

Village of Cary

Village Hall and Police Station

Space Needs Program - Combined Facility - **DRAFT**

FGM ARCHITECTS

July 17, 2019

FGM #: 19-2723.01

Room/Area/Space	Required S.F.	Notes
VILLAGE HALL SPACES		
PUBLIC ENTRY / PUBLIC ACCESS AREAS		
		Village Hall and Police Lobby
Entry Vestibule	70	
Lobby	300	Provide seating for (4)
Board Room/ Training Room / EOC	1,600	(100) in general seating and (40) in Classroom Training Format
Dais	300	Provide seating for (10) at Dais
Staff Tables	-	to be accommodated in Board Room/ Training Room total
Table and Chair Storage	150	
Police Training Storage	80	For training equipment and mats
EOC Equipment Storage	50	
Audio/Visual Equipment	25	Closet for Audio/Visual Equipment
Conference Room	400	Seating for (12-14) with credenza
Public Toilets	400	Men's Toilet: 1 toilets, 2 urinals and 2 lavs. Women's Toilet: 3 Toilets and 2 lavs.
Public Entry / Public Access Areas Sub-Total	3,375	
Circulation, Wall, and Mechanical Shaft Space	844	
PUBLIC ENTRY / PUBLIC ACCESS AREAS TOTAL	4,219	
VILLAGE RECEPTION		
Finance Reception Counter	80	Open reception counter
Community Development Reception Counter	120	Open reception counter to review plans
Administrative Assistants Work Stations		
Community Development Workstations (2) required	160	"U" shaped workstation
Administration Workstation	80	"U" shaped workstation
Central Work Room		
Copy Work Area	120	Copier and supply storage
Mail Work Area	50	Include area for mail slots and bins
Large Work Table/Counter	220	Large table (11' x 4') on (3) high lateral file cabinets
Large Format Scanner/Plotter	50	
Shredder	10	
General Storage	80	Paper storage
Temporary Archived Files		(9) 2' deep x 4' wide shelving units (move to storage unit?)

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Village Reception Sub-Total	970	
Circulation, Wall, and Mechanical Shaft Space	243	
VILLAGE RECEPTION TOTAL	1,213	
VILLAGE ADMINISTRATION		
Mayor's / Village President's Office	160	Desk, credenza, guest seating for (2), bookcases
Village Administrator's Office	160	"U" shaped workstation, guest seating for (2), files
Closet	8	
Asst. Village Administrator or Asst. to Village Administrator	80	"L" shaped workstations
Files	60	(3) 42" four drawer lateral files
Conference Room	275	Seating for (8) with credenza
Village Administration - Sub-Total	743	
Circulation, Wall, and Mechanical Shaft Space	186	
VILLAGE ADMINISTRATION TOTAL	929	
FINANCE DEPARTMENT		
Finance Director Open Office Workstation	80	"U" shaped workstation, guest seating for (2), files, bookcase
Finance Open Office Workstations	120	(2) "L" shaped workstation, files
Storage	50	
Files/Work Area	40	(2) 42" four drawer lateral files
Utility Bill Drop Box	50	Drive up drop box
Finance Department - Sub-Total	340	
Circulation, Wall, and Mechanical Shaft Space	85	
FINANCE DEPARTMENT TOTAL	425	

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COMMUNITY DEVELOPMENT DEPARTMENT		
Community Development Director	160	Large "U" shaped workstation for reviewing drawings, guest seating for (2), files
Building and Zoning Official Open Office Workstation	160	Large "U" shaped workstation and table for reviewing drawings, files
Inspector (part-time) Open Office Workstation	80	"U" shaped workstation
Files	100	(7) 42" lateral files, (1) legal file cabinet
File Room	200	(24) legal files
Hanging Files	50	Provide 8' of hanging file storage space
Planning/Zoning/Economic Development - Sub-Total	750	
Circulation, Wall, and Mechanical Shaft Space	188	
COMMUNITY DEVELOPMENT TOTAL	938	
VILLAGE HALL STAFF SUPPORT AREAS		
Break Room with Kitchenette	225	Small break room, include table for (4)
Archive Storage	100	Provide area to temporarily store bankers boxes and miscellaneous drawings, etc.
Staff Toilets Allowance	160	Provide (2) single user toilet rooms
Staff Support Areas Sub-Total	485	
Circulation, Wall, and Mechanical Shaft Space	121	
STAFF SUPPORT AREAS TOTAL	606	
VILLAGE HALL TOTAL	8,329	
POLICE DEPARTMENT SPACES		
PUBLIC ENTRY / PUBLIC ACCESS AREAS		
Entry Vestibule	-	Use main Lobby
Police Sub-Lobby	150	Provide seating for (4)
Citizen Report/Interview Rooms	110	Provide seating for (4). Provide counter for fingerprinting
Public Toilets	-	Included in Village Hall Public Access Areas above
Public Entry / Public Access Areas Sub-Total	260	
Circulation, Wall, and Mechanical Shaft Space	65	
PUBLIC ENTRY / PUBLIC ACCESS AREAS TOTAL	325	

