

NEW COURTS OF APPEAL BUILDING

A NEW CONSTRUCTION PROJECT

PART ONE PROJECT PROGRAM

Prepared for

Administrative Office of the Courts

Maryland Judicial Center

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I. PROJECT OVERVIEW

A. INTRODUCTION

The Judiciary of Maryland ("Judiciary") has identified significant deficiencies in its existing headquarters facilities that substantially impair organizational effectiveness. The organization is highly dispersed in multiple locations throughout the Annapolis metropolitan area. This dispersion impairs collaboration, causes staff to spend substantial time commuting between locations, and requires duplication of common use facilities. At present, the Judiciary has a deficit of over 70,000 NASF in various categories of headquarters space. Of particular note, the Court of Appeals (COA) and Court of Special Appeals (COSA) have a collective space shortfall of approximately 3,700 NASF. Similarly, the State Law Library has a current shortfall of 33,471 NASF.

By 2014, it is anticipated that the Judiciary will need to procure at least 258,000 NASF for daily headquarters operations. The current physical layout limits the effectiveness of security measures for Judges and court personnel. Based on a comprehensive master planning process completed in January 2005, the need for a new Courts of Appeal Building was identified.

This part one program identifies and documents requirements necessary for the detailed design of a new Courts of Appeal Building on state owned property at the corner of Rowe Boulevard and Taylor Avenue in Annapolis, Maryland. This document is prepared in accordance with guidelines specified by the Maryland Department of Budget and Management (DBM) and Department of General Services (DGS). Chapter one presents summary information about the Judiciary and the proposed project. Chapter two presents the current facilities problems and utilization, historic and future demand, and planning scenarios to meet future needs. Chapter three presents the project scope, general site description, building concept, users and staffing, site improvements, and backfill strategy for vacated spaces. Chapter four presents miscellaneous information as required by the capital budgeting process.

A companion part two program and physical planning supplement have been prepared under separate cover.

B. INFORMATION ABOUT THE JUDICIARY

The Judiciary of Maryland is responsible for the resolution of all matters involving civil and criminal law in the State of Maryland. The Judiciary has four tiers including the Court of Appeals, Court of Special Appeals, Circuit Courts, and District Court of Maryland (District Court). The Court of Appeals is Maryland's highest court and addresses cases of major importance involving constitutional interpretation of the law. The Court of Special Appeals is Maryland's intermediate appellate court. The Circuit Courts handle serious criminal and civil cases, as well as appeals of District Court decisions. The District Court of Maryland has limited jurisdiction involving most traffic, minor criminal, and civil matters.

The Maryland State Law Library was established in 1827 and is the main repository for legal and government documents in Maryland. Unlike some states that have a separate library for state government publications, the Maryland State Law Library serves as both the main law library in the State and also the library of all state government documents. Like most research libraries, the Law Library houses a blended collection of print, electronic media, and microforms.

The Judiciary currently uses 264,846 net useable square feet in total for its daily headquarters activities in the Annapolis metropolitan area. These operations are located at 21 different facilities spread over a six-mile radius of the Courts of Appeal Building and Maryland Judicial Center.

C. SUMMARY PROJECT DESCRIPTION

The Judiciary conducted a comprehensive master planning and programming process from September 2003 through January 2005. This collaborative process involved 33 units, departments, and offices comprising all of the Judiciary's headquarters operations in the Annapolis metropolitan area. Local Circuit and District Courts serving Anne Arundel County were not included in this analysis. This in-depth, organizationally based analysis indicated that the existing facilities are inadequate to meet current and long term needs. The

new Courts of Appeal Building is the first phase of long-term development plan intended to improve operational efficiency and address physical deficiencies. The new Courts of Appeal Building will house the Court of Appeals, Court of Special Appeals, Court Information Office, Internal Audit, and State Law Library. It will be a signature building emblematic of the importance of Maryland's highest courts. Major overall goals for the new facility include:

- Assert the Judiciary's stature as part of Maryland's government.
- Create a functionally modern facility that is representative of Maryland at large.
- Enhance overall Judicial operations and organizational efficiency.
- Create a facility that can easily evolve over the long term as organizational requirements change.

To accomplish these goals, 12 major assignable functions have been identified and are subject to the design effort. These include:

• Court of Appeals	10,472 NASF
• Legal Officer – COA	449 NASF
• Clerk – COA	4,056 NASF
• Court Room – COA	4,077 NASF
• Court of Special Appeals	16,184 NASF
• Clerk – COSA	6,729 NASF
• Courtrooms – COSA	4,784 NASF
• Court Information Office	2,950 NASF
• Internal Audit	2,890 NASF
• Law Library	51,000 NASF
• Common Use Functions	1,200 NASF
• Other Functions	<u>15,168 NASF</u>

Total Net Assignable Space: 119,959 NASF

NOTE: Summary totals not exact due to rounding.

In total, the overall facility is anticipated to be 182,353 GSF assuming a 62% net to gross factor for court and related functions, and 69% net to gross factor for the law library and all other functions. The need for the Courts of Appeal Building was identified as an element of the Judiciary's January 2005 Facility Master Plan.

The new Courts of Appeal Building will be located on State owned property currently occupied by D and E pods of the Tawes Complex. Figure I-1 presents a summary site plan indicating the location for the proposed Courts of Appeal Building.

Figure I-1: New Courts of Appeal Building Project Site



Note: Graphic courtesy of PSA Dewberry

II. PROJECT JUSTIFICATION

A. INTRODUCTION

The following chapter presents current facilities issues and utilization, historic and future demand, and analysis of planning scenarios that meet future needs. Information presented in this chapter was gathered and analyzed from September, 2003 to February, 2005. Data sources include a survey of available Judiciary documents, visits to Judiciary facilities, and multiple discussions with Judiciary personnel. Detailed evaluations of Judiciary facilities and infrastructure were excluded from the programming team's scope of work.

B. CURRENT FACILITIES PROBLEM

1. FUNCTIONAL ISSUES – OVERALL ORGANIZATION

In evaluating its operations through the master planning and other processes, the Judiciary identified many factors that present significant organizational and physical barriers to working effectively. These factors are elaborated in detail in the Judiciary's Facility Master Plan. In summary, these factors generally include:

- The current Judiciary is highly dispersed throughout the Annapolis area. Fifty percent of all employees and 67% of all space is more than two miles from the existing Courts of Appeal Building. This physical separation significantly impairs organizational efficiency by impeding collaboration, personnel must spend significant time commuting between locations, and requiring significant duplication of conference rooms, copier/work areas, kitchenettes, and other common resources.
- Fifty nine percent of the Judiciary's Annapolis area space is leased and located in "B" and "C" grade flex office and industrial office parks. The functions housed in these leased facilities fulfill permanent, long-term functions required either by prevailing law, or organizational necessity for effective operations. Many of these facilities are marginally adequate for the Judiciary's intended use. Currently prevailing facility policy and lack of appropriate funding requires the Judiciary to take advantage of facility opportunities as they present themselves, rather than utilizing facilities as a strategic asset. At present, the Judiciary spends nearly \$2.3 million annually on operating leases. By 2014, it may spend as much as \$4.4 million annually for operating leases.
- The Judiciary has a very heavy reliance on paper based information systems. Court documents are inefficiently stored at multiple locations throughout the existing Courts of Appeal Building, and elsewhere. Due to a lack of space, the Court of Special Appeals has been forced to convert a third appellate courtroom and other functional spaces into document storage rooms. Many of these documents and exhibits are irreplaceable. The Judiciary's Annapolis area facilities in general are not designed with fire suppression systems appropriate for document storage.
- Based upon prevailing State and generally accepted judicial facility planning standards, the Judiciary had an overall shortfall exceeding 70,000 NASF in required space in 2004 in the Annapolis area. By 2014, the Judiciary will need to either lease or purchase over 258,000 NASF to meet its needs.
- While the number of filings remains generally constant, workload is increasing by virtue of increasing complexity. This will increase demands placed on Judges, staff, and storage / material handling of case related material.
- The number of Judges on the Court of Special Appeals is anticipated to grow from 13 to 17 by 2014.
- The current physical layout and building architecture limits the effectiveness of security measures for Judges and judiciary personnel. Of particular note, parking for court executives and judges is unsecured and open to general public access.
- The Law Library does not have adequate space for proper storage of reference and historically significant materials. It is double shelving documents in the stacks, storing materials in other libraries in the region, and being forced to discard historic documents. The current stacks are not

ADA compliant and bringing them up to prevailing code will further reduce available stack area. Importantly, historic one of a kind rare books are not stored properly due to the lack of appropriate facilities.

2. FUNCTIONAL ISSUES – COURT OF APPEALS

The Court of Appeals is located on the fourth floor of the Courts of Appeal Building. Due to space constraints, only two judges have their resident chambers, including office space for law clerks and a secretary, in the Courts of Appeal Building. When a judge is appointed, they are allowed to keep their main chamber in their home county or have their main chamber in Annapolis. In some instances the Circuit Court provides space or the Court rents space for the judge and their staff. Space constraints in the Courts of Appeal Building limit the number of judges who can reside in Annapolis with all three support staff. All judges have chambers in the building. Retired judges sit on the Court and chambers need to be provided for them as well. When in Annapolis hearing oral arguments, some judges with resident chambers elsewhere actually spend the night in their chambers in the existing Courts of Appeal Building.

When a new judge is appointed and new chambers or other office space is required, the fixed amount of available space often requires expensive modifications to the building. To accommodate these changes, other functions are either displaced or forced to deal with less space.

