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ARCHITECTURAL

PROGRAM &

FACILITY ASSESSMENT

APRIL 2023



Administration Building

For Wasatch County
Project No. 22170

Acknowledgments

We want to thank everyone who has supported and guided this study. We are grateful for your knowledge and contributions toward this effort.

WASATCH COUNTY

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VISION

Wasatch County is recognized as a desirable destination to live, work, and play. We are dedicated to honoring & protecting the heritage and rural character of our community and are committed to creating a unique sense of place.

PURPOSE

In cooperation with the community and local governments, Wasatch County will address public needs, deliver quality services, and provide responsive decisions.

Through thoughtful planning and zoning that manages the impacts of growth, The County strives to balance the preservation of the area's highly valued rural and agricultural character with the promotion of clean and sustainable economic, residential, recreational, and tourism development opportunities.

VALUES

We manage and communicate our affairs in a fiscally sound and transparent manner while enforcing state and county ordinances consistently to promote a sense of trust between the county and its citizens. All county departments and employees are focused on good governance, including professionalism, respect, ethics, integrity, transparency, and accountability to all citizens.

Wasatch County

Project Background

County Growth

Wasatch County currently has over 36,000 residents (36,173 in July 2021), up more than 53% from the 2010 population of 23,642 people.

“For comparison, the population in the US grew 7.3%, and the population in Utah grew 20.3% during that period.” usafacts.org

Staff Growth

This rapid recent growth, coupled with continual growth projections of up to more than 80,000 people by 2060 (as noted by the State of Utah Governor’s Office of Planning and Budget), will continue to impact the staffing and services provided by Wasatch County. Nearly all departments need to grow to ensure the County can continue to effectively serve residents.

Space and Facility Needs

Wasatch County engaged VCBO Architecture and a team of consulting engineers to complete an architectural program to identify the space needed by the County to support staffing and support space needs into the foreseeable future. An assessment of each of the current buildings occupied by County Administrative Services was also completed to understand the opportunities for growth or modification within the existing facilities.

Programming Process

Beginning with a kick-off meeting in May of 2022, the VCBO Team met with Administrative Leadership for Wasatch County to set the stage for the programming process.

Following this meeting, the team toured the Provo City Center and Provo Power facilities to look at two recently constructed buildings that support civic operations. The following findings emerged from these tours:

- Wasatch County needs a comfortable, inviting workplace for County staff and Elected Officials.
- The public interface should be easy and intuitive while ensuring safety and security for the staff and public.
- New facilities should be designed for flexibility to accommodate current and future working needs, including growth, flexible work schedules, and individual work space needs.
- New facilities should reflect the history and character of Wasatch County while accommodating contemporary needs.

A series of programming meetings were then held with leadership for each of the following departments:

- Assessor Office
- DMV
- Health Department
- Personnel Dept
- Recorder Office
- Surveyor Office
- Attorney Office
- Clerk-Auditor Office
- Emergency Management
- Information Systems
- Manager Office
- Planning Dept
- Treasurer Office
- Building Dept
- Council Office
- Engineering Dept
- Sheriff Office
- USU Extension

The current staffing, five and ten-year staffing projections, and support space needs for each department were discussed in these meetings. This information informed the Architectural Program Summary provided within this document.

Existing Facility Analysis

During an intensive series of facility tours and assessments, the programming team completed a preliminary facility assessment of the following buildings:

- Administration Building
- Attorney's Building
- Central Operations Building (newly renovated)
- Community Services Building
- Justice Facility

A summary of findings for each facility can be found on the following pages, and a more extensive assessment for each building is in the appendix.

Administration Building



Exterior images illustrate building materials, entry stairs, and ADA access ramp down to lower level at entry.

Overview

The Wasatch County Administration Building was constructed between 1967 and 1968 by Young & Fowler Associates. It was built by Richard J. Miller & Sons. The building is a two story structure with the lower level partially below grade and the upper level about seven feet above the sidewalk level. The building faces Main Street.

Originally built as the Wasatch County Courthouse, the facility has a robust concrete load-bearing structure with a brick facade and flat roof. Small windows allow some daylight to enter the building.

Code Compliance

While there is an accessible entry on the west side of the building, there is no accessible entry from the parking lot. The split level structure and narrow hallways and door widths result in inaccessible pathways and entry ways within the building.

Structural Systems

The building is a two-story concrete structure with brick veneer. There is a high level of structural redundancy in the building which will likely allow the building to perform relatively well during a seismic event. There are signs of minor building settlement in the southwest corner of the building that should be shored up as part of building improvement efforts.

Due to the existing concrete walls, it may be cost prohibitive to modify the structure as part of a future building remodel.

Mechanical Systems

Existing HVAC system consists of a central, constant volume, built-up air handling unit with hot water and chilled water coils. Supply air is ducted up central shafts to each floor. Air is distributed to each room via a supply air plenum system. Ceiling supply diffusers are equipped with hot water re-heat coils to provide heating air.

Return air is transferred via common hallways to the West stairwell, where a common return shaft draws the air back to the air handler.

The building's central plant consists of a heating water boiler and a water-cooled chiller. These pieces of equipment are in the basement mechanical room.

Building controls are the original pneumatic controls with some Alerton direct digital controls at the spaces.

Building experiences pressurization issues which result in the failure of door latches.

System components are beyond service life. Mechanical space housing the water-cooled chiller likely qualifies as a machinery room under the current code, but lacks the required exhaust air. Updating the equipment and systems would require substantial demolition of existing buildings.

Electrical Systems

ELECTRICAL POWER AND SERVICE

The electrical service seems to be a 120V/208V 3Ph service, and service size, available spare capacity is not known at this time. Grounding and bonding systems, including grounding electrodes and bonding jumpers, were not completely accessible or visible during the site observations. The grounding and bonding of the electrical system are critical to safety and power quality of the system. Further investigation should be done to confirm the existence, resistance readings, and condition of the grounding and bonding systems. A licensed electrician will be required to safely open and check these systems.



Aged building mechanical systems are shown to the left and the "bunker-like" atmosphere of some interior spaces is illustrated below.



There is an existing generator and a single ATS which backs up the entire building.

LIGHTING

Most of the building lighting has been retrofitted with LED retrofit kits.

Light fixtures do not seem to have any battery packs required for emergency egress lighting. If the generator is used to supply power to the emergency and egress lighting, the existing installation does not comply with NEC Section 700.5 (D) that states that “Transfer equipment shall supply only emergency loads.” Further investigation should be done to verify the source of the emergency power for the egress lights and exit signs (battery packs or generator).

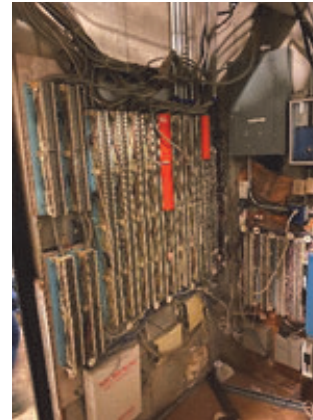
Existing lighting controls largely consist of toggle switches. Significant upgrades to the interior lighting control systems are needed to meet the latest energy code. There are opportunities for energy savings by installing lighting controls such as occupancy sensors and timed relay controls.

TELECOMMUNICATIONS

Existing data cabling appears to be done using CAT 6 cables.

Some of the data cabling in the building is run through mechanical ducts. This need to be fixed and the cables cannot run inside mechanical ducts.

Grounding and bonding of the telecommunications equipment does not seem to be present. Proper grounding and bonding of communication systems provide reliable operation for voice/data equipment, while enhancing safety for the personnel. Further investigation should be done to confirm the existence, resistance readings, and condition of the telecommunication grounding and bonding systems



Telecom service blocks



Generator and ATS

RECOMMENDATIONS

The following recommendations are a priority for the Administration Building. Additional recommendations can be found in the appendix.

- Upgrade the existing grounding system as required and remove all grounding conductors that do not comply with the NEC code.
- Replace non-GFCI outlets with GFCI outlets in all locations specified in NEC 210.8 (B).
- Provide battery packs for egress lighting and exit signs as needed to comply with the IBC code egress lighting requirements.
- Recommend providing a complete fire alarm system for the entire building
- Relocate all the existing Telecommunication cables that are run inside mechanical ducts.

Attorney's Building



Overview

The Wasatch County Attorney's Building was constructed in 1984. The building is a single story, masonry building with a pitched, standing-seam metal roof. The building was constructed with a masonry bearing wall structure, and sits just to the east of the Sagebrush and Spring Creek Canal. The proximity to the canal, and the lack of structural stabilization on the west side of the building has resulted in visible settling of the building and cracks in the bearing walls.

The interior of the building is primarily wood-framed, allowing for flexibility of use and configuration within the building. The building has recently transitioned from serving the Attorneys and Building Department to just the Attorneys to accommodate growth.



The exterior images illustrate the materials, water damage, and settling experience over time by the building.



Code Compliance

The entry and parking lots are generally ADA compliant, but some of the slopes and thresholds are not compliant. Additionally, many of the interior doorways and restrooms do not meet current ADA compliance thresholds.

Structural Systems

General structural system description: The building is a single-story structure with a wood framed roof bearing on reinforced masonry walls. The main floor is a wood framed crawl space. There is evidence of building settlement on the west exterior walls which is likely a result of soils saturated with water from the adjacent the canal. This building would perform poorly during a high seismic event. There is a lack of seismic connectivity between the wood roof and the masonry walls.

We recommend repairing the building settlement soon by shoring up the west side building foundations. Next time the building is re-roofed, we recommend creating positive seismic connections between the wood roof and masonry walls.



Mechanical Systems

Building HVAC consists of condensing gas-fired furnaces with split DX coils. Air is distributed to spaces via supply ducts located in the building crawl space.

Mechanical equipment should be upgraded to higher efficiency models as opportunity arises. Upgraded systems can incorporate air-source heat pumps in place of the condensing units to create a hybrid system. This would allow for higher efficiency heat pump heating at milder temperatures, and switch to gas heat at colder temperatures to maximize efficiency and cost-effective operation.

Electrical Systems

ELECTRICAL POWER AND SERVICE

Electrical service is fed from a set of (3) 25kVA pole mounted transformer tubes. The secondary conductors are run overhead and down to the electrical meter.

Electrical service size is 200A, and available spare capacity is not known at this time.

Grounding and bonding systems, including grounding electrodes and bonding jumpers, were not completely accessible or visible during the site observations. The grounding and bonding of the electrical system are critical to safety and power quality of the system. Further investigation should be done to confirm the existence, resistance readings, and condition of the grounding and bonding systems. A licensed electrician will be required to safely open and check these systems.

LIGHTING

Majority of the building has older florescent T8 surface troffers. These light sources are outdated and very inefficient. All existing light fixtures are recommended to be replaced with new LED lighting.



The interior spaces have been renovated over time to meet the needs of the City. Existing lighting and systems could be updated for efficiency.



Existing lighting controls largely consist of toggle switches. Significant upgrades to the interior lighting control systems are needed to meet the latest energy code. There are opportunities for energy savings by installing lighting controls such as occupancy sensors and timed relay controls.

Emergency egress lighting is not observed during the site visit. Per IBC code, emergency electrical system shall automatically illuminate all aisles, corridors, and exit access stairways, while exits and exit access doors shall be marked by exit signs. This can be obtained by providing light fixtures with emergency battery packs and providing exit signs with battery backup.

FIRE ALARM

There is no fire alarm system present in the building.

RECOMMENDATIONS

- Upgrade the existing grounding system as required and remove all grounding conductors that do not comply with the NEC code.
- Replace non-GFCI outlets with GFCI outlets in all locations specified in NEC 210.8 (B).
- Provide battery packs for egress lighting and exit signs as needed to comply with the IBC code egress lighting requirements.
- Recommend providing a complete fire alarm system for the entire building
- Consider backup power for emergency and egress lighting and optional standby backup power for telecommunication loads and air-conditioning.



Overhead utility transformer connection at the rear of the building.



T8 Troffers and older technology systems can be seen in the image above.

Central Operations Building



The exterior was kept largely intact with new windows provided, and the interior was fully renovated.



Overview

The Central Operations Building is a single story wood-frame structure with masonry exterior and flat roof. While originally constructed in the 1970s, it has been recently renovated to house IT, Building and Planning Departments.

With this recent renovation the mechanical and electrical systems were replaced, the windows were replaced, and all new walls were provided within the building. The current configuration is meeting the needs of the groups within the space today, however, the space will only allow for limited expansion of these departments into the future.

Code Compliance

The newly renovated facility is fully ADA and code compliant.

Structural Systems

This building is newly renovated, and there are no signs of structural degradation or other concerns.

Mechanical Systems

Systems are brand-new. Equipment is in mechanical rooms with easy access for maintenance.

Electrical Systems

While the team toured the building during construction, the plan was to install new LED lighting and run new power within the building. After construction no additional electrical improvements are envisioned to be needed.

Community Services Building



WASATCH COUNTY HOSPITAL
1969
WASATCH COUNTY COMMISSIONERS
E. A. JACOBSEN, CHAIRMAN
RUSSELL WALL
GRANT SHELTON
HOSPITAL BOARD
E. A. JACOBSEN, CHAIRMAN
HAROLD H. SMITH
MARK J. FORTIE
REED FORD
ELMER KOHLER
WAYNE McDONALD
LOWE ASHTON
JACKSON, SHARP & PINEGAR, ARCHITECTS
IVERSON CONSTRUCTION CO., INC., CONTRACTOR



Overview

The Community Services Building opened in 1969 as a hospital, and has been used by Wasatch County to house the Health Department, Wasatch Behavioral Health Clinic, USU Extension, and a range of other smaller departments.

The building is a single story with masonry bearing construction. There are both masonry and wood interior wall systems and both metal and wood roof systems. The building has been well maintained and adapted to meet the various needs of the County, but it is nearing the end of its useful life.

The structure limits the amount of renovation that can occur within the building, and has resulted in an in-efficient use of space for nearly all departments housed in the building.

Code Compliance

The main public spaces are mostly accessible, but most of the restrooms, many doorways, and some corridors do not have necessary clearances for ADA access.

Structural Systems

The building structure is comprised mostly of a wood framed roof. The roof over the mechanical room is metal roof deck bearing on steel joists. The roof structure bears on unreinforced masonry walls, posts and beams, and wood framed stud walls. There are several cosmetic issues with the building structure as documented in the photographs below. The absence of adequate roof diaphragm connections and unreinforced masonry shear walls indicate the building will likely perform poorly during the design level seismic event.

The unreinforced masonry shear walls combined with several interior bearing walls would make building renovations difficult and expensive.

Mechanical Systems

Building HVAC systems consist of central, constant volume air handling units. Spaces utilize a mix of heating water and steam devices for space heating including steam coils, steam unit heaters, hot water cabinet heaters and convector units. Spaces with west exposure have had window mounted air conditioning units added. The addition on the east side of the building is served by packaged, gas-fired rooftop unit. Meeting room at the north end of the building has had a heating only split system used in conjunction with a mini-split AC unit to provide heating and cooling to the space.

Central plant consists of a steam boiler and air-cooled water chiller with a remote condensing unit. Steam is used both directly at the rooftop air handling units and unit heaters as well as for creating heating hot water for hydronic cabinet unit heaters via a steam to hot water heat exchanger. The chiller provides chilled water to coils in the rooftop air handling units.

Building systems utilize a diverse mix of methods and equipment to achieve space comfort and indoor air quality which increases complexity and cost of maintenance. Most HVAC equipment is near or beyond service life. Thermal zoning of the building offers very little flexibility and poor thermal control.

The building construction includes combustible surfaces which are exposed to the return air path. This violates current code which prohibits this condition. Upgrade of the HVAC will require invasive construction to address the code violation described above.

Electrical Systems

ELECTRICAL POWER AND SERVICE

The electrical service is fed from a pad mounted utility transformer. The size and available spare capacity of the service is not known at this time.

Grounding and bonding systems, including grounding electrodes and bonding jumpers, were not completely accessible or visible during the site observations.



Aged building systems, finishes, and technology systems can be seen in the images on this page.



The grounding and bonding of the electrical system are critical to safety and power quality of the system. Further investigation should be done to confirm the existence, resistance readings, and condition of the grounding and bonding systems. A licensed electrician will be required to safely open and check these systems.

A new generator has been added recently which backs up the entire building.

The existing electrical equipment is from Square D and seems to have reached the end of their life. There is also a motor control center which seem to be old and may need to be replaced.

There are also some electrical equipment throughout the building which seem to be missing the dead front covers.

he existing fuel storage tank seems to be corroded and might have reached the end of its life. A full tank inspection and evaluation is recommended.

LIGHTING

Majority of the building lights have been retrofitted with LED tube retrofit kits.

Existing lighting controls largely consist of toggle switches. Significant upgrades to the interior lighting control systems are needed to meet the latest energy code. There are opportunities for energy savings by installing lighting controls such as occupancy sensors and timed relay controls.

Light fixtures do not seem to have any battery packs required for emergency egress lighting. If the generator is used to supply power to the emergency and egress lighting, the existing installation does not comply with NEC Section 700.5 (D) that states that “Transfer equipment shall supply only emergency loads.” Further investigation should be done to verify the source of the emergency power for the egress lights and exit signs (battery packs or generator).

TELECOMMUNICATIONS

Majority of the building data cabling has been replaced recently.

FIRE ALARM

The existing fire alarm system in the building is not functional.

SECURITY

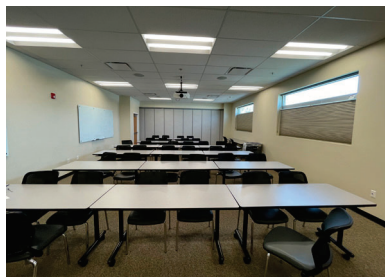
Access control for all doors have been installed recently.