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Room/Area/Space	Required S.F.	Notes
RECEPTION/RECORDS		
Reception Window	50	(1) reception position
Records Supervisor Office	120	"U" shaped workstation, guest seating for (2)
Workstations	160	Provide (2) "U" shaped workstations
Records Files	70	(4) 42" legal size lateral files, includes Juvenile Files
Records Archives	80	Provide area to temporarily store bankers boxes
Supply Storage	20	For office supplies
Reception/Records Sub-Total	500	
Circulation, Wall, and Mechanical Shaft Space	125	
RECEPTION/RECORDS TOTAL	625	
POLICE ADMINISTRATION		
Chief of Police Office	160	"U" shaped workstation, guest seating for (3), (2) legal file cabinets
Closet	8	
Deputy Chief - Field Operations Office	140	Workstation with guest seating for (2), files, bookcases
Closet	8	
Deputy Chief - Support Services	140	Workstation with guest seating for (2), files, bookcases
Closet	8	
Secure Equipment Storage	20	Equipment and supply storage closet
Administrative Files	60	(3) 42" four drawer lateral files
Police Administration Sub-Total	544	
Circulation, Wall, and Mechanical Shaft Space	163	
POLICE ADMINISTRATION TOTAL	707	
PATROL		
Patrol Sergeants Workstations	300	(5) "L" shaped workstations in open office setting, locate near Reception and Roll Call
Support Spaces		
Duty Bag Storage (27 required)	90	Provide(9) triple-tier lockers for duty bags near patrol entry
Report Writing	250	(4) report writing workstations with printer/copier, mail and form storage
Equipment Charging Area	10	Area with work counter and wall mounted chargers
Roll Call Room	325	For (10-12) personnel in conference setting, with room for 2-4 chairs at perimeter

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Supply and Form Storage	10	Forms and supply storage
Patrol Storage	20	Secure equipment storage space (Total Station, etc.)
Patrol Bureau Sub-Total	1,005	
Circulation, Wall, and Mechanical Shaft Space	302	
PATROL OPERATIONS TOTAL	1,307	
EVIDENCE PROCESSING AND STORAGE		
Vehicle Processing Bay	-	Utilize Sally Port for vehicle processing
Workbench/Tool Storage	-	Included in Sally Port
Drying Closet/Cabinets	60	Space for drying evidence. Locate near Sally Port
Sink Area	10	For drying area
Evidence Packaging/Bag and Tag Work Area	100	Large counter with workstation
Evidence Pass-Thru Lockers		(2) sets pass-thru lockers,
Forensic Processing Lab	180	Space for a fume hood and fuming chamber
Fume Hood/Fuming Chamber		Provide space for (1) small refrigerator
Refrigerator		Also used for evidence packaging
Worktables and Counters		Small workstation
Workstation		
Evidence Storage		
Intake Work Area	40	Work Area with sink
General Evidence	400	Shelving storage, provide space for future requirements
Refrigerator / Freezer	50	
Valuables	25	Separated storage
Weapons	25	Separated storage
Drugs	25	Separated storage
Bicycles and Large Evidence	-	Locate at Public Works
Evidence Processing and Storage Sub-Total	915	
Circulation, Wall, and Mechanical Shaft Space	275	
EVIDENCE PROCESSING AND STORAGE TOTAL	1,190	

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ARMORY AND WEAPONS MAINTENANCE		
Armory Storage	80	Ammunition and Weapons Storage
Weapons Maintenance	100	Weapons repair and cleaning room. Include eyewash station.
Armory and Weapons Maintenance Sub-Total	180	
Circulation, Wall, and Mechanical Shaft Space	54	
ARMORY AND WEAPONS MAINTENANCE TOTAL	234	
DETAINEE PROCESSING AND HOLDING		
Sally Port	900	(2) car sally port. Dividable for vehicle processing.
Decontamination Shower	25	Deluge shower and eyewash station
Tool Storage	15	For vehicle processing work
Patrol Storage	15	Storage for patrol equipment - rams, etc.
Mud Room	-	see Police Staff Support Areas Below
Animal Enclosure	-	see Police Staff Support Areas Below
Detainee Personal Effects Lockers	50	Include sorting counters and double tiered lockers
Processing Area	350	
Live Scan and Photography	-	Included in Processing Area above
Booking Stations (2) required	-	Included in Processing Area above
Cuff Benches	-	Included in Processing Area above
Sobriety Testing	80	Separate space for testing
Janitors Closet	25	Secure storage of cleaning supplies
Holding Area Storage	20	Supply, bedding, toiletries, and detention clothing storage
Toilet Room	80	
Holding Cells		
Standard Cells	420	(4) holding cells, arrange in group of (2) + 1 + 1 arrangement
Accessible/Juvenile Cell		(1) Accessible/Female/JV Cell - Included above
Shower	50	Detention shower
Interview Room (1) required	100	Hard interview room, locate off Sally Port
Attorney/Client Room	50	Arrange to work with interview room above (or obtain waiver to eliminate)
Bond Out Vestibule	80	Bond out vestibule for release of detainees
I.D. Lockup Sub-Total	2,260	
Circulation, Wall, and Mechanical Shaft Space	678	
DETAINEE PROCESSING AND HOLDING TOTAL	2,938	

