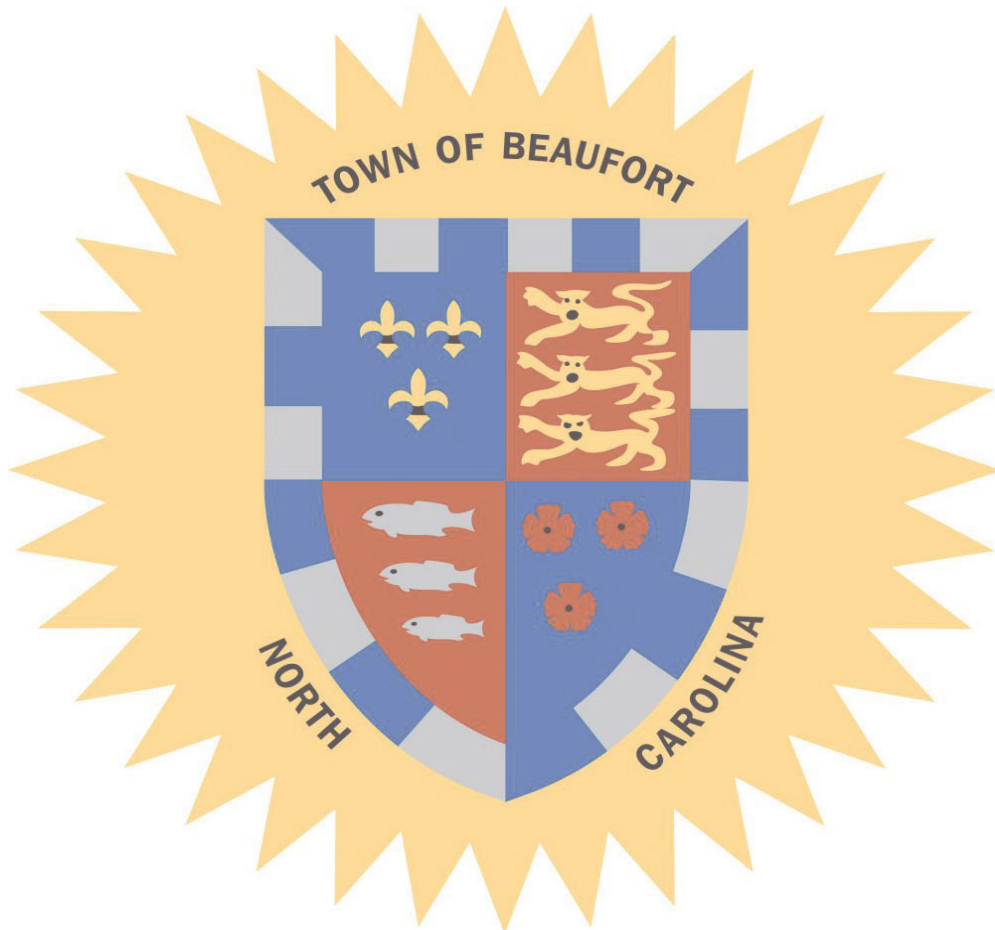


TOWN OF  
**BEAUFORT, NC**

.....  
**FACILITIES MASTER PLAN AND  
SPACE NEEDS ASSESSMENT**



MARCH 3, 2023  
PROJECT #22001

.....  
**■ OAKLEY COLLIER ARCHITECTS**



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*Appendix A*

*Appendix B*







# ACKNOWLEDGMENTS

## Board of Commissioners

- Sharon Harker, Mayor
- John Hagle, Mayor Pro Tem
- Melvin Cooper, Commissioner
- Marianna Hollinshed, Commissioner
- Charles “Bucky” Oliver, Commissioner
- Bob Terwilliger, Commissioner

## Project Advisory Group

- Todd Clark, Town Manager
- Gregory K. Meshaw, Public Services Director / Town Engineer
- Christi Wood, Finance Director
- Rachel Johnson, Parks & Events Coordinator, Public Information Officer, Deputy Clerk
- Elizabeth Lewis, Town Clerk
- Barbara Cooper, Human Resources Manager
- Kyle Garner, Planning & Inspections Director
- Mark Eakes, Public Works Director
- Donovan Willis, Public Utilities Director
- Paul D. Burdette, Chief of Police
- Tony Ray, Fire Chief

## Consultant Team

- Oakley Collier Architects, PA
  - Tim Oakley, Managing Principal
  - Ann W. Collier, Managing Principal
  - Amanda C. Rider, Project Designer









# SECTION ONE: EXECUTIVE SUMMARY



# EXECUTIVE SUMMARY

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# EXECUTIVE SUMMARY

## Summary

The **Town of Beaufort is seeking to develop a comprehensive long-term plan** for its various facilities throughout the town. The objective of this study is to produce a written report outlining the current state of the town's facilities and capital improvement needs, and to use this information to create a strategic plan for implementing changes that will address projected needs for the next 15 years.

Over the course of approximately two months, the OCA team conducted individual meetings with town staff and stakeholders to discuss the needs of their departments. Additionally, the team conducted walk-through reviews with each departmental manager to gain a better understanding of daily operations, existing spaces that functioned well, existing space deficiencies, and anticipated growth needs over the next 15 years. The team also held meetings with the Mayor and each Town Commissioner to gain a better understanding of the vision and needs of the citizens and local government.

The results of these meetings are summarized in this document, which forms the basis for our recommendations. Below is a brief summary that addresses two important questions: **what are the recommendations of this study**, and **what benefits will the town derive from implementing these recommendations?**

## Recommendations

### **Administrative Services (Town Manager, Town Clerk, Finance, Human Resources, Town Engineer, PIO, Planning & Inspections):**

Our recommendation is to relocate all administrative services away from the Beaufort waterfront. The existing Town Hall building is at capacity for services provided and does not have the capability for expansion on the current site. In addition, required parking for this facility is already difficult to achieve in the downtown area (and especially along the waterfront). We recommend that the new administrative services complex be located either on town-owned property in the mid-town area of Beaufort (maintaining walkability) or on new property located along major thoroughfares in Beaufort (allowing convenience). The benefit of relocation provides the required growth to better serve the citizens of Beaufort for many years to come.

### **First Responder Services (Police Department, Fire Department, EOC):**

Our recommendation is to consolidate all first responder services in a central location for the town. We recommend the construction of a new Police Department, Emergency Operations Center, and an expanded Fire Department, all in one central campus located on adjacent property to the current Fire Department. This location will create a First Responder campus where emergency services are centrally located with access to the main thoroughfares of the town and can respond to the needs of the community.

### **Public Services (Public Works):**

Our recommendation is to relocate and build a new Public Works facility on a site located outside of the current residential and business district. Several site options were considered, and our primary goal is to create a new Public Works site with practical buildings and a well-designed site to support the many functions of Public Works. Minor expansions to the existing Wastewater Treatment Facilities are also included in the recommendations.

Implementing these recommendations **will provide the town with the infrastructure it needs to support its residents and businesses for the next 15 years and beyond**. The benefits of relocating administrative services, consolidating first responder services, and building a new Public Works facility are many, including increased efficiency and effectiveness of services, better access and response times, and improved public safety.



# PURPOSE & OBJECTIVES

---

## Project Purpose

The purpose of this document is to assist the Town of Beaufort in determining the current and future needs of their existing facilities and departments. This document is divided into three sections, each of which addresses the needs of the Town as follows:

### Section One

Included in this section are town demographics, an inventory of town-owned facilities, a life-cycle chart, and an assessment of building conditions and programmatic functions.

