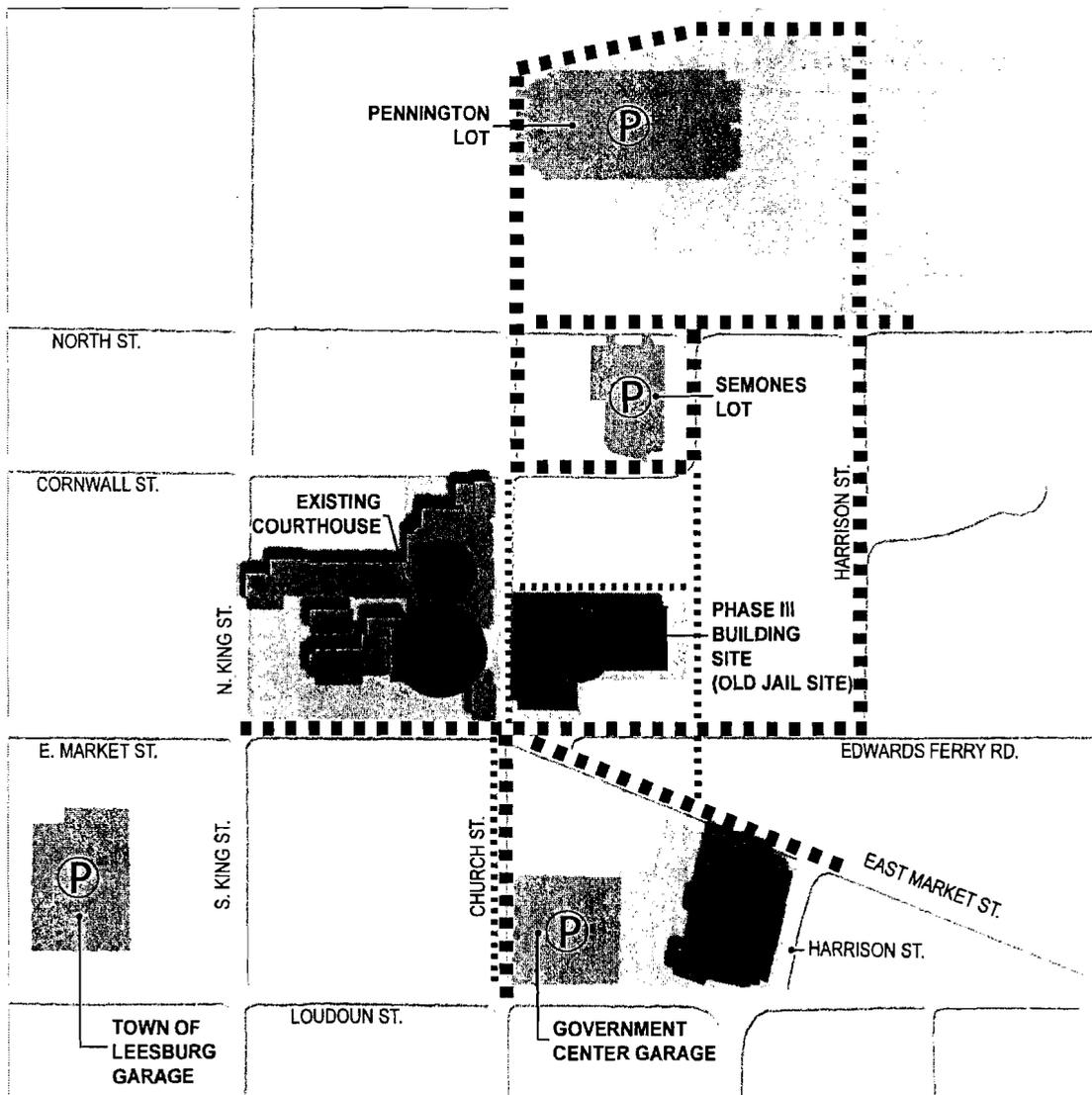


Figure 4.10 Loudoun County Courts Expansion Vicinity Plan

The expansion of the Courts to a multi-building campus unrestricted to the confines of the existing Courts Complex can contribute to the vibrant downtown Leesburg envisioned in the report, superimposing a unified campus identity on the existing historic fabric of the town by relating the Courts buildings architecturally, incorporating comprehensive signage, street furniture and landscape design.

# 5.0 RECOMMENDED HOUSING PLAN

## INTRODUCTION

Now that a clear understanding of the area requirements (Section 3.0) and planning considerations (Section 4.0) has been achieved, a housing plan for the Loudoun County Courts Expansion can be recommended.

The plan is summarized in Table 5A:

**Table 5A**

### Courts Expansion Summary

Description	Existing Available Building (BSF)	Construction / Renovation Required (BSF) (2015)	Construction / Renovation Required (BSF) by 2025	Total Construction / Renovation (BSF)
Circuit Court J&DR Court CourtsComplex	108,890	172,003*	172,003*	172,003*
General District Court Jail Site	0	85,000	124,300**	124,300**

Total

**296,303 BGSF**

\*Assumes that construction will be limited to renovation of existing buildings on the current Courts Complex site; if growth projections are realized, by 2020 some groups will partially or completely re-locate. Note that all areas of the existing building may not require renovation and that others may require renovation more than once as project phasing may require.

\*\* The County wishes to limit total new Phases III and IV Courts construction to 120,000 SF; The currently projected requirement by 2025 is 124,300 SF.

## RECOMMENDED HOUSING PLAN

The following considerations have influenced the recommended housing plan for the Loudoun County Courts Expansion in downtown Leesburg:

### Operational Efficiency

- The close proximity of the Courts expansion site, relative to more remote options considered in the 2007/08 study, facilitates interaction among the Courts and court-supporting units;



- Even in 2015, the goal of eliminating county-leased space will be difficult to achieve. The projected 2015 area requirements shown in the housing plan slightly exceed the available departmental area in the existing building; the new building is projected to be full the day it is completed. Even with the build-out of both phases on the expansion site, it is projected that some additional space will be needed before 2025;
- The recommended housing plan assumes that the existing Courts Complex and the proposed expansion will form a single campus. In the event that there is no physical connection between the buildings, some redundant program spaces (mostly Courts Security related) must be provided;
- The housing plan is dependent on splitting the Clerk of the Circuit Court functions between the two buildings;
- Mail Processing and Delivery functions are represented in the housing plan by allowance as the County considers a county-wide approach to these functions;

#### **Project Implementation**

- Phase III Courts Expansion includes 85,000 SF of new construction as well as interior renovation of much of the existing Courthouse and additional parking at the Pennington Parking Lot site.;
- Phase IV consists of construction of a 35,000 SF addition to the expansion building and interior renovation of the existing building as Courts functions shift.
- The physical connection between the existing and new buildings will impact initial project cost but will yield lower operations costs over time due to redundant Courts Security staffing requirements.

#### **Traffic/Parking/Wayfinding**

- The General District Court has the highest volume of traffic in terms of criminal and civil case commencements in addition to their traffic adjudication responsibilities<sup>1</sup>. Their proposed location in the new building will disperse Courts visitors as well as possible between the two adjacent buildings;
- Much of the public/staff parking is being planned for structured parking at the Pennington site;
- Wayfinding and pedestrian routes from the parking to the Courts buildings will be important to consider;
- Accessible parking in proximity to the Courts buildings and accessible routes from parking to the Courts buildings will be required;
- Points of entry to the Courts buildings will need careful planning.

Table 5B, on the following page, represents the updated Housing Plan for Phases III and IV of the Courts Expansion:

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<sup>1</sup> Dan L. Wiley & Associates, Inc., "Judicial System Projections Update and Expanded Space Needs Assessment, Final Report," September 2006, pp 31, 34 and 37.

Table 5B

Loudoun County Courts Expansion  
Recommended Housing Plan

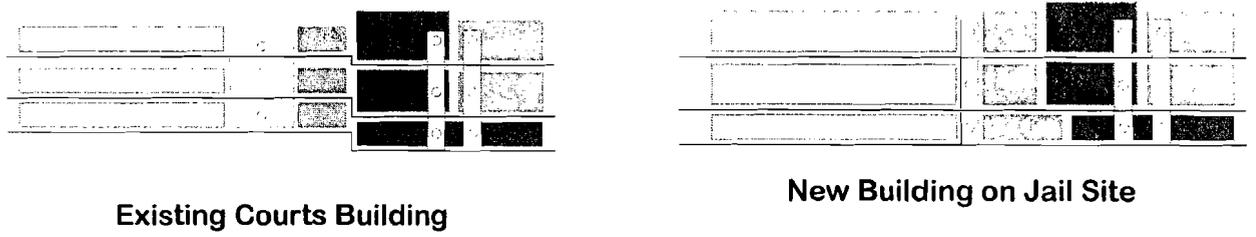
	2006 Study		2006 Study (as of 2007)		Courthouse & Judiciary Dept.						Judiciary State New Construction						
	Count	GSF	Count	GSF	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021		
Circuit Court Judicial	3	20,445	3	3	21,015	4	21,015	5	24,904	6	30,000						
General District Court Judicial	3	10,950	3	3	11,989							4	16,000	5	20,000	6	24,000
J&DR Court Judicial	2	6,488	2	2	9,012	3	12,182	3	12,182	4	15,500						
Circuit Court Clerk	40	12,694	43	45	20,182	28	23,920	31	24,067	36	25,409	26	11,981	31	12,905	37	13,490
Circuit Court <sup>6</sup>			7	5		5		6		7							
Drug Court <sup>7</sup>				5	1,400	5	1,200	5	1,200	5	1,200						
General District Court Clerk	16	6,857	17	17	6,573							24	9,600	28	11,200	35	14,000
J&DR Court Clerk	7	2,940	8	8	3,364	9	3,600	10	4,000	11	4,400						
J&DR Court Services <sup>11</sup>	33	6,570	35	32	6,561	35	8,500	38	9,200	42	10,200						
Commonwealth Attorney	35	6,180	34	33	10,137							36	9,000	41	10,200	48	12,000
Public Defender (Note 1)							150		150		150		150		150		150
* Community Corrections	14	2,944	20	21	6,600	23	5,750	25	6,250	28	7,000						
* Probation & Parole	13	3,079	16	16	3,800	17	4,250	20	5,000							23	5,750
Sheriff																	
Court Security	35	12,328	38	35	19,919	37	19,919	39	19,919	43	19,919	25	11,033	28	14,120	31	15,179
Secure (Judicial) Parking		5,166															
Sheriff																	
Civil Process (Note 5)	8	1,986	6	6	2,350	6	2,200	8	2,500	9	2,600						
Magistrates (Note 2)																	
Court Support / Victim Witness																	
Waiting <sup>10</sup>		8,338			7,861		1,000		1,000		1,000						
Community Room(s)					1,426		7,600		7,600		7,600						
Unassigned		5,652															
<b>DGSF Subtotal (Note 3)</b>	<b>209</b>	<b>112,617</b>	<b>232</b>	<b>231</b>	<b>132,189</b>	<b>172</b>	<b>111,286</b>	<b>190</b>	<b>117,972</b>	<b>191</b>	<b>124,978</b>	<b>115</b>	<b>57,764</b>	<b>133</b>	<b>68,575</b>	<b>180</b>	<b>84,569</b>
Building Support Factor 5% <sup>14</sup>													2,888		3,429		4,228
<b>DGSF Total (Note 3)</b>		<b>112,617</b>			<b>132,189</b>		<b>111,286</b>		<b>117,972</b>		<b>124,978</b>		<b>60,652</b>		<b>72,004</b>		<b>88,797</b>
<b>Est. DGSF Available</b>		<b>104,608</b>			<b>108,890</b>		<b>108,890</b>		<b>108,890</b>		<b>108,890</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>DGSF Surplus/(-) 11/11</b>		<b>(8,009)</b>			<b>(23,299)</b>		<b>(2,314)</b>		<b>(9,082)</b>		<b>(16,988)</b>		<b>(10,644)</b>		<b>(10,004)</b>		<b>(14,747)</b>
<b>New Construction GSF</b>													<b>84,913</b>		<b>100,805</b>		<b>124,316</b>

- Notes**
- Public Defender is expected to be housed elsewhere; a small conference room in each building with courtrooms is needed.
  - Magistrates are expected to be housed elsewhere.
  - Beginning 2011, Secure Judicial Parking is shown with Court Security.
  - Groups shown with an \* are currently housed near the courthouse. It is assumed that they will be co-located with the courts, if possible.
  - Civil Process currently occupies 3461 SF on Sycolin Road. DGSF reflects estimated right-sizing of their area requirement.
  - Circuit Court Judges' administrative staff. Their area is included in Circuit Court Judicial.
  - Drug Court program staff drawn from Circuit Court, Community Corrections and Sheriff's Patrol.
  - 2011 figures are adopted from County Budget documents OR are actual where State-funded.
  - Near-term areas provided by County in January 2011; they include off-site areas to be consolidated; they do not include functions that are anticipated to remain outside the consolidation.
  - Court Support included Jury Management, Law Library and Grand Jury and Victim Witness Waiting in DWA study. All except Victim Witness Waiting are now included with Clerk of Circuit Court. Victim Witness Waiting in the new building and Victim Witness staff are accounted with the Commonwealth Attorney.
  - J&DR Court Services staff does not include branch personnel; shared workstations for their use are included.
  - Divisions of the office of the Clerk of the Circuit Court that are planned for the existing Courthouse include Jury Management, Judicial Services, Civil Case Management, Criminal Case Management, Archives and the Law Library.
  - A division-by-division assessment of the on-site storage requirement is planned. Future off-site storage of some files is expected to reduce the required DGSF on-site.
  - The Building Support Factor was included for planning purposes in the 2006 DWA study to ensure that the proper building circulation is provided without impact on assignable areas.



A diagrammatic disposition of the three Courts and Court support functions is shown in the Figure 5.1:

**Figure 5.1 Loudoun Courts Expansion Stacking Diagram**



**LEGEND**

COURTROOMS



JUDICIAL OFFICE SPACE



COURT AGENCIES

SALLYPORT/SECURE PARKING



SECURE DEFENDANT CIRCULATION

PUBLIC CIRCULATION

SECURE CIRCULATION

## 6.0 PROJECT IMPLEMENTATION

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### **PHASED COURTS EXPANSION**

Courts Expansion has been a multi-phase project. Phases I and II were completed in 1997 and 2006 and have included on-going interior renovation projects. There are two remaining phases, Phase III and Phase IV. Phase III will include the 85,000 SF new construction to be located on the County-owned site adjacent to the existing courthouse across Church Street (Old Jail Site), the necessary renovations to the existing court buildings as courts units are relocated and structured parking to be located on the County-owned Pennington site. Phase IV will consist of a 35,000 – 40,000 SF addition to the Phase III building with renovations as needed to the existing buildings.

There are several reasons for phased implementation:

- The Courts Expansion is a fairly large capital project and its impact on the County management and budget is mitigated as it is spread over several phases.
- Additionally, while there is an immediate need for additional space, the full build-out of the Courts Expansion is not yet needed.
- Finally, phased implementation builds in opportunities for periodic re-calibration of the projected need for space which is based on projected population growth and caseload histories of the courts and affected by assessment of the impact of changing practices/technologies and competition for limited resources.

A tentative phasing plan is shown in Table 6A on the following page:

Table 6A

Loudoun County Courts Expansion Phasing Plan

<ul style="list-style-type: none"> <li>• Develop Courts Expansion Program of Requirements</li> <li>• Jail Site Demolition / Site Preparation</li> <li>• Geotechnical Study</li> <li>• Study Pennington Easement</li> <li>• Work with Town of Leesburg to prepare draft amendment to 1998 Proffer Statement</li> </ul>	Late 2011/2012		
Design / Construction New Phase III Court Building, Rezoning, Traffic Study	2012	2014	2015
Design / Construction New Pennington Parking Garage	2012	2013	2014
New Roadwork for Pennington Parking Easement / Right of Way	2012	2013	2014
Renovate Vacated Courthouse Space	2012	2015	2016
Design / Construction Addition to Phase III Court Building	2012/2017	2018	2019
Renovate Vacated Courthouse Space	2018	2019	2020
Partial Move: Circuit Clerk to Expansion Space	Complete	Complete	Complete
Move / Partial Move: Commonwealth Atty. To Expansion Space	Complete	Complete	Complete
J & DR Court Services to open 2 Branches			2015 / 2025
Swing Space Moves During Renovations			

**COUNTY/TOWN/COMMUNITY COORDINATION**

There will be many opportunities for interaction and coordination between the Courts and Loudoun County, the Town of Leesburg and the community during the course of this multi-phase project. Table 6B gives an indication of some occasions for interaction that may be anticipated:



Table 6B

Courts Expansion Coordination

Rezoning / Tasks		Zoning / Building Permits	Land Acquisition / Easements / Leases	Site Preparation	Traffic / Parking Planning	Landscaping	Signage / Wayfinding	Amenities
	Develop Courts Expansion Program of Requirements							
	Jail Site Demolition / Site Preparation							
	Geotechnical Study	•	•	•	•	•	•	•
	Study Pennington Easement							
	Work with Town of Leesburg to prepare draft amendment to 1998 Proffer Statement							
III A	Design / Construction New General District Court, Rezoning, Traffic Study	•	•	•	•	•	•	•
III B	Design / Construction New Pennington Parking Garage	•	•	•	•	•	•	
III C	New Roadwork for Pennington Parking Easement / Right of Way	•	•	•	•	•	•	
III D	Renovate Vacated Courthouse Space	•		•		•	•	•
III A	Design / Construction Addition to General District Court Building	•		•	•	•	•	•
III B	Renovate Vacated Courthouse Space	•		•		•	•	•
	Partial Move: Circuit Clerk to Expansion Space	Complete						
	Move / Partial Move: Commonwealth Atty. To Expansion Space	Complete						
	J & DR Court Services to open 2 Branches	•	•					
	Swing Space Moves During Renovations	•	•		•		•	



**PARKING AND CAMPUS CIRCULATION**

Parking and traffic present challenges in any urban environment; downtown Leesburg is no exception. Planning for the safe and efficient movement of vehicles and pedestrians are important components of the Loudoun County Courts Expansion project.

**Parking Plan**

Loudoun County has entered into preliminary discussions with the Town of Leesburg regarding adjustment of the parking requirement to support the Loudoun County Courts Expansion in downtown Leesburg. In order to satisfy the projected parking requirement, the Parking Plan offered in the 1998 traffic study has been updated as shown in Table 6.3 and Figure 6.1. The figures shown in Table 6C will be subject to review as the Concept Development Plan Amendment process goes forward.