The Court keeps case files on hand when a case is before the Court. The Court enjoys the privilege of priority status and complete access to the Hall of Records across the street, and routinely sends over documents for long-term storage. The Court currently stores one copy of all bound briefs dating back to the 1800's, and active case files. The existing facility does not have an adequate records review area and does not have appropriate fire suppression or provisions for fire proof storage of original case files, exhibits, and other related documents.

3. FUNCTIONAL ISSUES – COURT OF SPECIAL APPEALS

The Court of Special Appeals is located in the basement, second, and third floors of the Courts of Appeal Building. While all judges have chambers in the Courts of Appeal Building, only a few "resident judges" have space for associated support staff. When a judge is appointed, they are allowed to keep their main chambers in their home county or have their main chamber in Annapolis. Space constraints in the Courts of Appeal Building limit the number of judges who can reside in Annapolis. The Court rents space either from the Circuit Court or the private sector for the judges who wish to have their resident chambers, including space for a secretary and two law clerks, in their home county. Retired judges sit on the Court and chambers need to be provided for them as well.

When the Court sits *en banc*, all 13 judges sit at the bench in the existing large courtroom. Due to the small size of the courtroom and bench, judges are extremely crowded with little room to move. When the Court eventually expands to 17 judges, the existing bench will simply not be able to accommodate *en banc* gatherings and must be replaced.

The Office of the Chief Staff Attorney is located in two buildings. A total of four staff including one senior staff attorney and three staff attorneys are located in the Baltimore County Courthouse. Remaining staff is located in the Courts of Appeal Building on the second and third floors. These spaces are extremely cramped, do not allow the storage of relevant bound and unbound documents, and severely affect organizational efficiency.

The Court of Special Appeals handles a large volume of paper in processing its caseload. The Court does not store permanent documents but has to have them readily available when the case is before the Court. The Court's documents can generally be divided into several categories including:

- Active records, briefs, and documents.
- Other documents related to cases that are awaiting action to be taken so that the documents can be returned to the circuit courts, broken down prior to microfilming or sent to the Court of Appeals.

While the Court caseload has been fairly stable over the last five years, the amount of paper that accompanies each case has grown and therefore the Court has had to store documents wherever space is available. These documents are awaiting assignment to panels of judges or further action to be taken to have them either returned to the circuit courts, broken down prior to microfilming, or sent to the Court of Appeals. The Court has documents scattered in 17 different areas in the building. Most of these areas were not originally designed for document storage. Over the years, the Court has appropriated a variety of areas, including lawyers waiting room, third courtroom, staff offices, judges' chambers, judges' conference rooms, hallways, and the public lobby area, to store briefs and Court records. Use of these scattered areas results in increasing inefficiencies in finding and processing documents. The existing facility also does not have appropriate fire suppression or provisions for the fireproof storage of original case files, exhibits, and other related documents.

The Clerk's office also has a need for additional space to support several functions. More counter space associated with clerk stations is needed to receive and organize briefs and motions. At present, visitors are received at three dispersed half height "dutch" doors located along the axis of the Clerk's area. The public counter area would be enhanced by room for a table for attorneys to review documents that cannot be moved from the office. A staging area is also necessary for managing files and briefs. A separate copy machine area would reduce noise in the main staff area. In general, there is a very strong need to allocate appropriate consolidated space to support an organized flow of documents into and out of the building.

4. FUNCTIONAL ISSUES – LAW LIBRARY

The Law Library's collection is a combination of print, film, and electronic media. The print collection is the largest single space component of the Library and housed in both standard and high-density library shelving.

Approximately 33% of all shelving for the print collection is in the form of compact shelving. Library standards indicate that 40-50 percent of all print materials could be stored in compact shelving. In order to accommodate the storage of required periodicals and collections, documents are currently "double stacked" in which these items are stored two deep in shelves normally designed for one document. In effect, books and documents are stored behind other documents. This results in visitors not being able to find documents, and unnecessary movement of all documents leading to damage. Additionally, prevailing conservation standards require at least 8 to 12 inches of open space per shelf for proper storage of the library materials. At present, documents are forced onto shelves due to lack of available space.

The Library is also storing documents at other libraries including Bowie State University and the University of Baltimore Law Library. It is transferring documents on a monthly basis in order to accommodate the ever-increasing collection. Although necessary for a complete historical record of law, it also is being forced to discard old editions of historical documents given the lack space.

Stack aisles do not meet ADA standards for wheel-chair access. In the event the Library is required to address ADA accommodations, the amount of available stack and other related functional space will be further reduced. The Library also requires more space for micrographics hardware and storage cabinets. Additional space is required to support online researchers.

The rare book room is inadequate for storing and displaying the Library's rare books and documents, many of which are now shelved in the regular stack area. As documented in Survey of J.J. Audubon's Birds of America report of November, 2001, the Audubon's Birds of America double elephant folios are not properly displayed or stored now. This collection is composed of original prints. Although considered irreplaceable, certain prints have appraised values in excess of \$10 million. Both a conservation area and a display room for exhibiting a selection of individual prints are required. Adequate space for Library staff is also needed to process materials.

Additionally, given the increasing needs of pro se and other litigants, the Library is increasingly called upon to teach persons regarding searching for relevant information. At present, it does not have facilities to train these persons.

5. FUNCTIONAL ISSUES – COURT INFORMATION OFFICE AND INTERNAL AUDIT

These functions are part of the Court of Appeals. Although the size of their current spaces are adequate, certain issues negatively affect daily operations. The Court Information Office requires the use of a large conference room. Internal Audit is located in space several miles away from the existing Courts of Appeal Building. The Unit Director frequently interacts with the Chief Judge, and spends a significant amount of time traveling between locations.

6. SHORTFALLS OF SPACE ALLOWED BY PLANNING STANDARDS

As previously noted, the Judiciary has a current overall space deficit of 70,266 NASF representing a 27% shortfall based on allowable planning standards. The Judiciary's Facility Master plan presents and discusses the nature of these systemic deficits for the entire organization in Annapolis. The following specifically focuses on the Court of Appeals, Court of Special Appeals, Law Library, Court Information Office, and Internal Audit. Figure II – 1 and table II-1 summarize current and future needs versus currently available inventory for these units. Of particular note, total current shortfalls include 1,613 NASF for the Court of Appeals, 2,103 NASF for the Court of Special Appeals, and 33,471 NASF for the Law Library. Additionally, these shortfalls do not reflect the needs for common use and other related space not currently provided at the existing Courts of Appeal Building.

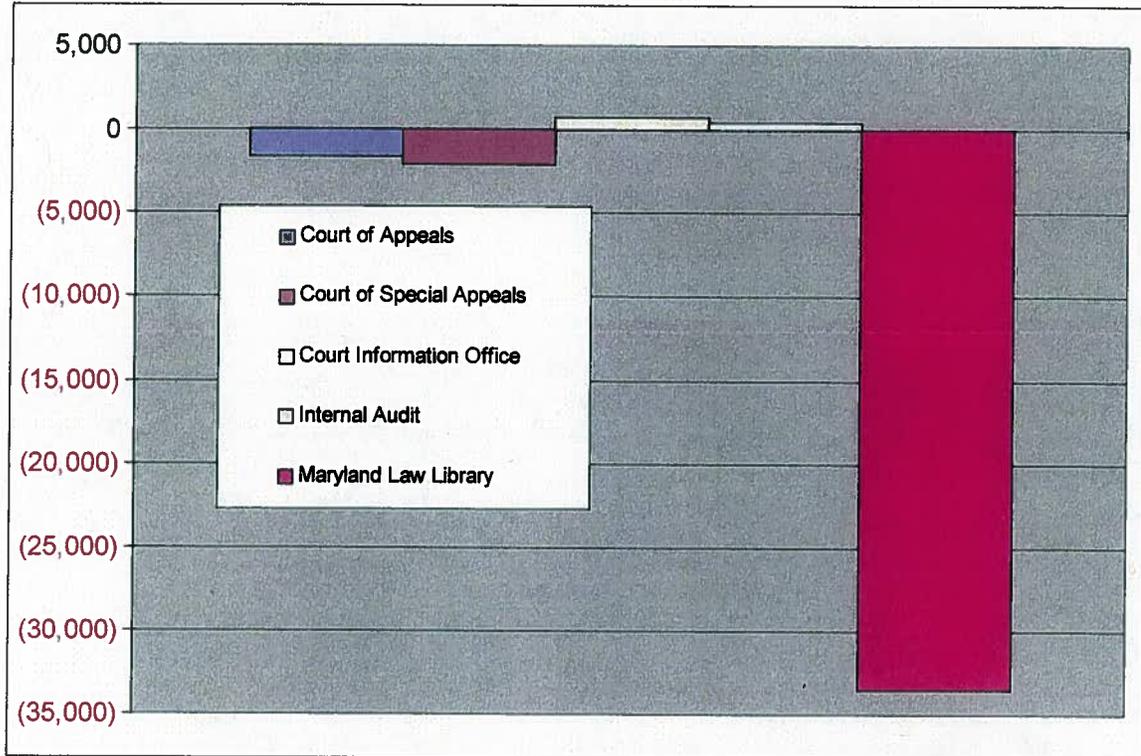
The data indicates that when current shortfalls are addressed, only 6% growth in space is anticipated over the ten year planning horizon.