### Section Two

Included in this section are detailed space assessments for each department, which are developed utilizing the following parameters:

- (1) Site Analysis, including: Access and Circulation, Parking, Landscaping, Wayfinding and Signage;
- (2) Architectural Analysis, including: Program Functionality, Work Flow and Space Needs, ADA and Accessibility, Egress and Life Safety, Construction Details, Materials and Finishes.

### Section Three

Included in this section is an analysis of the anticipated current and future needs of the Town's departments, diagrammatic site and floor plans, anticipated costs of the recommended facilities, and five development options for the town to consider.

## Project Objectives

The objectives of this assessment are to:

1. Investigate the existing viability of each facility for continued use.
2. Determine the life cycle remaining in each facility.
3. Establish an inventory of current needs for daily operations.
4. Establish a plan for the projected 15-year growth of Beaufort.
5. Create estimates of probable costs required to implement these findings.
6. Identify ideal sites for future development.

Note: The evaluations contained herein are based on observations made during visits to each facility and in-depth interviews with key staff members of each town's department.



# APPROACH & DEVELOPMENT

## Why is this document necessary?

The intent of this document is to assist the Town of Beaufort in assessing the current conditions of town-owned properties and to make an educated plan for future development of the Town of Beaufort operations. Efficient, cost-effective, and professionally managed buildings will make a positive impact on the health of town employees, citizens, and the growth of Beaufort for many years to come.

This plan aims to provide the Town of Beaufort with a long-term vision to methodically:

1. Dispose of deficient or aged buildings which are or will become not cost-effective to retain;
2. Consolidate departments that may not be performing at best capacity as a result of their isolation;
3. Strategically develop replacement or updated facilities that are appropriately sized and programmed; and
4. Scout new facility locations as needed to accommodate forecasted town growth over the next ten to twenty years.

New or renovated facilities will benefit the Town of Beaufort by:

1. Improving the efficiency of town operations.
2. Improving equitable service delivery to all constituents.
3. Locating facilities so they may be more conveniently accessed by the public.
4. Protecting and relocating facilities so that the town may continue to serve the public in the case of an emergency.
5. Consolidating departments to achieve efficient workflows.
6. Developing facilities that will create a greater sense of place for the community.
7. Leveraging the re-use of existing sites, facilities, and amenities where practical.
8. Developing appropriately sized facilities to sustain the Town of Beaufort for forecasted growth and future development.
9. Updating facilities to meet modern day technology demands.
10. Ensure security while also accommodating the public.

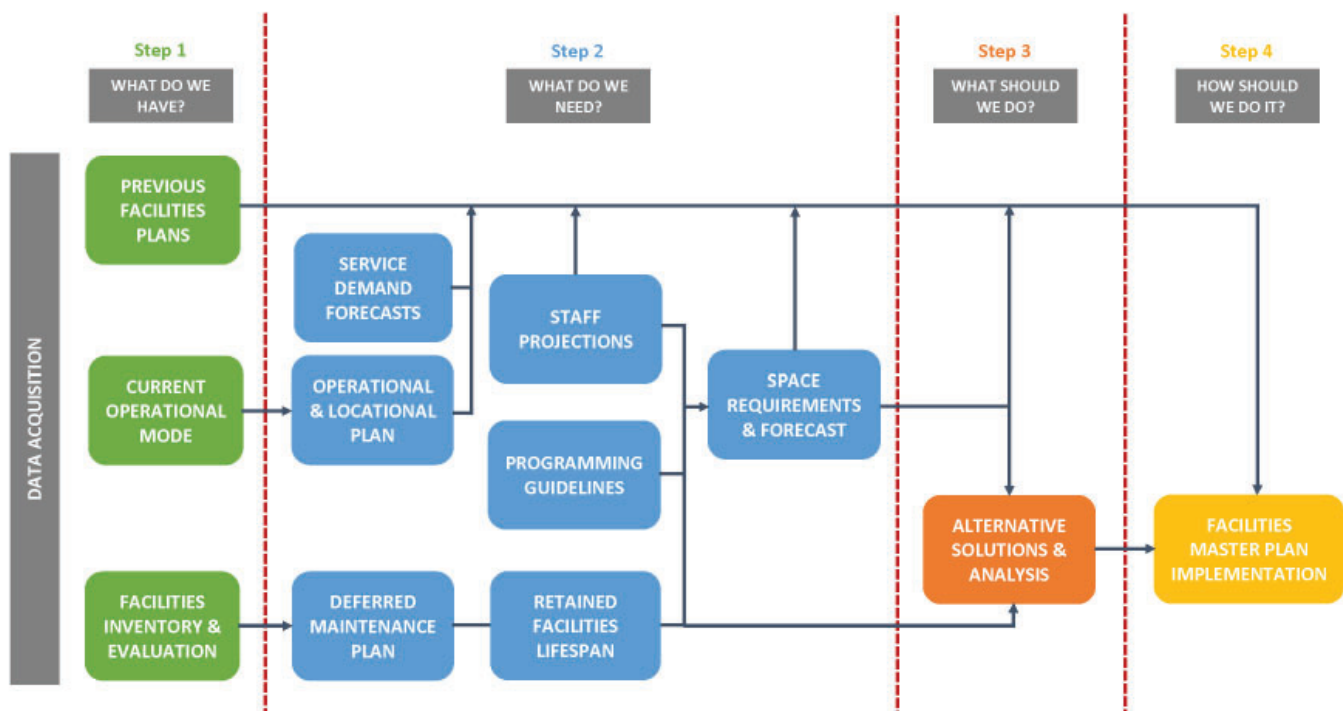


# APPROACH & DEVELOPMENT

## Project Process

As there are many complexities involved in a facility needs analysis, a simple approach may often be the right answer:

1. What do we have?
2. What do we need?
3. What should we do?
4. How should it be done?

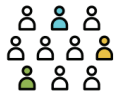


The chart above outlines the systematic process used to develop this Facilities Master Plan. This broad framework represents a simple way of thinking used to approach and solve problems efficiently.



# DEMOGRAPHICS & STATISTICS

## Beaufort Demographics & Statistics



2020 Population

4,490



Median Age

51



2020 Employed

1,677



2020 Homeownership

44.1%

In 2020, Beaufort, NC had a population of 4.38k people with a median age of 51.1 and a median household income of \$36,466. Between 2019 and 2020 the population of Beaufort's median household income declined from \$40,926 to \$36,466, a -10.9% decrease.

The 5 largest ethnic groups in Beaufort, NC are White (Non-Hispanic) (80.3%), Black or African American (Non-Hispanic) (12.6%), Two+ (Non-Hispanic) (3.31%), White (Hispanic) (1.55%), and Other (Non-Hispanic) (1.1%).

None of the households in Beaufort, NC reported speaking a non-English language at home as their primary shared language. This does not consider the potential multi-lingual nature of households, but only the primary self-reported language spoken by all members of the household.

98.6% of the residents in Beaufort, NC are U.S. citizens.