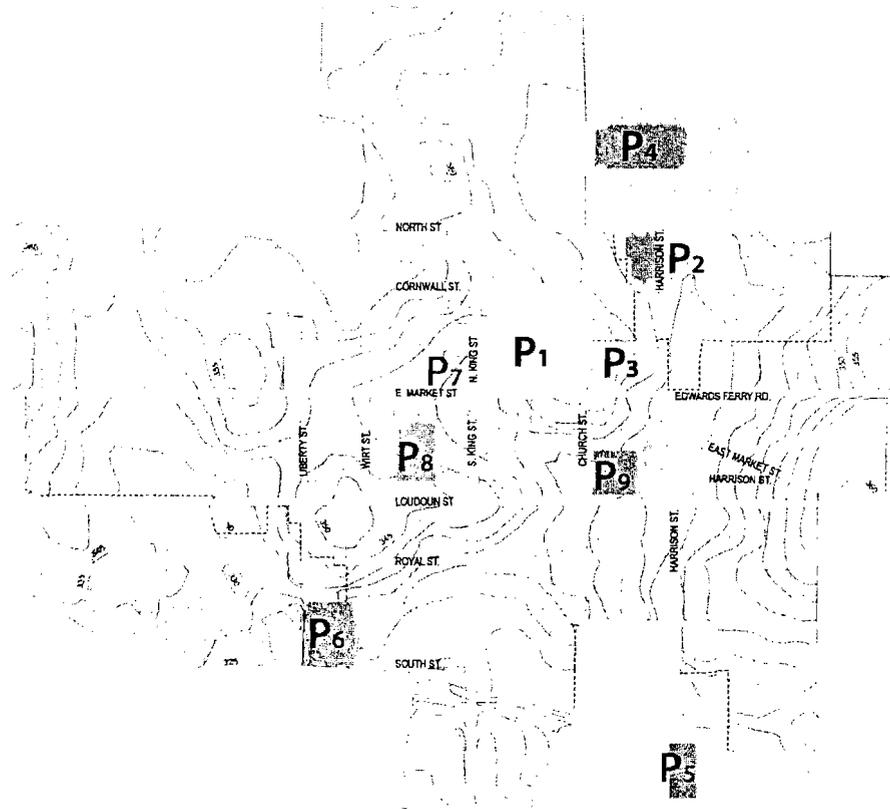
**Table 6C** Courts Expansion Projected Parking Requirement and Tentative Plan

Parking Location	Courts Build-out		
	Existing 169,419 GSF <b>413 Spaces Provided</b>	Phase III 2015 +85,000 = 254,419 GSF <b>763 Spaces</b>	Phase IV 2020 +35,000 = 289,419 GSF <b>868 Spaces</b>
P1 Existing Courts Complex	10	20	20
P2 Semones	69	69	69
P3 Church Street	116	14	14
P4 Pennington Site	218	625	625
<b>Other Downtown Parking</b>			
P5 Harrison	50	50	50
P6 Liberty	50/125	50/125	50/125
P7 On Street	20 to 50	20 to 50	20 to 50
P8 Town Garage	20/376	20/376	20/376
P9 County Garage	0/419	0/419	0/419

1. Parking requirement is based on 3 spaces per 1000 GSF.
2. Secure parking requirements for judges and prisoner transport/sheriff vehicles are included in the total parking requirement.
3. Other Downtown Parking figures from 1997 Traffic Study.



Figure 6.1 Proposed Courts Expansion Parking Map



In general, the earlier plan provided substantially more parking on the Church Street site and at the Semones parking lot and less on the Pennington site than is currently proposed. The recommended Housing Plan requires a substantially larger build-out of program space on the Church Street site than was originally considered. Consequently, there is less room for parking on that site than anticipated. Also, as the space requirements of the Courts were reviewed, they increased somewhat; the corresponding parking requirement is larger than projected in 1998. Finally, best practice in modern Courts Security encourages remotely located staff and public parking.

When, as proposed in this report, a parking structure is built on the Pennington site, there are several contingencies which must be considered:

- The new space requirements study may result in an adjusted parking requirement and the new traffic study may alter the proposed disposition of the parking requirement;
- A re-zoning application must be submitted and approved as discussed in Section 3.0;

- The Town of Leesburg will likely require the parking structure to be a mixed-use development with context-appropriate facades concealing the parking levels and visually minimizing the scale of development;
- An improved vehicular circulation plan as shown in Figure 6.2 may involve a land acquisition or easement process. The pre-planning phase of the work should explore the requirements of this process to minimize adverse impact on the Courts Expansion project schedule.

### **Traffic Plan**

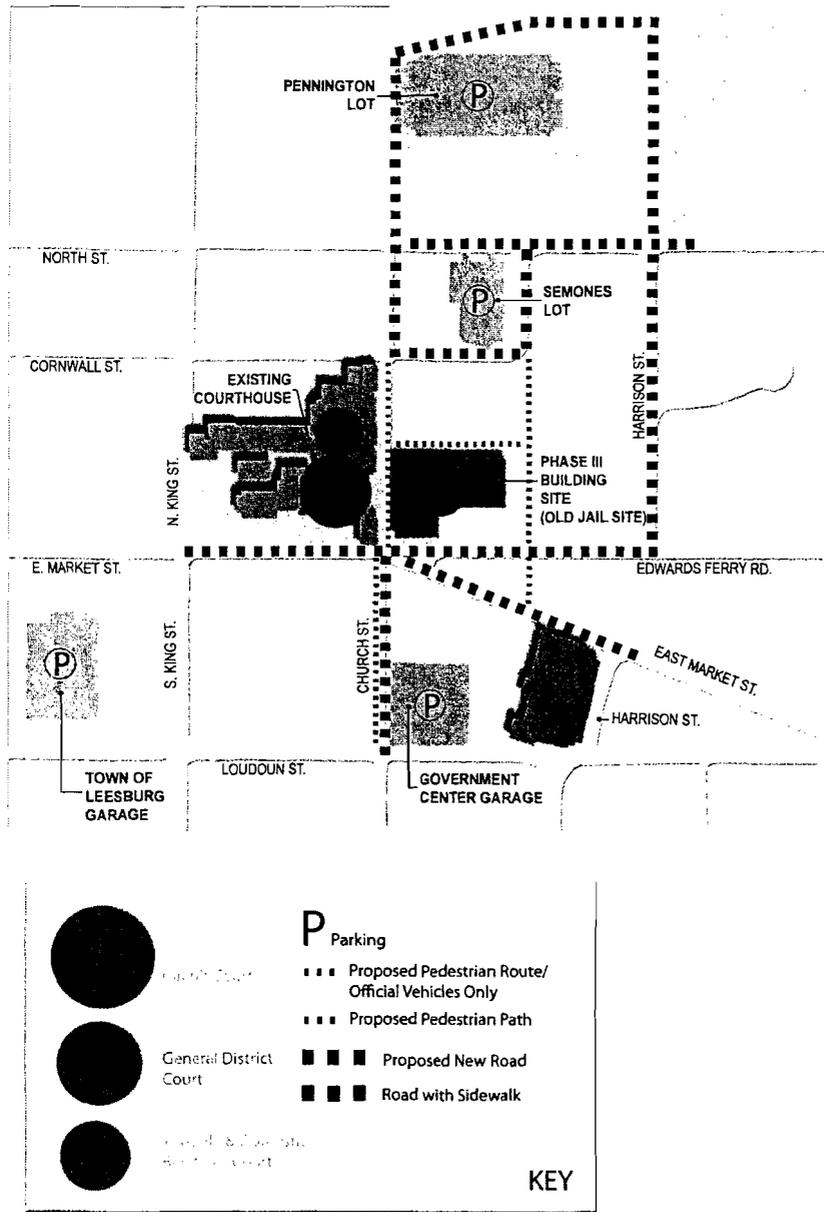
Several traffic studies have been undertaken as the Courts Expansion pre-planning has progressed. Traffic and related transportation issues must be addressed yet again as pre-design of the Courts Expansion project is undertaken. A preliminary Vicinity Plan was shown in Section 4.0 *Planning Considerations*; a slightly modified plan is shown in Figure 6.2 on the following page:

### **Conclusion**

The findings and recommendations included in this report will require re-assessment as the County moves forward through the pre-planning and design phases for the Phase III Courts Expansion project. Refinement of the program requirements, on-going coordination with the community and the Town of Leesburg, and the planning of traffic mitigation, wayfinding and security will continue to influence the design and implementation of the Courts Complex Expansion project. The County's specific requirements will be included in a Request for Proposal (RFP) for architectural and engineering services.

Figure 6.2

Courts Campus Vicinity Plan – Pedestrian and Vehicular Paths



## 7.0 APPENDIX

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- 7.1 Table 26, Judicial System Projections Update, Dan L. Wiley & Associates, September 2006;
- 7.2 Drug Court Area Requirements;
- 7.3 Civil Process Area Requirements;
- 7.4 Department of Historic Resources, Reconnaissance Survey Forms For Houses at 106, 108, 110 and 112 Edwards Ferry Road;
- 7.5 Town of Leesburg Zoning Amendment for Courts Complex, Application No. ZM-155, approved 23 June 1998;
- 7.6 Loudoun County Courts Proffer Statement, 23 June 1998
- 7.7 Pennington/Semones Zoning Ordinance Interpretation, letter dated 23 June 1998;
- 7.8 Town of Leesburg, Determination Letter, 5 January 2011;
- 7.9 Basement, First & Second Floor Plans, Existing Courthouse;
- 7.10 Clerk of the Circuit Court Area Requirements;
- 7.11 Courts Security Area Requirements.

Table 26  
 Loudoun County Judicial System  
 Preliminary Estimate of Future Need, Existing - 2025  
 Loudoun County, Virginia

	Projections											
	Existing			Png. Avg. DGSF/Staff	2010		2015		2020		2025	
	Staff	DGSF	DGSF/Staff		Staff	DGSF	Staff	DGSF	Staff	DGSF	Staff	DGSF
Circuit Court Judicial	3	20,445	6,815	6,000	4	24,000	5	30,000	5	30,000	6	36,000
General District Court Judicial	3	10,950	3,650	4,000	5	20,000	5	20,000	6	24,000	6	24,000
J&DR Court Judicial	2	6,488	3,244	4,000	3	12,000	3	12,000	3	12,000	4	16,000
Circuit Court Clerk	40	12,694	317	400	71	28,400	88	35,200	88	35,200	106	42,400
General District Court Clerk	16	6,857	429	400	40	16,000	40	16,000	48	19,200	48	19,200
J&DR Court Clerk	7	2,940	420	400	15	6,000	15	6,000	15	6,000	20	8,000
J&DR Court Services	33	6,570	199	250	50	12,500	56	14,000	62	15,500	70	17,500
Commonwealth Attorney	35	6,180	177	250	60	15,000	65	16,250	70	17,500	80	20,000
Community Corrections	14	2,944	210	250	29	7,250	31	7,750	34	8,500	38	9,500
Probation & Parole	13	3,079	237	250	27	6,750	30	7,500	32	8,000	37	9,250
Sheriff												
Court Security	35	12,328	352	374	39	14,586	53	19,822	56	20,944	63	23,562
Civil Process	8	1,986	248	250	14	3,500	15	3,750	16	4,000	18	4,500
Court Support		8,338				10,003		11,669		13,334		15,000
Unassigned		5,652				-		-		-		-
DGSF Subtotal - Components only	209	107,451			357	175,989	406	199,941	435	214,178	496	244,912
Building Support @ 5%						8,799		9,997		10,709		12,246
Subtotal DGSF						184,788		209,938		224,887		257,158
Secure Parking		5,166				5,166		10,332		10,332		10,332
<b>TOTAL DGSF</b>		<b>112,617</b>				<b>189,954</b>		<b>220,270</b>		<b>235,219</b>		<b>267,490</b>
Less Existing DGSF						112,617		112,617		112,617		112,617
Estimated Additional DGSF						77,338		107,653		122,602		154,873
Estimated Additional BGSF x 1.3						100,539		139,949		159,383		201,335
<b>Estimated Total Required BGSF</b>		<b>181,319</b>				<b>281,858</b>		<b>321,268</b>		<b>340,702</b>		<b>382,654</b>

Staff numbers include Judges.



LOUDOUN COUNTY COURTS EXPANSION  
 UPDATE FACILITY PLAN AND ASSESSMENT  
 AUGUST 2011  
 7-2



# APPENDIX

## 7.2 Drug Court Area Requirements

### Loudoun County Courts Circuit Court

Draft 4/8/2011

Drug Court Program									
Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	
Private Office	Program Coordinator	130	1	1	1	130	130	130	
	Supervisor	100	1	1	1	100	100	100	
	Shared - patrol	100	1	1	1	100	100	100	
Workstation	Patrol - Program	64	2	2	2	128	128	128	Circuit Court staff 22
	Patrol - Program					0	0	0	
Personnel Assigned Spaces			5	5	5	5			
Subtotal Personnel Assignable Area						458	458	458	
Total Personnel Usable Square Footage (USF)						704			
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)					
Wait Area		125	1	125	125	125	Seat 4		
Shared Network Printer Station	32	32	1	32	32	32			
Conference Room, shared	200		0	0	0	0	Shared Conference Room with Circuit Court.		
Workroom, Shared	175		0	0	0	0	Shared Workroom with Circuit Court.		
Pantry, Shared	80		0	0	0	0	Shared Pantry with Circuit Court.		
Break Room, Shared	225		0	0	0	0	Shared Break Room with Circuit Court.		
Subtotal Support Space Assignable Area				157	157	157			
Total Support Usable Square Footage (USF)				224					
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)					
Interview Room	150	150	1	150	150	150	Must be located near support functions. Must be located near office area. Provide security allocation.		
Subtotal Program Space Assignable Area				150	150	150			
Total Program Space Usable Square Footage (USF)				250					
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)					
General Storage	30	30	1	30	30	30			
				0	0	0			
				0	0	0			
				0	0	0			
				0	0	0			
Subtotal Storage & Filing Assignable Area				30	30	30			
Total Storage & Filing Usable Square Footage (USF)				43					
Subtotal Assignable Area						795			
Total Personnel, Support, Program and Storage/Filing Usable Square Footage (including circulation factor)						1222			

1. Non-Circuit Court dedicated workstations shown as Program Space
2. If not located near Administration, ensure proximity to shared office support functions.
3. Secure (card access) to Drug Court office area. Public access to wait area and interview room.



# Appendix

## 7.3 Civil Process Area Requirements

### Loudoun County Courts January 26, 2011

Civil Process										
Space Type	Personnel Position	Standard Allocation (SF)	Personnel Quantity				Assignable Area (SF)			Notes
			Current	2015	2020	2025	2015	2020	2025	
Private Office		130	2	2	2	2	260	260	260	Positions not known, area estimated
Workstation		80	4	4	6	7	320	480	560	Positions not known, area estimated
<b>Total Primary Personnel</b>			<b>6</b>	<b>6</b>	<b>8</b>	<b>9</b>				
<b>Subtotal Primary Assignable Area</b>							<b>580</b>	<b>740</b>	<b>820</b>	
<b>Total Primary Usable Square Footage (USF) (Including</b>							<b>892</b>	<b>1138</b>	<b>1261</b>	

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Quantity				Assignable Area (SF)			Notes
			Current	2020	2020	2025	2020	2020	2025	
Private Office							0	0	0	
Workstation	Drop-in stations	48	8				384	384	384	Functional requirements not known, area estimated
<b>Total Secondary Personnel</b>			<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>				
<b>Subtotal Secondary Assignable Area</b>							<b>384</b>	<b>384</b>	<b>384</b>	
<b>Total Secondary Area (Including circulation factor)</b>							<b>591</b>	<b>591</b>	<b>591</b>	

Space Type	Description	Standard Allocation (SF)	Support Space Quantity	Assignable Area (SF)			Notes
Wait Area	Seat 4-6	150	1	150	150	150	
Reception Area		125	1	125	125	125	Transaction window, reception station, supply storage, copier station
Break Room		200	0	0	0	0	Shared common area
Team Area		120	1	120	120	120	Large table located with drop-in stations
<b>Subtotal Support Assignable Area</b>				<b>395</b>	<b>395</b>	<b>395</b>	
<b>Total Support Space (Including circulation factor)</b>				<b>564</b>	<b>564</b>	<b>564</b>	

Space Type	Description	Standard Allocation	Storage Space Quantity	Assignable Area (SF)			Notes
Storage Room		30	1	30	30	30	Functional requirements not known; area estimated
File Room		100	1	100	100	100	
<b>Subtotal EFS Assignable Area</b>				<b>130</b>	<b>130</b>	<b>130</b>	
<b>Total EFS Area (Including circulation factor)</b>				<b>186</b>	<b>186</b>	<b>186</b>	
<b>Subtotal Assignable Area</b>				<b>1489</b>	<b>1649</b>	<b>1729</b>	
<b>Total DGSF (Including circulation factor)</b>				<b>2233</b>	<b>2479</b>	<b>2602</b>	

**Notes**

1. Area Requirements estimated based on M. Poole walk-through and subsequent email correspondence dated 1/19/11 and 1/27/11.



7.4 Historic Resources – Edwards Ferry Road



PLANNING & ZONING  
25 WEST MARKET STREET ♦ POST OFFICE BOX 88 ♦ 20178  
PHONE (703) 771-2765 ♦ METRO (703) 478-1821 ♦ FAX: (703) 771-2724

FAX TRANSMITTAL SHEET

DATE: 7-26-07 TIME:  
FROM: Susan Swift  
TO: LINDA BARKERVILLE  
FIRM: WBA  
FAX NUMBER: 703-836-3042

NUMBER OF PAGES (including cover sheet):

Linda, These are the Survey Summons  
for the 4 sites.  
Let me know if there is anything  
else. Sorry for the delay but  
Annie is still out of town.  
Susan.

\* If you don't receive this entire transmission please call our office.



Page No. 1 IPS (INTEGRATED PRESERVATION SOFTWARE) 09/13/1999

RECONNAISSANCE LEVEL SURVEY REPORT

DEPARTMENT OF HISTORIC RESOURCE  
RECONNAISSANCE SURVEY FORM

DHR Identification Number: 253-0035-0491

Other DHR Number: Property Date(s) 1880 ca

PROPERTY-NAMES	EXPLANATION
House, 30 Edwards Ferry Road	Historic
House, <del>200 Edwards Ferry Road</del>	Current

County/Independent City: Loudoun  
State: Virginia  
Magisterial District: Leesburg

Tax Parcel: 48A-31-2

USGS Quad Map Name: LEESBURG

UTMs of Boundary:  
Center UTM:

Restrict location and UTM data? N

ADDRESSBS

Number	Thoroughfare Name	Explanation
106 -	Edwards Ferry Road	Current
30 -	Edwards Ferry Road	Number change

Vicinity: Town/Village/Hamlet: Leesburg

Name of National Register Historic District:  
Leesburg Historic District

Name of DHR Eligible Historic District:

Name of Local Historic District:  
Old and Historic District

Physical Character of General Surroundings: Town

Site Description/Notable Landscape Features:

The house is built directly on the street with only a small side yard.

