



**MONTGOMERY COUNTY DEPARTMENT OF PARKS**  
THE MARYLAND - NATIONAL CAPITAL PARK AND PLANNING COMMISSION

**MCPB**  
Item No.  
Date: 5-2-2013

**MEMORANDUM**

**DATE:** April 25, 2013

**TO:** Montgomery County Planning Board

**VIA:** Mary Bradford, Director of Parks  
Rose Krasnow, Acting Planning Director  
Mike Riley, Deputy Director of Parks  
Piera Weiss, Planning Deputy Director

**FROM:** Michael Ma, Department of Parks

**SUBJECT:** Program of Requirements- M-NCPPC New Regional Headquarters Building

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Staff recommends **approval of the Program of Requirements.**

The attached report (Attachment A), prepared by OKKS Studios, presents a draft Program of Requirements (POR) for the proposed M-NCCPC Regional Headquarters Building in Montgomery County. A Space Program for the new headquarters was approved by the Planning Board on November 29, 2012, and is the first part of the POR. The attached report updates the Space Program adding qualitative descriptions and parking requirements for the new facility.

In addition to the updated Space Program, this POR includes the following:

- Site requirements and characteristics
- Building Requirements and characteristics
- Typical room layouts
- Space blocking and stacking diagrams
- An Employee Parking Need Study (Attachment B)
- A Preliminary Study for a Child Care Facility located within the headquarters building (Attachment C)

The draft POR recommends a consolidated headquarters facility of approximately 132,000 gross square feet to accommodate 360 employees, consisting of an initial staff of 341 plus an additional 19 positions to meet anticipated future work program needs. The headquarters will accommodate the Commissioners' Office, Associate General Counsels' Office, the Planning Department, administrative functions of the Department of Parks, the M-NCPPC Federal Credit Union, an optional day care facility, and associated support areas. An estimated 245 employee parking spaces will be required to support

the facility. Additional spaces for fleet vehicles, accessible parking, volunteers, and bicycles will also be needed.

## BACKGROUND

In an effort to revitalize downtown Wheaton and jump start redevelopment activities in the area, the County has proposed to move county agency offices, including the M-NCPPC’s consolidated headquarters, to downtown Wheaton. This POR updates the 2007 POR originally prepared for the SilverPlace project, and reflects the organizational changes which have occurred over the past six years. In order to determine the departments’ spatial needs, the Montgomery County Space Allocation Standards and other applicable spatial standards were used in the analysis.

## SPACE PROGRAM

The Space Program approved by the Planning Board last November proposed the following staff complement and associated space requirements for the consolidated headquarters:

Department	Authorized Positions	Seasonal intern	Total Positions	Additional Needs	Total POR Capacity	Proposed Space (square feet)
Commissioners’ Office	11	0	11	0	11	2,975
Legal	5	2	7	2	9	2,520
Planning	152	11	163	5	168	33,222
Parks	146	10	156	11	167	35,225
Shared/Support						57,390
<b>Total</b>	<b>314</b>	<b>23</b>	<b>337</b>	<b>18</b>	<b>355</b>	<b>131,332</b>

The final POR incorporated the following changes to the Space Program:

- Consolidated IT staff from (1) Planning Department’s Management and Technology Services Division and (2) Department of Parks’ Management Services Divisions to form a new IT Division to serve all the departments. The number of IT staff members to be located at the new headquarters will be 15, including a new Division Chief position.
- Added four positions in Parks: three under the Parks Foundation and one under the Management Services Division.

The table below shows the final Space Program, which increased the total current number of staff positions from 337 to 341; the total POR capacity (including future additional needs) from 355 to 360; and the total square footage from 131,332 square feet to 132,375 square feet:

Department	Authorized Positions	Seasonal intern	Total Current Positions	Additional Needs	Total POR Capacity	Proposed Space (square feet)
Commissioners’ Office	11	0	11	0	11	2,975
Legal	5	2	7	2	9	2,520
Planning	146	11	157	4	161	31,973
Parks	143	10	153	11	164	34,649
IT Services	13		12	2	15	2,868
Shared/Support						57,390
<b>Total</b>	<b>318</b>	<b>23</b>	<b>341</b>	<b>19</b>	<b>360</b>	<b>132,375</b>

## **QUALITATIVE DESCRIPTIONS**

To better describe spatial requirements for the new headquarters building and to provide guidance for its design, the POR includes the following qualitative descriptions of various facility components:

- **Site requirements and characteristics-** This section describes the needs and assumptions of vehicular parking, loading dock, service space access, employee and general public safety, signage, and outdoor space.
- **Building Requirements and characteristics-** This section provides qualitative descriptions of specific, important spaces, such as the lobby, public service and information areas, the hearing room, conference and training rooms, and general circulation areas. It also establishes general building design principles, such as a commitment to sustainable design, flexibility, and the desire to provide attractive, welcoming places for interaction with the general public.
- **Typical room layouts-** This illustrative section provides typical room layouts with furniture arrangements (using standard components from various furniture manufacturers) for offices/work stations, conference rooms of various sizes, the hearing room, file rooms, locker rooms, IT server/storage rooms, etc. The purpose of this section is to realistically evaluate various spatial requirements. The layout details of these spaces will be determined during design based on spatial constraints, budgetary considerations, the overall building design concept, energy efficiency, etc.
- **Space blocking and stacking diagrams-** Blocking and stacking diagrams are provided to illustrate adjacency requirements of various components of the program and the relative size of the spaces. They are intended to conceptually show spatial relationships and requirements, not design schemes.

## **EMPLOYEE PARKING NEED STUDY**

To assess employee parking needs at the new headquarters, the Commission retained Wells and Associates to prepare a parking need study for the headquarters (Attachment B). The study assumed a development site located near the Wheaton Metro Station. An employee survey was conducted between January 30 and February 15, 2013, to help determine the employees parking demand.

### **Employees' Commuting Modes**

The survey revealed that most employees drive to work alone, and that their main reason for doing so is a need to have access to their cars before or after work, and a reluctance to depend on, or be limited by others in their commute. The non-driver mode share, which includes all employees who are passengers of an automobile or use transit, walk, or bike to work, is only 20 percent during the peak period.

### **Parking Needs**

Based on the percentage of non-driver mode share and employee attendance on a typical work day, 245 employee parking spaces will be needed for the projected 360 employees. This figure includes parking spaces for the Commissioners. In addition, spaces must be provided for the Commission's 55 fleet vehicles from various divisions. This number possibly could be further reduced by pooling vehicles at one location. It may also be desirable to provide some on-site parking to address the need for reserved spaces for the Commissioners, accessible parking spaces, volunteers, and bicycles.

### **Transportation Demand Management (TDM)**

The survey also revealed that the implementation of TDM measures could further reduce the projected employee parking demand by incentivizing the shift from driving alone to using other modes of transportation, such as transit. The study recommended a number of measures to be considered to reduce the parking demand.

## **CHILD CARE FACILITY STUDY**

The POR includes a child care center as an optional component of the headquarters building. At its meetings in November 2012, Planning Board members expressed concerns that including a child care center could add risks, and increase the cost and complexity of the headquarters project. The Board was concerned that the benefit of providing the amenity could potentially jeopardize the project's financial feasibility. They also questioned whether a child care center would be an appropriate use of expensive prime retail or office space. The Board directed staff to gather additional information.

### **Scope of the Study**

The Planning Department's Center for Research & Information Systems staff prepared a preliminary need/benefit analysis (Attachment C) assessing the needs and issues associated with providing a child care facility in the headquarters building. The study provides background information on trends and conditions that would have an impact on the value and cost-effectiveness of a child care facility in an M-NCPPC building at a downtown Wheaton site. It covers the following topics:

- Child care industry trends
- Preliminary needs assessment
- Existing market conditions in Wheaton
- Operating requirements
- Child care in government spaces
- Transit-oriented child care

### **Information Collection**

Staff interviewed a variety of individuals including local and national child care providers and staff members; public officials who have built and operated child care centers in government buildings; and state child care licensing staff. Staff also reviewed literature and compiled data on regulatory standards, child care economics and industry best practices from various online sources. In addition, staff visited two day care facilities:

- Edgemoor Children Center at the Montgomery County Bethesda-Chevy Chase Regional Services Center
- White Oak Wonders at the Food and Drug Administration's White Oak campus

### **M-NCPPC/County Child Care Facilities**

- M-NCPPC (Prince George's County) manages, staffs and supervises two centers located in surplus government-owned space in the county. The centers are not open to the general public. M-NCPPC and Prince George's County employees have first priority, followed by State employees at the courthouse and PGCPs employees. Tuition rates are just below market rates. The centers are heavily subsidized.
- Montgomery County does not have a dedicated employee child care center. Employees have priority access to child care centers operating in public buildings under contract with the Department of Health and Human Services. There are planned child care centers in public schools and other publicly-owned and operated facilities, including two regional service centers, community and recreation centers, and the Damascus Library.

### **County Policies/Programs Supporting Child Care in Public Spaces**

- Montgomery County policy supports the construction of child care facilities in public buildings.
- Child care space contracts generally provide free or reduced rent and building services. Child care contracts are competitively awarded.

- New legislation approved by the County Council on March 5, 2013, requires the Office of Management and Budget to submit a Child Care Facilities Impact Statement analyzing the feasibility of including child care in certain capital projects proposed in the county's Capital Improvements Program.

### **Findings/Conclusion**

The study concludes that a child care center could be an appropriate and viable use of space at the proposed facility. Based on this preliminary assessment, a child care center merits inclusion in the Program of Requirements. The following findings support this conclusion:

- There is substantial demand for quality, affordable child care Countywide.
- The Wheaton downtown area and surrounding community has a dearth of child care center spaces, and the market likely could support a new center.
- A child care center can be accommodated in an urban, mixed-use setting.
- Employer-based child care is a highly valuable amenity that has been shown to boost staff productivity, retention and morale.
- Child care is commonplace in government buildings throughout the region at both the county and federal level, including two M-NCPPC-operated centers in Prince George's County.
- The size of the proposed facility could accommodate enough children to achieve the minimum scale economies for a self-sustaining child care enterprise.
- Montgomery County government and WMATA have policies, programs and experience incorporating child care in public and transit spaces.
- A child care center adjacent to the Wheaton metro center could generate significant spillover benefits that would help revitalize the downtown area and attract jobs and residents to the area.
- The potential economic benefit and public amenity value of a center in that location could have a positive fiscal impact justifying the public investment.

Further analysis will be needed if the Board chooses to include a center in the Program of Requirements. Several yet undetermined variables could affect the analysis including the exact location and size of the future office site; whether it will be built solely by M-NCPPC or in partnership with other agencies; whether M-NCPPC would own or lease the property; and the level and sources of funding available.

### **RECOMMENDATION**

The draft POR is the result of a comprehensive data collection and analysis process. It provides both quantitative and qualitative guidance for the planning and design of the future consolidated headquarters facility. The preliminary space program may be refined during the design phase subject to site and budgetary constraints and final building design. Staff recommends approval of the draft Program of Requirements.

### **ATTACHMENTS**

- A. Program of Requirements for a New Regional Headquarters Building by OKKS Studios
- B. Employee Parking Need Study by Wells + Associates
- C. Child Care Facility Study by Center for Research & Information Systems staff

# **ATTACHMENT A**

**A Program of Requirements (POR)  
For**

# **A New Regional Headquarters Building**



The Maryland-  
National Capital  
Park and Planning  
Commission

## **FINAL POR REPORT**

**April 24, 2013**

**The Maryland-National Capital Park and Planning Commission  
6611 Kenilworth Avenue  
Riverdale, Maryland 20737**

**Prepared by:**

**OKKS Studios**

**Drew Pasek, AIA, LEED AP, NCARB**

**Garrett M. Geraci, Assoc. AIA**

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# 1. Executive Summary

## **The Commission**

Since its creation in 1927, the Maryland-National Capital Park and Planning Commission (M-NCPPC) has overseen the planning of sensible development and the protection of public open space and recreation amenities for Montgomery and Prince George's Counties, the two Maryland counties which border the District of Columbia. During the Commission's 85 years of existence, the population within the two counties has increased to more than 1.8 million residents who enjoy a quality of life in a bi-county area rich in economic, racial, ethnic and geographic diversity.

Over the years, the M-NCPPC's mission has expanded to include: preserving, developing, maintaining, and promoting the regional system of parks, and to guiding and overseeing development in the two very diverse and urbanizing counties. The Commission has held itself to a high standard as a steward of both the natural and developed environment.

## **New Consolidated Headquarters Building**

The Commission's park and planning operations in Montgomery County are currently headquartered separately in two buildings in Silver Spring. These two headquarters facilities are obsolete functionally and inadequate spatially. They no longer provide a productive work environment for employees or effectively support the agency's public service function.

In order to better prepare for and meet existing and future challenges, the Commission has engaged OKKS Studios (OKKS) to assist in programming a new headquarters building for the Montgomery County portion of the M-NCPPC. The new headquarters facility will be an important visible representation of the philosophy and mission of the agency, and provide a quality work environment for its employees in a consolidated location to serve the public more effectively.

## **Programming Analysis**

The OKKS design team prepared the following Final Report for review by the M-NCPPC. The Report identifies the quantitative requirements of each division within the main departments and all shared support functions.

The quantitative information has been further evaluated and supplemented with qualitative descriptions of the functionality and design considerations of individual spaces and the building as a whole. In addition, an organizational bubble and stacking diagram was developed to verify and refine the space program.

### **Space Program**

The information captured below serves as a synopsis of the Space Program content expressed in greater detail within Section 3 of this report. The Space Program analysis has been divided into the following six main sections:

1. Commissioners' Office
2. Associate General Counsels' Office
3. Department of Parks
4. Planning Department
5. Information Technology Division
6. Shared Support Spaces

Each of these sections have designated space allocations which have been gathered through a combination of the following items: primary personnel space (workforce count), specialty and support space exclusive to that division within the department, and shared support spaces which are utilized department-wide.

Space standard sizes originated from the Montgomery County September 1, 1998, Draft Administrative Procedure 5-12, Space Allocation document were used to help determine the size of individual offices and shared support space. Departures from this document were in response to meet current ADA-ABA accessibility guidelines for buildings and facilities. All spaces shall meet accessible requirements.

It is important to note that the workforce count is expected to grow at a moderate rate due to the current economic climate. Two factors were considered in assessing the workforce population: (1) M-NCPPC division chiefs' estimate of associated personnel required based on their individual division's current work program needs and (2) historical data of staffing levels over the past 10 years. This culminated in the final workforce population which is composed of both current personnel (both authorized and temporary positions) and additional staffing needs.

The Space Program recommends a consolidated facility of approximately 132,000 gross square feet for a total workforce population of 360. It accommodates the Commissioners' Office, Associate General Counsels' Office, the Planning Department, administrative functions of the Department of Parks, the M-

## New Headquarters Office Building POR for M-NCPPC

NCPPC Federal Credit Union, a child care facility (not including dedicated staff), and associated shared support areas. The following table provides a space summary.

### M-NCPPC Space Summary

SPACE PROGRAMMING

New HQ (M-NCPPC) Summary						
	Current Personnel Count (Authorized + Temp)	Additional Staffing Needs	Associated Personnel S.F.	Support Space	Square Footage Subtotal (Net Only)	Total Net Square Footage
Commissioners' Office	11	0	1,565	914	2,479	2,479
Associate General Counsel	7	2	1,450	650	2,100	2,100
Department of Parks Subtotal	153	11	24,374	4,500	28,874	28,874
Planning Department Subtotal	157	4	24,245	2,399	26,644	26,644
Information Technology	13	2	1,992	0	0	2,390
Shared Support Spaces	0	0	0	36,377	36,377	47,825
<b>TOTAL NET PROGRAM SPACE</b>	<b>341</b>	<b>19</b>	<b>53,626</b>	<b>44,840</b>	<b>96,474</b>	<b>110,312</b>
Subtotal						110,312
Average Gross/Net Factor				20%	22,062	
<b>TOTAL GROSS BUILDING REQUIREMENT</b>						<b>132,374</b>
<b>TOTAL PERSONNEL COUNT</b>						<b>360</b>

As shown on each of the Space Program Summary charts within Section 3, the following formula was applied in processing base square footages for all spaces. This formula captures workforce populations, dedicated space requirements, interior suite circulation factors, and general building core and circulation factors:

1. Determine the **personnel net area** requirement for individual space based on the function of the space, staff grade, staff quantity, responsibilities, and code requirements.
2. Add a 20% in-suite **circulation/layout** factor (10% for support areas) to the personnel net area which includes circulation and layout design needs within the work unit.
3. Apply a 20% building-wide **gross-to-net** factor to the Total Net Square Footage to arrive at the total **gross square footage** for M-NCPPC, (which is inclusive of building wide circulation, mechanical space, bathrooms, and other miscellaneous items).

## 2. Programming Analysis

To prepare a complete Program of Requirements for the new regional headquarters building, OKKS and the M-NCPPC staff sectioned the workload approach to analyze the space needs of the agency. Initially focusing on a quantitative analysis of the program and produced a preliminary Space Program. The quantitative information is then further developed and supplemented with qualitative descriptions of the functionality and design considerations of individual spaces and the building. In addition, an organizational bubble and stacking diagram has been developed to verify and refine the space program.

The analysis first consists of three parts: (1) the distribution and collection of programmatic questions, (2) program interview meetings with stakeholders, and (3) the compilation of resultant data into a report that includes square footage assumptions relating to grade and position. This report also includes a preliminary Space Program – an early assessment of anticipated space requirements of the new headquarters building necessary to accommodate stakeholders and the functions they perform to meet the M-NCPPC's mission.

OKKS gathered information from M-NCPPC through a quantitative and qualitative analytical methodology. Survey questions delved into each division's current facility, function, adjacency issues, work processes, equipment and storage needs, public interaction, and amenity space requests. Senior level M-NCPPC staff also provided OKKS with each division's organizational structure and grade levels.

Issues of space inefficiencies, inadequate storage and security, workflow management, and locational problems were identified and discussed. This collaboration— the compilation and analysis of data by OKKS along with valuable assistance from M-NCPPC managers— captures a wealth of critical information to use in charting the future course of the design of the new regional headquarters building for M-NCPPC.

The quantitative data has been further refined and supplemented with qualitative descriptions and a visual blocking and stacking diagram has been developed. This visual representation of the data helps determine the following: ideal division location, size, identify division adjacency priorities (inter-departmental as well as extra-departmental), shared-use spaces, and public engagement space requirements. Special needs and design considerations from each division are closely evaluated along with equipment and storage needs. The report evolved through interaction and collaboration with M-NCPPC staff to further specify agency's programmatic requirements. All of this information has culminated in a final POR document containing a summary of the physical space needs for the New Headquarters Building.

### Programming Worksheets

The following Programming Worksheets are applied to each division to categorize quantitative and qualitative data. Each worksheet consists of the following:

- Mission Statement: division specific mission statements
- General: personnel summary (both authorized and interns / flex staff / seasonal personnel listed) with associated grade levels.
- Capacity: total personnel count
- Space Types: work spaces required by the division to function efficiently and effectively.
- Location/Adjacency: Required or preferred adjacencies with other divisions or teams.
- Design Issues & Special Requirements: Special requirements for spaces, equipment, security, needs, etc.
- Systems: Special support systems such as server connectivity, telephone answering systems, data monitoring systems, etc.
- Furniture & Equipment: any special furniture and equipment requirements for the division with private and general usages conveyed where indicated.

## New Headquarters Office Building POR for M-NCPPC

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**Department: Commissioners**

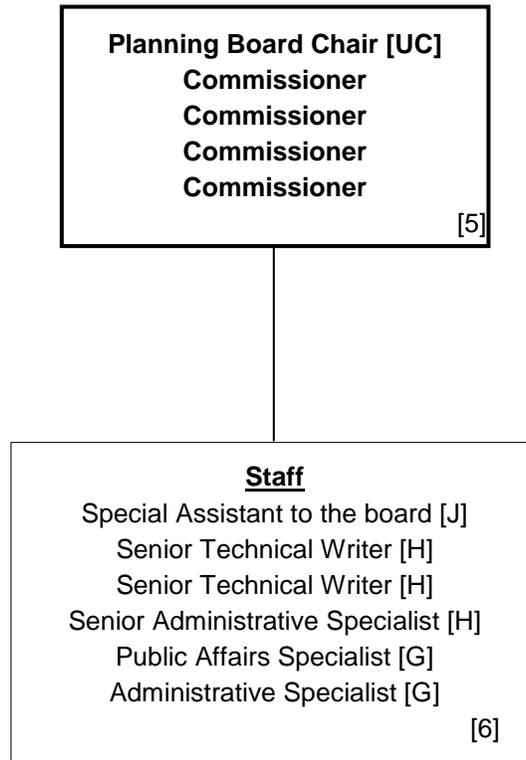
### 2.1. Commissioners' Office

<b>Mission Statement</b>	To provide support to the Planning Board in its performance of official duties. Activities include technical, administrative, and public support at meetings, to serve as primary point of contact for callers and visitors, and as a liaison to elected offices, community members, and staff; to prepare and post the PB's meeting agenda; to produce the Board's official meeting minutes and transcripts; to manage and respond to the Board's correspondence; to coordinate the Chair's schedule; and to manage the budget for the office.
<b>General</b>	<p>Office Hours: 8:00 am – 7:00 pm (weekly Planning Board meetings can go until 10:00 pm or later)</p> <p>Current Location: Montgomery County Regional Office Silver Spring, Md.</p> <p>Authorized Staff Complement [11]:</p> <ul style="list-style-type: none"> <li>▪ [1] Planning Board Chair</li> <li>▪ [4] Commissioners</li> <li>▪ [6] Staff ( [1] Grade J / [3] Grade H / [2] Grade G)</li> </ul>
<b>Capacity</b>	11
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private Office</li> <li>▪ Open Workstation Area</li> <li>▪ Open Workspace/Production Area</li> <li>▪ Open Area Storage</li> <li>▪ Auditorium (Hearing Room)</li> <li>▪ Pre-functions space between Hearing Room and Lobby</li> <li>▪ Kitchen</li> <li>▪ 3 File Rooms: Planning Board (Secure), Correspondence, &amp; Technical Writing</li> <li>▪ Small Conference Room (internal)</li> <li>▪ Large Conference Room (20 people)</li> <li>▪ Reception Area</li> <li>▪ One TDY space (cubicle)</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Commissioners' Office to be located adjacent to the Auditorium.</li> <li>▪ Planning Board members to have private entry/exit to Auditorium.</li> <li>▪ Kitchen to be adjacent to the Auditorium and accessible to the CO Department.</li> <li>▪ Large Conference Room to be adjacent to Auditorium.</li> <li>▪ Works closely with both Parks and Planning Departments.</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Does not anticipate increase in staff in the next 10-15 years.</li> <li>▪ Ample counter space and storage (pantry) should be provided in the Kitchen.</li> <li>▪ Kitchen to have easy access to parking area for back-of-house functions.</li> <li>▪ Public Bathrooms to be located near Auditorium and Kitchen.</li> <li>▪ Additional workstation for visiting staff from other offices.</li> <li>▪ Commissioners' Office to have private entrance/exit for parking.</li> <li>▪ Reception Area to be easily accessible/located by the public (signage).</li> <li>▪ Reception Area to house additional staff work area and 8 guest chairs with additional space to add guest chairs if necessary.</li> <li>▪ Grade H to have additional production space.</li> <li>▪ Storage Rooms can be combined to create larger storage area.</li> <li>▪ Functional area for large printer/copier and general supplies.</li> <li>▪ (2) Workstations (for Technical Writers) to be located away from office traffic and to have high panels for privacy.</li> <li>▪ PCI Compliance – Have a Commission Purchase Card and a safe for the petty cash account.</li> <li>▪ ACD System - one telephone line that is on a phone tree.</li> </ul>
<b>Systems</b>	<ul style="list-style-type: none"> <li>▪ Teleconference System</li> <li>▪ Specialized Software System</li> <li>▪ Audio/Visual System</li> <li>▪ Wi-Fi throughout</li> </ul>
<b>Furniture &amp; Equipment</b>	<p>Office</p> <ul style="list-style-type: none"> <li>▪ Chair Office: Conference Table (10 people) Panic Button</li> <li>▪ Special Assistant Office: Conference Table (6 people)</li> <li>▪ Administrative Specialist Office: Work Table</li> </ul> <p>Large Conference (20 people)</p> <ul style="list-style-type: none"> <li>▪ Projector</li> <li>▪ Computer</li> <li>▪ Wi-Fi</li> <li>▪ Teleconference Equipment</li> </ul> <p>Kitchen</p> <ul style="list-style-type: none"> <li>▪ Refrigerator</li> <li>▪ Sink</li> <li>▪ Tables</li> <li>▪ Dishwasher</li> </ul> <p>Reception (internal)</p> <ul style="list-style-type: none"> <li>▪ 8 + Guest Chairs</li> <li>▪ Panic Button</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>▪ Microfiche</li> <li>▪ Audio/Video Recorder</li> <li>▪ Large Printer/Copier</li> </ul> <p>Auditorium</p> <ul style="list-style-type: none"> <li>▪ Panic Button</li> </ul>

## Organizational Chart – Commissioners’ Office



Capacity: 11

## New Headquarters Office Building POR for M-NCPPC

**Department: Associate General Counsel**

### 2.2. Associate General Counsel's Office

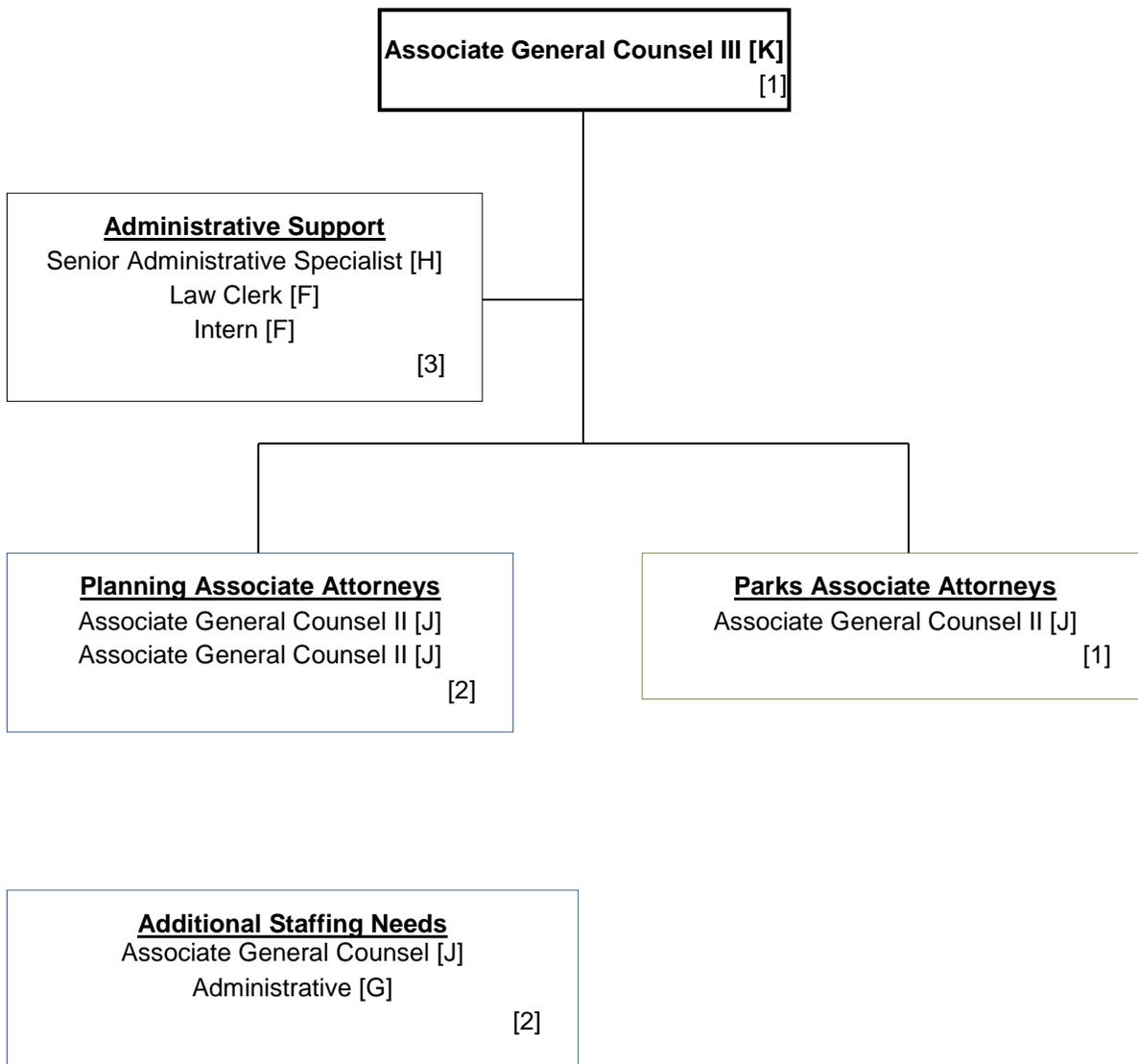
<b>Mission Statement</b>	To guide the Commission's internal corporate operations; to advise staff and the Planning Board in judicial and regulatory responsibilities; to advocate on the Commission's behalf in litigation before the State and Federal courts; and to participate in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the Commission.
<b>General</b>	<p>Office Hours: 6:00 am – 8:00 pm (occasional nights and weekends)            Current Location: Montgomery County Regional Office            Silver Spring, Md.</p> <p>Authorized Staff Complement [5]:</p> <ul style="list-style-type: none"> <li>▪ [1] Associate General Counsel III ( [1] Grade K )</li> <li>▪ [3] Associate General Counsel II ( [3] Grade J )</li> <li>▪ [1] Administrative Specialist ( [1] Grade H )</li> </ul> <p>Interns / Flex Staff / Seasonal [2]:</p> <ul style="list-style-type: none"> <li>▪ [1] Law Clerk ( [1] Grade F)</li> <li>▪ [1] Intern [1] Grade F)</li> </ul> <p>Additional Staffing Needs [2]:</p> <ul style="list-style-type: none"> <li>▪ [1] Associate General Counsel I/II ( [1] Grade J)</li> <li>▪ [1] Intern [1] Grade G)</li> </ul>
<b>Capacity</b>	9
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private Office</li> <li>▪ Printer/Copy/Fax Area</li> <li>▪ Waiting/Reception Area adjacent to workstation</li> <li>▪ Large Multifunctional Space (Conference/Library) (Dedicated)</li> <li>▪ One TDY office for visiting attorney</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Associate General Counsel Department office to be adjacent to both Parks and Planning Chairs/Chief.</li> <li>▪ One Associate Attorney to be located in Parks Department.</li> <li>▪ Has interaction with all other departments with the exception of Management Services and Research.</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Anticipates 1 additional administrative position and 1 attorney to be added in the next 10-15 years.</li> <li>▪ Reception/workstation needed for temporary paralegal position in Waiting Area.</li> <li>▪ Secure limited access entry into suite.</li> <li>▪ Lockable offices.</li> <li>▪ Outside law firms visit frequently</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

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<b>Systems</b>	<ul style="list-style-type: none"><li>▪ Teleconference system</li></ul>
<b>Furniture &amp; Equipment</b>	General <ul style="list-style-type: none"><li>▪ 5-6 Lockable 5-drawer cabinets for confidential files</li><li>▪ 2 lockable supply cabinets</li><li>▪ 1 central fax/copy/scan within suite</li><li>▪ Internal reception/waiting area adjacent to admin, within suite.<ul style="list-style-type: none"><li>• Waiting chairs, tables, art.</li></ul></li></ul>

## Organizational Chart – Associate General Counsel



Capacity: 9

### 2.3. Department of Parks

The Montgomery County Department of Parks, part of the Maryland-National Capital Park and Planning Commission (M-NCPPC), oversees the acquisition, planning, development and management of more than 35,000 acres of parkland in Montgomery County. The award-winning park system is made up of more than 410 parks of natural, recreational, or historic significance, attracting more than 14 million visits annually, and significantly contributes to the high quality of life in Montgomery County.

#### Vision and Core Values

The vision of the Department is to create and maintain an enjoyable, accessible, safe and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves. The Parks staff strives to protect and interpret the County's valuable natural and cultural resources; balance the demand for recreation with the need for conservation; and offer a variety of enjoyable recreational activities that encourage healthy lifestyles. The operation of the Department is guided by the following core values:

- Stewardship  
Manage the county park system so it best meets the needs of current and future generations.
- Recreation  
Offer a range of leisure activities that strengthen the body, sharpen the mind, and renew the spirit.
- Excellence  
Deliver the highest quality product, service and experience possible.
- Integrity  
Operate with an objective, honest, and balanced perspective.
- Service  
Be courteous, helpful and accessible to each other and the public we serve.
- Education  
Promote opportunities for continuous learning among staff and the public we serve.
- Collaboration  
Work in cooperation with all stakeholders including residents, communities, public and private organizations, and policymakers, as well as interdepartmentally.
- Diversity  
Support and embrace the differences among our employees and the public we serve, and offer suitable programs, activities and services.
- Dedication  
Commit to getting the job done the right way, no matter what it takes.

### **Organization**

The Department of Parks consists of ten Divisions, nine of which are divided into two main groups: Administration and Operations. Each group is overseen by a Deputy Director. The two Deputy Directors and the Chief of the tenth Division, Park Police, report directly to the Director of Parks.

The Administration group handles the major administrative and park development functions of the Department, and includes four Divisions: (1) Management Services, (2) Park Development, (3) Park Planning and Stewardship, and (4) Public Affairs and Community Partnerships. The Operations Group is responsible for the maintenance of the park system and includes five Divisions: (1) Enterprise, (2) Facility Management, (3) Horticulture, Forestry, and Environmental Education, (4) Northern Parks, and (5) Southern Parks.

### **Existing Headquarters and Satellite Offices**

The Department's headquarters is currently located at 9500 Brunett Avenue in Silver Spring. It houses the Director's office and the Administration group's four Divisions. Due to the nature of the Operations Group's functions, it has many satellite office/maintenance facilities throughout the County in order to meet the various maintenance needs of the entire park system. The Park Police Division is headquartered at the Saddlebrook facility on Layhill Road in Silver Spring. This facility also houses a major training facility for the Department, the Public Affairs and Community Partnerships Division's Exhibit Shop, the M-NCPPC Federal Credit Union, and an archive facility. The Park Planning and Stewardship Division's Cultural Resources and Natural Resources Sections also have satellite offices due to the nature of their operations.

The Department has occupied its current headquarters building since the mid-1970s. The headquarters building is located in a former Montgomery County public elementary school. An addition was completed in 1990 which added office space along the west side of the building and increased the total footprint of the building to approximately 24,200 square feet. To meet ongoing space demands, a 1,300-square-foot trailer, which houses staff from the Management Services Division, was added a few years ago along with a storage shed near the rear parking lot.

Over the past three years the main building has undergone a series of renovations to create additional staff office space. There are currently about 100 employees working at the headquarters facility. The building's entrance foyer, where the Park Permit office's customer service windows are located, is

noticeably inadequate to serve its public functions, but there is no available space within the building to relocate or to expand in order to improve its ability to serve the public.

### **Staff Complement at New Headquarters Building**

In addition to the Director's office and the four Administration Divisions that are currently situated at Parkside Headquarters, additional staff from other Divisions will also move into the new Headquarters building to improve the Department's overall operation and communication. The staff complement will include:

- Enterprise Division (Division Chief, Regional and Financial Operations only),
- Facility Management Division (Property Management Section and Service Center only),
- Management Services Division,
- Park Development Division,
- Park Planning and Stewardship Division (except for part of the Natural Resources and Cultural Resources staff),
- Park Police (administrative functions only), and
- Public Affairs and Community Partnerships Division (except for the Exhibit Shop).

In addition, the M-NCPPC Federal Credit Union will also be located in the building.

### **Space Program Analysis**

The needs of the staff and their associated work programs were analyzed in the following section. A Program Worksheet was prepared for individual Divisions to identify their particular space and function needs.

## New Headquarters Office Building POR for M-NCPPC

Department: Parks

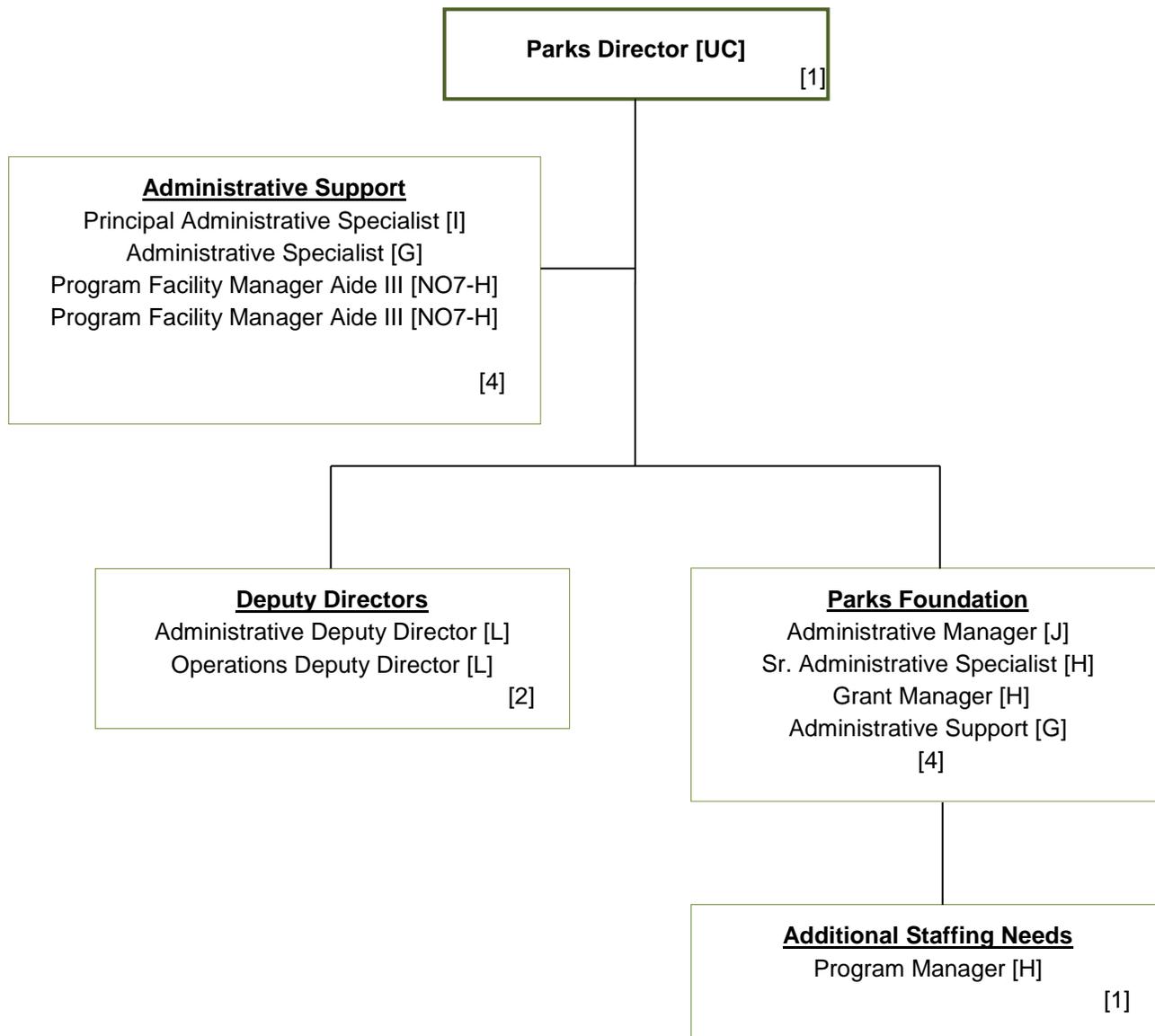
### 2.3.1. Director's Office

<b>Mission Statement</b>	To provide leadership and executive oversight for the Department's work program, policy, procedure, and strategic planning. Responsibilities include: advise Planning Board on matters of Park policy; liaison between public and local, state, and federal agencies; develop and manage internal policies and practices; and oversee work program of Park employees.
<b>General</b>	<p>Office Hours: 7:30 am to 6:30 pm                      Current Location: Parkside Headquarters, Director's Suite</p> <p>Authorized Staff Complement [11]:</p> <ul style="list-style-type: none"> <li>▪ [1] Director ( [1] Grade UC - Appointed)</li> <li>▪ [1] Administrative Deputy Director ( [1] Grade L)</li> <li>▪ [1] Operations Deputy Director ( [1] Grade L)</li> <li>▪ [1] Principal Administrative Specialist ( [1] Grade I)</li> <li>▪ [1] Administrative Specialist ( [1] Grade G)</li> <li>▪ [2] Courier, (Program Facility Manager Aide III, seasonal), provide TDY space ( [2] Grade NO7-H)</li> <li>▪ [1] Montgomery Parks Foundation Executive Director ( [1] Grade J, term contract)</li> <li>▪ [1] Montgomery Parks Foundation Senior Administration Specialist Manager ( [1] Grade H)</li> <li>▪ [1] Grant Manager ( [1] Grade H)</li> <li>▪ [1] Administrative Support ([1] Grade G)</li> </ul> <p>Additional Staffing Needs [1]:                      [1] Program Manager ([1] Grade H)</p>
<b>Capacity</b>	12
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Directorate private office</li> <li>▪ Private office (other)</li> <li>▪ Open office &amp; TDY space (cubicle)</li> <li>▪ Reception</li> <li>▪ Conference (secure/non-secure)</li> <li>▪ Closet (secure)</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Parks Divisions</li> <li>▪ Associate General Counsel</li> <li>▪ Budget</li> <li>▪ Human Resources</li> <li>▪ Public Affairs &amp; Community Partnerships Division:</li> <li>▪ Montgomery Parks Foundation</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Director and Deputy Director's private office [3] are to have additional exits which do not pass through the reception area.</li> <li>▪ Large conference room to double as a remote emergency command center.</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> <li>▪ Reception area.</li> <li>▪ 4 assigned fleet vehicles. Currently: Director [1], courier [1], pool cars [2] to possibly be moved to Park development division.</li> <li>▪ 4-5 TDY spaces</li> <li>▪ Major need for deliveries to other satellites.</li> <li>▪ Access to building exits close to vehicles</li> </ul>
<p><b>Systems</b></p>	<ul style="list-style-type: none"> <li>▪ Teleconference system</li> </ul>
<p><b>Furniture &amp; Equipment</b></p>	<p>Office:</p> <ul style="list-style-type: none"> <li>▪ Directorate individual office (3) – Desk, computer, credenza, bookshelf, small conference table w/ chairs, or meeting area w/ sofa, chairs and coffee table.</li> <li>▪ Other Individual office (4) – Desk, computer, files and bookshelf.</li> <li>▪ Safe</li> <li>▪ Open Office             <ul style="list-style-type: none"> <li>• Administrative Specialist (Director’s Suite reception area) – Reception desk, bookshelf and file space.</li> </ul> </li> </ul> <p>Reception:</p> <ul style="list-style-type: none"> <li>▪ Waiting area - Couch end tables, 3 chairs, credenza and plants.</li> <li>▪ Hidden file area – [4] five-drawer file cabinets (secured), 2 printers, safe and fax machine.</li> </ul> <p>Conference:</p> <ul style="list-style-type: none"> <li>▪ Space for 16-20 people, Smart Board, cable TV, speaker phone, integrated video conferencing system</li> </ul>

## Organizational Chart – Parks – Director’s Office



Capacity: 12

## New Headquarters Office Building POR for M-NCPPC

**Department: Parks**  
**2.3.2. Enterprise**

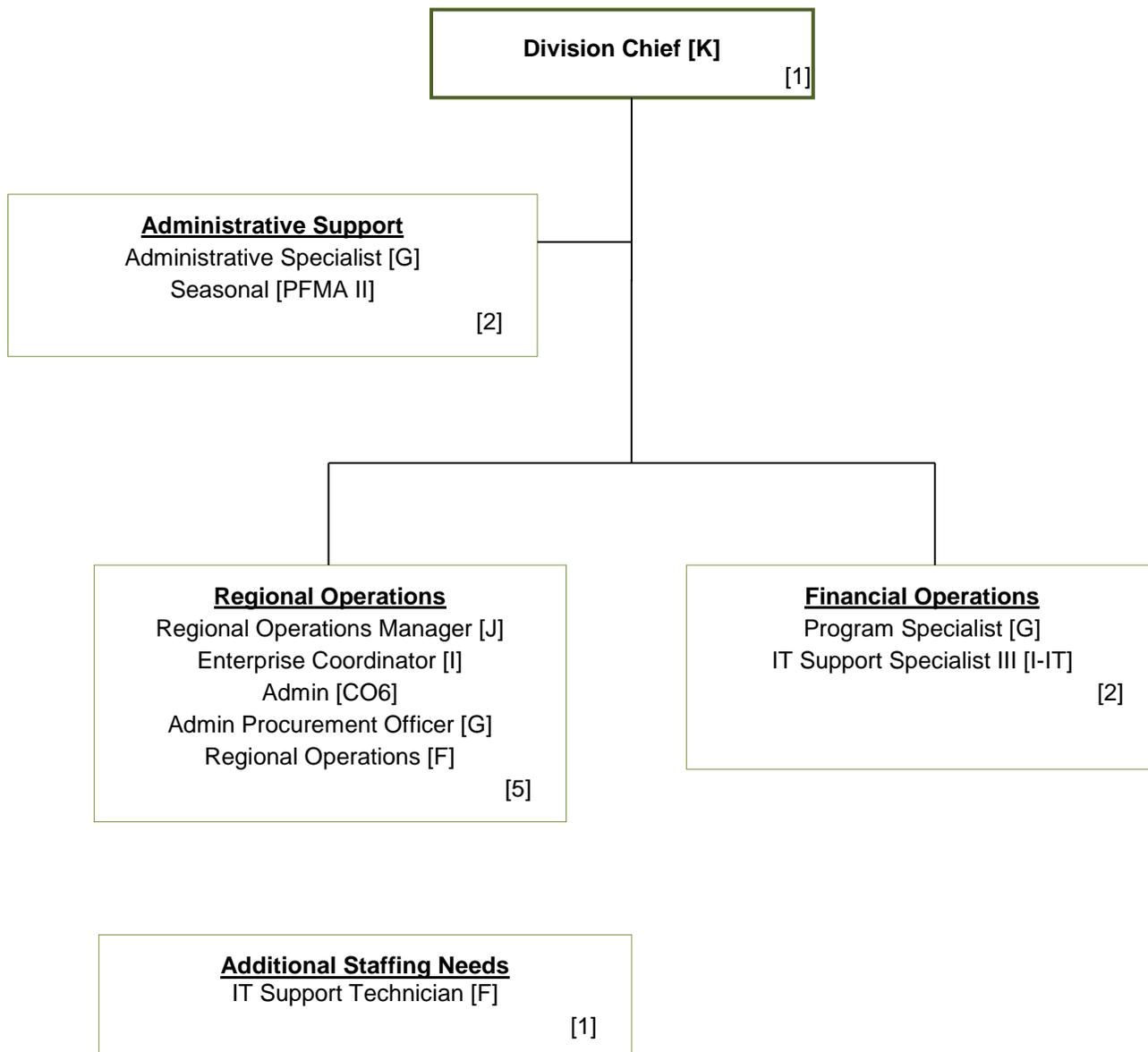
<b>Mission Statement</b>	<p>To provide great and affordable recreation for all county residents. Responsibilities include managing revenue-generating programs and facilities, such as indoor tennis courts, ice skating rinks, splash park, mini-golf course, and event centers, and managing the Department's ParkPASS program, which is an on-line registration, facility booking, and financial accounting system.</p> <p>The Division is a self-sustaining unit within the Department. In addition to providing services to the public and managing and maintaining the facilities, monitoring revenues and expenditures is significant as the division receives no public funding supports.</p>
<b>General</b>	<p>Office Hours: 6:00am – 6:00pm (Seven days per week)                  Current Location: Hillandale Office Building</p> <p>Authorized Staff Complement [9]:</p> <ul style="list-style-type: none"> <li>▪ [1] Chief ( [1] Grade K )</li> <li>▪ [2] Regional Operations ( [1] Grade J / [1] Grade F)</li> <li>▪ [1] Program Specialist ( [1] Grade G)</li> <li>▪ [1] Enterprise Coordinator ( [1] Grade I)</li> <li>▪ [1] Admin ( [1] Grade CO6)</li> <li>▪ [1] Admin Staff ( [1] Grade G ) Procurement Officer</li> <li>▪ [2] Financial Operations ( [1] Grade I-IT / [1] Grade G)</li> </ul> <p>Interns / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> <li>▪ [1] Seasonal ( [1] PFMA II)</li> </ul> <p>Additional Staffing Needs [1]:</p> <ul style="list-style-type: none"> <li>▪ [1] IT Support Technician ( [1] Grade F)</li> </ul>
<b>Capacity</b>	10
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private offices</li> <li>▪ Workstations</li> <li>▪ Medium conference (shared)</li> <li>▪ Training room (shared)</li> <li>▪ Server room (ParkPASS) with emergency backup power</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ ParkPASS requires direct intake window</li> <li>▪ Proximity of senior managers to ParkPASS staff</li> <li>▪ Procurement officer with budget coordinator and ParkPASS administrator</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