In 2020, the median property value in Beaufort, NC was \$227,400, and the homeownership rate was 44.1%. Most people in Beaufort, NC drove alone to work, and the average commute time was 21.4 minutes. The average car ownership in Beaufort, NC was 2 cars per household.<sup>1</sup>

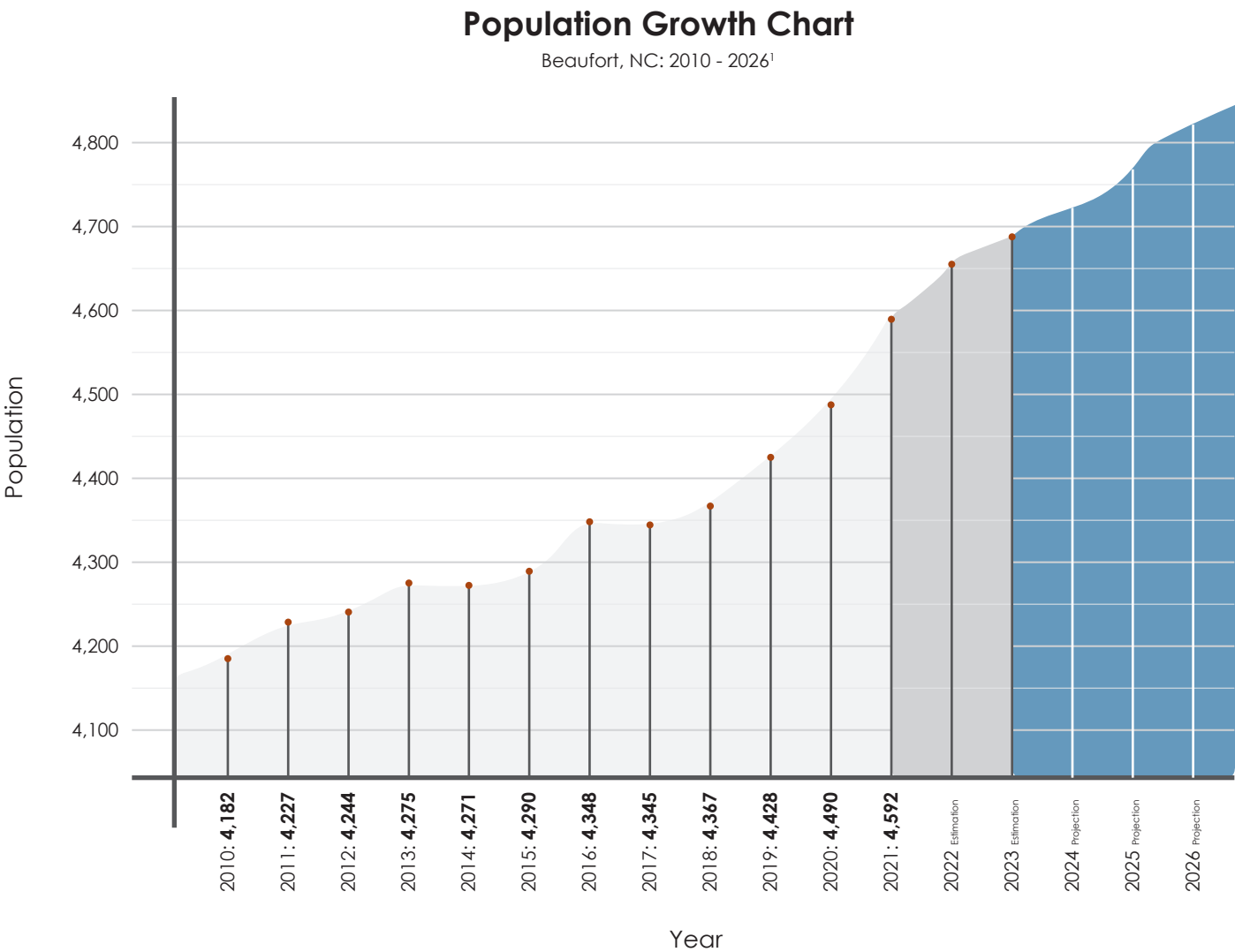
1. All data on this page is taken from <https://datausa.io/profile/geo/beaufort-nc/>. This website references US Government Census data.



# ANTICIPATED GROWTH

## Town of Beaufort Projected Growth

The Town of Beaufort's population has been **trending upward for over a decade**, with no apparent downturn in the future years. As growth continues to trend upward, the Town of Beaufort can expect their service delivery needs to grow, and as a result, the size of their departments. As such, the Town will need appropriate space to plan not only for their current needs, but the **needs of the projected future growth**, as well.



1. Population data is taken from <https://www.osbm.nc.gov/facts-figures/population-demographics>. Projected growth is an estimate based on the growth trends shown by previous years.



# BEAUFORT TOWN MAP



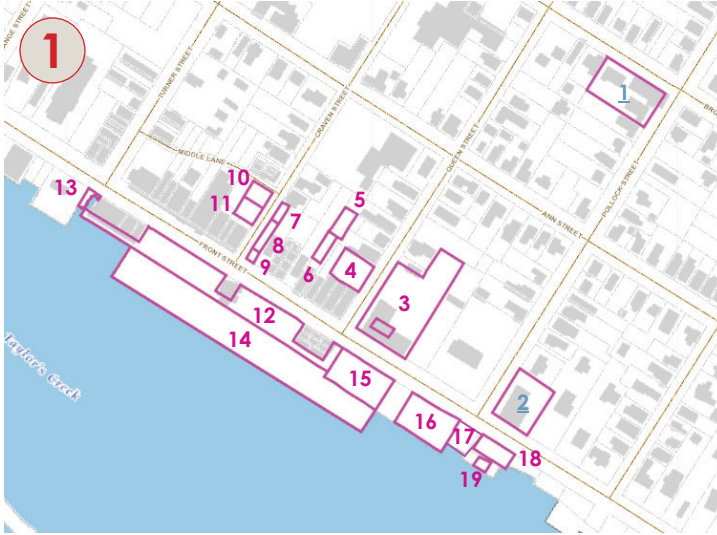
## Map Notes

The site map above depicts town-owned parcels in a **pink** border, and focused clusters in a dashed **red** border. Included in the diagram above are three key clusters of town-owned property that affect this study:

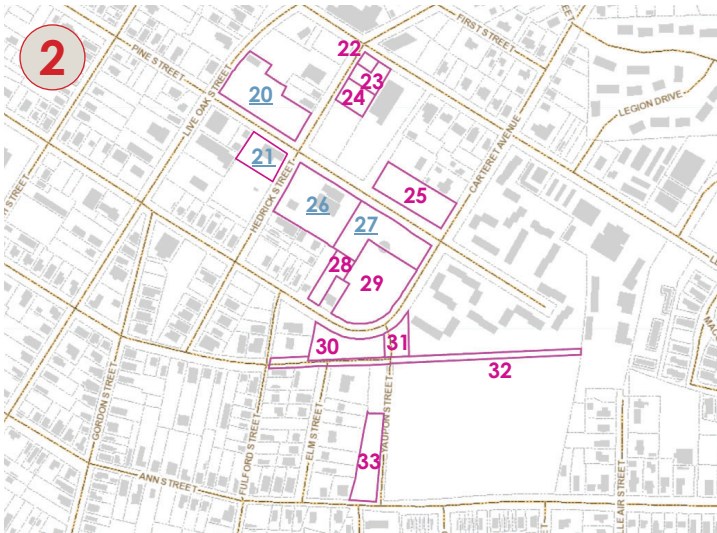
- 1** Cluster 1: includes the Town Hall, the Police Department and Annex, the Train Depot, many key properties on Front Street, and a public park. This cluster contains several parking lots, and is adjacent to the tourist Front Street attractions.
- 2** Cluster 2: includes the Fire Department, the Water Department, the Public Works facilities, and Randolph Johnson Memorial Park. This site is ideal for a master-planned campus (see "Recommendations"), due to the amount of land the town already owns in this area.
- 3** Cluster 3: includes the Public Utilities facilities and an adjacent forested property.