Existing cameras are from Axis.

RECOMMENDATIONS

- Replace all existing Square D electrical distribution panels, panelboards and motor control centers.
- A full evaluation and inspection of fuel storage tank for the generator is recommended
- Provide detailed evaluation of the existing grounding system.
- Upgrade the existing grounding system as required and remove all grounding conductors that do not comply with the NEC code.
- Replace non-GFCI outlets with GFCI outlets in all locations specified in NEC 210.8 (B).
- Provide battery packs for egress lighting and exit signs as needed to comply with the IBC code egress lighting requirements.
- Recommend providing a complete working fire alarm system for the entire building.

Justice Building



Overview

Opened in 1994 and renovated in 2019, the Justice Building has been serving the Sheriff's Department and Courts well. However, with recent County growth, both the courts and the holding facilities are in need of additional space.

The State of Utah has been working with Wasatch County to assess opportunities to expand the State Court facilities. In addition to this expansion, a walk through with the Sheriff and Deputy Sheriff highlighted the need to expand the holding facilities, provide a fitness and training center for the Sheriff's Department, and expand and enhance the Training Room and Operations Center to better meet the needs of the County.

Code Compliance

The Justice Building is code compliant.

Building Systems

All building systems are fully operational and code compliant.

VISION & GOALS

VCBO®

Goal 1:

Combine Wasatch County Administrative Departments to increase operational efficiency for the County, and improve customer service for the residents.

Goal 2:

Continue to have a strong presence and promote economic development within the County.

Goal 3:

Plan for a new County Administration Building or Buildings that will serve the County for the next 60 years and beyond.

Space Needs & Department Adjacencies

New Building Approach

After a review of the current department needs, facility conditions and county operations, it has become apparent that two unique buildings will best meet the needs of the County. One Administrative Building, and one Community Service Building. This will allow for and support the operational efficiencies of the County, while ensuring ease of access and continuity of services for the community. The following programs are recommended for each of the two facilities:

Administration Building	
County Council	5588
Administration	3990
Development Services	3611
Tax Services	6549
Building Support	6700
Total Net Area	26,438
Efficiency Factor	60%
Total Gross Area	44,065
DMV Net Area	1,719
Efficiency Factor	60%
Total Gross Area	2,865

Community Services Building	
Department of Health	7909
Wasatch Behavioral Health	4918
Utah State University - Extension	3840
Building Support	3320
Total Net Area	19,987
Efficiency Factor	60%
Total Gross Area	33,310

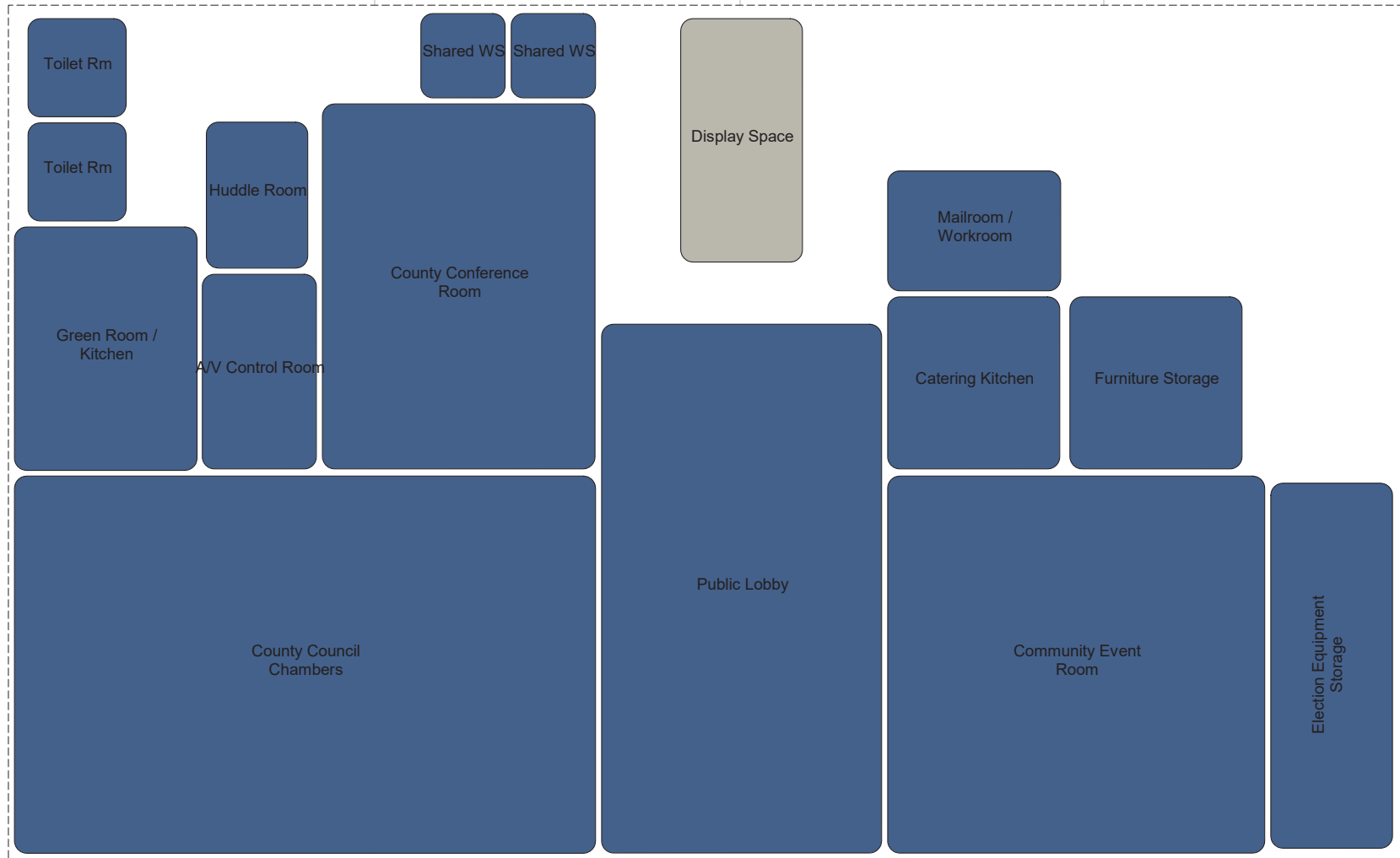
The Attorney’s Office may be located in the Administration Building or in the Justice Building. The final location or locations have not yet been determined. The space needs for this department are as noted below.

TBD	
Attorney’s Office	3764
Total Net Area	3,764
Efficiency Factor	65%
Total Gross Area	5,790

Space Needs

The following space needs summary represents the space needed to accommodate the County needs, now and into the foreseeable future. Each space summary table is followed by an adjacency diagram. These diagrams illustrate potential adjacencies based off optimal department interactions and public access. The adjacency diagrams will be refined as the design progresses.

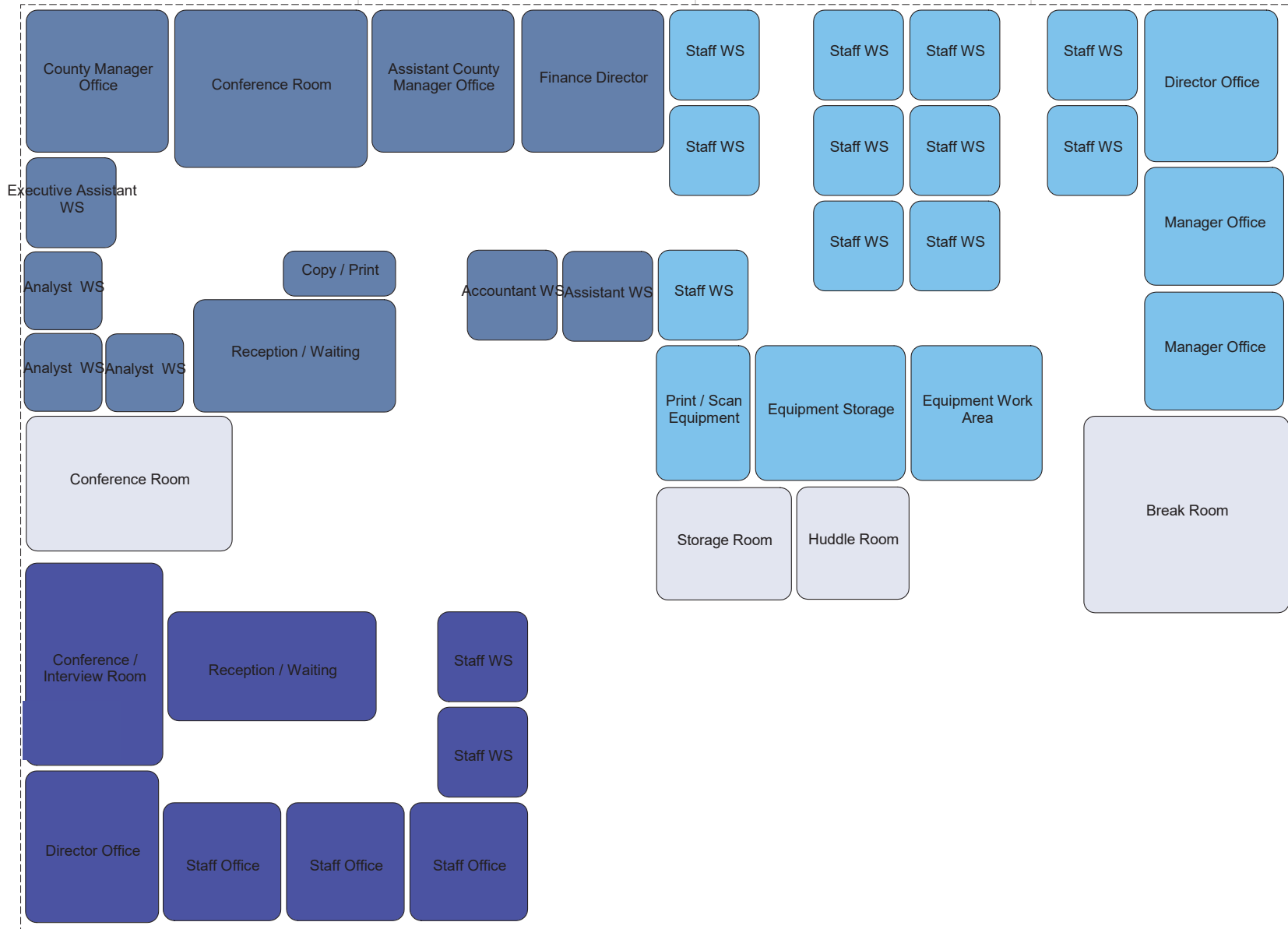
County Council						
SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
County Council Chambers	51	1400	1		1400	11 seats at the dais + 40 visitors, 1 step dais
A/V Control Room	2	150	1		150	
Green Room / Kitchen	7-10	300	1		300	
Private Restrooms	1	65	2		130	
County Conference Room	24	672	1		672	12 seats at the table + 12 visitors, supports elections functions
Community Event Room	40	900	1		900	Supports elections
Catering Kitchen	-	200	1		200	
Furniture Storage	-	200	1		200	
Election Equipment Storage	-	300	1		300	
Public Lobby	varies	1000	1		1000	Supports elections
Hotel Workstation	1	48	2		96	
Huddle Room	4	100	1		100	
Mailroom / Workroom	-	140	1		140	
Subtotal					5588	



County Council Adjacency Diagram

Administration						
SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
COUNTY MANAGER						
County Manager Office	1	160	1	1	160	Collaboration table for 4 or soft seating
Assistant County Manager Office	1	160	1	1	160	Collaboration for 2-3 or soft seating
Executive Assistant Workstation	1	64	1	1	64	
Analyst Hotel Station	1	48	3	3	144	Purchasing, Finance, Management
Reception / Waiting	4-6	180	1		180	Adjacent to Executive Assistant workstation
Conference Room	10	240	1		240	
Copy / Print Alcove		40	1		40	
Subtotal				6	988	
PERSONNEL / HR						
Director Office	1	160	1	1	160	
Staff Office	1	110	3	3	330	
Staff Workstation	1	64	2	2	128	1 admin support, 1 reception (1 total?)
Reception / Waiting	4-6	240	1		240	Adjacent to Executive Assistant workstation
Conference / Interview Room	8	220	1		220	
Copy / Print Alcove		40	1		40	
Subtotal				6	1118	

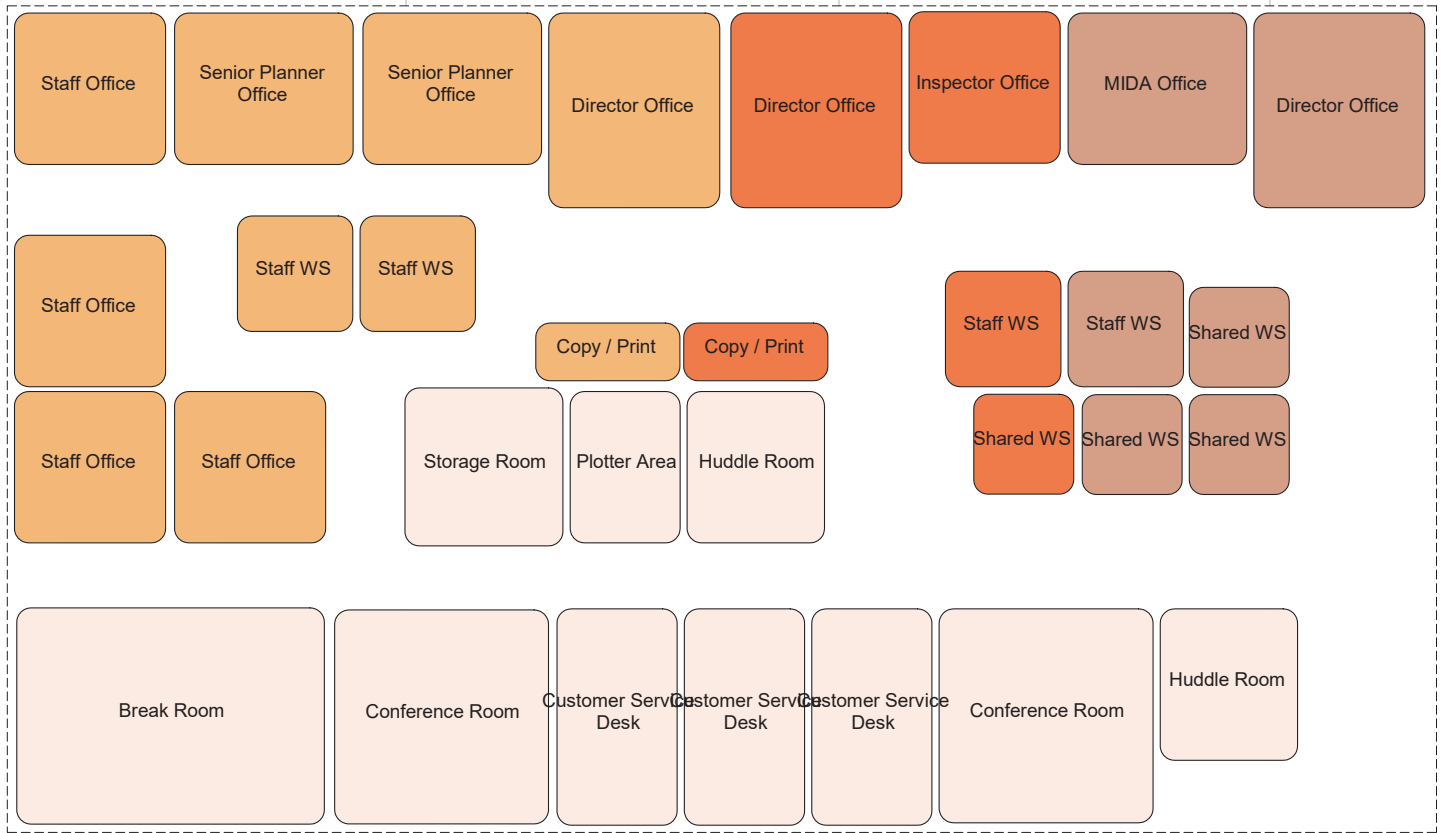
SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
INFORMATION SYSTEMS						
Director Office	1	160	1	1	160	Collaboration for 2-3 or soft seating
Manager Office	1	130	2	2	260	Collaboration for 2
Staff Workstation	1	64	11	11	704	
Print / Scan Equipment	-	100	1		100	Could be shared between departments
Equipment Work Area	-	140	1		140	Could be an informal huddle space as well
Equipment Storage	-	160	1		160	
Subtotal				14	1124	
SHARED SPACES						
Huddle Room	4	100	1		100	Shared
Conference Room	8	220	1		220	Shared, accessible from public
Break Room	8	320	1		320	
Storage Room	-	120	1		120	
Subtotal					760	
Subtotal Administration				26	3990	



County Administration Adjacency Diagram

Development Services						
SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
Planning						
Director Office	1	160	1	1	160	
Senior Planner Office	1	130	2	2	260	
Planner / Code Enforcement Office	1	110	4	4	440	
Staff Workstation	1	64	2	2	128	
Copy / Print Alcove		40	1		40	
Subtotal				9	1028	
ENGINEERING						
Director Office	1	160	1	1	160	In-House Engineer
Inspector Office	1	110	1	1	110	
Staff Workstation	1	64	1	1	64	
Hotel Workstation	1	48	1	2	48	For field staff
Copy / Print Alcove		40	1		40	
Subtotal				5	422	
BUILDING OFFICIAL MIDA						
Director Office	1	160	1	1	160	
MIDA Office	1	130	1	1	130	Future flex office - consider workstation
Inspector Hotel Workstation	1	48	3	6	144	Capacity for 6 inspectors
Staff Workstation	1	64	3	3	192	Support customer service desk (shared MIDA support)
Subtotal				11	626	

SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
SHARED SPACES						
Customer Service Desk	1	125	3	-	375	3 Workstations + 1-2 kiosks
Huddle Room	4	100	2	-	200	Shared
Conference Room	8	220	2	-	440	Shared, accessible from public
Break Room	8	320	1	-	320	
Plotter Area	-	80	1	-	80	
Storage Room	-	120	1	-	120	
Subtotal					1535	
Subtotal Development Services				25	3611	



Development Services Adjacency Diagram

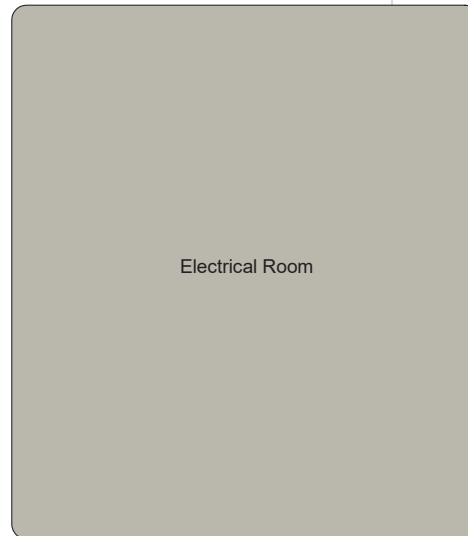
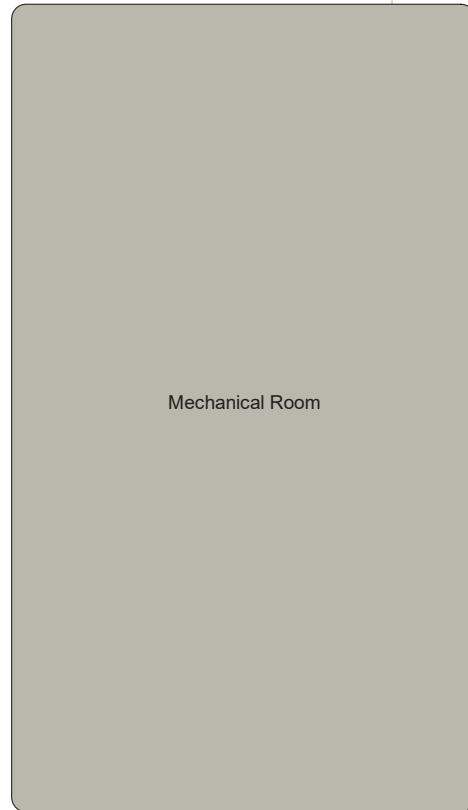
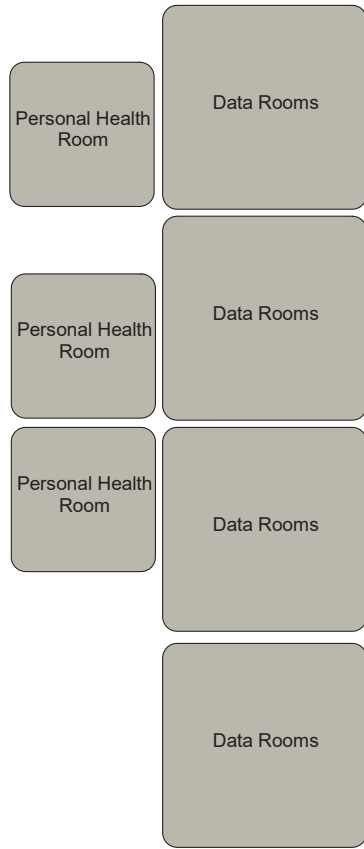
Tax Services						
SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
Clerk / Auditor						Near Administration
Elected Official Office	1	160	1	1	160	
Jr./Deputy Clerk Office	1	130	1	1	130	Make sure we are not doubling up
Jr./Deputy Auditor Office	1	130	1	1	130	(Duplicate of Finance Director position?)
Staff Workstation	1	64	4	4	256	2 Auditor, 2 Clerk
Copy / Print Alcove	-	40	1	-	40	
Subtotal				7	716	
TREASURER						
Elected Official Office	1	160	1	1	160	
Staff Workstation	1	64	4	4	256	Flex to 4 during tax season
Counting Room	1	100	1	-	100	Includes secure safe
Copy / Print Alcove	-	40	1	-	40	
Subtotal				5	556	
Assessor						
Elected Official Office	1	160	1	1	160	
General Appraiser Office	1	130	1	1	130	
Specialist Office	1	110	2	2	220	
Staff Appraiser Office	1	110	6	6	660	
Staff Office	1	120	3	3	360	Personal Property, Green Belt, Appeals Staff
Staff Workstation	1	64	3	3	192	
Copy / Print Alcove	-	40	1	-	40	
Subtotal				16	1762	

SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
SURVEYOR						
Elected Official Office	1	160	1	1	160	
Staff Workstation	1	64	4	4	256	
Hotel Workstation	1	48	2	2	96	For future survey crew
Drawing Review / Storage Area	-	48	1	-	48	Shared between staff workstations
Copy / Print Alcove	-	40	1	-	40	
Subtotal				7	600	
RECORDER						
Elected Official Office	1	160	1	1	160	
Jr./Deputy Recorder Office	1	110	1	1	110	
Staff Workstation	1	64	6	6	384	
Copy / Print Alcove	1	40	1	-	40	
Public Access Room	10	300	1	-	300	Digital and physical access to maps and data
Subtotal				8	994	
SHARED SPACES						
Customer Service Desk	1	125	5	-	625	5 Workstations + 1-2 kiosks (Clerk and Recorder full time)
Huddle Room	4	100	2	-	200	Shared
Conference Room	8	220	1	-	220	Shared, accessible from public
Conference Room	12	336	1	-	336	Shared, accessible from public
Break Room	8	320	1	-	320	
Plotter Area	-	100	1	-	100	Space for 2 plotters
Storage Room	-	120	1	-	120	
Subtotal					1921	
Subtotal Tax Services				43	6549	



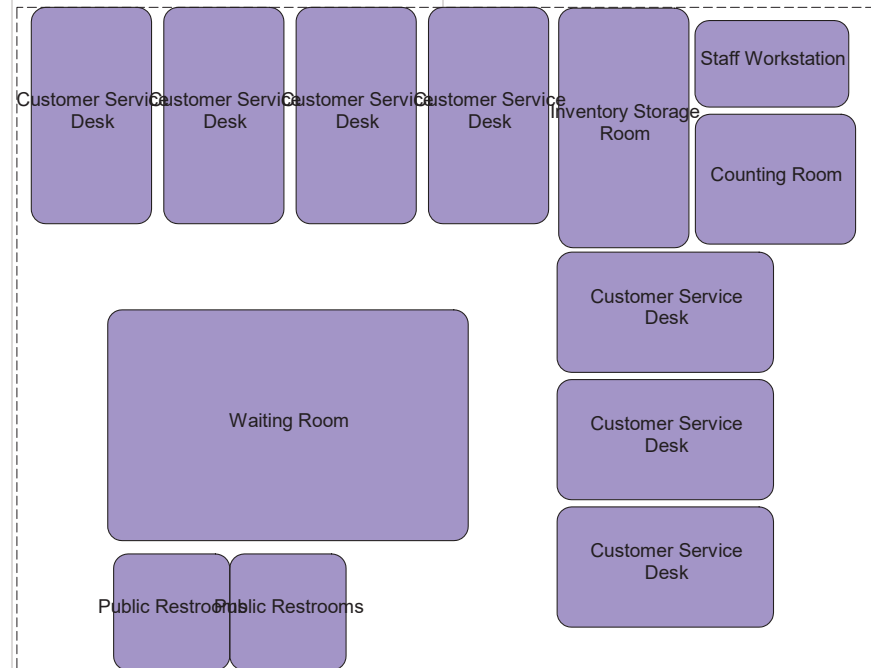
Tax Services Adjacency Diagram

Building Support						
SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
Display Space		200	1	-	200	Display historic books, maps and other county artifacts
Mail Room		200	1	-	200	
Fitness Room		1200	1	-	1200	
Change Rooms		90	4	-	360	Individual change and shower rooms
Lockers		140	1	-	140	
Secure Bicycle Storage		200	1	-	200	
Mud Room		140	1	-	140	Lockers for boots, gloves, etc...
Field Support Storage		160	1	-	160	(1/2 of a shipping container)
Personal Health Room		100	3	-	300	
Mechanical Room		1800	1	-	1800	
Electrical Room		1200	1	-	1200	
Data Rooms		200	4	-	800	
Subtotal					6700	
Total Net Area				94	26,438	Square Feet
Efficiency Factor					60%	
Total Gross Area					44,063	Square Feet



**Building Support
Adjacency Diagram**

DMV						
SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
Staff Workstation	1	64	1	1	64	Private Dealer's Desk
Counting Room	-	100	1	-	100	Could be shared with Treasurer, if adjacent
Inventory Storage Room	-	150	1	-	150	
Customer Service Desk	1	125	7	7	875	Include duress buttons at workstations
Waiting Room	20	400	1	-	400	
Public Restrooms	1	65	2	-	130	
Subtotal				8	1719	
Total Net Area				8	1,719	Square Feet
Efficiency Factor					60%	
Total Gross Area					2,865	Square Feet



DMV Adjacency Diagram

Department of Health

SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
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ADMINISTRATION

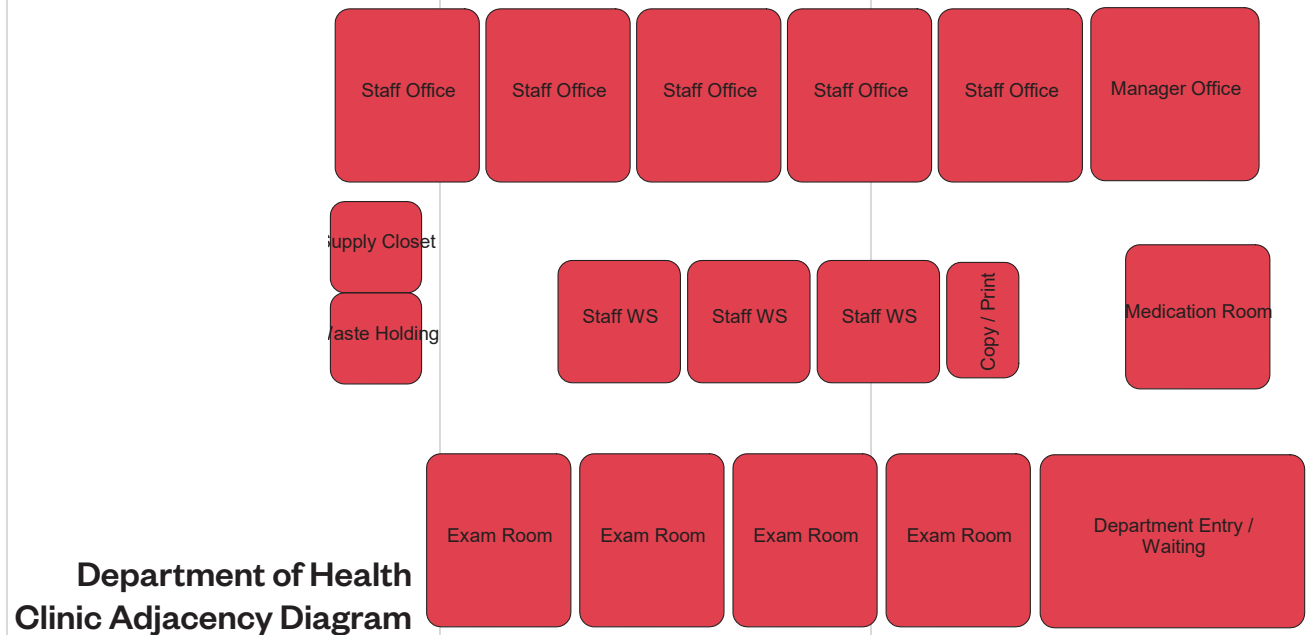
CHO Office	1	180	1	1	180	
Business Manager	1	140	1	1	140	
Staff Workstation	1	72	5	5	360	1 Admin Assistant, 4 Clerical Staff
Hotel / Intern Workstation	1	48	2	2	96	Flex workstations
Copy / Print Alcove	-	40	1	-	40	
Department Entry / Waiting	4-6	180	1	-	180	Adjacent to staff workstations
Subtotal				9	996	

CLINICAL SERVICES

Manager Office	1	140	1	1	140	Nurse Director Office
Staff Office	1	120	5	5	600	RN, LPN, NP, Infection Prevention, COVID
Staff Workstation	1	72	3	3	216	Immunization Coordinator, part-time staff
Copy / Print Alcove	-	40	1	-	40	
Exam Room	2-4	120	4	-	480	Includes 1 flex exam / telemed space
Medication Room	-	100	1	-	100	
Supply Closet	-	40	1	-	40	
Waste Holding	-	40	1	-	40	
Department Entry / Waiting	4-6	180	1	-	180	
Subtotal				9	1836	

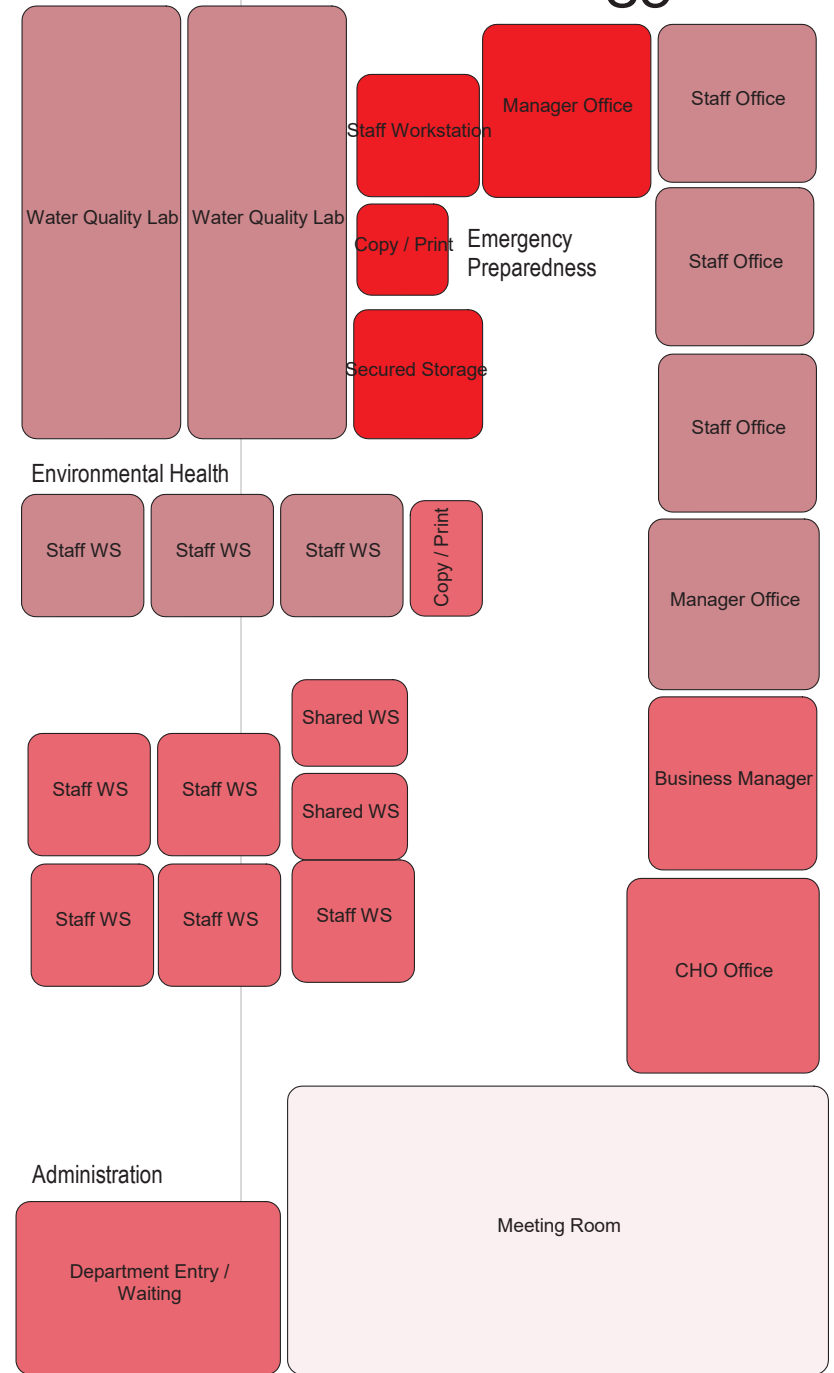
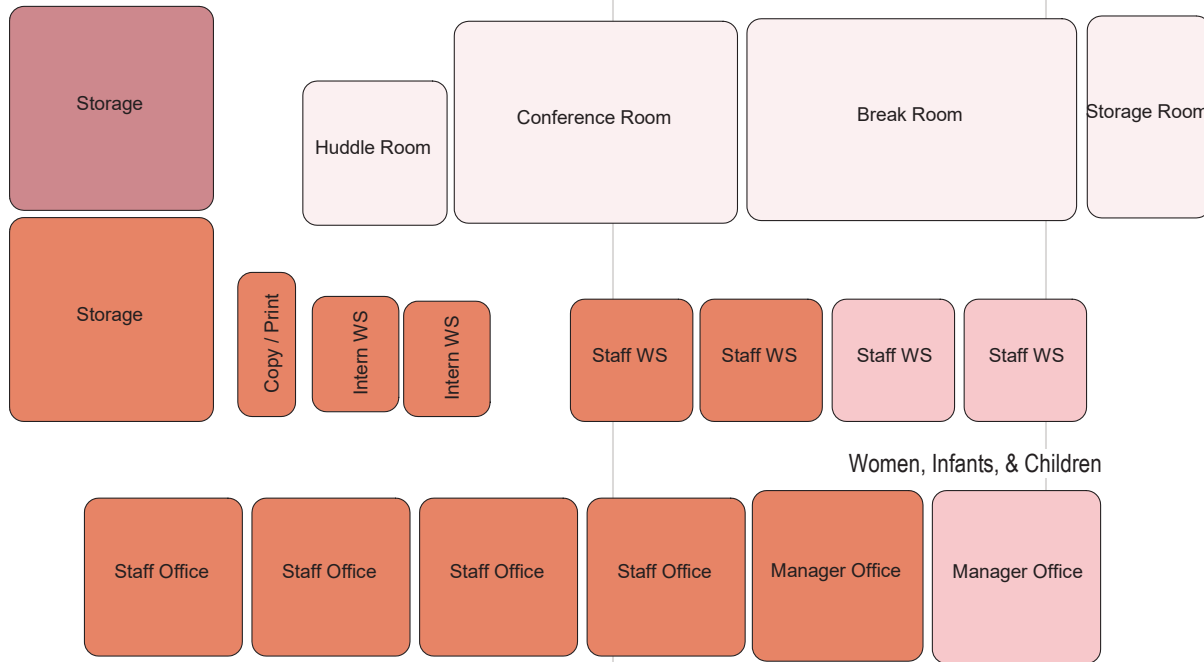
SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
ENVIRONMENTAL HEALTH						
Manager Office	1	140	1	1	140	
Staff Office	1	120	3	3	360	Epidemiologist, Air/Water Quality, Waste Water
Staff Workstation	1	72	3	3	216	Admin, future staff
Copy / Print Alcove	-	40	1	-	40	
Water Quality Lab	1	330	2	-	660	Sized for 2 staff
Storage	-	200	1	-	200	Uses current garage space
Subtotal				7	1616	
EMERGENCY PREPAREDNESS						
Manager Office	1	140	1	1	140	
Staff Workstation	1	72	1	1	72	
Secured Storage	-	80	1	-	80	Double security for emergency supplies
Storage	-	200	1	-	200	
Copy / Print Alcove	-	40	1	-	40	
Subtotal				2	532	
HEALTH PROMOTION						
Manager Office	1	140	1	1	140	
Staff Office	1	120	4	4	480	
Staff Workstations	1	72	2	2	144	
Hotel / Intern Workstation	1	48	2	2	96	Flex workstations
Storage	-	200	1	-	200	Uses current garage space
Copy / Print Alcove	-	40	1	-	40	
Subtotal				9	1100	

SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
WOMEN, INFANTS, & CHILDREN						
Manager Office	1	120	1	1	120	
Staff Workstations	2	72	2	4	144	Allows 3-4 part-time or 2 full-time
Subtotal				5	264	
SHARED SPACES						
Huddle Room	4	100	1	-	100	Shared
Conference Room	10	275	1	-	275	Shared, accessible by public
Meeting Room	30	750	1	-	750	Shared, accessible by public
Break Room	8	320	1	-	320	
Storage Room	-	120	1	-	120	
Subtotal				41	1565	
Subtotal Department of Health					7909	



**Department of Health
Clinic Adjacency Diagram**

Department of Health Adjacency Diagram



Wasatch Behavioral Health

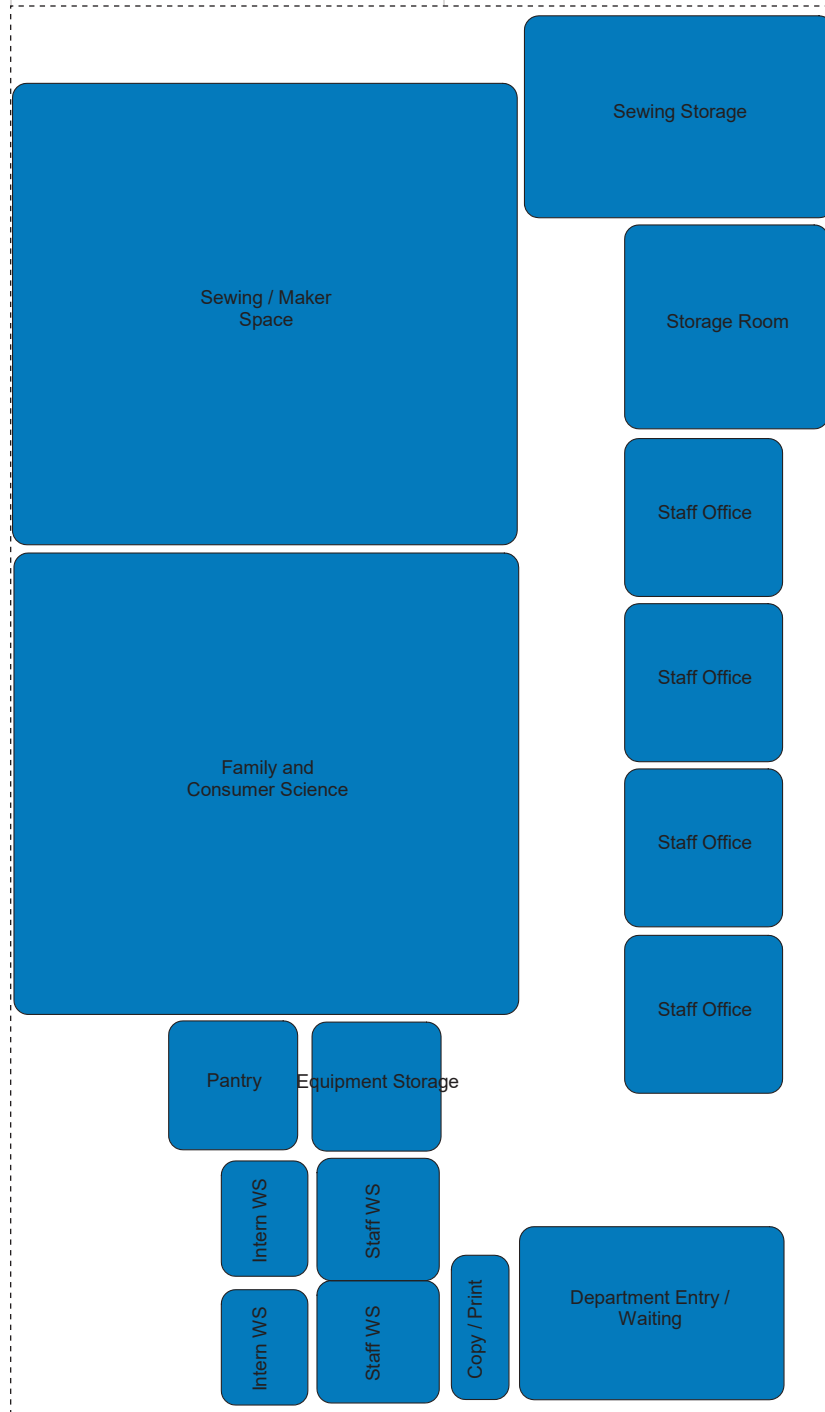
SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
Therapy Office	1-4	180	8	8	1440	
Staff Office	1	120	3	3	360	2 Prescribers, 1 Nurse,
Prevention Workstation	1	72	3	3	216	Shared office with whiteboards
Staff Workstation	1	72	6	6	432	3 Peer Support, 1 Reception, 2 Interns
Copy / Print Alcove	-	40	1	-	40	
Triage Alcove	2	50	1	-	50	
Exam Room	2-4	120	2	-	240	Used by Nurse and Prescribers
Medication Room	-	100	1	-	100	
Flex Group Therapy Room	15-18	500	2	-	1000	Used as conference room as well
Observation Suite	varies	300	1	-	300	Includes play room and observation room
Telemedicine Room	1-2	100	1	1	100	
Crisis Response Green Room	1-2	200	1	2	200	Includes sleeping space and workspace
Break Room / Catering Support	8	320	1	-	320	Provide access to shared demonstration kitchen
Storage Room		120	1	-	120	Prevention staff + shared
Subtotal				23	4918	



Wasatch Behavioral Health Adjacency Diagram

Utah State University - Extension

SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
Staff Office	1	120	4	4	480	
Staff Workstation	1	72	2	2	144	Reception and full-time staff
Intern Workstation	1	48	2	2	96	Interns and part-time staff
Copy / Print Alcove	-	40	1	-	40	
Department Entry / Waiting	4-6	180	1	-	180	
Sewing / Maker Space	14	1120	1	-	1120	12 sewing machines + 3 surgers
Sewing Storage	-	300	1	-	300	Large enough for long-arm quilter
Family and Consumer Science	14	1120	1	-	1120	Demonstration and practice kitchen
Pantry	-	80	1	-	80	
Equipment Storage	-	80	1	-	80	
Storage Room	-	200	1	-	200	General program storage
Conference and Break Area shared with others						
Subtotal				8	3840	



Utah State University
Extension Adjacency
Diagram

Building Support						
SPACE NAME	CAPACITY	SIZE	QUANTITY	TOTAL STAFF	NET AREA	NOTES
Mail Room		120	1	-	120	
Change Rooms		90	4	-	360	Individual change and shower rooms
Lockers		120	1	-	120	
Secure Bicycle Storage		120	1	-	120	
Personal Health Room		100	2	-	200	
Mechanical Room		1200	1	-	1200	
Electrical Room		800	1	-	800	
Data Rooms		200	2	-	400	
Subtotal					3320	
Total Net Area				72	19,987	Square Feet
Efficiency Factor					60%	
Total Gross Area					33,312	Square Feet

Considerations

The County owns a number of parcels that may be considered for the new Administration Building. Through the programming process, the team assessed the viability of each parcel against the program needs.

The sites assessed include:

- Heber Public Safety Building Site
- Veteran's Memorial Park Site
- Wasatch Administration Building Site
- Wasatch Community Services Site
- Wasatch Justice Facility Site

To support the site analysis, a basis of design for the two new buildings were determined as follows:

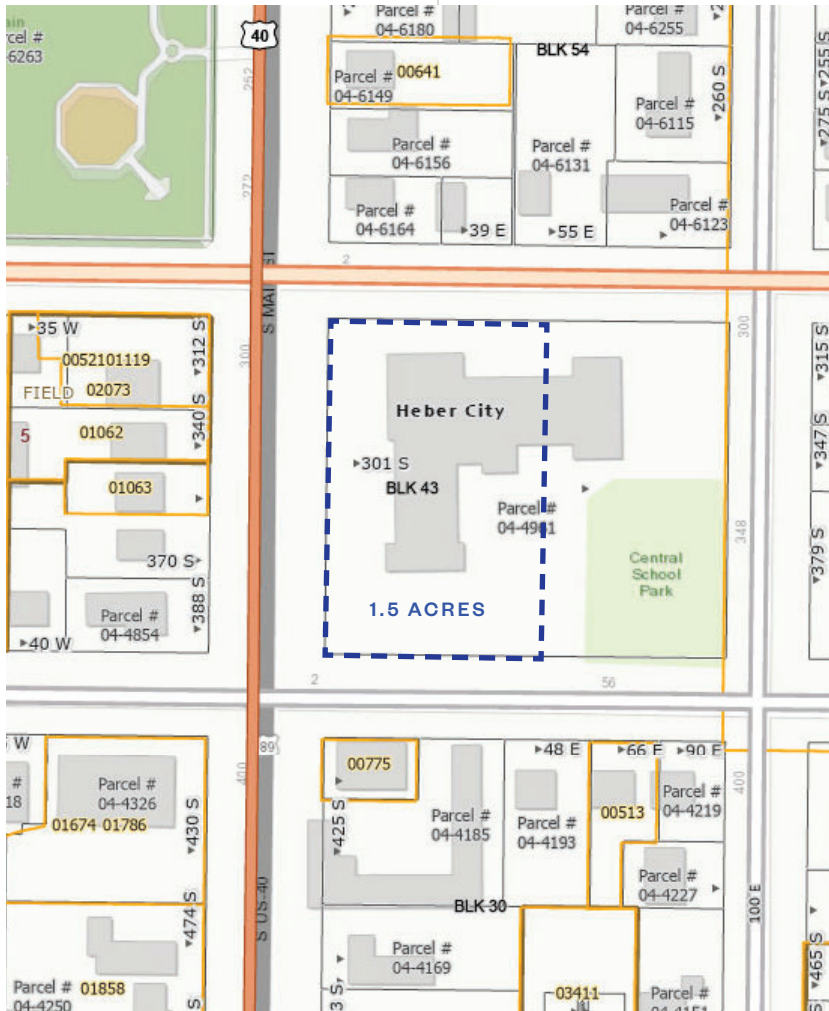
ADMINISTRATION BUILDING

- 25,000 SF Building Footprint
- 176 Parking Stalls = 60,000 SF Parking Footprint
- 10% Landscape = 9,400 SF
- 94,500 SF Site Area, Min = 2.17 Acres Required, 2.5 Acres Preferred

PUBLIC HEALTH BUILDING

- 20,000 SF Building Footprint
- 90-132 Parking Stalls = 44,800 SF Parking Footprint
- 10% Landscape = 7,200 SF
- 72,000 SF Site Area, Min = 1.65 Acres Required, 2 Acres Preferred

Heber Public Safety Building Site



Overview

The Heber City Public Safety Site includes 1.5 acres of land on the west half of the block south of 300 South, north of 400 South, west of Main Street.

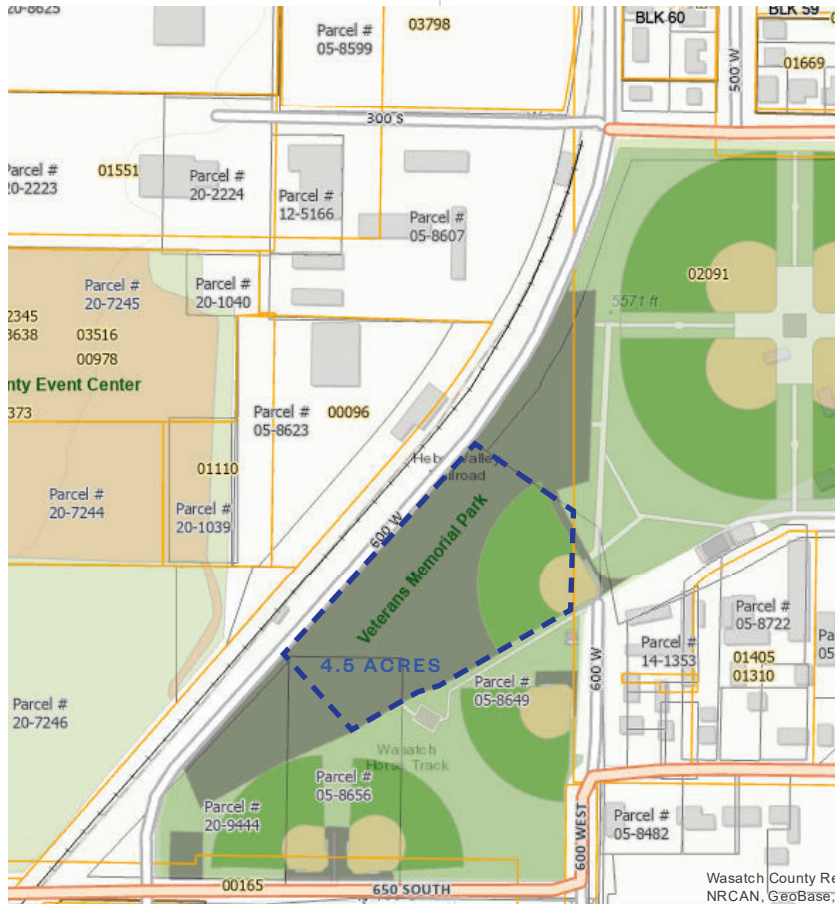
Viability

The Heber Public Safety site is not large enough to accommodate the building footprint and parking required for either of the two new buildings.

Recommendation

A smaller civic facility is more appropriate for this site than either of the two new Wasatch county buildings recommended within this study.

Veteran’s Memorial Park Site



Overview

The Veteran’s Memorial Park Site includes 4.5 acres of land at the current gravel parking area to the west of the site and the small central ball field, as shown in the diagram to the left.

Viability

The Veteran’s Memorial Park has ample capacity to support the proposed building(s) and parking. However, if this site is selected, a shared parking lot will need to be designed to serve both the new building(s) as well as the ball fields.

Recommendation

While this site provides ample space to accommodate the building and parking needs for both of the new facilities, it is located in an area of town that is both away from primary roadways, and adjacent to lower impact uses such as residential neighborhoods and open space.

A new impactful civic facility or facilities such as the two proposed with this study have the potential to support redevelopment and economic development if sited in an area of the community that has both the space and opportunity for change. Additionally, the construction of one or more large commercial facilities in this location will have a strong impact on the character of the site and area.

Finally, it has been noted that the City has envisioned a tourist area with shops and restaurants supporting the Heber Railroad at this site.

With these considerations in mind, while the site can accommodate one or both of the proposed buildings, it may not be the best location for the County to building these facilities.

Wasatch Justice Facility Building Site



Overview

The Wasatch Justice Facility Site is located east of Highway 40, south of Gateway Drive and north of 1500 South. There are two potential buildable sites, a 2 acre site on the northwest corner of the site and a 3.75 acre site on the east side.