Ownership: Public - Local

NR Resource Type: Building

WUZITS

Seq. #	# of	Wuzit Types	Historic?
1.0	1	Single Dwelling	Historic
TOTAL:		1	
Historic:		1	



Non-Historic: 0

PRIMARY RESOURCE EXTERIOR COMPONENT DESCRIPTION

Component	#	Comp Type/Form	Material	Material Treatment
Chimney	0	Interior	Brick	Stretcher Bond
Door(s)	0	Single Leaf	Wood	Paneled
Foundation	0	Solid	Stone	Random Rubble
Roof	0	Gable	Metal	Standing Seam
Structural System	0	Frame	Wood	German Siding
Window(s)	0	Sash, double-hung	Wood	2/2

INDIVIDUAL RESOURCE INFORMATION

SEQUENCE NUMBER: 1.0 WUZIT: Single Dwelling  
 Primary Resource? Yes  
 Estimated Date of Construction: ~~1880-1900~~  
 Source of Date: Map  
                   Site Visit  
                   VDER Survey File  
 Architectural Style: Other

Description:  
 This 2-story, 3-bay, gable-roofed, frame Vernacular house has a side passage plan with an entrance on the southwest corner. It is built on an L-plan with a rear wing. The house has German siding, a molded cornice and corner boards. The door is framed by a 2-pane transom and 2-pane sidelights.

~~Significance~~  
 Threats to Resource: None Known

Additions/Alterations Description:  
 The rear two bays of the wing are later but still historic. An ell on a concrete foundation with a shed roof is later still. This house now serves as a county government office.

Number of Stories: 2.0  
 Interior Plan Type:  
 Accessed? No If not, why not? Not accessible

Interior Description:  
 N/A

Relationship of Secondary Resources to Property:  
 None

~~Significance~~ Architecture/Community Planning  
 Domestic  
 Government/Law/Political

Significance Statement:  
 The street currently known as Edwards Ferry Road was historically a part of Market Street, one of the original roads of Leesburg as laid out in 1759. (Market Street now takes a Y-bend southeast of Church Street. The part east of Church Street is no longer known as Market Street since it was renamed Edwards Ferry Road in the 1970s.) This street has historically contained the town's most important public buildings, and the county jail still remains within the project area. The road is depicted on the 1853 Yardley Taylor Map of Leesburg with only a few buildings, including a jail, east of Church



Street. The 1878 Gray's Map of Leesburg likewise shows only a few scattered houses along the northern side. By 1878, Market Street was also a through-way to Edwards Ferry Road, which crossed the Potomac River into Maryland approximately five miles east of Leesburg. Edwards Ferry Road contains a mix of residential architecture spanning several different periods, including at least three early-to-mid-nineteenth-century brick residences and the Johnston House/Tavern. By the late nineteenth century, the street was fully developed along its northern side and is marked by several handsome two-story frame Queen Anne and American Foursquare-style houses, several with original garages, outbuildings and fences. The south side has always been less densely built up, with the large Dodona Manor property dominating the east end of this street. This house at 106 Edwards Ferry Road first appears on the lot on the 1878 Gray's map. It is set back from the road and faces west indicating that the house may have been moved. It appears on all later Sanborn maps beginning in 1894. This circa 1880 Vernacular dwelling contributes to the architectural and historic character of the historic district in its scale, size, style, and building materials.

GRAPHIC DOCUMENTATION

Medium	Medium ID #	Frames	Date
B&W 35mm Photos	17229	33 -	11/24/1998

BIBLIOGRAPHIC DATA

Sequence #: 1.0 Bibliographic Record Type: Map  
 Author: Sanborn Map Company  
 Citation Abbreviation:  
 Fire Insurance Maps of Leesburg 1886-1937  
 Notes:

Sequence #: 2.0 Bibliographic Record Type: Map  
 Author: Gray, O. W.  
 Citation Abbreviation:  
 Gray's New Map of Leesburg 1878  
 Notes:

Sequence #: 2.1 Bibliographic Record Type: Survey, DHR  
 Author: Lewis, John (1972) and Hartzog, Lader & Richards (1975)  
 Citation Abbreviation:  
 Reconnaissance-level architectural surveys of Leesburg Histo  
 Notes:

CULTURAL RESOURCE MANAGEMENT EVENTS

Date: 12/17/1998  
 Cultural Resource Management Event: Reconnaissance Survey  
 Organization or Person: Geoffrey Henry & Cheryl Shepherd  
 ID # Associated with Event:  
 CRM Event Notes or Comments:

MAILING ADDRESS

Surveyor's Notes:



Historic: 1  
 Non-Historic: 0

PRIMARY RESOURCE EXTERIOR COMPONENT DESCRIPTION

Component	#	Comp Type/Form	Material	Material Treatment
Chimney	0	Exterior end	Brick	Stretcher Bond
Door(s)	0	Single Leaf	Wood	Paneled
Foundation	0	Solid	Stone	Random Rubble
Porch	0	1-story-3-bay	Wood	Turned Posts
Roof	0	Gable	Metal	Standing Seam
Structural System	0	Frame	Wood	German Siding
Window(s)	0	Sash, double-hung	Wood	2/2; 6/6

INDIVIDUAL RESOURCE INFORMATION

SEQUENCE NUMBER: 1.0 WUZIT: Single Dwelling  
 Primary Resource? Yes  
 Estimated Date of Construction: ~~1860s/1900s~~  
 Source of Date: Map  
                   Site Visit  
                   VDHR Survey File

Architectural Style: Other

Description:

This 2-story, 3-bay, frame Vernacular house has a central cross gable with squared-shingle siding and an arched window. The 1-story, 3-bay porch has turned posts with a shingled balustade, jigsaw brackets and a hipped roof. There is an earlier 2-story, 2-bay, gabled frame wing with 6/6 sash windows on the east gable end. There is also a 2-bay rear ell.

~~Threats to Resource:~~

Threats to Resource: None Known

Additions/Alterations Description:

This residence was obviously built at two different times. The date of the east wing is uncertain, but may be from the 1860s. This house now serves as a county government office.

Number of Stories: 2.0  
 Interior Plan Type:  
 Accessed? No If not, why not? Not accessible

Interior Description:  
 N/A

Relationship of Secondary Resources to Property:  
 None

DHR Historic Context: Architecture/Community Planning  
 Domestic

~~Government/Law/Political~~

Significance Statement:

The street currently known as Edwards Ferry Road was historically a part of Market Street, one of the original roads of Leesburg as laid out in 1759. (Market Street now takes a Y-bend southeast of Church Street. The part east of Church Street is no longer known as Market Street since it was renamed Edwards Ferry Road in the 1970s.) This street has historically contained the



town's most important public buildings, and the county jail still remains within the project area. The road is depicted on the 1853 Yardley Taylor Map of Leesburg with only a few buildings, including a jail, east of Church Street. The 1878 Gray's Map of Leesburg likewise shows only a few scattered houses along the northern side. By 1878, Market Street was also a through-way to Edwards Ferry Road, which crossed the Potomac River into Maryland approximately five miles east of Leesburg. The street contains a mix of residential architecture spanning several different periods, including at least three early-to-mid-nineteenth-century brick residences and the Johnston House/Tavern. By the nineteenth century, the street was fully developed along its northern side and is marked by several handsome two-story frame Queen Anne and American Foursquare-style houses, several with original garages, outbuildings and fences. The south side has always been less developed, with the large Dodona Manor property dominating the east end of the street. The east wing of this Vernacular house at 110 Edwards Ferry Road was built first and appears on the 1878 Gray's map as owned by F. Slack. The large addition was built by the 1890s according to Sanborn maps from this period. This building contributes to the architectural and historic character of the district in its scale, size, style and building materials.

GRAPHIC DOCUMENTATION

Medium	Medium ID #	Frames	Date
B&W 35mm Photos	17229	35 -	11/24/1998

BIBLIOGRAPHIC DATA

Sequence #: 1.0 Bibliographic Record Type: Map  
 Author: Sanborn Map Company  
 Citation Abbreviation:  
 Fire Insurance Maps of Leesburg 1886-1937  
 Notes:

Sequence #: 2.0 Bibliographic Record Type: Map  
 Author: Gray, O. W.  
 Citation Abbreviation:  
 Gray's New Map of Leesburg 1878  
 Notes:

Sequence #: 2.1 Bibliographic Record Type: Survey, DHR  
 Author: Lewis, John (1972) and Hartzog, Lader & Richards (1975)  
 Citation Abbreviation:  
 Reconnaissance-level architectural surveys of Leesburg Histo  
 Notes:

CULTURAL RESOURCE MANAGEMENT EVENTS

Date: 12/17/1998  
 Cultural Resource Management Event: Reconnaissance Survey  
 Organization or Person: Geoffrey Henry & Cheryl Shepherd  
 ID # Associated with Event:  
 Event Notes or Comments:

MAILING ADDRESS



Page No. 1 IPS (INTEGRATED PRESERVATION SOFTWARE) 09/13/1999

RECONNAISSANCE LEVEL SURVEY REPORT

DEPARTMENT OF HISTORIC RESOURCE  
RECONNAISSANCE SURVEY FORM

DHR Identification Number: 253-0035-0494

Other DHR Number:

Property Date(s) 1800-1895

PROPERTY NAMES
House, 42 Edwards Ferry Road
House <del>XXXXXXXXXXXXXXXXXXXX</del>

EXPLANATION
Historic
Current

County/Independent City: Loudoun  
State: Virginia  
Magisterial District: Leesburg

Tax Parcel: 48A-31-5

USGS Quad Map Name: LEESBURG

UTMs of Boundary:  
Center UTM:

Restrict location and UTM data? N

ADDRESSES

Number	Thoroughfare Name	Explanation
112 -	Edwards Ferry Road	Current
42 -	Edwards Ferry Road	Number change

Vicinity: Town/Village/Hamlet: Leesburg

Name of National Register Historic District:  
Leesburg Historic District

Name of DHR Eligible Historic District:

Name of Local Historic District:  
Old and Historic District

Physical Character of General Surroundings: Town

Site Description/Notable Landscape Features:  
This house is built right up to the street with a fenced rear yard.

Ownership: Private NR Resource Type: Building

WUZITS

Seq. #	# of	Wuzit Types	Historic?
1.0	1	Single Dwelling	Historic
TOTAL:		1	
Historic:		1	



Non-Historic: 0

PRIMARY RESOURCE EXTERIOR COMPONENT DESCRIPTION

Component	#	Comp Type/Form	Material	Material Treatment
Chimney	0	Interior end	Brick	Corbeled Cap
Door(s)	0	Single Leaf	Wood	Paneled
Foundation	0	Solid	Stone	Random Rubble
Porch	0	2-story, 3-bay	Wood	Posts
Roof	0	Gable	Metal	Standing Seam
Structural System	0	Masonry	Brick	Flemish Bond
Window(s)	0	Sash, double-hung	Wood	2/2

INDIVIDUAL RESOURCE INFORMATION

SEQUENCE NUMBER: 1.0 WUZIT: Single Dwelling  
 Primary Resource? Yes  
 Estimated Date of Construction: ~~1850-1860~~  
 Source of Date: Map  
     Site Visit  
     VDR Survey File  
 Architectural Style: Federal  
     Other

Description:  
 The oldest part of this house is the 1-1/2-story, 4-bay, brick Federal-style portion dating from circa 1800. It has a Flemish bond facade with 5-course bond on the side elevations. The windows and door have brick jack arches. Around 1895, the house was raised to a full two stories with a frame second story. It has a gable roof and 2/2 sash. A substantial 4-bay, 2-story rear wing has a 2-story porch on the east.

~~Source of Date: Map~~

Threats to Resource: None Known

Additions/Alterations Description:  
 This house is somewhat deteriorated and is now used as apartments.

Number of Stories: 2.0  
 Interior Plan Type:  
 Accessed? No If not, why not? Not accessible

Interior Description:  
 N/A

Relationship of Secondary Resources to Property:  
 None

DHR Historic Context: Architecture/Community Planning  
 Domestic

-----  
 Significance Statement:  
 The street currently known as Edwards Ferry Road was historically a part of Market Street, one of the original roads of Leesburg as laid out in 1759. Market Street now takes a Y-bend southeast of Church Street. The part east of Church Street is no longer known as Market Street since it was renamed Edwards Ferry Road in the 1970s.) This street has historically contained the town's most important public buildings, and the county jail still remains within the project area. The road is depicted on the 1853 Yardley Taylor Map  
 -----



United States Department of the Interior  
National Park Service

## NATIONAL REGISTER OF HISTORIC PLACES Continuation Sheet

LEESBURG HISTORIC DISTRICT, TOWN OF LEESBURG, LOUDOUN COUNTY, VA

Section number 7 Page 32

### Depot Court

215 Depot Court      Single Dwelling      1930 ca., Vernacular, 2.0 Stories; **Contributing**  
Single-Leaf Paneled Wood Door(s); Concrete Foundation; Gable Roof clad with Asphalt Shingles; Wood Frame Structural System clad in Corrugated Metal; 1/1 Double-hung Window(s)

### Edwards Ferry Road

106 Edwards Ferry Road      Single Dwelling      1880 ca., Vernacular, 2.0 Stories; **Contributing**  
Interior Brick Chimney; Single-Leaf Paneled Wood Door(s); Random Rubble Stone Foundation; Gable Roof clad in Standing-Seam Metal; Wood Frame Structural System clad in German Siding; 2/2 Double-hung Window(s)

108 Edwards Ferry Road      Single Dwelling      1870 ca., Vernacular, 2.0 Stories; **Contributing**  
Interior Brick Chimney; Single-Leaf Paneled Wood Door(s); Stucco-clad Stone Foundation; Gable Roof clad in Standing-Seam Metal; Weatherboard-clad Wood Frame Structural System; 2/2 Double-hung Window(s); 1-Story, 2-bay Wood Porch with Turned Posts

110 Edwards Ferry Road      Single Dwelling      1860-1890 Vernacular, 2.0 Stories; **Contributing**  
Exterior end Brick Chimney; Single-Leaf Paneled Wood Door(s); Random Rubble Stone Foundation; Gable Roof clad in Standing-Seam Metal; Wood Frame Structural System clad in German Siding; 2/2 Double-hung Window(s); 6/6; 1-Story; 3-bay Wood Porch with Turned Posts

112 Edwards Ferry Road      Single Dwelling      1800 Federal/Vernacular, 2.0 Stories; **Contributing**  
Interior End Brick Chimney; Single-Leaf Paneled Wood Door(s); Random Rubble Stone Foundation; Gable Roof clad in Standing-Seam Metal; Flemish Bond Brick Structural System; 2/2 Double-hung Window(s); 2-Story; 3-bay Wood Porch with Posts

114 Edwards Ferry Road      Single Dwelling      1895 ca., Vernacular, 2.0 Stories; **Contributing**  
Brick Interior Chimney; Single-Leaf Paneled Wood Door(s); Gable Roof clad in Standing-Seam Metal; Wood Frame Structural System clad in German Siding; 2/2 Double-hung Window(s)

120 Edwards Ferry Road      Single Dwelling      1900 ca., Colonial Revival, 2.0 Stories; **Contributing**  
Interior Brick Chimney; Single-Leaf Paneled Wood Door(s); Random Rubble Stone Foundation; Gable Roof clad in Standing-Seam Metal; Wood Frame Structural System parged in Stucco; 1/1 Double-hung Window(s); 1-Story, 3-bay wood Porch with Tuscan Columns

201 Edwards Ferry Road      Single Dwelling      1900 ca., Vernacular, 2.0 Stories; **Contributing**  
Exterior Side Concrete Chimney; Single-Leaf Paneled Wood Door(s); Random Rubble Stone Foundation; Gable Roof clad with Asphalt Shingles; Wood Frame Structural System clad in Aluminum Siding; 2/2 Double-hung Window(s); 1 Story; 3-bay Brick Porch with Square Posts



# APPENDIX

## 7.5 Town of Leesburg Zoning Amendment for Courts Complex

The Town of  
**Leesburg,  
Virginia**

PRESENTED June 23, 1998

ORDINANCE NO. 98-0-13

ADOPTED June 23, 1998

AN ORDINANCE: AMENDING THE LEESBURG ZONING MAP AND APPROVING A REZONING APPLICATION FOR #ZM-155 LOUDOUN COUNTY COURTS PROJECT BY THE LOUDOUN COUNTY BOARD OF SUPERVISORS AND THE LEESBURG TOWN COUNCIL

WHEREAS, on April 28, 1998, the Town Council initiated a rezoning and set a joint public hearing for rezoning application #ZM-155 Loudoun County Courts Project by the Loudoun County Board of Supervisors and the Leesburg Town Council to rezone approximately 5.17 acres of land from B-1 (Downtown Mixed Use Zoning District) and R-HD (Historic Residential Zoning District) to GC (Government Center District); and

WHEREAS, on May 26, 1998 the Town Council and Planning Commission held a joint public hearing to consider this rezoning application; and

WHEREAS, on June 18, 1998 the Planning Commission recommended conditional approval of #ZM-155 Loudoun County Courts Project with the following modifications:

1. Reduced building setbacks as identified in the proffers and as shown on the concept plan.<sup>?</sup>
2. Modification to Section 4G-7 Height Limitations for Principal Structures, to permit a height of 55 feet to facilitate the proposed courts building.
3. Reduced minimum site design standards for buffer yards, perimeter parking lot landscaping, and interior parking lot landscaping as identified in the proffers and as shown on the concept plan and "Block #2 Parking Lot Buffer Yard Modification Plan".

WHEREAS, the requested rezoning is consistent with the policies of the Town Plan that recommend enlarging the judicial center in its downtown location; and

WHEREAS, this rezoning is in the interest of public necessity, convenience, general welfare and good zoning practice.



AN ORDINANCE APPROVING #ZM-155 LOUDOUN COUNTY COURTS PROJECT

THEREFORE, ORDAINED by the Town Council of Leesburg as follows:

SECTION I. Rezoning application #ZM-155 Loudoun County Courts Project by the Loudoun County Board of Supervisors and the Leesburg Town Council is hereby approved and the Leesburg Zoning District Map is amended to change the zoning on approximately 5.17 acres of land from B-1 and R-HD to GC. Rezoning of #ZM-155 is subject to Proffers dated June 23, 1998 a copy of which is attached hereto, and made a part hereof and incorporated by reference herein. The property is comprised of two blocks. The First Block is comprised of approximately 3.28 acres of land and is bounded by North King, East Market, Church and Cornwall Streets as shown on the "Site Plan, Preliminary Concept" prepared by Kallmann McKinnell & Wood Architects in association with Henningson, Durham & Richardson, dated 26 March 1998. The Second Block is comprised of approximately 1.89 acres of land and is bounded by Church Street, Cornwall Street and Edwards Ferry Road, as shown on Exhibit B, Phase 1 Concept Plan and Exhibit C, Phase 2 Concept Plan.

SECTION II. Rezoning approval is granted together with the following modifications as provided for in Section 4G - Government Center District of the Town of Leesburg Zoning Ordinance:

1. Reduced building setbacks as identified in the proffers and as shown on the concept plan.
2. Modification to Section 4G-7 Height Limitations for Principal Structures, to permit a height of 55 feet to facilitate the proposed courts building.
3. Reduced minimum site design standards for buffer yards, perimeter parking lot landscaping, and interior parking lot landscaping as identified in the proffers and as shown on the concept plan and "Block #2 Parking Lot Buffer Yard Modification Plan".