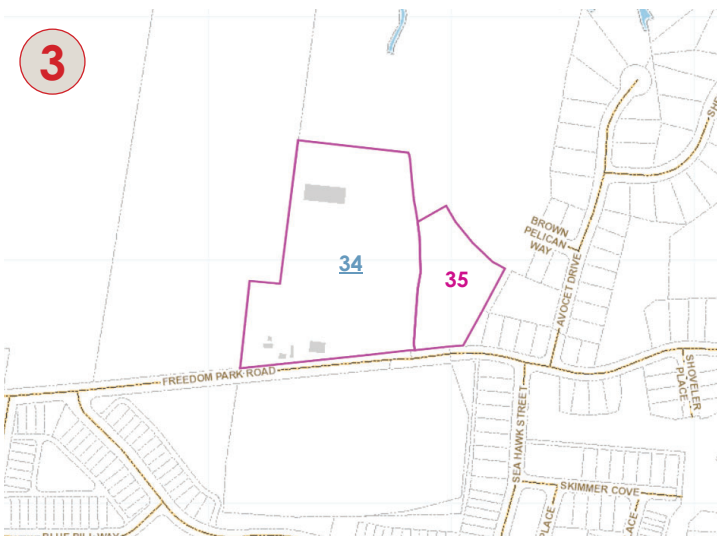
# KEY PROPERTIES



- 1: Police Station, Police Annex Bldg, Train Depot
- 2: Town Hall
- 3: Town of Beaufort / Inlet Inn
- 4 - 12: Parking Lots
- 13: Public Restrooms
- 14 - 15: Docks
- 16: Town of Beaufort / Inlet Inn
- 17: Grayden Paul Park
- 18: Lynn Eury Park
- 19: Emergency Services Boat Docking



- 20: Fire Station
- 21: Pine Street Water Plant (WTP)\*  
Note: Includes Public Utilities Water Staff Offices
- 22 - 24: Empty Lots
- 25: Randolph Johnson Memorial Park
- 26 - 27: Public Works Facilities
- 28: Empty Lot
- 29, 30: Playing Courts
- 31, 32: Town-Owned Lots (Roads and Right-of-Ways)
- 33: Empty Lot



- 34: Wastewater Treatment Plant (WWTP)  
Note: Includes Public Utilities Sewer and WWTP Treatment Staff Offices
- 35: Vacant Tract (Wooded)

\*owned by Beaufort Recycling Center



# TOWN INVENTORY

## Comprehensive List of Town-Owned Properties

This comprehensive list of all Town-Owned lots in Beaufort, NC, references the Carteret County GIS system for all information. Please see <https://www.carteretcountync.gov/469/GIS-Services> for additional information. **Items in bold** are the properties assessed in this study.

#	Parcel PIN	Description	Address	Tax Value
1	639902658622000	Far North Property	2731 Highway 101	\$381,064
2	730505196749000	Town of Beaufort Boardwalk	N/A	\$1,281,355
3	<b>730505294439000</b>	<b>Town Hall</b>	<b>701 Front Street</b>	<b>\$1,691,295</b>
4	730505196961000	Parking Lot	501 Front Street	\$73,920
5	730505198985000	Parking Lot	N/A	\$217,500
6	730505293331000	Eurys Landing Boat Slip	708 Front Street	\$84,935
7	730505199857000	Parking Lot	105 Queen Street	\$355,707
8	730505196997000	Parking Lot	N/A	\$119,577
9	730506498363000	Empty Lot	N/A	\$300,144
10	730506499771000	Road (Broad Street)	N/A	\$24,853
11	730506499759000	Road (Carteret Ave to Broad St.)	N/A	\$203,526
12	730506385732000	Empty Lot	920 Front Street	\$101,954
13	730506497767000	Playing Courts	398 Carteret Avenue	\$427,826
14	730611563107000	Utility Lot	104 Earl Avenue	\$45,562
15	730612869934000	Utility Lot	N/A	\$2,000
16	730505293365000	Lynn Eury Park	704 Front Street	\$32,166
17	730616937697000	Empty Lot	N/A	\$38,556
18	730617101066000	Public Restrooms	N/A	\$49,151
19	730617106064000	Parking Lot	113 Craven Street	\$273,674
20	730617107044000	Parking Lot	N/A	\$115,125
21	730617109042000	Parking Lot	N/A	\$172,420
22	<b>730618207359000</b>	<b>Train Depot, Police Dept. &amp; Annex</b>	<b>Varies; See Section 2</b>	<b>\$984,753</b>
23	730617107009000	Parking Lot	117 Craven Street	\$233,361
24	730617114987000	Lot Pumping Station	N/A	\$41,057
25	<b>730618403769000</b>	<b>Fire Department</b>	<b>506 Live Oak Street</b>	<b>\$2,829,614</b>
26	<b>730618408246000</b>	<b>Public Works Rear Lot</b>	<b>1020 Pine Street</b>	<b>\$516,590</b>
27	730618408872000	Empty Lot	N/A	\$258,275
28	730618426497000	Marshlands	N/A	\$264
29	730618407049000	Empty Lot	N/A	\$182,503
30	730618407795000	Empty Lot	N/A	\$209,767
31	730618408087000	Playing Courts	401 Carteret Avenue	\$470,210



# TOWN INVENTORY<sub>CONT.</sub>

#	Parcel PIN	Description	Address	Tax Value
32	730618408859000	Empty Lot	N/A	\$102,801
33	<b>730620906772000</b>	<b>Public Utilities</b>	<b>301 Freedom Park Road</b>	<b>\$1,539,741</b>
34	730620824249000	Utility Well	97 Sycamore Drive	\$7,950
35	<b>730618406353000</b>	<b>Public Works Office &amp; Shop</b>	<b>412 Hedrick Street</b>	<b>\$470,921</b>
36	730619500391000	Randolph Johnson Memorial Park	1017 Pine Street	\$574,507
37	730619518486000	Sewer Lift Station	N/A	\$36,107
38	730803001169000	Utility Lot	509 Russells Creek Road	\$1
39	731505087756000	Empty Lot	127 Chadwick Road	\$88,425
40	731505175963000	Curtis Perry Park & Docks	2370 Lennoxville Road	\$1,335,444
41	731505185005000	Road (Front Street)	N/A	\$69,513
42	731505184056000	Road (Front Street)	N/A	\$72,537
43	731517197843000	Empty Lot	151 Conway Road	\$125,105
44	731609061714000	Utility Lot	N/A	\$21,525
45	731613045809000	Water Tower	142 Glenda Drive	\$106,738
46	731617000613000	Empty Lot (Adj. to Public Utilities)	N/A	\$96,500
47	730505196638000	Boat Docks	N/A	\$4,061,568
48	730505199576000	Boat Docks	600 Front Street	\$680,633
49	730505291483000	Boat Docks	616 Front Street	\$253,755
50	730505291706000	Inlet Inn	601 Front Street	\$4,011,936
51*	<b>730618404532000</b>	<b>Pine Street WTP</b>	<b>910 Pine Street</b>	<b>\$523,423</b>
52	730505292378000	Grayden Paul Park	700 Front Street	\$405,131