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<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"><li>▪ ParkPASS – PCI compliance</li><li>▪ Seasonal and career processing is done in the office; this includes access to tax information, salary, and evaluations. The office also processes fee reduction requests from patrons. This information contains tax forms and other financial.</li><li>▪ Storage for seasonal equipment and supplies for regional facilities.</li><li>▪ 3 assigned fleet vehicles (including [1] shuttle van)</li><li>▪ POS training 10-12 times a month (comp and POs machine storage)</li></ul>
<b>Furniture &amp; Equipment</b>	Office <ul style="list-style-type: none"><li>▪ Increased storage for ParkPASS, office supplies, cleaning supplies</li><li>▪ 10 lateral files</li><li>▪ Copy/Fax (shared)</li><li>▪ Equipment storage cabinet (secure) for training and POS supplies</li></ul>

## Organizational Chart – Parks – Enterprise



**Capacity: 10**

## New Headquarters Office Building POR for M-NCPPC

**Department: Parks**

### 2.3.3. Facility Management

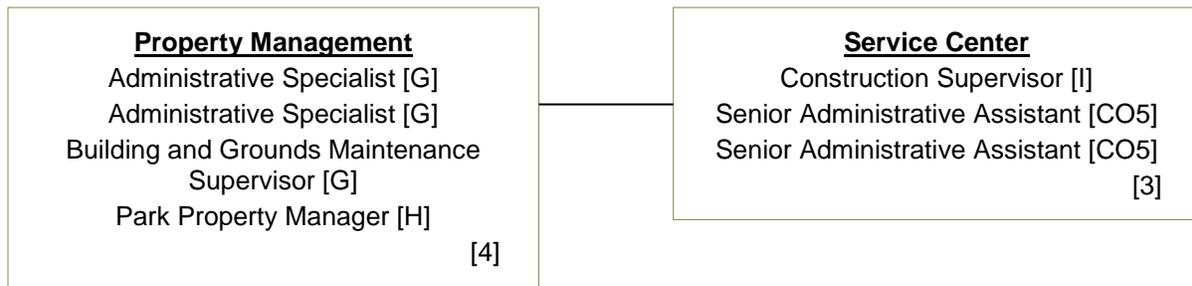
<b>Mission Statement</b>	<p><u>Service Center</u>: To provide a vehicle in which staff and community can funnel work requests into our work order management system for action. The Service Center inputs all data into the software package and maintains a tracking process for all requests.</p> <p><u>Property Management</u>: To administer and manage all leases, licenses, MOUs, curatorships, and all other legal agreements on Commission properties.</p>
<b>General</b>	<p>Office Hours: 7:00am – 7:00pm Current Location: Shady Grove</p> <p>Authorized Staff Complement [7]</p> <ul style="list-style-type: none"> <li>▪ [4] Property Management ( [3] Grade G / [1] Grade H)</li> <li>▪ [3] Service Center ( [1] Grade I / [2] Grade CO5)</li> </ul>
<b>Capacity</b>	7
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private Office</li> <li>▪ Workstation (cubicle)</li> <li>▪ Copy/print space</li> <li>▪ Team workspace</li> <li>▪ Conference room (small) (shared)</li> <li>▪ Transaction room</li> <li>▪ Incident Command Center Large Conference room (War Room)</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Property Management – presence near public intake</li> <li>▪ Enterprise Division, Facilities Management Division and appointed Attorney</li> <li>▪ Service Center – Intake walk-up window</li> <li>• Permitting, Enterprise, Communications, and Park Police</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Property Management has 1 fleet vehicle assigned (one more expected)</li> <li>▪ All Service Center employees are represented</li> <li>▪ Service Center - dispatch space with a single counter that houses multiple staff who interact closely with each other</li> <li>▪ PCI compliant</li> <li>▪ If building is owned – building manager office and storage (custodial and tools) will be needed (perhaps under planning as well)</li> <li>▪ Service Center – Requests for services (internal and external) such as Repairs, Maintenance, etc. Service requests are received through phone or email.</li> <li>▪ Must be operable under emergency situation. Emergency generator for intake, call center, help desk, server room, and war room (incident</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

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	command center) necessary.
<b>Furniture &amp; Equipment</b>	<p>Office</p> <ul style="list-style-type: none"><li>▪ Large area for copy/print</li><li>▪ Space for 6 standing lateral file cabinets (secure), flat storage, plat plan storage (Prop mgmt.). 7-10 standing file cabinets for Service Center</li><li>▪ Floor safe for rental deposits and lease payments</li><li>▪ A key box to be used to house the PAB keys issued out to permit users.</li></ul>

## Organizational Chart – Parks – Facility Management



Capacity: 7

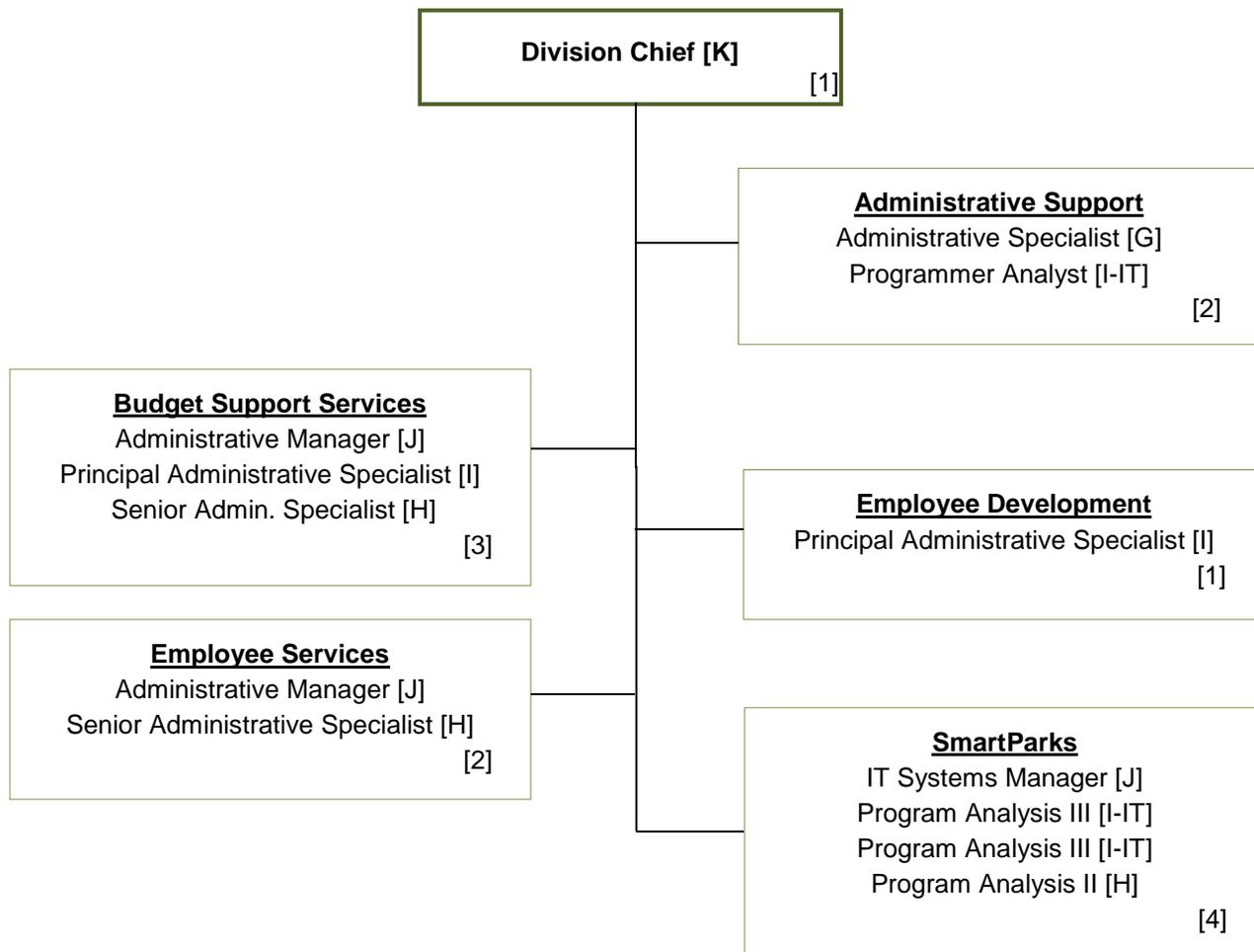
## New Headquarters Office Building POR for M-NCPPC

**Department: Parks**

### 2.3.4. Management Services

<b>Mission Statement</b>	To provide comprehensive support and oversight for financial management, personnel services, organizational development for the Department.
<b>General</b>	<p>Office Hours: 6:30am – 6:00pm            Current Location: Parkside Headquarters, IT staff at Hillandale Office Building</p> <p>Authorized Staff Complement [13]:</p> <ul style="list-style-type: none"> <li>▪ Admin:               <ul style="list-style-type: none"> <li>• [1] Division Chief ( [1] Grade K)</li> <li>• [2] Admin ( [1] Grade G / [1] Grade I-IT)</li> </ul> </li> <li>▪ [2] Budget Support Services ( [1] Grade J / [1] Grade I)</li> <li>▪ [1] Employee Development ( [1] Grade I)</li> <li>▪ [2] Employee Services ([1] Grade J / [1] Grade H)</li> <li>▪ [4] Smart Parks ( [1] Grade J / [2] Grade I-IT / [1] Grade H /)</li> <li>▪ [1] Senior Admin. Specialist ( [1] Grade H)</li> </ul>
<b>Capacity</b>	13
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private Office</li> <li>▪ Workstation (cubicle)</li> <li>▪ Copy/print space</li> <li>▪ Team workspace</li> <li>▪ Conference room (small) (shared)</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Director's Office (most of dept.)</li> <li>▪ Fireproof Safe</li> <li>▪ SmartParks public interaction is high (intake window)</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Finger Printing once a week Criminal justice (CJIS) Must approve</li> </ul>
<b>Furniture &amp; Equipment</b>	<ul style="list-style-type: none"> <li>▪ Standard office furniture and equipment (no special requirements).</li> </ul>

## Organizational Chart – Parks – Management Services



Capacity: 13

## New Headquarters Office Building POR for M-NCPPC

**Department: Parks**

### 2.3.5. Public Affairs and Community Partnerships

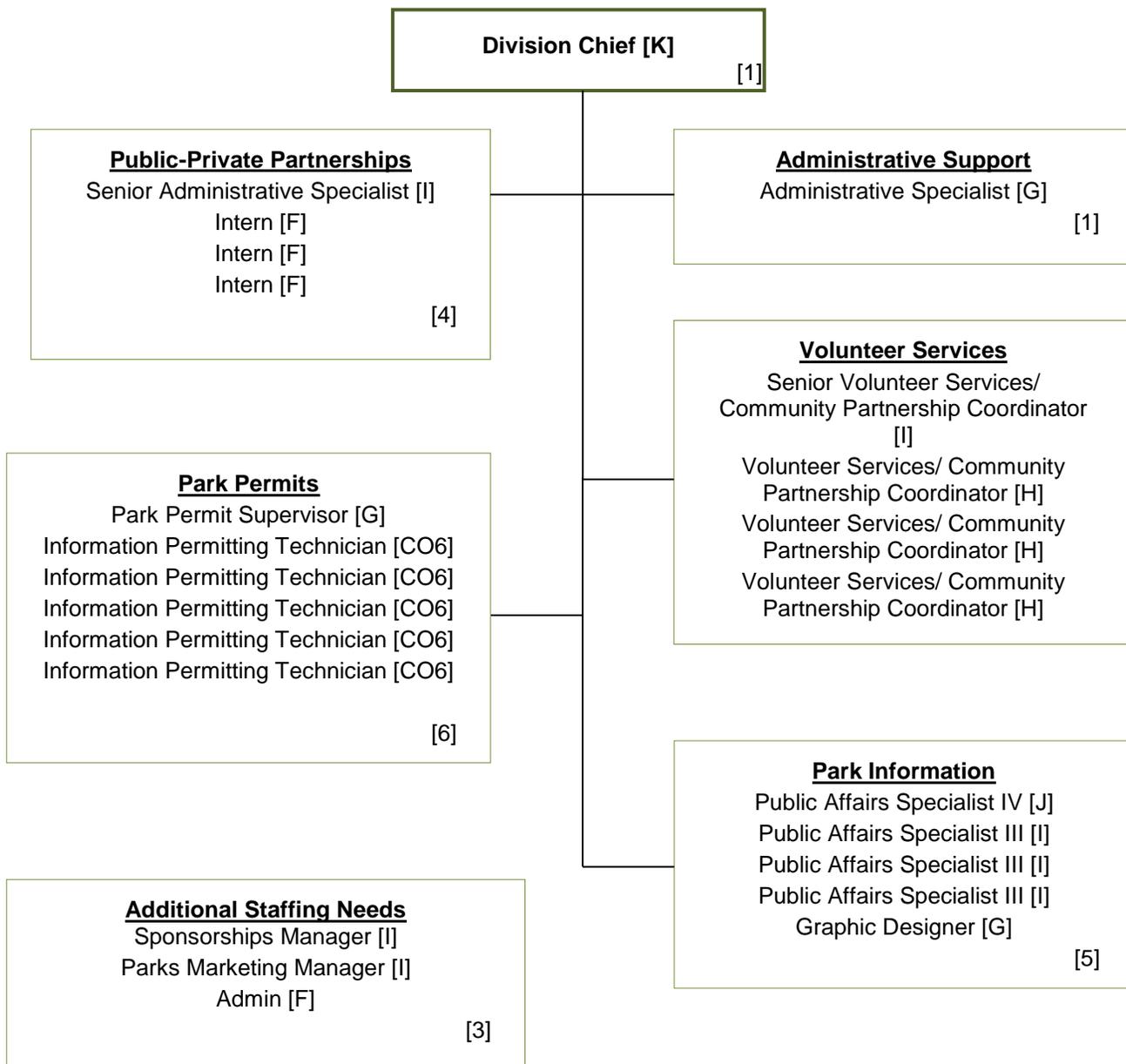
## New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> <li>▪ Conference rooms (shared)</li> </ul> <p>Park Information (Marketing)</p> <ul style="list-style-type: none"> <li>▪ Private offices</li> <li>▪ Conference rooms with smartboards and projectors (shared)</li> <li>▪ Team meeting spaces (internal)</li> <li>▪ TDY spaces</li> </ul>
<p><b>Location/ Adjacency</b></p>	<p>Required/Preferred Adjacencies:</p> <p>Partnerships</p> <ul style="list-style-type: none"> <li>▪ Director's Office, Parks Foundation, Associate General Counsel, Property management. Chief to be located collectively with the administrative staff support for the Division as well as the partnerships manager. All of PACPD must be co-located. Unit does not require ground floor presence</li> <li>▪ Property Management</li> </ul> <p>Volunteer Services</p> <ul style="list-style-type: none"> <li>▪ Very high level of public interaction</li> <li>▪ Meet with potential volunteers (near intake not mandatory)</li> <li>▪ "Back of house" intake near loading dock for volunteers to pick up supplies.</li> </ul> <p>Park Permits</p> <ul style="list-style-type: none"> <li>▪ High interaction with public</li> <li>▪ Front intake / information desk / Ground floor (clear identification)</li> <li>▪ Division Chief Director's Office</li> <li>▪ Internal Call Center</li> </ul> <p>Park Information (Marketing)</p> <ul style="list-style-type: none"> <li>▪ Director's Office</li> <li>▪ PACPD Chief and administration</li> <li>▪ Enterprise</li> <li>▪ Park Planning and Stewardship</li> <li>▪ PDD</li> </ul>
<p><b>Design Issues &amp; Special Requirements</b></p>	<p>Partnerships</p> <ul style="list-style-type: none"> <li>▪ Conference rooms with smartboards and projectors (shared)\</li> <li>▪ Utilizes fleet vehicles</li> <li>▪ Access to copy/print/plotter area (shared)</li> <li>▪ Some interaction with public</li> </ul> <p>Volunteer Services</p> <ul style="list-style-type: none"> <li>▪ Access to copy/print/plotter area (shared)</li> <li>▪ High level of public interaction</li> </ul> <p>Park Permits</p> <ul style="list-style-type: none"> <li>▪ Booking and Reservation Office             <ul style="list-style-type: none"> <li>• PCI compliant (cash is collected and held)</li> <li>• TV monitors for waiting area</li> <li>• Kid-friendly waiting area</li> <li>• Minimum of two walk-up windows (one dedicated)</li> </ul> </li> <li>▪ High interaction with public</li> <li>▪ All CO technicians are represented</li> <li>▪ 5 dedicated customer parking spaces</li> <li>▪ After hours/weekend security preferred</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> <li>▪ Utilizes fleet vehicles</li> </ul> <p>Park Information (Marketing)</p> <ul style="list-style-type: none"> <li>▪ Access to copy/print/plotter area (shared)</li> <li>▪ Staging/pick-up/drop off area for loading/unloading event materials and publications</li> <li>▪ Utilizes fleet vehicles</li> <li>▪ Limited interaction with public</li> </ul>
<p><b>Systems</b></p>	<ul style="list-style-type: none"> <li>▪ ACD System (Telephone)</li> </ul>
<p><b>Furniture &amp; Equipment</b></p>	<p>Partnerships</p> <ul style="list-style-type: none"> <li>▪ 2 tall lateral files (4' wide)</li> </ul> <p>Volunteer Services</p> <ul style="list-style-type: none"> <li>▪ 3 tall lateral files (4' wide)</li> </ul> <p>Park Permits</p> <ul style="list-style-type: none"> <li>▪ Booking and Reservation Office             <ul style="list-style-type: none"> <li>• Storage area within walk-up permit area windows for sports equipment (approximately 10-15 bags similar in size to average bag of golf clubs)</li> <li>• 4-5 vertical file cabinets</li> <li>• Scanner, fax machine (dedicated)</li> <li>• Copy/print area within walk-up permit area windows (internal, could be shared)</li> <li>• Fireproof safe</li> <li>• ACD system (telephone)</li> </ul> </li> <li>▪ Possible self-service kiosk</li> <li>▪ After hours key-drop</li> </ul> <p>Park Information (Marketing)</p> <ul style="list-style-type: none"> <li>▪ 3 tall lateral files (4' wide)</li> <li>▪ Storage area for publications, event equipment (chairs, pop-up tents, tables, tablecloths, mobile brochure racks, etc.) located near loading area</li> <li>▪ Secured storage area for A/V and electronic equipment for events (speakers, podium, microphones, etc.) located near loading area</li> <li>▪ Self-service information kiosks inn lobby</li> <li>▪ Specialized graphics and desktop publishing software</li> </ul>

## Organizational Chart – Parks – Public Affairs and Community Partnerships



**Capacity: 24**

## New Headquarters Office Building POR for M-NCPPC

**Department: Parks**

**2.3.6. Park Development**

## New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> <li>▪ [1] ICC Environmental Monitor ([1] Grade H)</li> <li>▪ [2] WSSC Coordinators ([1] Grade H / G)</li> </ul> <p>Additional Staffing Needs [2]:</p> <ul style="list-style-type: none"> <li>▪ [1] Programmer / Analyst III ([1] Grade I-IT)</li> <li>▪ [1] Project Manager II/I ([1] Grade I/H)</li> </ul>
<b>Capacity</b>	53
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private offices</li> <li>▪ Workstations (cubicle)</li> <li>▪ Team meeting spaces (internal)</li> <li>▪ Central file room</li> <li>▪ TDY Spaces</li> <li>▪ Mudroom</li> <li>▪ Design Technicians (G) need similar space as will Grade H</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Park Planning &amp; Stewardship Division staff</li> <li>▪ All sections in the Division should be located in the same area.</li> <li>▪ PDD's Design, Environmental Engineering and Construction sections and PPS' Natural Resources Stewardship section and Cultural Resources Stewardship section</li> <li>▪ The Administrative section is the point of contact for visitors to the building. The section currently manages the Parkside Headquarters' office supply inventory and vehicle fleet.</li> <li>▪ Frequent meetings with public: Land acquisition, design, construction, and architecture sections.</li> <li>▪ Frequent internal interaction.</li> </ul> <p>Secondary adjacencies:</p> <ul style="list-style-type: none"> <li>• Director's Office, Associate General Counsel staff, and the Forest Ecologist in the Park Planning &amp; Stewardship Division</li> <li>• Construction inspectors work on park permit and encroachment issues and work closely with Associate General Counsel, park region staff and Director's Office, although don't need to be located near these units.</li> <li>• Environmental Engineering section works collectively with PPS Resource Analysis section</li> <li>• Facilities Management</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ 2 CO employee, represented</li> <li>▪ Division also holds occasional public meetings or attends Planning Board meetings in the day and in the evenings. Various staff need access to the building on evenings and on weekends</li> <li>▪ Central file room in close proximity to work areas for shared project files and flat file drawing storage. The existing central file room and plan storage areas are not large enough.</li> <li>▪ The existing central file room has a mobile filing system with six units with ten shelves per unit and will eventually need additional units as projects are completed and closed. The documents could be archived if</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

	<p>there is an archive and digital filing policy.</p> <ul style="list-style-type: none"> <li>▪ CADD room close to PDD with plotters, large scanners, high-quality graphic plotters, black &amp; white copiers and plotters. Large format paper cutter, layout space for maps and drawings. Storage for paper rolls, ink cartridges and other graphic supplies. (Secure and Parks exclusive)</li> <li>▪ Library to store product catalogs, books, and materials or product samples. The library could be incorporated into a flexible space or medium-sized meeting room.</li> <li>▪ Open-style studio/workshop flexible space to be used for day-to-day discussions, design charities, and casual gatherings or meetings. This “door-free” open work space should be flexible and include a large work area and ample wall space for pinning up drawings. It could be part of other shared areas or a flexible TDY space for consultants or park employees from other offices.</li> <li>▪ Large volume printing projects are outsourced, admin does internal publication services.</li> <li>▪ The inspectors currently share a common office space of 15' x 13'. They need to have individual offices with a small common team area.</li> <li>▪ Survey staff needs 4 work stations with a small common team area, and a 10x10 secure equipment storage area with multiple outlets and shelving.</li> </ul>
<p><b>Systems</b></p>	<ul style="list-style-type: none"> <li>▪ PDD manages the fleet vehicle system ([10] vehicles) for Parks. [8] Additional vehicles are assigned to various positions.</li> </ul>
<p><b>Furniture &amp; Equipment</b></p>	<p>Office</p> <ul style="list-style-type: none"> <li>▪ Design, Environmental, and Architecture individual offices: large computer monitors, layout tables for large format drawings, file cabinets, bookshelves and an extra chair for visitors</li> <li>▪ Project managers, construction managers and design technicians should have work spaces that include double large computer monitors, a large enough (and deep enough) table immediately adjacent to the computer to lay out large format maps and working construction documents, and space for a phone nearby. Each space should include a file cabinet and a bookcase, as well as room for rolled drawing storage. Partitions between individual workspaces should allow for space to pin up drawings or images but not block views across the entire office space. It would be ideal if there was some flexibility in the design of each work space to accommodate individual preferences for drafting tables or extended desktop space.</li> <li>▪ Supervisors of the design, environmental engineering and construction units require space for a large computer monitor, a large enough (and deep enough) table immediately adjacent to the computer to lay out large format drawings and space for a phone nearby. Work areas should include ample file storage space, bookshelves and several chairs for small meetings.</li> </ul> <p>General Team Space</p> <ul style="list-style-type: none"> <li>▪ Standing files</li> <li>▪ Flat files (file storage room)</li> <li>▪ Storage space for equipment and contract file/bid proposals (secure)</li> <li>▪ Graphic room</li> <li>▪ Copy room (shared)</li> <li>▪ Staging area for deliveries (internal)</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

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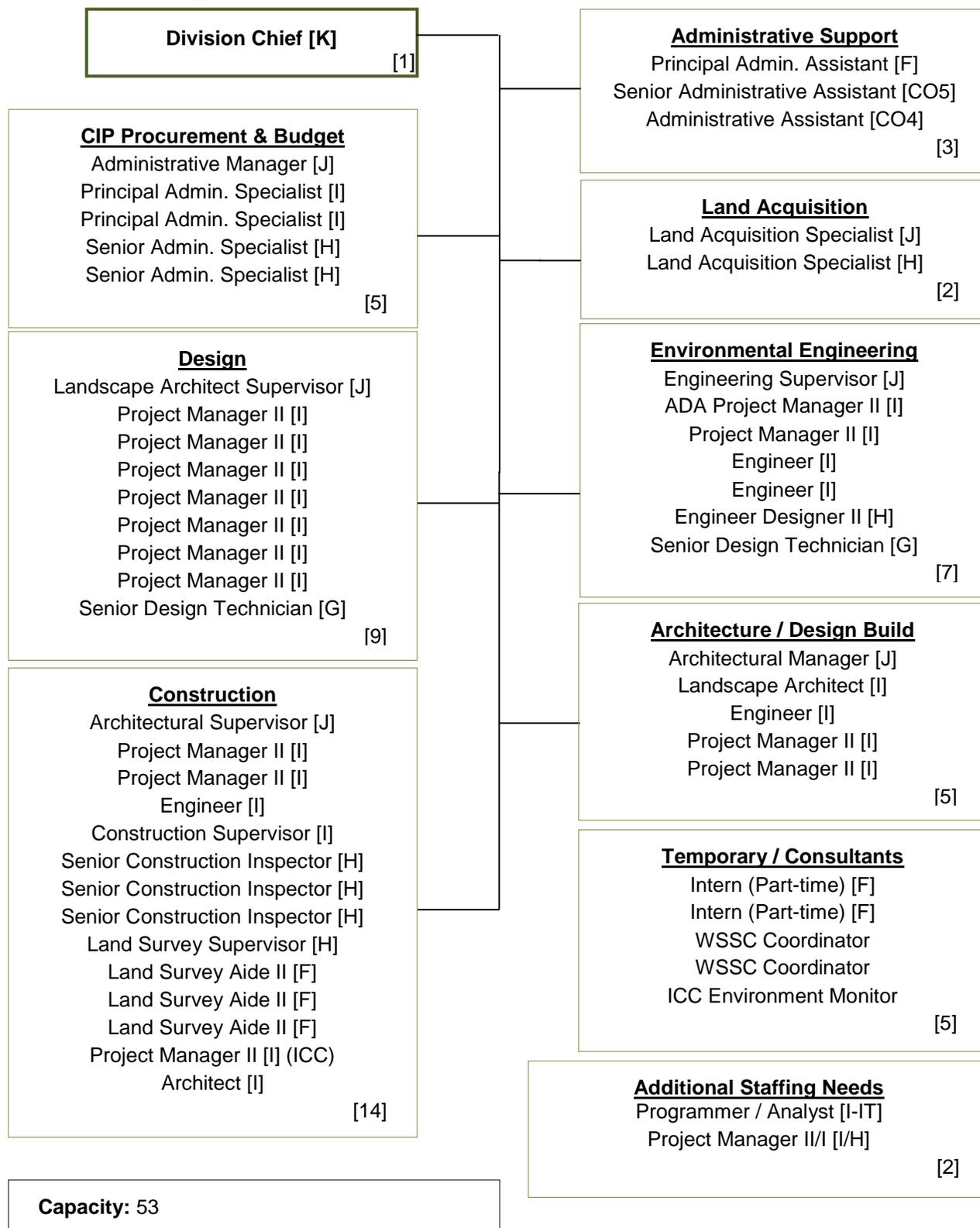
### Conference

- [3] Small, Medium, and Large (shared)
- Possible multipurpose room
- Executive Conference room [<50 people] (shared)

### Public Area/Other

- Possible awards case in reception area
  - Possible storage area near loading dock
  - Mudroom near loading dock/parking
  - Space for office supplies inventory: should be easily accessible to the front receptionist area of Park Development, but it's not necessary to have all of the cabinets in close proximity to the front receptionist area
  - Employee Lounge
  - Shared Production Equipment (printers, plotters, copiers, etc.)
-

## Organizational Chart – Parks – Park Development



## New Headquarters Office Building POR for M-NCPPC

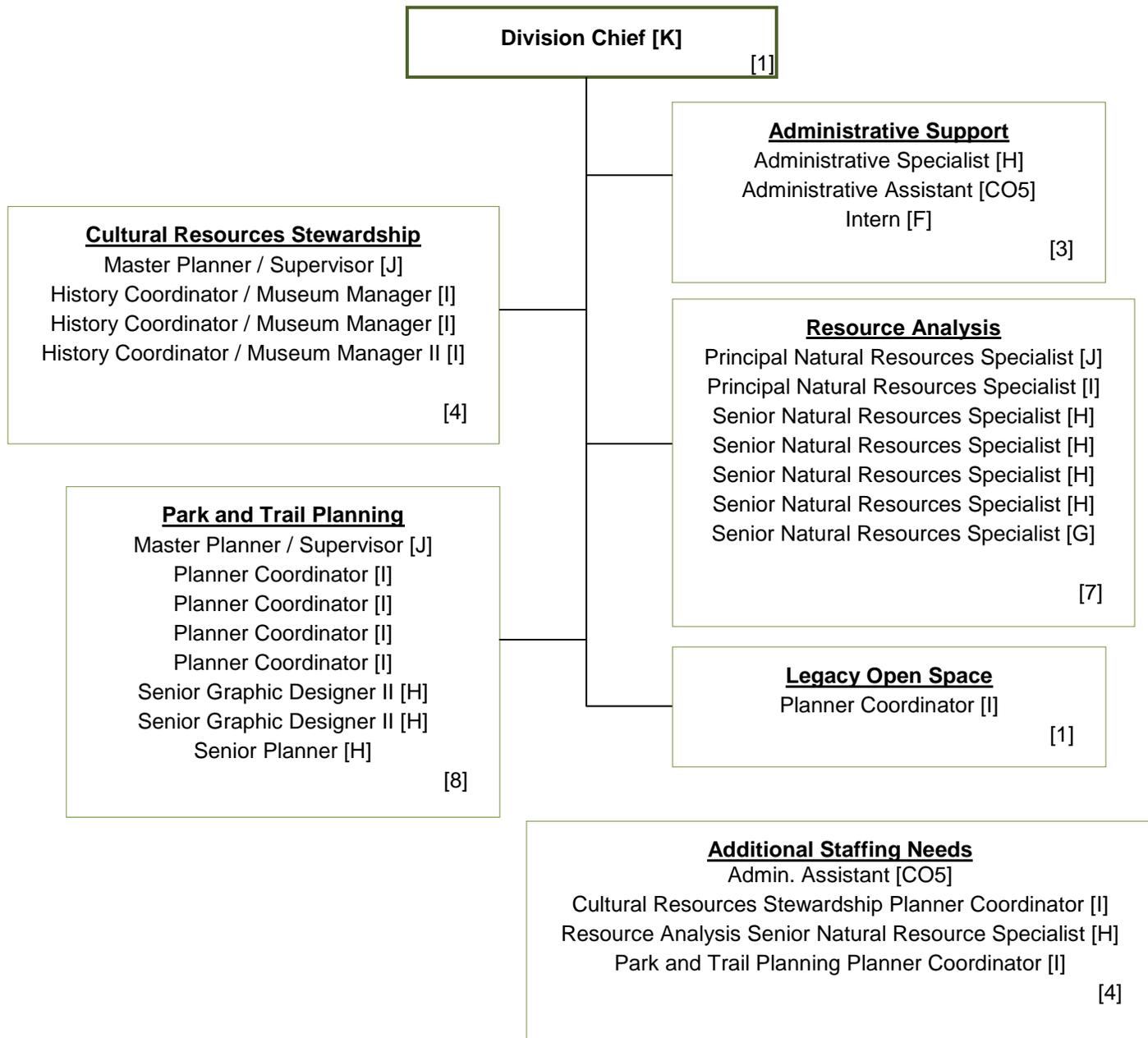
**Department: Parks**

**2.3.7. Park Planning and Stewardship**

## New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> <li>▪ Possible auditorium?</li> <li>▪ Possible outdoor flexible space to showcase sports/fitness/trends as revolving exhibits</li> <li>▪ Ability to educate public with learning/media/info space near intake</li> <li>▪ Clear demarcation of each department to public</li> <li>▪ Possible large meeting room accessible after hours, separate from main office area.</li> <li>▪ Large areas for maps to be pinned up for short and long-term.</li> </ul>
<p><b>Systems</b></p>	<ul style="list-style-type: none"> <li>▪ Wi-Fi throughout</li> </ul>
<p><b>Furniture &amp; Equipment</b></p>	<p>Office</p> <ul style="list-style-type: none"> <li>▪ Team workspace to layout documents/maps</li> <li>▪ Conference space with large maps</li> <li>▪ Central reference Library</li> </ul> <p>Conference</p> <ul style="list-style-type: none"> <li>▪ [2] small ([1] dedicated), [1] medium, [1] large</li> <li>▪ SMART board</li> </ul> <p>Public Area/Other</p> <ul style="list-style-type: none"> <li>▪ [1] fleet vehicle (truck) assigned</li> <li>▪ Aquatics Lab (secure) (exterior access and ventilation needed)</li> <li>▪ Equipment storage room (secure)</li> <li>▪ Central reference Library</li> <li>▪ Loading Dock Storage (volunteer equipment storage)</li> <li>▪ File cabinets (6)- 3' x 2' x 6' (ht.)</li> <li>▪ Book cases (3)</li> <li>▪ Lateral Files (2) – 3.5' x 4.5' x 1.5' (ht.)</li> </ul>

**Organizational Chart – Parks – Park Planning and Stewardship**



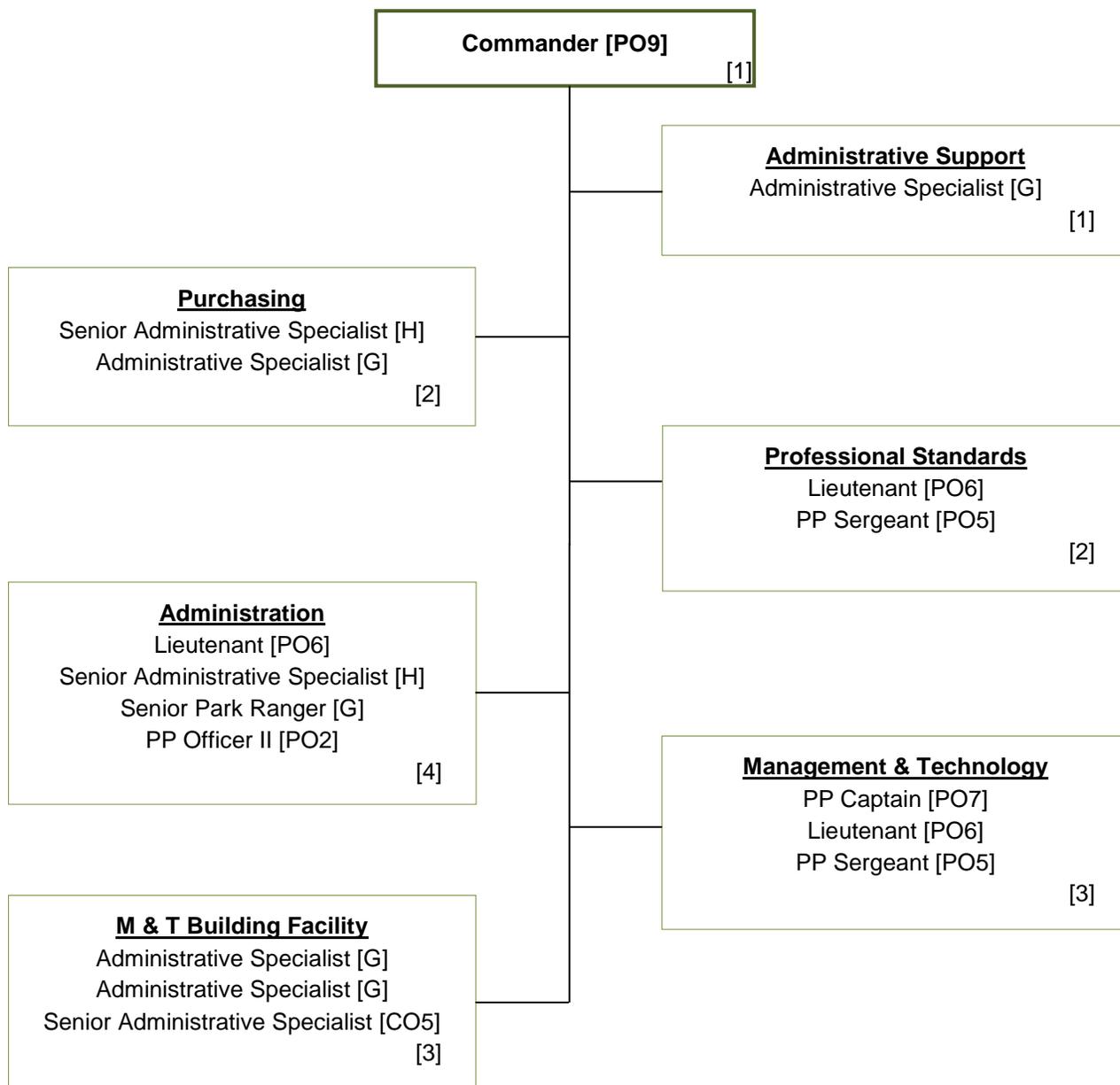
**Capacity: 28**

## New Headquarters Office Building POR for M-NCPPC

**Department: Parks**  
**2.3.8. Park Police**

<b>Mission Statement</b>	To provide quality police services through the prevention, detection, investigation of crime, and prosecution of criminals while providing a safe and enjoyable recreational environment. Park Police operate 24-hours a day, seven days a week throughout the park system of Montgomery County. The highly-visible patrol unit polices parkland 24 hours a day by car, foot, or bicycle.
<b>General</b>	<p>Office Hours: 8:30am - 5:00pm            Current Location: Saddlebrook            Authorized Staff Complement [16]:</p> <ul style="list-style-type: none"> <li>▪ [1] Commander ( [1] Grade PO9)</li> <li>▪ [1] Admin Support ( [1] Grade G)</li> <li>▪ [2] Purchasing ( [1] Grade H / [1] Grade G)</li> <li>▪ [2] Professional Standards ( [1] Grade PO6 / [1] Grade PO5)</li> <li>▪ [4] Administration ( [1] Grade PO6 / [1] Grade H / [1] Grade G / [1] Grade PO2)</li> <li>▪ [3] Management &amp; Technology ( [1] Grade PO7 / [1] Grade PO6 / [1] Grade PO5)</li> <li>▪ [3] M &amp; T Building Facility ([1] Grade CO5 / [2] Grade G)</li> </ul>
<b>Capacity</b>	16
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Closed Office</li> <li>▪ Workstation</li> <li>▪ Secure Storage</li> <li>▪ Med - Large conference room (shared outside of hard line)</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Must have Secured space for entire division (hardline)</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Small conference room within division space.</li> <li>▪ Temporary duty (TDY) workstation for local officer to use.</li> </ul>
<b>Furniture &amp; Equipment</b>	<ul style="list-style-type: none"> <li>▪ Standard office furniture and equipment.</li> </ul>

## Organizational Chart – Parks – Park Police



Capacity: 16

## New Headquarters Office Building POR for M-NCPPC

Department: Parks

### 2.3.9. M-NCPPC Federal Credit Union

<b>Mission Statement</b>	N/A
<b>General</b>	Office Hours: 8:30am - 4:00pm Current Location: Saddlebrook Authorized Staff Complement [1]: <ul style="list-style-type: none"> <li>▪ [1] UC</li> </ul>
<b>Capacity</b>	1
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Currently operates within a large room (220+ s.f.) with a customer transaction window</li> <li>▪ Secure Storage</li> </ul>
<b>Location/ Adjacency</b>	Required/Preferred Adjacencies: <ul style="list-style-type: none"> <li>▪ Accessible to M-NCPPC employees</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ PCI compliance</li> <li>▪ Secure transaction window</li> <li>▪ Small meeting space with a table/chairs for customer consultation and loan application</li> </ul>
<b>Furniture &amp; Equipment</b>	<ul style="list-style-type: none"> <li>▪ Standard office furniture and equipment.</li> <li>▪ Fireproof file storage</li> </ul>

## **2.4. Planning Department**

The Planning Department, under the direction of the Montgomery County Planning Board, manages physical growth, plans communities, protects open space and provides stewardship of natural, cultural and historic resources for Montgomery County. Subject to review and approval by the County Council, the Planning Department's work program focuses on current development trends, emerging land-use trends and issues, and monitoring economic changes in the County.

Consistent with County and state policies, the Department strives to ensure that smart growth practices are incorporated in all aspects of planning and that development is balanced with protection of open space, historic resources, and environmental resources. The Planning Department pursues its statutory work to ensure that Montgomery County makes the best uses of its resources. Planning Department staff provides recommendations, information, analysis and services to the Montgomery County Planning Board, the County Council, the County Executive, other government agencies, and the general public.

### **Organization**

The Department operates in multi-disciplinary geographic teams with regulatory as well as community planning functions. This creates better integration and flexibility, and leads to faster and more balanced decision-making. Divisions include (mission statements for each are included in the pages that follow):

- Planning Area 1 – Communities between the Beltway's inner loop and the District of Columbia boundary
- Planning Area 2 – Communities along the I-270 Corridor, and East County
- Planning Area 3 – Agricultural Reserve and Rural | Suburban Communities
- Development Applications and Regulatory Coordination Division
- Functional Planning and Policy Division
- Center for Research and Information Services
- Office of the Planning Director/Planning Policy and Special Projects
- Management and Technology Services Division

### **Existing Headquarters**

The Montgomery Regional Office (MRO) building, located at 8787 Georgia Avenue in Silver Spring, has been home to the Commissioners' Office and Planning Department since the oldest section of the structure was constructed in 1953. An addition was built in the late 1970s that expanded the building to

its current size, approximately 42,500 square feet. More recently, the building underwent a number of interior renovations to accommodate staff reorganizations and to better utilize available interior space. There are currently about 156 employees working at the headquarters facility.

### **Staff Complement at New Headquarters Building**

All Planning staff and public functions currently located at the MRO facility will be relocated to the new headquarters building.

### **Space Program Analysis**

The needs of the staff and their associated work programs were analyzed in the following section. A Program Worksheet was prepared for individual Divisions to identify their particular space and function needs.