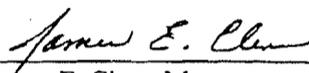


AN ORDINANCE APPROVING #ZM-155 LOUDOUN COUNTY COURTS PROJECT

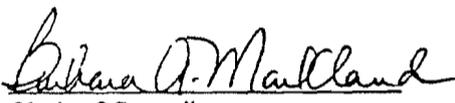
SECTION III. Concept plan approval does not express or imply any waiver or modifications to any requirements of the Design and Construction Standards Manual, Subdivision and Land Development Regulations or Zoning Ordinance except as specifically cited herein.

SECTION IV. This ordinance shall be effective upon its passage.

PASSED this 23<sup>rd</sup> day of June, 1998.

  
\_\_\_\_\_  
James E. Clem, Mayor  
Town of Leesburg

ATTEST:

  
\_\_\_\_\_  
Barbara A. Markland  
Clerk of Council

Attached: Proffers and Concept Plan attached hereto and incorporated by reference herein

o:zm155



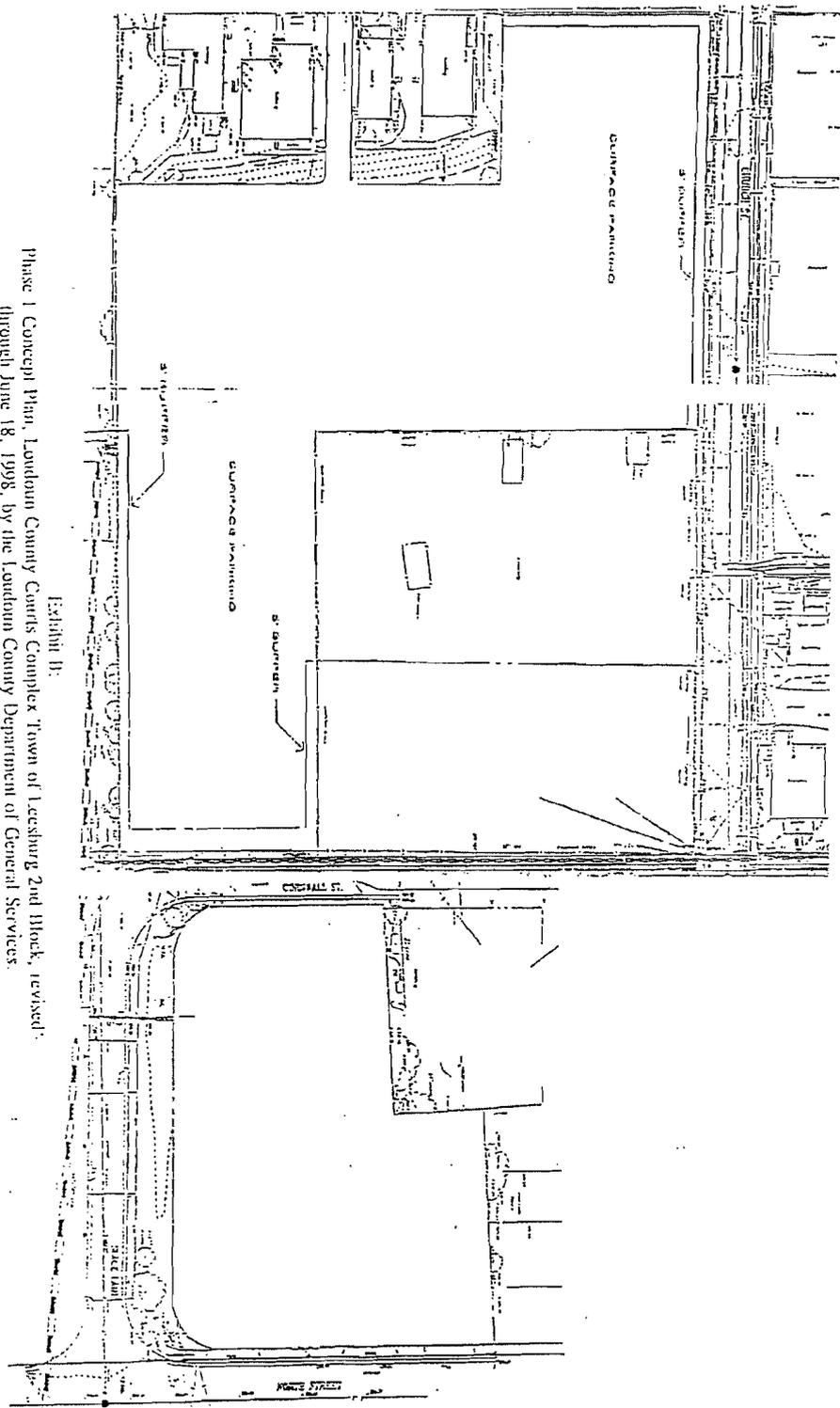


Exhibit B:  
Phase 1 Concept Plan, Loudoun County Courts Complex, Town of Leesburg 2nd Block, revised,  
through June 18, 1998, by the Loudoun County Department of General Services.

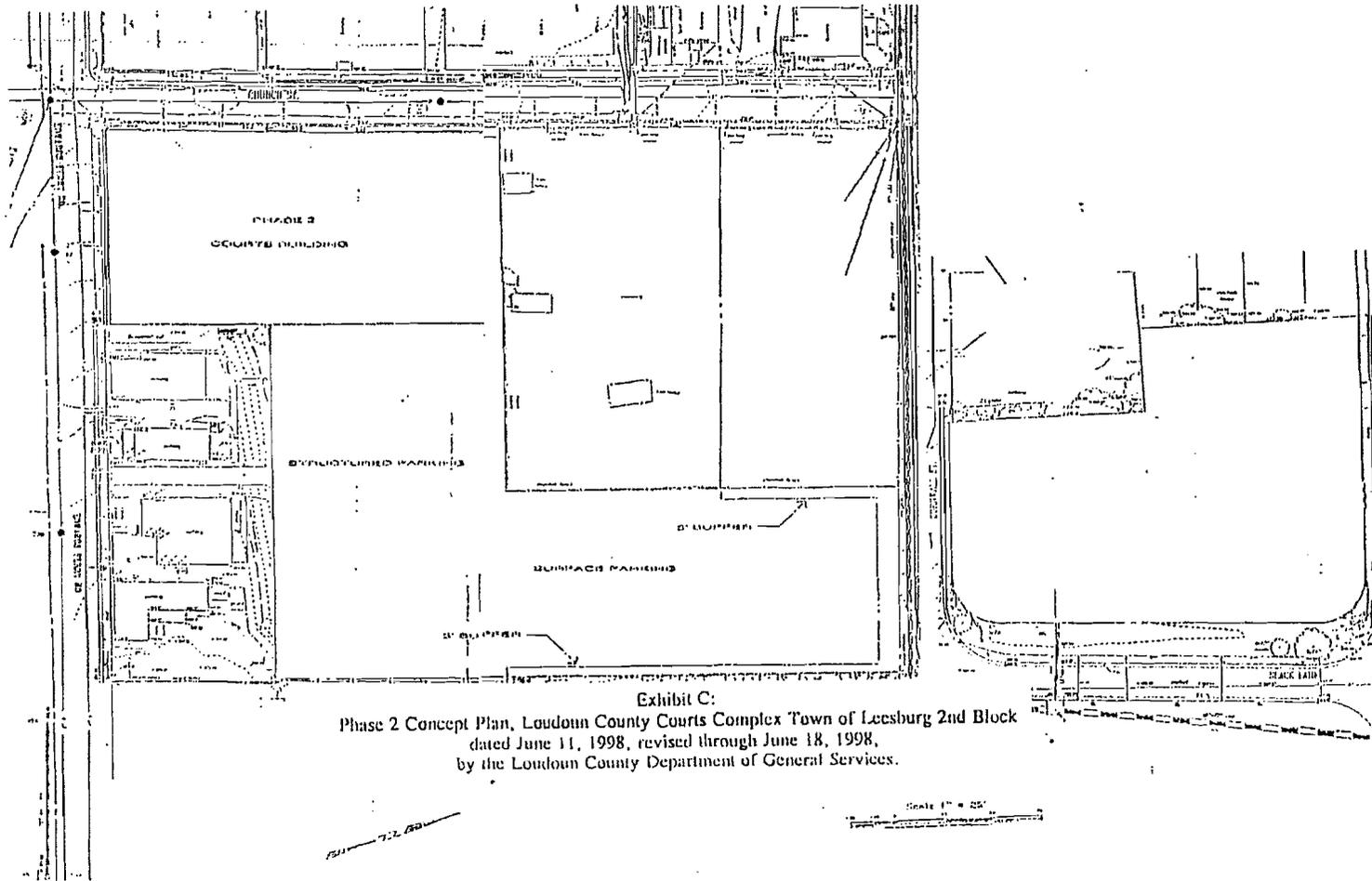


Exhibit C:  
 Phase 2 Concept Plan, Loudoun County Courts Complex Town of Leesburg 2nd Block  
 dated June 11, 1998, revised through June 18, 1998,  
 by the Loudoun County Department of General Services.



LOUDOUN COUNTY COURTS EXPANSION  
 UPDATE FACILITY PLAN AND ASSESSMENT  
 AUGUST 2011  
 7-24



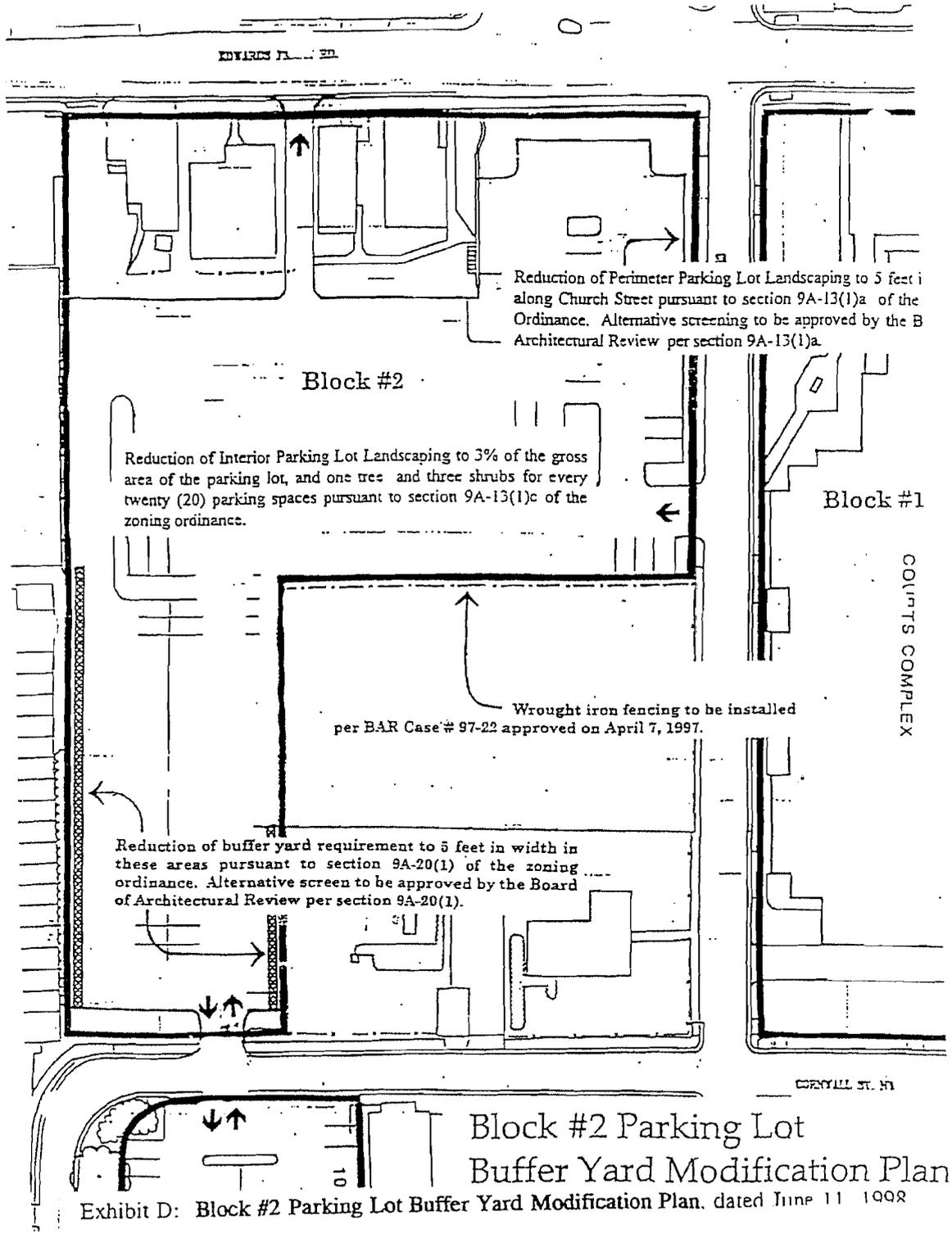




Exhibit E: Parking Lot Locations, dated April 16, 1998, and revised through June 18, 1998,  
 by the Loudoun County Department of General Services.



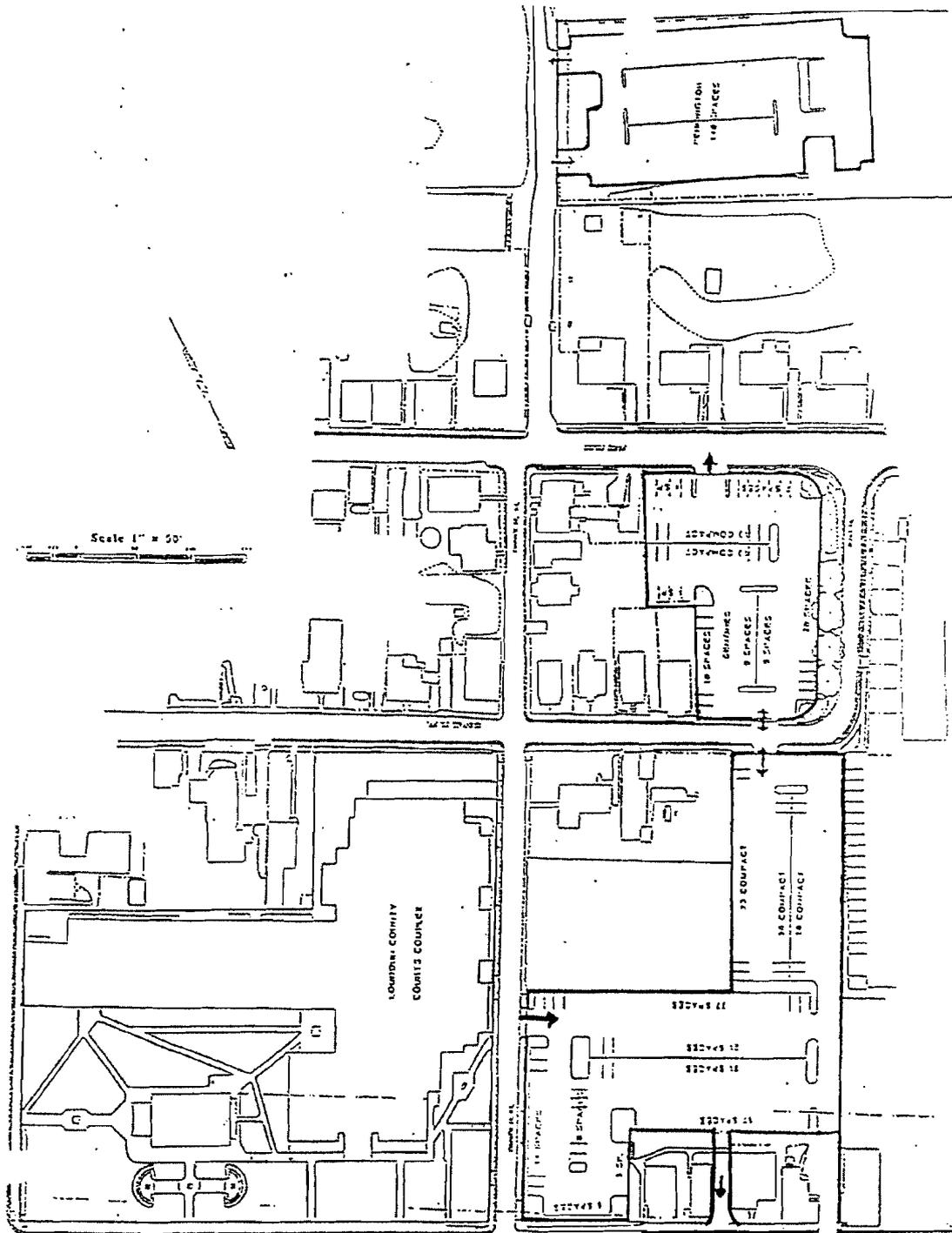


Exhibit F: Parking Management Plan Phase 1,  
dated June 11, 1999, and revised through July 10, 2009

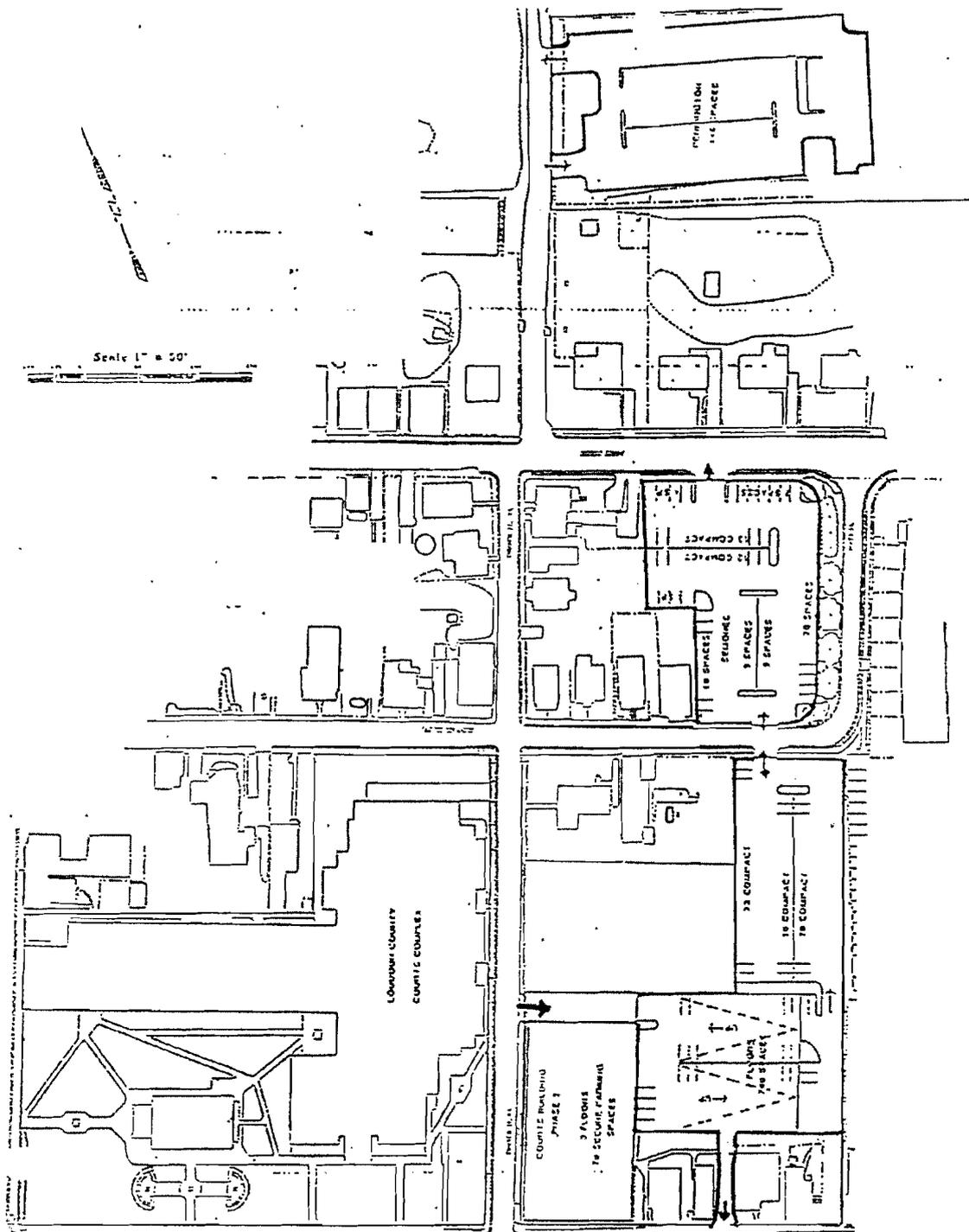


Exhibit G: Parking Management Plan Phase 2,



# APPENDIX

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7.6 Loudoun County Courts Proffer Statement, 23 June 1998

## PROFFER STATEMENT

Loudoun County Courts Project  
Zoning Map Amendment Case Number ZM-155



June 23, 1998

LEESBURG TOWN COUNCIL

LOUDOUN COUNTY BOARD OF SUPERVISORS

Prepared by

Loudoun County Department of General Services

## PROFFER STATEMENT

### ZM-155, LOUDOUN COUNTY COURTS PROJECT

June 23, 1998

The Loudoun County Board of Supervisors ("the County") is the Owner of property ("the Property") consisting of two blocks of the Historic District of the Town of Leesburg, in Loudoun County, Virginia.