**Total Town-Owned Property Tax Value:**

**\$26,302,965**

\*owned by Beaufort Recycling Center



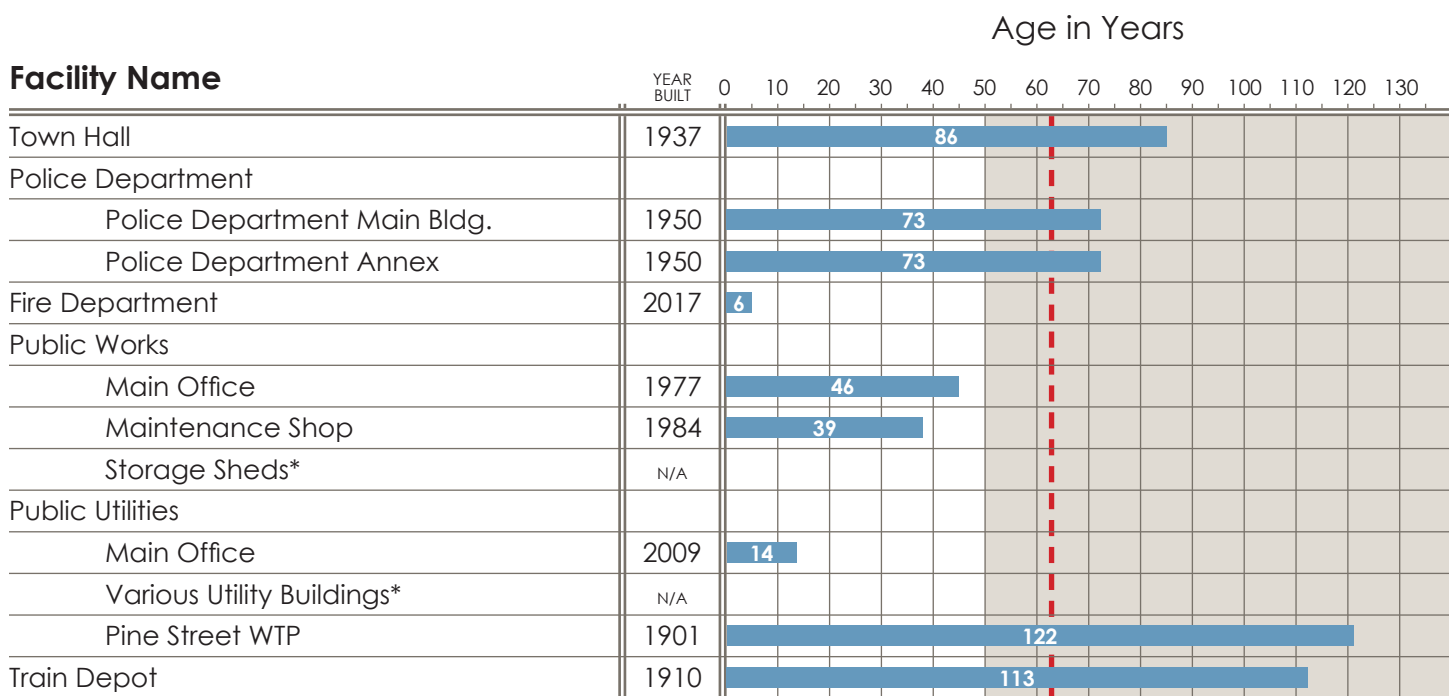
# AGE OF FACILITIES

## Age of Facilities

The facilities included in this study (listed below) range in age from 6 years old to 122 years old, **with the average age of the town buildings at 63.5 years old.**

Life expectancy of a building can vary greatly depending on structural integrity, building materials, environmental conditions, and preventative maintenance. **The average end of life for a building is generally expected to be around 50 years.** The Town of Beaufort has done an excellent job maintaining their facilities and making the best use of the space available; due to their excellent care, there is very little deferred maintenance to be found. However, **six of the Town's buildings included in this study exceed their average expected life cycle.**

In many cases, despite the quality of care a building has received, programs tend to outgrow the available space even a well-maintained building can provide. The costs of bringing a building up to current demand should be appropriately analyzed before making a decision to renovate, repair, or build new. The chart below identifies the age of each analyzed Beaufort facility and the average age of the included buildings.



\* Various sheds, storage outbuildings, and open-air structures were not assessed.

--- Dashed line indicates average building age of the listed facilities (63.5).

Shaded area indicates surpassed average life expectancy of 50 years.



# CONDITION ASSESSMENTS

## Building Assessments Overview

Included in this section are two charts which assess conditions that affect the overall performance of the town facilities:

(1) A **building conditions** assessment, which appraises the physical condition of each applicable property and building; and

(2) A **programming / staff efficiencies** assessment, which tabulates how well the staff is able to work in regards to the configuration, layout, and amenities of their respective buildings.

Please see the following pages for detail in regards to each section.



# BUILDING CONDITIONS ASSESSMENT

## Building / Property Conditions Assessment

The following buildings have been evaluated in 3 ways:

- 1. By touring each facility.
- 2. By analyzing available site and building plans, aerial photos, and past studies.
- 3. By interviewing key Beaufort staff, including department heads and staff.

All facilities have been evaluated for conditions and functionality utilizing the following criteria: site conditions, interior and exterior conditions, structural integrity, security, accessibility, and building systems. The following legends and charts provide Oakley Collier Architects' professional assessment of the conditions of each listed facility.

## Building / Property Conditions Legend

1 New	The building systems are new, well-constructed and/or have a 25 year life expectancy. Note that some building systems have a normal life expectancy of less than 25 years and therefore can only achieve an adequate rating (see below).
2 Good	The building systems are essentially "like new", well-constructed and/or have a 25 year life expectancy. Note that some building systems have a normal life expectancy of less than 25 years and therefore can only achieve an adequate rating (see below).
3 Fair	The building systems have been well-maintained and should have a cost-effective lifespan of 10-20 years (assuming the system continues to be well-maintained).
4 Poor	The building systems are aging and/or have been poorly maintained and will require replacement and/or extensive repair within 5-10 years.
5 Critical	The building systems are very aged and/or have been very poorly maintained. They have exceeded their lifespan and require replacement or should be replaced within 5 years. Extensive repair and/or renovation of these systems may not be cost-effective, regardless of time frame.
N/A	The building system does not exist or is not applicable to the listed facility.