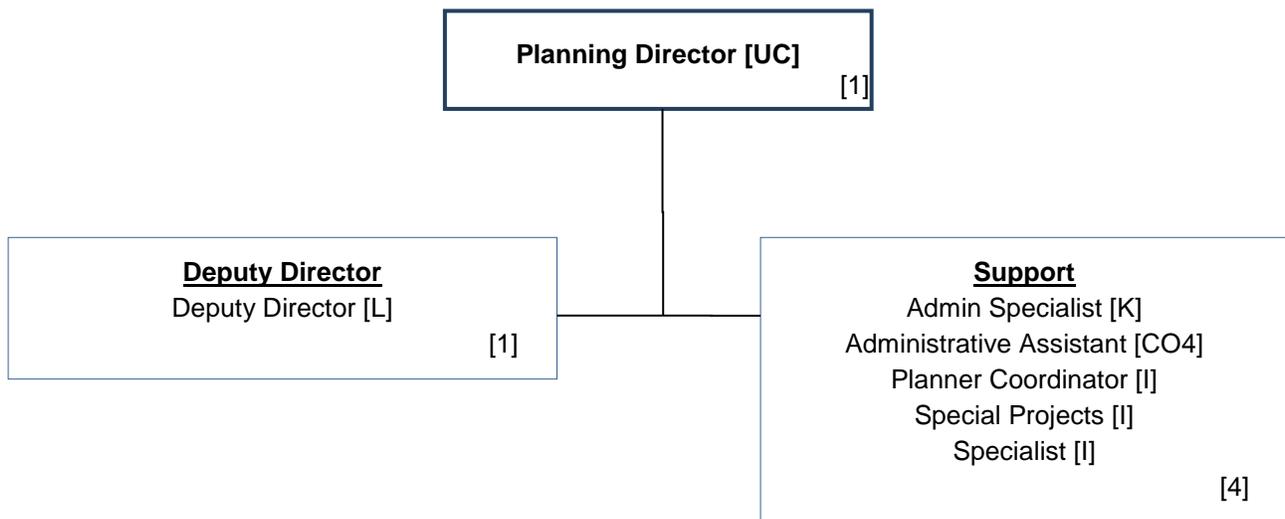
## New Headquarters Office Building POR for M-NCPPC

Department: Planning

### 2.4.1. Director's Office

<b>Mission Statement</b>	To provide leadership and executive oversight for the Planning Department's work program, policy, procedures and strategic planning. Activities include liaison, coordination and communication with Montgomery County officials and local and regional government agencies. The Director is responsible for a semi-annual report to the County Council on the Planning Department's progress on the approved work program.
<b>General</b>	Office Hours: 8:00am – 5:00 pm Current Location: MRO  Authorized Staff Complement [6]: <ul style="list-style-type: none"> <li>▪ [1] Director ([1] Grade UC)</li> <li>▪ [1] Deputy Director ( [1] Grade L)</li> <li>▪ [1] Admin Specialist ( [1] Grade K)</li> <li>▪ [1] Admin Assist. ( [1] Grade CO4)</li> <li>▪ [1] Specialist ( [1] Grade I)</li> <li>▪ [1] Special Projects ( [1] Grade I)</li> </ul>
<b>Capacity</b>	6
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private offices</li> <li>▪ Workstations</li> <li>▪ Waiting area</li> <li>▪ Large conference room (shared)</li> <li>▪ Medium Conference room (dedicated)</li> </ul>
<b>Location/ Adjacency</b>	Required/Preferred Adjacencies: <ul style="list-style-type: none"> <li>▪ Near chair's office</li> <li>▪ Near Planning Dept.</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ One assigned vehicle</li> <li>▪ 30 Person Multifunction space</li> <li>▪ Community garden / green space</li> <li>▪ Secure departure of staff (building)</li> </ul>
<b>Furniture &amp; Equipment</b>	Office <ul style="list-style-type: none"> <li>▪ Fax/Copy/Print (shared)</li> <li>▪ Panic button at director and deputy desk</li> </ul>

## Organizational Chart – Planning – Director’s Office



**Capacity: 6**

## New Headquarters Office Building POR for M-NCPPC

**Department: Planning**

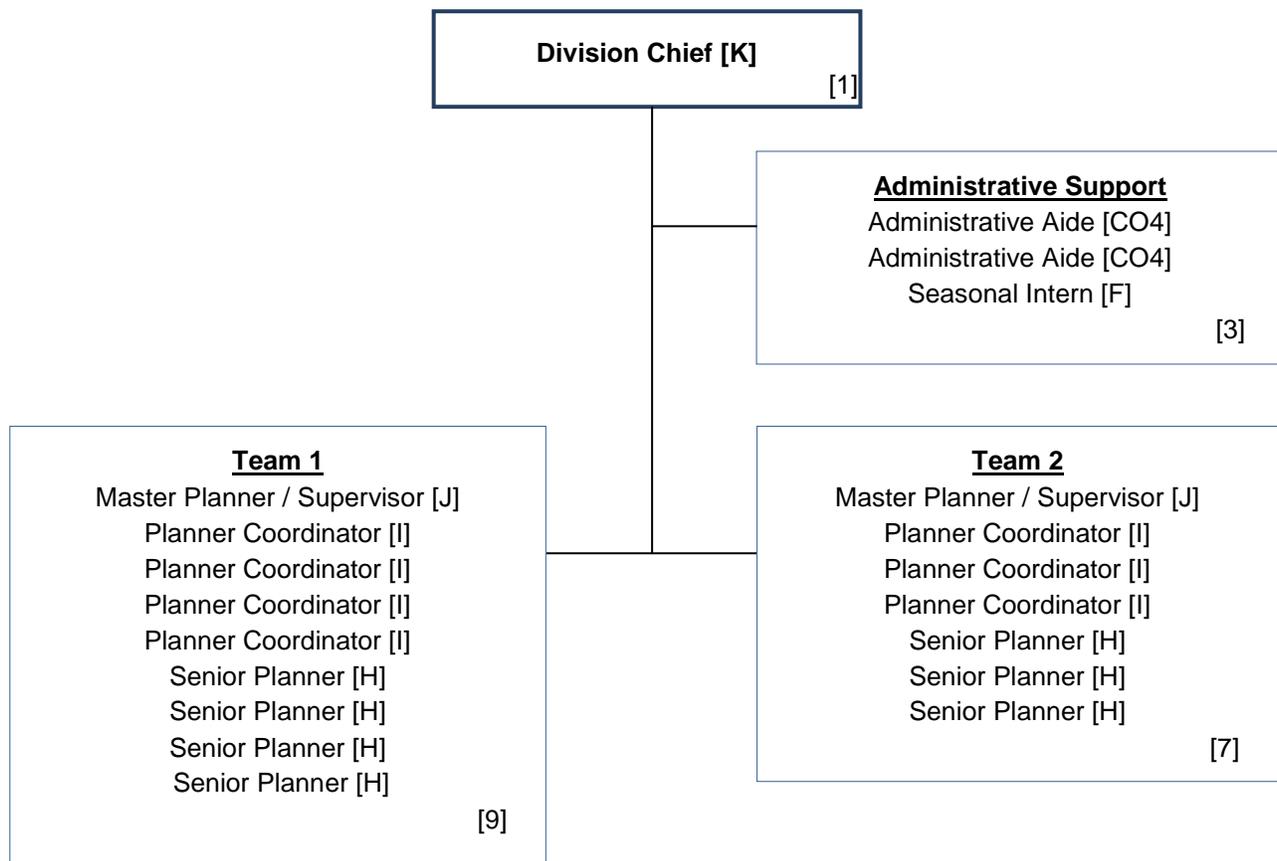
**2.4.2. Area 1**

<b>Mission Statement</b>	<p>To provide area planning and regulatory review of development applications for communities located between the Capital Beltway and the District Of Columbia border.</p> <p>Activities include development and implementation of Master and Sector Plans – local area amendments to the regional General Plan – that provide detailed land use and zoning recommendations for specific areas of the County; and review of development applications for consistency with adopted master plans, environmental impacts, design quality, and availability of public facilities.</p>
<b>General</b>	<p>Office Hours: 7:00am – 5:30 pm Current Location: MRO</p> <p>Authorized Staff Complement [19]:</p> <ul style="list-style-type: none"> <li>▪ [1] Chief ( [1] Grade K)</li> <li>▪ [2] Administrative Aide ( [2] Grade CO4)</li> <li>▪ [2] Master / Planner Supervisor ([2] Grade J)</li> <li>▪ [7] Planner / Coordinator ( [7] Grade I)</li> <li>▪ [7] Senior Planner ( [7] Grade H)</li> </ul> <p>Interns / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> <li>▪ [1] Seasonal Intern ( [1] Grade F)</li> </ul>
<b>Capacity</b>	20
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private office</li> <li>▪ Open office workstations</li> <li>▪ Conference (shared) – [1] large and [1] medium</li> <li>▪ Equipment storage closet</li> <li>▪ Internal team workspace</li> <li>▪ Internal workroom? (space to leave plans up for extended periods)</li> <li>▪ Training space (shared)</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Area 2 &amp; Area 3</li> <li>▪ DARC</li> <li>▪ Interaction with public by appointment</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Chief office to be STC rated, but near staff with admin aide.</li> <li>▪ Large shared conference rooms.</li> <li>▪ Area 1 workroom (need for extended display/presentations to be left up).</li> <li>▪ Printers/fax machine and lockable supply cabinets to be centrally located in general team area, near light table.</li> <li>▪ Workstations to have high panels to reduce noise.</li> <li>▪ Possible future addition of 2-4 staff members and 2 interns.</li> <li>▪ Large map used frequently, possibly near team space</li> <li>▪ Central filing system (department wide)</li> <li>▪ Possible acquisition of additional monitors, and possible virtual modeling equipment.</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"><li>▪ [4] Additional TDY space is requested for outside agency representatives (DRC) who need a space to work beyond meeting times.</li><li>▪ Telework is expected to increase</li></ul>
<b>Furniture &amp; Equipment</b>	<p>Conference/Meeting:</p> <ul style="list-style-type: none"><li>• SmartBoard</li><li>• Projector</li></ul> <p>Internal:</p> <ul style="list-style-type: none"><li>• Equipment Storage (secure) – cameras, light meters, field equipment (near loading dock)</li><li>• Internal file storage (currently an entire cubicle's worth)</li><li>• Rolled plan (tube) storage, board storage, and standard file storage</li><li>• Equipment Storage (Secure) – cameras, light meters, field equipment (near loading dock)</li><li>• Internal file Storage (currently an entire cubicle's worth)</li><li>• Rolled plan (tube) storage, board storage, and standard file storage.</li></ul> <p>Public Area/Other:</p> <ul style="list-style-type: none"><li>• Printers (shared)</li><li>• Lockable supply cabinets</li><li>• Fax machines</li><li>• Light table (shared)</li></ul>

**Organizational Chart – Planning – Area 1**



**Capacity: 20**

## New Headquarters Office Building POR for M-NCPPC

**Department: Planning**

**2.4.3. Area 2**

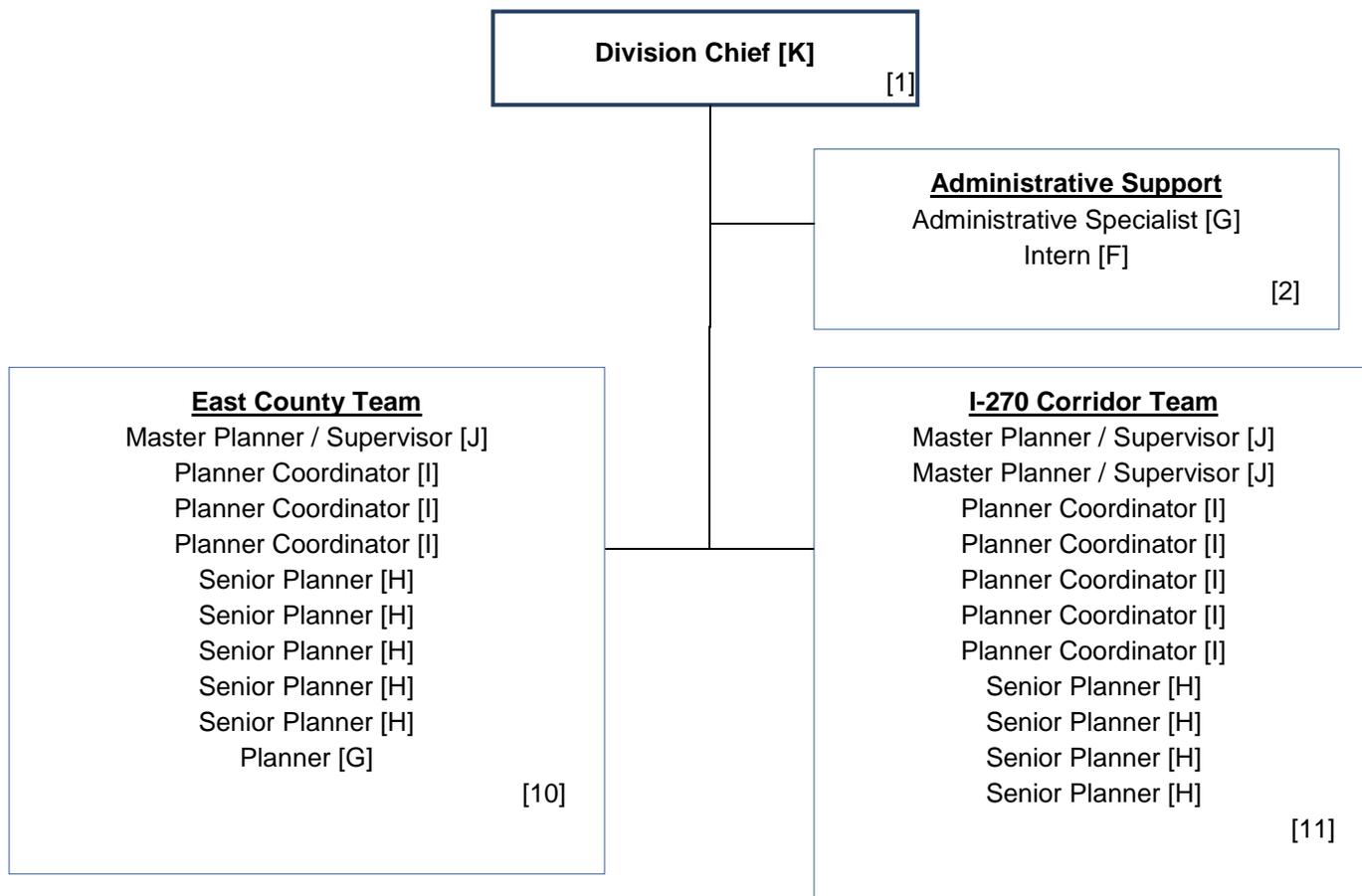
<b>Mission Statement</b>	<p>To provide area planning and regulatory review of development applications for communities located along the I-270 corridor (up to Gaithersburg), and at the Eastern part of the County.</p> <p>Activities include development and implementation of Master and Sector Plans – local area amendments to the regional General Plan – that provide detailed land use and zoning recommendations for specific areas of the County; and review of development applications for consistency with adopted master plans, environmental impacts, design quality, and availability of public facilities.</p>
<b>General</b>	<p>Office Hours: 7:00 am - 6:30 pm Current Location: MRO</p> <p>Authorized Staff Complement [23]:</p> <ul style="list-style-type: none"> <li>▪ [1] Chief ( [1] Grade K)</li> <li>▪ [1] Administrative ( [1] Grade G)</li> <li>▪ [10] East County Team ( [1] Grade J / [3] Grade I / [5] Grade H / [1] Grade G)</li> <li>▪ [11] I-270 Team ( [2] Grade J / [5] Grade I / [4] Grade H)</li> </ul> <p>Interns / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> <li>• [1] Intern ( [1] Grade F)</li> </ul>
<b>Capacity</b>	24
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private office</li> <li>▪ Open office workstations</li> <li>▪ Conference (shared) – [1] large and [1] medium</li> <li>▪ Reception area in Area 2 suite</li> <li>▪ Employee lounge (Building)</li> <li>▪ Coat closet (Building)</li> <li>▪ Equipment storage closet</li> <li>▪ General team area</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Area 1 &amp; Area 3</li> <li>▪ Development Applications and Regulatory Coordination Division (DARC)</li> <li>▪ Functional Planning</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Chief's office to be STC rated and located near Administrative.</li> <li>▪ Large shared conference rooms.</li> <li>▪ Area 2 workroom (need for extended display/presentations to be left up).</li> <li>▪ Printers/fax machine and lockable supply cabinets to be centrally located in general team area, near light table.</li> <li>▪ Work space and waiting space for external agency staff.</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

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	<ul style="list-style-type: none"><li>▪ Workstations to have high panels to reduce noise.</li><li>▪ Possible future addition of [2] staff members and [1] intern.</li><li>▪ Large map used frequently, possibly near team space</li></ul>
<b>Furniture &amp; Equipment</b>	<p>Conference/Meeting:</p> <ul style="list-style-type: none"><li>▪ SmartBoard</li><li>▪ Projector</li></ul> <p>Public Area/Other:</p> <ul style="list-style-type: none"><li>▪ Printers</li><li>▪ Lockable supply cabinets</li><li>▪ Hanging files [13]</li><li>▪ Fax machines</li><li>▪ Light table (shared)</li></ul>

**Organizational Chart – Planning – Area 2**



**Capacity: 24**

## New Headquarters Office Building POR for M-NCPPC

**Department: Planning**

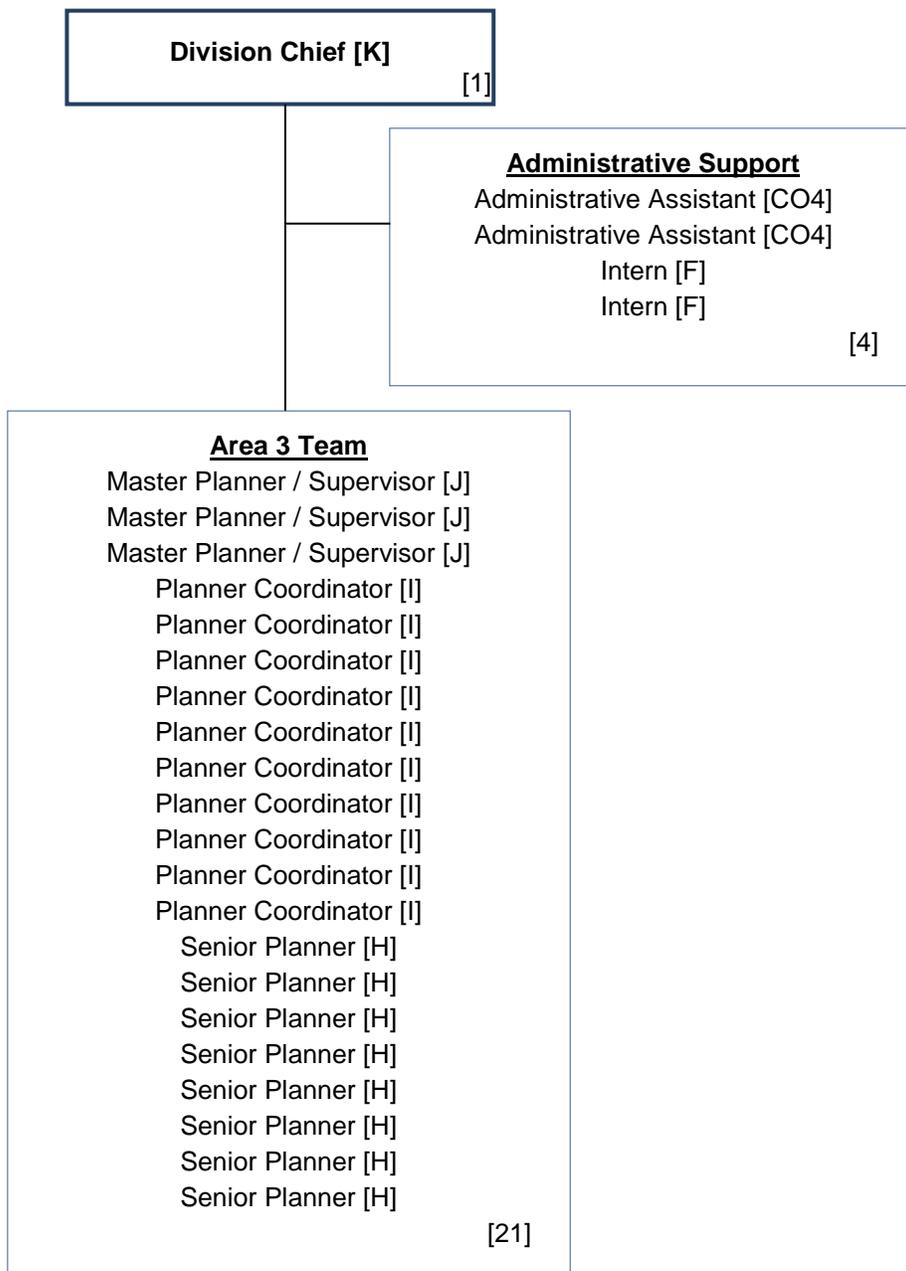
**2.4.4. Area 3**

<b>Mission Statement</b>	<p>To provide area planning and regulatory review of development applications for communities located within the Agricultural / Rural areas, and suburban communities along the eastern and western boundaries of the county.</p> <p>Activities include development and implementation of Master and Sector Plans – local area amendments to the regional General Plan – that provide detailed land use and zoning recommendations for specific areas of the County; and review of development applications for consistency with adopted master plans, environmental impacts, design quality, and availability of public facilities.</p>
<b>General</b>	<p>Office Hours: 8:00am – 6:30 pm Current Location: MRO</p> <p>Authorized Staff Complement [24]:</p> <ul style="list-style-type: none"> <li>• [1] Chief ( [1] Grade K)</li> <li>• [2] Admin. Assistant ( [2] Grade CO4)</li> <li>• [3] Planner Supervisors ( [3] Grade J)</li> <li>• [10] Planner / Coordinators ( [10] Grade I)</li> <li>• [8] Senior Planners ( [8] Grade H)</li> </ul> <p>Interns / Flex Staff / Seasonal [2]:</p> <ul style="list-style-type: none"> <li>• [2] Interns ( [2] Grade F)</li> </ul>
<b>Capacity</b>	26
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private office</li> <li>▪ Open office workstations</li> <li>▪ Conference (shared) – [1] large and [1] medium</li> <li>▪ Equipment storage closet</li> <li>▪ Internal team workspace</li> <li>▪ Internal workroom? (space to leave plans up for extended periods)</li> <li>▪ Training space (shared)</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Area 1 &amp; Area 2</li> <li>▪ DARC</li> <li>▪ Interaction with public by appointment</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Chief office to be STC rated, but near staff with admin aide.</li> <li>▪ Large shared conference rooms.</li> <li>▪ Area 1 workroom (need for extended display/presentations to be left up).</li> <li>▪ Printers/fax machine and lockable supply cabinets to be centrally located in general team area, near light table.</li> <li>▪ Workstations to have high panels to reduce noise.</li> <li>▪ Possible future addition of [2-4] staff members and [2] interns.</li> <li>▪ Large map used frequently, possibly near team space.</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> <li>▪ Central filing system (department wide).</li> <li>▪ Possible acquisition of additional monitors, and possible virtual modeling equipment.</li> <li>▪ [4] Additional TDY space is requested for outside agency representatives (DRC) who need a space to work beyond meeting times.</li> <li>▪ Telework is expected to increase.</li> <li>▪ [1] represented employee (admin. assistant) - no separation needed or desired.</li> <li>▪ Additional desired spaces in proximity to Area 3 include: restrooms and space for new mothers, space for cell phone use for visitors, informal meeting space for visitors.</li> <li>▪ Dedicated stair access for employees desired.</li> </ul>
<p><b>Furniture &amp; Equipment</b></p>	<p>Conference/Meeting:</p> <ul style="list-style-type: none"> <li>▪ SmartBoard</li> <li>▪ Projector</li> </ul> <p>Internal:</p> <ul style="list-style-type: none"> <li>▪ Equipment storage (secure) – cameras, light meters, field equipment (near loading dock?)</li> <li>▪ Internal file storage (currently an entire cubicle's worth)</li> <li>▪ Rolled plan (tube) storage, board storage, and standard file storage</li> </ul> <p>Public Area/Other:</p> <ul style="list-style-type: none"> <li>▪ Printers (shared)</li> <li>▪ Lockable supply cabinets</li> <li>▪ Fax machines</li> <li>▪ Light table (shared)</li> <li>▪ Shared display space</li> <li>▪ Possible resource library</li> </ul>

### Organizational Chart – Planning – Area 3



**Capacity: 26**

## New Headquarters Office Building POR for M-NCPPC

### Department: Planning

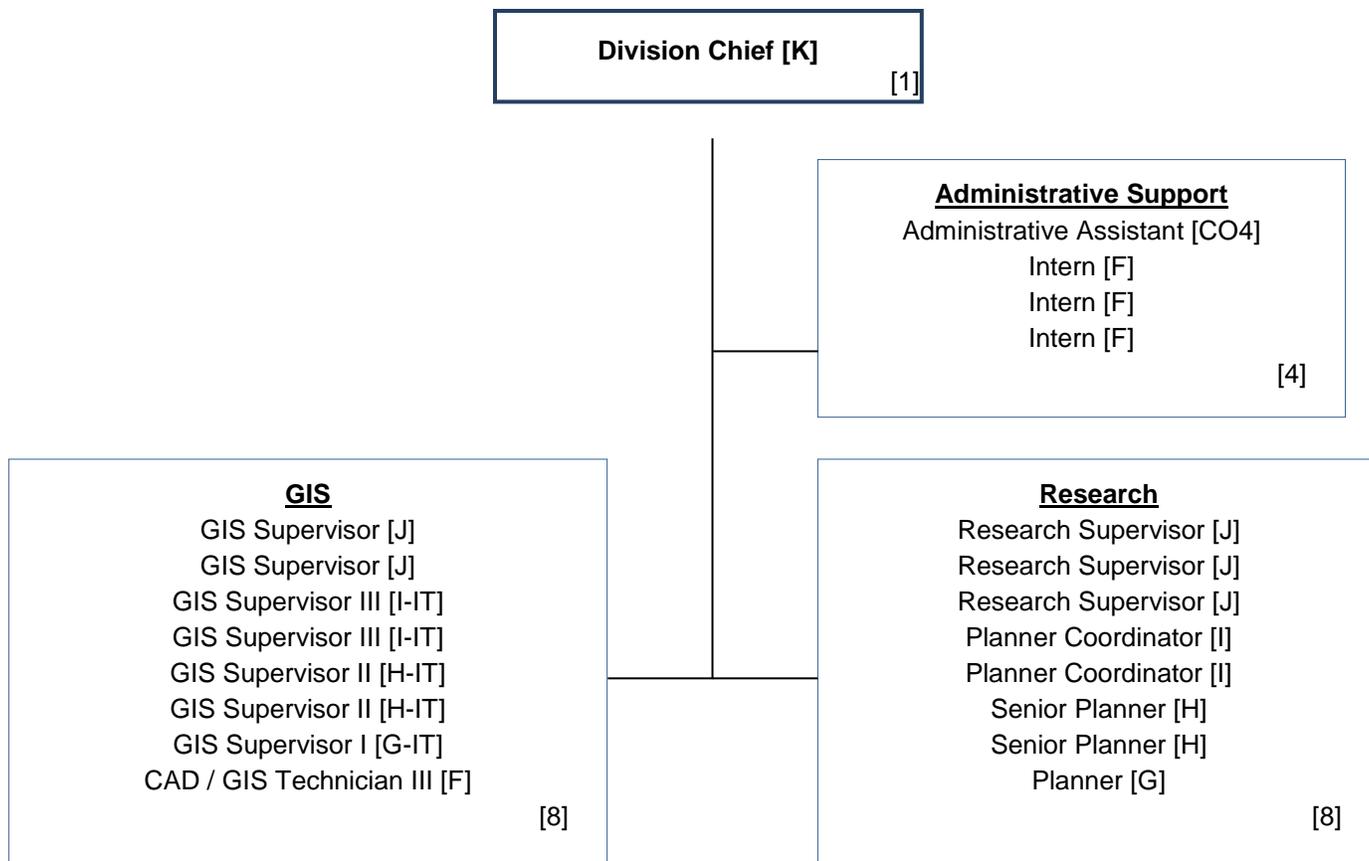
#### 2.4.5. Center for Research and Information Services

<b>Mission Statement</b>	To provide research and analysis in support of the agency's planning goals, and to promote an understanding of County land development and its associated socio-economic change.
<b>General</b>	<p>Office Hours: 6:30 am – 6:30 pm Current Location: MRO</p> <p>Authorized Staff Complement [18]:</p> <ul style="list-style-type: none"> <li>▪ [1] Division Chief ( [1] Grade K)</li> <li>▪ [1] Admin. ( [1] Grade CO4)</li> <li>▪ [8] GIS ( [2] Grade J / [2] Grade I-IT / [2] Grade H-IT / [1] Grade G-IT / [1] Grade F)</li> <li>▪ [8] Research ( [3] Grade J / [2] Grade I / [2] Grade H / [1] Grade G)</li> </ul> <p>Interns / Flex Staff / Seasonal [3]:</p> <ul style="list-style-type: none"> <li>• [3] Interns ( [3] Grade F)</li> </ul>
<b>Capacity</b>	21
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Large Work Room (dedicated, 18 persons)</li> <li>▪ Sound Proof Printer Area</li> <li>▪ Small Research Library (shared)</li> <li>▪ GIS Training Room (shared)</li> <li>▪ Map Storage</li> <li>▪ Kitchenette</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ GIS personnel should be grouped together.</li> <li>▪ Research personnel should be grouped together.</li> <li>▪ CRIS has most interaction with the community based planning teams.</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Anticipates 3 additional interns/temporary staff in the next 10-15 years, requiring workstations and computers.</li> <li>▪ Department must be secure and have key/card access.</li> <li>▪ Quiet environment essential for primary duties of analysis and software development. Would prefer a more “closed”/private environment.</li> <li>▪ At least 1 shared workstation for computers with Specialized Software and Equipment (Test servers, access to aerial imagery, image processing software, computer repair, etc.)</li> </ul> <ul style="list-style-type: none"> <li>▪ Sound proof printer area to house 60” plotters.</li> <li>▪ Small research library should have computers and tables for reviews that are accessible to the public.</li> <li>▪ Natural light available to all staff.</li> <li>▪ Workstation desk to be situated so that occupant faces entry.</li> <li>▪ Map Storage should be close to library.</li> <li>▪ Group space to cut and prep paper maps.</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> <li>▪ “Conversation Nook” in corridor or open work area, where noise won’t disrupt those in workstations.</li> <li>▪ Small Conference Room to also be used for cell phone use and as lactation room.</li> <li>▪ GIS Training Room and Large Conference Room can serve as dual function if needed.</li> <li>▪ Workstation space is needed to accommodate 3-4 temporary workers/interns.</li> <li>▪ Server Room should be secure and temperature controlled.</li> </ul>
<p><b>Systems</b></p>	<ul style="list-style-type: none"> <li>▪ Computer-based Training System</li> <li>▪ Teleconference System</li> <li>▪ Specialized Software System</li> <li>▪ Audio/Visual System</li> <li>▪ Department Controlled Network/Domain</li> </ul>
<p><b>Furniture &amp; Equipment</b></p>	<p>Office</p> <ul style="list-style-type: none"> <li>▪ Chief Office: Whiteboard, lockable cabinets, map display, small work/conference table w/ 2-4 chairs</li> <li>▪ Research and GIS Managers Office’s: Whiteboard, lockable cabinets, map display</li> <li>▪ Staff Workstation: dual monitor/PC boxes/network drops, guest chair <ul style="list-style-type: none"> <li>• Research Staff to receive additional storage</li> </ul> </li> </ul> <p>Large Conference</p> <ul style="list-style-type: none"> <li>▪ Projector</li> <li>▪ Computer</li> <li>▪ Wi-Fi</li> <li>▪ Paper Map Display</li> <li>▪ Audio/Visual Equipment</li> <li>▪ Computer-based Training System Equipment</li> <li>▪ Teleconference Equipment</li> </ul> <p>Research Library</p> <ul style="list-style-type: none"> <li>▪ Computers</li> <li>▪ Review Tables</li> <li>▪ 4-6 Bookcases</li> </ul> <p>GIS Training Room</p> <ul style="list-style-type: none"> <li>▪ 8-12 Computers</li> <li>▪ Projector</li> <li>▪ Wi-Fi</li> <li>▪ Paper Map Display</li> <li>▪ Audio/Visual Equipment</li> <li>▪ Computer-based Training System Equipment</li> <li>▪ Teleconference Equipment</li> </ul> <p>Staff Lounge</p> <ul style="list-style-type: none"> <li>▪ Couches</li> </ul> <p>General</p> <ul style="list-style-type: none"> <li>▪ Storage</li> <li>▪ Files</li> <li>▪ Secure Storage for Laptops, Projectors, Drives, GIS Units</li> </ul> <p>Server Room</p> <ul style="list-style-type: none"> <li>▪ 5-6 Server Racks</li> </ul>

## Organizational Chart – Planning – Center for Research and Analysis



Capacity: 21

## New Headquarters Office Building POR for M-NCPPC

**Department: Planning**

### 2.4.6. Development Applications and Regulatory Coordination

<b>Mission Statement</b>	<p>To manage all aspects of the intake of development applications, including noticing, street addressing, building permit sign-off, and plat review/recordation, and keeping accessible records that follow the life of the application from initial submittal to approval, enforcement, and bonds release. The division also chairs the Development Review Committee,</p> <p>Activities also include managing the Information Desk and providing the public with access to current and historic development application records, zoning maps, plats, and departmental publications. DARC also administers the Forest Conservation Inspection and Enforcement program.</p>
<b>General</b>	<p>Office Hours: 6 am – 6 pm Current Location: MRO</p> <p>Authorized Staff Complement [23]:</p> <ul style="list-style-type: none"> <li>▪ [1] Chief ( [1] Grade K)</li> <li>▪ [2] Supervisor ( [2] Grade J)</li> <li>▪ [3] Administrative Assistant ( [1] Grade CO6 / [2] Grade CO5)</li> <li>▪ [7] Planning Technician ( [5] Grade G / [2] Grade F)</li> <li>▪ [4] Inspector ([4] Grade H)</li> <li>▪ [2] Senior Planner ( [2] Grade H)</li> <li>▪ [2] Planning Coordinator ( [2] Grade I)</li> <li>▪ [2] GIS Technician ( [1] Grade G-IT / [1] Grade F)</li> </ul> <p>Interns / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> <li>• [1] Intern ( [1] Grade F)</li> </ul> <p>Additional Staffing Needs [2]:</p> <ul style="list-style-type: none"> <li>▪ [1] Planning Technician ( [1] Grade G)</li> <li>▪ [1] Senior Planner ([1] Grade H)</li> </ul>
<b>Capacity</b>	26
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Private Office</li> <li>▪ Open Office Workstations</li> <li>▪ Information Counter             <ul style="list-style-type: none"> <li>• Public Work Research Area included</li> <li>• Waiting Area</li> </ul> </li> <li>▪ Small Conference Room</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ DARC interacts with all divisions, but mostly with Areas 1, 2 &amp; 3. The interaction with Functional Planning and Policy (FFP) and Management Services is limited to the intake of all documents and logging files. The Research Division does provide technical support to some staff members and maintains databases and GIS.</li> <li>▪ DARC staff who conduct the intake of plans should be grouped together.</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

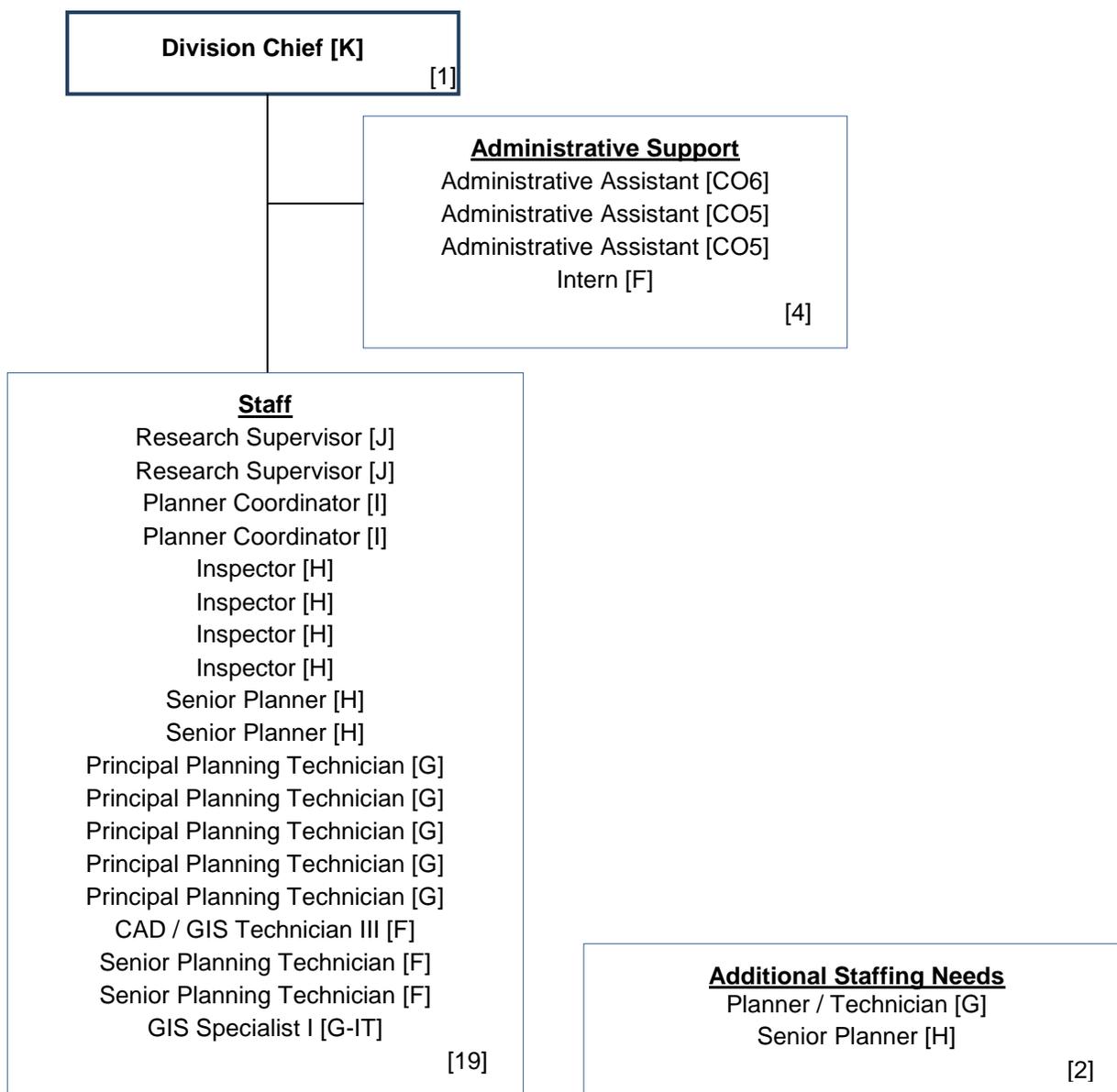
	<ul style="list-style-type: none"> <li>▪ Staff who reviews plats should be grouped together.</li> <li>▪ Inspectors should be grouped together.</li> <li>▪ The Information counter should be easily accessible to the public, without disrupting other divisions.</li> <li>▪ Anticipates more interaction between the historic planning section and the information counter.</li> <li>▪ 1 Administrative Assistant to be adjacent to Chief. Other 2 Administrative Assistants to be adjacent to print/scan/file area.</li> <li>▪ Separate public research area and internal TDY space.</li> </ul>
<p><b>Design Issues &amp; Special Requirements</b></p>	<ul style="list-style-type: none"> <li>▪ Anticipates 5 additional staff in the next 15 years ( [3] intake / [2] Senior planners) .</li> <li>▪ Information Counter should follow ADA requirements and include: Microfiche readers with designated file space, terminals, hard copy records, sectional map amendment storage, publication sales and reference hard copies, location for the drop off of plans and other documents.</li> <li>▪ Historical Records filing systems and storage should be in an enclosed, limited access area.</li> <li>▪ General work area is to include plan/drawing assembly area.</li> <li>▪ Work/research area for public use should be located near Information Counter.</li> <li>▪ Possible combination team space for meetings and production.</li> <li>▪ Each inspector has an assigned fleet vehicle [4].</li> <li>▪ Possible drop off area</li> <li>▪ More storage is needed, vault size to increase significantly</li> <li>▪ Approx. 25% anticipated extra storage space needed.</li> </ul>
<p><b>Systems</b></p>	<ul style="list-style-type: none"> <li>▪ Wi-Fi throughout</li> </ul>
<p><b>Furniture &amp; Equipment</b></p>	<p>Office/Workstation</p> <ul style="list-style-type: none"> <li>▪ Lockable Storage (position specific)</li> <li>▪ Large-file scanners (position specific)</li> </ul> <p>Information Counter</p> <ul style="list-style-type: none"> <li>▪ Microfiche Reader (ADA)</li> <li>▪ Terminals</li> <li>▪ Files/Storage</li> <li>▪ Large Printers/Plotters</li> <li>▪ Kiosks (ADA)</li> <li>▪ Workstations</li> <li>▪ Public Copier</li> <li>▪ Safe</li> <li>▪ Cash Register</li> </ul> <p>Historical Records Area (secure)</p> <ul style="list-style-type: none"> <li>▪ Vault – Plats and other permanent record storage</li> <li>▪ Flat files/storage plats sized 24" x 18"</li> <li>▪ Moveable space-saver files</li> <li>▪ Storage for:             <ul style="list-style-type: none"> <li>• Old zoning map storage</li> <li>• Book storage (books will be archived after being replaced by GIS terminal – part of permanent record)</li> <li>• Master Plan Archives (copies of previous plans)</li> </ul> </li> </ul>

## New Headquarters Office Building POR for M-NCPPC

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	<ul style="list-style-type: none"><li>• Development Plans of record</li><li>• Environmental Maps and old Environmental Division microfiche records (FEMA)</li><li>• Hanging File System (10-12 rows)</li></ul> <p>General Work Area</p> <ul style="list-style-type: none"><li>▪ Small and Large Scale Printers/scanner stations</li><li>▪ Light Table (shared)</li><li>▪ Lockable Storage</li><li>▪ Flat Files</li><li>▪ Hanging files</li><li>▪ Small conference room (exclusive)</li></ul> <p>Pantry</p> <ul style="list-style-type: none"><li>▪ Microwave</li><li>▪ Refrigerator</li></ul>
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## Organizational Chart – Planning – Development Applications and Regulatory Coordination



Capacity: 26

## New Headquarters Office Building POR for M-NCPPC

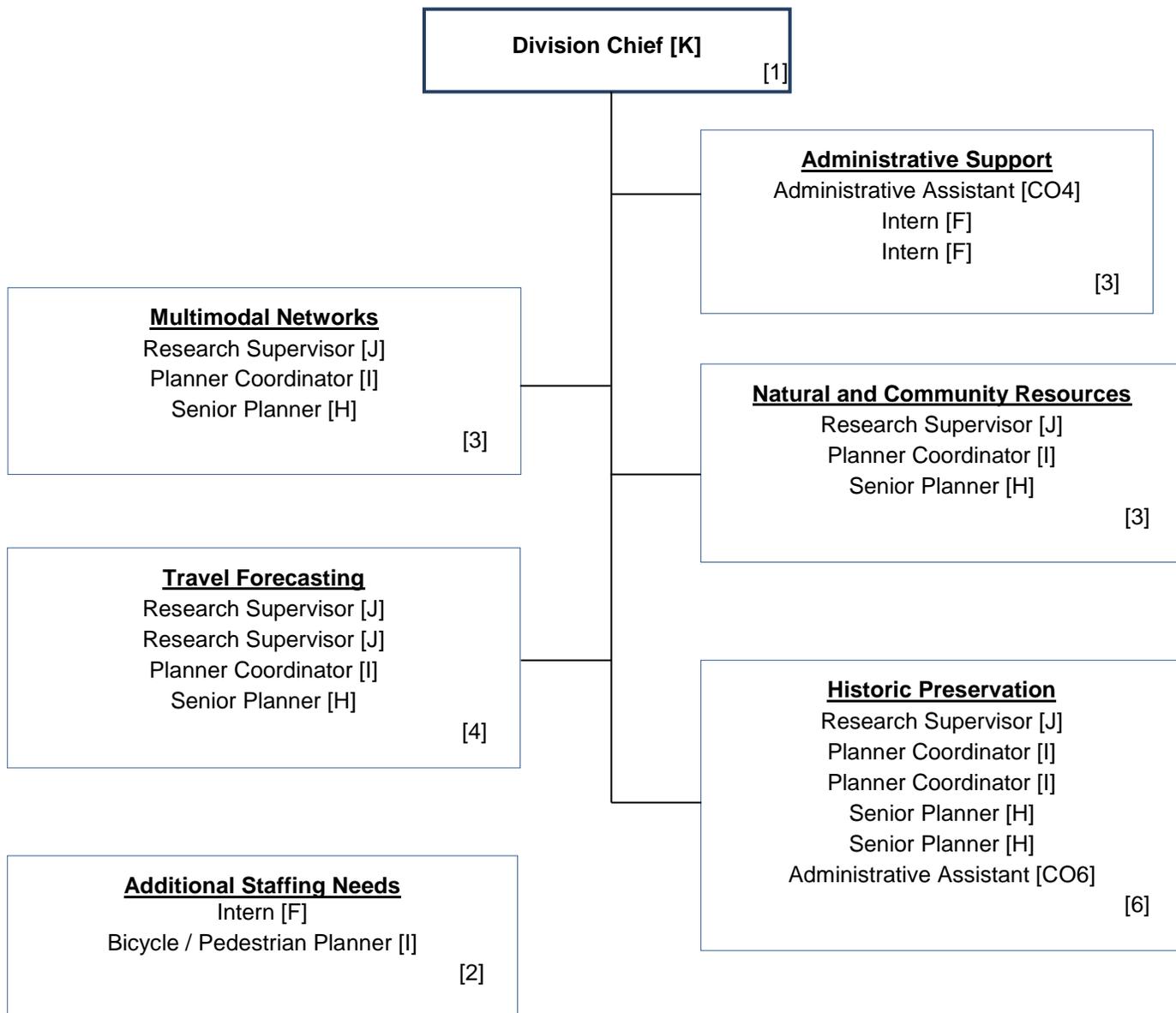
**Department: Planning**

**2.4.7. Functional Planning and Policy**

## New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> <li>▪ Meeting space for public plan review meetings with 'Pin-up' surfaces for plans.</li> <li>▪ Internal team meeting space (small, 8-10 people).</li> <li>▪ Research space to be open in easily observed area. (possible shared library space)</li> <li>▪ Flat file areas with space to layout/review plans.</li> <li>▪ Plotters/printers are to be centrally located.</li> <li>▪ Staff secured archive vault with climate control (long term use and day-to-day use).</li> <li>▪ Office/Staff growth in the next 10-15 years: 3 staff positions and 2 interns.</li> <li>▪ Separate file systems needed for transportation</li> <li>▪ One shared fleet vehicle</li> <li>▪ Historic Preservation division interacts with public for work permit reviews, would possibly need closer access to public than rest of department</li> </ul>
<p><b>Furniture &amp; Equipment</b></p>	<p>Conference/Meeting:</p> <ul style="list-style-type: none"> <li>▪ Smart Board, Projector</li> </ul> <p>Public Area/Other:</p> <ul style="list-style-type: none"> <li>▪ Files: Flat files, 5-drawer lateral, 4-drawer vertical, bookshelves (Historic only, rest have shared storage space)</li> <li>▪ Computer workstations, plotters, fax, copy/printer</li> <li>▪ Built-in bookshelves</li> </ul>

**Organizational Chart – Planning – Functional Planning and Policy**



**Capacity: 22**

## New Headquarters Office Building POR for M-NCPPC

**Department: Planning**

### 2.4.8. Management & Technology Services

<b>Mission Statement</b>	<p>Management &amp; Technology Services – To provide administrative management and oversight of budget, contracting and procurement, financial management, human resources, facilities, vehicle fleet, as well as publications, communications and information technology for the Planning Department. Oversees the IT, Production, and Facilities Management teams.</p> <p>Production &amp; Publications Teams – Responsible for overall communications strategies, including: production of publications, graphics and other supporting materials, as well as conducting community outreach and educational services and maintaining the Department’s website.</p> <p>Facilities Management – Responsible for maintaining the Department’s facilities to ensure the availability of a safe and secure work and public facility.</p>
<b>General</b>	<p>Office Hours:            Management &amp; Technology Services – 7:00 am to 5:30 pm            IT Team – 6:30 am to 6:00 pm            Production &amp; Publications – 7:30 am to 6:30 pm            General Use Space – The building is open to the public 9 am – 10 pm</p> <p>Current Location: MRO</p> <p>Management &amp; Technology Services – 6 Staff on the 3<sup>rd</sup> Floor in Director’s Office Suite (1 Division Chief in private office and 5 staff in workstations); 2 Staff located in office on “3rd 1/2” Floor.            Production &amp; Publications – 7 Staff in 3<sup>rd</sup> Floor suite in workstations; 2 Staff on 1<sup>st</sup> Floor in workstations with Functional Planning and Policy (FPP) department.</p> <p>Authorized Staff Complement [15]:            Admin</p> <ul style="list-style-type: none"> <li>▪ [1] Division Chief ( [1] Grade K)</li> <li>▪ [2] Senior Admin. Specialist ( [2] Grade H)</li> <li>▪ [1] Principal Admin. Assistant ( [1] Grade CO6)</li> <li>▪ [2] Principal Admin Specialist ( [2] Grade I)</li> <li>▪ [1] Building &amp; Grounds Supervisor ( [1] Grade H)</li> </ul> <p>Production &amp; Publications</p> <ul style="list-style-type: none"> <li>▪ [1] Admin. Supervisor ( [1] Grade J)</li> <li>▪ [1] Planner Coordinator ( [1] Grade I)</li> <li>▪ [2] CAD/GIS Technician ( [2] Grade F)</li> <li>▪ [2] Graphics Designer III ( [2] Grade G)</li> <li>▪ [1] Senior IT Support Specialist ( [1] Grade I-IT)</li> <li>▪ [1] IT Support Specialist II ( [1] Grade H-IT)</li> </ul> <p>Interns / Flex Staff / Seasonal [1]:</p> <ul style="list-style-type: none"> <li>• [1] Intern ( [1] Grade F)</li> </ul>
<b>Capacity</b>	16