Table II-1: Current and Future Allowable Space vs. Current Inventory

UNIT / DEPARTMENT / OFFICE	Current Allocation	Required Space		Current Surplus or (Shortfall) In NASF	Net Change 2004 - 2014	
		2004	2014		(NASF)	(%)
Court of Appeals						
- Chief Judge - Court of Appeals (Includes Legal Officer)	See below	10,012	10,921	See below	909	9%
- Clerk's Office for the Court of Appeals	See below	8,100	8,133	See below	33	0%
Sub Total - Court of Appeals	16,499	18,112	19,054	(1,613)	942	5%
Court of Special Appeals						
- Chief Judge - Court of Special Appeals (Includes Staff Attorney's)	See below	13,990	16,184	See below	2,194	16%
- Clerk's Office for the Court of Special Appeals	See below	10,843	11,513	See below	671	6%
Sub Total - Court of Special Appeals	22,730	24,833	27,697	(2,103)	2,865	12%
Court Information Office						
- Court Information Office (Excludes Judicial Institute and Media Services)	3,002	2,251	2,950	751	699	31%
Internal Audit	3,000	2,559	2,890	441	331	13%
Maryland Law Library	16,679	50,150	51,000	(33,471)	850	2%
Totals	61,910	97,905	103,591	(35,995)	5,686	6%

NOTE: Source data for 2004 excerpted from Judiciary's Facility Master Plan. 2014 data based on programming interviews conducted during Winter, 2005.

Figure II-1: Current and Future Allowable Space Vs. Current Inventory



7. OTHER ISSUES

The existing Courts Of Appeal Building is generally unremarkable and undistinguished. It's design and architecture lacks the physical significance and historical relevance evident in other major State government buildings in Annapolis. The existing Courts of Appeal Building was constructed in 1973 and approaching the end of its useful life. Major renovations will be necessary to bring the facility up to modern standards.

Similarly, most of the existing Tawes complex is also nearing the end of its useful life and will need major renovations to bring up to modern standards. The overall design of the facility is poor with ill-defined and ineffective major circulation paths, and small and inefficient floor plates.

C. CURRENT FACILITY UTILIZATION AND HISTORICAL DEMAND

The Court of Appeals currently hears oral arguments four days per month from September through June. The Court of Special Appeals has 13 oral argument days per month from September to June. The Law Library currently operates from 8:00 a.m. to 4:30 p.m. Monday, Wednesday, and Friday, 8:00 a.m. to 9:00 p.m. Tuesday and Thursday, and 9:00 a.m. to 4:00 p.m. on Saturdays.

Since 1975, the Court of Appeals has heard cases almost exclusively by way of *certiorari*, a discretionary review process of cases. This process allows the Court to control caseload and focus on those matters of far reaching legal and constitutional importance. Table II-2 and figure II-2 summarize historical filing of appeals and granted certiorari petitions from 2000 to 2004. Table II-3 presents the current distribution of inventoried document storage by linear feet of shelving.

Table II-2: Appeals Filed and Certiorari Petitions – 2000 through 2004

FILING	2000	2001	2002	2003	2004
Filed Certiorari Petitions	741	700	721	700	651
Appeals Filed	151	151	126	139	158

Source: The Annual Report of the Maryland Judiciary, 2003-2004.

Figure II-2: Appeals Filed and Certiorari Petitions – 2000 - 2004

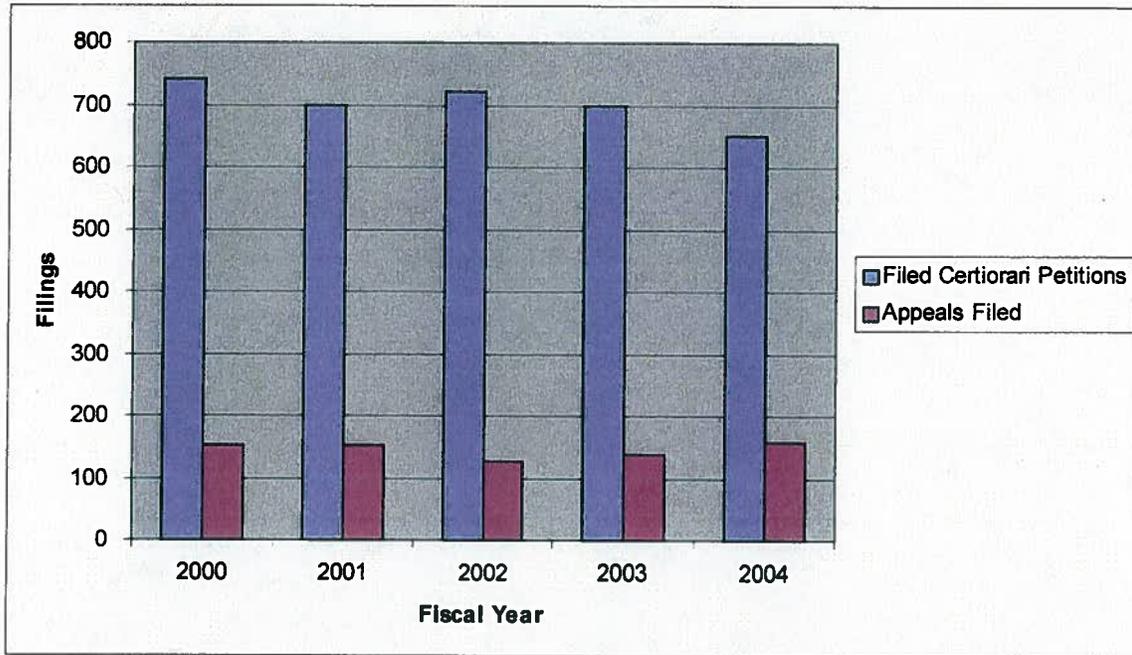


Table II-3: Summary of Current Document Storage – Court of Appeals

Document Storage	2004 LF	% of Total LF
Active Documents	2,520	76%
Bound Briefs: Prior to 1900	105	3%
Bound Briefs: 1900 to 2003	624	19%
Old Documents	59	2%
Total	3,308	100%

As the State's intermediate appellate Court, the Court of Special Appeals has a substantial volume of filings and hearings. Table II-4 and figure II-3 summarizes historical docketed appeals from 2000 to 2004, while table II-5 presents the current distribution of inventoried document storage by linear feet of shelving.

Table II-4: Appeals Docketed Court of Special Appeals – 2000 through 2004

	2000	2001	2002	2003	2004
Appeals Docketed	1,998	1,893	1,926	1,978	1,884

Figure II-3: Appeals Docketed Court of Special Appeals – 2000 - 2004

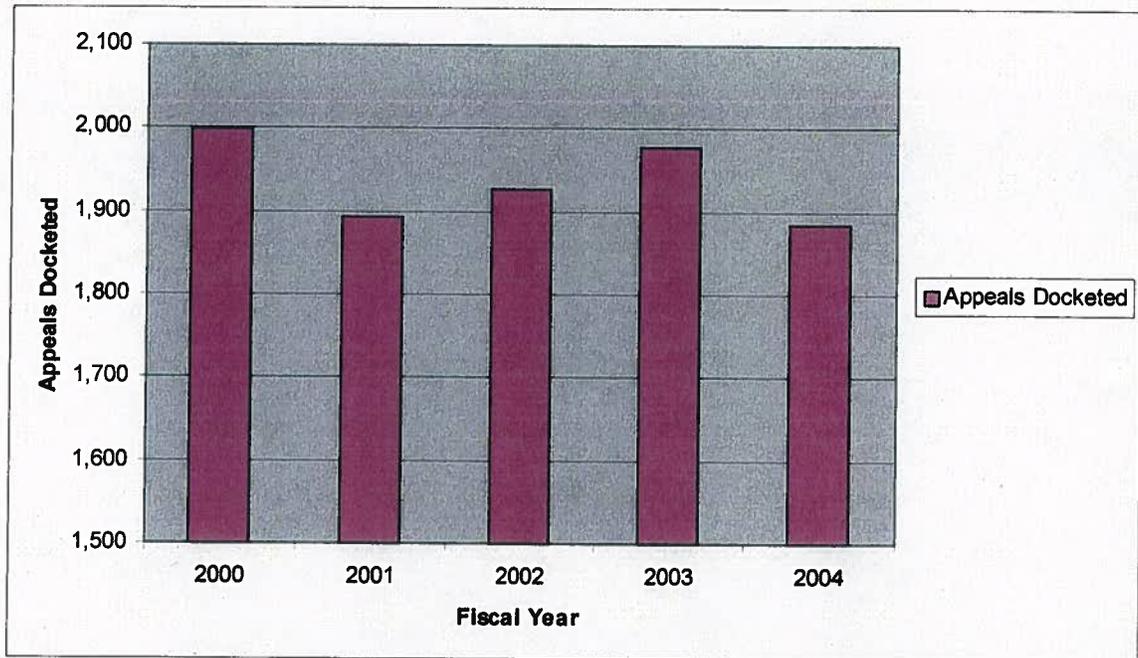


Table II-5: Summary of Current Document Storage – Court of Special Appeals

Document Storage	2004 LF	% of Total LF
Active Records and Briefs	3,504	54%
Other Documents	3,010	46%
Total	6,514	
Document Storage by Location		
16 Various Storage Areas	4,579	70%
Compact Shelving	1,935	30%
Total	6,514	

Tables II-6, II-7, and II-8, and figures II-4 and II-5 summarize selected measures of customer service, historic volumes, and available document storage by linear feet of shelving for the Law Library.