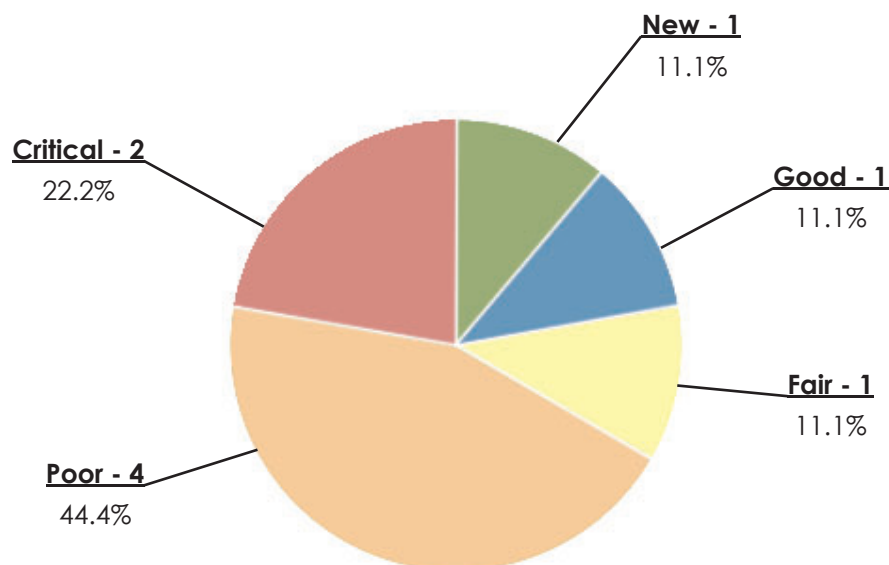


# BUILDING CONDITIONS ASSESSMENT

1	New
2	Good
3	Fair
4	Poor
5	Critical
N/A	Not Applicable

	Site	Structure	Exterior	Interior	Mechanical	Electrical	Plumbing	Security	Accessibility	Overall Rating	Notes
Facility Name											
Town Hall	4	2	3	3	4	3	4	3	5	4	
Police Department:											
Police Department Main Bldg.	4	4	3	4	3	3	4	4	5	4	
Police Department Annex	4	3	3	2	2	2	3	3	5	3	Renovated recently.
Fire Department	1	1	1	1	1	1	1	1	1	1	Built new in 2017.
Public Works:											
Main Office	5	4	4	4	3	3	3	5	5	4	
Maintenance Shop	4	5	5	5	5	4	4	5	4	5	
Public Utilities:											
WWTP Main Office	2	2	2	2	2	2	2	2	2	2	Built new in 2011.
Pine Street WTP	5	5	5	5	5	5	5	5	5	5	
Train Depot	5	4	4	3	3	3	3	5	4	4	

Note: various sheds, storage outbuildings, and open-air structures were not assessed.





# PROGRAMMING ASSESSMENT

## Programming / Efficiency Assessment

The following buildings have been evaluated for efficiency in 3 ways:

- 1. By touring each facility.
- 2. By analyzing current workflows, building/site photos, and past studies.
- 3. By interviewing key Beaufort staff, including department heads and staff.

All facilities have been evaluated for conditions and functionality utilizing the following criteria: location, site access, work flow, functionality, space utilization, security and privacy, meeting space, and room for growth. The following legends and charts provide Oakley Collier Architects' professional assessment of the programmatic conditions of each listed facility.

## Programming / Efficiency Legend

<div>1</div> <div>Superior</div>	The configuration, layout, building components, and respective facilities are reflective of an efficient, healthy, and beneficial workflow. The facility <u>exceeds</u> the design intent and occupants' daily operational needs.
<div>2</div> <div>Good</div>	The configuration, layout, building components, and respective facilities are reflective of an efficient, healthy, and beneficial workflow. The facility <u>meets</u> the design intent and occupants' daily operational needs.
<div>3</div> <div>Average</div>	The configuration, layout, building components, and respective facilities are reflective of an adequate workflow. It would not be cost-effective to mitigate or correct the deficiencies or issues noted.
<div>4</div> <div>Poor</div>	The configuration, layout, building components, and respective facilities are reflective of a poor workflow. The facility <u>barely meets</u> the design intent and occupants' daily operational needs. Renovation would be required to mitigate or correct the deficiencies or issues noted.
<div>5</div> <div>Critical</div>	The configuration, layout, building components, and respective facilities are reflective of a non-functioning workflow. The facility <u>has a negative impact</u> on occupants' daily operational needs. Extensive renovation would be required to mitigate or correct the deficiencies or issues noted.
<div>N/A</div>	The building system does not exist or is not applicable to the listed facility.

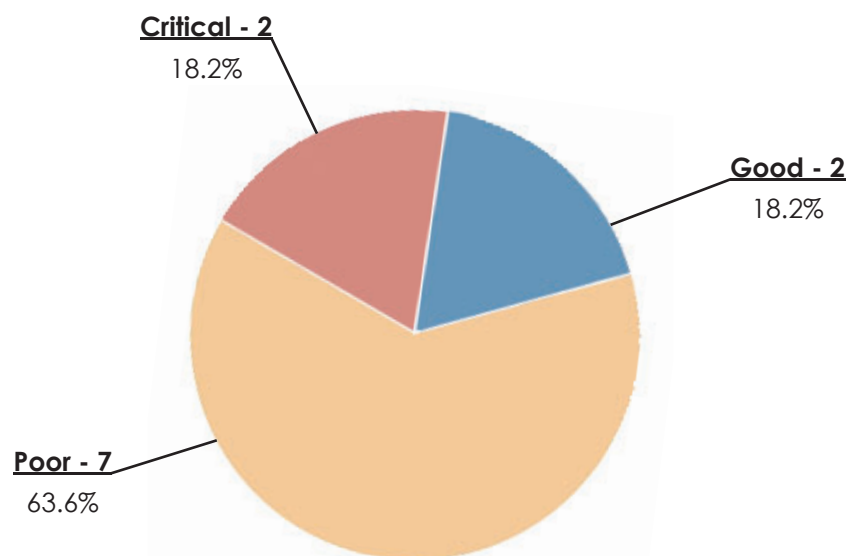


# PROGRAMMING ASSESSMENT

1	Superior
2	Good
3	Average
4	Poor
5	Critical
N/A	Not Applicable

Facility Name	Location	Site Access / Parking	Staff Work Flow	Functionality	Space Utilization	Security	Privacy	Meeting Space	Room for Growth	Overall Rating	Notes
Town Hall										4	
Police Department:											
Police Department Main Bldg.										4	
Police Department Annex										4	Renovated recently.
Fire Department										2	Built new in 2017.
Public Works:											
Main Office										4	
Maintenance Shop							N/A	N/A		4	
Public Utilities:											
WWTP Main Office										2	Built new in 2011.
Pine Street WTP										5	
Sewer Staff Office										5	
Vehicle Garage							N/A			4	
Train Depot (Town Meeting Space)			N/A							4	

Note: various sheds, storage outbuildings, and open-air structures were not assessed.