Viability

These two sites are large enough to accommodate the facility and site needs for the proposed buildings. Building on one or both of these sites would potentially impact the site area, circulation paths, and growth paths for the Justice facility.

There is a utility easement on the west side of the site that will need to be avoided if development occurs in this area.

Recommendation

Based on a potential need for growth for the Justice Facility, including the holding areas, the Sheriff's Department office, and the courthouse, this site should be preserved to meet the long term-needs of the existing programs.

Site Recommendations



The site currently houses the Community Services and Central Operations buildings.

Community Service Building

The site of the current community services building is well suited for the community-oriented use of this building. The existing building is at the end of its functional life, and as such should be replaced to ensure the county is well served into the future. As the site options note, this site is large enough to facilitate the construction of a new facility while maintaining operations within the current building.

It is the recommendation of the study team that a new 2-story building be constructed at the west side of the site at the southeast corner of Center Street and east of 500 East.

This project would also allow for this site to be developed with a park-like atmosphere at the completion of construction, and provide a land-bank for the County to ensure future needs can be met on the site.



Phase 1 would include construction of a new Community Services Building on the west side of the site.



Phase 2 would be the demolition of the old Community Services Building.



Phase 3 would be the completion of the site development to serve the new Community Services and existing Central Operations buildings.

Administration Building

While the Administration Building would fit on the Veteran's Memorial Park Site, this may not be a preferred location based on the vision for the site as a visitor destination with shops, restaurants, and other amenities.

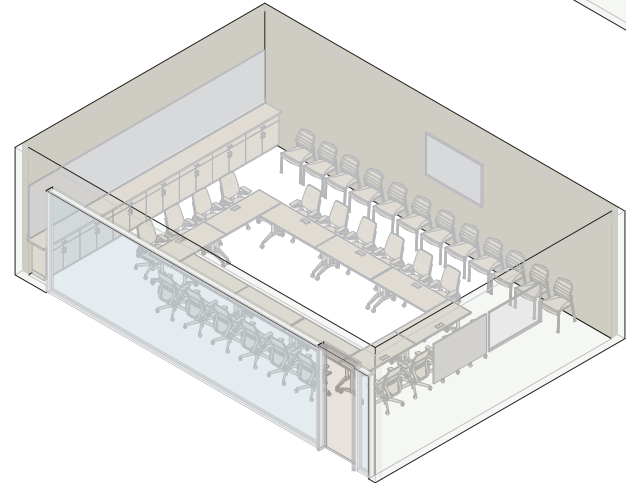
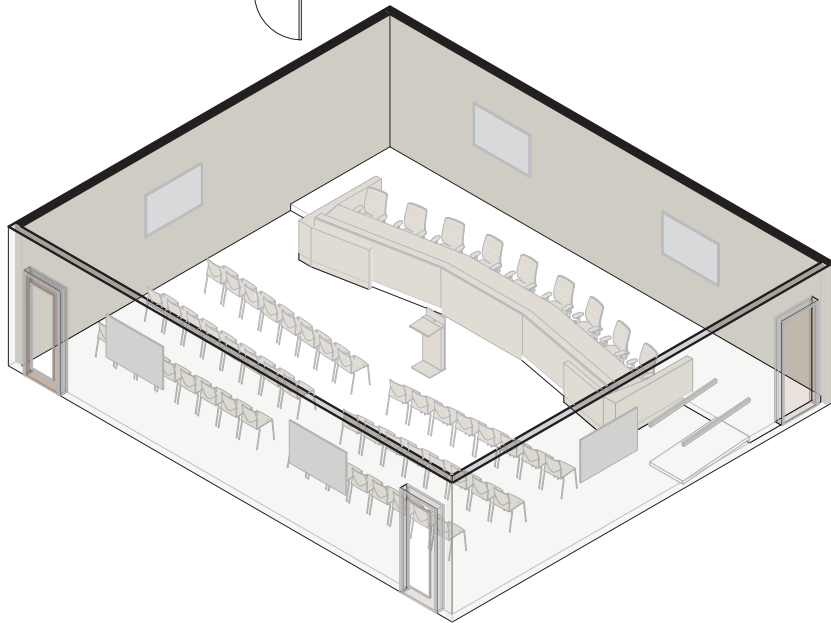
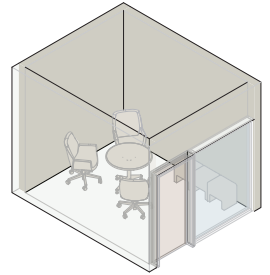
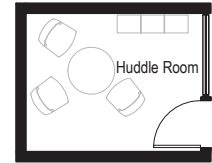
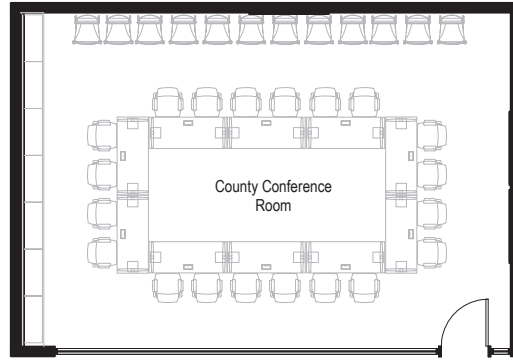
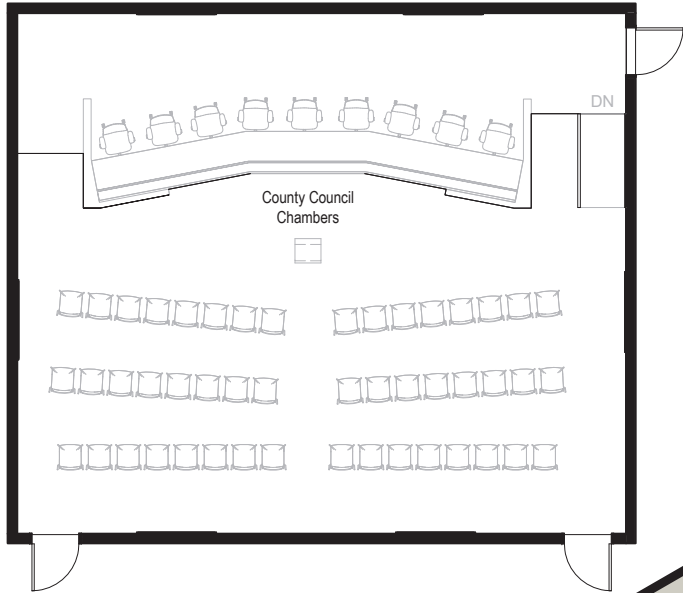
If the County would like to use this site, a single phase of construction would be readily achieved, and site improvements to ensure access to shared parking and amenities with the park would need to be considered.

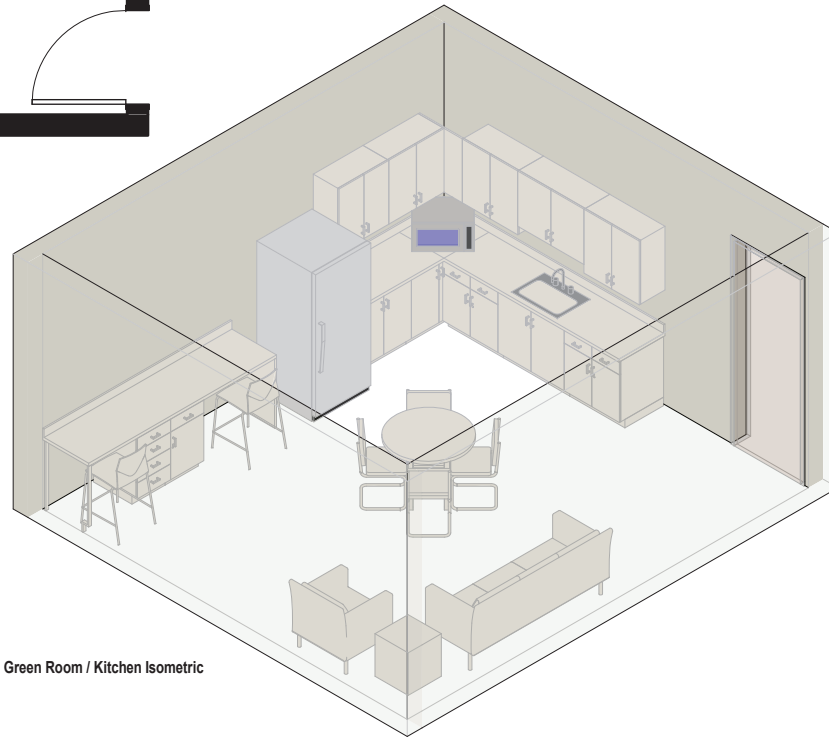
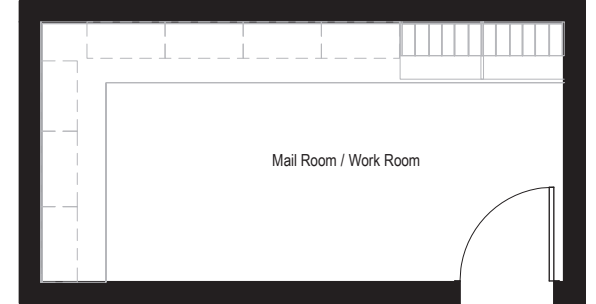
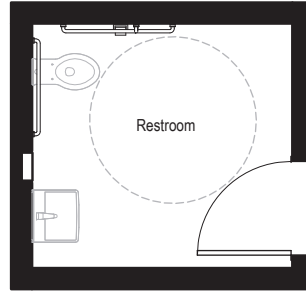
If the County decides that an alternative, and new site could be a viable alternative, the following items should be taken into consideration:

1. The Administration Building can be seen as a catalyst for re-development, and could support the County's vision for economic development.
2. The Administration Building should be located on a primary roadway that is both visible and readily accessible to the community.
3. Ideally the Administration Building would be located in a commercial area where the height and massing are a benefit to the adjacent development, and not in conflict.
4. The site should be at least 2.5 acres to allow for surface parking, reducing the overall cost of construction. This will also allow for the parking to be a potential land bank for the County, allowing future development of the site as needed.

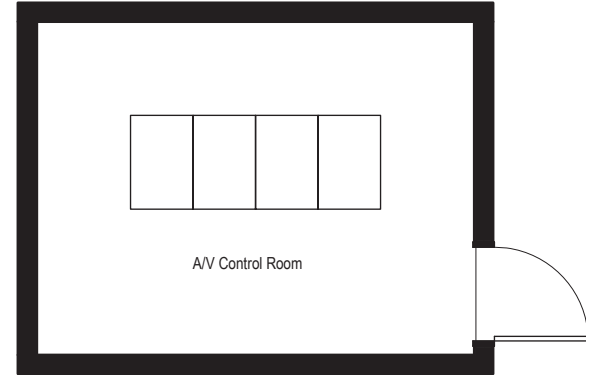
The diagrams on the following pages illustrate the size, furniture configuration, and general equipment anticipated for the spaces within the new Administration Building.

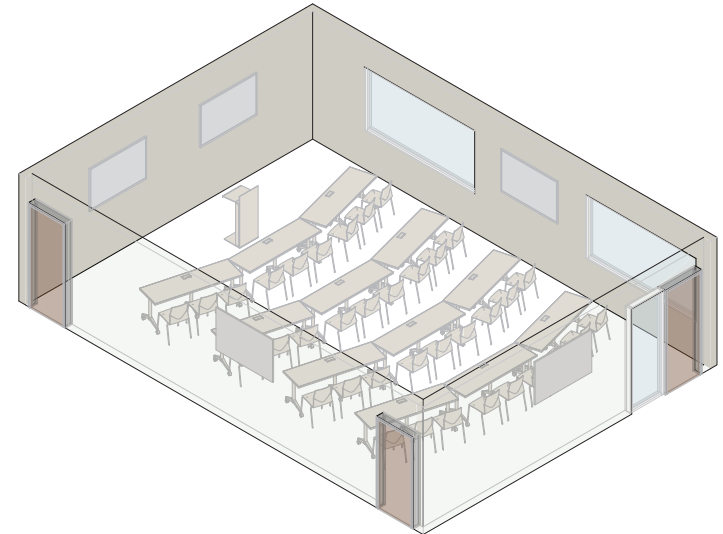
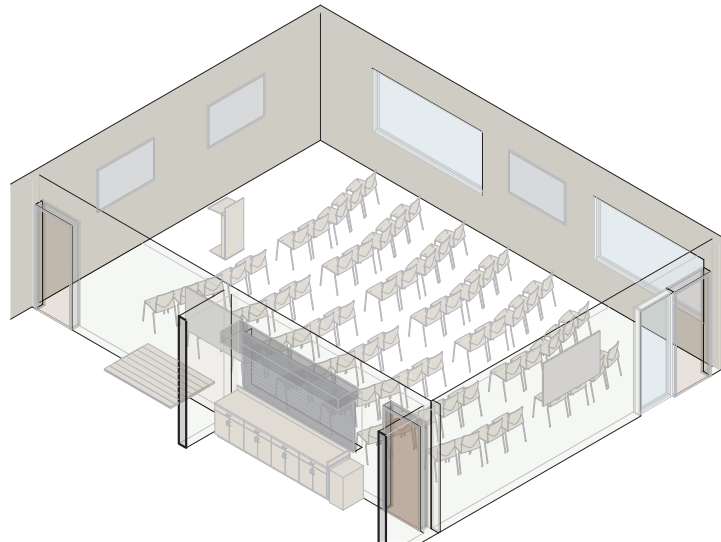
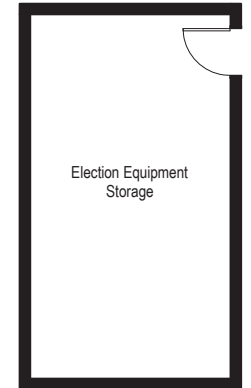
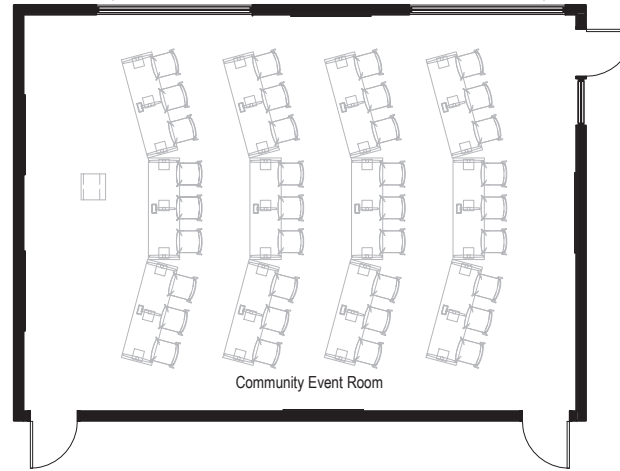
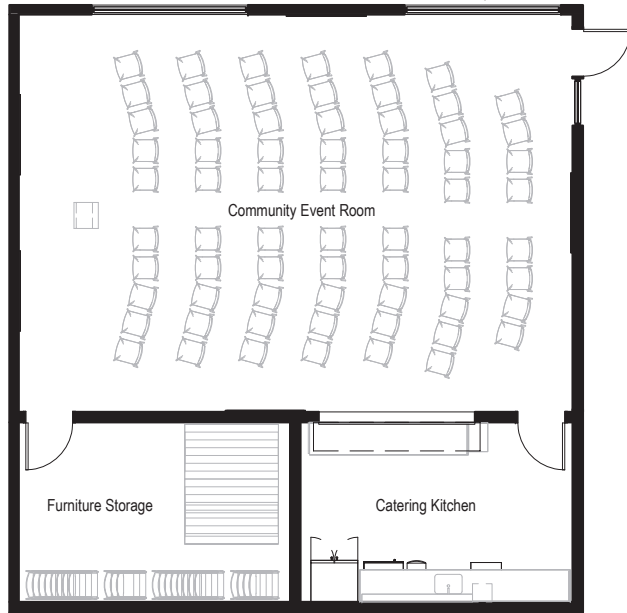
Individual Space Diagrams