The Property in the **First Block** is more specifically described as Lots 26, 27, 28 of the Plan of Leesburg dated 1755; and Loudoun County Tax Map Insert 48A, Block 23, lots 1, 9, 10, 11, 12, 13, 14, 14A, 15. The First Block, 3.28 acres, is zoned B-1 Downtown Mixed Use District; and R-HD, Historical Residential District.

The Property in the **Second Block** is more specifically described as Loudoun County Tax Map Insert 48A, Block 31, lots, 1, 2, and 13. The Second Block, 1.889 acres, is zoned B-1, Downtown Mixed Use District; and R-HD, Historical Residential District.

The renovation and expansion of the Loudoun County courts ("the Project") is needed at this time to address pressing public needs resulting from the strong and persistent increases in the population of Loudoun County, and in furtherance of the preservation of public Law, Order, and Justice.

The Loudoun County Board of Supervisors ("the Applicant") hereby voluntarily proffer pursuant to Section 15.2-2303 of the Code of Virginia (1950, as amended), that, in the event the Property is rezoned from B-1: Downtown Mixed Use District; and R-HD, Historical Residential District; to GC, the Government Center District, the development of the Property shall be in conformance with the following terms and conditions listed in these sections, and with the attached Exhibits incorporated herein by reference.



**PROFFER STATEMENT**  
June 23, 1998 Loudoun County Courts Project

**LAND USE**

1. The Applicant shall develop the Property in conformance with the attached Concept Development Plan ("the Plan") consisting of Exhibit A, and Exhibit B, and Exhibit C, incorporated herein by reference, showing the two blocks that are the subject of Zoning Map Amendment ZM-155 for the Loudoun County Courts Project Application ("the Application").
2. The First Block, shall be developed as shown on Exhibit A: "Exhibit A, Site Plan, Preliminary Concept, Loudoun County Courts Complex - Leesburg, Virginia, dated March 26, 1998, prepared by Kallmann McKinnell & Wood Architects in association with Henningson, Durham & Richardson."
3. The Second Block, shall be developed in two phases.
  - A. Phase 1 of the Second Block shall be developed as shown on Exhibit B: "Exhibit B, Phase 1 Concept Plan, Loudoun County Courts Complex Town of Leesburg 2nd Block, revised through June 18, 1998, prepared by the Loudoun County Department of General Services" in conjunction with development of the First Block.
  - B. Phase 2 of the Second Block, shall be developed as shown on Exhibit C: "Exhibit C, Phase 2 Concept Plan, Loudoun County Courts Complex Town of Leesburg 2nd Block, revised through June 18, 1998, prepared by the Loudoun County Department of General Services".
4. The Applicant shall restrict the use of the Property to Government Center uses, including courts of law, the County Clerk and other related offices, government offices, and parking.
5. The Applicant shall construct (in addition to the current approximately 69,377 square feet of development to be retained) a maximum of approximately 178,000 square feet of new development on the Property.
6. The Applicant shall submit Development Plans, based on the Plan, that shall satisfy Town of Leesburg requirements with reasonable allowances made to address engineering issues.

PROFFER STATEMENT  
June 23, 1998 Loudoun County Courts Project

**BUILDING SETBACKS: THE FIRST BLOCK**

*The Applicant will develop the First Block as shown on the Plan included herein by reference as Exhibit A.*

1. WEST PROPERTY BOUNDARY (King Street)
  - A. The Applicant will continue to maintain the existing approximately 100-foot setback of the Historic Courthouse as shown on the Plan.
  - B. The Applicant will continue to maintain the existing approximately zero-setback of the former administration building and the new court building expansion as shown on the Plan.
2. SOUTH PROPERTY BOUNDARY (Market Street)
  - A. The Applicant will continue to maintain the existing approximately 65-foot setback of the Historic Courthouse as shown on the Plan.
  - B. The Applicant will continue to maintain the existing approximately 70-foot setback of the Academy and Clone buildings with the new court building entrance having a minimum 50-foot setback as shown on the Plan.
  - C. The Applicant will continue to maintain the existing zero-setback of the Historic Valley Bank Building as shown on the Plan.
3. EAST PROPERTY BOUNDARY (Church Street)
  - A. The Applicant will continue to maintain the existing zero-setback of the Historic Valley Bank Building as shown on the Plan.
  - B. The Applicant will provide a varied setback of approximately 3-feet to 10-feet for the new court building as shown on the Plan to continue the historic pattern of urban enclosure.
4. NORTH PROPERTY BOUNDARY (Cornwall Street)
  - A. The Applicant will provide a setback of approximately 30-feet to the garden wall, and approximately 40-feet to the new court building, as shown on the Plan.
5. INTERNAL PROPERTY BOUNDARIES
  - A. The Applicant will continue to maintain the existing approximately zero to 4-foot setback on the north side of the former administration building as shown on the Plan.
  - B. The Applicant will provide a minimum 8-foot setback on the west side of the new court building near Cornwall Street, as shown on the Plan.

PROFFER STATEMENT  
June 23, 1998 Loudoun County Courts Project

**BUILDING SETBACKS: THE SECOND BLOCK**

*The Applicant will develop the Second Block as shown on the Plan included herein by reference, as Exhibits B and C.*

PHASE 1

The Applicant shall develop the Project according to the Plan incorporated herein by reference as Exhibit B.

PHASE 2

The Applicant shall develop the Project according to the Plan and incorporated herein by reference as Exhibit C.

**LANDSCAPING, SCREENING AND BUFFERING**

*All landscaping, screening and buffering of the renovation and expansion of the existing and planned court project buildings on the Property are subject to Development Plan approval by the Town of Leesburg Planning Commission and the Town of Leesburg Board of Architectural Review.*

**FIRST BLOCK**

The existing Historic **Court Lawn** as shown on the attached Exhibit A is a significant feature in the Town of Leesburg's historic past that continues to function as the historic center of the Town, and the site of many public events.

1. The tree canopy in the first block meets the Town of Leesburg Zoning Ordinance twenty-year canopy requirement for the Project.
2. The Applicant will protect and maintain a majority of the mature tree canopy cover to the extent practicable in this block. In the event that a mature tree is removed, the Courts Cultural and Archeological Subcommittee (*consisting of representatives from the Judiciary, the Loudoun County Bar Association, local historians, the Town, and the County*) will recommend appropriate replacement by the Applicant.
3. The Applicant will maintain the required Project landscaping in a living and growing state; and will trim such landscaping when needed so as to avoid any deleterious effect on adjacent property.
4. The Applicant will retain and maintain the existing **Historic wrought iron fence** where currently existing at the King Street property boundary and at the Market Street Property boundary.

PROFFER STATEMENT  
June 23, 1998 Loudoun County Courts Project

LANDSCAPING, SCREENING AND BUFFERING

SECOND BLOCK "

*All landscaping, screening and buffering of the renovation and expansion of the existing and planned court project buildings on the Property are subject to Development Plan approval by the Town of Leesburg Planning Commission and the Town of Leesburg Board of Architectural Review.*

*To further the design of a project with the Government Center designation, the District allows modifications as needed.*

1. Modification requests for specific setbacks, landscaping, screening and buffering for buildings and parking areas are shown on the attached Exhibit D: "Block #2 Parking Lot Buffer Yard Modification Plan".
2. The Applicant shall submit Detailed Landscape Plans as part of Development Plan submittals that satisfy Town requirements with reasonable allowances made to address engineering issues.

PROFFER STATEMENT  
June 23, 1998 Loudoun County Courts Project

**COURT PARKING**

In addition to the parking review performed by the consultant in the Transportation Study, the Applicant performed a detailed study of parking for the Project. A key feature of the parking analysis was to discourage court visitors from parking in, or driving through the nearby residential areas. The parking analysis: "The Loudoun County Courts Complex Parking Analysis", by the Department of General Services, dated April, 1998, was submitted with the Application.

The analysis indicates the following:

1. Required Parking Spaces

The Applicant shall provide the number of parking spaces required by the Town of Leesburg Zoning Ordinance as listed below:

- A. The Applicant will provide at least 451 parking spaces in Phase 1 of the Project, based on continued use of approximately 69,377 square feet of existing court structures, and a maximum of approximately 105,549 square feet of new construction in Phase 1.
- B. The Applicant will provide at least 711 parking spaces in Phase 2 of the Project, based on continued use of the approximately 174,926 square feet of Phase 1, and a maximum of approximately 60,000 square feet of new construction in Phase 2.

2. Parking Lot Locations

Specific parking areas are identified in the parking analysis, with the main parking area for the Project located on the Second Block across Church Street from the new court building on the First Block.

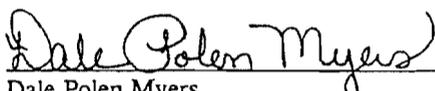
The parking lots for use by the Project are identified in "Parking Lot Locations" by the Department of General Services, dated April, 1998, and revised through June 18, 1998," incorporated herein by reference as Exhibit E.

LOUDOUN COUNTY COURTS PROJECT  
PROFFER STATEMENT  
June 23, 1998 Loudoun County Courts

Signature

The undersigned Applicant is the fee-simple owner of the property, and hereby voluntarily proffers pursuant to Section 15.2303 of the Code of Virginia, as amended, that, in the event the Property is rezoned from B-1: Downtown Mixed Use District; and R-HD, Historical District; to GC, Government Center, the conditions herein shall be binding upon the Applicant, its successors and assigns.

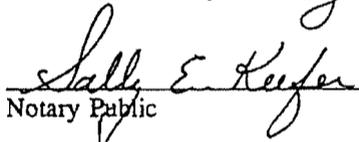
Witness the following signature and seal this 23 day of June, 1998:

  
\_\_\_\_\_  
Dale Polen Myers  
Chairman, The Loudoun County Board of Supervisors

COMMONWEALTH OF VIRGINIA  
COUNTY OF LOUDOUN, VIRGINIA

I, the undersigned, a Notary Public in and for the Commonwealth of Virginia and County of Loudoun, do hereby certify that Dale Polen Myers appeared before me and signed the foregoing Proffer Statement dated June 23, 1998, and have this day acknowledged the same before me in the State of Virginia, Loudoun County as the act and deed of Loudoun County Board of Supervisors, and have made oath that the same was executed on behalf of Loudoun County Board of Supervisors and by due authority of Loudoun County Courts.

Given under my hand this 23<sup>rd</sup> day of June, 1998.

  
\_\_\_\_\_  
Notary Public

My Commission Expires October 31, 1998

# APPENDIX

## 7.7 Pennington/Semones Zoning Ordinance Interpretation, letter dated 23 June 1998

Parking



The Town of  
**Leesburg,**  
**Virginia**

MICHAEL E. TOMPKINS  
Director of  
Planning, Zoning & Development

25 West Market Street ■ Post Office Box 88 ■ 20178 ■ 703-777-2420 ■ Metro: 703-478-1821 ■ FAX: 703-771-2724

June 23, 1998

Elizabeth Wheeler, Principal Planner  
Loudoun County Department of General Services  
1 Harrison Street, S.E.  
P.O. Box 7000  
Leesburg, Virginia 20177-7000

RE: Pennington Parking Lot  
Semones Parking Lot  
Zoning Ordinance Interpretation: Section 2A-6 Unlisted Uses

Dear Ms. Wheeler:

Your letter dated June 17, 1998, requests confirmation of certain information regarding the two county-owned properties known as the Pennington and Semones Parking Lots. I have rephrased your letter into the appropriate questions and have set forth my responses below.

**QUESTION:** Can the Pennington parking Lot continue to be used for county parking purposes?

**ANSWER:** Yes, the Pennington Parking Lot can continue to be used for county parking purposes. The property is identified as Tax Map Parcel 48A/(33)/2 and is zoned R-6 (Single Family Residential Zoning District). In an opinion issued April 18, 1996 (see copy attached), the Zoning Administrator determined under Section 2A-6(1) that ancillary surface parking on municipally owned land is a permitted use in any zoning district provided two conditions are met: first, the parcel in question must be identified in the Town Plan for public use. Second, the use must meet all of the development standards contained in the Zoning Ordinance and the Land Development Regulations. The Zoning Administrator subsequently determined that these two criteria had been met in this case.

**QUESTION #2:** Can the Pennington Parking Lot be expanded to contain approximately 146 parking spaces as shown on the approved No Adverse Impact Plan approved by the Town on September 20, 1996?

**ANSWER:** Yes, the Pennington Parking Lot can be expanded in accordance with the plan because the proposed expansion meets the conditions test set forth in the previous Zoning Administrator's opinion referenced above.

**QUESTION #3:** Can the Semones Parking Lot continue to be used for county and courts parking?



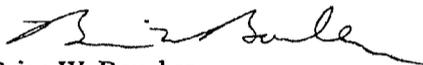
Elizabeth Wheeler  
June 23, 1998  
Page 2

ANSWER: Yes, the municipal parking use at the Semones Parking Lot may continue. The property is identified as Tax Map Parcel 48A/(32)/3 and is zoned R-HD (Historic Residential Zoning District). The Semones Parking Lot meets the test set forth in the previous Zoning Administrator's opinion referenced above. Therefore, municipal parking is a permitted use on the property.

Please be advised that because this letter serves as a Zoning Ordinance interpretation, Section 15.2-2311 of the 1950 Code of Virginia, as amended, provides any party aggrieved by this interpretation the opportunity to appeal this decision to the Board of Zoning Appeals within thirty (30) days.

Please do not hesitate to contact me if you have any questions.

Sincerely,

  
Brian W. Boucher  
Zoning Administrator

zoiPennS

cc: S. Brown  
M. Tompkins  
M. Seigfried  
L. Phillips  
D. Welsh

# APPENDIX

## 7.8 Town of Leesburg, Determination Letter, 5 January 2011



The Town of  
**Leesburg,  
Virginia**

25 West Market Street ■ P.O. Box 88 ■ 20178 ■ 703-777-2420 ■ Metro: 703-478-1821 ■ FAX: 703-771-2727 ■ [www.leesburgva.gov](http://www.leesburgva.gov)

January 5, 2011

Ms. Melissa Poole, LEED AP  
Loudoun County  
Department of Construction & Waste Management, MSC 64  
211 Gibson Street, NW, Suite 123  
Leesburg, VA 20176

RE: Determination of Total Square Foot Area Permitted Under ZM#155

Dear Ms. Poole:

On November 22, 2010 Town and County staff met to discuss the Loudoun County Courthouse expansion project. At this meeting County staff pointed out that ZM#155 provides two separate square foot total for the courts expansion project.

The Land Use section of the Proffer Statement dated June 23, 1998 Note #5 indicates that in addition to the existing 69,377 square foot courts complex a maximum of approximately 178,000 square feet of new development will be constructed on the property. (247,377 s.f. total)

Whereas, under the Courts Parking section, Note #1.A. Required Parking Spaces, it specifies continued use of the existing 69,377 square feet adding approximately 105,549 square feet parked with 451 parking spaces as part of Phase 1. Note #1.B. goes on to specify the continued use of the 174,926 square feet resulting from Phase 1 and adding a maximum of approximately 60,000 additional square feet parked with a minimum of 711 parking spaces in Phase 2. (234,926 s.f. total)

The question left to me was, which of the two square foot totals is the ruling total for the amount authorized to be constructed under ZM#155 for the Loudoun County Courts Project?

**Determination:**

It is the common practice of law that the more specific rules the general. In the case of ZM#155 where Land Use Note #5 simply provides existing 69,377 square feet plus a maximum of approximately 178,000 square feet of new development with no indication of phasing or required parking to be provided, and Court Parking Note #1.A and B. specify square-foot totals plus parking totals on a phase-by-phase basis, it is clear that the Court Parking section is more specific than the Land Use Section.



Therefore, I determine that the total of 234,926 square feet (with 711 parking spaces) provided under the Court Parking section of Proffer Statement ZM#155 is the approved total square-footage for the Loudoun County Courts Project.

**Concept Development Plan Conformance:**

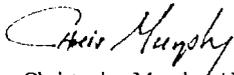
At the November 22, 2010 meeting County staff indicated the intention to modify the development of the Courts Project from what is shown on the approved Concept Development Plan. Among the changes that were described are a reduction in the size of the Phase 2 Courts Building, elimination of the parking structure on Block #2 and development of a parking structure on the Pennington Lot. Note that Land Use proffer #1 provides that the property will be developed in conformance with the approved Concept Development Plan. Such changes as described by County staff constitute substantial changes to the approved Concept Development Plan necessitating a concept development plan/proffer amendment before such changes can be made.

**Right of Appeal:**

Please be advised that because this letter serves as a Zoning Ordinance determination, Section 15.2-2311 of the Code of Virginia, as amended, and Section 3.14 of the Leesburg Zoning Ordinance provide for any party aggrieved by the issuance of this interpretation the opportunity to appeal this decision to the Board of Zoning Appeals within thirty (30) days from the date of this notice. This interpretation shall be final and unappealable if not appealed within thirty (30) days. To file an appeal you must (1) complete an application form available from the Department of Planning, Zoning & Development counter, second floor, 25 W. Market Street, Leesburg, VA 20176; (2) include a copy of this notice; (3) provide a written statement specifying the grounds for your appeal; and (4) include a check payable to the Town of Leesburg in the amount of three hundred fifty dollars (\$350.00). This appeal must be filed with the Zoning Administrator and Secretary to the Board of Zoning Appeals no later than thirty (30) days from the date of this notice.