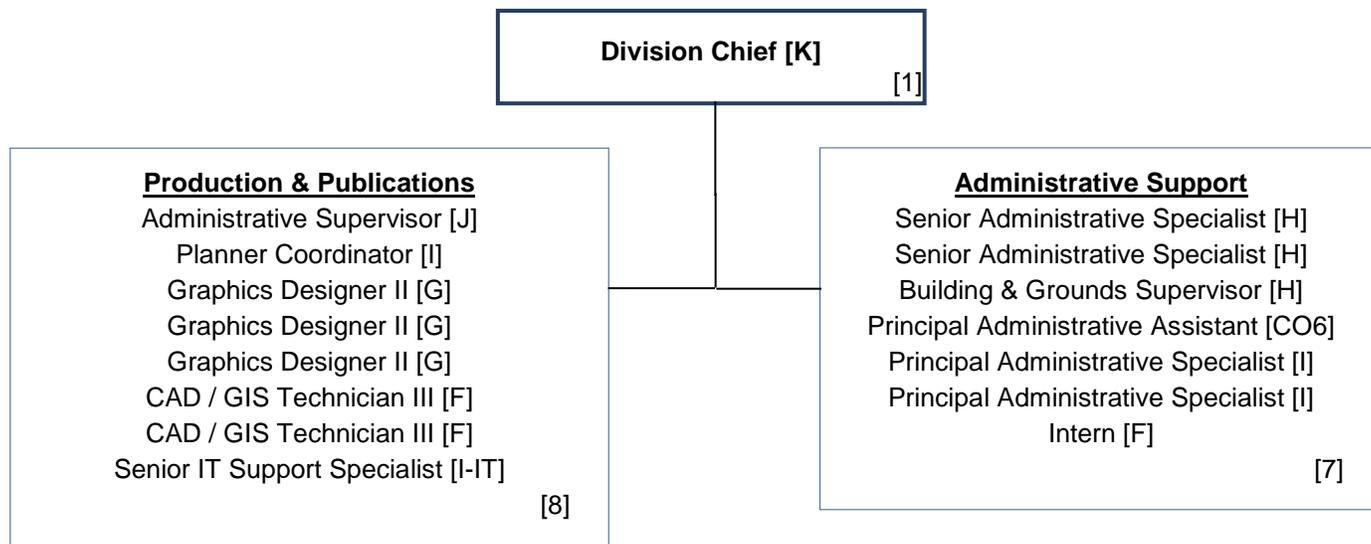
## New Headquarters Office Building POR for M-NCPPC

<b>Space Types</b>	<p>Management &amp; Technology Services</p> <ul style="list-style-type: none"> <li>▪ Private Office</li> <li>▪ Open Office Workstations</li> <li>▪ Shared Conference/meeting Space</li> <li>▪ Counseling Room</li> </ul> <p>Production &amp; Publications Teams</p> <ul style="list-style-type: none"> <li>▪ Private Office</li> <li>▪ Open Office Workstations</li> <li>▪ Shared Conference/meeting Space</li> <li>▪ TDY Office Space (Temporary Duty)</li> <li>▪ Exclusive Plotter Room</li> </ul> <p>General Use Space</p> <ul style="list-style-type: none"> <li>▪ Lobby/Reception for Building</li> <li>▪ Help Desk</li> <li>▪ Print Shop</li> <li>▪ Mail Room</li> <li>▪ Loading Dock</li> <li>▪ Ramp Storage Area</li> <li>▪ Space for Vacancies</li> <li>▪ Main File Room</li> <li>▪ Lamp &amp; Office Supply Staging</li> <li>▪ Air filter staging</li> <li>▪ Vault</li> <li>▪ Housekeeping</li> <li>▪ Auditorium</li> <li>▪ Atrium CR</li> <li>▪ Third Floor CR</li> <li>▪ Spring Street CR</li> <li>▪ DARC CR</li> <li>▪ Associate General Counsel CR</li> <li>▪ Mezzanine CR</li> <li>▪ First Floor CR, West</li> <li>▪ First Floor CR, East</li> <li>▪ Print Shop CR</li> <li>▪ First Floor LR</li> <li>▪ Mezzanine LR</li> <li>▪ Kitchen</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <p>Management &amp; Technology Services</p> <ul style="list-style-type: none"> <li>▪ Co-located with Planning Department staff</li> </ul> <p>Production &amp; Publications</p> <ul style="list-style-type: none"> <li>▪ Co-located with master-planning staff.</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<p>Management &amp; Technology Services</p> <ul style="list-style-type: none"> <li>▪ Anticipates 2 additional staff in the next 10 years.</li> <li>▪ Personal and other confidential records security.</li> <li>▪ General office supplies room for entire department of planning</li> </ul> <p>Production &amp; Publications</p> <ul style="list-style-type: none"> <li>▪ Anticipates 1 additional staff in the next 10 years.</li> <li>▪ Occasionally Utilizes telework program.</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

	<ul style="list-style-type: none"> <li>▪ Special layout for Secure Equipment Room.</li> <li>▪ Production must be separate from general office.</li> <li>▪ Team work surface/space to accommodate 3 PCs or laptops to be in separate area.</li> </ul> <p>General Use Space</p> <ul style="list-style-type: none"> <li>▪ Utilizes fleet vehicles (8) for use by all staff.</li> <li>▪ Mailroom to be located centrally.</li> <li>▪ Secure Storage included at Loading Dock.</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>▪ Team discussion area in open office.</li> </ul>
<b>Systems</b>	<p>Production &amp; Publications</p> <ul style="list-style-type: none"> <li>▪ Specialized graphics &amp; desktop publishing software</li> </ul>
<b>Furniture &amp; Equipment</b>	<p>Management &amp; Technology Services</p> <ul style="list-style-type: none"> <li>▪ Secure Department filing system (for financial and records)</li> <li>▪ Secure Personnel files</li> </ul> <p>Production &amp; Publications</p> <ul style="list-style-type: none"> <li>▪ 42" Plotter</li> <li>▪ CD burner</li> <li>▪ 68" Cutting table</li> <li>▪ [2] video cameras</li> <li>▪ Tripods</li> <li>▪ Audio mixers and recorders</li> <li>▪ Microphone stands</li> <li>▪ Lighting kits</li> </ul> <p>Public Area/Other</p> <ul style="list-style-type: none"> <li>▪ Plotters</li> <li>▪ CD Burner</li> <li>▪ 68" Cutting Table</li> </ul>

## Organizational Chart – Planning – Management & Technology Services



Capacity: 16

**2.5. Information Technology Division**

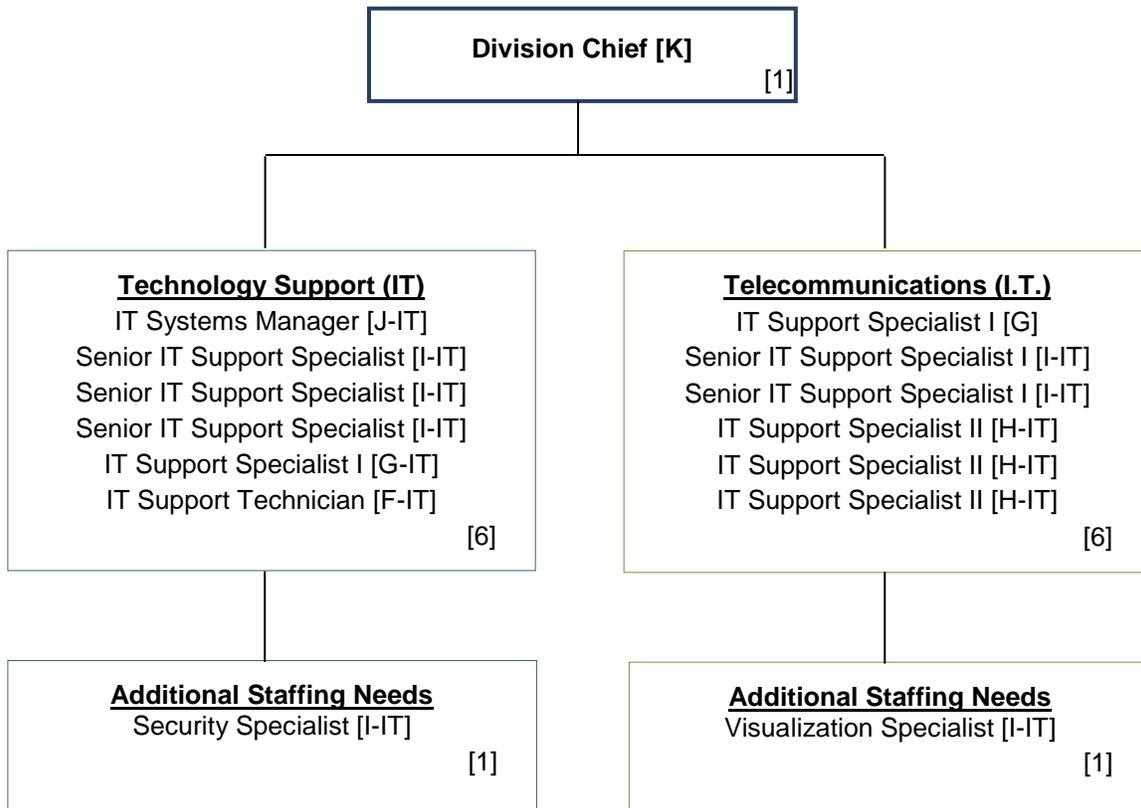
<b>Mission Statement</b>	Responsible for assuring availability and adequacy of IT services, telephony, communications, software and network management for the Department of Planning and the Department of Parks.
<b>General</b>	<p>Office Hours: 6:30am – 6:00pm                  Current Location: Hillandale Office Building, MRO: 2 Staff located on the 3<sup>rd</sup> Floor in Director's Office Suite (1 IT Systems Manager in private office and 1 staff in workstation); 4 Staff on 1<sup>st</sup> Floor in locked workstation area</p> <p>Authorized Staff Complement [13]:</p> <ul style="list-style-type: none"> <li>▪ [1] Division Chief ( [1] Grade K)</li> <li>▪ [6] LAN/WAN/Telecommunications ([1] Grade G / [2] Grade I-IT / [3] Grade H-IT)</li> <li>▪ [1] IT Systems Manager/Leader ( [1] Grade J-IT)</li> <li>▪ [3] Senior IT Support Specialist ( [3] Grade I-IT)</li> <li>▪ [1] IT Support Specialist ( [1] Grade G-IT)</li> <li>▪ [1] IT Support Tech ( [1] Grade F-IT)</li> </ul> <p>Additional Staffing Needs [2]:</p> <ul style="list-style-type: none"> <li>▪ [1] Virtualization Specialist ( [1] Grade I-IT)</li> <li>▪ [1] Security Specialist ( [1] Grade I-IT)</li> </ul>
<b>Capacity</b>	15
<b>Space Types</b>	<ul style="list-style-type: none"> <li>▪ Open Office Workstations</li> <li>▪ Group Work Space (accommodate 3 PCs or laptops)</li> <li>▪ Data Center</li> <li>▪ Secure Storage</li> <li>▪ Secure Computer Lab</li> <li>▪ TDY Office Space (Temporary Duty)</li> <li>▪ Help Desk</li> </ul>
<b>Location/ Adjacency</b>	<p>Required/Preferred Adjacencies:</p> <ul style="list-style-type: none"> <li>▪ Server room/data center (comp banks) (Secure)</li> <li>▪ Comp storage/staging area for deliveries (Secure)</li> <li>▪ Workstation/lab (cubicles) accommodate 3 PCs</li> <li>▪ IT Team (SmartParks and Prog. Analysis)</li> <li>▪ Near loading dock and mailroom</li> </ul>
<b>Design Issues &amp; Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ Possible 24/7 IT service</li> <li>▪ Ample work space for IT</li> <li>▪ IT suite to be secure</li> <li>▪ Anticipates 2-4 additional staff in the next 10 years.</li> <li>▪ All team members should be co-located.</li> <li>▪ Utilizes fleet vehicles (2).</li> <li>▪ Utilizes telework program.</li> </ul>

## New Headquarters Office Building POR for M-NCPPC

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	<ul style="list-style-type: none"><li>▪ High security for Data Center and Computer Lab. Will migrate all existing systems to new building, including Fibernet and circuits from all carriers.</li><li>▪ One Data Center for Parks Department and one Data Center for Planning Department.</li><li>▪ Computer lab can be co-located.</li></ul>
<b>Furniture &amp; Equipment</b>	<ul style="list-style-type: none"><li>▪ Fireproof safe</li><li>▪ Shelving</li></ul>

Organizational Chart – Information Technology



Capacity: 15

### **2.6. Site Requirements and Characteristics**

This POR document has generated information irrespective of a specific physical location. Though there are currently options being assessed, it is this document's charge to provide informative content that can be applied in a general manner to any selected site as a layer of evaluative assessment. Certain assumptions have been made regarding the following items: vehicular parking, loading dock space access, employee and general public safety, signage, and outdoor spaces.

#### Parking

Vehicular parking will be assumed to be adjacent, in some capacity, to the new building to accommodate both employees' and visitors' needs, including the Commission's fleet vehicles. If all the parking needs cannot be accommodated as part of the headquarters development, appropriate number of spaces should be provided on site to address the need for handicapped parking, reserved parking for certain employees, volunteers, car pool vehicles, and bicycles. All parking associated with the building shall meet current code and accessible requirements.

To assess the employees' parking need at the new headquarters, the Commission retained Wells and Associates, Inc. to prepared a parking study for the headquarters. The study was based on a possible development site located near the Wheaton Metro Station. It concluded that 245 parking spaces will be needed for the projected 360 employees. In addition, it identified the need for 55 fleet vehicles and recommended certain number of on-site spaces be provided. The study also listed a number of Transportation Demand Management measures to be considered to reduce the parking demand. See 'M-NCPPC Wheaton Headquarters Parking Study' document for details of the study.

#### Loading

A loading dock shall be provided to serve the many capacities of a large office building and meet code requirements for such building. Additionally, the loading dock shall incorporate the many department related functions of providing a space for both employee and general public to obtain or transfer equipment to and from the building in a convenient manner. The back-of-house elevator and stair core space should be conveniently located for ease of circulation. The location of the loading dock shall facilitate building function while not negatively impacting the physical presence of the building which is critical in conveying M-NCPPC's mission. Security measures should be provided to monitor the use and control of access to this space. Overhead doors should be considered in isolating the loading dock space completely from the access driveway if the loading area is within the building footprint.

#### Employee and Public Safety

Employee and general public safety shall be primary in the future design of this building. Safety issues such as lighting, signage and security operations, to name a few, are critical and must be assessed,

verified and managed effectively to assure the safety and protection of all occupants and visitors to this site. This POR does not address any site specific requirements that must be assessed and instituted for a successful mission.

### Exterior Public/Amenity Space

M-NCPPC has requested the opportunity to capture exterior space in a manner that both upholds the mission of M-NCPPC and can serve in an educational capacity for the general public. This POR captures this request but cannot address site specific requirements based on absent site parameters. It is strongly encouraged, however, that future site specific designs incorporate this desire to provide both employees and the general public with a physical representation of M-NCPPC's mission. Exterior space can be captured through the use of at-grade site green "park" space as well as rooftop extensive or intensive green roof planting.

## **2.7. Building Requirements and Characteristics**

While this POR will not address design issues, it is critical that general building requirements and characteristics are addressed and incorporated into the future design. The following paragraphs will attempt to break down this future building into functional blocks of space that contain essential programmatic qualities. Overall the building should promote sustainable design, incorporate flexible design features to accommodate future organizational changes, and reflect the desire to provide attractive, welcoming places for interaction with the general public.

### General Lobby

The General Lobby should incorporate an information counter, educational display areas consisting of current projects of note, educational information and awareness, notification information for department educational programs for the public, and the like. It will also serve as both a waiting area during hearing sessions as well as be designed to incorporate additional occupancy for the Hearing Room when occupancy exceeds the Hearing Room limit.

The lobby shall include multiple flat screen information monitors that will notify queuing patrons in-process as to where they are in the service order and the location that they should proceed to when called upon. The lobby should also provide a certain amount of seating to accommodate waiting patrons as well as a small entertainment area in a noise dampened area for patrons with young children. Self-help kiosks should be also incorporated to facilitate both the processing and way finding of visitors to the building. This space shall also serve to restrict public access to and provide a prominent visible location for the Park Police. In general, the lobby should convey an open and well lit area that can be educational and inspirational, equal to the objectives of M-NCPPC's mission.

### Hearing Room

The Main function of the hearing room is for the Planning Board and the full Commission to conduct their regular public meetings. The room, however, needs to be designed to serve other internal and external functions, such as meetings or presentations for large groups, departments' special events, community meetings, and public election polling. Therefore, the room shall be flexible in its design, layout, and access to accommodate multiple functions.

The Hearing Room shall be directly connected to both the General Lobby as well as the Commissioner's Office. The Hearing Room dais will provide a physical presence to both command the room as well as prevent access behind to the commissioners' seating by the general public. It shall not inhibit sightlines to the commissioners and allow unobstructed video recording. A private door behind the dais will securely connect to the Commissioner's Office and facilitate the ease of movement of the commissioners' into and out of the Hearing Room. The furniture in the general public seating area shall be reconfigurable. Fixed table areas shall be provided for meeting participants and staff.

The room shall be wired for both video and audio recording to capture both the commissioners' comments as well as the general public comments. The room shall have electronic video display screens for each commissioner's station behind the dais (hidden from public view) as well as multiple strategically placed large electronic video display screens for the general public's viewing. The commissioners shall have the ability to switch their display screens between a personal computer function and viewing of the general public display information. There will be one large, appropriately sized display screen near the dais that will be used for presenting witness evidence either independently or in conjunction with the other audio/video feeds. Audio/video feed shall also be provided to the adjacent Prefunction Room and be independently volume controlled. The General Lobby shall also have an on/off and volume controlled speaker system which provides live feed of the Hearing Room processions when required. The same video screens in the General Lobby can be switched over to the live Hearing Room coverage when not used for their standard purposes of displaying visitor queuing information. A Control Room shall be located between the Hearing Room and the adjacent Press Room. This room shall be used for electronic monitoring and recording of audio/visual information for both rooms. It shall accommodate two technicians who have the ability to also control the recalling of audio/visual electronic information and relaying of that information. The Hearing Room shall also accommodate all ADA-ABA requirements and incorporate an assisted listening system for patrons requiring listening augmentation devices.

### Prefunction Area

A Prefunction Area will be provided immediately adjacent to the Hearing Room and located at the opposite side of the room from the dais. This area, while incorporated with the General Lobby, serves as

a check-in station for presenters, overflow area for the Hearing Room, and time & date stamped exhibit recording area to facilitate the processing and recording of documented material to be used in hearing proceedings. An electronic sign-in location shall provide the commissioners notice as to when a presenter on the docket has arrived. The petitioner's table shall have an interface that allows the recorded presenter's information to be shown to both the commissioners and general public on the electronic display screens.

### Commissioners' Break / Kitchenette / Conference Room

Immediate adjacency to the Hearing Room on the "secure" side of the dais shall be a Commissioners' Break/Kitchenette/Conference Room. This shall function as a general multi-purpose room for the Commissioners' use. Hearings typically occur over several hours and the commissioners will require meals during these long day to evening sessions. The kitchenette should include a serving island to facilitate the staging, heating and assembly of catered food. General short term storage should be provided within this space. Secured access from the loading dock is required in the back-of-house portion of this component to provide direct access to catering suppliers. Audio/video feeds should be provided from the Hearing Room to this room. This space should also incorporate an acoustically rated folding partition to segregate the eating / break room area from the conference area when required.

### Press Room

The Press Room is an all-purpose video/audio recording studio for small interviews and information presentations. The vision for this room is to be able to record educational and general public notifications which can then be incorporated into the M-NCPPC website or other electronic forms of distribution for furthering the mission of the agency. This acoustically rated room should be located adjacent to the Hearing Room and make use of the same audio equipment used for the Hearing Room where possible. The Control Room shall be located between the Hearing Room and the Press Room.

### The Park Police

The Park Police will have administrative employees within this building. Though it is not mandatory, an immediate visual presence within the main lobby can add to the building's security presence. The Park Police suite shall be completely secure from public access and contain the M-NCPPC Federal Credit Union (FCU). While the Park Police and M-NCPPC FCU do not require adjacency, their security needs align and thus can find adjacency through commiserate requirements. Access to each suite shall be limited to the public by a small internal lobby area. This small lobby can be shared and will provide restricted access to either the FCU by way of a transaction counter or to the Park Police suite.

A back-of-house access door from the Park Police suite shall have access, in conjunction with the Commissioner's Office, to a large Incident Command Conference Room. When an event occurs, this

conference room shall become the information hub for monitoring and directing government response. It should incorporate all I.T. requirements set forth by the Park Police guidelines to facilitate informational inflow and outflow for monitoring and directing action responses. When not engaged in this manner, the Incident Command Conference Room shall serve as a shared conference room for the whole of M-NCPPC.

### Circulation Space

Circulation zones shall be provided to meet all current applicable code requirements for building egress. It is intended that in the event of an emergency, the closest circulation space will be utilized by both government employees and the general public. During standard operations, however, one circulation zone shall be designated as general public and another separate circulation zone shall be designated as a restricted (back-of-house) government/employee circulation zone.

Several operational functions within both the Planning Department and the Parks Department require direct access of employees from workstations and offices to government vehicles in a secure parking area. Transportation of equipment and materials within the building by employees should be restricted to this back-of-house circulation zone. This is required for security purposes, cleanliness issues and professional restrictive interaction with the general public. The core circulation space shall also incorporate separate bathroom facilities for the general public and the government.

### Public Intake Lobby Space and Service Windows

It is preferable to have the main lobby and the public intake lobbies joined for the efficiency of space, however, most likely impractical due to the extremely expansive first floor footprint that would be required with all of the other programmatic needs on the ground floor. For the purposes of capturing the space, this report combines the square footage of the main lobby with these smaller intake lobbies. It will be the building designer's prerogative to determine the best layout of how these lobby spaces are arranged.

The Public Intake Lobby Space is designated as lobby space specifically assigned to both the Department of Parks and the Planning Department. This lobby space is immediately adjacent to the Service Window area that supports both departments. The Public Intake Lobby Space should be directly accessible to the General Lobby space for the ease of the visiting applicants. Depending upon the design and final building footprint, this intake function should be located immediately adjacent to the General Lobby or accessed directly by vertical circulation from the General Lobby space.

The Service Window areas function as the primary interactive location between government employees and the general public applicants. The number of service windows has been accounted for based upon each department's need at this time. The Department of Parks shall have 8 dedicated windows, the

Planning Department shall have 1 dedicated window, and 3 windows will be used as shared overflow stations depending upon the needs of the departments. These applicant service windows will be numbered and electronically connected to the service queuing system and electronic notification display screens located throughout the lobby areas.

### Vault Storage

The Vault Storage space is a secure room that houses original copies of plats, county record documents, and various other sized and type record documents. These documents must be protected in the event of a fire or flooding and must also have security access control to provide access to only those with proper clearance.

### Mud Room, Equipment Storage and Locker Rooms

The Mud Room and Locker Rooms shall be located near the back-of-house circulation zone which is restricted for employee use. The Mud Room shall serve as a cleaning room for the general employee population's use for the cleaning of equipment, tools, etc. that are coming back to the building from site visits. Divisions within the departments that have expressed a need have received Equipment Storage rooms conveniently located near the Mud Room and the loading dock. All equipment should be properly cleaned and maintained before returning to the Equipment Storage rooms. If additional drying of the equipment is needed, separate drying racks shall be provided either within the Mud Room or the Equipment Room depending upon the department's requirement and the final building design. Proper heating, cooling and ventilation shall be provided to these spaces.

Both male and female secure Locker Rooms shall also be provided for the employee population. These rooms shall contain a bathroom and shower facility for returning staff from worksites, building employees who have used the Health & Wellness Room, and for employees who run or are bicycle commuters.

### Day Care Program

The Day Care Program is currently listed as an optional programmatic amenity. Physical constraints and budgetary considerations will be the major deciding factors for this amenity program. The commission's Research staff has recently completed a preliminary analysis for a child care facility at the proposed new headquarters building. See 'Child Care Study' document for more details.

The study was conducted to assess the general feasibility of building and operating a child care facility in the proposed headquarters building. The study assumed a downtown Wheaton location for the headquarters. It identified child care industry trends, the need for child care services, existing market conditions in Wheaton, operational requirements, and various operation arrangements for government child care facilities. The study concluded that:

- The center would be a full-time licensed and accredited day care center serving children ages 5 and under.
- The center will be operated by a private, for- or non-profit operator with space provided by the government.
- The facility will be located on-site; outdoor play space also will be accommodated on-site or in the immediate vicinity.
- In order to provide a quality amenity to employees and the community, the center would exceed minimum State licensing standards as needed to offer a level of service consistent with area norms and child care industry best practices.
- The center would be open to other government agencies and the general community. Employees of M-NCPPC employees would receive priority access to available child care slots
- Several important variables are not known at this time. This includes the exact location of the future office site; whether it will be built by M-NCPPC alone or in partnership with other agencies; whether M-NCPPC will own or lease the property; or the level and sources of funding available. These variables will affect key features of a potential child care facility, including the capacity, location, age mix, programming, minimum square footage, and parking requirements.

Guidelines for age and hour of care limitations shall be established by the approved organization or entity providing such service and adhere to all applicable codes and guidelines for such a facility. The allotted 6,000 square feet of space provided within this POR document serves as a placeholder for this amenity to accommodate roughly 60 children based upon the GSA July 2003 *Child Care Center Design Guide* that is still in use. It is critical to note that dependent upon finalizing the capacity of the center, an exterior exclusive space requirement of roughly 75 square feet of space per child for 50% of the licensed capacity of the center must be accommodated. At a minimum, this outdoor space cannot be less than 1,206 square feet according to this guideline. If this center accommodates 60 children, then it would require a dedicated green (and partially shaded) and securely controlled area of 2,250 square feet. The final space requirements and scale of the day care facility require further analysis based on the location of the development site, available funding, financial arrangement with the operator, and the operator's program.

### Nursing Room

A study conducted by the *Center for Prevention and Health Services* has shown that nursing or lactation rooms provide multiple benefits for both the employment facility as well as for the employee. This very small space programmatic use will serve to decrease employee absences, promote an earlier return from maternity leave, increase retention of female employees and reduce the risk of short- and long-term health issues for both women and children.

### Health & Wellness Room

## New Headquarters Office Building POR for M-NCPPC

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This exercise space shall be used by the employee population as a means of facilitating health and wellness in the workplace. It is intended that this room shall contain various workout station type equipment meant for a limited timeframe use. This room shall also provide open floor areas for group exercise practices, such as yoga and tai-chi.

### Mail Room

The main building Mail Room shall be located near the loading dock. It shall serve as the primary sorting, processing and distribution location for all incoming and outgoing mail, parcels, packages, etc. for the building. It is intended that mail will be divided into department groups and then provided to the departments in separate smaller mail rooms located within the department suites for pickup by the employees of that department. The function of the mail room is such that it can also serve as a security screening location for packages when or if such examinations are required due to threat levels.

### Training Room

A computer based Training Room shall be provided for the use of instructional classroom type education. The training room shall accommodate seating for approximately 16 people at workstations with a computer at each station. An internally adjacent equipment closet will provide supplemental storage of equipment and media that can be secured when not in use.

### Conference Rooms

Conference Rooms are provided in an array of three sizes within this POR document. Small, medium and large conference rooms should be evenly distributed throughout the Department of Parks and Planning Department areas. The large conference rooms may incorporate acoustically rated folding partitions to provide flexibility if additional conference rooms are needed.

Unless specifically called out under the "Specialty and Support Space" listing within a division's page, all conference rooms are meant to be considered shared space for all of M-NCPPC. The conference rooms shall also be located both within the general suite of the departments as well as within the general public areas to serve as impromptu meeting rooms for specific project discussions with applicants. The design and layout of these spaces will determine the most appropriate ratio of conference rooms that shall be provided within the general public zone.

### Production, Print, and Work Rooms

Production, Print and Work rooms are to be placed at ideal locations adjacent to the office areas in order to provide a central location, easily accessible, to perform a multitude of tasks. All rooms used specifically for the use of production, printing, group work, informal meeting are not recommended to be permanently occupied space unless otherwise noted. These rooms are multiple function space allowing

## New Headquarters Office Building POR for M-NCPPC

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for printing, scanning, collaborating, meeting, research, etc. and may include various types of office equipment and furniture. These programmatic spaces are primarily for the use of employees to increase and facilitate efficient workflows and production.

### **3. Space Programming**

## New Headquarters Office Building POR for M-NCPPC

### SPACE PROGRAMMING

New HQ (M-NCPPC) Summary								
Division	Current Personnel Count	Additional Staffing Needs	Total Personnel Count	Office Space (Personnel Only)	Dedicated Divison Storage	Special	Square Footage Subtotal	Total Net Square Footage
Commissioners' Office	11	0	11	1,565	88	826	2,479	2,479
Associate General Counsel	7	2	9	1,450	0	650	2,100	2,100
<b>Department of Parks</b>								
Park Director's Office	11	1	12	2,184	165	430	2,779	2,779
Enterprise	10	1	11	1,584	308	0	1,892	1,892
Facility Management	7	0	7	898	165	132	1,195	1,195
Management Service	13	0	13	2,314	440	0	2,754	2,754
Public Affairs and Community Partnerships	21	3	24	2,582	550	0	3,132	3,132
Park Development	51	2	53	7,747	550	0	8,297	8,297
Park Planning and Stewardship	24	4	28	4,430	385	385	5,200	5,200
Park Police	16	0	16	2,635	990	0	3,625	3,625
M-NCPPC Federal Credit Union*	0	0	0	0	0	0	0	0
<b>Department of Parks Subtotal</b>	<b>153</b>	<b>11</b>	<b>164</b>	<b>24,374</b>	<b>3,553</b>	<b>947</b>	<b>28,874</b>	<b>28,874</b>
<b>Planning Department</b>								
Planning Director's Office	6	0	6	1,291	0	100	1,391	1,391
Area 1	20	0	20	2,976	253	0	3,229	3,229
Area 2	24	0	24	3,658	253	0	3,911	3,911
Area 3	26	0	26	3,811	253	0	4,064	4,064
Center for Research and Information	21	0	21	3,120	165	0	3,285	3,285
Development Applications and Regulatory Cod	24	2	26	3,677	0	330	4,007	4,007
Functional Planning and Policy	20	2	22	3,401	165	0	3,566	3,566
Management & Technology Services	16	0	16	2,311	440	440	3,191	3,191
<b>Planning Department Subtotal</b>	<b>157</b>	<b>4</b>	<b>161</b>	<b>24,245</b>	<b>1,529</b>	<b>870</b>	<b>26,644</b>	<b>26,644</b>
<b>Information Technology</b>	<b>13</b>	<b>2</b>	<b>15</b>	<b>1,992</b>	<b>0</b>	<b>0</b>	<b>2,390</b>	<b>2,390</b>
<b>Shared Support Spaces</b>					<b>3,905</b>	<b>32,472</b>	<b>36,377</b>	<b>47,825</b>
<b>TOTAL NET PROGRAM SPACE</b>	<b>341</b>	<b>19</b>	<b>360</b>	<b>51,634</b>	<b>9,075</b>	<b>35,765</b>	<b>96,474</b>	<b>110,312</b>
Subtotal								<b>110,312</b>
Average Gross/Net Factor							20%	<b>22,062</b>
<b>TOTAL GROSS BUILDING REQUIREMENT</b>								<b>132,374</b>
<b>TOTAL PERSONNEL COUNT</b>								<b>360</b>

#### NOTES:

- 1) "Special" space totals refer to Kitchen, Conference Space, Hearing Room, Reception Space, etc., exclusive to each division. Please see "Specialty and Support Space" on each Division Programming Worksheet for specific information.
- 2) \*M-NCPPC Federal Credit Union Staff member will not be included in total Personnel count. Credit Union space is incorporated into Building Amenities section of 'Shared Specialty and Support Space'

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

#### Commissioners' Office

Position Title	Grade	Personnel Count
<b>Admin</b>		
Planning Board Chair	N/A	1
<b>Commissioners</b>		
Commissioner	N/A	4
<b>Staff</b>		
Special Assistant to the Board	J	1
Senior Technical Writer	H	2
Senior Administrative Specialist	H	1
Public Affairs Specialist	G	1
Administrative Specialist	G	1
<b>Total Personnel</b>		<b>11</b>

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Planning Board Chair	Closed Office	1	280	280	20%	336		
<b>Commissioners</b>								
Commissioner	Closed Office	4	64	256	20%	307		
<b>Staff</b>								
Special Assistant to the Board	Closed Office	1	168	168	20%	202		
Senior Technical Writer	Workstation	2	120	240	20%	288		
Senior Administrative Specialist	Workstation	1	120	120	20%	144		
Public Affairs Specialist	Workstation	1	120	120	20%	144		
Administrative Specialist	Workstation	1	120	120	20%	144		
<b>Total</b>		<b>11</b>		<b>1,304</b>		<b>1,565</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Secure File Room	Closed Room	1	80	80	10%		88	
Kitchen	Open	1	360	360	10%			396
Small Conference Room (dedicated)	Closed Room	1	300	300	10%			330
Waiting/Reception	Open	1	100	100				100
<b>Total</b>				<b>840</b>		<b>0</b>	<b>88</b>	<b>826</b>

							Total SF Required
<b>Sub-Total Space Required</b>							<b>2,479</b>
Total Space Required							2,479
Building Gross to Net Factor 20%							496
<b>TOTAL MASTER HOUSING GROSS</b>							<b>2,975</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

#### Associate General Counsel

Position Title	Grade	Personnel Count
<b>Admin</b>		
Associate General Counsel III	K	1
Senior Administrative Specialist	H	1
Law Clerk / Paralegal	F	1
Intern	F	1
<b>Planning Associate Attorneys</b>		
Associate General Counsel II	J	2
<b>Parks Associate Attorneys</b>		
Associate General Counsel II	J	1
<b>Additional Staffing Needs</b>		
Associate General Counsel I/II	J	1
Administrative	G	1
<b>Total Personnel</b>		<b>9</b>

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Associate General Counsel III	Closed Office	1	224	224	20%	269		
Senior Administrative Specialist	Workstation	1	120	120	20%	144		
Law Clerk / Paralegal	Workstation	1	64	64	20%	77		
Intern	Workstation	1	64	64	20%	77		
<b>Planning Associate Attorneys</b>								
Associate General Counsel II	Closed Office	2	168	336	20%	403		
<b>Parks Associate Attorneys</b>								
Associate General Counsel II	Closed Office	1	168	168	20%	202		
<b>Additional Staffing Needs</b>								
Associate General Counsel I/II	Closed Office	1	168	168	20%	202		
Administrative	Workstation	1	64	64	20%	77		
<b>Total</b>		<b>9</b>		<b>1,208</b>		<b>1,450</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Waiting/Reception Space	Open	1	100	100				100
Medium Conference/Multifunction	Closed/Multi	1	500	500	10%			550
<b>Total</b>				<b>600</b>		<b>0</b>	<b>0</b>	<b>650</b>

Total Space Required									Total SF Required
<b>Sub-Total Space Required</b>									<b>2,100</b>
Total Space Required								0	0
Building Gross to Net Factor						20%			420
<b>TOTAL MASTER HOUSING GROSS</b>									<b>2,520</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Parks  
Park Director's Office

Position Title	Grade	Personnel Count
<b>Admin</b>		
Parks Director	UC	1
Principal Administrative Specialis	I	1
Administrative Specialist	G	1
Program Facility Manager Aide III	NO7-H	2
Parks Deputy Director	L	1
Parks Deputy Director	L	1
<b>Parks Foundation</b>		
Administrative Manager	J	1
Sr. Administrative Specialist	H	1
Grant Manager	H	1
Administrative Support	G	1
<b>Additional Staffing Needs</b>		
Program Manager	H	1
Total Personnel		12

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Parks Director	Closed Office	1	280	280	20%	336		
Principal Administrative Specialist	Workstation	1	140	140	20%	168		
Administrative Specialist	Workstation	1	120	120	20%	144		
Program Facility Manager Aide III	Workstation	2	64	128	20%	154		
Parks Deputy Director	Closed Office	1	252	252	20%	302		
Parks Deputy Director	Closed Office	1	252	252	20%	302		
<b>Parks Foundation</b>								
Administrative Manager	Closed Office	1	168	168	20%	202		
Sr. Administrative Specialist	Workstation	1	120	120	20%	144		
Grant Manager	Workstation	1	120	120	20%	144		
Administrative Support	Workstation	1	120	120	20%	144		
<b>Additional Staffing Needs</b>								
Program Manager	Workstation	1	120	120	20%	144		
<b>Total</b>		<b>12</b>		<b>1,820</b>		<b>2,184</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Waiting/Reception space	Open	1	100	100				100
Small Secure Conference	Closed Room	1	300	300	10%			330
Hidden File Storage	Closed Room	1	150	150	10%		165	
<b>Total</b>				<b>550</b>		<b>0</b>	<b>165</b>	<b>430</b>

Total Space Required									Total SF Required
<b>Sub-Total Space Required</b>									<b>2,779</b>
Total Space Required							0	0	2,779
Building Gross to Net Factor							20%		556
<b>TOTAL MASTER HOUSING GROSS</b>									<b>3,335</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Parks  
Enterprise

Position Title	Grade	Personnel Count
<b>Admin.</b>		
Division Chief	K	1
Administrative Specialist	G	1
Seasonal	PFMA II	1
<b>Regional Operations</b>		
Regional Operations Mgr	J	1
Enterprise Coordinator	I	1
Principal Administrative Assistant	CO6	1
Program Specialist	G	1
Regional Operation Staff	F	1
<b>Financial Operations</b>		
IT Support Specialist III	I-IT	1
Administrative Specialist	G	1
<b>Additional Staffing Needs</b>		
IT Support Technician	F	1
<b>Total Personnel</b>		<b>11</b>

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin.</b>								
Division Chief	Closed Office	1	224	224	20%	269		
Administrative Specialist	Workstation	1	120	120	20%	144		
Seasonal	Workstation	1	64	64	20%	77		
<b>Regional Operations</b>								
Regional Operations Mgr	Closed Office	1	168	168	20%	202		
Enterprise Coordinator	Workstation	1	140	140	20%	168		
Principal Administrative Assistant	Workstation	1	80	80	20%	96		
Program Specialist	Workstation	1	120	120	20%	144		
Regional Operation Staff	Workstation	1	64	64	20%	77		
<b>Financial Operations</b>								
IT Support Specialist III	Workstation	1	140	140	20%	168		
Administrative Specialist	Workstation	1	120	120	20%	144		
<b>Additional Staffing Needs</b>								
IT Support Technician	Workstation	1	80	80	20%	96		
<b>Total</b>		<b>11</b>		<b>1,320</b>		<b>1,584</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Equipment Storage	Closed Room	1	80	80	10%		88	
Loading Dock Storage Room	Closed Room	1	200	200	10%		220	
<b>Total</b>				<b>280</b>		<b>0</b>	<b>308</b>	<b>0</b>

Total Space Required									Total SF Required
<b>Sub-Total Space Required</b>									<b>1,892</b>
Total Space Required								0	1,892
Building Gross to Net Factor						20%			378
<b>TOTAL MASTER HOUSING GROSS</b>									<b>2,270</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Parks  
Facility Management

Position Title	Grade	Personnel Count
<b>Admin</b>		
<b>Property Management</b>		
Administrative Specialist	G	2
Building & Grounds Maint. Supervisor	G	1
Park Property Manager	H	1
<b>Service Center</b>		
Construction Supervisor	I	1
Senior Administrative Assistant	CO5	2
<b>Total Personnel</b>		<b>7</b>

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
<b>Property Management</b>								
Administrative Specialist	Workstation	2	120	240	20%	288		
Building & Grounds Maint. Supervisor	Workstation	1	120	120	20%	144		
Park Property Manager	Workstation	1	120	120	20%	144		
<b>Service Center</b>								
Construction Supervisor	Workstation	1	140	140	20%	168		
Senior Administrative Assistant	Workstation	2	64	128	20%	154		
<b>Total</b>		<b>7</b>		<b>748</b>		<b>898</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage	Closed Room	1	150	150	10%		165	
Transaction Room	Closed Room	1	120	120	10%			132
<b>Total</b>				<b>270</b>		<b>0</b>	<b>165</b>	<b>132</b>

Total Space Required						Total SF Required
<b>Sub-Total Space Required</b>						<b>1,195</b>
Total Space Required						1,195
Building Gross to Net Factor 20%						239
<b>TOTAL MASTER HOUSING GROSS</b>						<b>1,434</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Parks  
Management Service

Position Title	Grade	Personnel Count
<b>Admin</b>		
Division Chief	K	1
Administrative Specialist	G	1
Programmer Analyst	I-IT	1
<b>Budget Support Services</b>		
Administrative Manager	J	1
Principal Administrative Specialist	I	1
Senior Admin. Specialist	H	1
<b>Employee Development</b>		
Principal Administrative Specialist	I	1
<b>Employee Services</b>		
Administrative Manager	J	1
Senior Administrative Specialist	H	1
<b>SmartParks</b>		
IT Systems Manager	J	1
Program Analyst III	I-IT	2
Program Analyst II	H	1
Total Personnel		13

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Division Chief	Closed Office	1	224	224	20%	269		
Administrative Specialist	Workstation	1	120	120	20%	144		
Programmer Analyst	Workstation	1	140	140	20%	168		
<b>Budget Support Services</b>								
Administrative Manager	Closed Office	1	168	168	20%	202		
Principal Administrative Specialist	Workstation	1	140	140	20%	168		
Senior Admin. Specialist	Workstation	1	140	140	20%	168		
<b>Employee Development</b>								
Principal Administrative Specialist	Workstation	1	140	140	20%	168		

## New Headquarters Office Building POR for M-NCPPC

<b>Employee Services</b>								
Administrative Manager	Closed Office	1	168	168	20%	202		
Senior Administrative Specialist	Workstation	1	120	120	20%	144		
<b>SmartParks</b>								
IT Systems Manager	Closed Office	1	168	168	20%	202		
Program Analyst III	Workstation	2	140	280	20%	336		
Program Analyst II	Workstation	1	120	120	20%	144		
<b>Total</b>		<b>13</b>		<b>1,928</b>		2,314	0	0
<b>Specialty and Support Space</b>								
Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Building Maintenance/Housekeeping	Closed Room	1	200	200	10%		220	
Loading Dock Storage Room	Closed Room	1	200	200	10%		220	
<b>Total</b>				<b>200</b>		0	440	0
Total Space Required								Total SF Required
<b>Sub-Total Space Required</b>								<b>2,754</b>
Total Space Required						0	0	2,754
Building Gross to Net Factor				20%				551
<b>TOTAL MASTER HOUSING GROSS</b>								<b>3,304</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Parks

Public Affairs and Community Partnerships

Position Title	Grade	Personnel Count
<b>Admin</b>		
Division Chief	K	1
Administrative Specialist	G	1
Intern	F	3
<b>Public-Private Partnerships</b>		
Senior Administrative Specialist	I	1
<b>Volunteer Services</b>		
Sr Volunteer Svcs/Comm Part Coord	I	1
Volunteer Svcs/Comm Part Coord	H	3
<b>Park Permits</b>		
Park Permit Supervisor	G	1
Information Permitting Technician	CO6	5
<b>Park Information</b>		
Public Affairs Specialist IV	J	1
Public Affairs Specialist III	I	3
Graphic Designer	G	1
<b>Additional Staffing Needs</b>		
Sponsorships Manager	I	1
Parks Marketing Manager	I	1
Admin	F	1
<b>Total Personnel</b>		<b>24</b>

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Division Chief	Closed Office	1	224	224	20%	269		
Administrative Specialist	Workstation	1	120	120	20%	144		
Intern	Workstation	3	64	192	20%	230		
<b>Public-Private Partnerships</b>								
Senior Administrative Specialist	Workstation	1	140	140	20%	168		
<b>Volunteer Services</b>								
Sr Volunteer Svcs/Comm Part Coord	Workstation	1	140	140	20%	168		
Volunteer Svcs/Comm Part Coord	Workstation	3	120	360	20%	432		
<b>Park Permits</b>								
Park Permit Supervisor	Workstation	1	120	120	20%	144		
Information Permitting Technician	Workstation	5	80	400	20%	480		
<b>Park Information</b>								
Public Affairs Specialist IV	Closed Office	1	168	168	20%	202		
Public Affairs Specialist III	Workstation	3	120	360	20%	432		
Graphic Designer	Workstation	1	120	120	20%	144		

## New Headquarters Office Building POR for M-NCPPC

<b>Additional Staffing Needs</b>								
Sponsorships Manager	Workstation	1	140	140	20%	168		
Parks Marketing Manager	Workstation	1	140	140	20%	168		
Admin	Workstation	1	64	64	20%	77		
<b>Total</b>		<b>24</b>		<b>2,152</b>		<b>2,582</b>	<b>0</b>	<b>0</b>
<b>Specialty and Support Space</b>	<b>Space Type</b>	<b>Number Required</b>	<b>SF/Space w/o Circ and Layout</b>	<b>Total SF w/o Circ/Layout</b>	<b>InSuite Circ/Layout Factor</b>	<b>Total Office</b>	<b>Total Storage</b>	<b>Total Special</b>
File Storage	Closed Room	1	150	150	10%		165	
Confidential Storage (Volunteer Serv)	Closed Room	1	150	150	10%		165	
Loading Dock Storage Room	Closed Room	1	200	200	10%		220	
<b>Total</b>				<b>500</b>		<b>0</b>	<b>550</b>	<b>0</b>
Total Space Required								Total SF Required
<b>Sub-Total Space Required</b>								<b>3,132</b>
Total Space Required						0	0	3,132
Building Gross to Net Factor						20%		626
<b>TOTAL MASTER HOUSING GROSS</b>								<b>3,759</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Parks

Park Development

Position Title	Grade	Personnel Count
<b>Admin</b>		
Division Chief	K	1
Principal Admin. Asst.	F	1
Sr. Administrative Asst.	CO5	1
Administrative Assistant	CO4	1
Intern	F	2
WSSC Coordinators	H / G	2
ICC Environmental Monitor	H	1
<b>CIP, Procurement, &amp; Budget</b>		
Administrative Manager	J	1
Principal Admin. Specialist	I	2
Senior Admin Specialist	H	2
<b>Land Acquisition</b>		
Land Acquisition Specialist	J	1
Land Acquisition Specialist	H	1
<b>Design</b>		
Landscape Architect Supvr	J	1
Project Manager II	I	7
Senior Design Technician	G	1
<b>Environmental Engineering</b>		
Engineering Supervisor	J	1
ADA Project Manager II	I	1
Project Manager II	I	1
Engineer	I	2
Senior Design Technician	G	1
ICC Environmental Monitor	H	1
<b>Construction</b>		
Architectural Supervisor	J	1
Project Manager II	I	2
Engineer	I	2
Construction Supervisor	I	2
Sr. Constr. Inspector	H	3
Land Survey Supervisor	H	1
Land Survey Aide II	F	3
<b>Architecture / Design Build</b>		
Grade J	J	1
Landscape Architect	I	1
Architect	I	1
Project Manager II	I	2
<b>Additional Staffing Needs</b>		
Programmer / Analyst III	I/IT	1
Project Manager II/I	I/H	1
Total Personnel		53