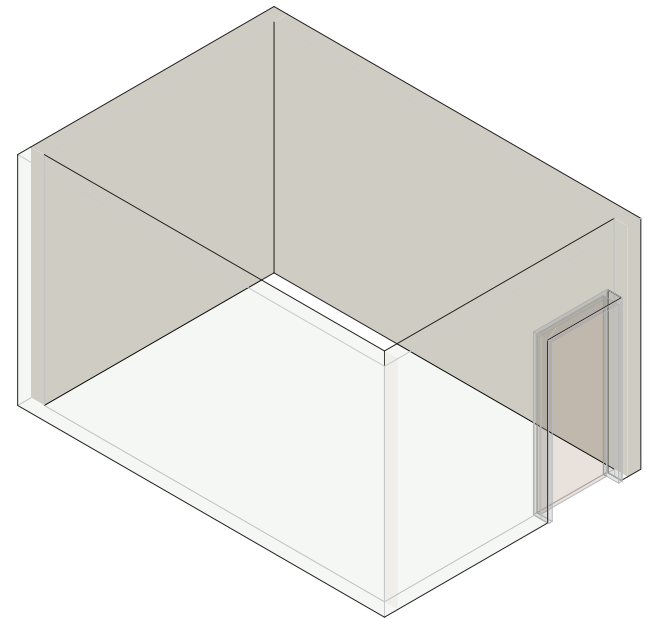
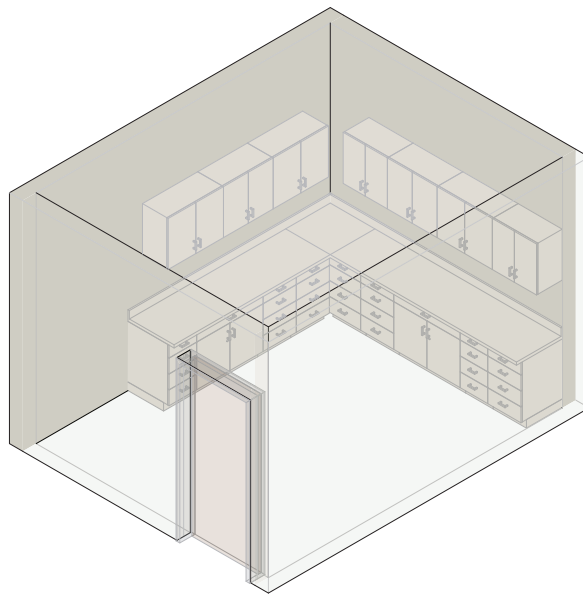
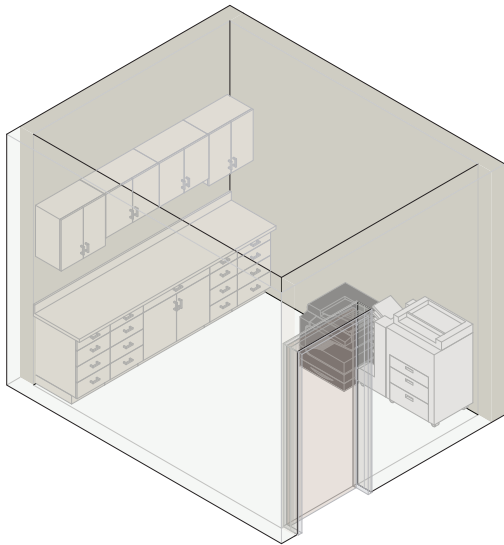
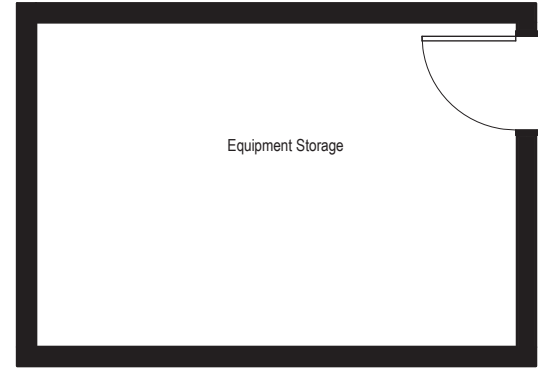
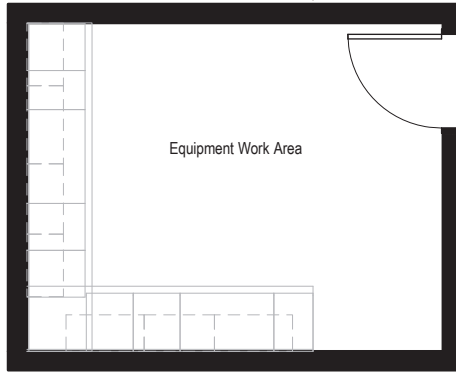
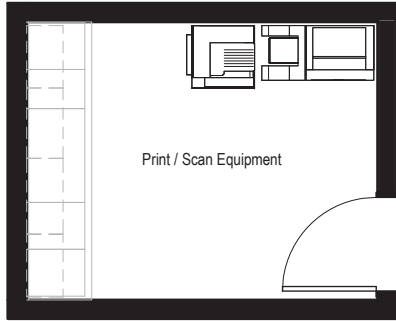


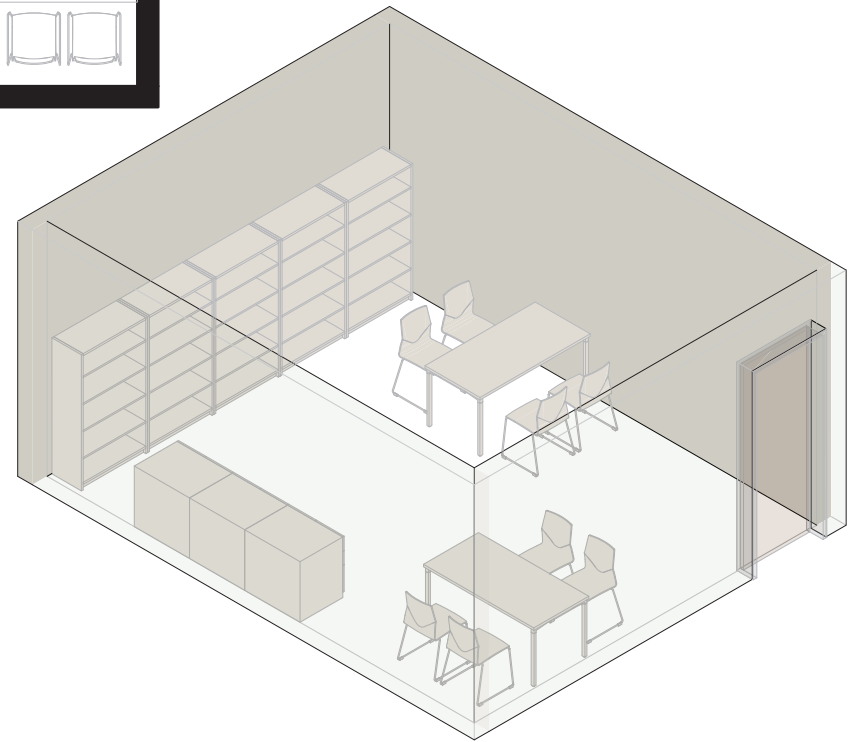
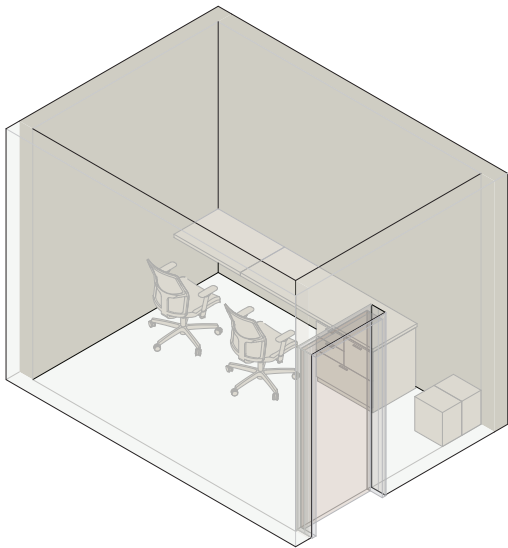
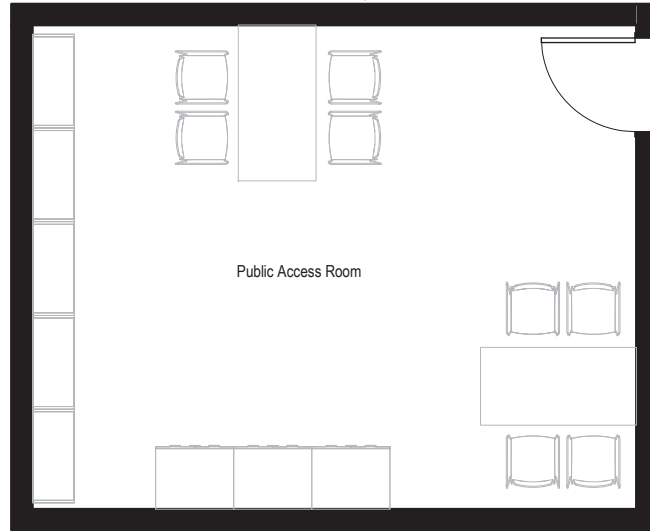
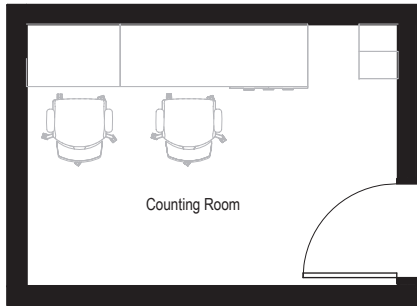


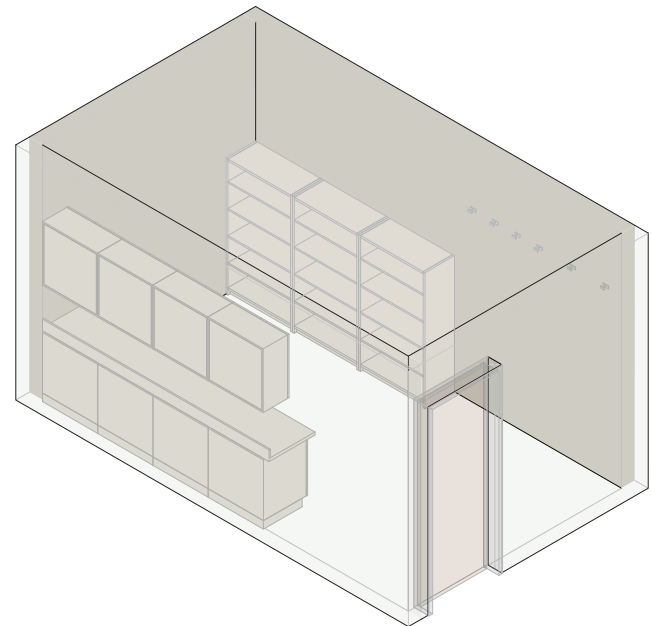
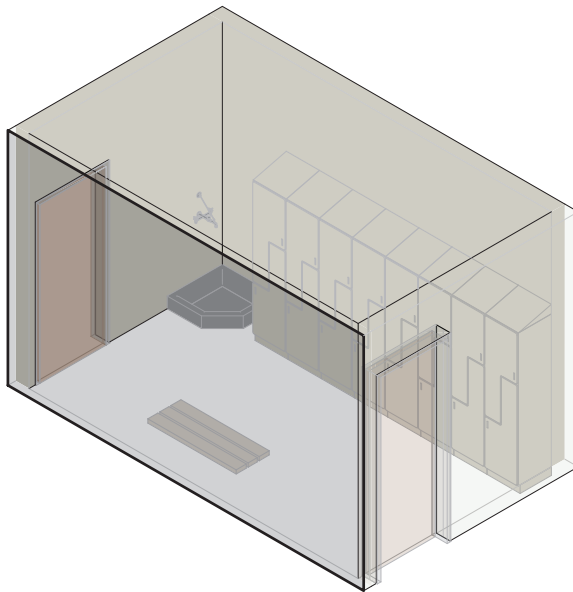
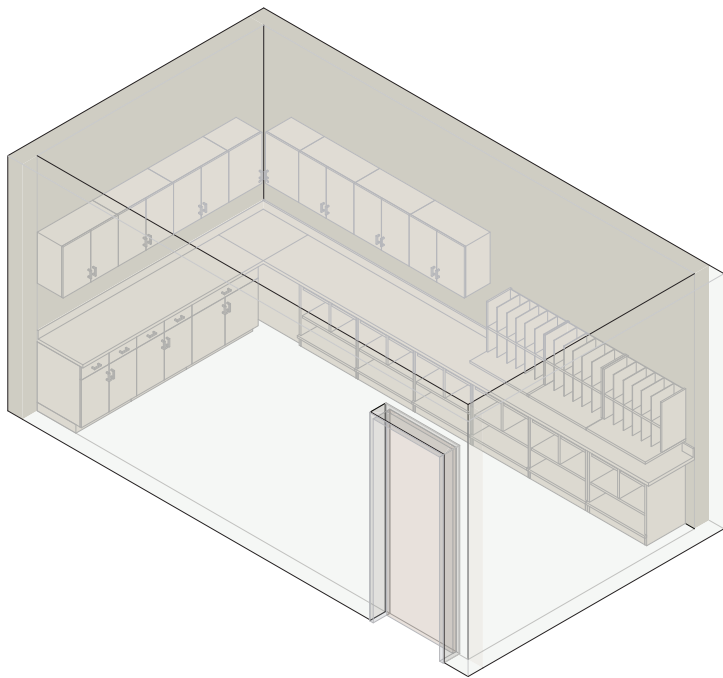
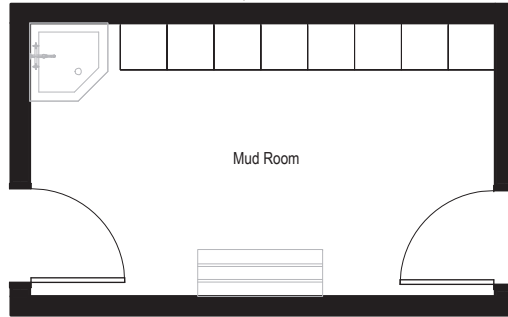
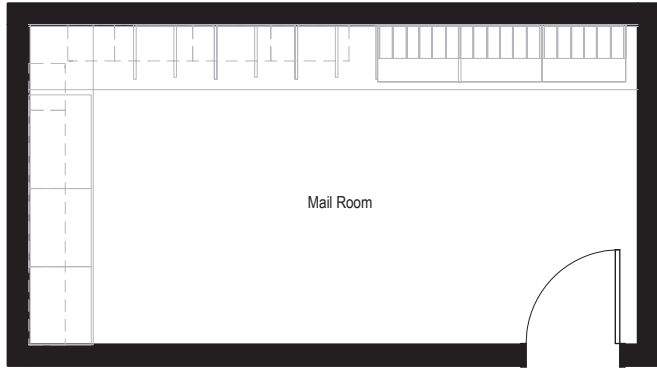
Green Room / Kitchen Isometric

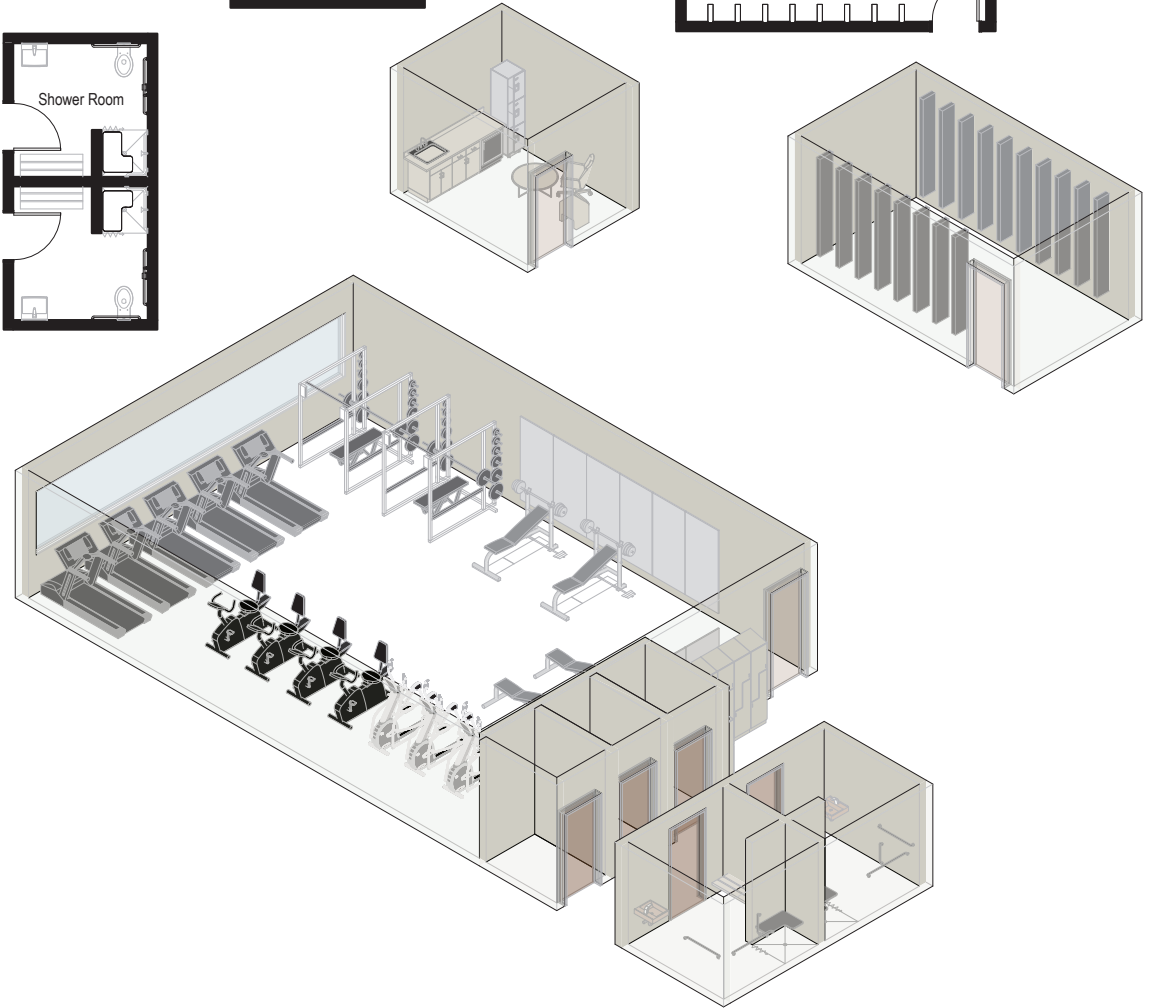
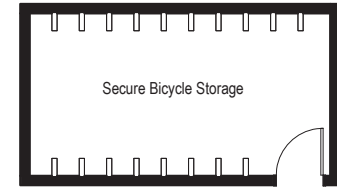
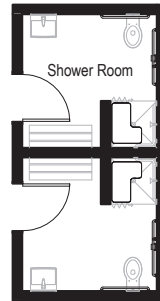
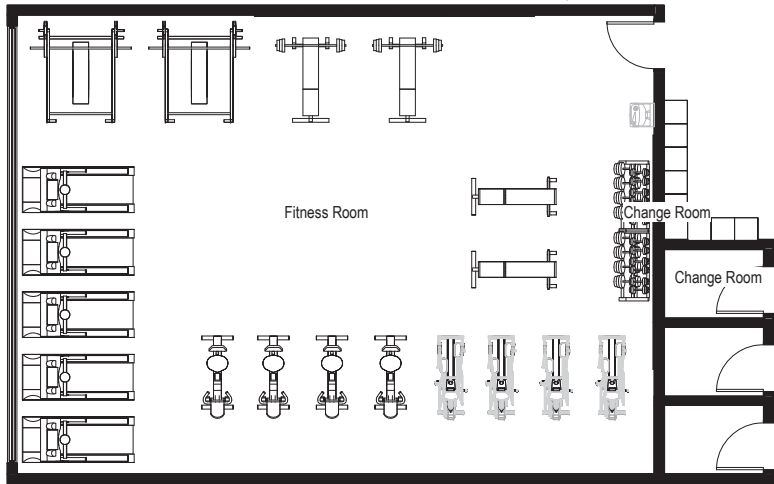