Table II-6: Selected Customer Service Measures – Law Library

	2000	2001	2002	2003	2004
Reference Inquiries	Not Avail.	24,200	24,200	26,200	28,300
In Person Visitors	Not Avail.	18,500	18,500	17,400	15,900
Website Hits	Not Avail.	104,000	118,928	136,925	139,000
Online Catalog (Mollie) Searches	Not Avail.	72,200	62,307	68,331	113,000

Source: The Annual Reports of the Maryland Judiciary, 2001-2004.

Figure II-4: Selected Customer Service Measures – 2001 - 2004

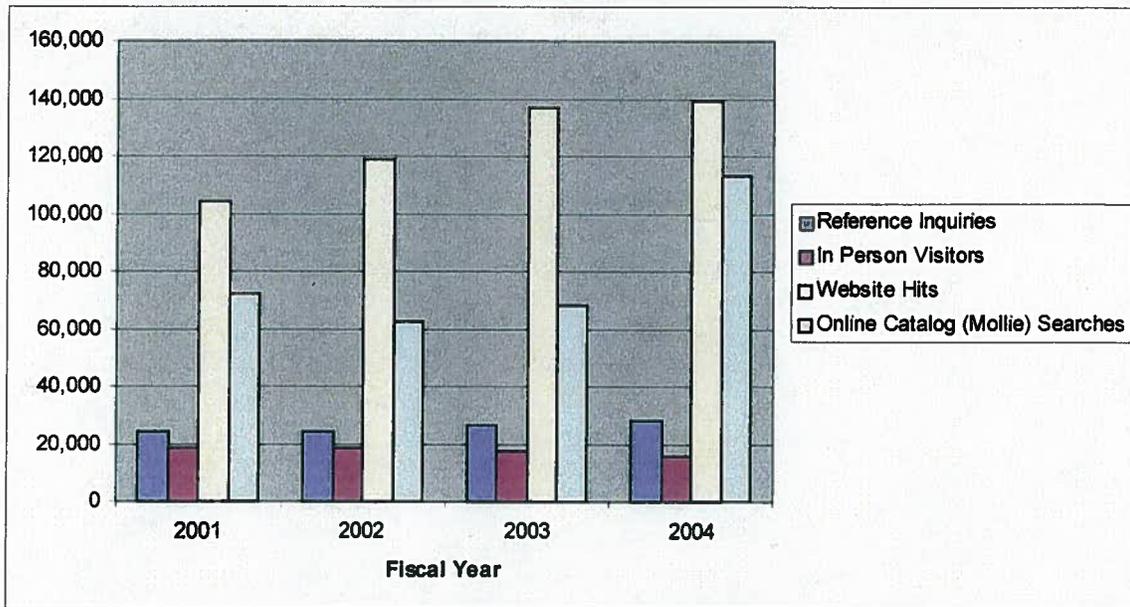


Table II-7: Summary of Equivalent Volumes Stored From 2000 to 2004 – Law Library

	1993	2003
Equivalent Volumes	298,000	420,000

Figure II-5: Summary of Equivalent Volumes Stored From 2000 to 2004 – Law Library

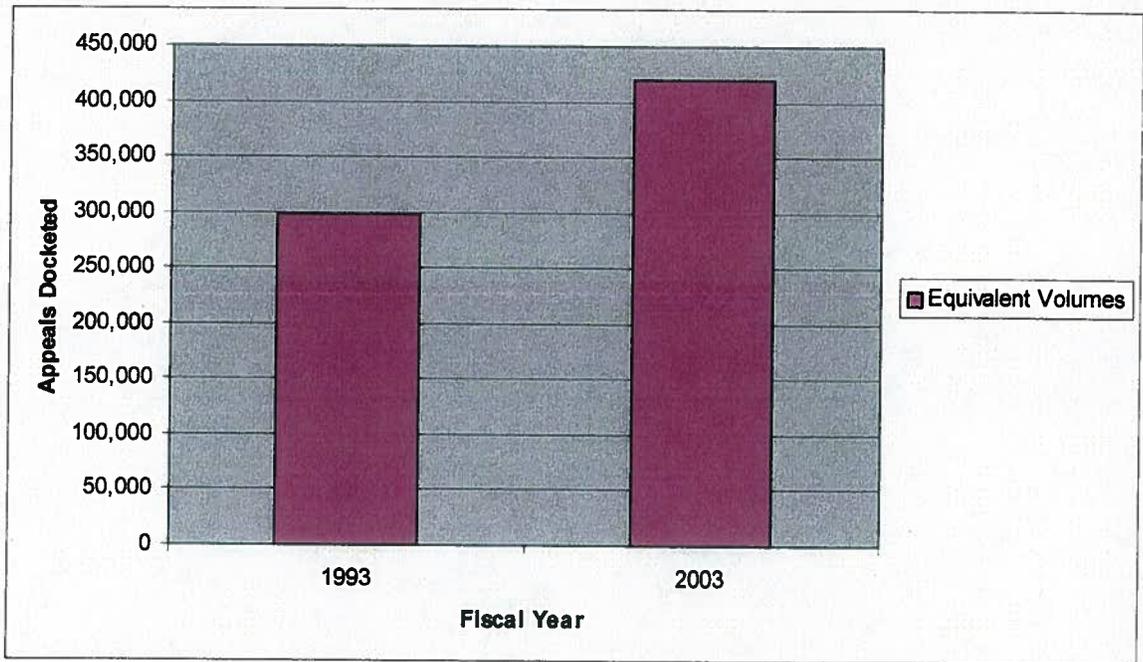


Table II-8: Summary of Current Document Storage – Law Library

Print Collection	2004 Occupied LF	% of Collection
Regular Shelving		
Rare books	423	1%
Law Collection	18,744	38%
Other (non-law, government)	14,000	28%
Subtotal	33,167	67%
Compact Shelving		
Law Collection	14,184	29%
Other (non-law, government)	1,950	4%
Subtotal	16,134	33%
Total	49,301	100%

D. FUTURE DEMAND

The roles of the Court of Appeal, Court of Special Appeals, Law Library, CIO, and Internal Audit are not expected to change significantly over time. However, the Judiciary has identified major factors that will influence the need for operational growth and expansion. These factors are discussed in detail in the Judiciary's Facility Master Plan and summarized below.

Document storage for the Court of Appeals is presented in table II-9.

Table II-9: Future Document Storage Requirements – Court of Appeals

Document Storage	2004 Occupied LF	LF of Growth in 10 years	2014 Occupied LF
Active Documents	2,520	317	2,837
Bound Briefs: Prior to 1900	105	na	105
Bound Briefs: 1900 to 2003	624	62	686
Old Documents	59	na	59
Total	3,308	379	3,687

The Court of Special Appeals anticipates growing from 13 to 17 Judges to accommodate more complex caseloads. Table II-10 presents future document storage needs for the Court of Special Appeals. Active records are assumed to be stored in regular shelving while other documents will be stored in a high density system.

Table II-10: Future Document Storage Requirements – Court of Special Appeals

Document Storage	2004 Occupied LF	LF of Growth in 10 years	2014 Occupied LF
Active Records and Briefs	3,504	175	3,679
Other Documents	3,010	151	3,161
Total	6,514	326	6,840

As per prevailing planning practices, long range planning for the Law Library should be over a 20 year period. It is anticipated that the law collection will double every 20 years which is consistent with other libraries with blended collections. It is also anticipated that the non-law and government collection will increase by 5,000 volumes over 20 years. As part of its ongoing activities to manage the collection, the print collection for general United States history will be reduced by approximately 2,000 linear feet of shelving. Table II-11 presents future document storage needs for the Law Library.

Table II-11: Future Document Storage Requirements – Law Library

	2004 Occupied LF	Planned Reduction LF	Move Rare Books to Rare Book Room	Growth in 20 years	2024 Occupied LF
Rare books (1)	423	0		NA	1,000
Law Collection	32,928	0		200%	65,856
Other (non-law, government) (2)	15,950	-2000	-500	1,000	14,450
Total	49,301	(2,000)			81,306

Table II-12 presents future staffing needs for the Judiciary.

Table II-12: Future Staffing Needs

UNIT / DEPARTMENT / OFFICE	Personnel by Planning Period		Net Change 2004 - 2014	
	2004	2014	(Persons)	(%)
Court of Appeals				
- Chief Judge - Court of Appeals (Includes Legal Officer)	30	30	0	0%
- Clerk's Office for the Court of Appeals	9	9	0	0%
Sub Total - Court of Appeals	39	39	0	0%
Court of Special Appeals				
- Chief Judge - Court of Special Appeals (Includes Staff Attorney's)	64	84	20	31%
- Clerk's Office for the Court of Special Appeals	16	21	5	31%
Sub Total - Court of Special Appeals	80	105	25	31%
Court Information Office				
- Court Information Office (Includes JTI/Media Services)	15	20	5	33%
Internal Audit	18	20	2	11%
Law Library	14	17	3	21%
	166	201	35	21%

E. PLANNING SCENARIOS

As previously noted, the Judiciary recently completed a master planning process that addresses systemic organizational efficiency issues. This process exhaustively evaluated a range of options from doing nothing through developing an entirely new campus. As a consequence of this process, the Judiciary's Annapolis metropolitan area operations should be consolidated at the site currently occupied by the Tawes Complex. Within this broader context, four mutually exclusive alternatives are presented below that specifically address the needs of the Court of Appeals, Court of Special Appeals, Law Library, CIO, and Internal Audit.