Please feel free to contact me if you have any questions or are in need of any further assistance. I may be reached by telephone at (703) 737-7009, or via email at [cmurphy@leesburgva.gov](mailto:cmurphy@leesburgva.gov).

Sincerely,



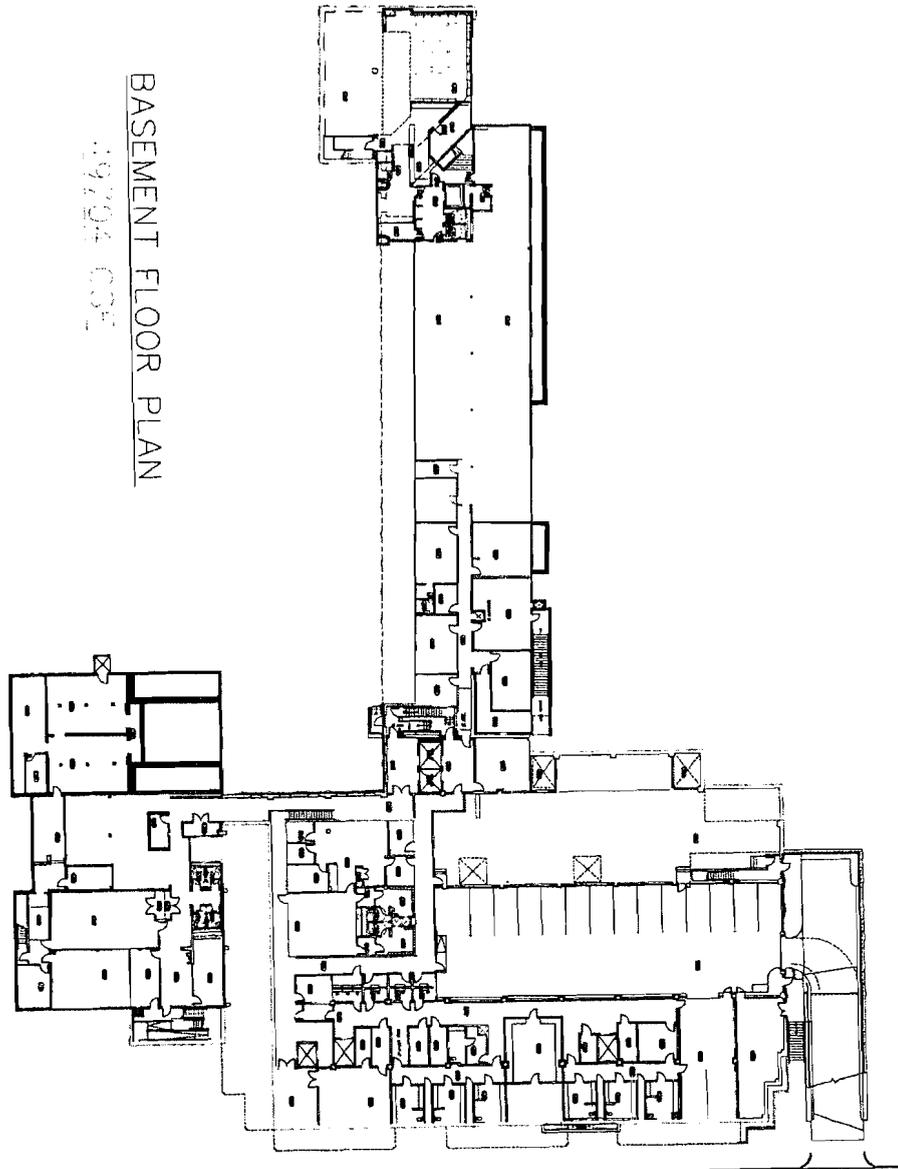
Christopher Murphy, AICP  
Zoning Administrator

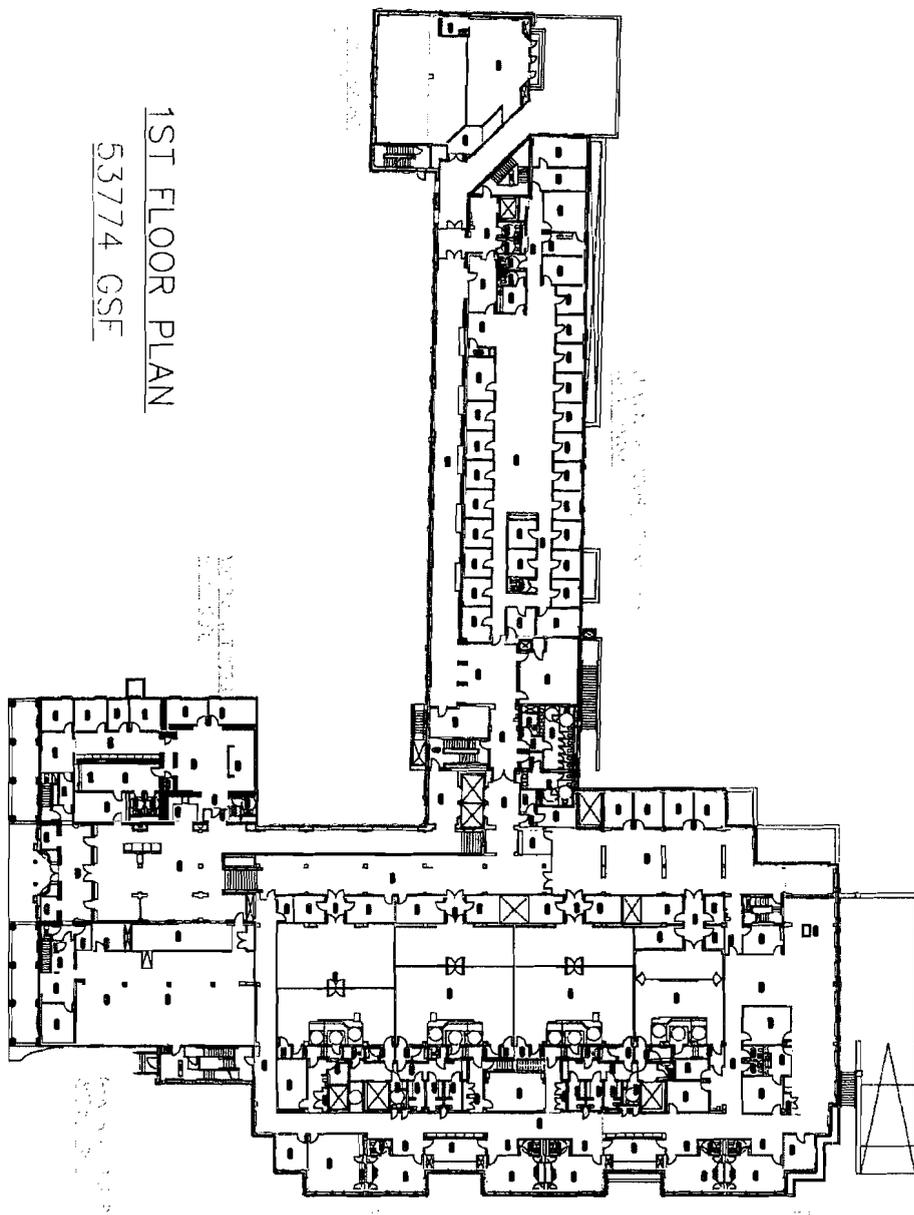
ATTACHMENTS Loudoun County Courts Project Proffer Statement ZM#155

cc: Susan Berry Hill, Director, Dept of Planning & Zoning  
Brian Boucher, Deputy Director, Dept of Planning & Zoning  
Wade Burkholder, Deputy Zoning Administrator  
Scott Parker, Assistant to the Town Manager  
File: :

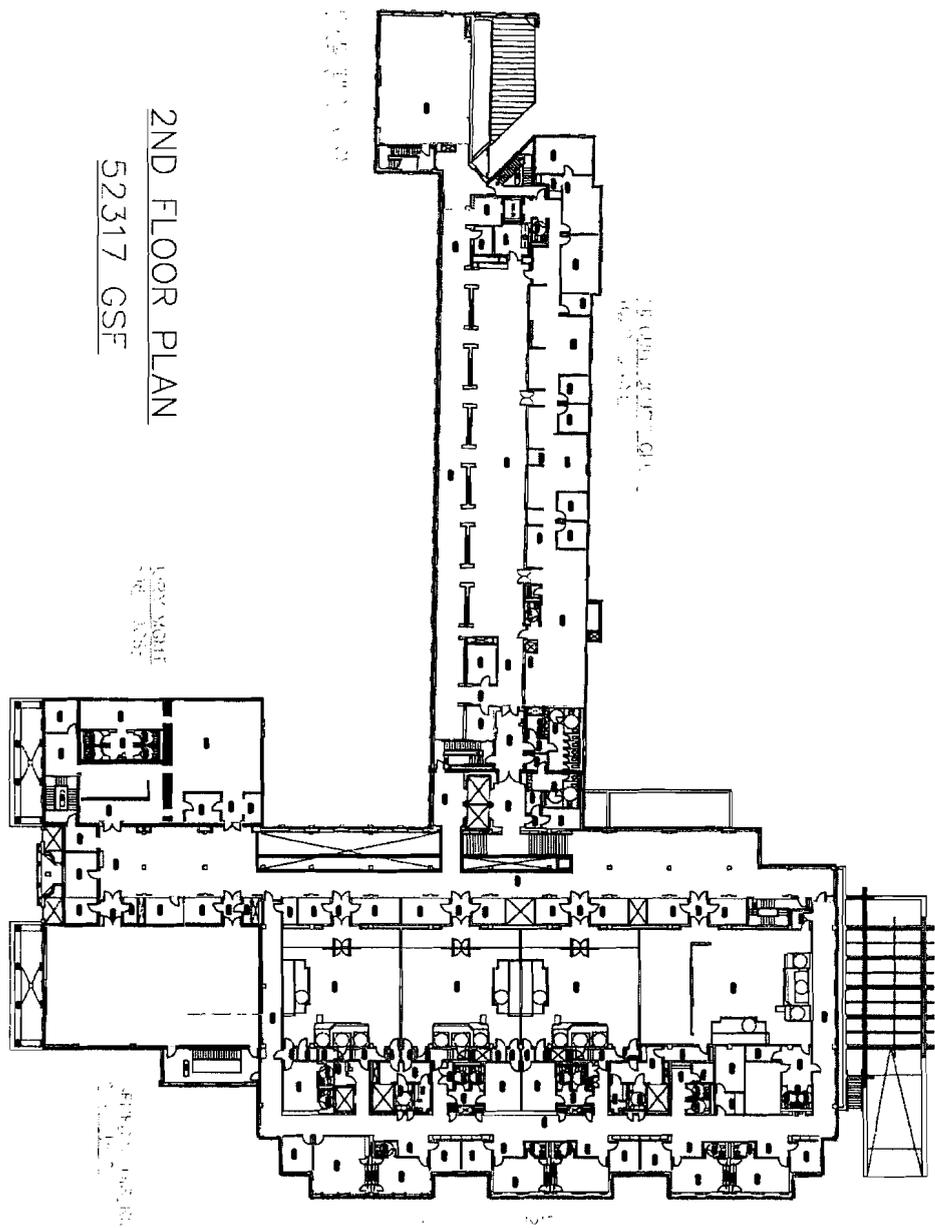
# APPENDIX

## 7.9 Basement, First & Second Floor Plans, Existing Courthouse





1ST FLOOR PLAN  
53774.GSF



# APPENDIX

## 7.10 Clerk of the Circuit Court Area Requirements

### Loudoun County Courts Clerk of the Circuit Court

#### Area Summary

Draft 5/2/2011

Unit	Personnel Seats				2015 Area Requirement	2020 Area Requirement	2025 Area Requirement	Notes
	2011	2015	2020	2025				
Administration	5	5	5	5	3,787	3,787	3,787	
Probate	3	4	5	6	2,086	2,357	2,557	
Jury Management	2	3	3	4	5,447	6,298	7,148	
Judicial Services	5	6	7	8	1,103	1,226	1,349	
Information Technology	2	2	3	3	932	1,055	1,055	
Recording	10	11	14	18	2,843	3,429	3,660	
Public Reading Room	0	0	0	0	2,000	2,000	2,000	
Accounting	3	4	4	5	1,433	1,466	1,620	
Civil Case Management	8	9	10	12	6,124	6,247	6,493	
Criminal Case Management	5	7	8	9	3,657	3,780	3,903	
Archives	1	2	2	2	3,840	3,840	3,840	
Law Library	1	1	1	1	1,487	1,487	1,487	
<b>Total</b>	<b>45</b>	<b>54</b>	<b>62</b>	<b>73</b>	<b>34,739</b>	<b>36,973</b>	<b>38,900</b>	



Loudoun County Courts  
Clerk of the Circuit Court

Draft 5/2/2011

Administration

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes	
			FY11 (Actual)	2015	2020	2025	2015	2020		2025
Private Office	Clerk of the Circuit Court	300	1	1	1	1	300	300	300	
	Chief Deputy Clerk	150	1	1	1	1	150	150	150	
	Management Analyst	150	1	1	1	1	150	150	150	
Workstation	Admin. Asst.	80	2	2	2	2	160	160	160	
<b>Personnel Assigned Spaces</b>			<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Subtotal Personnel Assignable Area</b>						<b>760</b>	<b>760</b>	<b>760</b>		
<b>Total Personnel Usable Square Footage (USF)</b>						<b>1169</b>				

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes
Reception Area		175	1	175	175	175	
Administration Workroom		120	1	120	120	120	Adjacent to Admin Asst. workstations. See Note 1.
<b>Shared Support Spaces for Co-located Circuit Court Units</b>							
Conference Room, Building Shared	525	525	0	0	0	0	See Note 2 Seat 20; location TBD.
Resource Room, Shared	380	380	2	760	760	760	Perimeter resource shelving, conference table. See Note 3
Workroom, Shared	175	175	2	350	350	350	
Network Printer Station	32	32	6	192	192	192	See Note 4
Pantry, Shared	80	80	0	0	0	0	Accounted as Building Common Space
Staff Toilet Rooms MF			0	0	0	0	Accounted as Building Common Space
Break Room, Shared	225	225	0	0	0	0	Accounted as Building Common Space
<b>Subtotal Support Space Assignable Area</b>				<b>1597</b>	<b>1597</b>	<b>1597</b>	
<b>Total Support Usable Square Footage (USF)</b>				<b>2282</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
				0	0	0
				0	0	0
				0	0	0
<b>Subtotal Program Space Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Program Usable Square Footage (USF)</b>				<b>0</b>		

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes
Supply Closet		30	1	30	30	30	Locate in dedicated workroom.
Files		85	1	85	85	85	Locate in dedicated workroom.
<b>Shared Storage for Co-located Circuit Court Units</b>							
General Storage, Shared	30	30	4	120	120	120	Disperse across units
				0	0	0	
				0	0	0	
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>235</b>	<b>235</b>	<b>235</b>	
<b>Total Storage &amp; Filing Usable Square Footage (USF)</b>				<b>336</b>			

<b>Subtotal Assignable Area</b>						<b>2592</b>
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>						<b>3,787</b>

- Administration on dedicated workroom/area accommodates copier, shared network printer workstation and fax.
- The Shared Support Spaces are not located in the Administration suite. If Units are not co-located, provide necessary support spaces in each location. Target ratio of workroom, pantry and breakroom to staff is approx. 1:40. Re-assess shared conference requirement based on final housing plan.
- Locate one Shared Resource Room in each building.
- Disperse Shared Printer Stations; target ratio to staff is approx. 1:12.



Loudoun County Courts  
Clerk of the Circuit Court

Draft 5/2/2011

**Probate**

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity				Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	2025	
Private Office	Hearing Officer	130	3	4	5	6	520	650	780	Assumes Prog Mgr. equivalent
							0	0	0	
Workstation							0	0	0	
							0	0	0	
<b>Personnel Assigned Spaces</b>			<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>				
<b>Subtotal Personnel Assignable Area</b>							<b>520</b>	<b>650</b>	<b>780</b>	
<b>Total Personnel Usable Square Footage (USF)</b>							<b>1200</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			
Reception		125	1	125	125	125	4 wait seats.
Conference Room	275	275	1	275	275	275	Serves as additional Hearing Room. Seat 10-12
Conference Room, Shared	525	525	0	0	0	0	Shared Conference Room (Seat 20) shown with Administration.
Workroom, Shared	175		0	0	0	0	Shared Workroom shown with Administration.
Pantry, Shared	80		0	0	0	0	Shared Pantry shown with Administration.
Break Room, Shared	225		0	0	0	0	Shared Break Room shown with Administration.
Shared Network Printer Station	32		0	0	0	0	Shared Network Printers shown with Administration.
<b>Subtotal Support Space Assignable Area</b>				<b>400</b>	<b>400</b>	<b>400</b>	
<b>Total Support Usable Square Footage (USF)</b>				<b>572</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			
Hearing Room		150	2	300	300	300	
				0	0	0	
				0	0	0	
				0	0	0	
<b>Subtotal Program Space Assignable Area</b>				<b>300</b>	<b>300</b>	<b>300</b>	
<b>Total Program Space Usable Square Footage (USF)</b>				<b>500</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			
Probate File Room		200	1	200	200	200	
				0	0	0	
General Storage, Shared	30	30	0	0	0	0	Shared Storage Closets shown with Administration.
				0	0	0	
				0	0	0	
				0	0	0	
				0	0	0	
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>200</b>	<b>200</b>	<b>200</b>	
<b>Total Storage &amp; Filing Usable Square Footage (USF)</b>				<b>286</b>			

<b>Subtotal Assignable Area</b>				<b>1680</b>		
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>				<b>2,557</b>		

1. Locate Probate adjacent or close to a public entrance. Near-by parking for Probate visitors, many with limited mobility.
2. If not located near Administration, ensure proximity to shared office support functions.
- 3.
- 4.