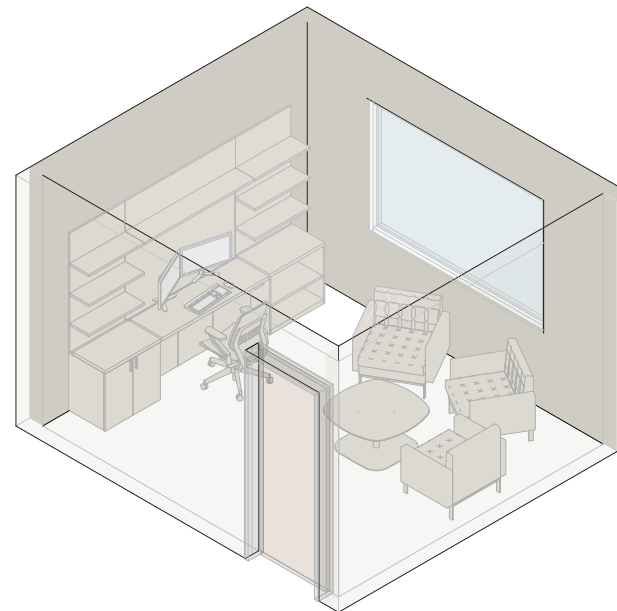
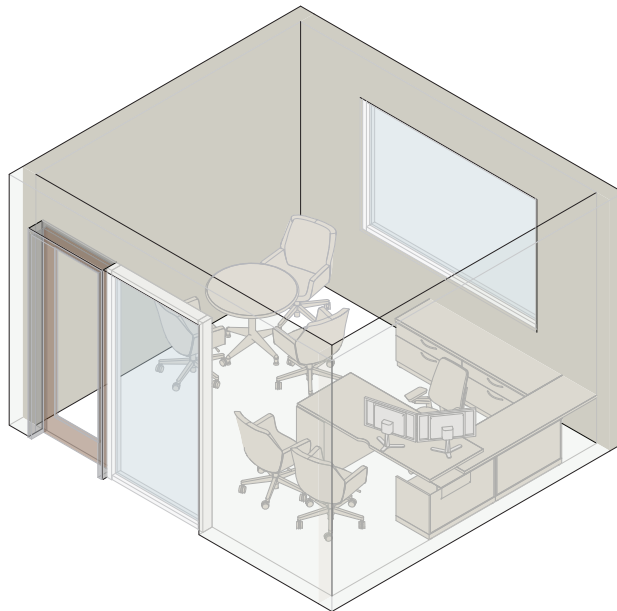
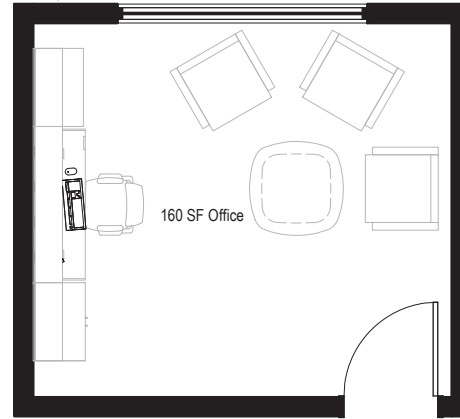
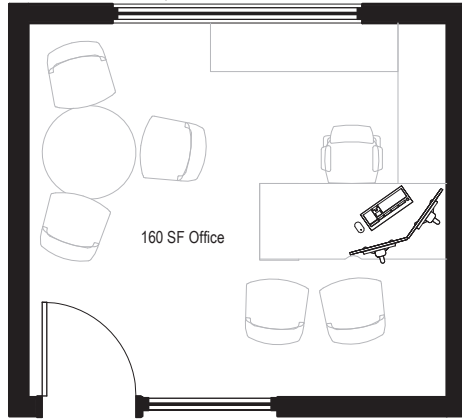


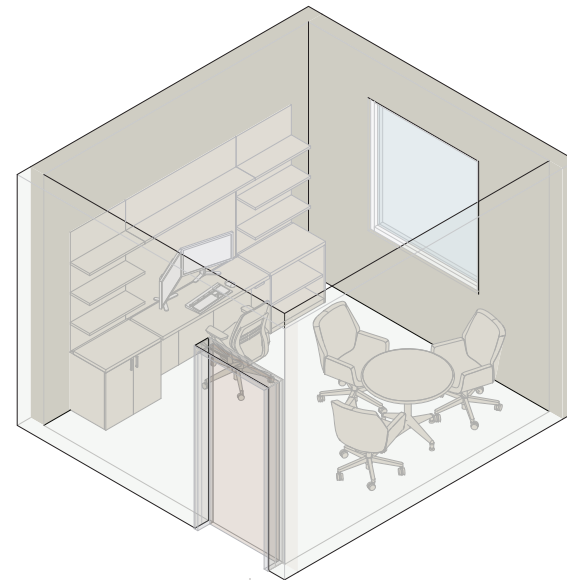
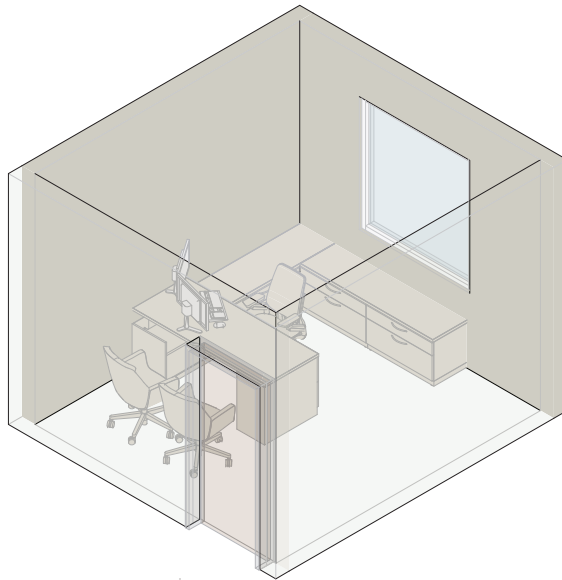
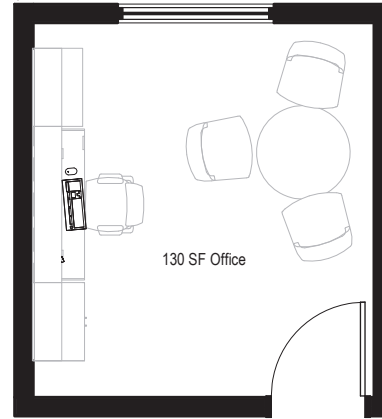
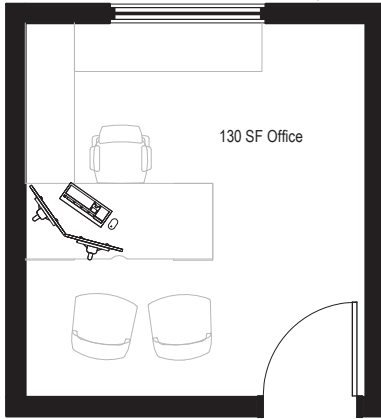


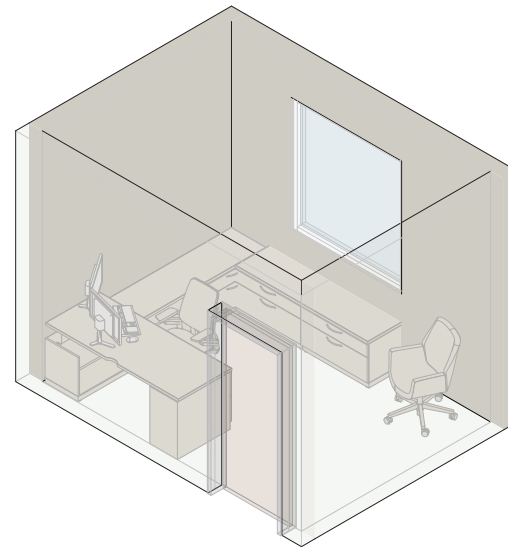
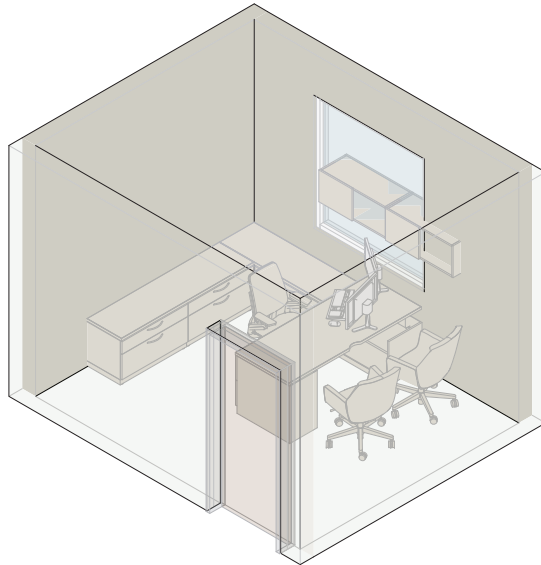
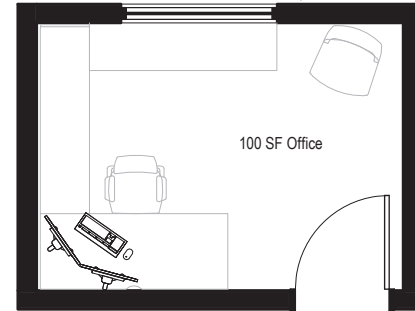
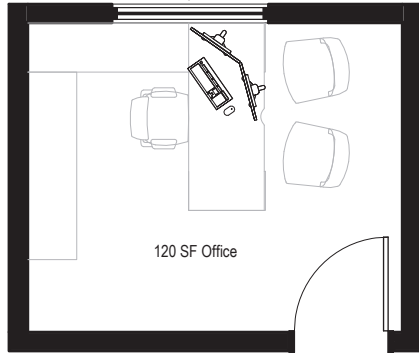


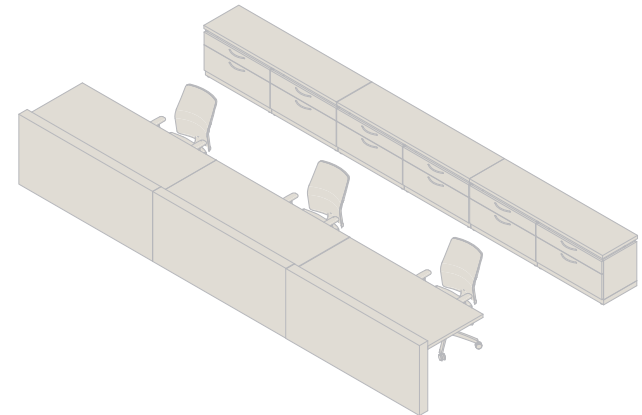
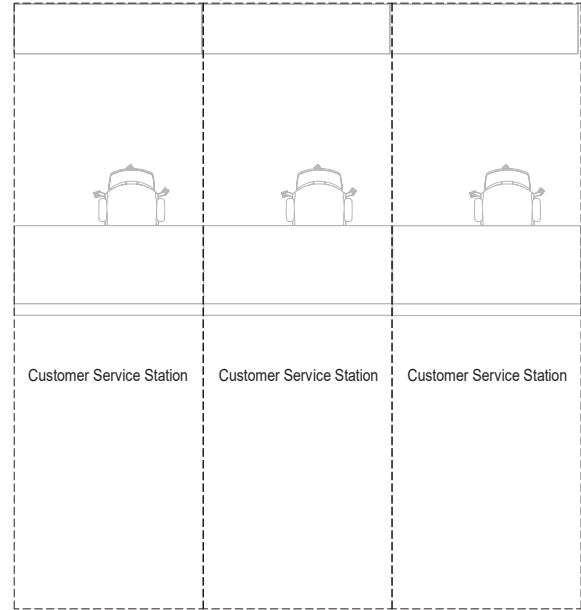
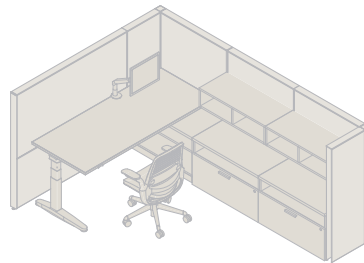
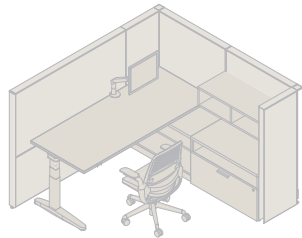
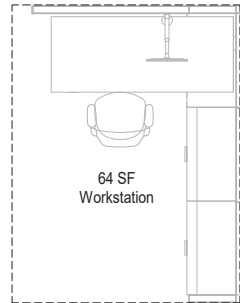
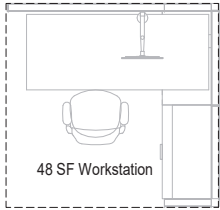


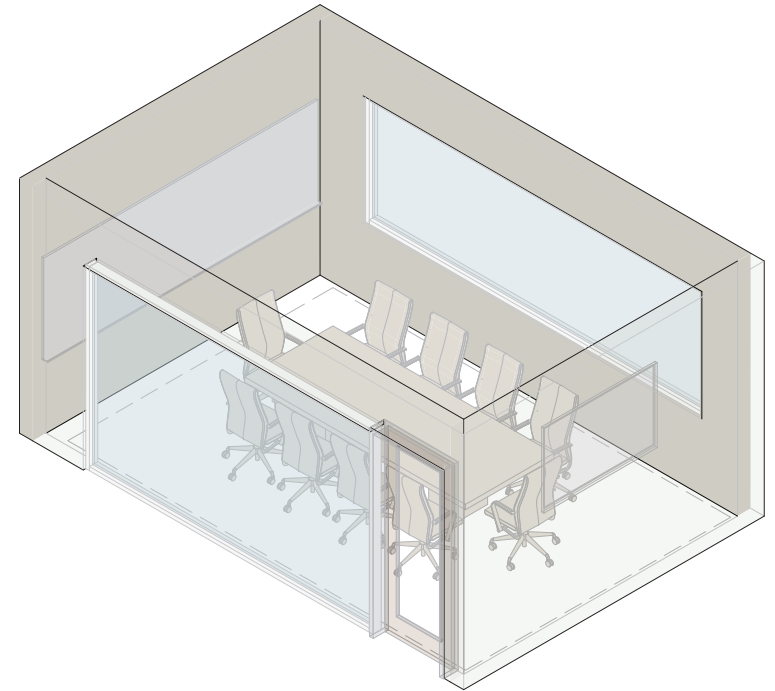
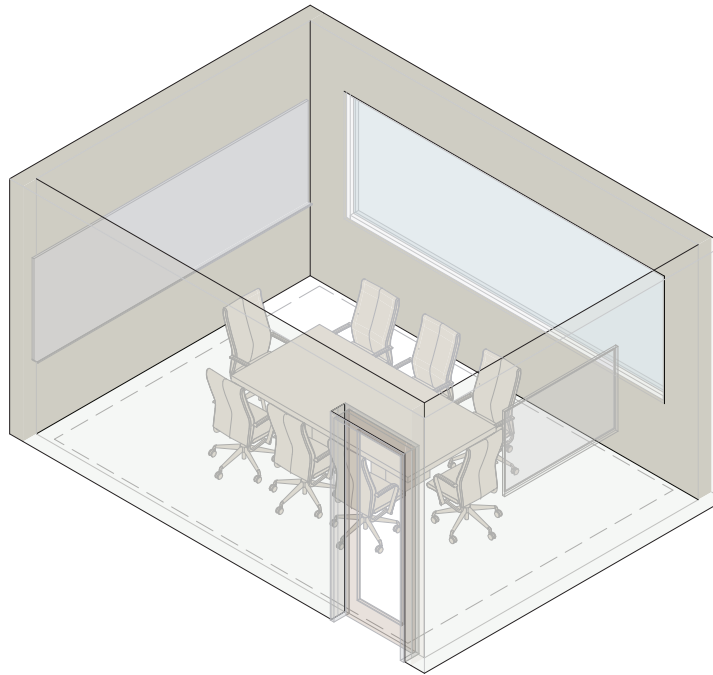
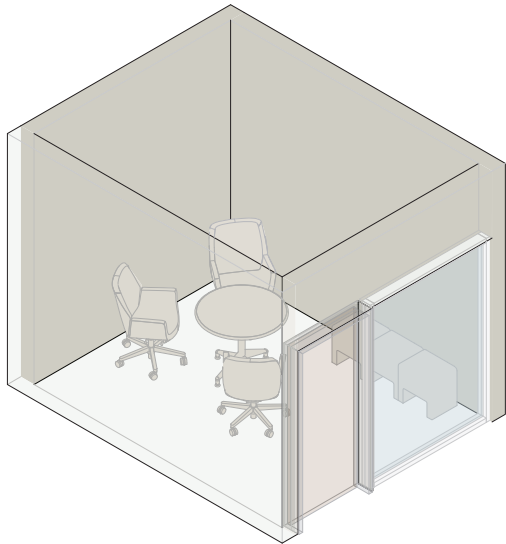
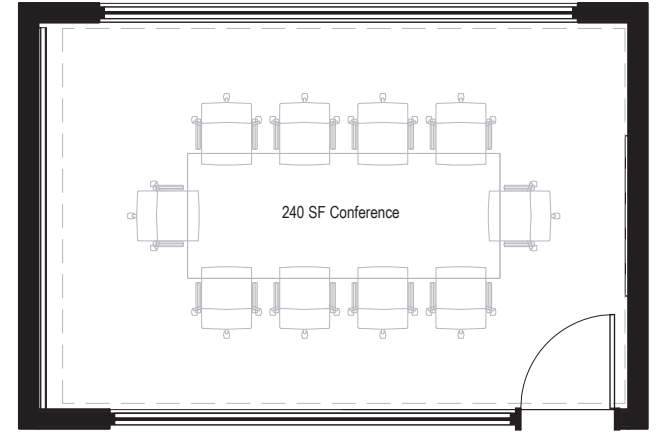
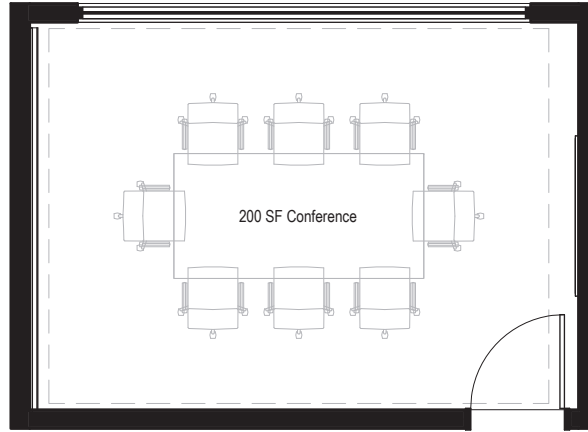
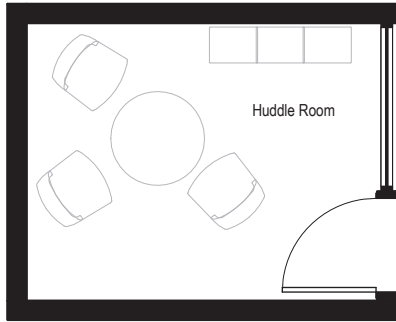