## New Headquarters Office Building POR for M-NCPPC

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Division Chief	Closed Office	1	224	224	20%	269		
Principal Admin. Asst.	Workstation	1	80	80	20%	96		
Sr. Administrative Asst.	Workstation	1	64	64	20%	77		
Administrative Assistant	Workstation	1	64	64	20%	77		
Intern	Workstation	2	64	128	20%	154		
WSSC Coordinators	Workstation	2	64	128	20%	154		
ICC Environmental Monitor	Workstation	1	64	64	20%	77		
<b>CIP, Procurement, &amp; Budget</b>								
Administrative Manager	Closed Office	1	168	168	20%	202		
Principal Admin. Specialist	Workstation	2	140	280	20%	336		
Senior Admin Specialist	Workstation	2	120	240	20%	288		
<b>Land Acquisition</b>								
Land Acquisition Specialist	Closed Office	1	168	168	20%	202		
Land Acquisition Specialist	Workstation	1	120	120	20%	144		
<b>Design</b>								
Landscape Architect Supvr	Closed Office	1	168	168	20%	202		
Project Manager II	Workstation	7	140	980	20%	1,176		
Senior Design Technician	Workstation	1	120	120	20%	144		
<b>Environmental Engineering</b>								
Engineering Supervisor	Closed Office	1	168	168	20%	202		
ADA Project Manager II	Workstation	1	140	140	20%	168		
Project Manager II	Workstation	1	140	140	20%	168		
Engineer	Workstation	2	140	280	20%	336		
Senior Design Technician	Workstation	1	120	120	20%	144		
ICC Environmental Monitor	Workstation	1	120	120	20%	144		
<b>Construction</b>								
Architectural Supervisor	Closed Office	1	168	168	20%	202		
Project Manager II	Workstation	2	140	280	20%	336		
Engineer	Workstation	2	140	280	20%	336		
Construction Supervisor	Workstation	2	140	280	20%	336		
Sr. Constr. Inspector	Workstation	3	80	240	20%	288		
Land Survey Supervisor	Workstation	1	64	64	20%	77		
Land Survey Aide II	Workstation	3	64	192	20%	230		
<b>Architecture / Design Build</b>								
Grade J	Closed Office	1	168	168	20%	202		
Landscape Architect	Workstation	1	140	140	20%	168		
Architect	Workstation	1	140	140	20%	168		
Project Manager II	Workstation	2	140	280	20%	336		
<b>Additional Staffing Needs</b>								
Programmer / Analyst III	Workstation	1	140	140	20%	168		
Project Manager II/I	Workstation	1	120	120	20%	144		
<b>Total</b>		<b>53</b>		<b>6,456</b>		<b>7,747</b>	<b>0</b>	<b>0</b>

## New Headquarters Office Building POR for M-NCPPC

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File storage	Closed Room	1	300	300	10%		330	
Loading Dock Storage Room	Closed Room	1	200	200	10%		220	
<b>Total</b>				<b>300</b>		<b>0</b>	<b>550</b>	<b>0</b>
Total Space Required								Total SF Required
<b>Sub-Total Space Required</b>								<b>8,297</b>
Total Space Required						0	0	8,297
Building Gross to Net Factor				20%				1659
<b>TOTAL MASTER HOUSING GROSS</b>								<b>9,957</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Parks

Park Planning and Stewardship

Position Title	Grade	Personnel Count
<b>Admin</b>		
Parks Division Chief	K	1
Administrative Specialist	H	1
Administrative Assistant	CO5	1
Intern	F	1
<b>Cultural Resources Stewardship</b>		
Master Planner/Supervisor	J	1
History Coord./Museum Manager	I	2
History Coord./Museum Manager II	I	1
<b>Resource Analysis</b>		
Principal Natural Resources Specialist	J	1
Principal Natural Resources Specialist	I	1
Senior Natural Resources Specialist	H	4
Senior Natural Resources Specialist	G	1
<b>Park and Trail Planning</b>		
Master Planner/Supervisor	J	1
Planner Coordinator	I	4
Senior Graphic Designer II	H	2
Senior Planner	H	1
<b>Legacy Open Space</b>		
Planner Coordinator	I	1
<b>Additional Staffing Needs</b>		
Admin Assistant	CO5	1
CRS Planner Coordinator	I	1
RAS Natural Resource Specialist	H	1
P&TP Planner Coordinator	I	1
Total Personnel		28

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Parks Division Chief	Closed Office	1	224	224	20%	269		
Administrative Specialist	Workstation	1	120	120	20%	144		
Administrative Assistant	Workstation	1	80	80	20%	96		
Intern	Workstation	1	64	64	20%	77		
<b>Cultural Resources Stewardship</b>								
Master Planner/Supervisor	Closed Office	1	168	168	20%	202		
History Coord./Museum Manager	Workstation	2	140	280	20%	336		
History Coord./Museum Manager II	Workstation	1	140	140	20%	168		
<b>Resource Analysis</b>								
Principal Natural Resources Specialist	Closed Office	1	168	168	20%	202		
Principal Natural Resources Specialist	Workstation	1	140	140	20%	168		
Senior Natural Resources Specialist	Workstation	4	120	480	20%	576		
Senior Natural Resources Specialist	Workstation	1	120	120	20%	144		

## New Headquarters Office Building POR for M-NCPPC

<b>Park and Trail Planning</b>								
Master Planner/Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	4	140	560	20%	672		
Senior Graphic Designer II	Workstation	2	120	240	20%	288		
Senior Planner	Workstation	1	120	120	20%	144		
<b>Legacy Open Space</b>								
Planner Coordinator	Workstation	1	140	140	20%	168		
<b>Additional Staffing Needs</b>								
Admin Assistant	Workstation	1	80	80	20%	96		
CRS Planner Coordinator	Workstation	1	140	140	20%	168		
RAS Natural Resource Specialist	Workstation	1	120	120	20%	144		
P&TP Planner Coordinator	Workstation	1	140	140	20%	168		
<b>Total</b>		<b>28</b>		<b>3,692</b>		4,430	0	0
<b>Specialty and Support Space</b>								
Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Aquatics Lab	Closed Room	1	350	350	10%			385
File Storage Room	Closed Room	1	150	150	10%		165	
Loading Dock Storage	Closed Room	1	200	200	10%		220	
<b>Total</b>				<b>4,392</b>		0	385	385
Total Space Required								Total SF Required
<b>Sub-Total Space Required</b>								<b>5,200</b>
Total Space Required						0	0	5,200
Building Gross to Net Factor						20%		1040
<b>TOTAL MASTER HOUSING GROSS</b>								<b>6,240</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Parks

Park Police

Position Title	Grade	Personnel Count
<b>Admin</b>		
Commander	PO9	1
Administrative Specialist	G	1
<b>Purchasing</b>		
Sr. Administrative Specialist	H	1
Administrative Specialist	G	1
<b>Professional Standards</b>		
Lieutenant	PO6	1
PP Sergeant	PO5	1
<b>Administration</b>		
Lieutenant	PO6	1
Sr. Administrative Specialist	H	1
Sr. Park Ranger	G	1
PP Officer II	PO2	1
<b>Management &amp; Technology</b>		
PP Captain	PO7	1
Lieutenant	PO6	1
PP Sergeant	PO5	1
<b>M &amp; T Building Facility</b>		
Administrative Specialist	G	2
Sr. Administrative Assistant	CO5	1
Total Personnel		16

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Commander	Closed Office	1	224	224	20%	269		
Administrative Specialist	Workstation	1	120	120	20%	144		
<b>Purchasing</b>								
Sr. Administrative Specialist	Workstation	1	120	120	20%	144		
Administrative Specialist	Workstation	1	120	120	20%	144		
<b>Professional Standards</b>								
Lieutenant	Closed Office	1	168	168	20%	202		
PP Sergeant	Workstation	1	140	140	20%	168		
<b>Administration</b>								
Lieutenant	Closed Office	1	168	168	20%	202		
Sr. Administrative Specialist	Workstation	1	120	120	20%	144		
Sr. Park Ranger	Workstation	1	120	120	20%	144		
PP Officer II	Workstation	1	100	100	20%	120		
<b>Management &amp; Technology</b>								
PP Captain	Closed Office	1	168	168	20%	202		
Lieutenant	Closed Office	1	168	168	20%	202		
PP Sergeant	Workstation	1	140	140	20%	168		

## New Headquarters Office Building POR for M-NCPPC

<b>M &amp; T Building Facility</b>								
Administrative Specialist	Workstation	2	120	240	20%	288		
Sr. Administrative Assistant	Workstation	1	80	80	20%	96		
<b>Total</b>		<b>16</b>		<b>2,196</b>		2,635	0	0
Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Secured Storage	Closed Room	1	450	450	10%		495	
Professional Standards Storage	Closed Room	1	450	450	10%		495	
<b>Total</b>				<b>5,292</b>		0	990	0
Total Space Required								Total SF Required
<b>Sub-Total Space Required</b>								<b>3,625</b>
Total Space Required						0	0	3,625
Building Gross to Net Factor				20%				725
<b>TOTAL MASTER HOUSING GROSS</b>								<b>4,350</b>

## New Headquarters Office Building POR for M-NCPPC

Space Requirements Worksheet								
Department: Parks								
M-NCPPC Federal Credit Union*								
Position Title	Grade	Personnel Count						
<b>Credit Union</b>								
Credit Union Staff	UC	1*						
Total Personnel		0						
Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Credit Union</b>								
Credit Union Staff	Closed Office	1*	0	0	20%	0		
<b>Total</b>		<b>0</b>		<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>
Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Total</b>						<b>0</b>	<b>0</b>	<b>0</b>
Total Space Required								Total SF Required
<b>Sub-Total Space Required</b>								<b>0</b>
Total Space Required							0	0
Building Gross to Net Factor						20%		0
<b>TOTAL MASTER HOUSING GROSS</b>								<b>0</b>

\*Note: M-NCPPC Federal Credit Union Staff member will not be included in total Personnel count. Credit Union space is incorporated into Building Amenities section of 'Shared Specialty and Support Space'

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Planning  
 Planning Director's Office

Position Title	Grade	Personnel Count
<b>Admin</b>		
Planning Director	UC	1
Deputy Director	L	1
<b>Support</b>		
Admin. Specialist	K	1
Administrative Assistant	CO4	1
Specialist	I	1
Special Projects	I	1
<b>Total Personnel</b>		<b>6</b>

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Planning Director	Closed Office	1	280	280	20%	336		
Deputy Director	Closed Office	1	252	252	20%	302		
<b>Support</b>								
Admin. Specialist	Closed Office	1	224	224	20%	269		
Administrative Assistant	Workstation	1	80	80	20%	96		
Specialist	Workstation	1	120	120	20%	144		
Special Projects	Workstation	1	120	120	20%	144		
<b>Total</b>		<b>6</b>		<b>1,076</b>		1,291	0	0

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Waiting/Reception Area	Open	1	100	100				100
<b>Total</b>				<b>100</b>		0	0	100

Total Space Required						Total SF Required
<b>Sub-Total Space Required</b>						<b>1,391</b>
Total Space Required						1,391
Building Gross to Net Factor 20%						278
<b>TOTAL MASTER HOUSING GROSS</b>						<b>1,669</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Planning

Area 1

Position Title	Grade	Personnel Count
<b>Admin</b>		
Chief	K	1
Administrative Support	CO4	2
Intern	F	1
<b>Team 1</b>		
Master Planner / Supervisor	J	1
Planner Coordinator	I	4
Senior Planner	H	4
<b>Team 2</b>		
Master Planner / Supervisor	J	1
Planner Coordinator	I	3
Senior Planner	H	3
Total Personnel		20

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Chief	Closed Office	1	224	224	20%	269		
Administrative Support	Workstation	2	80	160	20%	192		
Intern	Workstation	1	80	80	20%	96		
<b>Team 1</b>								
Master Planner / Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	4	120	480	20%	576		
Senior Planner	Workstation	4	120	480	20%	576		
<b>Team 2</b>								
Master Planner / Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	3	120	360	20%	432		
Senior Planner	Workstation	3	120	360	20%	432		
<b>Total</b>		<b>20</b>		<b>2,480</b>		<b>2,976</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage	Closed Room	1	150	150	10%		165	
Equipment Storage	Closet	1	80	80	10%		88	
<b>Total</b>				<b>2,710</b>		<b>0</b>	<b>253</b>	<b>0</b>

Total Space Required									Total SF Required
<b>Sub-Total Space Required</b>									<b>3,229</b>
Total Space Required							0	0	3,229
Building Gross to Net Factor						20%			646
<b>TOTAL MASTER HOUSING GROSS</b>									<b>3,875</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Planning

Area 2

Position Title	Grade	Personnel Count
<b>Admin</b>		
Chief	K	1
Administrative Support	G	1
Intern	F	1
<b>East County Team</b>		
Master Planner Supervisor	J	1
Planner Coordinator	I	3
Senior Planner	H	5
Planner	G	1
<b>I-270 Cooridor Team</b>		
Master Planner Supervisor	J	2
Planner Coordinator	I	5
Senior Planner	H	4
Total Personnel		24

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Chief	Closed Office	1	224	224	20%	269		
Administrative Support	Workstation	1	80	80	20%	96		
Intern	Workstation	1	80	80	20%	96		
<b>East County Team</b>								
Master Planner Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	3	120	360	20%	432		
Senior Planner	Workstation	5	120	600	20%	720		
Planner	Workstation	1	120	120	20%	144		
<b>I-270 Coordination Team</b>								
Master Planner Supervisor	Closed Office	2	168	336	20%	403		
Planner Coordinator	Workstation	5	120	600	20%	720		
Senior Planner	Workstation	4	120	480	20%	576		
<b>Total</b>		<b>24</b>		<b>3,048</b>		<b>3,658</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage	Closed Room	1	150	150	10%		165	
Equipment Storage	Closet	1	80	80	10%		88	
<b>Total</b>				<b>230</b>		<b>0</b>	<b>253</b>	<b>0</b>

Total Space Required							Total SF Required
<b>Sub-Total Space Required</b>							<b>3,911</b>
Total Space Required						0	0
Building Gross to Net Factor						20%	782
<b>TOTAL MASTER HOUSING GROSS</b>							<b>4,693</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Planning

Area 3

Position Title	Grade	Personnel Count
<b>Admin</b>		
Chief	K	1
Administrative Assistant	CO4	2
Interns	F	2
<b>Area 3 Team</b>		
Master Planner Supervisor	J	3
Planner / Coordinator	I	10
Senior Planner	H	8
<b>Total Personnel</b>		
		26

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Chief	Closed Room	1	224	224	20%	269		
Administrative Assistant	Workstation	2	80	160	20%	192		
Interns	Workstation	2	64	128	20%	154		
<b>Area 3 Team</b>								
Master Planner Supervisor	Closed Room	3	168	504	20%	605		
Planner / Coordinator	Workstation	10	120	1,200	20%	1,440		
Senior Planner	Workstation	8	120	960	20%	1,152		
<b>Total</b>		<b>26</b>		<b>3,176</b>		<b>3,811</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage	Closed Room	1	150	150	10%		165	
Equipment Storage	Closet	1	80	80	10%		88	
<b>Total</b>				<b>230</b>		<b>0</b>	<b>253</b>	<b>0</b>

Total Space Required						Total SF Required
<b>Sub-Total Space Required</b>						<b>4,064</b>
Total Space Required						4,064
Building Gross to Net Factor 20%						813
<b>TOTAL MASTER HOUSING GROSS</b>						<b>4,877</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Planning

Center for Research and Information

Position Title	Grade	Personnel Count
<b>Admin</b>		
Chief	K	1
Administrative Support	CO4	1
Intern	F	3
<b>GIS</b>		
GIS Supervisor	J	2
GIS Specialist III	I-IT	2
GIS Specialist II	H-IT	2
GIS Specialist I	G-IT	1
CAD / GIS Technician III	F	1
<b>Research</b>		
Research Supervisor	J	3
Planner Coordinator	I	2
Senior Planner	H	2
Planner	G	1
<b>Total Personnel</b>		<b>21</b>

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Chief	Closed Office	1	224	224	20%	269		
Administrative Support	Workstation	1	64	64	20%	77		
Intern	Workstation	3	64	192	20%	230		
<b>GIS</b>								
GIS Supervisor	Closed Office	2	168	336	20%	403		
GIS Specialist III	Workstation	2	120	240	20%	288		
GIS Specialist II	Workstation	2	120	240	20%	288		
GIS Specialist I	Workstation	1	120	120	20%	144		
CAD / GIS Technician III	Workstation	1	80	80	20%	96		
<b>Research</b>								
Research Supervisor	Closed Office	3	168	504	20%	605		
Planner Coordinator	Workstation	2	120	240	20%	288		
Senior Planner	Workstation	2	120	240	20%	288		
Planner	Workstation	1	120	120	20%	144		
<b>Total</b>		<b>21</b>		<b>2,600</b>		<b>3,120</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Additional Storage (Research staff)	Closed Room	1	150	150	10%		165	
<b>Total</b>				<b>150</b>		<b>0</b>	<b>165</b>	<b>0</b>

Total Space Required						Total SF Required
<b>Sub-Total Space Required</b>						<b>3,285</b>
Total Space Required						3,285
Building Gross to Net Factor 20%						657
<b>TOTAL MASTER HOUSING GROSS</b>						<b>3,942</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Planning  
Development Applications and Regulatory Coordination

Position Title	Grade	Personnel Count
<b>Admin</b>		
Chief	K	1
Administrative Assistant	CO6	1
Administrative Assistant	CO5	2
Intern	F	1
<b>DARC Staff</b>		
Planner Supervisor	J	2
Planner Coordinator	I	2
Senior Planner / Inspector	H	6
Principal Planning Technician	G	5
CAD / GIS Technician III	F	1
Senior Planning Technician	F	2
GIS Specialist I	G-IT	1
<b>Additional Staffing Needs</b>		
Planning Technician	G	1
Senior Planner	H	1
<b>Total Personnel</b>		<b>26</b>

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Chief	Closed Office	1	224	224	20%	269		
Administrative Assistant	Workstation	1	100	100	20%	120		
Administrative Assistant	Workstation	2	80	160	20%	192		
Intern	Workstation	1	64	64	20%	77		
<b>DARC Staff</b>								
Planner Supervisor	Closed Office	2	168	336	20%	403		
Planner Coordinator	Workstation	2	120	240	20%	288		
Senior Planner / Inspector	Workstation	6	120	720	20%	864		
Principal Planning Technician	Workstation	5	120	600	20%	720		
CAD / GIS Technician III	Workstation	1	100	100	20%	120		
Senior Planning Technician	Workstation	2	80	160	20%	192		
GIS Specialist I	Workstation	1	120	120	20%	144		
<b>Additional Staffing Needs</b>								
Planning Technician	Workstation	1	120	120	20%	144		
Senior Planner	Workstation	1	120	120	20%	144		
<b>Total</b>		<b>26</b>		<b>3,064</b>		<b>3,677</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Small Conference Room	Closed Room	1	300	300	10%			330
<b>Total</b>				<b>300</b>		<b>0</b>	<b>0</b>	<b>330</b>

Total Space Required						Total SF Required
<b>Sub-Total Space Required</b>						<b>4,007</b>
Total Space Required						4,007
Building Gross to Net Factor 20%						801
<b>TOTAL MASTER HOUSING GROSS</b>						<b>4,808</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Planning

Functional Planning and Policy

Position Title	Grade	Personnel Count
<b>Admin</b>		
Chief	K	1
Administrative Support	CO4	1
Intern	F	2
<b>Multimodal Networks</b>		
Planning Supervisor	J	1
Planner Coordinator	I	1
Senior Planner	H	1
<b>Natural and Community Resources</b>		
Planning Supervisor	J	1
Planner Coordinator	I	1
Senior Planner	H	1
<b>Travel Forecasting</b>		
Planning Supervisor	J	2
Planner Coordinator	I	1
Senior Planner	H	1
<b>Historic Preservation</b>		
Planning Supervisor	J	1
Planner Coordinator	I	2
Senior Planner	H	2
Administrative Assistant	CO6	1
<b>Additional Staffing Needs</b>		
Intern	F	1
Bicycle / Pedestrian Planner	I	1
Total Personnel		22

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Chief	Closed Office	1	224	224	20%	269		
Administrative Support	Workstation	1	80	80	20%	96		
Intern	Workstation	2	80	160	20%	192		
<b>Multimodal Networks</b>								
Planning Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	1	120	120	20%	144		
Senior Planner	Workstation	1	120	120	20%	144		
<b>Natural and Community Resources</b>								
Planning Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	1	120	120	20%	144		
Senior Planner	Workstation	1	120	120	20%	144		
<b>Travel Forecasting</b>								
Planning Supervisor	Closed Office	2	168	336	20%	403		
Planner Coordinator	Workstation	1	120	120	20%	144		
Senior Planner	Workstation	1	120	120	20%	144		

## New Headquarters Office Building POR for M-NCPPC

<b>Historic Preservation</b>								
Planning Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	2	120	240	20%	288		
Senior Planner	Workstation	2	120	240	20%	288		
Administrative Assistant	Workstation	1	110	110	20%	132		
<b>Additional Staffing Needs</b>								
Intern	Workstation	1	80	80	20%	96		
Bicycle / Pedestrian Planner	Workstation	1	140	140	20%	168		
<b>Total</b>		<b>22</b>		<b>2,834</b>		<b>3,401</b>	<b>0</b>	<b>0</b>
<b>Specialty and Support Space</b>								
Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
File Storage (HP)		1	150	150	10%		165	
<b>Total</b>				<b>150</b>		<b>0</b>	<b>165</b>	<b>0</b>
<b>Total Space Required</b>								<b>Total SF Required</b>
<b>Sub-Total Space Required</b>								<b>3,566</b>
Total Space Required							0	3,566
Building Gross to Net Factor						20%		713
<b>TOTAL MASTER HOUSING GROSS</b>								<b>4,279</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Planning

Management & Technology Services

Position Title	Grade	Personnel Count
<b>Admin</b>		
Chief	K	1
Senior Administrative Specialist	H	2
Principal Administrative Assistant	CO6	1
Principal Administrative Specialist	I	2
Intern	F	1
Building & Grounds Supervisor	I	1
<b>Production &amp; Publications</b>		
Administrative Supervisor	J	1
Planner Coordinator	I	1
Graphics Designer III	G	2
CAD/GIS Technician	F	2
Senior IT Support Specialist	I-IT	1
IT Support Specialist II	H-IT	1
Total Personnel		16

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Chief	Closed Office	1	224	224	20%	269		
Senior Administrative Specialist	Workstation	2	120	240	20%	288		
Principal Administrative Assistant	Workstation	1	110	110	20%	132		
Principal Administrative Specialist	Closed/Open	2	120	240	20%	288		
Intern	Workstation	1	64	64	20%	77		
Building & Grounds Supervisor	Workstation	1	120	120	20%	144		
<b>Production &amp; Publications</b>								
Administrative Supervisor	Closed Office	1	168	168	20%	202		
Planner Coordinator	Workstation	1	120	120	20%	144		
Graphics Designer III	Workstation	2	120	240	20%	288		
CAD/GIS Technician	Workstation	2	80	160	20%	192		
Senior IT Support Specialist	Workstation	1	120	120	20%	144		
IT Support Specialist II	Workstation	1	120	120	20%	144		
<b>Total</b>		<b>16</b>		<b>1,926</b>		<b>2,311</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
Potter/Production room (Dedicated)	Multipurpose	1	400	400	10%			440
Housekeeping Storage	Closed Room	1	200	200	10%		220	
Loading Dock Storage Room	Closed Room	1	200	200	10%		220	
<b>Total</b>				<b>800</b>		<b>0</b>	<b>440</b>	<b>440</b>

Total Space Required						Total SF Required
<b>Sub-Total Space Required</b>						<b>3,191</b>
Total Space Required						3,191
Building Gross to Net Factor 20%						638
<b>TOTAL MASTER HOUSING GROSS</b>						<b>3,829</b>

## New Headquarters Office Building POR for M-NCPPC

### Space Requirements Worksheet

Department: Parks & Planning

Information Technology

Position Title	Grade	Personnel Count
<b>Admin</b>		
Chief	K	1
<b>Telecommunications (I.T.)</b>		
IT Support Sp I	G	1
Sr IT Support Sp.	I-IT	2
IT Support Sp II	H-IT	3
<b>Technology Support (I.T.)</b>		
IT Systems Manager	J-IT	1
Senior IT Support Specialist	I-IT	3
IT Support Specialist I	G-IT	1
IT Support Technician	F-IT	1
<b>Additional Staffing Needs</b>		
Security Specialist	I-IT	1
Visualization Specialist	I-IT	1
Total Personnel		15

Primary Personnel Space	Space Type	Personnel Count	SF/Position w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Admin</b>								
Chief	Closed Office	1	224	224	20%	269		
<b>Telecommunications (I.T.)</b>								
IT Support Sp I	Workstation	1	120	120	20%	144		
Sr IT Support Sp.	Workstation	2	140	280	20%	336		
IT Support Sp II	Workstation	3	120	360	20%	432		
<b>Technology Support (I.T.)</b>								
IT Systems Manager	Closed Office	1	168	168	20%	202		
Senior IT Support Specialist	Workstation	3	120	360	20%	432		
IT Support Specialist I	Workstation	1	120	120	20%	144		
IT Support Technician	Workstation	1	80	80	20%	96		
<b>Additional Staffing Needs</b>								
Security Specialist	Workstation	1	140	140	20%	168		
Visualization Specialist	Workstation	1	140	140	20%	168		
<b>Total</b>		<b>15</b>		<b>1,992</b>		<b>2,390</b>	<b>0</b>	<b>0</b>

Specialty and Support Space	Space Type	Number Required	SF/Space w/o Circ and Layout	Total SF w/o Circ/Layout	InSuite Circ/Layout Factor	Total Office	Total Storage	Total Special
<b>Total</b>				<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>

Total Space Required									Total SF Required
<b>Sub-Total Space Required</b>									<b>2,390</b>
Total Space Required								0	2,390
Building Gross to Net Factor 20%									478
<b>TOTAL MASTER HOUSING GROSS</b>									<b>2,868</b>



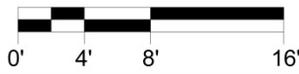
## 4. Typical Room Layouts

The design parameters and space layouts of the room in this section reflect the guidelines provided in the Montgomery County September 1, 1998, Draft Administrative Procedure 5-12, Space Allocation document. All furniture and equipment included are shown as recommendations for typical office layouts based on the function and use of each space. Office sizes are determined by grade level and job function of each employee occupying the space, shown in a typical office orientation. Rooms are all non-contextual and further analysis is required for future design phases.

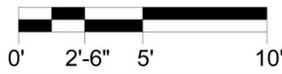
**Legend of Furniture and Equipment Symbols**

AC.1		SERVER RACK	PL.1		TOILET
BK.1		BOOKCASE	PL.2		SHOWER
CH.1		CHAIR; TASK	PL.3		SINK
CH.2		CHAIR; MEETING	PL.4		SINK
CH.3		CHAIR; STACKING ARM	PL.5		MOP SINK
CH.4		CHAIR; GUEST	PR.1		PRINTER
CH.5		CHAIR; CONFERENCE	PT.1		MOBILE PARTITION ROOM DIVIDER
CH.6		CHAIR; STOOL	RC.1		RECYCLING BIN
CH.7		CHAIR; LOUNGE	SE.1		SAFE
CH.8		CHAIR; LAB STOOL	ST.1		STORAGE; CABINET
CZ.1		CREDENZA	ST.2		STORAGE; CABINET
CZ.5		COMPUTER DESK	ST.3		STORAGE; SHELVING
FL.1		FILE; VERTICAL	ST.4		STORAGE; LOW SHELF
FL.2		FILE; LATERAL	TB.1		TABLE; MEETING
FL.3		FILE; MOBILE	TB.2		TABLE; CONFERENCE
FL.4		FILE; FLAT	TB.3		TABLE; WORK/DRAFTING
KT.1		REFRIGERATOR/ FREEZER	TB.4		TABLE; MOVEABLE / INTEGRATED POWER TRAINING
KT.2		FREEZER	TB.5		TABLE; CONFERENCE
LK.1		LOCKER	TR.1		TRASH BIN
LK.2		LOCKER ROOM BENCH	TV.1		TELEVISION
MO.1		MONITOR	TW.1		TRANSACTION WINDOW
PJ.1		PROJECTION SCREEN			

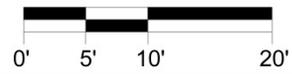
# New Headquarters Office Building POR for M-NCPPC



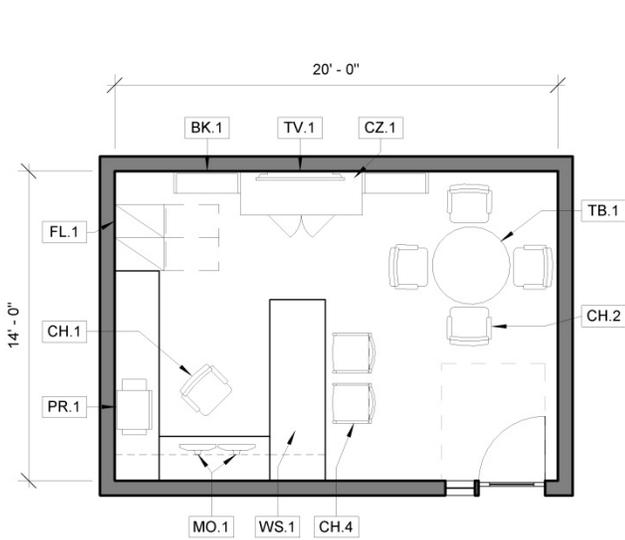
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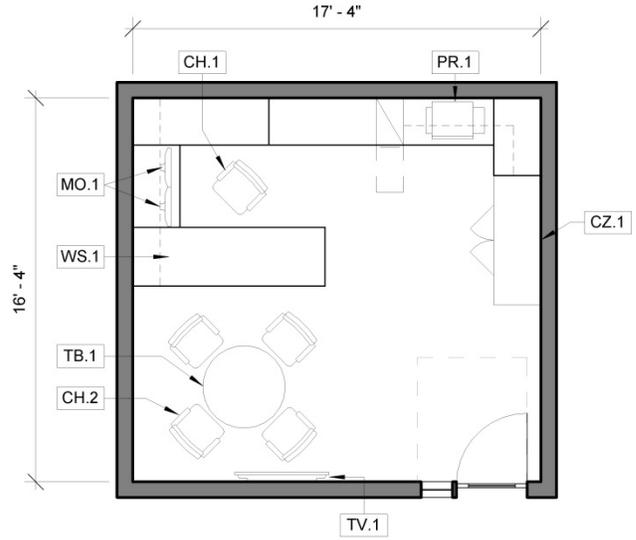
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Scale: 3/32" = 1'0"



○ 280 SF OFFICE  
SCALE: 3/16" = 1'-0"

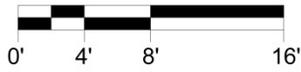


○ 280 SF OFFICE (ALT.)  
SCALE: 3/16" = 1'-0"

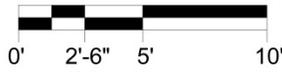
280 SF OFFICE		
Model	Description	Count
BK.1	BOOKCASE	2
CH.1	TASK CHAIR W/ CASTERS	1
CH.2	CHAIR; MEETING	4
CH.4	CHAIR; GUEST	2
CO.1	COMPUTER	1
CZ.1	CREDENZA	1
FL.1	FILE, VERTICAL	2
MO.1	MONITOR	2
PR.1	PRINTER	1
TB.1	CONFERENCE TABLE	1
TV.1	FLAT SCREEN TELEVISION	1
WS.1	WORK SURFACE	1

280 SF OFFICE (ALT)		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CH.2	CHAIR; MEETING	4
CO.1	COMPUTER	1
CZ.1	CREDENZA	1
FL.3	FILE, MOBILE	1
MO.1	MONITOR	2
PR.1	PRINTER	1
TB.1	CONFERENCE TABLE	1
TV.1	FLAT SCREEN TELEVISION	1
WS.1	WORK SURFACE	1

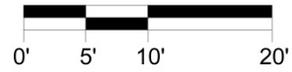
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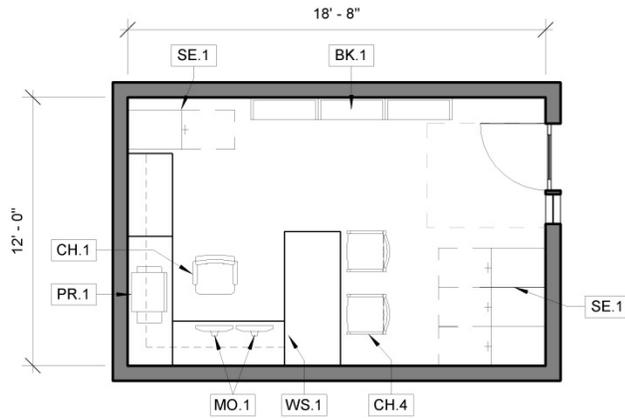
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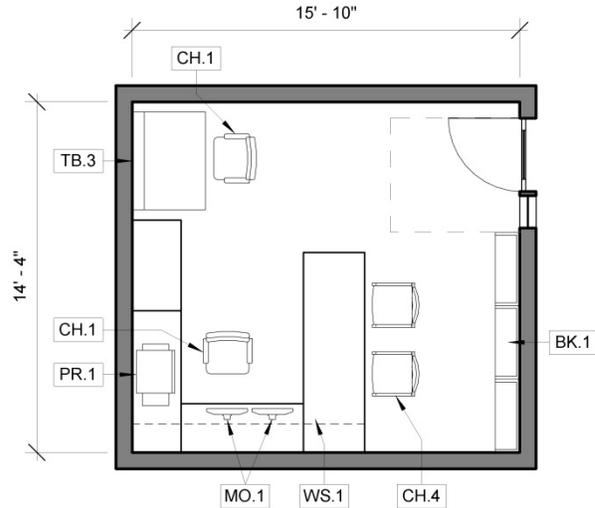
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Scale: 3/32" = 1'0"



○ 224 SF OFFICE  
SCALE: 3/16" = 1'-0"



○ 224 SF OFFICE (ALT.)  
SCALE: 3/16" = 1'-0"

224 SF OFFICE		
Model	Description	Count
BK.1	BOOKCASE	3
CH.1	TASK CHAIR W/ CASTERS	1
CH.4	CHAIR; GUEST	2
CO.1	COMPUTER	1
MO.1	MONITOR	2
PR.1	PRINTER	1
SE.1	SAFE	4
WS.1	WORK SURFACE	1

224 SF OFFICE (ALT)		
Model	Description	Count
BK.1	BOOKCASE	3
CH.1	TASK CHAIR W/ CASTERS	2
CH.4	CHAIR; GUEST	2
CO.1	COMPUTER	1
MO.1	MONITOR	2
PR.1	PRINTER	1
TB.3	DRAFTING TABLE	1
WS.1	WORK SURFACE	1

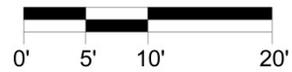
# New Headquarters Office Building POR for M-NCPPC



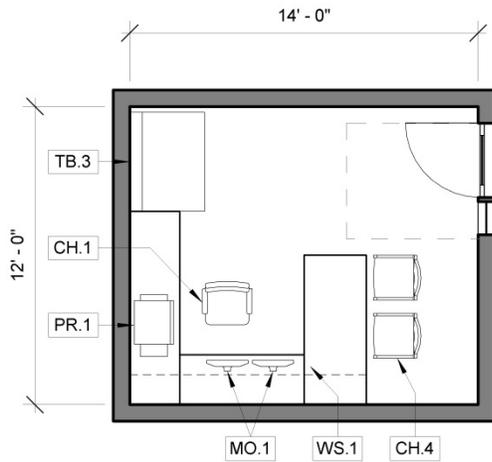
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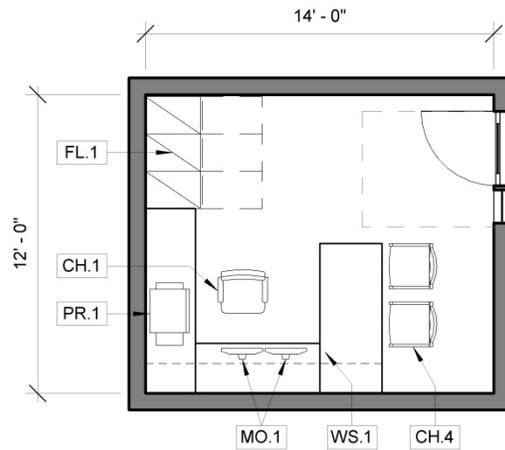
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Scale: 3/32" = 1'0"



○ 168 SF OFFICE  
SCALE: 3/16" = 1'-0"

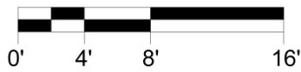


○ 168 SF OFFICE (ALT.)  
SCALE: 3/16" = 1'-0"

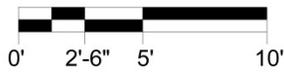
168 SF OFFICE		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CH.4	CHAIR; GUEST	2
CO.1	COMPUTER	1
MO.1	MONITOR	2
PR.1	PRINTER	1
TB.3	DRAFTING TABLE	1
WS.1	WORK SURFACE	1

168 SF OFFICE (ALT)		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CH.4	CHAIR; GUEST	2
CO.1	COMPUTER	1
FL.1	FILE, VERTICAL	3
MO.1	MONITOR	2
PR.1	PRINTER	1
WS.1	WORK SURFACE	1

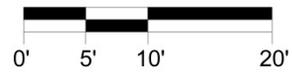
## New Headquarters Office Building POR for M-NCPPC



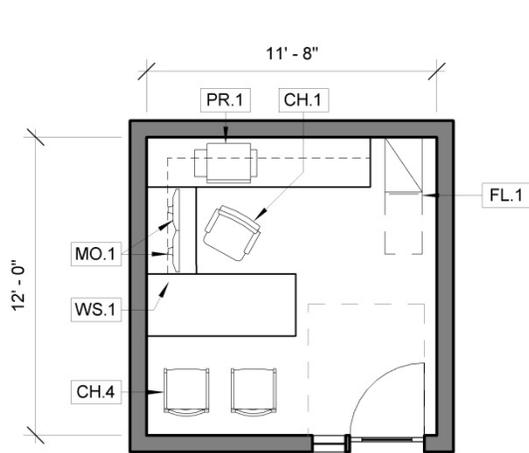
Scale: 1/8" = 1'0"



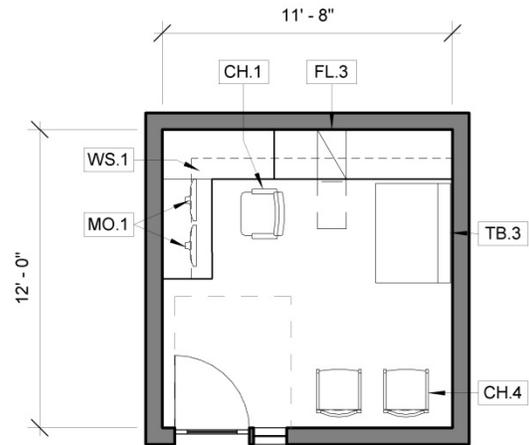
Scale: 3/16" = 1'0"



Scale: 3/32" = 1'0"



○ 140 SF OFFICE  
SCALE: 3/16" = 1'-0"

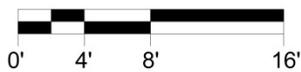


○ 140 SF OFFICE (ALT.)  
SCALE: 3/16" = 1'-0"

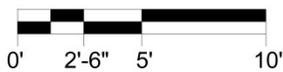
140 SF OFFICE		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CH.4	CHAIR; GUEST	2
CO.1	COMPUTER	1
FL.1	FILE, VERTICAL	1
MO.1	MONITOR	2
PR.1	PRINTER	1
WS.1	WORK SURFACE	1

140 SF OFFICE (ALT.)		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CH.4	CHAIR; GUEST	2
CO.1	COMPUTER	1
FL.3	FILE, MOBILE	1
MO.1	MONITOR	2
TB.3	DRAFTING TABLE	1
WS.1	WORK SURFACE	1

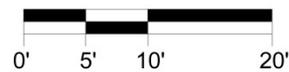
## New Headquarters Office Building POR for M-NCPPC



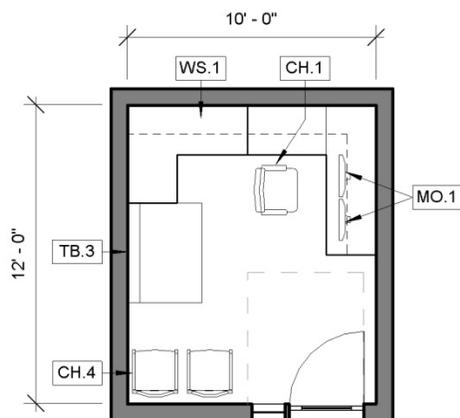
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



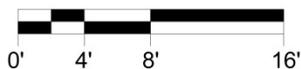
Scale: 3/32" = 1'0"



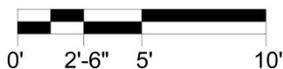
○ 120 SF OFFICE  
SCALE: 3/16" = 1'-0"

120 SF OFFICE		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CH.4	CHAIR; GUEST	2
CO.1	COMPUTER	1
MO.1	MONITOR	2
TB.3	DRAFTING TABLE	1
WS.1	WORK SURFACE	1

## New Headquarters Office Building POR for M-NCPPC



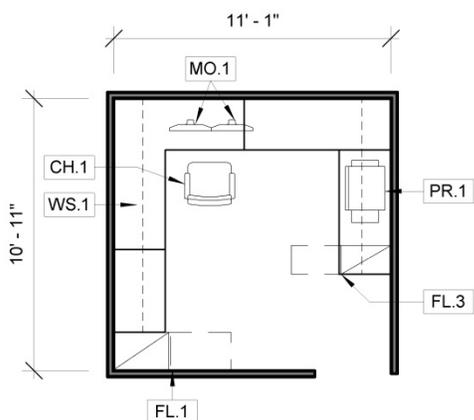
Scale: 1/8" = 1'0"



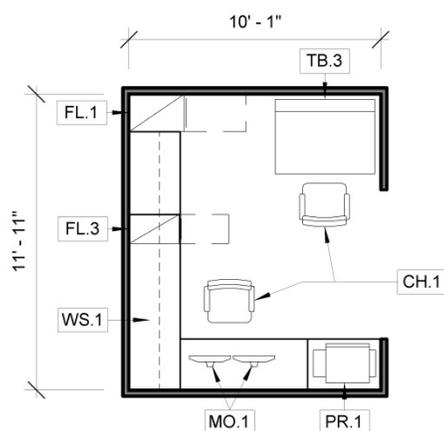
Scale: 3/16" = 1'0"



Scale: 3/32" = 1'0"



○ 120 SF WORKSTATION  
SCALE: 3/16" = 1'-0"

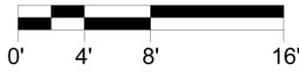


○ 120 SF WORKSTATION (ALT.)  
SCALE: 3/16" = 1'-0"

120 SF WORKSTATION		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CO.1	COMPUTER	1
FL.1	FILE, VERTICAL	1
FL.3	FILE, MOBILE	1
MO.1	MONITOR	2
PR.1	PRINTER	1
WS.1	WORK SURFACE	1

120 SF WORKSTATION (ALT)		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	2
CO.1	COMPUTER	1
FL.1	FILE, VERTICAL	1
FL.3	FILE, MOBILE	1
MO.1	MONITOR	2
PR.1	PRINTER	1
TB.3	DRAFTING TABLE	1
WS.1	WORK SURFACE	1

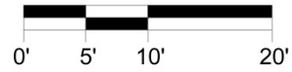
# New Headquarters Office Building POR for M-NCPPC



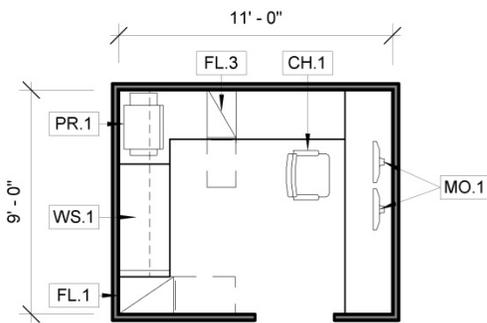
Scale: 1/8" = 1'0"



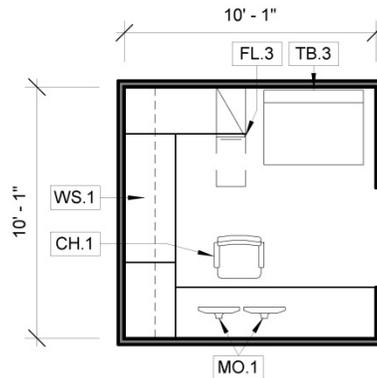
Scale: 3/16" = 1'0"



Scale: 3/32" = 1'0"



○ 100 SF WORKSTATION  
SCALE: 3/16" = 1'-0"

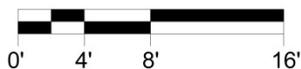


○ 100 SF WORKSTATION (ALT.)  
SCALE: 3/16" = 1'-0"

100 SF WORKSTATION		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CO.1	COMPUTER	1
FL.1	FILE, VERTICAL	1
FL.3	FILE, MOBILE	1
MO.1	MONITOR	2
PR.1	PRINTER	1
WS.1	WORK SURFACE	1

100 SF WORKSTATION (ALT)		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CO.1	COMPUTER	1
FL.3	FILE, MOBILE	1
MO.1	MONITOR	2
TB.3	DRAFTING TABLE	1
WS.1	WORK SURFACE	1

## New Headquarters Office Building POR for M-NCPPC



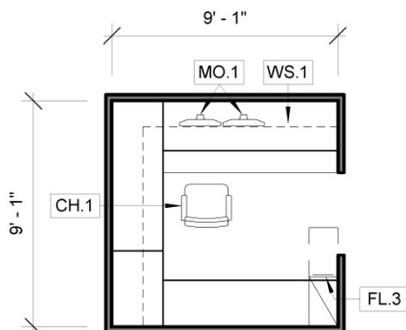
Scale: 1/8" = 1'0"



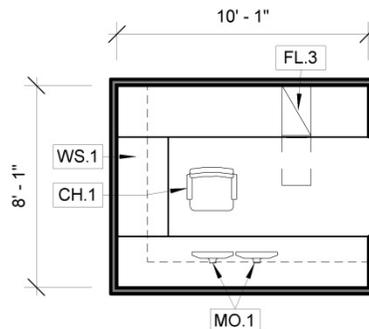
Scale: 3/16" = 1'0"



Scale: 3/32" = 1'0"



○ 80 SF WORKSTATION  
SCALE: 3/16" = 1'-0"

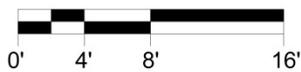


○ 80 SF WORKSTATION (ALT.)  
SCALE: 3/16" = 1'-0"

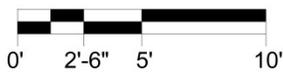
80 SF WORKSTATION		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CO.1	COMPUTER	1
FL.3	FILE, MOBILE	1
MO.1	MONITOR	2
WS.1	WORK SURFACE	1

80 SF WORKSTATION (ALT)		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CO.1	COMPUTER	1
FL.3	FILE, MOBILE	1
MO.1	MONITOR	2
WS.1	WORK SURFACE	1

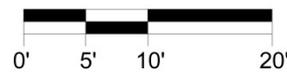
## New Headquarters Office Building POR for M-NCPPC



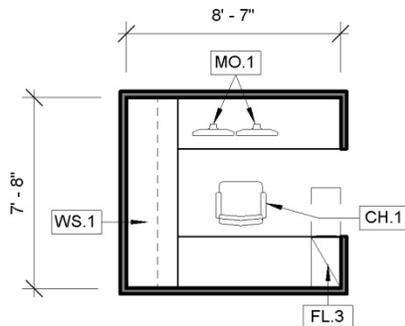
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



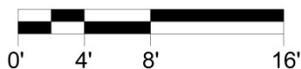
Scale: 3/32" = 1'0"



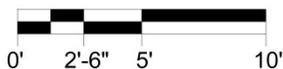
○ 64 SF OFFICE  
SCALE: 3/16" = 1'-0"

64 SF WORKSTATION		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	1
CO.1	COMPUTER	1
FL.3	FILE, MOBILE	1
MO.1	MONITOR	2
WS.1	WORK SURFACE	1

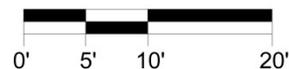
## New Headquarters Office Building POR for M-NCPPC