- A) **Continuing Existing Management Policies.** This option involves continuing the current management policy of utilizing existing facilities and applying prevailing operational practices. Beyond those necessary to maintain good operating condition, additional improvements or additional facility capacity is not contemplated in this approach.
- B) **Changes in Existing Management Policies.** This option primarily addresses issues related to the Law Library due to the unique operational nature of the Court of Appeals and Court of Special Appeals. Under this option, substantial portions of the Library collection would be transferred to other libraries, and the Library would become part of a consortium or region wide group to meet user needs. Internal Audit would remain in leased space.
- C) **Renovate Existing Facility and Build New Expansion Space.** This alternative involves modernizing the existing Courts of Appeal Building and development of a new facility to house either the Law Library or the Courts of Appeals, Courts of Special Appeals, CIO, and Internal Audit. The expansion facility would be located on state owned land immediately to the south east of the existing Courts of Appeal Building.
- D) **Build a New Facility.** This option involves constructing an entirely new facility to accommodate the Court of Appeals, Court of Special Appeals, Law Library, CIO, and Internal Audit. The existing Courts of Appeal Building would be modernized and backfilled with other organizational elements of the Judiciary. This approach follows that recommended in the Judiciary's January, 2005 Facilities Master Plan.

Optimization criteria are useful in rationally evaluating each of these alternatives. These criteria include Judiciary goals as well as others that may be material. The following major goals have been identified based on discussions with the Judiciary including:

ASSERT THE STATURE AS MARYLAND'S THIRD BRANCH OF GOVERNMENT:

- Imbue a sense that justice is accessible to and attainable by all the citizens of Maryland.
- Articulate the dignity, importance, and stature unique to Maryland's highest courts.
- Embody the fact that to create future law, there must be a sense of and connection with history.

CREATE A MODERN COURT FACILITY REPRESENTATIVE OF MARYLAND AT LARGE:

- Serve as a gateway structure to historic Annapolis.
- Serve as the central hub and focal point for the Judiciary's headquarters campus.
- Create a facility where Judiciary personnel take pride in their surroundings.
- Become a focus for engagement between the Judiciary and the broader community at large.

ENHANCE OVERALL JUDICIARY OPERATIONS:

- Create a physical environment that enhances organizational communications, cohesiveness, and teamwork.
- Address Judiciary wide shortfalls of functionally useful space including chambers, clerk's areas, case file and exhibit storage, library, offices, conference, support, and others.
- Create a facility that is inherently flexible and can easily evolve over the long-term as the Judiciary's requirements change.
- Technologically sophisticated with modern electronic communications, information management, and security systems.
- Most efficient use of space and storage as well as protecting irreplaceable case files, exhibits, books and related materials.
- Operate with a high degree of economic and organizational efficiency.

In addition to these overarching goals, additional criteria are also useful in evaluating each option. Of particular note, constructability / project sequencing deals with issues related to maintaining daily operations while renovations, expansion, or new construction is being performed.

1. **OPTION A – CONTINUING EXISTING MANAGEMENT POLICIES.**

Option A involves continuing the current management policy of utilizing existing facilities and applying prevailing operational practices. Additional improvements or additional facility capacity are not contemplated in this approach. Although this alternative minimizes initial capital investment, it does not address the substantial current and future shortfalls in chambers, clerk's offices, document storage, and other areas. This alternative also does not address the needs of the Law Library as they relate to the collection, training, and other key needs.

Table II-13: Advantages and Disadvantages for Option A

Advantages	Disadvantages
<ul style="list-style-type: none">• Use of existing buildings is maximized.• Little capital investment.	<ul style="list-style-type: none">• Existing inherent physical and functional inefficiencies remain.• Lack of space prevents proper and effective processing and storage of case files.• Library will need to continue double stacking and discard portions of collection. Rare books will continue to be housed in inappropriate conditions.• Lack of proper space for chambers and related offices impairs operations.• Internal Audit unit remains several miles away.• Facility will not be of the stature appropriate to Maryland's highest courts.

2. OPTION B – CHANGES IN EXISTING MANAGEMENT POLICIES

Option B is similar to option A in that additional facilities will not be developed to meet future demand. This option primarily addresses issues related to the Law Library due to the unique operational nature of the Court of Appeals and Court of Special Appeals. Under this option, substantial portions of the Library collection would be transferred to other libraries, and the Library would become part of a consortium or region wide group to meet user needs. Shortfalls in chambers, clerk's offices, document storage, and other areas are not addressed. Additional improvements or additional facility capacity is not contemplated in this approach.

Table II-14: Advantages and Disadvantages for Option B

Advantages	Disadvantages
<ul style="list-style-type: none"> • Use of existing buildings is maximized. • Little capital investment. • Portions of the collection will be housed in better conditions. 	<ul style="list-style-type: none"> • Existing inherent physical and functional inefficiencies remain. • Lack of space prevents proper and effective processing and storage of case files. • Library collection will be split which will reduce character, and negatively affect customer service. • Lack of proper space for chambers and related offices. • Internal Audit unit remains several miles away. • Facility will not be of the stature appropriate to Maryland's highest courts.

3. OPTION C – RENOVATE EXISTING FACILITY AND BUILD NEW EXPANSION SPACE

Option C proposes modernizing the existing Courts of Appeal Building and development of a new facility to house either the Law Library or the Courts of Appeals, Courts of Special Appeals, CIO, and Internal Audit. The expansion facility would be located on state owned land immediately to the south east of the existing Courts of Appeal Building. Where possible, floor plates of the existing Courts of Appeal Building would be optimized to maximize operational efficiencies.

Because renovations would be taking place in the existing building simultaneously with daily activities, sequencing of this option may severely effect daily operations. Portions of existing building would need to be temporarily closed while renovations are taking place.

Table II-15: Advantages and Disadvantages for Option C

Advantages	Disadvantages
<ul style="list-style-type: none"> • Existing building is reused. • Initial capital investment is potentially less than new construction. • Renovated building upgraded to meet modern needs. • New building addresses requirements of elements located within it. 	<ul style="list-style-type: none"> • Existing inherent physical and functional inefficiencies remain in existing structure. • Existing building systems need to be upgraded requiring significant capital investment. • Substantial disruptions of daily operations during construction. • Facility will not be of the stature appropriate to the Maryland's highest courts.

4. OPTION D – BUILD A NEW FACILITY

This alternative involves construction of a new modern building that directly addresses the Judiciary's needs in consolidated judicial campus. A new location would be utilized consistent with the master plan. The existing Courts of Appeal Building would be reutilized for other Judiciary functions. Table II-16 presents qualitative advantages and disadvantages of this alternative.

Table II-16: Advantages and Disadvantages for Option D

Advantages	Disadvantages
<ul style="list-style-type: none"> • Modern facility meeting all programmatic needs of the Judiciary. • New building optimized for all functions. • Existing daily operations are not affected by construction process. • Expansion space is created to accommodate future growth. • Historically significant gateway structure consistent with other Maryland government facilities in Annapolis. • Approach is consistent with known information from DGS Annapolis Master Plan. 	<ul style="list-style-type: none"> • Significant initial capital investment in new facilities. • Adaptive reuse or backfill plan required for spaces vacated in existing Court of Appeals Building. • DNR would need to be relocated from existing Tawes Complex. • Phasing plan required accommodating site improvements and relocating historic Court of Appeals courtroom.

5. SUMMARY QUALITATIVE ANALYSIS OF EACH SCENARIO

Four different scenarios have been identified, and it is useful to compare how each addresses the optimization criteria identified at the beginning of this chapter. Table II-17 presents each of these criteria and how each scenario represents an improvement, no change, or a decrease relative to the current existing situation.

Table II-17: Summary of Optimization Criteria

Optimization Criteria	Scenario			
	A	B	C	D
Assert Stature of the Court	N/C	N/C	+	++
Create Modern Court Facility.	N/C	N/C	+	++
Enhance Overall Judiciary Operations.	N/C	N/C	+	++
Constructability.	N/A	N/A	+	++

KEY: No change = N/C; Substantial Decrease = --; Decrease = -; Improvement = +; Substantial Improvement = ++; N/A = Not applicable.

Only those options involving capital improvements lead to some improvement functionally and operationally. Options A and B do not materially address the need for larger spaces necessary for the efficient operations. Option B while addressing shortfalls in the library will cause the collection to be split apart in multiple locations. Option C begins to address space shortfalls through the construction of expansion space on a very constrained site. However, the existing Courts of Appeal Building remains along with its inherent deficiencies.

Option D provides a modern facility that creates necessary expansion space to accommodate the current severe space shortfalls and anticipated future growth. The facility would be the modern, fully-integrated concept necessary for the Judiciary's future operations.

III. PROJECT SCOPE

A. INTRODUCTION

The following chapter presents requirements for the Judiciary's new Courts of Appeal Building including project site, building concept, users and staff levels, anticipated site improvements, and occupancy strategy for vacated facilities.

B. PROJECT SITE

As previously noted, the Judiciary completed preparation of facilities master plan in January 2005. This plan identified that a new Courts of Appeal Building should be located on state-owned land on the corner of Taylor Avenue and Rowe Boulevard in Annapolis. Figure I-1 in chapter one presents this location as a site plan.

It is of the utmost importance that the facility provide a venue of appropriate stature representative of Maryland's highest courts, facilitates easy access for the general public, and provides a secure environment for Judges and Judiciary personnel. The facility will be a signature structure serving as a gateway to Annapolis, and be the focal point for a new Judiciary campus being developed on the site.

The new Courts of Appeal Building must be located so as to maximize access, use, and utility within the overall context of the proposed judicial campus. Ingress and egress paths must be established to maximize pedestrian traffic to and through the facility. These paths must strongly establish a thoroughfare from parking areas, through the building, and to other facilities elsewhere on the judicial campus.

Detailed subsurface analysis was excluded from the programming effort.