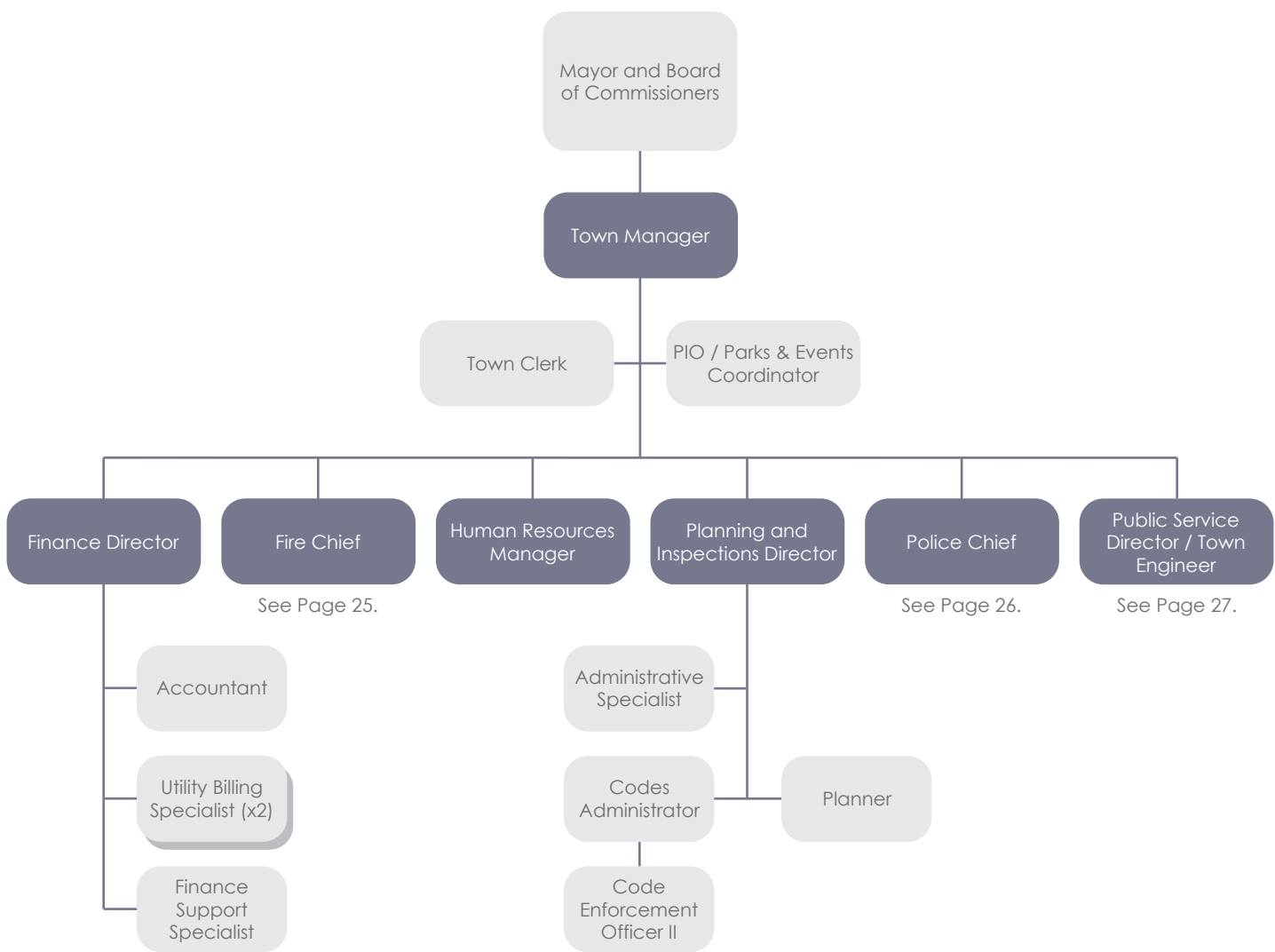




# ORGANIZATIONAL FLOW CHART

.....

## Town of Beaufort

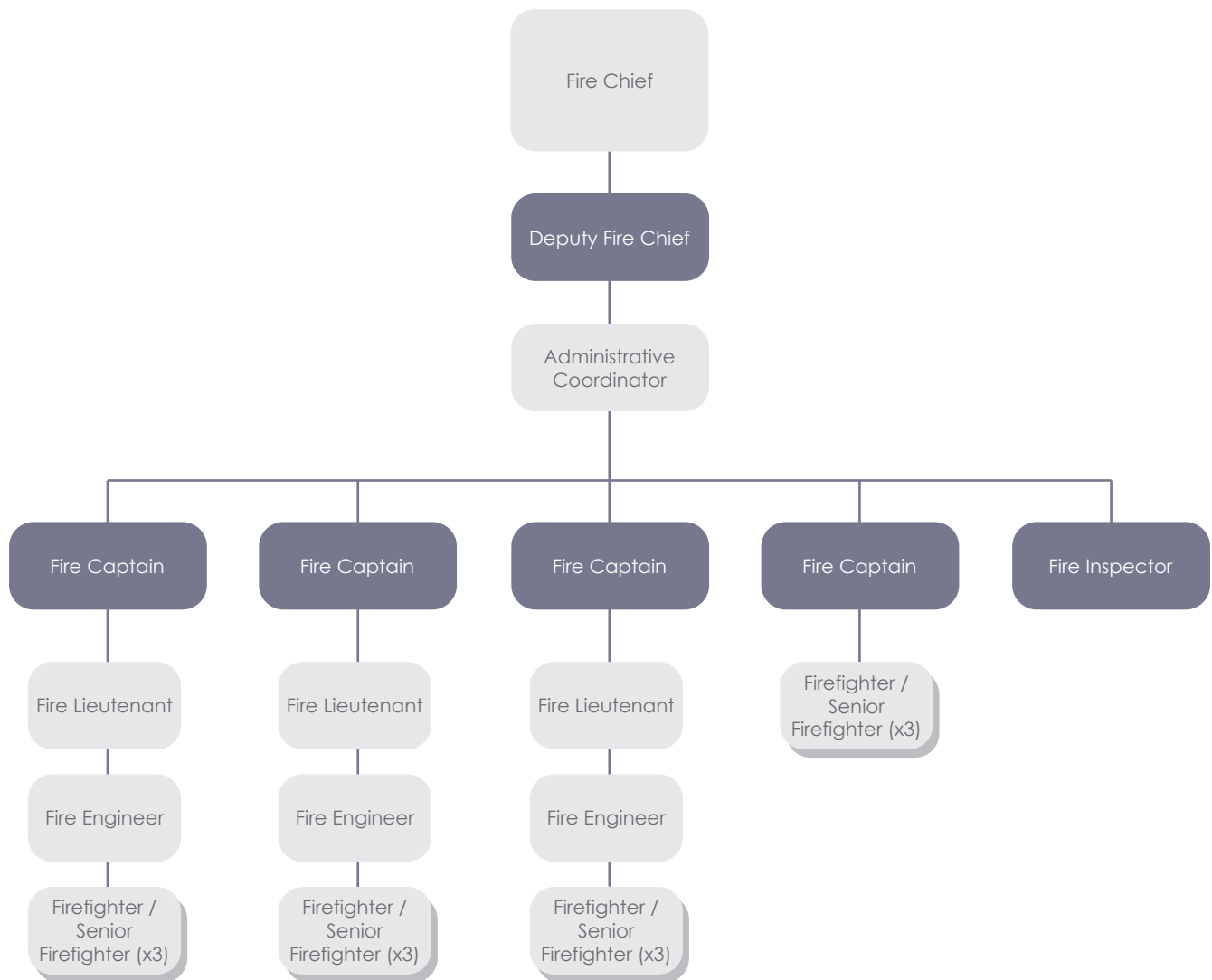


Note: All information provided by the Town of Beaufort.