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INVESTIGATIONS		
Investigator's Open Office	280	(4) "L" shaped workstations
Files/Workcounter	60	(3) 42" four drawer lateral files
Secure Storage Closet	20	Equipment storage
Soft Interview Room	140	Locate off Sally Port, not inside Holding Area
Computer Forensics Room	120	Provide secure room with space for (2-4) computer workstations
Secure Storage	15	Secure storage for evidentiary items
Investigations Sub-Total	635	
Circulation, Wall, and Mechanical Shaft Space	191	
INVESTIGATIONS TOTAL	826	
SOCIAL WORKER		
Social Worker/Counselor Office	120	
Social Worker Sub-Total	120	
Circulation, Wall, and Mechanical Shaft Space	36	
SOCIAL WORKER TOTAL	156	
POLICE STAFF SUPPORT AREAS		
Administrative Conference Room	275	Seating for (8). Shared with Administration, Patrol and Investigations
Break Room with Kitchenette	225	Small break room
Copy/Mail/Work Room	120	Allow for centrally located copier workroom
Mud Room (locate off Sally Port)	80	Washer, dryer and mop sink
Animal Enclosure (locate off Sally Port)	50	Climate controlled animal enclosure (kennel) with storage cabinet
Staff Toilets Allowance	160	Provide (2) single user toilet rooms
Staff Support Areas Sub-Total	910	
Circulation, Wall, and Mechanical Shaft Space	273	
STAFF SUPPORT AREAS TOTAL	1,183	

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LOCKER/FITNESS AREAS		
Male Locker Area	460	Provide (28) 30" wide lockers, with room for 4 additional lockers
Toilet/Sinks/Shower Areas	250	(2) toilets, (1), urinals, (2) lavs, (2) showers
Female Locker Area	180	Provide (12) 30" wide lockers
Toilet/Sinks/Shower Areas	105	(1) toilets, (1) lav, (1) shower
Fitness Area	400	Room for 2-3 people at one time
Locker/Fitness Areas Sub-Total	1,395	
Circulation, Wall, and Mechanical Shaft Space	419	
LOCKER/FITNESS AREAS TOTAL	1,814	
POLICE DEPARTMENT TOTAL		
	11,303	
SHARED SPACES		
INFORMATION TECHNOLOGY		
IT Office/Workroom	80	Workstation with configuration station
Server Room	150	Space for up to (3) server racks, clean agent fire suppression
Storage Area	20	For storage of equipment
IDF Closets	40	Allowance for (1) network closet
Information Technology Sub-Total	290	
Circulation, Wall, and Mechanical Shaft Space	73	
INFORMATION TECHNOLOGY TOTAL	363	
FACILITY MAINTENANCE		
Janitor's Closet	80	Janitorial maintenance equipment and supplies, mop sink
General Building Storage	200	
Delivery Storage Area	80	For temporary holding of deliveries
Facility Maintenance Sub-Total	360	
Circulation, Wall, and Mechanical Shaft Space	90	
FACILITY MAINTENANCE TOTAL	450	

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MECHANICAL AND ELECTRICAL SPACES		
Emergency Generator	-	Locate outside
Mechanical Room(s)	300	HVAC (RTU's located on roof). This room for Plumbing and Fire Protection Equipment
Electrical Room	300	
Elevator	-	Assumed one story building
Elevator Machine Room	-	Assumed one story building
Telephone Service Room	30	D-mark room
Mechanical and Electrical Spaces Sub-Total	630	
Circulation, Wall, and Mechanical Shaft Space	158	
MECHANICAL AND ELECTRICAL SPACES TOTAL	788	
SHARED SPACES TOTAL	1,600	
TOTAL BUILDING AREA REQUIRED	21,232	If multi-story, will need to add 2,000 s.f. (1,000 s.f. per floor) Storage in PW Mezzanine to move to rental storage space
OUTDOOR SPACES		
PARKING REQUIREMENTS		
Village Vehicles		Secure Parking
Village Hall	3	Covered parking
Police Department	16	Covered parking
Staff Parking		
Village Hall	15	
Police Department	14	Shift Change
TOTAL Village VEHICLES AND STAFF PARKING	48	
Public		
Visitors Parking	50	Parking for visitor, community and training functions
Total Public Parking Required	50	
TOTAL PARKING REQUIRED	98	

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MISCELLANEOUS OUTDOOR SPACES		
Plaza Entrance	1,000	With flagpoles and seating
Trash Enclosure	200	
Generator/Mechanical Equipment Enclosure	800	
Temporary Animal Cages	100	(2) animal cages
Transformer Enclosure	100	
Outdoor Staff Area	500	With privacy screening