C. BUILDING CONCEPT

1. OVERALL BUILDING CONCEPT

The new Court of Appeals Building is based on an operational concept including 12 major assignable functions. Each of these functions meets unique organizational and operational needs vital to the Judiciary's goals. Figures III-1 and III-2 respectively present graphic definitions and the overall concept of the new Courts of Appeal Building. The general purpose of each of these major functions is further described elsewhere in this section.

Figure III-1: Bubble Diagram Definitions

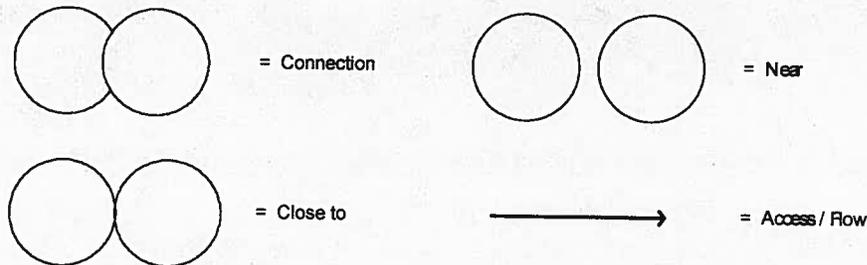
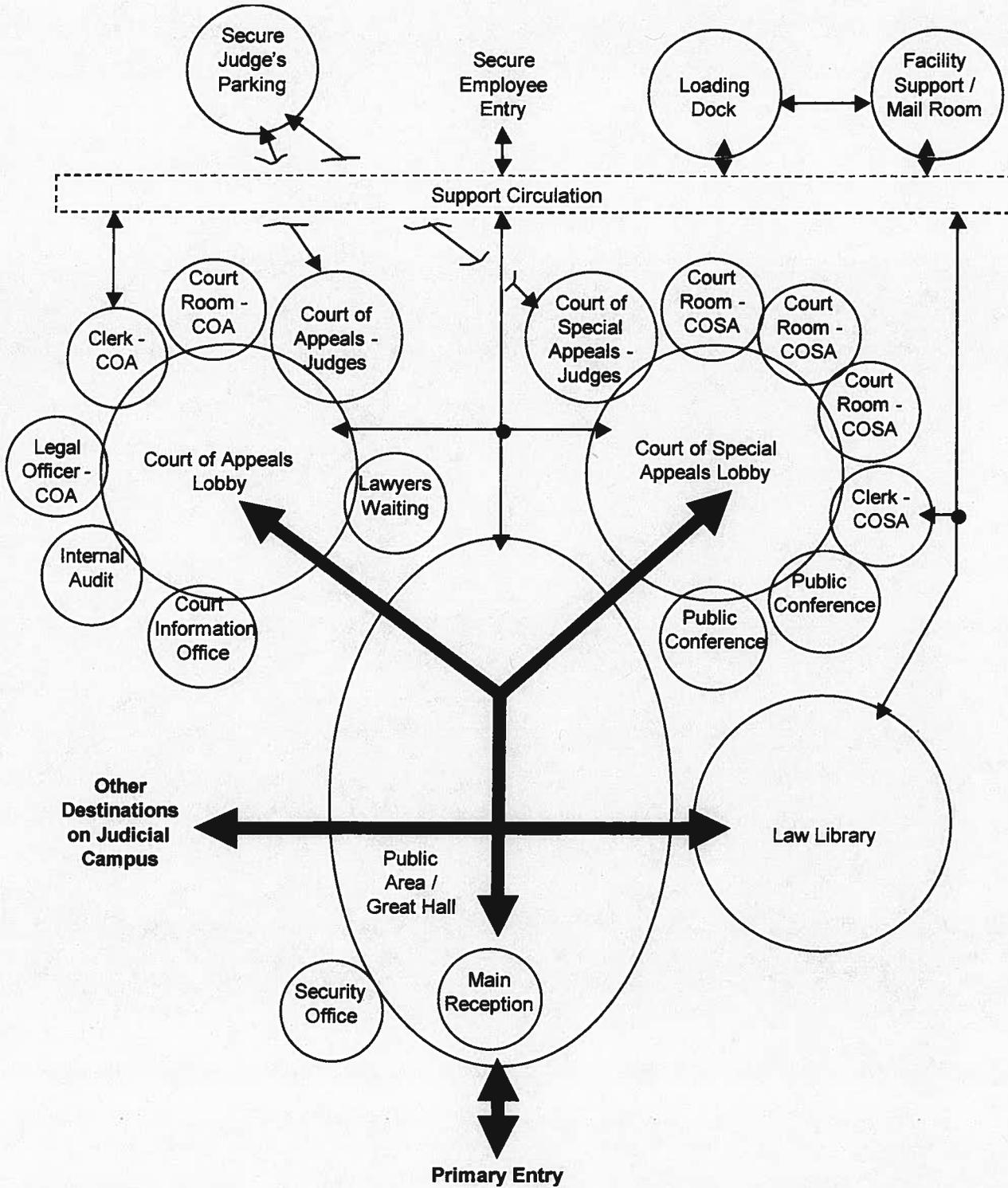


Figure III-2: Overall Building Concept



2. MAJOR FUNCTIONS – DESCRIPTIONS

a) COURT OF APPEALS

The Court of Appeals is the highest court in the State of Maryland and has been located in Annapolis since 1851. The Court is composed of seven judges with one judge appointed from each of seven appellate judicial circuits. This block of space includes Judge's chambers, offices for law clerks, judicial secretaries, supply / copy area, conference room, Judge's dining room, and reception area for the entire judicial suite. These spaces should be clustered as a self-contained suite within a secure envelope, yet provide direct access to the courtroom and allow for public access. The conference room shall be immediately accessible from the courtroom. The kitchen shall have direct access to both the conference room and dining room. Each resident Judge will have a judicial suite including a secretarial/receptionist area, an office for two law clerks, and chambers with a private bathroom.

b) LEGAL OFFICER – COA

This includes offices for the legal assistant to the Chief Judge – COA and support staff. The legal assistant serves as counsel to the Chief Judge.

c) CLERK - COA

The Clerk's Office oversees three main functions including receiving all cases to be heard by the Court, serves as the "Maryland Reporter," and manages admission of approximately 2,000 attorneys annually to the Maryland Bar. This grouping includes a reception area, records review area, office space for staff, document storage and processing, supplies / work area, and a kitchenette.

d) COURT ROOM - COA

This grouping includes the courtroom for the Court of Appeals, a secure judicial robing area, and lawyers waiting area in the public area of the building.

e) COURT OF SPECIAL APPEALS

The Court of Special Appeals is Maryland's intermediate appellate court. Although the Court is currently composed of 13 resident and nonresident Judges, future planning has allowed for 17 judges and associated support staff. This block of space includes chambers for resident and nonresident Judges, offices for law clerks, judicial secretaries, supply / copy area, conference rooms, Judge's dining room, and reception area for the entire judicial suite. These spaces should be clustered as a self-contained suite within a secure envelope, yet provide easy access to courtrooms and the public. The Judge's conference rooms shall be immediately accessible from courtrooms. The kitchen shall have direct access to conference rooms and dining room. Each resident judge shall have a suite including a secretarial/receptionist area, an office for two law clerks, and chambers with a private bathroom. Nonresident and retired judges shall be provided with chambers only.

f) CLERK - COSA

The Clerk's Office for the Court of Special Appeals receives case filings and is responsible for managing all documents related to the review, hearing, and resolution of cases. Approximately 2,000 cases are filed annually. This group of spaces includes a reception area, records review, office space for staff, document storage and processing, supplies / work area, and a kitchenette.

g) COURT ROOM - COSA

This grouping includes three courtrooms for the Court of Special Appeals and two public use conference rooms in the public area of the building.

h) COURT INFORMATION OFFICE

The Court Information Office (CIO) handles all public affairs related to the Maryland court system. Unlike most court systems, this office has a very broad set of responsibilities including government relations, designing and producing a range of publications for the appellate and trial courts, maintaining web information for the court system, and overseeing judicial education. Major functions in the new Courts of Appeal Building include the main CIO office, administration, government relations, communications, and web services.

i) INTERNAL AUDIT

The Internal Audit Unit is an autonomous, independent appraisal unit reporting directly to the Chief Judge of the Court of Appeals. Its primary function is to examine the Judiciary's fiduciary responsibilities to insure compliance with laws, regulations, internal controls, and record keeping.

j) LAW LIBRARY

The Maryland State Law Library was established in 1827 and is the main repository for legal and government documents in Maryland. Unlike some states that have a separate library for state government publications, the Maryland State Law Library serves as both the main law library in the State and also the library of all state government documents. Like most research libraries, the Law Library houses a blended collection of print, electronic media, and microforms.

The collection, which includes over 400,000 volumes, includes current and past published documents from federal, state and local governments, legal literature, legal indexes and complementary government publications. Since 1900, the library has been designated as a public federal government depository library and consequently includes publications on education, criminal and civil justice, census data, the environment and health. The Library, in its function as a full depository for Maryland State agency publications, has a comprehensive collection of both historical and current information about Maryland State government. The Library's Maryland history and genealogy collection rounds out a rich collection on the State of Maryland.

k) COMMON USE FUNCTIONS

Common use functions include a full-featured 25-person conference room, copier/fax/mail/workroom, and full featured break area/kitchenette. These are to be distributed in convenient, highly functional locations for internal staff use.

l) OTHER FUNCTIONS

Other functions include building mailroom, secure parking for judges and court officials, and a security office.

m) FACILITY SUPPORT SPACE

Facility support space comprises seven major elements including cleaning and building maintenance supply storage rooms, central receiving area, temporary staging storage, two bay loading dock, a general building storage room, and a separate but adjacent trash and recycling handling bay. Overall, this area will be the focus for introducing material into the facility, storage of items and equipment, and staging for shipping items. Operations on the loading dock and trash-handling bay should be screened from observation from the Judiciary and general public.