**Jury Management**

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity				Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	2025	
Private Office	Program Manager	130	1	1	1	1	130	130	130	
Workstation	Jury Mgt. Spec.		1	2	2	3	0	0	0	Assigned space included with Jury Management Front Desk.
<b>Personnel Assigned Spaces</b>			<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>				
<b>Subtotal Personnel Assignable Area</b>							<b>130</b>	<b>130</b>	<b>130</b>	
<b>Total Personnel Usable Square Footage (USF)</b>							<b>200</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
Workroom		120	1	120	120	120
				0	0	0
				0	0	0
<b>Subtotal Support Space Assignable Area</b>				<b>120</b>	<b>120</b>	<b>120</b>
<b>Total Support Usable Square Footage (USF)</b>				<b>171</b>		

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			
Front Desk		325	1	325	325	325	Two check-in stations; equip with emergency security call button.
Jury Pool Queue Area		200	1	200	200	200	At suite entry, adjacent to building common waiting area.
Grand Jury Room		200	1	200	200	200	Seat seven (7) Grand Jurors and one (1) witness; adjacent to Workroom.
Jury Assembly		2000	1	1300	1650	2000	Twenty-four (24) Jury Assembly seats per judge; Wall-mounted flat screen for juror orientation.
Jury Assembly Break Room		720	1	480	600	720	Six (6) Jury Assembly Break Room table seats per judge.
Jury Assembly Coat Area		240	1	160	200	240	20 LF hanging coat storage per 90 Jury Assembly seats.
Jury Assembly AV Closet		30	1	30	30	30	
Jury Assembly Storage Closet		30	1	30	30	30	
Unisex Toilet Rooms	80	80	4	320	320	320	All Toilet rooms accessible.
<b>Subtotal Program Space Assignable Area</b>				<b>3045</b>	<b>3555</b>	<b>4065</b>	
<b>Total Program Space Usable Square Footage (USF)</b>				<b>6776</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
General Storage, Shared	30	30	0	0	0	0
				0	0	0
				0	0	0
				0	0	0
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Storage &amp; Filing Usable Square Footage (USF)</b>				<b>0</b>		

<b>Subtotal Assignable Area</b>							<b>4315</b>
<b>Total Personnel, Support, Program, and Storage/Filing Usable Square Footage (including circulation factor)</b>							<b>7,148</b>

1. Planning for 144 Jury Assembly seats (plus 36 seats in the break room) will accommodate at 3-4 concurrent jury trials in all but the highest profile cases based on current jury management practice.
- 2.
- 3.
- 4.



Loudoun County Courts  
Clerk of the Circuit Court

Draft 5/2/2011

Judicial Services

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes	
			FY11 (Actual)	2015	2020	2025	2015	2020		2025
Private Office	Program Manager	130	1	1	1	1	130	130	130	Locate this position in same building as Circuit Courtrooms.
	Asst. Manager	100	1	1	1	1	100	100	100	Locate this position in same building as Circuit Courtrooms.
Workstation	Clerk	80	3	4	5	6	320	400	480	Locate Clerk workstations in suite adjacent to Circuit Court chambers and within staff secure building circulation.
							0	0	0	
<b>Personnel Assigned Spaces</b>			<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>				
<b>Subtotal Personnel Assignable Area</b>							<b>550</b>	<b>630</b>	<b>710</b>	
<b>Total Personnel Usable Square Footage (USF)</b>										<b>1092</b>
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes			
Conference Room, shared	200		0	0	0	0	Shared Conference Room shown with Administration.			
Workroom, Shared	175		0	0	0	0	Shared Workroom shown with Administration; if Clerks are located adjacent to Chambers, they can share workroom with judicial staff.			
Pantry, Shared	80		0	0	0	0	Shared Pantry shown with Administration.			
Break Room, Shared	225		0	0	0	0	Shared Break Room shown with Administration.			
Shared Network Printer Station	32		0	0	0	0	Shared Network Printer Stations shown with Administration.			
<b>Subtotal Support Space Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>				
<b>Total Support Usable Square Footage (USF)</b>							<b>0</b>			
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes			
				0	0	0				
				0	0	0				
				0	0	0				
				0	0	0				
<b>Subtotal Program Space Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>				
<b>Total Program Space Usable Square Footage (USF)</b>							<b>0</b>			
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes			
File Room		180	1	180	180	180				
General Storage, Shared	30	30	0	0	0	0	Shared Storage Closets shown with Administration.			
				0	0	0				
				0	0	0				
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>180</b>	<b>180</b>	<b>180</b>				
<b>Total Storage &amp; Filing Usable Square Footage (USF)</b>							<b>257</b>			
<b>Subtotal Assignable Area</b>							<b>890</b>			
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>							<b>1,349</b>			
<ol style="list-style-type: none"> <li>Secure (card access) to Judicial Services.</li> <li>Locate Judicial Services managers close to Public Service area.</li> <li>If not located near Administration, ensure proximity to shared office support functions.</li> </ol>										
4										
5										
6										
7										
8										



**Information Technology**

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes	
			PY11 (Actual)	2015	2020	2025	2015	2020		2025
Private Office							0	0	0	
							0	0	0	
							0	0	0	
Workstation	IT Workstation	80	2	2	3	3	160	240	240	Locate a minimum of one workstation in each building.
							0	0	0	
<b>Personnel Assigned Spaces</b>			<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>				
<b>Subtotal Personnel Assignable Area</b>							<b>160</b>	<b>240</b>	<b>240</b>	
<b>Total Personnel Usable Square Footage (USF)</b>							<b>369</b>			
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)						
IT Team Area		200	1	200	200	200				
IT Workbench		80	2	160	160	160	Two standing-height stations			
				0	0	0				
Pantry, Shared	80		0	0	0	0	Shared Pantry shown with Administration.			
Break Room, Shared	225		0	0	0	0	Shared Break Room shown with Administration.			
Shared Network Printer Station	32		0	0	0	0	Shared Network Printer Stations shown with Administration.			
<b>Subtotal Support Space Assignable Area</b>				<b>360</b>	<b>360</b>	<b>360</b>				
<b>Total Support Usable Square Footage (USF)</b>				<b>514</b>						
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)						
				0	0	0				
				0	0	0				
				0	0	0				
				0	0	0				
<b>Subtotal Program Space Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>				
<b>Total Program Space Usable Square Footage (USF)</b>				<b>0</b>						
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)						
IT Secure Storage Room		120	1	120	120	120				
General Storage, Shared	30	30	0	0	0	0	Shared Storage Closets shown with Administration.			
				0	0	0				
				0	0	0				
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>120</b>	<b>120</b>	<b>120</b>				
<b>Total Storage &amp; Filing Usable Square Footage (USF)</b>				<b>171</b>						
<b>Subtotal Assignable Area</b>							<b>720</b>			
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>							<b>1,055</b>			

1. Card access to secure IT suite.
2. If not located near Administration, ensure proximity to shared office support functions.
- 3.
- 4.
- 5.
- 6.



Loudoun County Courts  
Clerk of the Circuit Court

Draft 5/2/2011

**Recording**

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	
Private Office	Manager	130	1	1	1	130	130	130	
	Supervisor	100	1	1	1	100	100	100	
Workstation	Land Records Info	80	1	1	2	3	80	160	240
	Scanner Tech	0	1	2	2	3	0	0	0
	Data Entry/Transaction Clerk	80	6	6	8	10	480	640	800

Personnel Assigned Spaces: 10 11 14 18  
 Subtotal Personnel Assignable Area: 790 1030 1270  
 Total Personnel Usable Square Footage (USF): 1815

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
Conference Room, shared	200		0	0	0	0
Workroom, Shared	175		0	0	0	0
Shared Network Printer Station	32		0	0	0	0
Pantry, Shared	80		0	0	0	0
Break Room, Shared	225		0	0	0	0

Subtotal Support Space Assignable Area: 0 0 0  
 Total Support Usable Square Footage (USF): 0

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
Transaction Stations		64	6	384	384	384
Scanning Room		350	1	350	350	350
Land Records Information Counter		100	1	100	100	100
Large -format Plotter Station		80	1	80	80	80

Subtotal Program Space Assignable Area: 914 914 914  
 Total Program Space Usable Square Footage (USF): 1524

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
Judgment Storage Area/Mail Processing		225	1	225	225	225
General Storage, Shared	30	30	0	0	0	0
				0	0	0
				0	0	0

Subtotal Storage & Filing Assignable Area: 225 225 225  
 Total Storage & Filing Usable Square Footage (USF): 322

Subtotal Assignable Area: 2409  
 Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor): 3,660

1. Locate Recording adjacent to IT.
2. Scanning Room contains three workstations (2 dedicated, 1 shared), one large format scanner station, one 5-drawer lateral file and 24 LF open shelving
3. If not located near Administration, ensure proximity to shared office support functions.
4. Transaction Station and Information Counter security requirements TBD during design.
- 5.
- 6.



Loudoun County Courts  
Clerk of the Circuit Court

Draft 5/2/2011

**Public Reading Room**

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	
Private Office						0	0	0	
Workstation						0	0	0	
<b>Personnel Assigned Spaces</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Subtotal Personnel Assignable Area</b>						<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Personnel Usable Square Footage (USF)</b>						<b>0</b>			
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)					
				0	0	0			
				0	0	0			
<b>Subtotal Support Space Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>			
<b>Total Support Usable Square Footage (USF)</b>				<b>0</b>					
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)					
Public Reading Room		1000	1	1000	1000	1000	See Note 1 below.		
Oath Administration		200	1	200	200	200	Small conference room adjacent to Reading Area.		
				0	0	0			
				0	0	0			
<b>Subtotal Program Space Assignable Area</b>				<b>1200</b>	<b>1200</b>	<b>1200</b>			
<b>Total Program Space Usable Square Footage (USF)</b>				<b>2,000</b>					
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)					
General Storage, Shared	30	30	0	0	0	0	Shared Storage Closets shown with Administration.		
				0	0	0			
				0	0	0			
				0	0	0			
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>			
<b>Total Storage &amp; Filing Usable Square Footage (USF)</b>				<b>0</b>					
<b>Subtotal Assignable Area</b>						<b>1200</b>			
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>						<b>2,000</b>			

- Accommodate the following functions:
  - Queuing space in front of Records transaction windows;
  - 20 Wait Seats dispersed over several areas;
  - 3 Tables (each seat 6)
  - 15 computer terminal stations (combination standing and carrel seating);
  - 6 Pull-up chairs;
  - 300 SF Resource Area (dispersed over several areas);
  - Attorney mailboxes (locate near Reading Room entry);
  - Public Notice Wall-mounted Display Case (locate near reading Room entry);
  - Wall-mounted flat screen(s);
  - Public Forms Display and Fill-Out Counter (adjacent to Records transaction windows);
  - Self-service copier.



Loudoun County Courts  
Clerk of the Circuit Court

Draft 5/2/2011

Accounting

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity				Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	2025	
Private Office	Accounting Manager	130	1	1	1	1	130	130	130	
	Accountant	100	2	3	3	4	300	300	400	
Workstation							0	0	0	
							0	0	0	
<b>Personnel Assigned Spaces</b>			<b>3</b>	<b>4</b>	<b>4</b>	<b>5</b>				
<b>Subtotal Personnel Assignable Area</b>							<b>430</b>	<b>430</b>	<b>530</b>	
<b>Total Personnel Usable Square Footage (USF)</b>							<b>815</b>			
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes			
Wait Alcove		100	1	100	100	100	No seating			
Workroom		120	1	120	120	120				
Conference Room, shared	200		0	0	0	0	Shared Conference Room shown with Administration			
Shared Network Printer Station	32		0	0	0	0	Shared Network Printer Stations shown with Administration.			
Pantry, Shared	80		0	0	0	0	Shared Pantry shown with Administration.			
Break Room, Shared	225		0	0	0	0	Shared Break Room shown with Administration.			
<b>Subtotal Support Space Assignable Area</b>				<b>220</b>	<b>220</b>	<b>220</b>				
<b>Total Support Usable Square Footage (USF)</b>				<b>314</b>						
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes			
Safe Room		30	2	60	60	60	High walls and reinforced construction; one in each building.			
Office Supply Inventory Control Closet		80	1	80	80	80	Controlled access			
				0	0	0				
				0	0	0				
<b>Subtotal Program Space Assignable Area</b>				<b>140</b>	<b>140</b>	<b>140</b>				
<b>Total Program Space Usable Square Footage (USF)</b>				<b>233</b>						
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes			
Stationery/Forms Storage		80	1	80	80	80				
General File Area		35	1	35	35	35				
Retention File Area		65	1	65	65	65				
General Storage, Shared	30	30	0	0	0	0	Shared Storage Closets shown with Administration.			
				0	0	0				
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>180</b>	<b>180</b>	<b>180</b>				
<b>Total Storage &amp; Filing Usable Square Footage (USF)</b>				<b>257</b>						
<b>Subtotal Assignable Area</b>							<b>1070</b>			
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (Including circulation factor)</b>							<b>1,620</b>			

1. Card access into Accounting suite.

2. Preferred adjacency to Administration.

2

4

5

6



**Civil Case Management**

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity				Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	2025	
Private Office	Manager	130	1	1	1	1	130	130	130	
	Supervisor	100	1	1	1	1	100	100	100	
Workstation	Staff Employees	80	6	7	8	10	560	640	800	
							0	0	0	
<b>Personnel Assigned Spaces</b>			<b>8</b>	<b>9</b>	<b>10</b>	<b>12</b>				
<b>Subtotal Personnel Assignable Area</b>							<b>790</b>	<b>870</b>	<b>1030</b>	
<b>Total Personnel Usable Square Footage (USF)</b>							<b>1584</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes
Workroom	175	250	1	250	250	250	Workroom shared w/ Criminal Case Management. C of VA VIN station in workroom.
Conference Room, shared	200		0	0	0	0	Shared Conference Room shown with Administration.
Shared Network Printer Station	32		0	0	0	0	Shared Network Printer Stations shown with Administration.
Pantry, Shared	80		0	0	0	0	Shared Pantry shown with Administration.
Break Room, Shared	225		0	0	0	0	Shared Break Room shown with Administration.
<b>Subtotal Support Space Assignable Area</b>				<b>250</b>	<b>250</b>	<b>250</b>	
<b>Total Support Usable Square Footage (USF)</b>				<b>357</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes
Civil Case Public Review Area		800	1	800	800	800	See Note 1
Civil Case Service Counter		275	1	275	275	275	Currently 3 stations; plan for 4 clerk stations by 2025. Adjacent to Civil Case Public Review Area. Ballistic glass pass-thru windows and security alert button.
Federal Project Room		100	1	100	100	100	High walls, card-controlled access.
Mail Processing, Shared		64	1	64	64	64	Shared w/ Criminal Case Management.
<b>Subtotal Program Space Assignable Area</b>				<b>1239</b>	<b>1239</b>	<b>1239</b>	
<b>Total Program Space Usable Square Footage (USF)</b>				<b>2065</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes
General Storage, Shared	30	30	0	0	0	0	Shared Storage Closet w/ Criminal; shown with Administration.
Civil Files		610	1	610	610	610	2640 LF of file storage in compact mobile shelving.
File Cart Storage		150	1	150	150	150	Shared w/ Criminal Case Management.
Secure Ballot Storage		200	1	200	200	200	
Juvenile Appeals Files		100	1	100	100	100	
Adoptions Files		80	1	80	80	80	
Expungment Files		200	1	200	200	200	
Evidence Vault/Processing		400	1	400	400	400	See Note 3.
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>1740</b>	<b>1740</b>	<b>1740</b>	
<b>Total Storage &amp; Filing Usable Square Footage (USF)</b>				<b>2486</b>			

<b>Subtotal Assignable Area</b>							<b>4259</b>
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>							<b>6,493</b>

- Public review area includes wall-mounted forms display, electronic and bulletin board announcement center, public-use copier, shared public-use printer, 3 stand-up terminals, 3 carrel terminals and 3 tables@4 seats. Surveillance camera monitored.
- If not located near Administration, ensure proximity to shared office support functions.
- Evidence area requirement shown divided between Civil and Criminal Case Management; confirm division of total requirement during design.
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Loudoun County Courts  
Clerk of the Circuit Court

Draft 5/2/2011

**Criminal Case Management**

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes	
			PY 11 (Actual)	2015	2020	2025	2015	2020		2025
Private Office	Manager	130	1	1	1	1	130	130	130	
	Supervisor	100	0	1	1	1	100	100	100	
Workstation	Staff Employees	80	4	5	6	7	400	480	560	
							0	0	0	
<b>Personnel Assigned Spaces</b>			<b>5</b>	<b>7</b>	<b>8</b>	<b>9</b>				
<b>Subtotal Personnel Assignable Area</b>							<b>630</b>	<b>710</b>	<b>790</b>	
<b>Total Personnel Usable Square Footage (USF)</b>							<b>1215</b>			
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)						
Workroom	175	250	0	0	0	0	Shared workroom shown under Civil Case Management.			
Conference Room, shared	200			0	0	0	Shared Conference Room shown with Administration			
Shared Network Printer Station	32		0	0	0	0	Shared Network Printer Stations shown with Administration.			
Break Room, Shared	225			0	0	0	Shared Break Room shown with Administration.			
<b>Subtotal Support Space Assignable Area</b>							<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Support Usable Square Footage (USF)</b>							<b>0</b>			
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)						
Criminal Case Public Review Area		800	1	800	800	800	See Note 1.			
Criminal Case Service Counter		275	1	275	275	275	Currently 2 stations; plan for 4 clerk stations by 2025. Adjacent to Civil Case Public Review Area. Ballistic glass pass-thru windows and security alert button.			
Mail Processing, Shared		64	0	0	0	0	Shown with Civil Case Management.			
				0	0	0				
<b>Subtotal Program Space Assignable Area</b>							<b>1075</b>	<b>1075</b>	<b>1075</b>	
<b>Total Program Space Usable Square Footage (USF)</b>							<b>1792</b>			
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)						
File Cart Storage		150	0	0	0	0	Shown with Civil Case Management.			
Criminal Files		210	1	210	210	210	720 LF of file storage in compact mobile shelving.			
Search Warrant Files		17	1	17	17	17				
Evidence Vault/Processing		400	1	400	400	400	Controlled access; high wall, reinforced construction See Notes 3 and 4.			
General Storage, Shared	30	30	0	0	0	0	Shown w/ Civil Case Management.			
<b>Subtotal Storage &amp; Filing Assignable Area</b>							<b>627</b>	<b>627</b>	<b>627</b>	
<b>Total Storage &amp; Filing Usable Square Footage (USF)</b>							<b>896</b>			
<b>Subtotal Assignable Area</b>							<b>2492</b>			
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>							<b>3,903</b>			

1. Public review area includes wall-mounted forms display, electronic and bulletin board announcement center, public-use copier, shared public-use printer, 3 stand-up terminals, 3 carrel terminals and 3 tables@4 seats. Surveillance camera monitored.

2. If not located near Administration, ensure proximity to shared office support functions.

3. Evidence Vault includes rack storage, hanging garment storage, rolling workbench for processing evidence with capability for photographic lighting.

4. Evidence area requirement shown divided between Civil and Criminal Case Management; confirm division of requirement during design.