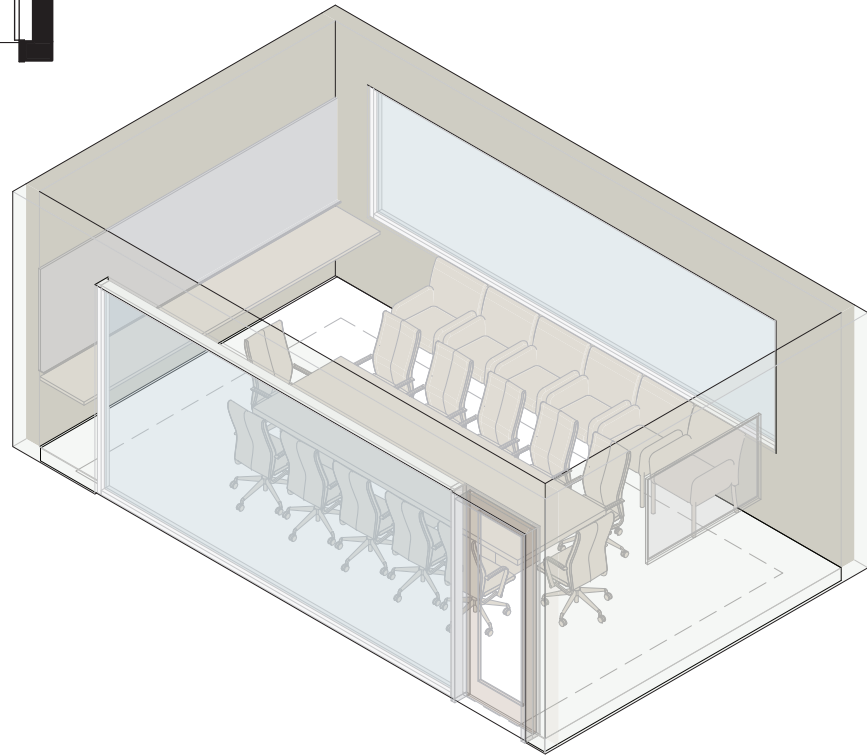
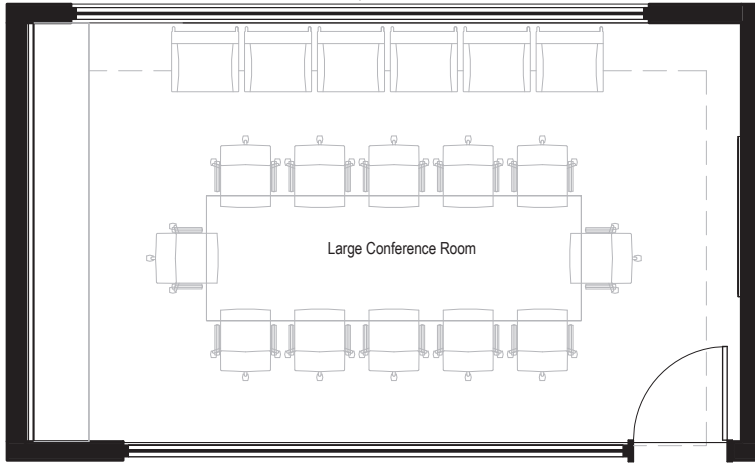


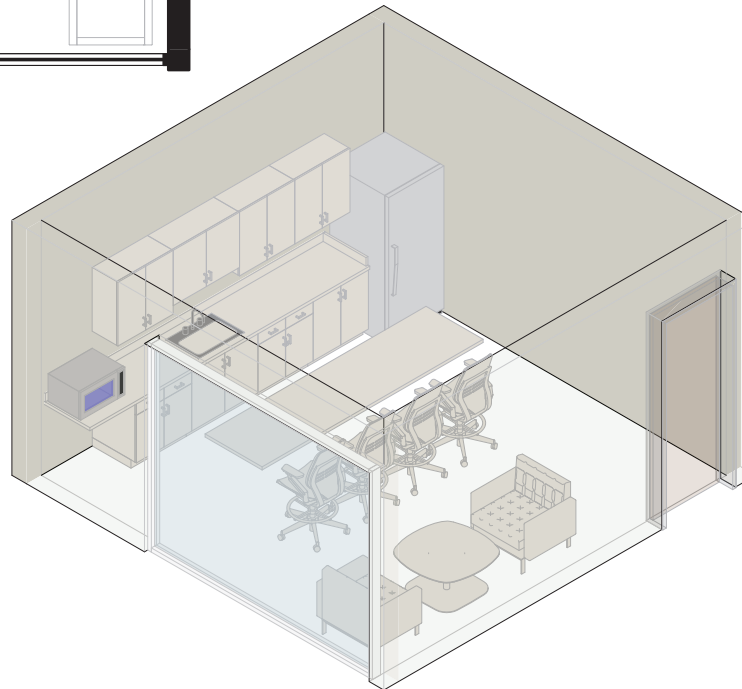
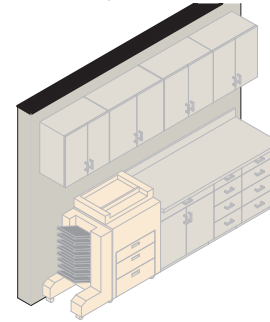
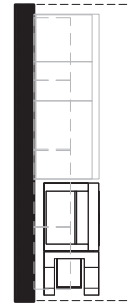
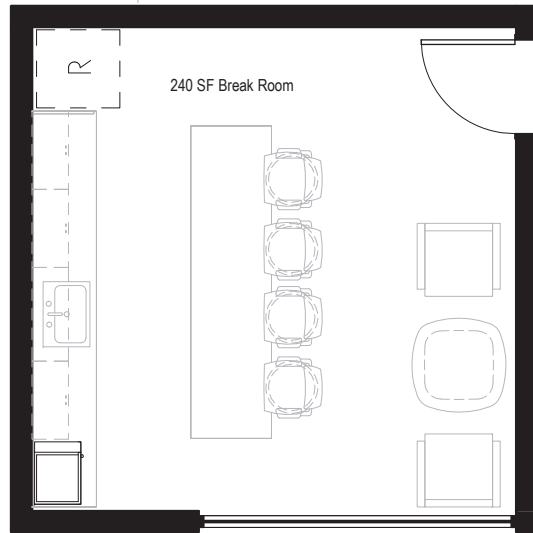


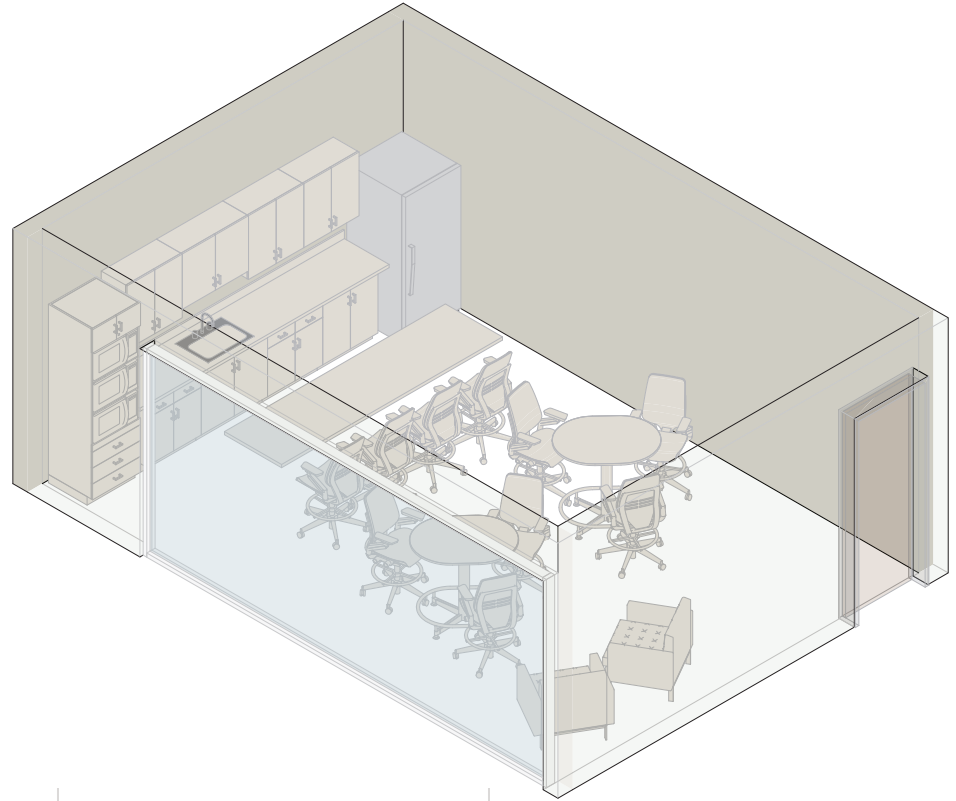
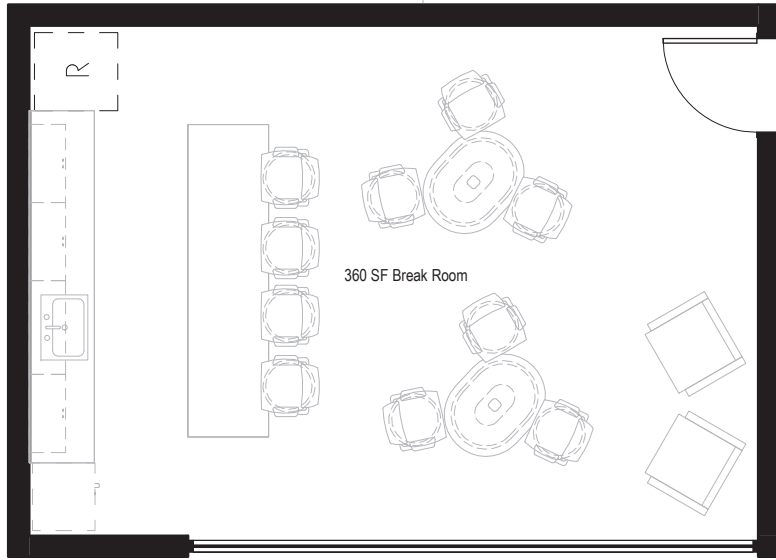












Budget & Schedule Considerations

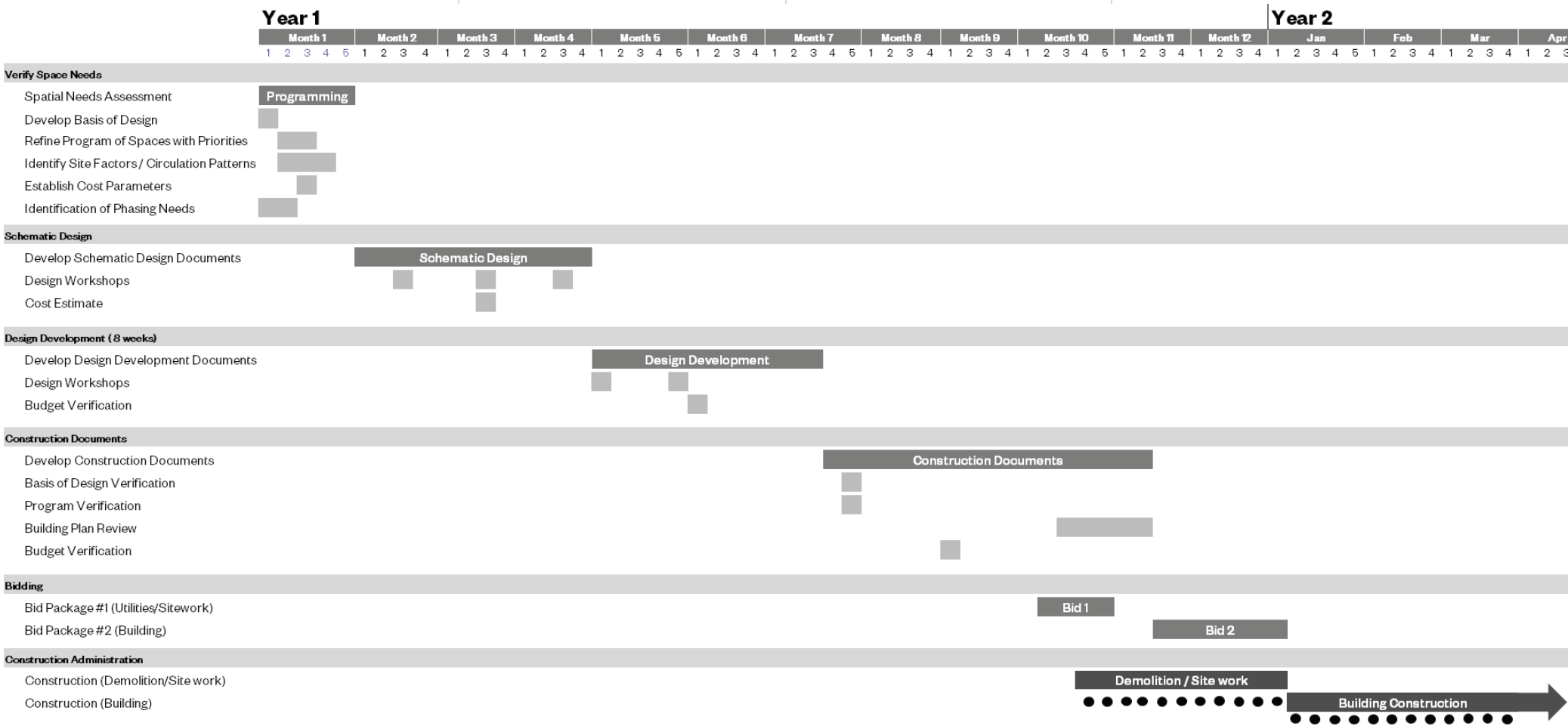
Project Budget

Based off recent construction costs for similar project types, the programming team has been tracking a construction cost of \$500 / square foot for the construction of the new buildings, and a soft cost of 25% to cover the architecture and engineering fee, furniture and equipment, testing and inspections, and other misc. project fees.

BUILDING	GROSS AREA	CONSTRUCTION BUDGET	SOFT COST BUDGET	TOTAL PROJECT BUDGET	NOTES
Administration Building	44,065 SF	\$22,032,500	\$5,508,125	\$27,540,625	
DMV	2,865 SF	\$1,432,500	\$358,125	\$1,790,625	Likely in Admin Building
Attorney's Offices	5,790 SF	\$2,895,000	\$723,750	\$3,618,750	Either in Admin Building or Justice Building
Community Services Building	33,310 SF	\$16,655,000	\$4,163,750	\$20,818,750	

Project Schedule

A typical design schedule would be as follows based on the construction of a new building. With the two buildings, the construction could go in tandem, depending on the selected site(s) or in series, as preferred by the County.



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