3. MAJOR FUNCTIONS – SIZES

Table III-1 summarizes these functions and elements, and minimum floor areas. To account for major circulations, lobby, bathrooms, electrical, mechanical, plumbing, utility spaces, and other building core, a net to gross factor is applied to the total net assignable floor area to calculate a gross building area. The total net assignable area for each function includes an allowance for internal circulation.

Table III-1: Summary Space Requirements – All Functions

FUNCTION		SPACE NUMBER	AREA (NASF)
Court of Appeals (COA)	Chief Judge, Court of Appeals (1 @ 500 NASF)	CA - 1	500
	Judge, Court of Appeals (6 @ 450 NASF)	CA-2 to CA-7	2,700
	Retired Judges, Court of Appeals (2 @ 300 NASF)	CA-8 to CA-9	600
	Law Clerks, shared office (8 @ 192 NASF)	CA-10 to CA-17	1,536
	Secretary (9 @ 200 NASF)	CA-18 to CA-26	1,800
	Judicial Suite Reception Area (1 @ 250 NASF)	CA - 27	250
	Supplies / Xerox Area (1 @ 200 NASF)	CA - 28	200
	Judge's Conference Room (25 Person)	CA - 29	820
	Judge's Dining Room (1 @ 700 NASF)	CA - 30	700
	Sub Total - Court of Appeals		9,106
	Circulation @ 15%		1,366
	Total Space Required - Court of Appeals		10,472
	Legal Officer - COA	Legal Officer (1 @ 200 NASF)	LO-1
Assistant (1 @ 90 NASF)		LO-2	90
File Storage (1 @ 100 NASF)		LO-3	100
Sub Total - Legal Officer			390
Circulation @ 15%		59	
Total Space Required - Legal Officer		449	
Clerk - COA	Clerk, Court of Appeals (1 @ 200 NASF)	CL - 1	200
	Chief Deputy Clerk (1 @ 150 NASF)	CL - 2	150
	Deputy Clerks, Open Office (4 @ 90 NASF)	CL-3 to CL-6	360
	Clerical, Open Office (1 @ 81 NASF)	CL - 7	81
	Admin Aide to Reporter of Decisions (1 @ 126 NASF)	CL - 8	126
	Recorder / Assistant Recorder (2 @ 90 NASF)	CL-9 to CL-10	180
	Suite Reception Area (1 @ 300 NASF)	CL - 11	300
	Records Review Area (1 @ 150 NASF)	CL - 12	150
	Supplies / Xerox Area (1 @ 150 NASF)	CL - 13	150
	Document Storage / Processing Room (1 @ 1,500 NASF)	CL - 14	1,500
	Oversized Exhibits (1 @ 80 NASF)	CL - 15	80
	Historic Bound Brief Storage (1 @ 100 NASF)	CL - 16	100
	Employee Kitchenette (1 @ 150 NASF)	CL - 17	150
	Sub Total - Clerk COA		3,527
	Circulation @ 15%		529
	Total Space Required - Clerk		4,056
	Court Room - COA	Courtroom (1 @ 2,000 NASF)	CR - 1
Robing Room (1 @ 350 NASF)		CR - 2	350
Public Conference Room / Lawyers Waiting Room (1 @ 1,195 NASF)		CR - 3	1,195
Sub Total - Court Room			3,545
Circulation @ 15%		532	
Total Space Required - Court Room		4,077	
Court of Special Appeals (COSA)	Chief Judge, Court of Special Appeals (1 @ 500 NASF)	CSA - 1	500
	Resident Judge, Court of Special Appeals (6 @ 450 NASF)	CSA-2 to CSA-7	2,700
	Non-resident Judge, Court of Special Appeals (10 @ 350 NASF)	CSA-8 to CSA-17	3,500
	Retired Judges, Court of Special Appeals (2 @ 350 NASF)	CSA-18 to CSA-19	700
	Law Clerks, shared office (7 @ 192 NASF)	CSA-20 to CSA-26	1,344
	Secretary (8 @ 200 NASF)	CSA-27 to CSA-34	1,600
	Manager, Staff Attorneys (1 @ 175 NASF)	CSA - 35	175
	Senior / Staff Attorney (10 @ 150 NASF)	CSA-36 to CSA-45	1,500
	Associate Secretary (3 @ 108 NASF)	CSA-46 to CSA-48	324
	Large Conference Room (25 Person)	CSA - 49	550
	Small Conference Room (15 Person)	CSA - 50	330
	Judge's Dining Room (10 Person)	CSA - 51	350
	Unpublished Case Library (1 @ 150 NASF)	CSA - 52	150
	Supplies / Xerox Area (1 @ 200 NASF)	CSA - 53	200
	Employee Kitchenette (1 @ 150 NASF)	CSA - 54	150
	Sub Total - Court of Appeals		14,073
	Circulation @ 15%		2,111
	Total Space Required - Court of Appeals		16,184

Table III-1: Summary Space Requirements – All Functions (Continued)

FUNCTION		SPACE NUMBER	AREA (NASF)	
Clerk - COSA	Clerk, Court of Special Appeals (1 @ 200 NASF)	CLSA - 1	200	
	Secretary to the Clerk (1 @ 126 NASF)	CLSA - 2	126	
	Chief Deputy Clerk (2 @ 150 NASF)	CLSA-3 to CLSA-4	300	
	Staff Attorney to the Clerk (2 @ 150 NASF)	CLSA-5 to CLSA-6	300	
	Deputy Clerks, Open Office (7 @ 81 NASF)	CLSA-7 to CLSA-13	567	
	Administrative/Intern, Open Office (4 @ 81 NASF)	CLSA-14 to CLSA-17	324	
	Manager/Records Manager (1 @ 81 NASF)	CLSA - 18	81	
	Courtroom Clerks (3 @ 81 NASF)	CLSA-19 to CLSA-21	243	
	Counter Area (4 stations @ 120 NASF)	CLSA - 22	480	
	Records Review Area (1 @ 50 NASF)	CLSA - 23	50	
	Active Records and Briefs (1 @ 1,600 NASF)	CLSA - 24	1,600	
	Oversized Exhibits (1 @ 80 NASF)	CLSA - 25	80	
	Document Inventory and Distribution (1 @ 750 NASF)	CLSA - 26	750	
	Microfiche Storage, Reader, and Printer (1 @ 200 NASF)	CLSA - 27	200	
	Xerox / Mailing Work Area (2 @ 150 NASF)	CLSA-28 to CLSA-29	300	
	Supply Storage (1 @ 100 NASF)	CLSA - 30	100	
	Employee Kitchenette (1 @ 150 NASF)	CLSA - 31	150	
	Sub Total - Clerk COSA		5,851	
	Circulation @ 15%		878	
	Total Space Required - Clerk COSA		6,729	
Court Room - COSA	Courtroom (1 @ 1,900 NASF and 2 @ 950 NASF)	CRSA-1 to CRSA-3	3,800	
	Public Conference Room (2 @ 180 NASF)	CRSA-4 to CRSA-5	360	
	Sub Total - Court Room COSA		4,160	
	Circulation @ 15%		624	
Total Space Required - Court Room COSA		4,784		
Court Information Office	Main Court Information Office Administrative	Court Information Officer (1 @ 200 NASF)	CI - 1	200
		Administrative Coordinator (1 @ 120 NASF)	CI - 2	120
	Government Relations	Public Affairs Assistant (2 @ 81 NASF)	CI-3 to CI-4	162
		Director, Intergovernmental Relations (1 @ 200 NASF)	CI - 5	200
	Communications	Legislative Specialist (1 @ 150 NASF)	CI - 6	150
		Communications Specialist (1 @ 150 NASF)	CI - 7	150
		Writer / Editor (1 @ 126 NASF)	CI - 8	126
		Desktop Publisher / Graphic Designer (1 @ 120 NASF)	CI - 9	120
	Web Services	Publications Manager (1 @ 81 NASF)	CI - 10	81
		Manager (1 @ 150 NASF)	CI - 11	150
		Forms Manager (1 @ 81 NASF)	CI - 12	81
		Reception Area	CI - 13	75
		Copier / Staging Area (1 @ 200 NASF)	CI - 14	200
		Supply Room (1 @ 150 NASF)	CI - 15	150
	Publications Library (1 @ 110 NASF)	CI - 16	110	
	Central Files (1 @ 50 NASF)	CI - 17	50	
	Media Meeting Room (1 @ 150 NASF)	CI - 18	440	
	Sub Total - Court Information Office		2,565	
	Circulation @ 15%		385	
	Total Space Required - Court Information Office		2,950	
Internal Audit	Director (1 @ 200 NASF)	IA - 1	200	
	Audit Manager (2 @ 126 NASF)	IA-2 to IA-3	252	
	Lead Auditor (5 @ 108 NASF)	IA-4 to IA-8	540	
	Internal Auditor I/II (12 @ 90 NASF)	IA-9 to IA-20	1,080	
	Administrative Assistant (1 @ 81 NASF)	IA - 21	81	
	Reception Area (1 @ 60 NASF)	IA - 22	60	
	Storage / Copy Room (1 @ 100 NASF)	IA - 23	100	
	File Storage Room (1 @ 200 NASF)	IA - 24	200	
	Sub Total - Internal Audit		2,513	
	Circulation @ 15%		377	
Total Space Required - Internal Audit		2,890		