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Loudoun County Courts  
Clerk of the Circuit Court

Draft 5/2/2011

Archives

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes	
			FY11 (Actual)	2015	2020	2025	2015	2020		2025
Private Office	Archivist	130	1	1	1	1	130	130	130	
							0	0	0	
Workstation	Customer Service Spec.	64	0	1	1	1	64	64	64	
							0	0	0	
<b>Personnel Assigned Spaces</b>			<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>				
<b>Subtotal Personnel Assignable Area</b>							<b>194</b>	<b>194</b>	<b>194</b>	
<b>Total Personnel Usable Square Footage (USF)</b>							<b>194</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes
				0	0	0	
Conference Room, Shared	200			0	0	0	Shared Conference Room shown with Administration.
Shared Network Printer Station	32		0	0	0	0	Shared Network Printer Stations shown with Administration.
Pantry, Shared	80			0	0	0	Shared Pantry shown with Administration.
Break Room, Shared	225			0	0	0	Shared Break Room shown with Administration.
<b>Subtotal Support Space Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Support Usable Square Footage (USF)</b>				<b>0</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes
				0	0	0	
Public Service Counter/Wait Area		200	1	200	200	200	4 wait seats; 12 LF service counter w/ back counter work area
Public Reading Area		550	1	550	550	550	3 tables (@ 4 seats), 5 terminal carrels, 2 display cases
Archival Workroom		350	1	350	350	350	See Note 4.
				0	0	0	
<b>Subtotal Program Space Assignable Area</b>				<b>1100</b>	<b>1100</b>	<b>1100</b>	
<b>Total Program Space Usable Square Footage (USF)</b>				<b>1100</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			Notes
				0	0	0	
Judgments Archival Storage (metal-edge preservation boxes)		50	1	50	50	50	Preservation environmental requirements TBD.
Chancery/Wills/Criminal/Misc. Archival Storage		260	1	260	260	260	Mobile compact shelving. Preservation environmental requirements TBD.
Deed Books/Indexes Storage		850	1	850	850	850	Adjacent to Public Reading Area
Flat File		35	1	35	35	35	
				0	0	0	
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>1195</b>	<b>1195</b>	<b>1195</b>	
<b>Total Storage &amp; Filing Usable Square Footage (USF)</b>				<b>1195</b>			

**Subtotal Assignable Area: 2489**  
**Total Personnel, Support, program, and Storage/Filing Usable Square Footage (including circulation factor): 3,840**

1. Desired adjacencies: Land Records, Law Library, Conference Room (for seminars, presentations, outreach).
2. If not located near Administration, ensure proximity to shared office support functions.
3. Controlled access to Archive suite (public users admitted); camera surveillance.
4. Archival workroom includes 25 LF work bench, flat scanner station, document humidifier station and utility sink.
- 5.
- 6.



Loudoun County Courts  
Clerk of the Circuit Court

Draft 5/2/2011

Law Library

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity				Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	2025	
Private Office	Librarian	100	1	1	1	1	100	100	100	
							0	0	0	
Workstation							0	0	0	
							0	0	0	
<b>Personnel Assigned Spaces</b>			<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				
<b>Subtotal Personnel Assignable Area</b>							<b>100</b>	<b>100</b>	<b>100</b>	
<b>Total Personnel Usable Square Footage (USF)</b>							<b>154</b>			
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)						
Conference Room, shared	200		0	0	0	0	Shared Conference Room shown with Administration.			
Shared Network Printer Station	32		0	0	0	0	Shared Network Printer Stations shown with Administration.			
Pantry, Shared	80		0	0	0	0	Shared Pantry shown with Administration.			
Break Room, Shared	225		0	0	0	0	Shared Break Room shown with Administration.			
				0	0	0				
				0	0	0				
				0	0	0				
<b>Subtotal Support Space Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>				
<b>Total Support Usable Square Footage (USF)</b>				<b>0</b>						
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)						
Reading Area/Stacks/Library Services		720	1	720	720	720	Includes 5 terminals for Westlaw/Nexus/Lexus searches, combination of carrel desks, soft seating and table seating, library stacks and Library Services desk.			
Unisex Toilet Room		80	1	80	80	80				
				0	0	0				
				0	0	0				
<b>Subtotal Program Space Assignable Area</b>				<b>800</b>	<b>800</b>	<b>800</b>				
<b>Total Program Space Usable Square Footage (USF)</b>				<b>1334</b>						
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)						
				0	0	0				
				0	0	0				
				0	0	0				
				0	0	0				
				0	0	0				
				0	0	0				
				0	0	0				
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>				
<b>Total Storage &amp; Filing Usable Square Footage (USF) (including circulation factor)</b>				<b>0</b>						
<b>Subtotal Assignable Area</b>							<b>900</b>			
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>							<b>1,487</b>			

1. If not located near Administration, ensure proximity to shared office support functions.
- 2.
- 3.
- 4.
- 5.
- 6.



# APPENDIX

## 7.11 Courts Security Area Requirements

### Loudoun County Courts Court Security

#### Area Summary

Draft 4/27/2011

Unit	Personnel				2015 Area Requirement	2020 Area Requirement	2025 Area Requirement	Notes
	2011	2015	2020	2025				
Courthouse Security Administration & Public Areas Security	35	62	67	74	10,500	11,837	11,837	
Courtroom & Court Staff Security					0	0	0	
Temporary Holding Area					7,838	9,727	10,886	
Sally Port					3,715	3,715	3,715	
Parking Security					7,800	7,800	7,800	
Civil Process					0	0	0	Allowance
Secure Mail Processing					500	500	500	Allowance
Secure Receiving & Deliveries					500	500	500	Allowance
<b>Total</b>	<b>35</b>	<b>62</b>	<b>67</b>	<b>74</b>	<b>30,853</b>	<b>34,079</b>	<b>35,238</b>	



Loudoun County Courts  
Courts Security

Draft 4/27/2011

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity				Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	2025	
Private Office	Major	130	0	1	1	1	130	130	130	Adjacent to Duty Room.
	Captain	130	1	1	1	1	130	130	130	Adjacent to Duty Room.
	Lieutenant	100	1	2	2	2	200	200	200	Adjacent to Duty Room.
	Sergeant	100					400	600	600	Locate as appropriate for areas of responsibility: Entry Security, Courtroom Security and Holding Cell/Control Room Security.
Workstation			3	4	6	6				Security officers do not have dedicated workstations; they are stationed throughout the building. Confirm projected security officer count.
	Security Officer	0	29	53	56	63	0	0	0	
	Admin./Finance Asst.	80	0	1	1	1	80	80	80	
	Admin. Asst.	80	1	1	1	1	80	80	80	
	<b>Personnel Assigned Spaces</b>		<b>35</b>	<b>62</b>	<b>67</b>	<b>74</b>				
	<b>Subtotal Personnel Assignable Area</b>						<b>1020</b>	<b>1220</b>	<b>1220</b>	
	<b>Total Personnel Usable Square Footage (USF) (including circulation factor)</b>								<b>1876</b>	

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)	
Duty Room		950	1	950	950
Conference Room	175	175	1	175	175
					175
					See note 5
					Seat 6-8; adjacent to Major's office.
				<b>1125</b>	<b>1125</b>
				<b>1125</b>	<b>1125</b>
					<b>1608</b>
					<b>Total Support Usable Square Footage (USF) (including circulation factor)</b>

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)	
Processing Office		225	1	225	225
Public-use cell phone locker area	100		2	200	200
Public Entry Screening Station	300		3	900	900
Public Entry Queuing Area	400		2	800	800
Staff Entry Screening Station	300		2	600	600
					See Notes 1, 2
					Main Public Entrances See Note 3
					See Notes 1, 2
M/F Locker Rooms	1300		1	1300	1300
M/F Security Staff Toilets	300		1	300	300
					Half-height lockers; shower & toilet facilities
					Confirm tentative ratio 80% M/20% F
					M and F staff toilets located in building without locker rooms.
				<b>4325</b>	<b>4325</b>
				<b>4325</b>	<b>4325</b>
					<b>7210</b>
					<b>Total Program Space Usable Square Footage (USF) (including circulation factor)</b>

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)	
Entry Storage Closet		30	5	150	150
Ready Room		325	2	650	650
					One closet per entry.
					Co-locate with Duty Room, store one gear bag per sworn person.
				<b>800</b>	<b>800</b>
				<b>800</b>	<b>800</b>
					<b>1143</b>
					<b>Total Storage &amp; Filing Usable Square Footage (USF) (including circulation factor)</b>

**Subtotal Assignable Area** 7470  
**Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)** 11,837

1. Planning assumption: two main (public) entrances, two secondary (primarily staff) entrances and one secondary public entrance limited to Public Reading Areas for Records and, possibly, Probate.
2. Entry Screening accommodates x-ray machine, magnetometer, wand examination area and desk.
3. For secondary entries, queuing is accommodated as part of building circulation.
- 4.
5. Duty Room includes two shared workstations, VCIN and NCIC dedicated stations, vending machines and break room tables and chairs.
6. Security area requirement for historic Courthouse and Valley Bank Building TBD pending determination of future use.



Loudoun County Courts  
Courts Security

Draft 4/27/2011

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes
			PY11 (Actual)	2015	2020	2025	2015	2020	
Private Office	Sergeant	100				0	0	0	Shown w/ Security Administration.
						0	0	0	
						0	0	0	
Workstation	Security Officers					0	0	0	All shown w/ Security Administration.
						0	0	0	
<b>Personnel Assigned Spaces</b>			0	0	0	0	0	0	
<b>Subtotal Personnel Assignable Area</b>						0	0	0	
<b>Total Personnel Usable Square Footage (USF) (including circulation factor)</b>									0
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)					
				0	0	0			
				0	0	0			
				0	0	0			
				0	0	0			
<b>Subtotal Support Space Assignable Area</b>				0	0	0			
<b>Total Support Usable Square Footage (USF) (including circulation factor)</b>									0
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)					
				0	0	0			
				0	0	0			
				0	0	0			
				0	0	0			
<b>Subtotal Program Space Assignable Area</b>				0	0	0			
<b>Total Program Space Usable Square Footage (USF) (including circulation factor)</b>									0
Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)					
				0	0	0			
				0	0	0			
				0	0	0			
				0	0	0			
<b>Subtotal Storage &amp; Filing Assignable Area</b>				0	0	0			
<b>Total Storage &amp; Filing Usable Square Footage (USF) (including circulation factor)</b>									0
<b>Subtotal Assignable Area</b>						0	0	0	
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>									0

1. Provide dedicated circulation for judges from courtroom to chambers to secure parking. Provide panic locks on courtroom doors to chambers

2.

3.

4.

5.

6.



Loudoun County Courts  
Courts Security

Draft 4/27/2011

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes	
			FY11 (Actual)	2015	2020	2025	2015	2020		2025
Private Office Workstation	Sergeant Security Officers						0	0	0	Shown w/ Security Administration.
							0	0	0	Shown w/ Security Administration
							0	0	0	

Personnel Assigned Spaces 0 0 0 0  
 Subtotal Personnel Assignable Area 0 0 0  
 Total Personnel Usable Square Footage (USF) (including circulation factor) 0

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)
				0 0 0
				0 0 0
				0 0 0
				0

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)	
<b>Temporary Holding in Detention Zone</b>					
Control Room		200	2	400	400 400
Staff Unisex Toilet Room and Drinking Fountain		80	3	240	240 240
Electronic Security Equipment Closet	125		2	250	250 250
Inmate Processing Room	125		1	125	125 125
Prisoner Interview Room	100		1	100	100 100
Prisoner Lunch Storage Room	90		1	90	90 90
Large Holding Cells		200	4	800	800 800
Small Holding Cells		50	8	400	400 400
Visit Booths		80	5	400	400 400
Prisoner Videoconference Room		85	1	85	85 85
Video Visitation Station		85	6	510	510 680
Property Exchange Room		100	1	100	100 100
Property Storage Area		60	1	60	60 60
<b>Temporary Holding adjacent to Courtrooms</b>					
Vestibule between Courtroom & Temporary Holding		35	11	385	455 560
Prisoner Processing Area		50	11	550	650 800
Courtroom Holding Cells		45	22	990	1170 1440
				2020	32 by 2025
				5485	5835 6530
				10886	

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)
				0 0 0
				0 0 0
				0 0 0
				0 0 0
				0

Subtotal Assignable Area 6530  
 Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor) 10,886

1. Provide vestibule between each courtroom and temporary holding zone
2. Provide dedicated means of egress (corridors and stairs) from holding area, ideally discharging remotely from public emergency egress discharge.
3. Numbers of Holding Cells based on prisoner transport history assumed connection between buildings; travel distance should be minimized. Provide floor drains in all temporary holding cells.
4. Built-in seating for deputies in corridors adjacent to courtrooms.



Loudoun County Courts  
Courts Security

Draft 4/27/2011

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	
Private Office						0	0	0	
						0	0	0	
Workstation	Security Officers					0	0	0	
						0	0	0	Shown w/ Security Administration
Personnel Assigned Spaces			0	0	0	0	0	0	
Subtotal Personnel Assignable Area						0	0	0	
Total Personnel Usable Square Footage (USF) (including circulation factor)								0	

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
				0	0	0
				0	0	0
				0	0	0
				0	0	0
Subtotal Support Space Assignable Area				0	0	0
Total Support Usable Square Footage (USF) (including circulation factor)						0

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
Sally Port		2300	1	2300	2300	2300
Sallyport Staging Area		300	1	300	300	300
				0	0	0
Subtotal Program Space Assignable Area				2600	2600	2600
Total Program Space Usable Square Footage (USF) (including circulation factor)						3715

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
				0	0	0
				0	0	0
				0	0	0
				0	0	0
Subtotal Storage & Filing Assignable Area				0	0	0
Total Storage & Filing Usable Square Footage (USF) (including circulation factor)						0

Subtotal Assignable Area						2600
Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)						3715

1. Provide parallel Arrival and Departure bays, each with dedicated entrance/exit, ideally on different facades of the building.
2. Arrival bay of Sally Port should park 3 transit vans.
3. If buildings are not connected, redundant Sally Ports will be needed for each courtroom building.
4. Provide three isolated circulation paths from Sally Port into courthouse: Escorted adults to temporary holding, escorted juveniles to temporary holding and staff secure shelter juveniles to public corridor system.
5. Separate each van parking and associated circulation with security mesh.
- 6.



Loudoun County Courts  
Courts Security

Draft 4/27/2011

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2,015	2,020	
Private Office						0	0	0	
Workstation	Security Officers					0	0	0	Shown w/ Security Administration
<b>Personnel Assigned Spaces</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Subtotal Personnel Assignable Area</b>						<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Personnel Usable Square Footage (USF) (including circulation factor)</b>						<b>0</b>			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
				0	0	0
				0	0	0
				0	0	0
				0	0	0
<b>Subtotal Support Space Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Support Usable Square Footage (USF) (including circulation factor)</b>				<b>0</b>		

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
				0	0	0
				0	0	0
				0	0	0
<b>Subtotal Program Space Assignable Area</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Program Space Usable Square Footage (USF) (including circulation factor)</b>				<b>0</b>		

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)			
Secure Judicial Parking Garage		7800	1	7,800	7,800	7,800	Planned for 24 vehicles
				0	0	0	
				0	0	0	
<b>Subtotal Storage &amp; Filing Assignable Area</b>				<b>7,800</b>	<b>7,800</b>	<b>7,800</b>	
<b>Total Storage &amp; Filing Usable Square Footage (USF) (including circulation factor)</b>				<b>7,800</b>			

<b>Subtotal Assignable Area</b>	<b>7,800</b>
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>	<b>7,800</b>

1. If Buildings are not connected, judicial parking must be divided between buildings.
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



Loudoun County Courts  
Courts Security

Draft 4/27/2011

Area required for document pick-up is accounted in Civil Process dedicated area.

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	
Private Office						0	0	0	
						0	0	0	
Workstation						0	0	0	
						0	0	0	
Personnel Assigned Spaces			0	0	0	0	0	0	
Subtotal Personnel Assignable Area						0	0	0	
Total Personnel Usable Square Footage (USF) (including circulation factor)						0			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)
				0 0 0
				0 0 0
				0 0 0
				0 0 0
Subtotal Support Space Assignable Area				0 0 0
Total Support Usable Square Footage (USF) (including circulation factor)				0

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)
				0 0 0
				0 0 0
				0 0 0
Subtotal Program Space Assignable Area				0 0 0
Total Program Space Usable Square Footage (USF) (including circulation factor)				0

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)
				0 0 0
				0 0 0
				0 0 0
				0 0 0
Subtotal Storage & Filing Assignable Area				0 0 0
Total Storage & Filing Usable Square Footage (USF) (including circulation factor)				0

Subtotal Assignable Area				0
Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)				0

1. Provide dedicated Civil Process entrance for quick pick-up and two short-term dedicated parking spots as close to Civil Process entrance as possible.
- 2.
- 3.
- 4.
- 5.
- 6.



Loudoun County Courts  
Courts Security

Draft 4/27/2011

Secure Mail Processing procedures and Courts Security impact have not yet been determined.

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	
Private Office						0	0	0	
						0	0	0	
						0	0	0	
Workstation	Security Officers					0	0	0	Shown w/ Security Administration.
						0	0	0	
Personnel Assigned Spaces			0	0	0	0	0	0	
Subtotal Personnel Assignable Area						0	0	0	
Total Personnel Usable Square Footage (USF) (including circulation factor)								0	

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
				0	0	0
				0	0	0
				0	0	0
				0	0	0
Subtotal Support Space Assignable Area				0	0	0
Total Support Usable Square Footage (USF) (including circulation factor)						0

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
				0	0	0
				0	0	0
				0	0	0
Subtotal Program Space Assignable Area				0	0	0
Total Program Space Usable Square Footage (USF) (including circulation factor)						0

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)		
				0	0	0
				0	0	0
				0	0	0
Subtotal Storage & Filing Assignable Area				0	0	0
Total Storage & Filing Usable Square Footage (USF) (including circulation factor)						0

Subtotal Assignable Area				0		
Total Personnel, Support program and Storage/Filing Usable Square Footage (including circulation factor)				500	(ALLOWANCE)	

1. Revise allowance as procedures are developed.
2. Redundant facilities must be provided or appropriate procedures developed if buildings are not connected.
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



Loudoun County Courts  
Courts Security

Draft 4/27/2011

Secure Receiving & Deliveries procedures and Courts Security impact have not yet been determined.

Space Type	Personnel Position	Standard Allocation (SF)	Personnel Space Quantity			Assignable Area (SF)			Notes
			FY11 (Actual)	2015	2020	2025	2015	2020	
Private Office						0	0	0	
Workstation	Security Officers					0	0	0	Shown w/ Security Administration.
<b>Personnel Assigned Spaces:</b>			0	0	0	0	0	0	
<b>Subtotal Personnel Assignable Area</b>						0	0	0	
<b>Total Personnel Usable Square Footage (USF) (including circulation factor)</b>						0			

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)
				0
				0
				0
				0
<b>Subtotal Support Space Assignable Area</b>				0
<b>Total Support Usable Square Footage (USF) (including circulation factor)</b>				0

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)
				0
				0
				0
<b>Subtotal Program Space Assignable Area</b>				0
<b>Total Program Space Usable Square Footage (USF) (including circulation factor)</b>				0

Space Type/Description	Standard Allocation (SF)	Allocated (SF)	Quantity	Assignable Area (SF)
				0
				0
				0
<b>Subtotal Storage &amp; Filing Assignable Area</b>				0
<b>Total Storage &amp; Filing Usable Square Footage (USF) (including circulation factor)</b>				0

<b>Subtotal Assignable Area</b>				0
<b>Total Personnel, Support, program and Storage/Filing Usable Square Footage (including circulation factor)</b>				<b>500 (ALLOWANCE)</b>

1. Revise allowance as procedures are developed.
2. Redundant facilities must be provided or appropriate procedures developed if buildings are not connected.
- 3.
- 4.
- 5.
- 6.