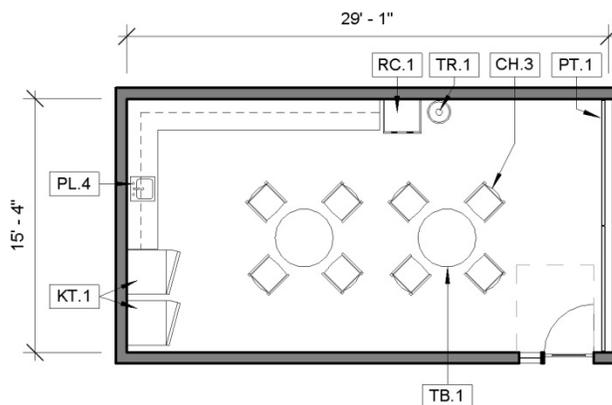
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



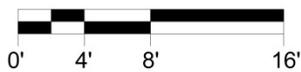
Scale: 3/32" = 1'0"



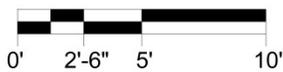
○ BREAKROOM (360 SF)  
SCALE: 1/8" = 1'-0"

BREAKROOM		
Model	Description	Count
CH.3	CHAIR; STACKING ARM	8
KT.1	REFRIGERATOR/FREEZER	2
PL.4	SINK	1
PT.1	MOBILE PARTITION ROOM DIVIDER	1
TB.1	MEETING TABLE	2

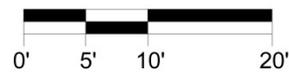
## New Headquarters Office Building POR for M-NCPPC



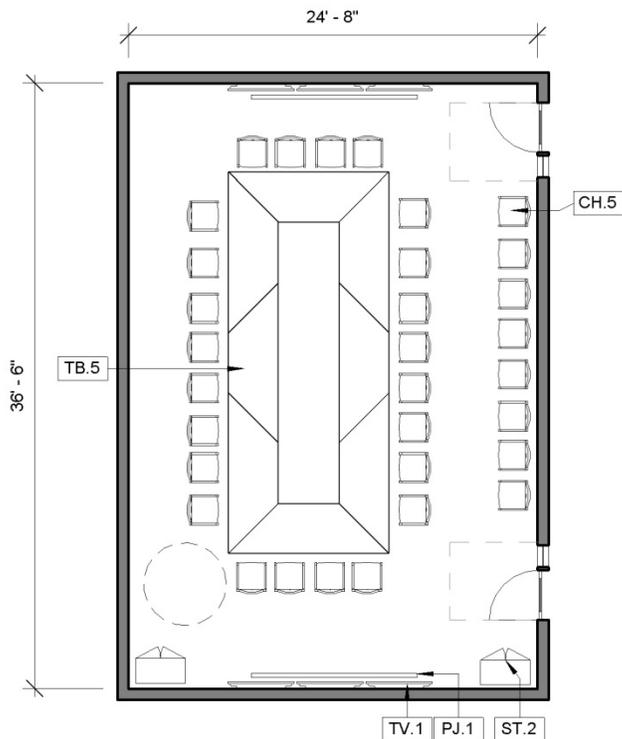
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



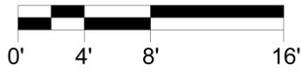
Scale: 3/32" = 1'0"



○ COMMAND CONFERENCE [33] (900 SF)  
SCALE: 1/8" = 1'-0"

COMMAND CONFERENCE ROOM [33]		
Model	Description	Count
CH.5	CHAIR; CONFERENCE	32
CO.1	COMPUTER	1
CZ.2	CREDENZA	1
PJ.1	PROJECTION SCREEN	2
ST.2	STORAGE; CABINET	1
TB.5	TABLE; CONFERENCE	1
TV.1	FLAT SCREEN TELEVISION	6

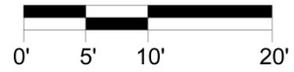
# New Headquarters Office Building POR for M-NCPPC



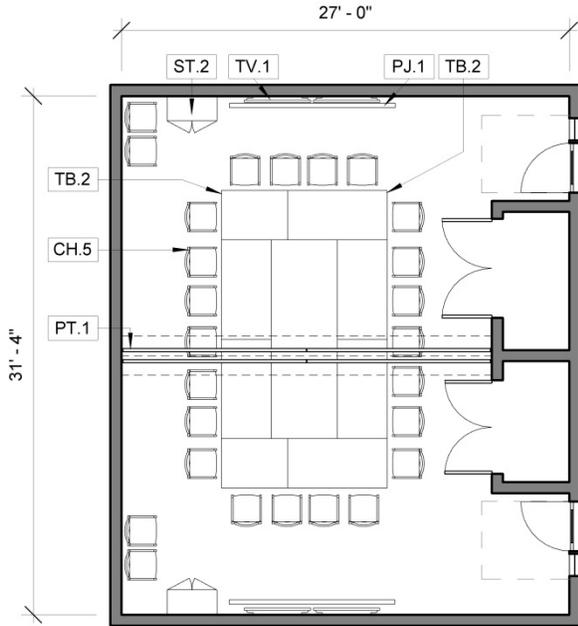
Scale: 1/8" = 1'0"



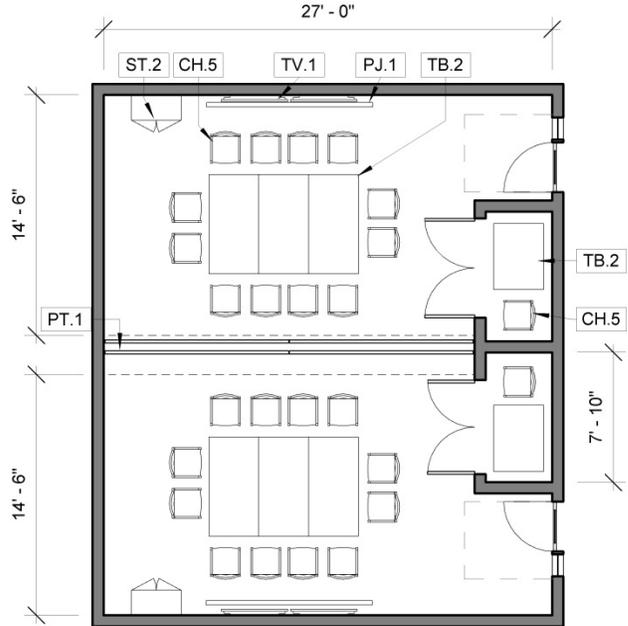
Scale: 3/16" = 1'0"



Scale: 3/32" = 1'0"



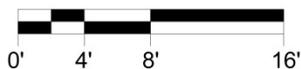
○ LARGE CONFERENCE [26] (700 SF)  
SCALE: 1/8" = 1'-0"



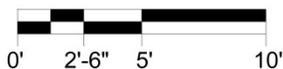
○ LARGE CONFERENCE SPLIT [24] (700 SF)  
SCALE: 1/8" = 1'-0"

LARGE CONFERENCE [26]		
Model	Description	Count
CH.5	CHAIR; CONFERENCE	26
CO.1	COMPUTER	1
PJ.1	PROJECTION SCREEN	2
PT.1	MOBILE PARTITION ROOM DIVIDER	1
ST.2	STORAGE; CABINET	2
TB.2	WORK SURFACE	8
TV.1	FLAT SCREEN TELEVISION	4

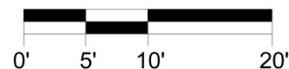
## New Headquarters Office Building POR for M-NCPPC



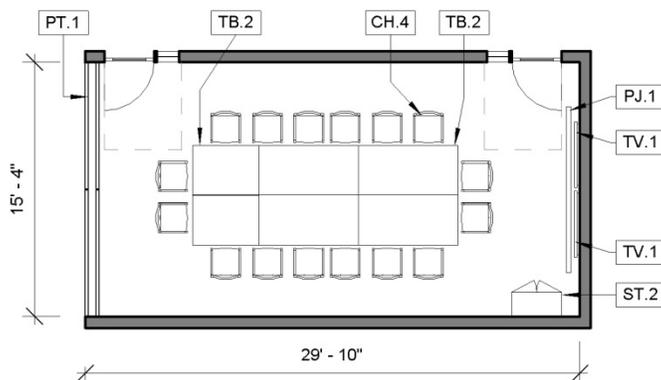
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



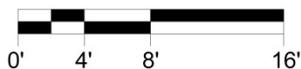
Scale: 3/32" = 1'0"



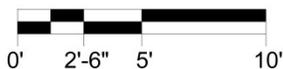
○ MEDIUM CONFERENCE (500 SF)  
SCALE: 1/8" = 1'-0"

MEDIUM CONFERENCE [16]		
Model	Description	Count
CH.4	CHAIR; GUEST	16
CO.1	COMPUTER	1
PJ.1	PROJECTION SCREEN	1
PT.1	MOBILE PARTITION ROOM DIVIDER	1
ST.2	STORAGE; CABINET	1
TB.2	TABLE; CONFERENCE	6
TV.1	FLAT SCREEN TELEVISION	2

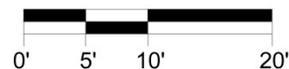
## New Headquarters Office Building POR for M-NCPPC



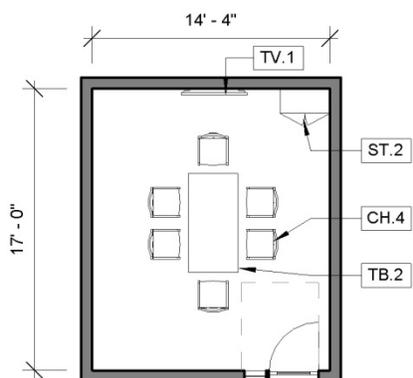
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



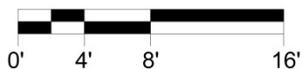
Scale: 3/32" = 1'0"



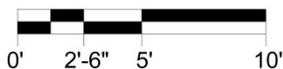
○ SMALL CONFERENCE [6] (300 SF)  
SCALE: 1/8" = 1'-0"

SMALL CONFERENCE [6]		
Model	Description	Count
CH.4	CHAIR; GUEST	6
CO.1	COMPUTER	1
ST.2	STORAGE; CABINET	1
TB.2	TABLE; CONFERENCE	1
TV.1	FLAT SCREEN TELEVISION	1

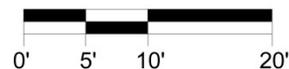
## New Headquarters Office Building POR for M-NCPPC



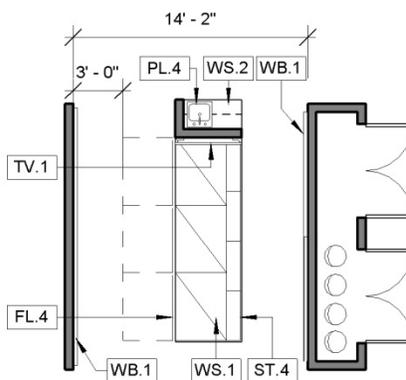
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



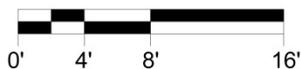
Scale: 3/32" = 1'0"



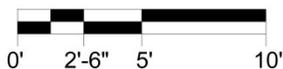
○ SHARED WORK AREA (400 SF)  
SCALE: 1/8" = 1'-0"

SHARED WORK AREA		
Model	Description	Count
CH.6	STOOL	4
FL.4	FILE; FLAT	3
ST.4	STORAGE; MODULAR SHELF	4
TV.1	FLAT SCREEN TELEVISION	1
WB.1	WHITEBOARD	2
WS.1	WORK SURFACE	1
WS.2	WORK SURFACE	1

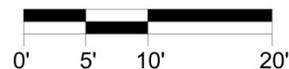
## New Headquarters Office Building POR for M-NCPPC



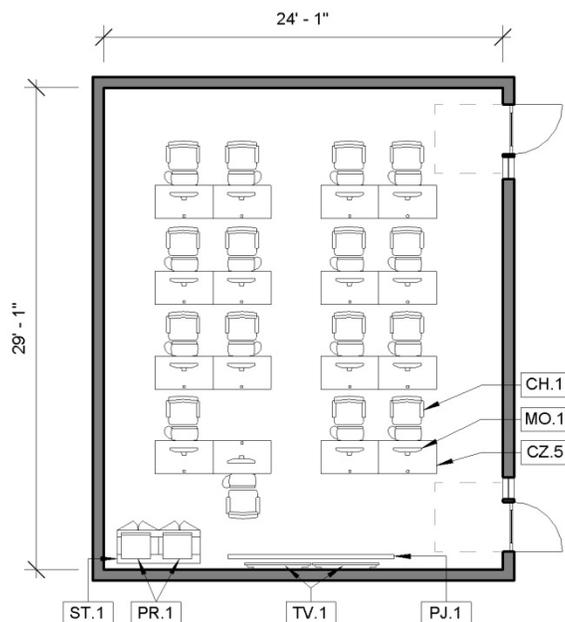
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



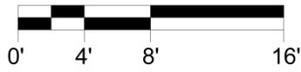
Scale: 3/32" = 1'0"



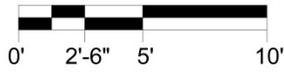
○ TRAINING ROOM (700 SF)  
SCALE: 1/8" = 1'-0"

TRAINING ROOM		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	16
CO.1	COMPUTER	16
CZ.5	SYSTEMS FURNITURE CREDENZA	16
MO.1	MONITOR	16
PJ.1	PROJECTION SCREEN, RECESSED	1
PR.1	PRINTER	2
ST.1	STORAGE; CABINET	1
TV.1	FLAT SCREEN TELEVISION	2

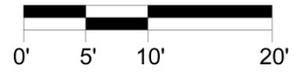
# New Headquarters Office Building POR for M-NCPPC



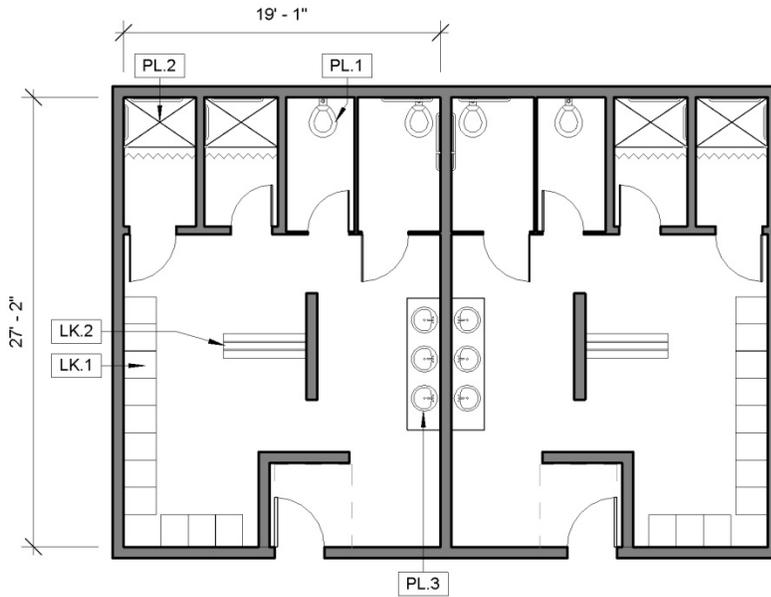
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



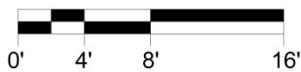
Scale: 3/32" = 1'0"



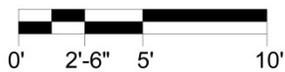
○ LOCKER ROOM (350 SF)  
SCALE: 1/8" = 1'-0"

LOCKER ROOM		
Model	Description	Count
LK.1	LOCKER	38
LK.2	LOCKER ROOM BENCH	2
PL.1	TOILET	4
PL.2	SHOWER	4
PL.3	SINK	6

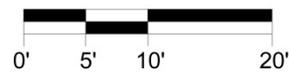
## New Headquarters Office Building POR for M-NCPPC



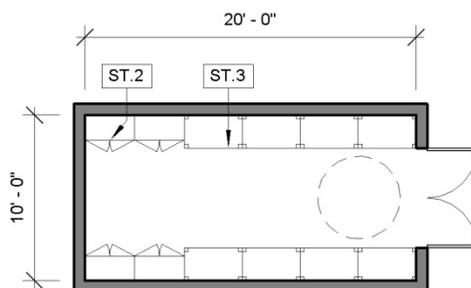
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



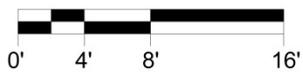
Scale: 3/32" = 1'0"



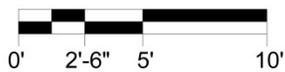
○ LOADING DOCK STORAGE (200 SF)  
SCALE: 1/8" = 1'-0"

LOADING DOCK STORAGE		
Model	Description	Count
ST.2	STORAGE; CABINET	4
ST.3	STORAGE; MODULAR SHELF	8

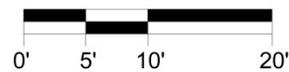
## New Headquarters Office Building POR for M-NCPPC



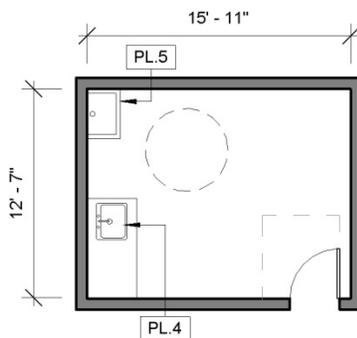
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Scale: 3/16" = 1'0"



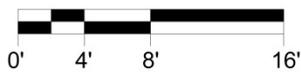
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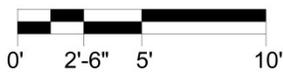
○ MUD ROOM (200 SF)  
SCALE: 1/8" = 1'-0"

MUD ROOM		
Model	Description	Count
PL.4	SINK	1
PL.5	MOP SINK	1

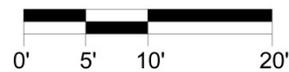
## New Headquarters Office Building POR for M-NCPPC



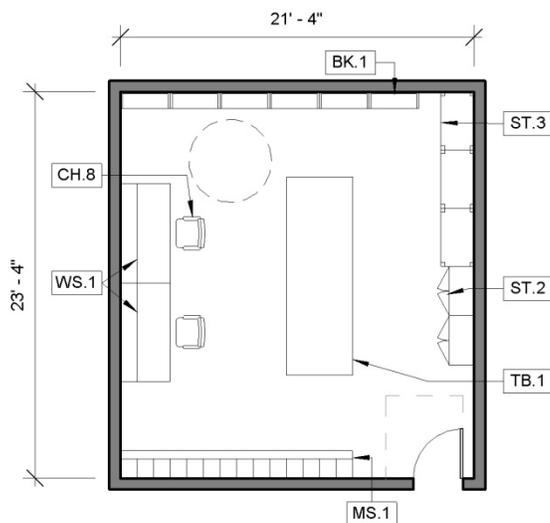
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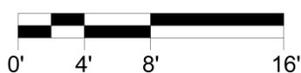
Scale: 3/32" = 1'0"



○ MAIL ROOM (500 SF)  
SCALE: 1/8" = 1'-0"

MAIL ROOM		
Model	Description	Count
BK.1	BOOKCASE	6
CH.8	TASK CHAIR OR STOOL W/ CAST	2
MS.1	MAIL SLOTS	1
ST.2	STORAGE; CABINET	2
ST.3	STORAGE; MODULAR SHELF	3
TB.1	CONFERENCE TABLE	1
WS.1	WORK STATION	2

## New Headquarters Office Building POR for M-NCPPC



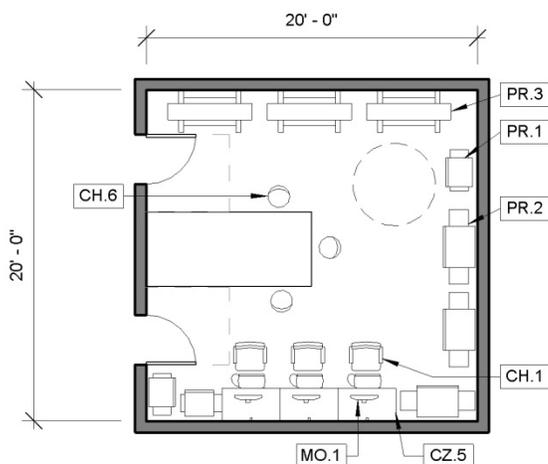
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Scale: 3/16" = 1'0"



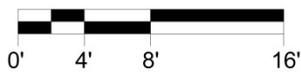
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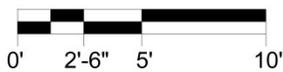
○ PRINT SHOP / PRODUCTION (400 SF)  
SCALE: 1/8" = 1'-0"

PRINT SHOP / PRODUCTION ROOM		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	3
CH.6	STOOL	3
CO.1	COMPUTER	3
CZ.5	SYSTEMS FURNITURE CREDENZA, COMPUTER TABLE W/ KEYBOARD TRAY	3
MO.1	MONITOR	3
PR.1	PRINTER	3
PR.2	PRINTER / COPIER	3
PR.3	PLOTTER	3
WS.1	WORKSURFACE	1

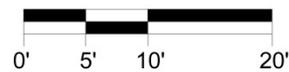
## New Headquarters Office Building POR for M-NCPPC



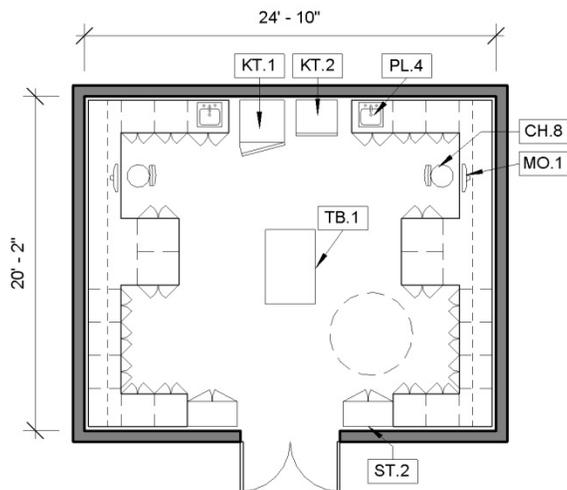
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Scale: 3/16" = 1'0"



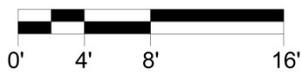
Scale: 3/32" = 1'0"



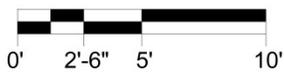
○ AQUATICS LAB (500 SF)  
SCALE: 1/8" = 1'-0"

AQUATICS LAB		
Model	Description	Count
CH.8	LAB STOOL, HYDRAULIC	2
CO.1	COMPUTER	2
KT.1	REFRIGERATOR/FREEZER	1
KT.2	SINGLE FREEZER	1
MO.1	MONITOR	2
ST.1	STORAGE; CABINET	1
ST.2	STORAGE; CABINET	2
TB.1	CONFERENCE TABLE	1

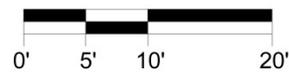
## New Headquarters Office Building POR for M-NCPPC



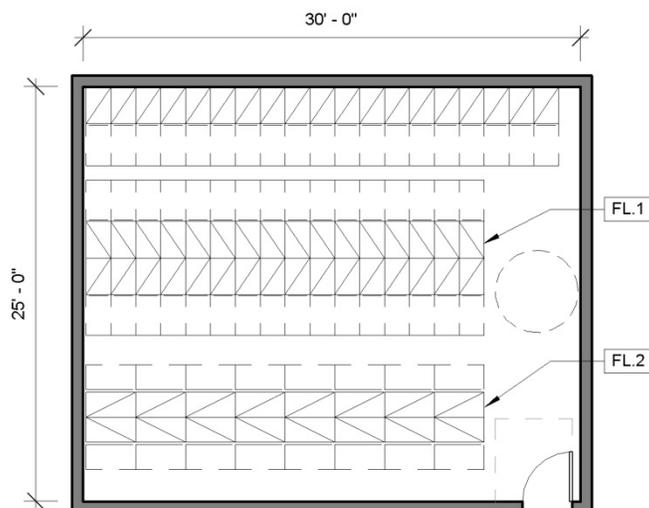
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Scale: 3/16" = 1'0"



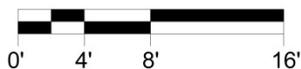
Scale: 3/32" = 1'0"



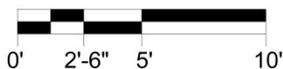
○ CENTRAL FILE ROOM (750 SF)  
SCALE: 1/8" = 1'-0"

CENTRAL FILE ROOM		
Model	Description	Count
FL.1	FILE, VERTICAL	51
FL.2	FILE; LATERAL	16

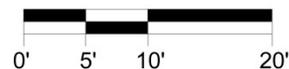
## New Headquarters Office Building POR for M-NCPPC



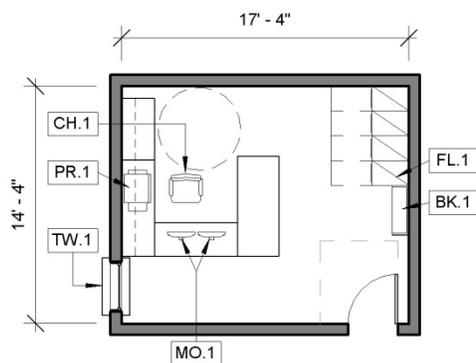
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Scale: 3/16" = 1'0"



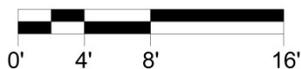
Scale: 3/32" = 1'0"



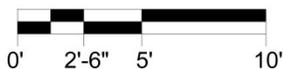
○ M-NCPPC FEDERAL CREDIT UNION (250 SF)  
SCALE: 1/8" = 1'-0"

CREDIT UNION		
Model	Description	Count
BK.1	BOOKCASE	1
CH.1	TASK CHAIR W/ CASTERS	1
CO.1	COMPUTER	1
FL.1	FILE, VERTICAL	4
MO.1	MONITOR	2
PR.1	PRINTER	1

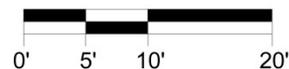
## New Headquarters Office Building POR for M-NCPPC



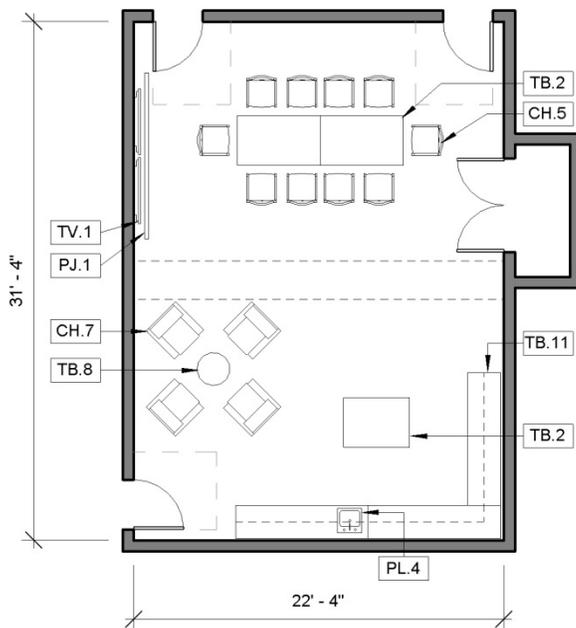
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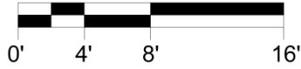
Scale: 3/32" = 1'0"



○ HEARING ROOM BREAK / KITCHEN / CONFERENCE (700 SF)  
SCALE: 1/8" = 1'-0"

HEARING ROOM BREAK / KITCHEN / CONFERENCE		
Model	Description	Count
CH.5	CHAIR; CONFERENCE	10
CH.7	CHAIR; LOUNGE	4
PJ.1	PROJECTION SCREEN, RECESSED, MOTORIZED	1
PT.1	MOBILE PARTITION ROOM DIVIDER	1
TB.2	WORK SURFACE	3
TB.8	END TABLE	1
TB.11	WIRELESS CART	3
TV.1	FLAT SCREEN TELEVISION	2

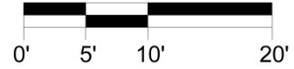
# New Headquarters Office Building POR for M-NCPPC



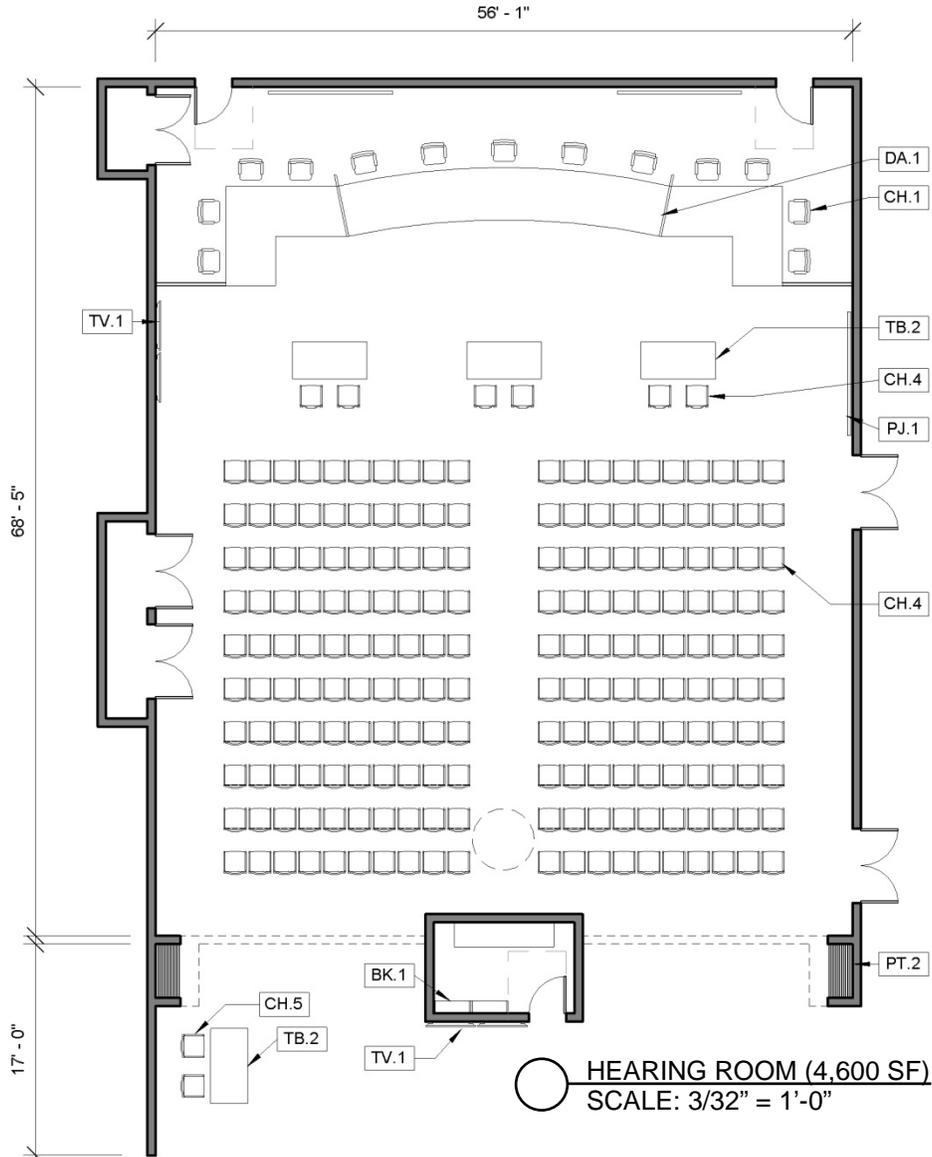
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Scale: 3/16" = 1'0"

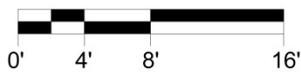


Scale: 3/32" = 1'0"

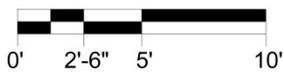


HEARING ROOM		
Model	Description	Count
CH.1	TASK CHAIR W/ CASTERS	13
CH.4	CHAIR; GUEST	206
DA.1	HEARING ROOM DAIS	1
PJ.1	PROJECTION SCREEN, RECESSED, MOTORIZED	3
PT.2	HORIZONTAL MOBILE PARTITION ROOM DIVIDER	1
TB.2	WORK SURFACE	3
TV.1	FLAT SCREEN TELEVISION	2

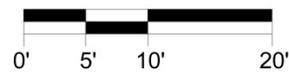
## New Headquarters Office Building POR for M-NCPPC



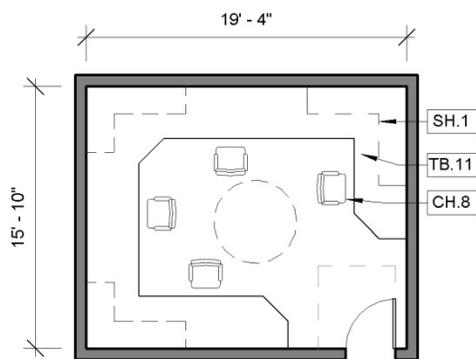
Scale: 1/8" = 1'0"



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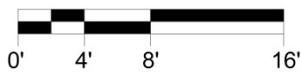
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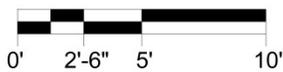
○ IT REPAIR ROOM (300 SF)  
SCALE: 1/8" = 1'-0"

IT REPAIR ROOM		
Model	Description	Count
CH.8	TASK CHAIR OR STOOL W/ CASTERS	4
SH.1	OVERHEAD SHELVING	3
TB.11	WORK SURFACE	1

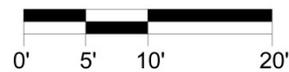
# New Headquarters Office Building POR for M-NCPPC



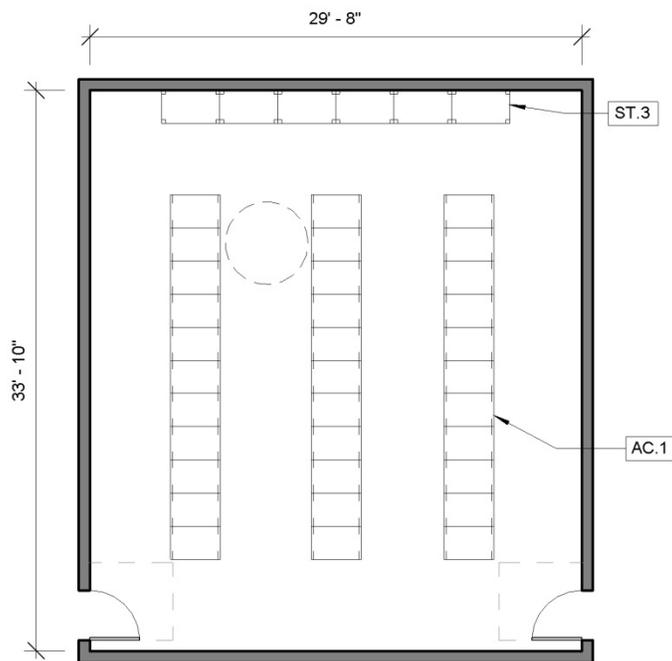
Scale: 1/8" = 1'0"



Scale: 3/16" = 1'0"



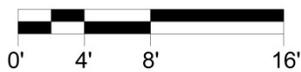
Scale: 3/32" = 1'0"



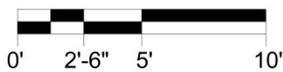
○ IT SERVER ROOM / DATA CENTER (1,000 SF)  
SCALE: 1/8" = 1'-0"

IT SERVER ROOM / DATA CENTER		
Model	Description	Count
AC.1	EQUIPMENT RACK	33
ST.3	STORAGE; MODULAR SHELF	6

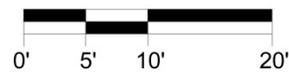
# New Headquarters Office Building POR for M-NCPPC



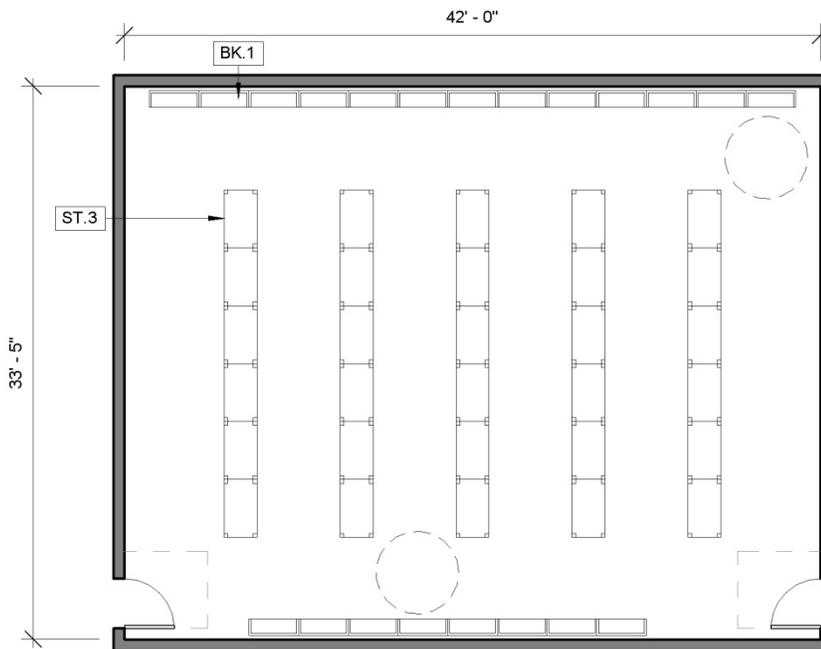
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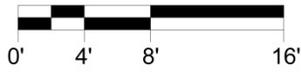
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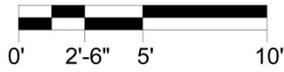
○ IT STORAGE / STAGING (1,500 SF)  
SCALE: 1/8" = 1'-0"

IT STORAGE / STAGING		
Model	Description	Count
BK.1	BOOKCASE	21
ST.3	STORAGE; MODULAR SHELF	30

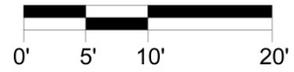
# New Headquarters Office Building POR for M-NCPPC



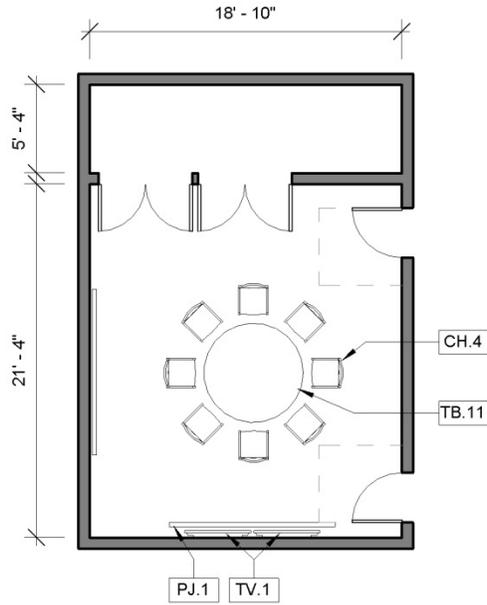
Scale: 1/8" = 1'0"



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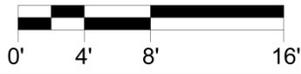
Scale: 3/32" = 1'0"



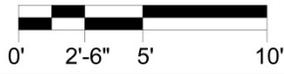
○ PRESS ROOM (400 SF)  
SCALE: 1/8" = 1'-0"

PRESS ROOM		
Model	Description	Count
CH.4	CHAIR; GUEST	8
PJ.1	PROJECTION SCREEN, RECESSED, MOTORIZED	2
TB.11	WORK TABLE	1
TV.1	FLAT SCREEN TELEVISION	2

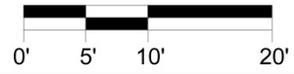
# New Headquarters Office Building POR for M-NCPPC



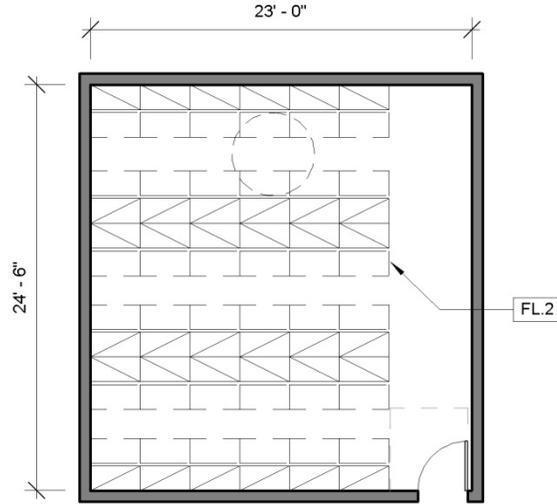
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Scale: 3/16" = 1'0"



Scale: 3/32" = 1'0"

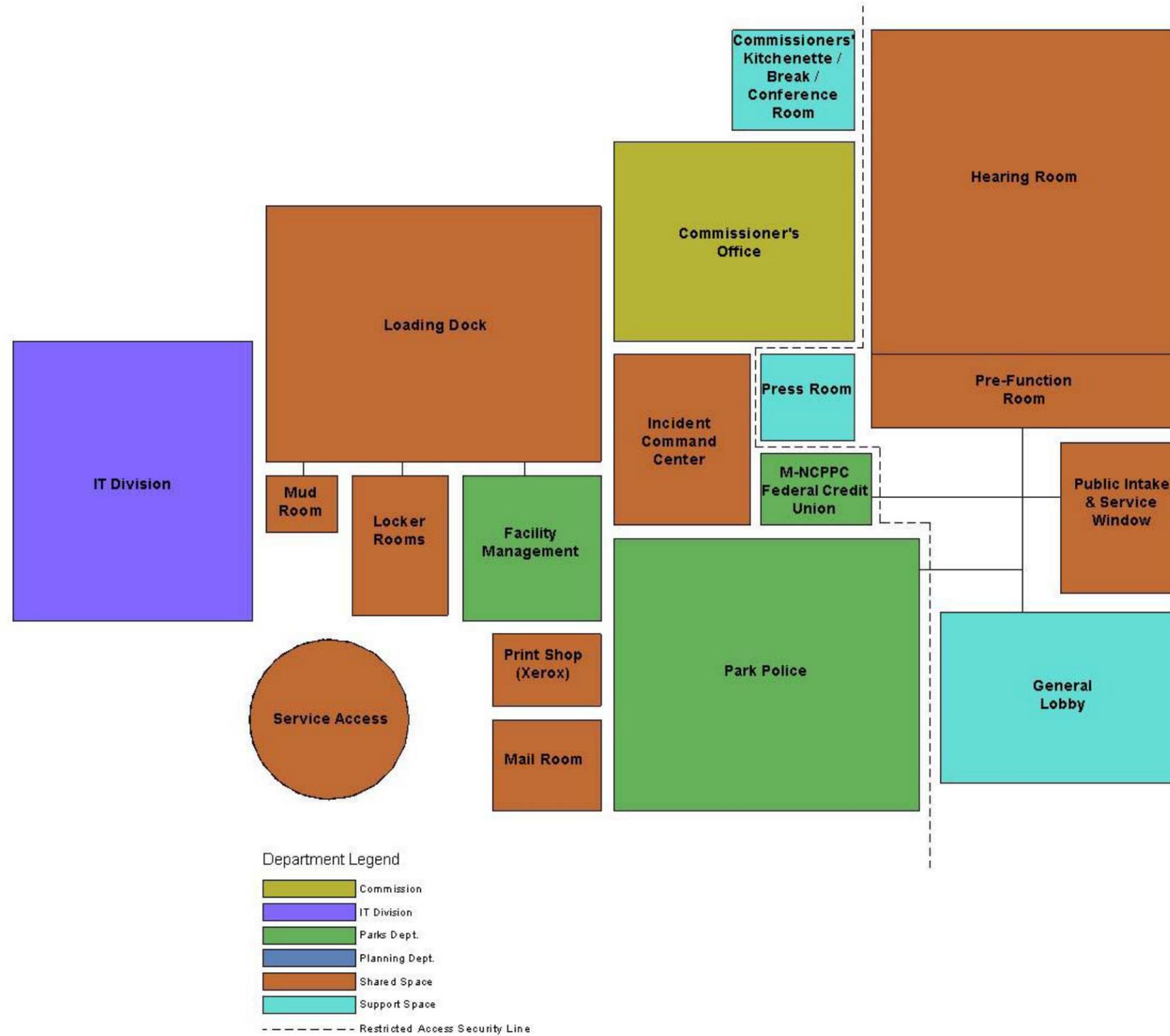


○ VAULT (550 SF)  
SCALE: 1/8" = 1'-0"

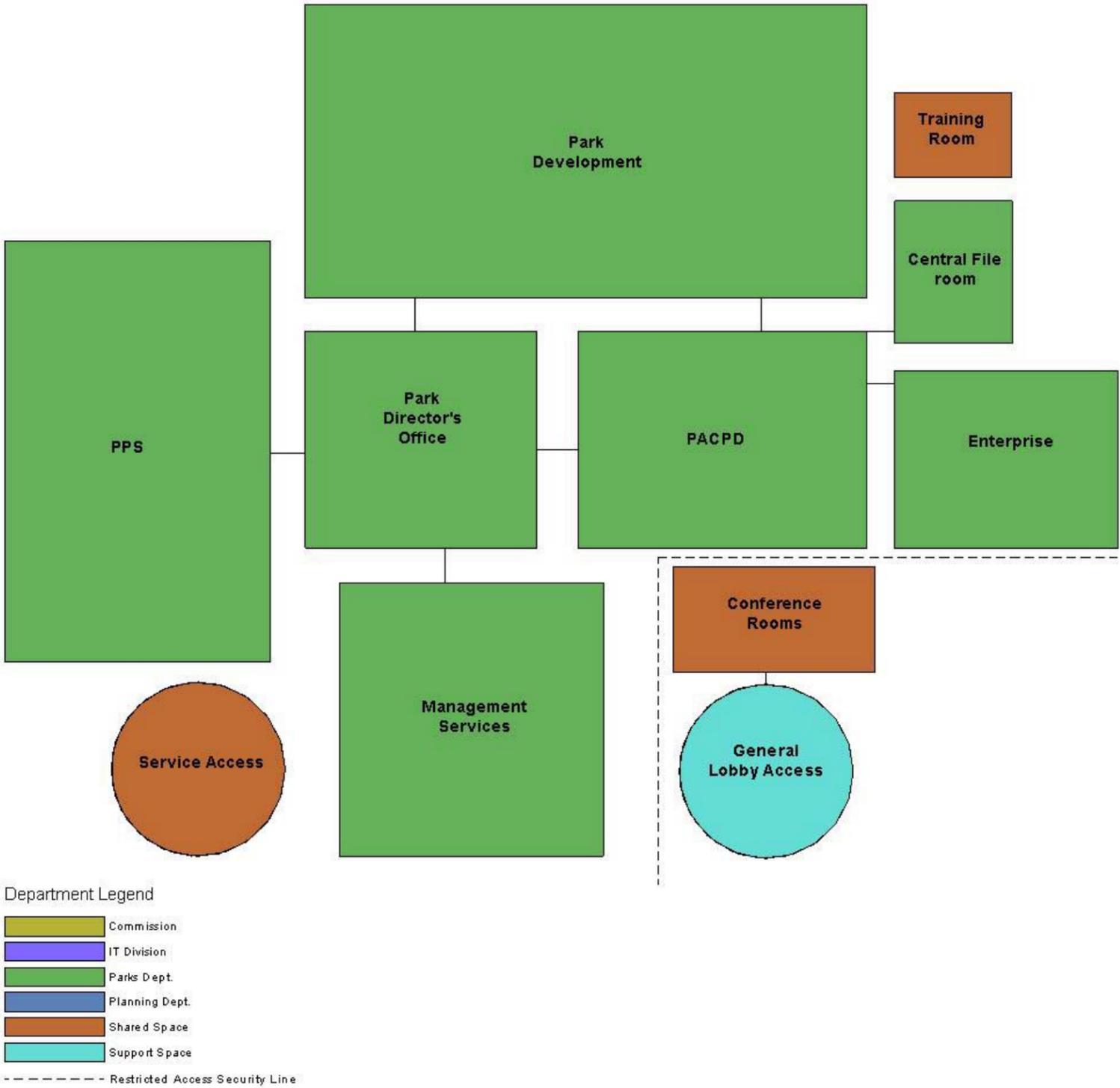
VAULT		
Model	Description	Count
FL.2	FILE; LATERAL	36