Table III-1: Summary Space Requirements – All Functions (Continued)

FUNCTION		SPACE NUMBER	AREA (NASF)
Law Library			
Administrative Services	Director (1 @ 200 NASF)	L - 1	200
	Deputy Director (1 @ 175 NASF)	L - 2	175
	Administrative Assistant / Web Master (1 @ 90 NASF)	L - 3	90
Technical Services	Head, Technical Services (1 @ 150 NASF)	L - 4	150
	Systems / Research Librarian (1 @ 150 NASF)	L - 5	150
	Acquisition / Serials Librarian (1 @ 150 NASF)	L - 6	150
	Tech Services / Government Publications Associate (1 @ 126 NASF)	L - 7	126
Public Services	Outreach Librarian (1 @ 150 NASF)	L - 8	150
	Research Librarian (3 @ 108 NASF)	L-9 to L-11	324
	Catalog/Reference Librarian (1 @ 108 NASF)	L - 12	108
	Library Assistants (3 @ 81 NASF)	L-13 to L-15	243
	Contract Librarians - No space allocated		
Public Services Area	Main Information Desk Area (1 @ 150 NASF)	L - 16	150
	Main Reading Room and Public Services Area (1 @ 1,080 NASF)	L - 17	1,080
	Computer Stations / Workspaces (1 @ 450 NASF)	L - 18	450
	Circulation / Reserve Desk / Book Return (1 @ 450 NASF)	L - 19	450
	Public Copiers / Fax (1 @ 85 NASF)	L - 20	85
	Public Telephones (1 @ 50 NASF)	L - 21	50
	Conference Room (1 @ 440 NASF)	L - 22	440
	Conference Room (1 @ 220 NASF)	L - 23	220
	Computer Training Laboratory / Classroom (1 @ 225 NASF)	L - 24	225
	Children's Play Room (1 @ 100 NASF)	L - 25	100
	Audubon Display Room (1 @ 1,100 NASF)	L - 26	1,100
	Public Display Cabinets (1 @ 150 NASF)	L - 27	150
The Collection	Micrographics Hardware and Storage (1 @ 745 NASF)	L - 28	745
	Stacks - Open Bookshelves (1 @ 23,162 NASF)	L - 29	23,162
	Stacks - Compact / High Density (1 @ 12,075 NASF)	L - 30	12,075
	AV Collection (1 @ 150 NASF)	L - 31	150
	Rare Book / Audubon Conservation Room (1 @ 750 NASF)	L - 32	750
Staff Support Area	Equipment and Supplies (2 @ 150 NASF)	L-33 to L-34	300
	Central Processing / Cataloging Area (1 @ 600 NASF)	L - 35	600
	Computer Room (1 @ 200 NASF)	L - 36	200
	Sub Total - Library		44,348
	Circulation @ 15%		6,652
	Total Space Required - Library		51,000
Common Use Functions			
	Conference Room (1 @ 550 NASF)	CU - 1	550
	Copier / Fax / Mail / Workroom (1 @ 200 NASF)	CU - 2	400
	Kitchenette (1 @ 250 NASF)	CU - 3	250
	Total Space Required - Common Use Functions		1,200
Other Functions			
	Central Mail Room (1 @ 918 NASF)	M - 1	918
	Secure Judge's Parking (40 spaces @ 350 NASF)	P - 1	14,000
	Main Security Office (1 @ 250 NASF)	SO - 1	250
	Total Space Required - Other Functions		15,168
Grand Total Facility Space Requirement NASF			119,958
Facility Support (Non Assignable)			
	Loading Dock	FS - 1	400
	Receiving/Breakdown Area	FS - 2	400
	Waste/Recycling Area	FS - 3	400
	Housekeeping Storage	FS - 4	200
	Maintenance Storage	FS - 5	200
	Building Storage	FS - 6	2,000
	Total Space Required		3,600
Facility Support Spaces Total Requirement (Nonassignable Space)			3,600
Nonassignable Space For Court and Related Areas (Based on 62% efficiency)			32,080
Nonassignable Space For Library and Other Areas (Based on 69% efficiency less facility support)			26,716
Grand Total Facility Space Requirement GSF			182,353

NOTE: Summary totals not exact due to rounding.

D. VISITORS AND STAFF

Table III-2 presents an estimate of visitors and staff, by major program area, anticipated to use the new Courts of Appeal Building. Of particular note, the Court of Appeals twice annually swears in new members of the Bar. These proceedings are done in multiple shifts of 210 persons each. On peak court days, 100 persons may visit the Court. In general, many visitors do not spend a full day with the respective program units and the need for parking spaces may be reduced accordingly.

Table III-2: Summary Staffing and Users

	STAFFING	VISITORS (AVG.)	VISITORS (PEAK)
Court of Appeals (Includes Court Days and Bar Admissions)	30	32	210
Clerk's Office for the Court of Appeals	9	10	25
Court of Special Appeals	84	40	40
Clerk's Office for the Court of Special Appeals	21	65	65
Court Information Office	20	0	0
Internal Audit	20	1	1
Law Library	17	100	125
Other Functions (mail room, security, reception)	6	Variable	Variable
Totals:	207	248	466

E. UTILITIES AND ANTICIPATED SITE IMPROVEMENTS

1. GENERAL

In general, the proposed development generally follows the outlines of the existing Tawes building and parking lot. The 18.35 acre site is currently zoned R-2, residential and located in the City of Annapolis on the southeast corner of Rowe Boulevard and Taylor Ave. The terrain averages about elevation 30 and falls toward College Creek to the south.

2. ENVIRONMENTAL

- **Stormwater Management:** Redevelopment of the site will require compliance with the July 2001, *Maryland Stormwater Management for State and Federal Projects*. The regulations require compliance with the 2000 Maryland Department of the Environment criteria for stormwater quality and quantity management. Also, the Critical Area regulations will impose additional stormwater quality management requirements that is intended to reduce existing site runoff pollutants by 10%.
- **Streams and Wetland Buffers:** The City of Annapolis imposes 100-foot non-disturbance buffers around wetlands and streams. The existing parking lots and buildings do not encroach on these areas. The redevelopment will also need to avoid these areas.
- **Flood Plain:** College Creek is a tidal water body and therefore susceptible to storm surge flooding from winds as well as riverine flooding from watershed runoff. The site lies between elevations 25 and 40 which is well above the FEMA flood hazard elevation of 8 to 10 feet.
- **Wooded Areas:** The State requires all projects that disturb over 40,000 square feet to have a Forest Conservation Plan. A Forest Stand Delineation plan may be required to document the extent and condition of the existing trees.
- **Specimen Trees:** The site contains several specimen trees that have been preserved from the original development of the office complex or planted by DNR. Permits will be required from the DNR Forestry Division should any be removed. In general, specimen trees are located in the natural quadrangle area surrounding the existing pond.

- Erosion and Sediment Control During Construction: MDE has permitting jurisdiction for Erosion and Sediment Control for all State projects.

3. SOILS AND FOUNDATIONS

Detailed subsurface evaluation was specifically excluded from the programming team's scope. However, the site lies within the coastal plain geology which is characterized by sediment layers of sand, gravel, and clay. Based on the generalized site geology of this location, the foundation material should not pose unusual problems. An existing stormwater infiltration facility on-site takes advantage of the well drained soils.

4. UTILITIES

The site is currently served by the City of Annapolis for public water and sewers. Onsite water and sewer mains are maintained by DGS. The existing buildings are adequately served for fire protection. Gas and electric services to the site are provided by the BGE. All telephone lines to the site are provided by Verizon.

5. ZONING AND BULK REGULATIONS

The site is zoned Residential R-2 wherein commercial office or public building use is by special exception. Bulk regulations may be adjusted as special exceptions in the development process. The zoning manual for the City of Annapolis shows maximum setbacks of 50 feet. However, this may be revised by special exception. Height restrictions for some uses listed under the R-2 classification is 2.5 stories or 35 feet. However, the existing buildings are higher. New buildings, if higher than existing, will require a special exception. Any development in the existing parking lot on the south end of the property would be more likely to be restricted in height due to the adjacent residential area.

6. CRITICAL AREA REGULATIONS

The State's Critical Area regulations for Intensely Developed Areas limit development to 50% impervious with exceptions. The State will internally negotiate between agencies for higher coverage.

7. ACCESS AND TRAFFIC

The SHA has performed a traffic study for Rowe Boulevard. Heavy traffic and a median prevents access to the Tawes Office site from Rowe Blvd. Current access is through Taylor Avenue on the west side of the property. Redevelopment should maintain this access point.

F. STRATEGY TO REUSE EXISTING SPACE

The existing Courts of Appeal Building will be reused to house various other office functions of the Judiciary. The details of this backfill strategy will be covered in future programming efforts. However, as previously noted, the existing building is at the end of its useful life and will need to be substantially modernized to meet future needs.

IV. MISCELLANEOUS REQUIREMENTS

A. INTRODUCTION

The following chapter presents miscellaneous requirements for the Judiciary's new Courts of Appeal Building as required by DBM programming guidelines

- The project site is not located in a 100 year flood plain.
- The project site is not a wetlands area.
- The project site does not involve clearing forested areas.
- The project site is not in the Critical Area.
- The project will not affect the State's historical and cultural resources.
- Is being developed consistent with Smart Growth guidelines.