## 5. Diagrams

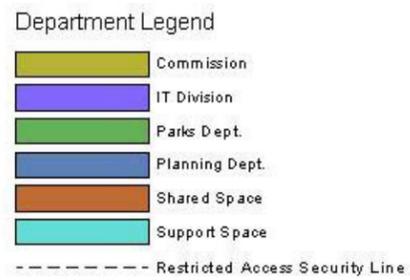
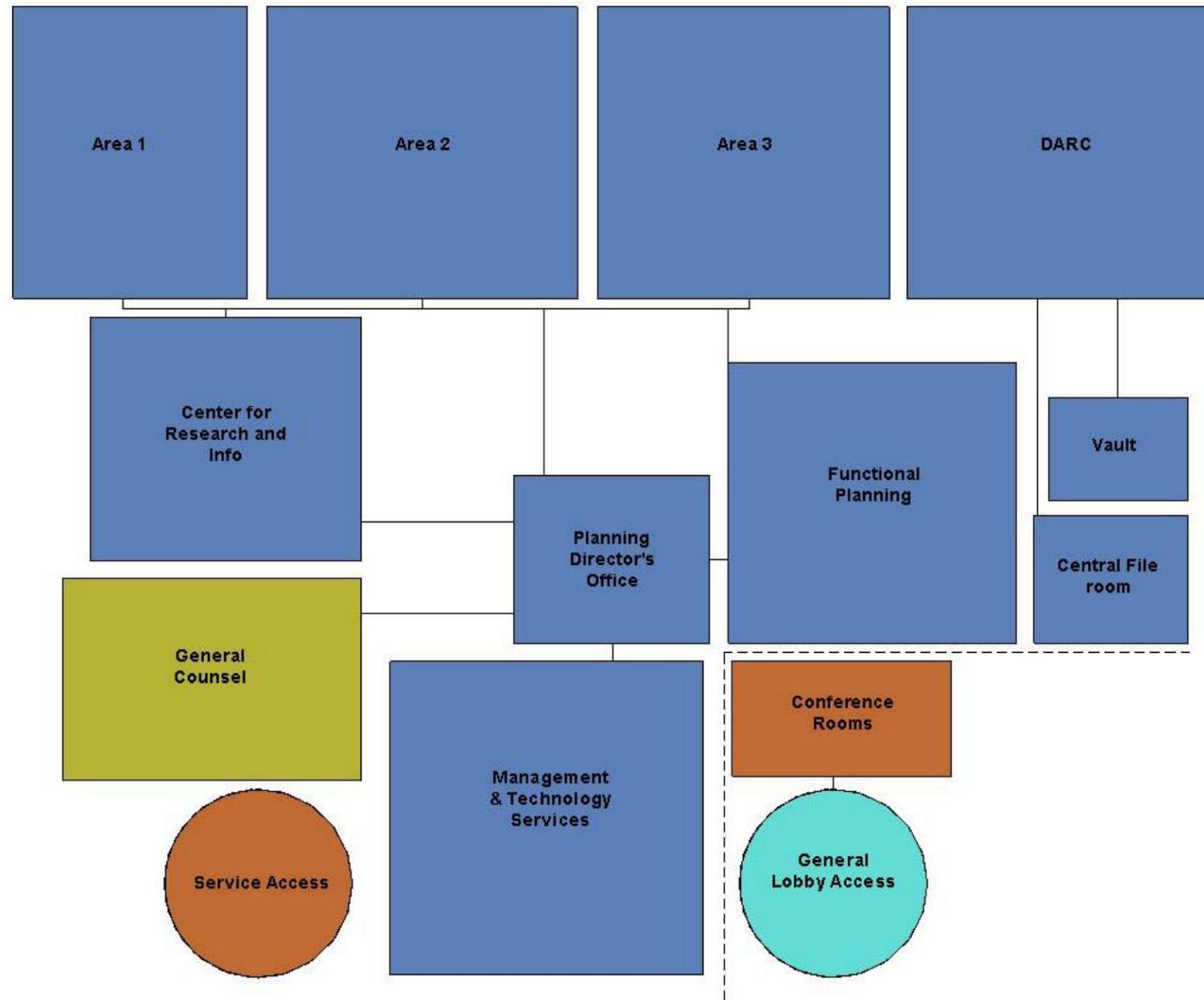
Shared Areas Blocking Diagram



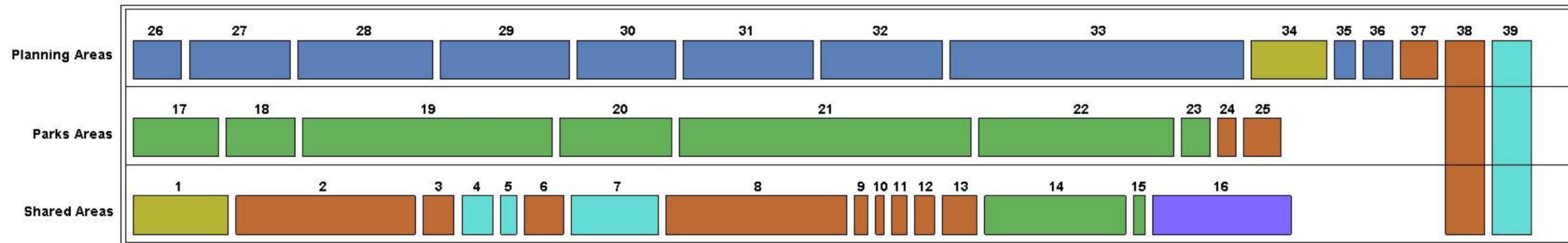
Parks Areas Blocking Diagram



Planning Areas Blocking Diagram



Stacking Diagram



Key:

Shared Areas

- 1. Commissioners' Office
- 2. Hearing room
- 3. Pre-function Room
- 4. Break / Kitchen / Conference
- 5. Press Room
- 6. Public Intake & Service Window
- 7. General Lobby
- 8. Loading Dock
- 9. Locker Rooms
- 10. Mud Room
- 11. Print Shop
- 12. Mail Room
- 13. Incident Command Center
- 14. Park Police
- 15. Credit Union
- 16. IT

Parks Areas

- 17. Park Director's Office
- 18. Enterprise
- 19. Management Services
- 20. PACPD
- 21. Park Development
- 22. Park Planning and Services
- 23. Central File Room
- 24. Training Room
- 25. Conference Rooms
- 26. Planning Director's Office

Planning Areas

- 27. Area 1
- 28. Area 2
- 29. Area 3
- 30. Center for Research and Information
- 31. DARC
- 32. Functional Planning and Policy
- 33. Management & Technology Services
- 34. General Counsel
- 35. Vault
- 36. Central File Room
- 37. Conference Rooms
- A. Service Access
- B. General Lobby Access

## 6. Glossary of Terms

- TDY Space – Temporary Duty space (also referred to as hotel space) is typically a workstation used for the means of housing interim employees or users.
- PCI Compliance - Payment Card Industry data security standard is a set of requirements as established by the Security Standards Council. PCI accredited spaces are designed to ensure that all companies that process, store or transmit credit card information maintain a secure environment.
- ACD System – Automated Call Distribution system used for incoming call to a programmed call center answering system.
- CJIS Standard – Compliance with the Criminal Justice Information Services as established by the Department of Justice. These CJIS standards are required for designated fingerprinting areas.
- STC Rating - Sound Transmission Class is a single-number rating of a material's or an assembly's ability to resist airborne sound transfer. Typical office partition rating shall equal 50 STC.
- ICC – Incident Command Center

# **ATTACHMENT B**

**MONTGOMERY COUNTY PARKS  
AND PLANNING DEPARTMENTS  
WHEATON HEADQUARTERS  
PARKING STUDY  
MONTGOMERY COUNTY, MARYLAND**

Prepared for:  
Maryland-National Capital Park and Planning Commission  
Montgomery County Parks and Planning Departments

Prepared by:  
Wells + Associates, Inc.

April 15, 2013

**MONTGOMERY COUNTY PARKS  
AND PLANNING DEPARTMENTS  
WHEATON HEADQUARTERS  
PARKING STUDY  
MONTGOMERY COUNTY, MARYLAND**

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**MONTGOMERY COUNTY PARKS  
AND PLANNING DEPARTMENTS  
WHEATON HEADQUARTERS  
PARKING STUDY  
MONTGOMERY COUNTY, MARYLAND**

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- A – M-NCPPC Fleet Vehicle Inventory
- B – Wheaton Garage Capacities
- C – Survey Questions
- D – Survey Results

## **INTRODUCTION**

This report presents the results of a parking study of the planned Maryland-National Capital Park and Planning Commission's (M-NCPPC) new headquarters in Wheaton, Maryland. The subject site is in the Wheaton Central Business District (CBD) in Montgomery County, Maryland, adjacent to the Wheaton Metro Station.

The M-NCPPC has indicated a need for a total of 132,000 gross square feet (GSF) of space for approximately 359 employees and a 150-200 seat public hearing room. The Wheaton headquarters will be housing approximately 55 fleet vehicles for employee use. An inventory of M-NCPPC fleet vehicles can be found in Appendix A. These vehicles can be stored at nearby public garages. Information regarding the garage capacities for Wheaton is in Appendix B.

### **Background**

The headquarters that was contemplated in downtown Silver Spring in 2007 was a 140,000 square foot building for 424 employees, which included a 125-seat public hearing room. The 2007 study was based not only on employee surveys, but also interviews with management staff and the TDM coordinators at both Planning and Parks Departments. The capacity of the public garage adjacent to Silver Place was evaluated to determine if it can be used as the parking garage for the Silver Spring site. The parking demand study was conducted for 2011, as well as projecting the expanded number of employees in 2025, and the resulting recommendations were as follows:

- i. Based on prevailing MRO parking ratio, 259 and 275 parking spaces were needed for 2011 and 2025, respectively
- ii. To meet the Silver Spring TMD goal of 50% non-drivers mode split (employees), 195 and 206 parking spaces were recommended in 2011 and 2025, respectively

One of M-NCPPC's primary stated goals for the new headquarters in Wheaton is a green building and exemplary sustainable design. M-NCPPC wishes to provide adequate, but not excessive, parking for employees and visitors. Accordingly, M-NCPPC wishes to take a fresh look at the parking needs for employees at the new location that is near the Wheaton Metro Station. The demand for visitor parking and the number of fleet vehicle spaces are not included in this study.

## Survey

A survey of employees at the following five M-NCPPC office locations that are planning to move to Wheaton was conducted between January 30, 2013 and February 15, 2013:

Montgomery Regional Office (MRO)	150 employees
Parkside	99 employees
Hillandale	19 employees
Shady Grove	6 employees
Saddlebrook	<u>16 employees</u>
	290 employees

Based on the survey results, future parking demand was determined. The result is based on two measures: (1) predicted characteristics at the future Wheaton office location and (2) any Transportation Demand Management (TDM) measures that could affect the parking demand.

## Purpose

The purpose of this study is to identify employee parking characteristics, investigate incentives that could reduce parking demand, and identify M-NCPPC's parking needs at the new Wheaton Headquarters.

## Scope

The scope of the parking study was determined in consultation with M-NCPPC staff. Previous documents for the Silver Spring parking study and new data that was collected through an on-line survey of employees were used to evaluate the parking needs for the Wheaton headquarters.

Specific tasks completed in this study included:

1. Reviewed M-NCPPC's 2007 headquarters parking projections and other background materials.
2. Conducted a transportation survey of M-NCPPC employees.

3. Estimated current M-NCPPC employee parking demands based upon the employee transportation survey findings.
4. Reviewed available data from M-NCPPC pertaining to sites that are planned to consolidate in the Wheaton office and to evaluate future parking demand based on predicted travel and parking characteristics of these locations.
5. Identified alternative TDM measures to encourage M-NCPPC employees and visitors to travel by modes other than single-occupant private automobile.
6. Determined M-NCPPC parking needs as the percentage of employees driving alone or driving a carpool and the total number of predicted employee's presence at the new headquarters in Wheaton. An additional 15 spaces will be available on site for the handicapped and volunteers that was not included in the total future employee parking demand.

### **Summary of Conclusions**

The results of the survey of employees has revealed that most employees drive alone, and their main reasons for driving alone are that they need their car before or after work and that they do not desire to depend on others for their commute. The non-driver mode share, which includes all employees who are passengers of an automobile or use transit, walk, or bike to work, are only 20 percent during the peak period.

Based on the percentage of non-driver mode share and employee presence on a typical work day, approximately 245 employee parking spaces are needed. This figure includes parking spaces for the commissioners. It's the Commission staff's desire to provide some on-site parking spaces to address the need for reserved spaces for the commissioners, the handicapped, volunteers, and bicycles at the new headquarters.

The survey also reveals that implementation of TDM measures could result in a reduction of the employee parking demand as more employees could shift from driving alone to using other modes of transportation such as transit.

These conclusions are discussed in detail later in this report.

## **EXISTING PARKING CONDITIONS**

### **Overview**

This section evaluates existing parking conditions at M-NCPPC offices. A survey of M-NCPPC employees was used to evaluate existing parking demands.

A summary of the existing parking use by employees reveals the following attributes:

- M-NCPPC has no formal employee Transportation Demand Management (TDM) Plan at this time.
- M-NCPPC employees receive free permits to park in the surface parking lots at all locations.
- Employees are reimbursed for use of their personal vehicles for Commission business.
- The Commission has always provided free parking for employees. However, free parking is not a stated benefit.
- Planning Board members and senior Planning staff members have reserved parking spaces at MRO.
- The Chairman uses a reserved parking space every day. The other four (4) Commissioners do not use their spaces every day because they are not full time employees of the Commission.
- Employees from other offices can park in employee spaces for public meetings.
- TDM measures can affect the need for parking.
- There are a few designated preferred parking spaces for carpoolers at MRO.

### **Current Work Place**

A total of 290 M-NCPPC employees working at the following locations were surveyed between January 30, 2013 and February 15, 2013 to determine their current travel characteristics:

- Montgomery Regional Office (MRO), 150 employees.
- Hillandale, 19 employees.
- Parkside, 99 employees.
- Saddlebrook, 16 employees.
- Shady Grove, 6 employees.

All of the employees at MRO, Hillandale, and Parkside will be consolidated to the new headquarters in Wheaton in addition to some of the employees from Saddlebrook and Shady Grove.

## **Employee Characteristics**

The characteristics of an employee's work trips at each work location were obtained through an on-line survey. The survey form included 14 questions (Appendix C), and the results are presented in Appendix D.

As shown in Table 1, 194 of the 290 employees, or 67 percent, responded to the survey. This level of response indicates a high level of confidence in the result of data for future planning of the parking facility at the new headquarters. Below is a discussion of the key points from the survey.

A modest number of employees carpool to work: 12 of the 193 employees that responded to this question, or six (6) percent, carpool to work. The main reason for not sharing a ride is that people need their vehicle before or after work.

Employees do not take public transit because they need their car before or after work and/or because public transit takes too much time.

Table 2 indicates that, on average, 76 percent of all survey respondents currently drive to work alone. The percentage of employees that drive alone remained consistent from the previous year. Table 3 indicates that 75 percent of all survey respondents intend to drive to the Wheaton office alone, which remains consistent with the current findings.

Employees indicated that fleet vehicles are always available or are available most of the time. Approximately 12 percent of the survey respondents use fleet vehicles every day or nearly every day; approximately 14 percent use fleet vehicles two or more times a week. Employees seldom use their personal vehicle for M-NCPPC business. Approximately 28 percent of the employees surveyed use their personal vehicle at least once every two weeks.

Table 1  
Employees Surveyed by Office Location

Office Location	Number of Surveyed Employees	Number of Respondents	Response Rate
MRO	150	100	67%
Hillandale	19	11	58%
Parkside	99	76	77%
Saddlebrooke	16	3	19%
Shady Grove	6	4	67%
Total Respondents	290	194	67%

Table 2  
Existing Mode Split

Mode	Monday	Tuesday	Wednesday	Thursday	Friday	Weekday Average
Drove alone	78%	74%	78%	75%	77%	76%
Carpool/Vanpool Driver	3%	4%	4%	4%	4%	4%
Carpool/Vanpool Rider	3%	3%	2%	3%	2%	3%
Bus	2%	4%	3%	3%	2%	3%
Rail	10%	10%	10%	11%	9%	10%
Bicycle	1%	2%	0%	2%	1%	1%
Walk	1%	2%	2%	2%	2%	2%
Other	2%	2%	1%	1%	2%	1%
Total	100%	100%	100%	100%	100%	100%

Table 3  
Predicted Mode Split

Mode	Weekday
Drive alone	75%
Carpool/Vanpool	3%
Bus	5%
Rail	15%
Bicycle/Walk	2%
Total	100%

## **FUTURE PARKING DEMAND**

This section evaluates the future parking demand for the Wheaton headquarters. The parking demand for the total of 359 employees who are expected to be housed in the Wheaton headquarters in the future was determined by using the presence factor of the existing travel characteristics at all sites multiplied by the driver mode split predicted by the result of the survey question.

The future parking demands at the Wheaton office is a function of total number of employees multiplied by the auto driver mode split, and an average presence factor of the weekdays excluding Friday. Fridays were excluded from calculating the presence factor because data from Fridays show lower employee presence at work. Therefore, an average of all weekdays including Fridays would distort the data to predict an inaccurate parking demand. The formula is shown as:

(Number of employees X auto driver mode split X presence factor = employee parking demand).

The presence factor accounts for typical daily employee absenteeism due to vacation, sick leave, or other reasons. The auto driver mode split and the presence factor were derived from the surveys.

As shown in Table 4, the parking demand at the Wheaton headquarters using current travel characteristics is 0.71 parking spaces per employee. Predicted future parking demand is estimated to be 0.68 parking spaces per employee. The auto driver mode share for the predicted conditions was estimated to be 76.5 percent based on the following results from Table 3:

- 75 percent of employee survey respondents selected “drive alone” as their future mode of transportation to the Wheaton office.
- Of the 3 percent of employee survey respondents that selected “carpool/vanpool,” it is estimated that half (1.5 percent) will be the driver of the carpool or vanpool since the majority of existing carpools currently contain 2 people.

This ratio is slightly higher than the previous survey completed in 2007 (0.64 in 2007 to 0.68 in 2013), but is lower than the parking ratio calculated using the current employee travel characteristics (0.71 current to 0.68 predicted future).

Table 4  
 Parking Demand for Wheaton Headquarters

Wheaton Headquarters	Future Number of Employees (A)	Average Auto Driver Mode Split (Mon-Thurs) (B)	Average Presence Factor (Mon-Thurs) (C)	Existing Employee Parking Demand (D) (AxBxC)	Parking Ratio (Spaces/Employee) (E) (D/A)
Existing Travel Characteristics	359	80%	0.89	256	0.71
Predicted Wheaton Characteristics	359	76.5%	0.89	245	0.68

The new headquarters would require 0.68 parking spaces per employee, or 245 parking spaces for 359 employees including parking spaces for the commissioners. The implementation of certain TDM measures may reduce the parking ratio. The M-NCPPC staff has indicated that some on-site parking spaces should be provided to address the need for reserved spaces for the commissioners, the handicapped, volunteers, and bicycles.

The Commission should consider how many parking spaces, under what condition, and at what location, must be provided for fleet vehicles and visitors. There should be a separation between short term and long term visitor's parking at the new headquarters. The Commission receives many visitors who are there for obtaining permits or dropping off plans who need a short term and convenient location to park while those visitors who are attending meetings need long term parking. This is a subject that requires further consideration to determine ultimate parking demand and locations.

### **Transportation Demand Management Strategies**

The adopted Wheaton Central Business District (CBD) Sector Plan recommends establishment of a Transportation Management District (TMD) at this location with a goal of 30 percent Non-Auto Driver Mode Share (NADMS) for employees working in the area. The new Commission headquarters in Wheaton should strive to meet that goal. The goal is achievable since the survey result indicates that the future NADMS for commission employees are already about 23.5 percent. In order to reach a 30 percent NADMS and reduce the demand for employee parking at Wheaton, certain TDM strategies should be implemented to encourage use of alternate modes of transportation. Of those surveyed, 137 employees selected "drive alone" as their current mode of transportation. These 137 employees were asked about TDM strategies that would change their travel behavior. Based on the result of the survey, the following strategies seem to be the most effective in changing employees' commuting characteristics:

- More flexible hours (Flextime): 35 of 110 employees (32%) indicated that more flexible hours would change their commuting decision.
- Monthly subsidy for transit: 32 of 117 employees (27%) indicated that a monthly transit subsidy would change their commuting decision.
- More frequent public transit service or more convenient stops: 25 of 110 employees (23%) indicated that more frequent public transit would change their commuting decision.

- Employees having to pay their own parking fees at a public parking facility: 24 of 112 employees (21%) indicated that having to pay their own parking fees would change their commuting decision.

Overall, the above strategies are likely to affect the employees' travel behavior, and consequently, their parking demand. However, the change in travel behavior cannot be quantified in absolute terms from the survey results.

Other strategies that are effective include:

- Providing an opportunity, upon request, for a car sharing service to have access to conveniently located parking space available to rent at market rate.
- Provide bus stop improvements for Georgia Avenue and other surrounding streets such as weather cover and seating for passengers.
- Establish monthly parking fees for single occupant vehicles.
- Provide carpools with a parking subsidy equal to one-half the single-occupant vehicle monthly parking rate.
- Provide a complimentary SmarTrip card to employees.

These strategies encourage employees to use alternate modes of transportation other than the private automobile, helping reduce the auto driver mode split. The effect of the TDM strategies should be measured yearly. Adjustments to the strategies can be made, if necessary, to improve the non-auto driver mode split in Wheaton.

## **Recommendations**

The following recommendations are offered to help optimize the supply of parking at the new headquarters:

- Up to three (3) spaces should be reserved for employees who attend meetings but do not regularly work at the new headquarters.
- To discourage parking, employees should get a \$120 monthly transit subsidy (maximum allowed without being considered taxable income) in lieu of a parking permit.
- People using transit or those that do not drive to work should be given the priority of using fleet vehicles.
- Carpool use has increased over time. Encourage carpool use by reserving spaces for carpoolers at the most convenient locations to the building entrances. Include coworkers and other Wheaton CBD employees in a shared database of

- potential carpoolers to provide more choices for carpooling. Provide matching service for potential carpoolers area-wide.
- Visitor parking should be designated in the nearby public parking garages to accommodate users of the proposed 150-200 seat auditorium.
  - Information counter visitors should be provided with a maximum of three (3) designated paid short term parking (meter parking) near the building entrance.
  - There are an estimated 55 fleet vehicles moving to Wheaton, and they should be parked in the nearest public parking garage to the headquarters but at less convenient locations.
  - Reservations must be required for staff use of fleet vehicles to manage the fleet more efficiently.
  - Fleet vehicles should be used for Guaranteed Ride Home vehicle and/or for car sharing.

## **CONCLUSIONS**

*The conclusions of this parking study are as follows:*

- 1. All employees at MRO, Parkside, and Hillandale will be consolidated at Wheaton Headquarters. In addition, some employees from Saddlebrook and Shady Grove will also be consolidated at the Wheaton Headquarters.*
- 2. Most employees do not take public transit because they need their car before or after work and/or because they do not like to depend on others for a ride.*
- 3. The MRO, Parkside, Hillandale, Saddlebrook, and Shady Grove employees have an average weekday non-driver mode share of 20 percent during peak periods based on the survey results.*
- 4. The number of parking spaces for 359 employees, which includes Planning Board members, was calculated based on predicted parking ratios for the Wheaton office and existing weekly presence characteristics. Prevailing parking ratio at Wheaton location will be 245 employee parking spaces.*
- 5. The project should consider some on-site parking spaces to address the need for reserved spaces for the commissioners, the handicapped, volunteers, and bicycles.*
- 6. The implementation of TDM measures such as more flexible hours or a monthly subsidy for transit could affect employees travel behavior, based on survey results.*
- 7. The need for parking spaces for fleet vehicles and visitors should be reviewed by the Planning Board in light of (1) efficiencies that will be realized by consolidating employees from five facilities at one location, (2) the availability of public parking in garages adjacent to the Wheaton site, and (3) the possible implementation of transportation management tools to reduce demand.*



## **Appendix A**

### **M-NCPPC Fleet Vehicle Inventory**



## M-NCPPC New Regional Headquarters - Fleet Vehicles Inventory

Divisions	Number	Description
<b>Commissioners' Office</b>	<b>1</b>	1. Ford Taurus #20
<b>Planning Department</b>		
Pool Vehicles	7	1. Chevy Malibu #37 2. Chevy Malibu #38 3. Chevy Malibu #71 4. Honda Hybrid #85 5. Honda Hybrid #89 6. Honda Hybrid #103 7. Chevy Van #283
Director's Office	1	1. Ford Taurus (UM)
Development Applications and Regulatory Coordination	4	1. Ford Explorer #56 (forest conservation inspector) 2. Ford Explorer #107 (forest conservation inspector) 3. Ford Escape Hybrid #96 (forest conservation/site plan inspector) 4. Ford Escape Hybrid #56 (forest conservation/site plan inspector)
Functional Planning and Policy	1	1. Chevy Malibu #26 (Historic Preservation)
<b>Total for Planning</b>	<b>13</b>	
<b>Department of Parks</b>		
Pool Vehicles @ Parkside	11	1. Chevy Blazer 2000 #46 2. Ford Wagon 2002 #57 3. Toyota Prius 2003 #64 4. Chevy Tracker 2003 #75 5. Honda Civic 2005 #86 6. Honda Civic 2004 #87 7. Honda Civic 2005 #88 8. Honda Civic 2008 #105 9. Ford Escape 2009 #110 10. Ford Escape 2009 #111 11. Chevy Astro (Van) 2000 #270
Director's Office	2	1. Ford Escape Hybrid 2008 #102 (Director) 2. Ford Escape Hybrid 2006 #91 (Courier)
Enterprise	5	1. Ford Hybrid Escape SUV #98 (Chief) 2. Chevy Impala 2003 #76 3. Chevy Malibu 2003 #79 4. Chevy Van 2001 #238 5. Ford Escape 2009 #112
Facility Management	1	1. Chevy Blazer, #84 (Property Management)
Public Affairs and Community Partnerships	1	1. Chevrolet K1500 (Truck) 2006 #396 (Volunteer Services)

Park Development	8	<ol style="list-style-type: none"> <li>1. Chevrolet Suburban # 381 (Survey)</li> <li>2. Chevrolet Blazer #83 (Survey-utility)</li> <li>3. Chevrolet Blazer 2003 #72 (Construction Manager)</li> <li>4. Chevrolet Blazer 2002 #59 (Construction Manager)</li> <li>5. Chevrolet Blazer #74 (Construction Manager)</li> <li>6. Ford Escape Hybrid 2006 #93 (Inspector)</li> <li>7. Ford Escape Hybrid 2009 #109 (Inspector)</li> <li>8. Ford Escape Hybrid 2010 #202 (Inspector)</li> </ol>
Park Planning and Stewardship	1	<ol style="list-style-type: none"> <li>1. Chevrolet K1500 (pickup truck) 2001 #300</li> </ol>
Park Police	12	<ol style="list-style-type: none"> <li>1. Chevy Tahoe 2011 #830 UM (Chief)</li> <li>2. Chevy Tahoe 2011 #832 UM (Assistant Chief)</li> <li>3. Chevy Caprice 2011 #834 UM (Lt. Bridgeman)</li> <li>4. Chevy Caprice 2011 #835 UM (Lt. Louketis)</li> <li>5. Ford Crown Victoria 2003 #721 UM (A/Lt. Kellogg)</li> <li>6. Ford Crown Victoria 2006 #771 UM (Sgt. Richards)</li> <li>7. Ford Crown Victoria 2003 #720 M (Ofc. Giang)</li> <li>8. Chevy Impala 2004 #731 M (Ofc. Pirtle)</li> <li>9. Chevy Impala 2004 #741 M (Ofc. Brew)</li> </ol> <p>Spares Vehicles:</p> <ol style="list-style-type: none"> <li>1. Chevy Impala 2001 #999 UM</li> <li>2. Chevy Tahoe 1999 #747 UM</li> <li>3. Ford Crown Victoria 2007 #779 UM</li> </ol>
<b>Total for Parks</b>	<b>41</b>	
<b>Grand Total</b>	<b>55</b>	
UM- unmarked vehicle M- marked vehicle		

## **Appendix B**

### **Wheaton Garage Capacity**



**Wheaton Vacancy Counts  
(FY12)**

Date	Short-Term				Long-Term				Totals						
	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied
<b>Garage 45</b>															
Jul-11	0	0	0	0	0%	615	118	161	336	55%	615	118	161	336	55%
Aug-11	0	0	0	0	0%	615	118	228	269	44%	615	118	228	269	44%
Sep-11	0	0	0	0	0%	615	118	156	341	55%	615	118	156	341	55%
Oct-11	0	0	0	0	0%	615	118	209	288	47%	615	118	209	288	47%
Nov-11	0	0	0	0	0%	615	118	157	340	55%	615	118	157	340	55%
Dec-11	0	0	0	0	0%	615	118	140	357	58%	615	118	140	357	58%
Jan-12	0	0	0	0	0%	615	118	147	350	57%	615	118	147	350	57%
Feb-12	0	0	0	0	0%	615	118	153	344	56%	615	118	153	344	56%
Mar-12	0	0	0	0	0%	615	118	156	341	55%	615	118	156	341	55%
Apr-12	0	0	0	0	0%	615	118	165	332	54%	615	118	165	332	54%
May-12	0	0	0	0	0%	615	118	190	307	50%	615	118	190	307	50%
Jun-12	0	0	0	0	0%	615	118	163	334	54%	615	118	163	334	54%
<b>Lot 13</b>															
Jul-11	116		49	67	58%	35		10	25	71%	151	0	59	92	61%
Aug-11	116		69	47	41%	35		9	26	74%	151	0	78	73	48%
Sep-11	116		61	55	47%	35		6	29	83%	151	0	67	84	56%
Oct-11	116		54	62	53%	35		3	32	91%	151	0	57	94	62%
Nov-11	116		49	67	58%	35		3	32	91%	151	0	52	99	66%
Dec-11	116		51	65	56%	35		8	27	77%	151	0	59	92	61%
Jan-12	116		49	67	58%	35		4	31	89%	151	0	53	98	65%
Feb-12	116		31	85	73%	35		1	34	97%	151	0	32	119	79%
Mar-12	116		38	78	67%	35		3	32	91%	151	0	41	110	73%
Apr-12	116		46	70	60%	35		7	28	80%	151	0	53	98	65%
May-12	116		44	72	62%	35		2	33	94%	151	0	46	105	70%
Jun-12	116		66	50	43%	35		7	28	80%	151	0	73	78	52%
<b>Lot 14</b>															
Jul-11	39		20	19	49%	62		28	34	55%	101	0	48	53	52%
Aug-11	39		20	19	49%	62		23	39	63%	101	0	43	58	57%
Sep-11	39		31	8	21%	62		27	58	56%	101	0	58	43	43%
Oct-11	39		25	14	36%	62		23	39	63%	101	0	48	53	52%
Nov-11	39		13	26	67%	62		11	51	82%	101	0	24	77	76%
Dec-11	39		30	9	23%	62		25	37	60%	101	0	55	46	46%
Jan-12	39		16	23	59%	62		12	50	81%	101	0	28	73	72%
Feb-12	39		25	14	36%	62		23	39	63%	101	0	48	53	52%
Mar-12	39		25	14	36%	62		33	29	47%	101	0	58	43	43%
Apr-12	39		17	22	56%	62		25	37	60%	101	0	42	59	58%
May-12	39		26	13	33%	62		28	34	55%	101	0	54	47	47%
Jun-12	39		24	15	38%	62		30	32	52%	101	0	54	47	47%
<b>Lot 17</b>															
Jul-11	42		32	10	24%	22		18	4	18%	64	0	50	14	22%
Aug-11	42		36	6	14%	22		14	8	36%	64	0	50	14	22%
Sep-11	42		25	17	40%	22		20	2	9%	64	0	45	19	30%
Oct-11	42		36	6	14%	22		15	7	32%	64	0	51	13	20%
Nov-11	42		27	15	36%	22		13	9	41%	64	0	40	24	38%
Dec-11	42		34	8	19%	22		13	9	41%	64	0	47	17	27%
Jan-12	42		32	10	24%	22		14	8	36%	64	0	46	18	28%
Feb-12	42		37	5	12%	22		10	12	55%	64	0	47	17	27%
Mar-12	42		32	10	24%	22		0	22	100%	64	0	32	32	50%
Apr-12	42		32	10	24%	22		0	22	100%	64	0	32	32	50%
May-12	42		34	8	19%	22		0	22	100%	64	0	34	30	47%
Jun-12	42		27	15	36%	22		0	22	100%	64	0	27	37	58%

**Wheaton Vacancy Counts  
(FY12)**

Date	Short-Term				Long-Term				Totals						
	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied
Jul-11	12		6	6	50%	38		22	16	42%	50	0	28	22	44%
Aug-11	12		6	6	50%	38		9	29	76%	50	0	15	35	70%
Sep-11	12		10	2	17%	38		24	14	37%	50	0	34	16	32%
Oct-11	12		3	9	75%	38		6	32	84%	50	0	9	41	82%
Nov-11	12		8	4	33%	38		24	14	37%	50	0	32	18	36%
Dec-11	12		9	3	25%	38		21	17	45%	50	0	30	20	40%
Jan-12	12		6	6	50%	38		15	23	61%	50	0	21	29	58%
Feb-12	12		7	5	42%	38		20	18	47%	50	0	27	23	46%
Mar-12	12		9	3	25%	38		19	19	50%	50	0	28	22	44%
Apr-12	12		6	6	50%	38		18	20	53%	50	0	24	26	52%
May-12	12		7	5	42%	38		12	26	68%	50	0	19	31	62%
Jun-12	12		6	6	50%	38		13	25	66%	50	0	19	31	62%
<b>Lot 33</b>															
Jul-11	8		6	2	25%	31		22	9	29%	39	0	28	11	28%
Aug-11	8		4	4	50%	31		19	12	39%	39	0	23	16	41%
Sep-11	8		8	0	0%	31		18	13	42%	39	0	26	13	33%
Oct-11	8		6	2	25%	31		19	12	39%	39	0	25	14	36%
Nov-11	8		5	3	38%	31		10	21	68%	39	0	15	24	62%
Dec-11	8		4	4	50%	31		15	16	52%	39	0	19	20	51%
Jan-12	8		7	1	13%	31		15	16	52%	39	0	22	17	44%
Feb-12	8		7	1	13%	31		19	12	39%	39	0	26	13	33%
Mar-12	8		6	2	25%	31		19	12	39%	39	0	25	14	36%
Apr-12	8		7	1	13%	31		21	10	32%	39	0	28	11	28%
May-12	8		7	1	13%	31		20	11	35%	39	0	27	12	31%
Jun-12	8		7	1	13%	31		17	14	45%	39	0	24	15	38%
<b>Lot 34</b>															
Jul-11	217	0	113	104	48%	803	118	261	424	53%	1020	118	374	528	52%
Aug-11	217	0	135	82	38%	803	118	302	383	48%	1020	118	437	465	46%
Sep-11	217	0	135	82	38%	803	118	251	434	54%	1020	118	386	516	51%
Oct-11	217	0	124	93	43%	803	118	275	410	51%	1020	118	399	503	49%
Nov-11	217	0	102	115	53%	803	118	218	467	58%	1020	118	320	582	57%
Dec-11	217	0	128	89	41%	803	118	222	463	58%	1020	118	350	552	54%
Jan-12	217	0	110	107	49%	803	118	207	478	60%	1020	118	317	585	57%
Feb-12	217	0	107	110	51%	803	118	226	459	57%	1020	118	333	569	56%
Mar-12	217	0	110	107	49%	803	118	230	455	57%	1020	118	340	562	55%
Apr-12	217	0	108	109	50%	803	118	236	449	56%	1020	118	344	558	55%
May-12	217	0	118	99	46%	803	118	252	433	54%	1020	118	370	532	52%
Jun-12	217	0	130	87	40%	803	118	230	455	57%	1020	118	360	542	53%
<b>TOTALS</b>															

## **Appendix C**

### **Survey Questions**



**1. M-NCPPC Office Location**

- MRO
- Hillendale
- Parkside
- Saddlebrook
- Shady Grove
- Other

\_\_\_\_\_

**TODAY'S DATE**

**2. On the most recent day you worked at your regular work location, what time did you arrive at work and what time did you leave?**

Arrived \_\_\_\_\_ AM PM

Depart \_\_\_\_\_ AM PM

**3. Last week, how did you get TO work each day? For each day you worked at your regular work location, check the box in Section A, "How I traveled to work" for the type of transportation you used that day. If you used more than one type on any day, e.g., you walked to a bus stop then rode the bus, check ONLY the box for the type you used for the longest distance part of your trip.**

**For each day you did not work or did not work at this location, check one box in Section B, "Why I was not at my regular work location." For any day you are not scheduled to work (e.g., Sunday), check "Regular day off."**

Section A How I traveled TO work	Days worked at regular work location last week						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Drove alone in a car, truck, or SUV							
Drove myself and others (carpool or vanpool driver)							
Rode with others (carpool or vanpool rider)							
Took Metrobus, Ride-On, or other bus							
Took Metrorail, MARC, Amtrak, or VRE train							
Bicycled (entire trip from home to work)							
Walked (entire trip from home to work)							
Other _____							

Section B Why I was NOT at my regular work location	Days NOT at regular work location last week						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Compressed schedule (e.g., 9/80 schedule) day off							
Regular day off							
Teleworked, worked at home or telework center all day							
Meeting out of office, sick, vacation, or holiday all day							

**4. If you carpooled or vanpooled last week, how many people, including yourself, were usually in the vehicle?**

\_\_\_\_\_ total number of people in the vehicle

\_\_\_\_\_ total number of Parking & Planning staff in the vehicle

**5. If you drove single occupant vehicle to work, what are the main reasons for not sharing a ride? Please check up to three (3) reasons.**

- Need car at work for M-NCPPC business     Need my car at work for personal errands     Need my car before or after work
- Live close to work     Don't have anyone with whom to ride     Don't like to depend on others for a ride
- Irregular work schedule     Takes too much time     Costs more than driving alone
- Need a specially equipped vehicle     Other

**6. If you drove single occupant vehicle to work, what are the main reasons for not taking transit? Please check up to three (3) reasons.**

- Need car at work for M-NCPPC business     Need my car at work for personal errands     Need my car before or after work
- Live close to work     Costs more than driving alone     Takes too much time
- Metro station too far from home     Bus Stop too far from home     Bus and train consistency
- work schedule doesn't fit train schedule     Other

**7. Thinking back to one year ago, how did you usually get to work? (If you used more than one type of transportation then, check the one you used most often).**

- drive alone     carpool     vanpool     bus     metro     bicycle/walk     train

**Did you work at your current work location one year ago?**

- yes     no

8. How many miles is it from your home to your regular work location? \_\_\_\_\_ miles  
 How long does it typically take you to travel from home to this location? \_\_\_\_\_ minutes  
 Last week, what was the longest time it took you to travel from home to work? \_\_\_\_\_ minutes  
 What is your home zip code? \_\_\_\_\_

9. On days that you drive to work, even if you only drive occasionally, where do you park?  
 I never drive to work (skip to Q10)  
 I park:  in a lot/garage at my work location  
 in a public lot/garage off-site  
 on the street  
 other \_\_\_\_\_

10. How frequently do you typically use M-NCPPC fleet vehicles for business purposes? (Check one):  
 Every day or nearly every day     Two or more times a week     Once a week     Once every two weeks  
 Once a month     A couple of times a year     Never

11. Is a fleet vehicle available when you need one? (Check one):  
 Always available     Available most times     Only occasionally     Never available

12. Do you ever use your personal vehicle for M-NCPPC business? (Check one):  
 Every day or nearly every day     Two or more times a week     Once a week     Once every two weeks  
 Once a month     Never

13. Assuming the new headquarters is located across the street from the Wheaton Metro station/busbays:  
 How do you intend to travel to work on a daily basis?  
 drive alone     carpool     vanpool     bus     metro     bicycle/walk     train

14. If you are planning to drive alone to the Wheaton office, how would the following measures change your transportation choice?  
 For each Commuting Service listed on the left, please check if the service would encourage you to use the type of transportation noted. For example, check "Yes," for "monthly subsidy for transit," if that service would encourage you to use transit. If you already use the type of transportation noted, check the box "Use Now."

Commuting Service	Would this service encourage you to use a carpool, vanpool, transit, or bicycling to get to work?				
	Yes	Maybe	No	Use Now	
1. Assistance to form a <u>carpool or vanpool</u>					
2. Free parking for <u>carpools and vanpools</u>					
3. Monthly subsidy for <u>vanpools</u>					
4. Monthly subsidy for <u>transit</u>					
5. Route/schedule information for <u>transit</u>					
6. Ride in case of emergency for <u>carpool, vanpool, transit</u>					
7. More flexible hours (Flextime)					
8. Prizes, contests, and drawings for <u>ridesharers</u>					
9. Use of M-NCPPC vehicles for business purposes during the day					
10. Employee pay market parking fees for those driving alone					
11. Child care facilities at or near my work site					
12. More frequent public transit service or more convenient stops					
13. Secure locker or other storage for bicycle					
14. Free shuttle from Metro Station					
15. Others _____					

# **Appendix D**

## **Survey Results**



Question 1: Where is your office located?

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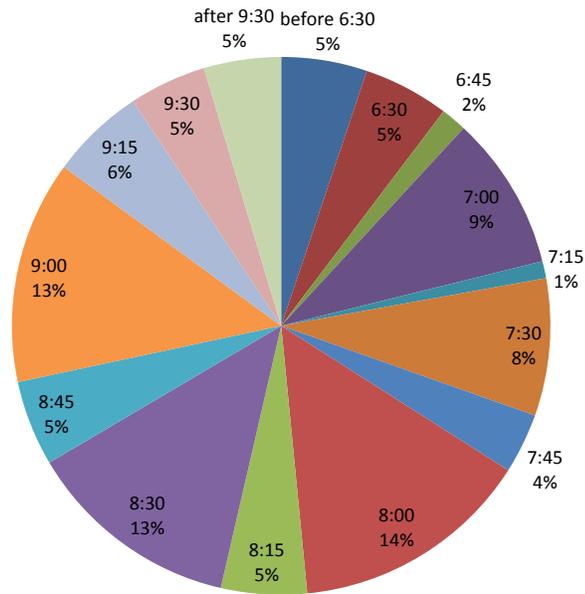
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<b>Office Location</b>	<b>Number of Surveyed Employees</b>	<b>Number of Respondents</b>	<b>Response Rate</b>
MRO	150	100	67%
Hillendale	19	11	58%
Parkside	99	76	77%
Saddlebrooke	16	3	19%
<u>Shady Grove</u>	<u>6</u>	<u>4</u>	<u>67%</u>
Total Respondents	290	194	67%

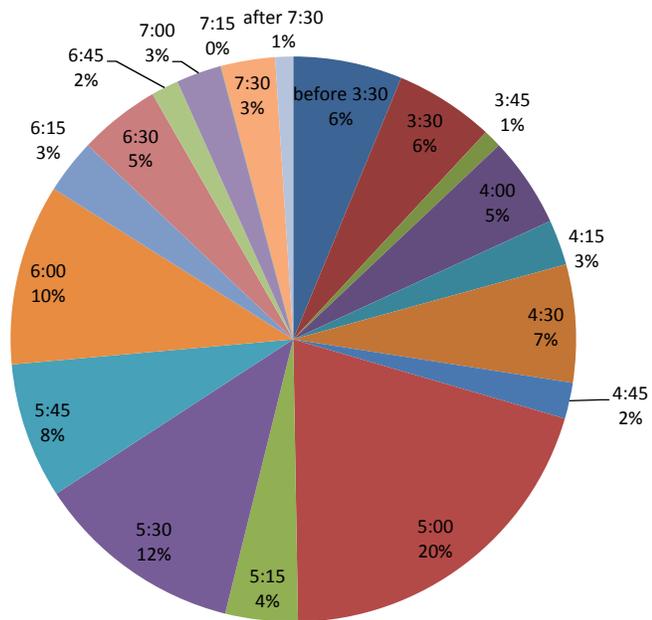
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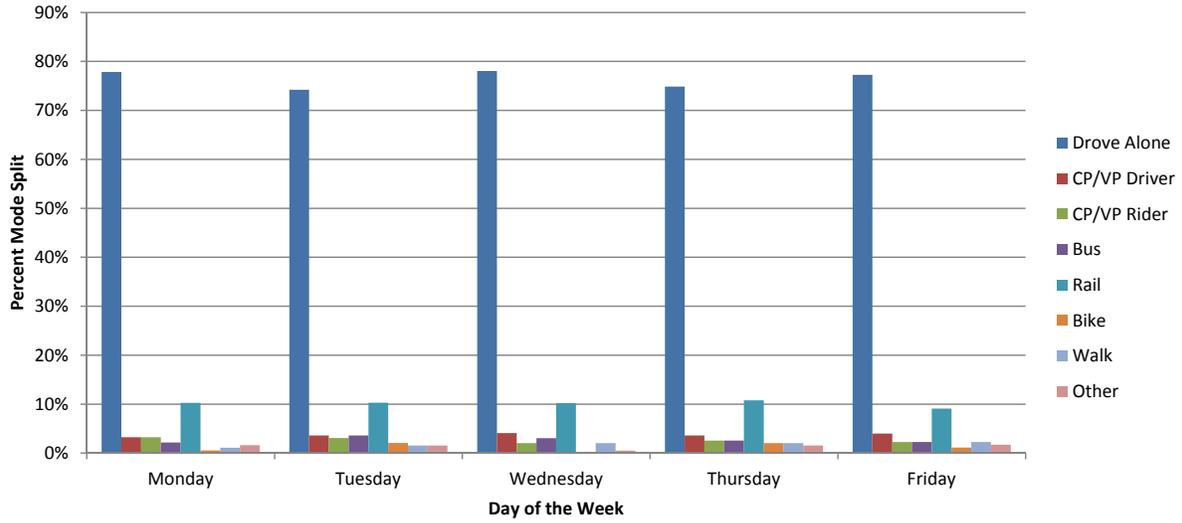
### Question 2: Arrival Times



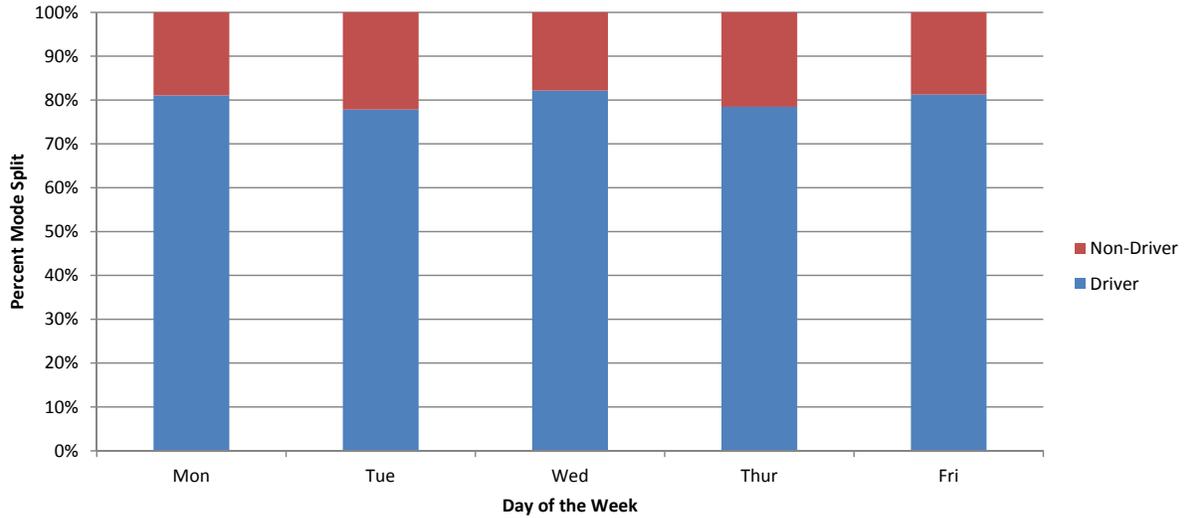
### Question 2: Departure Times



### Question 3: Mode Split for All Respondents



### Question 3: All Respondents Drive and Non-Driver Split



Question 3

Non-driver Mode Share for Each Location

Site Location	Drove Alone	CP/VP	Transit	Other Mode	Total
MRO	59%	6%	23%	12%	100%
Parkside	88%	7%	0%	5%	100%
Hillandale	82%	18%	0%	0%	100%
Shady Grove	100%	0%	0%	0%	100%
Saddlebrooke	100%	0%	0%	0%	100%

Note: Other Mode is walk, bike, or "other" selection.

Question 3: For each day you did not work, select the reason why.

Reason	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Compressed Schedule	4	0	0	0	11	1	1
Regular Day Off	4	2	1	2	5	85	85
Teleworked	5	1	1	3	8	0	0
Meeting/Sick/Vacation/Holiday	12	11	5	6	8	0	0
<b>Presence Factor (130 Respondents)</b>	<b>0.81</b>	<b>0.89</b>	<b>0.95</b>	<b>0.92</b>	<b>0.75</b>	<b>0.34</b>	<b>0.34</b>

Question 4: Total Number of People in the Carpool

Number of People in CP	Number of Responses
2 people	11
7-10 people	1

Question 5:  
Main reasons for not sharing a ride

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<b>Reason</b>	<b>Responses</b>
Need car at work for MNCPPC business	11
Need car at work for personal errands	33
Need car before or after work	99
Live close to work	36
Don't have anyone to ride with	59
Don't like to depend on others for a ride	44
Irregular work schedule	47
Takes too much time	26
Costs more than driving alone	3
Need a specially equipped vehicle	1
Other	31

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Question 6:  
Main reasons for not taking public transit

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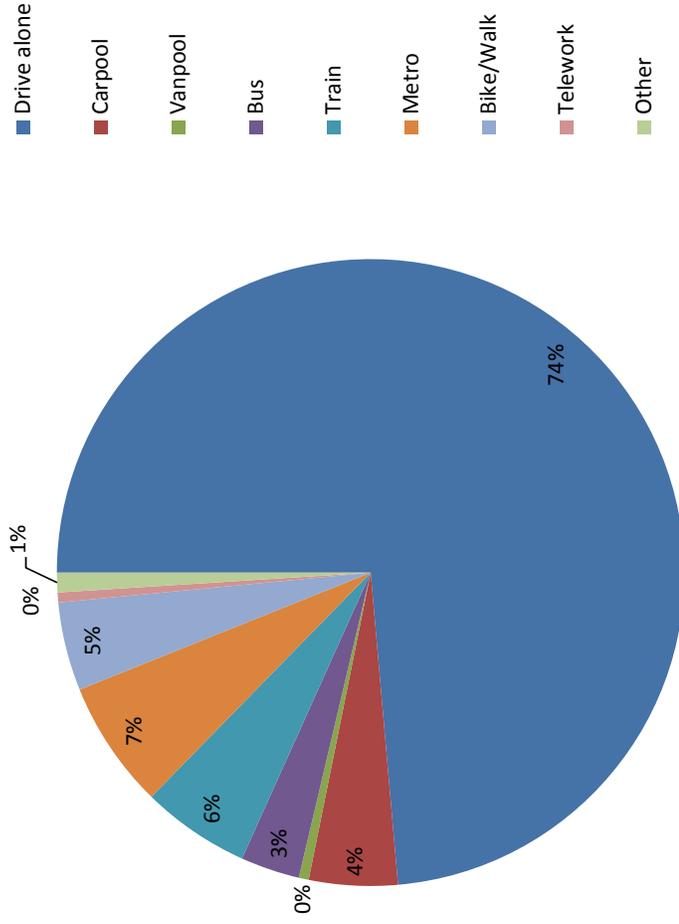
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<b>Reason</b>	<b>Responses</b>
Need car at work for MNCPPC business	10
Need car at work for personal errands	28
Need car before or after work	76
Live close to work	29
Don't have anyone to ride with	33
Don't like to depend on others for a ride	76
Irregular work schedule	49
Takes too much time	31
Costs more than driving alone	17
Need a specially equipped vehicle	20
Other	37

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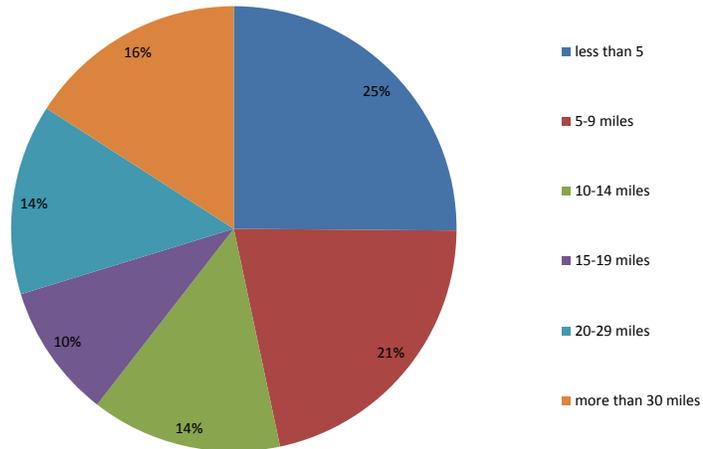
### Question 7: How did you get to work one year ago?



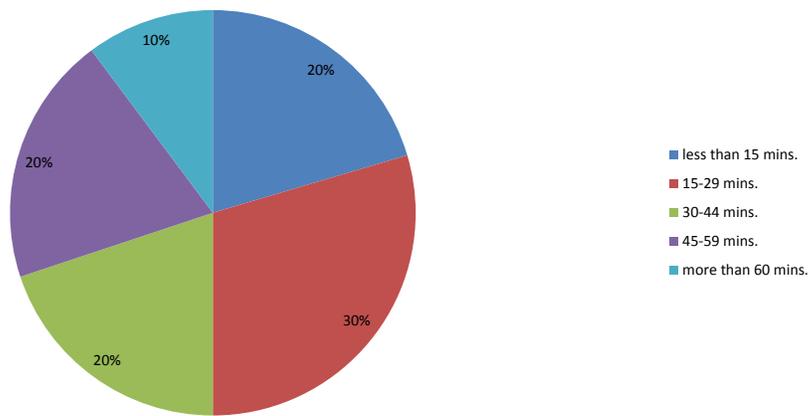
Question 7:  
 Did you work at your current work location one year ago?

Answer	Responses
Yes	171
No	24

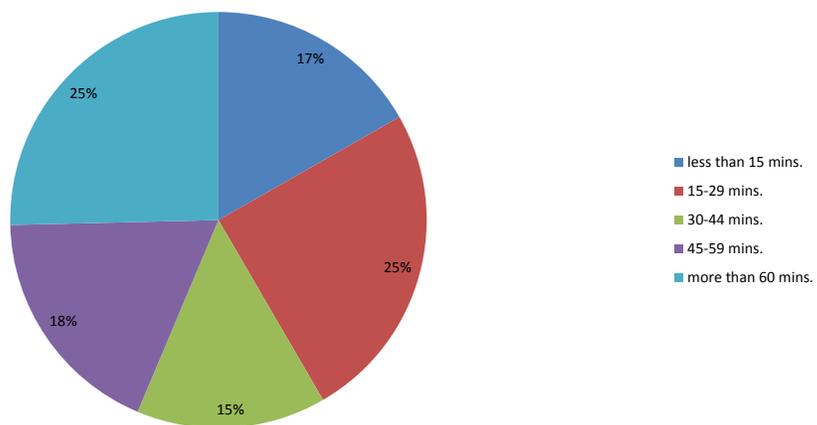
**Question 8: How many miles from home is your office?**



**Question 8: How long does it take to travel from home to work?**



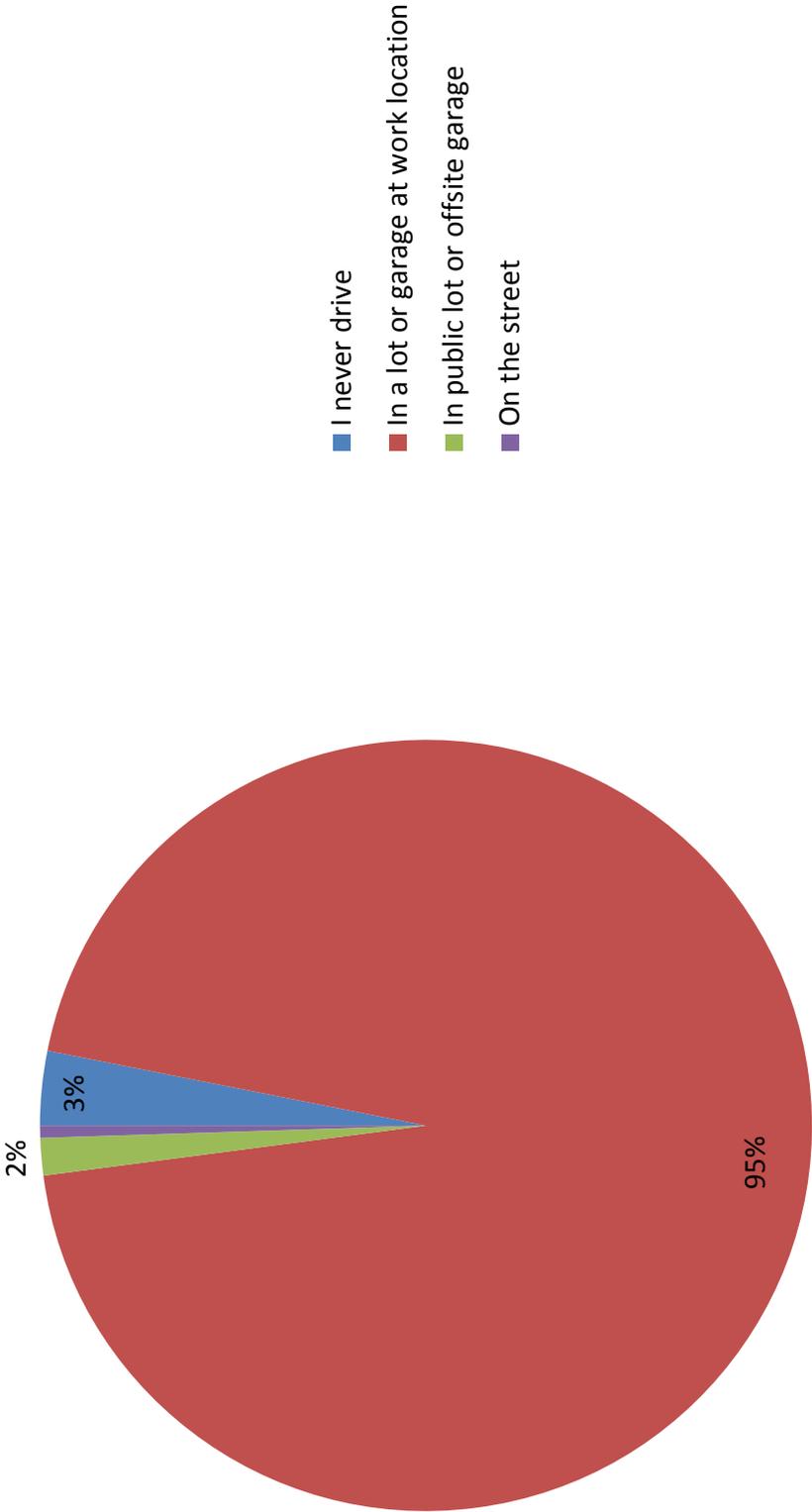
**Question 8: What is the longest time it has taken you to travel from home to work?**



Question 8:  
What is your home zipcode?

<b>Zipcode</b>		<b>Zipcode</b>	
20002	3	20862	1
20003	1	20866	1
20005	1	20871	2
20007	1	20874	3
20008	3	20876	1
20009	1	20877	2
20010	1	20882	4
20011	1	20895	7
20015	2	20901	7
20016	1	20902	9
20018	1	20903	4
20019	1	20904	5
20187	1	20905	4
20194	1	20906	2
20601	1	20910	16
20659	1	20912	8
20705	2	20985	1
20706	1	21029	1
20707	3	21042	1
20708	2	21043	1
20710	1	21044	2
20721	1	21045	1
20721	1	21046	1
20724	1	21113	2
20732	1	21114	1
20735	2	21122	1
20740	2	21157	1
20759	1	21163	1
20769	1	21222	3
20770	1	21230	1
20772	1	21237	1
20774	1	21401	2
20781	1	21403	2
20782	1	21701	1
20784	1	21702	1
20814	3	21710	1
20815	3	21738	1
20816	1	21769	1
20817	2	21770	4
20832	2	21771	2
20833	1	22041	1
20837	1	22042	1
20841	1	22101	1
20850	4	22124	1
20851	3	22302	1
20852	2	22305	1
20853	7		

**Question 9: When you drive to work, where do you park?**



Question 10:  
How often do you use fleet vehicles?

	<b>Responses</b>	<b>Percent of Total Respondents</b>
Every day	23	12%
Two or more times a week	27	14%
Once a week	22	11%
Once every two weeks	26	13%
Once a month	24	12%
A few times a year	44	22%
Never	31	16%

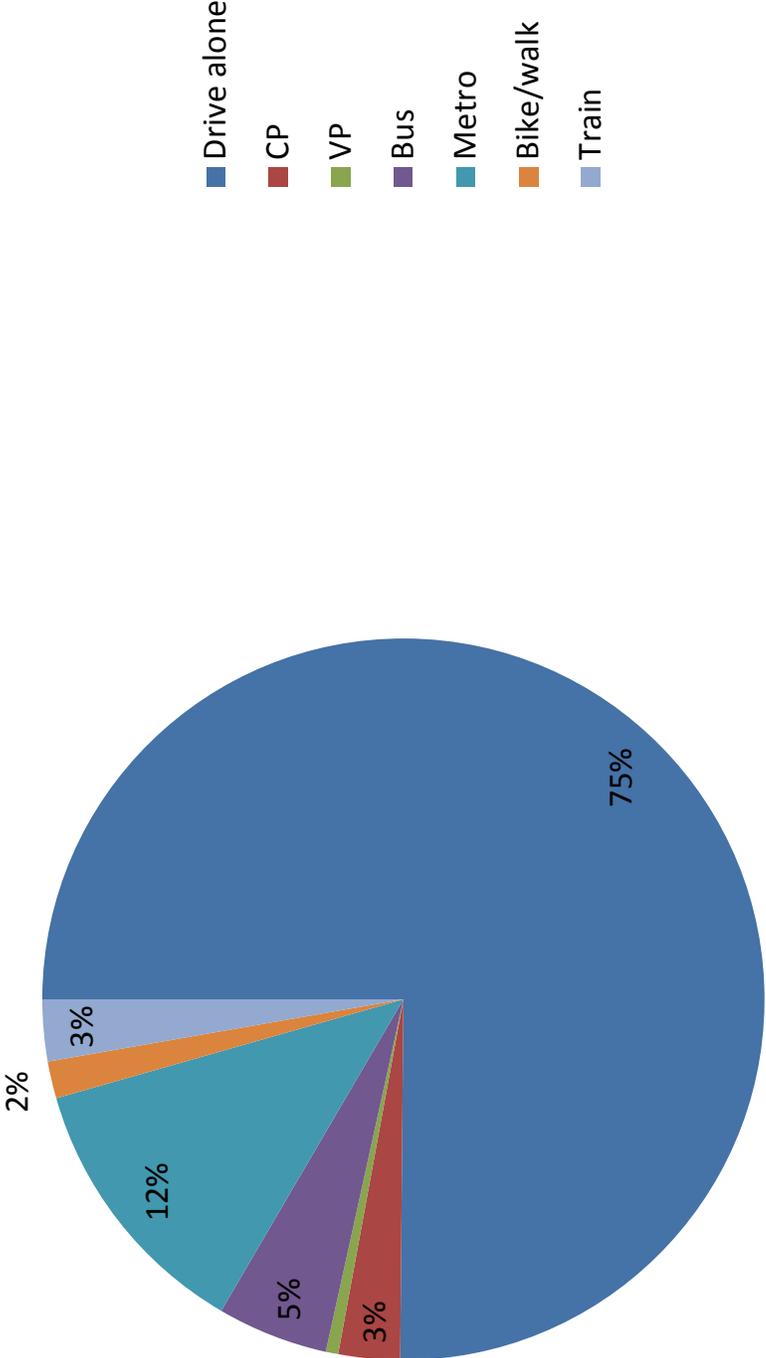
Question 11:  
Is a fleet vehicle available when you need one?

	<b>Responses</b>	<b>Percent of Total Respondents</b>
Always	79	42%
Most times	94	51%
Occasionally	8	4%
Never	5	3%

Question 12:  
Do you ever use personal vehicle for MNCPPC business?

	<b>Responses</b>	<b>Percent of Total Respondents</b>
Every day	8	4%
Two or more times a week	15	8%
Once a week	13	7%
Once every two weeks	19	10%
Once a month	25	13%
A few times a year	84	43%
Never	32	16%

**Question 13: How do you intend to travel to the Wheaton office on a daily basis?**



Question 14: Would the following Commuter Services encourage you to travel by carpool, vanpool, public transit, or bicycle?

Commuter Service	Yes	Maybe	No	Use Now
Assistance to form a CP/VP	14	39	77	5
Free parking for CP/VPs	16	33	80	3
Monthly subsidy for VP	17	28	84	0
Monthly subsidy for transit	44	48	45	13
Route/schedule info for transit	10	22	88	5
Ride in case of emergency for carpool, vanpool, transit	20	32	73	2
More flexible hours (Flextime)	44	22	65	9
Prizes, contests, and drawings for ridesharers	5	14	101	2
Use of MNCPCC vehicles for business purposes during the day	15	12	69	36
Employees driving alone required to pay market rate for parking	37	43	58	0
Child care facilities at or near my work site	11	11	100	1
More frequent public transit service or stops	36	42	54	2
Secure locker or other storage for bike	17	17	94	0

**ATTACHMENT C**

# Preliminary study of a child care center in the proposed new M-NCPPC headquarters building in downtown Wheaton.

April 17, 2013

Lisa Madigan Tate  
Center for Research & Information Systems (CRIS)  
M-NCPPC

## Overview

### Objective

This report assesses the general feasibility of building and operating a child care facility in the proposed M-NCPPC headquarters building in downtown Wheaton. Staff prepared this analysis at the Planning Board's request to provide background information on the potential need, requirements, costs and options for including child care in the Program of Requirements.

### Background

The Planning Board is seeking to determine if space for a child day care facility should be included in the Program of Requirements for a new M-NCPPC Regional Headquarters Building. The new headquarters building, along with a new town square and parking, would be the centerpiece of a proposed multi-user government complex that is intended to spur redevelopment in downtown Wheaton. The County Council has committed \$66.2 million in this proposal to jump-start private office development and provide a draw for local shops and restaurants.

In November 2012, M-NCPPC staff and its consultant presented the board with a draft space program for a 132,000 square foot office building, including a 6,000 square foot child day care center for an estimated 60 children (assuming 90.4 square feet of interior space per child). Not included in the building gross square footage is another 2,260 square feet of exterior play space that would be required for a center of that size.

Planning Board members expressed concerns that including a child care center would add risks, costs and complexity to the headquarters project that would outweigh the benefits of the amenity and potential jeopardize the project's financial feasibility. They also questioned whether a child care center would be an appropriate use of expensive prime retail or office space. The Board directed staff to gather information.

Legislation that the County Council approved on March 5, 2013 may be relevant to the Board's decision about integrating child care into a downtown Wheaton headquarters.<sup>1</sup> The bill requires the Office of Management and Budget to submit a child care facilities impact statement analyzing the feasibility of including child care in certain capital projects proposed in the county's Capital Improvements Program. While child day care centers have been built in several County government facilities in the past few years, there has not been a routine or mandatory assessment of the potential for adding child care to projects built with County funding.

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<sup>1</sup> Bill 38-12, Capital Improvements Program -Child Care Assessment

## Scope and method

This report provides an array of background information on trends and conditions that would have an impact on the value and cost-effectiveness of a child care facility in an M-NCPPC building at a downtown Wheaton site. The study covers the following topics:

- Child care industry trends
- Preliminary needs assessment
- Existing market conditions in Wheaton
- Operating requirements
- Child care in government spaces
- Transit-oriented child care
- Conclusion

If the Board chooses to incorporate child care into its facility planning, this information could support a more detailed feasibility analysis.

Staff interviewed a variety of individuals, including local and national child care providers and staff members; public officials who have built child care centers in government space; and state child care licensing staff. Staff also reviewed literature and compiled data on regulatory standards, child care economics and industry best practices from various online sources.

## Child care industry trends

### Demand for child care is high and rising.

**Demographics, job growth and economic necessity are driving demand for child care nationwide.**

The need for child care has increased steadily each decade since World War II as career opportunities for women have expanded. Population growth, the rising cost of living and other factors have accelerated this trend.

**Demand is especially high in this region.** Compared to the nation as a whole, mothers with young children in Montgomery County and in the Washington, D.C. metro area are more likely to remain in the labor force. This partly reflects comparatively high education levels among women living here, as well as the continuing demand for skilled workers in this region. The region's high cost of living also makes it challenging for many low and moderate income families to have a parent stay at home.

### There is a growing array of child care options.

**Child care is a growth industry.** Child day care services (NAICS 6244) is a \$33 billion industry with 74,000 establishments employing more than 850,000 workers nationwide. The projected annual job growth rate is 2.6 percent—double the pace of job growth overall.<sup>2</sup>

**Child care may be family-based or center-based.** In Montgomery County, there were 456 center-based child care programs serving 29,118 children (including 17,383 children in 8- to 12-hour child care centers) in 2011. The county's 1,000 family-based child care providers supplied another 7,308 child care spaces.<sup>3</sup>

**Centers are the fastest growing market segment.** Child care centers have several advantages over in-home providers, including a large, stable cash flow to cover startup and operating costs, attract qualified staff, and offer amenities such as extended hours and accredited learning. In-home

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<sup>2</sup> "Child Care Services Industry Profile," (1/21/2013), First Research, [www.firstresearch.com](http://www.firstresearch.com); *Employment Outlook: 2010–2020*, U.S. Bureau of Labor Statistics, January 2012.

<sup>3</sup> "Child Care Demographics: 2011 Montgomery County Report," Montgomery County Child Care Resource and Referral Center *et al.*

providers (who must be licensed in Maryland to care full-time for any children outside their family) also face stiff price competition from illegal, unlicensed home-based providers. Between 2006 and 2015, the number of centers is projected to increase by 30 percent in Montgomery County, while the number of small, family-based licensed providers is projected to remain flat at around 1,000.<sup>4</sup>

**There are many different organizational models for child care centers.** The majority (72 percent) of centers in the U.S. are commercial, for-profit enterprises, with non-profits and government providers accounting for most of the remaining market share.<sup>5</sup> Child care centers can be locally-based enterprises with one or more locations, or franchises of large national corporate chains. Most centers in Montgomery County are either independent businesses in self-leased or owned space, or service contractors operating facilities in public, community or privately-owned space.

### Child care can be found in more places.

**Child care centers have flexible location options.** No longer relegated to homes, suburbs or church basements, child care is an increasingly visible part of the urban mix. In Montgomery County, there are child care facilities in office buildings, libraries, mixed-use developments, transit centers, community centers and hospitals. The range of neighborhood care options has expanded as well, with MCPS creating spaces in area schools for full-time infant, toddler and preschool care and early education.

**Child care centers generate strong co-location advantages.** More developers around the country are building space for child care centers into their commercial and mixed-use projects, with the expectation that a quality child care center will attract employers and skilled workers. Shopping center owners are finding that leasing space to child care providers boosts retail traffic and occupancy rates with minimal parking impacts.<sup>6</sup>

**Child care space is adaptable.** While it may have more exacting safety and location requirements than other uses, quality child care can be accommodated in a variety of new or retrofitted spaces. If need be, child care spaces can be expanded, subdivided or converted to office, retail, school, recreational or other uses. Good design and flexible architecture help balance existing and future needs.

### More employers are supporting child care.

**Employers have become a critical feature in the child care landscape.** Child care is viewed by many employers as an important perk to help them attract and retain employees. Employers have reported that offering child care support to their employees boosts recruitment, reduces turnover and absenteeism and increased productivity. On the downside, some companies scaled back their support along with other benefits during the recession.

**Employer support takes many forms.** More employers, especially large corporate, institutional and government employers, are creating space on-site for child care. Where this is not feasible, employers may contract with outside centers to offer discounts, preferred access or other advantages to their employees. Flexible spending accounts and direct subsidies are additional ways that employers can support the child care needs of employee families.

### The need for affordable quality care has outpaced supply.

**The cost of child care is high and rising.** Despite the recession, average child care costs have risen steadily in Montgomery County. In 2011, the average weekly cost of full-time center-based care for an infant or toddler in the County was \$306.69—a 13.6 percent increase over 2008. A family with

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<sup>4</sup> Montgomery County Child Care Resource and Referral Center

<sup>5</sup> First Research

<sup>6</sup> Ronald Reim, "Childcare centers taking bigger role in retail leasing mix," *Midwest Real Estate News*, May 2008.

both an infant and a preschooler in child care earning the Countywide median income for a family of four (\$106,248) currently would need to spend more than 22 percent of their income on child care.<sup>7</sup>

**Lower and moderate income families are especially challenged.** More than half (56 percent) of parents who reported they could not find child care in Montgomery County cited cost as the reason.<sup>8</sup> Many parents in the County face a difficult tradeoff between affordability and quality.

**Long waiting lists are commonplace for quality, affordable and conveniently located centers.** There is intense competition throughout the region for accredited, moderately-priced centers that are located near higher density residential areas, job and transit centers and schools. Centers that offer infant and toddler care, extended hours, and other options are especially sought-after.

**Cost-containment options are limited.** Child care centers today can tap into a solid base of experienced managers, trained professionals, technical standards, best practices, advocacy and other resources to help them operate stable, efficient and profitable businesses. Even so, establishing a child care center is a complex undertaking that can require substantial upfront knowledge, planning and financial investment. In addition, some costs associated with providing quality care in a convenient location are unavoidable, including regulatory compliance costs, accreditation requirements, lease costs, and training and salary expenses.

Young children in working families			
Children under age six living in families with all parents in labor force			
	United States	Montgomery County	Wheaton CDP
Children under age 6 living with parents	23,347,026	74,235	5,446
Parents in labor force	15,077,268	52,979	3,832
	<b>65%</b>	<b>71%</b>	<b>70%</b>
<b>Two-parent families</b>			
Children under age 6, living with two parents	15,015,157	57,271	3,396
Both parents in labor force	8,753,696	38,026	1,972
	<b>58%</b>	<b>66%</b>	<b>58%</b>
<b>Single-parent families</b>			
Children under age 6, living with one parent	8,331,869	16,964	2,050
Single parent in labor force	6,323,572	14,953	1,860
	<b>76%</b>	<b>88%</b>	<b>91%</b>

**Source:** Montgomery County Planning Department analysis of U.S. Census Bureau, 2009-2011 American Community Survey data.

<sup>7</sup> Montgomery County Child Care Resource and Referral Center, 2011.

<sup>8</sup> Montgomery County Child Care Resource and Referral Center, 2011.

## Preliminary need assessment

### Potential demand for a child care center among M-NCPPC employees

An early first step would be to conduct a formal survey of M-NCPPC staff (and in any other partner organizations, if relevant) to assess the potential level of interest in a center and identify programming, special services and features that would best serve the target population.

GSA recommends that needs assessment surveys be used with caution; only 20 percent of interested users become actual users. According to GSA, 2 to 5 percent of federal employees currently use federal child care centers.

Given the size of the commission's staff and likely fluctuations child day care requirements at any given time, the Commission probably could not cost-effectively support a child care center for the dedicated use of county employees. It should be assumed that capacity should be 'backfilled' by opening spaces to families working in other government agencies organizations or business establishments, especially those with which the Commission might partner in this project, such as Montgomery County Government, WMATA, etc.

### Community need

The need assessment should include an analysis of community demographics in the vicinity of the proposed facility. In particular, this assessment should examine incomes, female labor force participation rates, and transit use.

Data for Montgomery County as a whole suggests that most families with young children use or need child care services. Seventy-one percent of children under the age of six in Montgomery County need a caregiver for at least a portion of the day so their parents can work. This translates to around 53,000 infants, toddlers and preschoolers countywide needing child care services in some form or another. For single parents, there is very little choice; 88 percent of children under age six living with one parent in Montgomery County, require child care so the parent can work.

Unmet demand is especially acute for certain age categories. Most child care centers have very long wait lists for infant and toddler care. Low mandatory staff/child ratios (1:3) make it more difficult for providers to serve families with children under the age of 2.

Wait lists are commonplace for all age groups for many centers in the County. Licensed, accredited centers tend to have competitive enrollment and wait lists for most age groups. This is more likely to be the case for centers that are moderately-priced; located in densely populated areas; convenient to jobs, homes or transit; employer-sponsored; or serving special needs children.

Maryland staff/child ratios and maximum group size		
Age Group	Ratio	Children per Classroom
0–18 months	1:3	6
18 – 24 months	1:3	9
2 years	1:6	12
3–4 years	1:10	20
5 years or older	1:15	30

Source: Maryland State Department of Education, Division of Early Childhood Development

## Existing market conditions in Wheaton

### There is a dearth of licensed child care in downtown Wheaton

The map below shows the location and size of licensed 8-12 hour child care centers within a ½, 1 and 1 ½ mile radius of the Wheaton downtown area. None of these centers are located at the Wheaton Metro Center.

### The Wheaton market probably could support a child care center

One non-profit child care chain in the County interviewed for this report indicated that they already have identified Wheaton as a prospective expansion site, given the area's existing supply deficit, transit-access and rising population and income forecasts.

While a further analysis would be needed, this suggests that it is highly likely that M-NCPPC could attract competitive bids from child care providers, especially given the potential location of the facility.

## Licensed child care centers in vicinity of proposed Wheaton site



Source: Montgomery County Planning Department; Maryland State Department of Education, LOCATE database

## Operating requirements

### Licensing

- The Maryland State Department of Education's Office of Child Care (OCC) regulates most child care centers under COMAR 13A.16 ("Licensed Child Care Centers"). The OCC Licensing Branch sets the maximum child capacity for each center individually within established guidelines.
- A minimum of 35 square feet of floor space must be provided for each child in care.
- A center shall have an outdoor activity area on the premises of, adjacent to, or near and safely accessible to the center that provides adequate usable play space for the approved capacity of the center. The size of the outdoor play area must be at least 75 square feet of usable play space for one half of the approved capacity of the center. Centers may secure a permit to use nearby parks and other green spaces to supply some of the required outdoor space, subject to site-specific conditions such as traffic levels on any roads that must be crossed.
- The facility must pass OCC, Fire Safety, and all other required inspections before OCC will issue a facility license. Routine inspections are conducted at least three times every two years.

### Zoning/Fire Safety/Permitting

- The possible site for the headquarters project is located in a Commercial/Residential zone, and day care center is a by-right use. No special exception would be required for the facility.
- The Fire Marshal has detailed specifications governing child care centers. One of the most significant is that infant and toddler rooms must be designed with direct outdoor egress to enable staff to roll evacuation cribs out of the building to the designated evacuation site.
- The Department of Permitting Services would require a parking analysis for the property to ensure that parking for child care center employees as well as short-term pickups and drop-offs can be accommodated along with other uses on the property.

### Scale requirements

- To minimize the need for subsidy, it is important that a child care provider be able to operate a viable business at the site. Center operators that were interviewed for this report suggested that the minimum operating size for a child care center to be stable and profitable would be between 70 to 100 children.
- The number of children that can be accommodated in a facility depends in large part on the specific age mix. Younger children require more intensive staffing, making these age groups more costly to serve. Centers that offer infant and toddler care typically cross-subsidize younger age classrooms with income from higher age groups that have lower staff:child ratios. Providers that operate more than one site also may subsidize the cost of infant care at one site with revenue from another.

# Child care in government space

## Overview

This section reviews various operating models for local and federal government agencies that support employee child care facilities. There is no one-size-fits-all model for child care providers who operate under contract in county government facilities. The choice of a model is highly situation-specific, and corporate providers are not necessarily at a competitive advantage over experienced local providers.

## Federal government

**The U.S. federal government is an important provider of quality child care space in the Washington, D.C. metro area.** Child care centers located in federal buildings, including federally-leased commercial space, generally are available to both federal and non-federal employees. At least 50 percent of enrollment must be by Federal families, and federal workers are always given priority. Most child care centers in federal offices in the Washington, D.C. metro area have long waiting lists and de facto mostly serve federal workers.

**With few exceptions, neither GSA nor agencies operate centers directly.** Generally, the General Services Administration is responsible for design, construction and build-out of spaces, while agencies hire and oversee child care providers. Typically, agencies pay GSA rent for the child care space, most often assigned as joint use space. In federally-owned space, the specific rental rate is set per building, based on the appraisal process. In federally-leased space, the costs are a pass-through of rent plus any additional services. Rent includes basic services. Agencies typically contract with providers in a competitive bidding process.

**GSA recommends that all child care providers should operate as independent businesses with no service fees by government.** Agencies have some latitude to subsidize center operating costs. It is up to each agency to set the financial terms of their child care service contract. Some agencies choose to provide the space for free or at a reduced rate. Most also usually absorb the cost of maintenance, security, landscaping and other services. Tuition generally is market rate; federal law permits agencies to set aside part of their operating budget to provide direct income-based child care subsidies to their workforce.

### Examples of child care centers operating in government buildings around the region

FEDERAL						
Capacity	Center Name	Client Agency	Operator Type	Operated by	Open to community	Location
118	Healthy Beginnings	Centers for Disease Control	corporate	Bright Horizons	no	Rockville
266	Executive Child Development Ctr	National Institutes of Health (NIH)	corporate	Bright Horizons	yes	Rockville
166	White Oak Wonders	Food & Drug Administration (FDA)	corporate	Children's Creative Learning	yes	White Oak
129	Greenwood Preschool	CDC Nat'l Center for Health Statistics	corporate	Greenwood preschool	yes	Hyattsville
98	IRS Child Development Center	IRS	corporate	Bright Horizons	yes	Lanham
97	Georgetown Hill at NRC	Nuclear Regulatory Commission	corporate	Georgetown Hill	yes	White Flint
85	Little Explorers	National Oceanic & Atmospheric Adm	corporate	Bright Horizons	yes	Silver Spring
68	Suitland Federal Child Development	US Census	corporate	Bright Horizons	yes	Suitland
65	Sunny Days	US Department of Agriculture	corporate	Georgetown Hill	yes	Riverdale
44	NARA Child Care Center	National Archives	non-profit	Easter Seals	yes	
33	Infant & Toddler Child Care Center	National Institutes of Health	nonprofit	ChildKind	no	Bethesda
LOCAL						
Capacity	Center Name	Client Agency	Operator Type	Operated by	Open to community	Location
County						
108	Employees' Child Care Center	Fairfax County	public	Fairfax County	no	Fairfax
n/a	Arlington Children's Center	Arlington County	non-profit	Arlington Children's Center	yes	Arlington
M-NCPPC / Prince George's County						
99	Prince George's County Employees Child Care Center	M-NCPPC; Prince George's County Government; PGCPs	public	M-NCPPC	no	Upper Marlboro
78	PGCPs/Prince George's County Employees Child Care Center	M-NCPPC; PGCPs	public	M-NCPPC	no	Landover Hills
Montgomery County						
71	Edgemoor Childrens Center	Bethesda-Chevy Chase RSC	non-profit	Wonders CCC	yes	Bethesda
42	Leland Children's Center	Jane E. Lawton Community Recreation Center	non-profit	Wonders CCC	yes	Bethesda

Source: Center for Research and Information Systems (CRIS), Montgomery County Planning Department

## Local government-sponsored employee child care

**Some local government agencies also provide or support child care services for employees.**

Montgomery, Prince George's, Arlington and Fairfax Counties are among area counties that address the child care needs of their employees. Specific benefits and operating models vary across the region.

- **Prince George's County** M-NCPPC manages, staffs and supervises two centers located in surplus government-owned space in the county. The Prince George's County Employees Child Care Center in Upper Marlboro is housed in a former jail. The centers are not open to the general public. M-NCPPC and Prince George's County employees have first priority, followed by State employees at the courthouse and PGCPs employees. Tuition rates are just below market rates.
- **Fairfax County** The Department of Family Services operates the Fairfax County Employees' Child Care Center. This facility is located in the main Fairfax County Government Center building and is staffed by county employees. It is not open to the general public. Tuition is market rate.
- **Arlington County** In order to support its employees' child care needs, Arlington County has a preferred employer arrangement with a local provider. It does not directly operate a center.
- **Montgomery County** The county does not have a dedicated employee child care center. Employees have priority access to child care centers operating in public buildings under contract with the Department of Health and Human Services. There is no partnership comparable to the M-NCPPC/Prince George's County child care center arrangement that would extend this priority access to Montgomery County Planning Department employees.

## Montgomery County policies and programs supporting child care in public spaces

**Montgomery County policy supports the construction of child care in public buildings.** A 1987 policy statement encouraged planned child care facilities in new public buildings. The aim is to maximize access to high-quality care throughout the County. This has yielded planned child care centers in public schools and other publicly-owned and operated facilities, including two regional service centers, community and recreation centers, and the Damascus Library (See table, next page.)

**No centers are located in Montgomery County office buildings at this time.** The new child care assessment requirement for new construction of County-owned space could expand the supply of child care services for county employees in office spaces.

**Child care space contracts generally provide free or reduced rent and building services.** Public space generally is provided at below-market rents, with the intent of allowing child care providers to dedicate more resources to quality and affordably priced programming. Rent is generally in the form of a license fee assessed on a per square foot basis. The license fee may be reset based on operating costs (e.g., utilities, janitorial, maintenance and other services). Licensees also must pay an additional "capital cost recovery fee" to cover the cost of debt service incurred by the County as a result of improvements and renovations to child care facilities operated and maintained by the county. This fee may be waived in some cases.

**Child care contracts are competitively awarded. County policy also aims to promote equal access to opportunity to compete for child care contracts in public space.** Prospective providers also must commit to provide the highest quality child care services. There is a rigorous selection process that includes bid solicitations, detailed proposals and panel interviews. Contracts must be re-bid after a designated period (5 to 8 years).

**Child care providers in public space are managed by more than one agency.** This includes the Montgomery County Public Schools (MCPS), Interagency Coordinating Board for the Community Use

of Public Facilities (ICB/CUPF), and the Department of Health and Human Services (HHS). Contract requirements, lease periods, and criteria for awarding leases vary depending on the facility and managing agency. The newly-restored HHS Early Childhood program manager position coordinates among these processes, standards and providers. HHS license agreements specify that the purpose of the Policy on Use of County Buildings for Child Care is as follows: "To establish consistent and reasonable rental rates for child care in public buildings licensed from Montgomery County Government; to establish responsibilities of the County and the Licensee; to establish priority placement for children of County Government employees."

Montgomery County Department of Health & Human Services

**Child Care Centers located in public space**

County Facility	Operator
Arcola Elementary School Child Care	Montgomery Child Care Association
Beth/Chevy Chase Reg. Services Center	Wonders Child Care
Brooke Grove Elem. School Modular	Montgomery Child Care Association
Children’s Resource Center	Arc of Montgomery County/Rockville Day Care Association
Clara Barton Community Center	Clara Barton Center for Children
Colesville Health Center	Maryland Child Services
Damascus Library/Child Care Center	Bright Eyes Child Care
Galway Elem. School Child Care	Academy Child Development Center
Garrett Park Elementary School Annex	Montgomery Child Care Association
Glen Haven Elem. School Child Care	Bright Eyes Child Care
Leland Community Center	Wonders Child Care
Lone Oak Center	Montgomery Child Care Association
Marshall Elementary School Child Care	Bright Eyes Child Care
Martin Luther King Jr. Park Modular	Horizon Day Care
Page Elementary School Child Care	Maryland Child Services
Potomac Community Center	Little Acorns Early Learning Center
Resnik Elementary School Modular	Bright Eyes Child Care
Shady Grove Life Sciences Center Modular	Nanda Child Care
Shady Grove Metro Child Care	Knowledge Learning Corporation
Shriver Elementary School Child Care	Rockville Day Care Association
Special Needs Center-Tenbrook	Arc of Montgomery County
Stonemill Elementary School Modular	Academy Child Development Center
Upcounty Regional Services Center	Peppertree Children’s Center
Viers Mill Elementary School Child Care	Bright Eyes Child Care
W. Diamond Ave. Modular	The Nurturey
Waring Station Road Modular	Iman Learning Center
Woodlin Elementary School Modular	Rockville Day Care Association

Source: Montgomery County Department of Health and Human Services, "Child Care in Public Space: 2009 Report"

## Transit-oriented child care facilities

### **Co-locating child care with transit generates important social and economic benefits.**

**Reliable child care facilities and transportation are essential for working families.** While providing a needed community service, child care located near transit has significant added benefits in the form of convenience, cost and time-savings to families.

**Saving time and money allows parents to invest those resources in their own families and local communities.** One important quality of child care facilities is that they often become a vital social center for busy working families. If there are shops, restaurants and attractive public spaces nearby, parents are far more likely to linger in the area after picking up their child to socialize, eat, take care of errands or relax.

**Child care located near jobs, homes and schools is a more efficient use of transportation infrastructure.** Linking child care to transportation facilitates “trip chaining,” i.e., combining child care stops with commutes and shopping. This in turn significantly decreases vehicle miles traveled, reduces traffic congestion during peak travel periods, and boosts transit ridership.

**Child care services that are accessible are more likely to thrive,** which improves the prospects that child care becomes a stable and economically self-sufficient community amenity.

**There is growing recognition that child care supports economic development:** by enabling parents to work, providing children with an educational foundation, supporting workplace productivity, creating small business development opportunities, improving area quality of life, and boosting employment and economic activity throughout the region. The child care industry in Maryland has an estimated output multiplier of 1.96 and a job multiplier of 1.53, according to Cornell University researchers.<sup>9</sup>

### **Integrating child care with transportation planning can help transit-oriented projects succeed.**

**Federal transportation funding guidelines view child care as part of the vital infrastructure of communities.** Physically and functionally integrating child care into transportation projects has helped communities and transit agencies secure federal funding in a variety of projects.

**Child care centers attract public funding and other dollars that can boost local economic activity.** Aside from direct investment in facilities and infrastructure, child care can inject public and private money into the community through income-based public child care subsidies and tax-offsets, employer child care support, small business and training grants, and other mechanisms.

### **Child care centers have been successfully integrated in office space and community buildings adjacent to urban transit centers throughout Montgomery County.**

Child care facilities open to the community are found in leased and GSA-owned federal agency offices near several Metro Centers, including the Nuclear Regulatory Commission at the White Flint and the National Oceanographic and Atmospheric Administration (NOAA) at the Silver Spring Metro. The Wonders Child Care center is located in County-owned space at the Bethesda-Chevy Chase Regional Services Center at the Bethesda Metro transit center. All of these centers operate at full capacity with wait lists.

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<sup>9</sup> Cornell University, Linking Economic Development and Child Care Research project.

## Montgomery County has a record of innovation and success in co-locating child care with transit.

The public-private partnership that developed the **KidStop Child Care Center at the Shady Grove Metro** station was a path-breaking model for transit-oriented child care. The center, which opened in 1993, was the result of an effort that began in 1987 when a task force identified commuters' side trips for child care as a major barrier to the use of public transit by working parents. In response, the County identified Shady Grove as an ideal location for such a facility, and partnered with the Foundation for Working Families (a nonprofit comprising the Washington Metropolitan Area Transit Authority, County government, and corporate sponsors and devoted to helping private employers fund facilities for child and elder care on behalf of their employees) to secure land, assemble financing, and oversee design and construction of the center.<sup>10</sup>

## Conclusion

This study indicates that a child care center could be an appropriate, viable and cost-effective use of space at the proposed facility. Based on this preliminary assessment, a child care center merits inclusion in the Program of Requirements.

The following findings support this conclusion:

- There is substantial demand for quality, affordable child care Countywide;
- The Wheaton downtown area and surrounding community has a dearth of child care center spaces, and the market likely could support a new center;
- A child care center could be accommodated in an urban, mixed-use setting;
- Employer-based child care is a highly valuable amenity that has been shown to boost staff productivity, retention and morale.
- Child care is commonplace in government buildings throughout the region at both the county and federal level, including two M-NCPPC-operated centers in Prince George's County.
- The size of the proposed facility could accommodate enough children to achieve the minimum scale economies for a self-sustaining child care enterprise.
- Montgomery County government and WMATA have policies, programs and experience incorporating child care in public and transit spaces;
- A child care center adjacent to the Wheaton metro center could generate significant spillover benefits that would help revitalize the downtown area and attract jobs and residents to the area.
- The potential economic benefits and public amenity value of a center in that location could have a positive fiscal impact which would justify the public investment

Further analysis would be needed to assess the feasibility of a specific center if the Board chooses to include a center in the Program of Requirements. Several variables that are not known at this time would affect the analysis, including: the exact location of the future office site; whether it will be built by M-NCPPC alone or in partnership with other agencies; whether M-NCPPC will own or lease the property; and the level and sources of funding available.

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<sup>10</sup> Case Study 4-3: Shady Grove Metro Station, MD: KidStop Child Care Center Helps Make a Community "Family-Friendly," in *The Role of Transit in Creating Livable Metropolitan Communities*. Transit Cooperative Research Program Report 22, National Academy Press, 1997.

The specific design and programming features of a facility also would have a significant impact on the project's feasibility. This study indicates that there is tremendous flexibility in terms of size, site design, operating model and programming a child care center in public space. Even so, the analysis suggests that the following features would be most likely to enhance the viability of a planned facility:

- In order to provide a quality amenity to employees and the community, the center should exceed minimum State licensing standards as needed to offer a level of service consistent with area norms and child care industry best practices.
- The center should be a full-time licensed and accredited day care center serving children ages 5 and under.
- The facility should be located on-site; outdoor play space also can be accommodated on-site or in the immediate vicinity.
- The center should be open to other government agencies and the general community. Employees of M-NCPPC employees should receive priority access to available child care slots.
- M-NCPPC should not operate the center directly. It should partner with HHS, which has experience in soliciting, evaluating and managing child care operations in public space.