# ORGANIZATIONAL FLOW CHART

## Fire Department

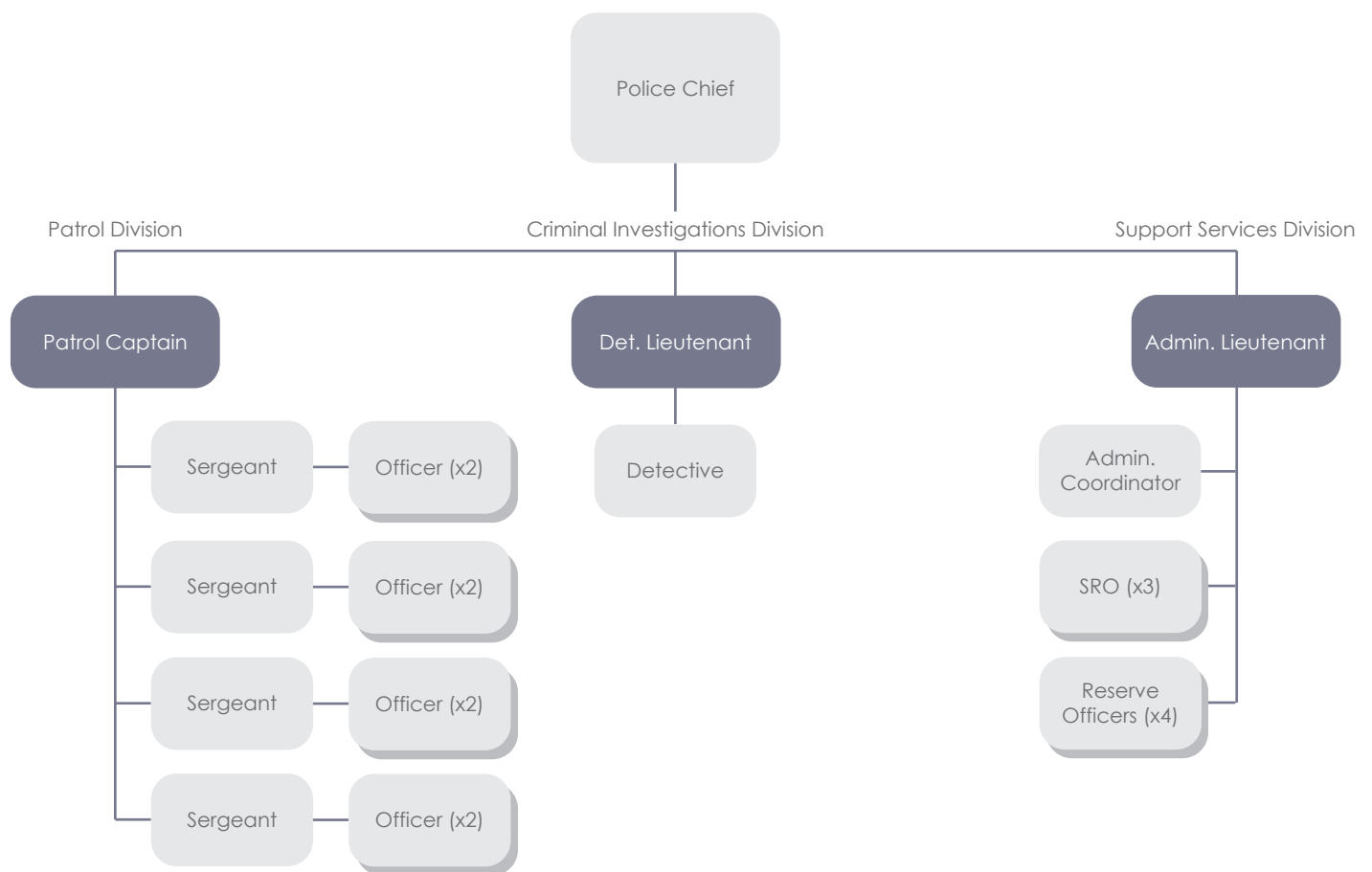


Note: All information provided by the Town of Beaufort.



# ORGANIZATIONAL FLOW CHART

## Police Department

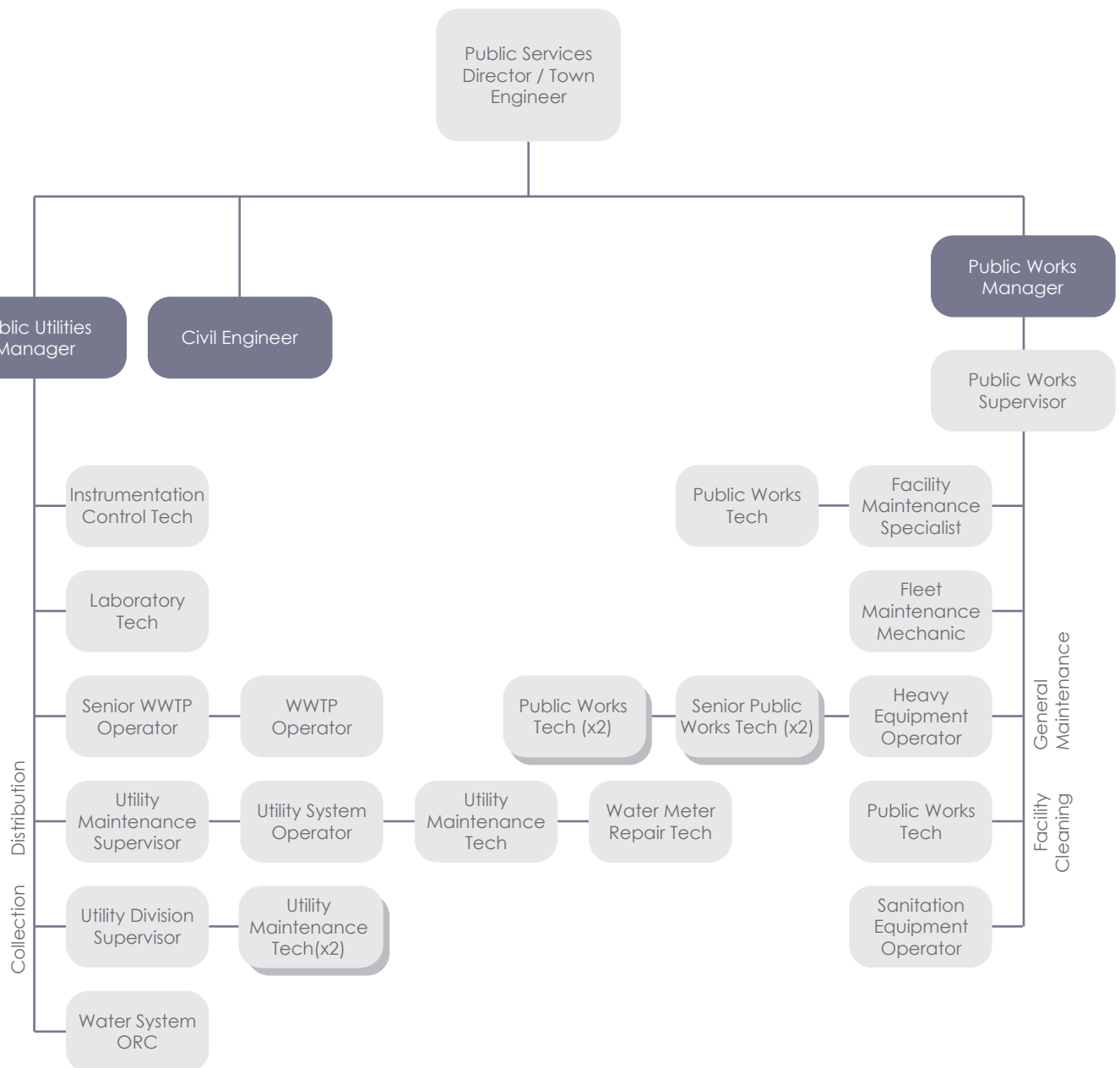


Note: All information provided by the Town of Beaufort. The Parking Manager and Parking staff are included in the Police Department, but no information has been provided on how this position fits into the hierarchy of command.



# ORGANIZATIONAL FLOW CHART

## Beaufort Public Services (Public Works & Public Utilities)



Note: All information provided by the Town of Beaufort.





## SECTION TWO: CURRENT SPACE ASSESSMENTS



# CURRENT SPACE ASSESSMENTS

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## Summary of Findings

The most critical buildings to find new space for are the Town Hall, Police Department, and various Public Utilities buildings identified in this study. These buildings, although in general working condition, are far too small for the growth Beaufort has experienced in the past ten years, and the lack of space inhibits the efficiency of the staff. In addition, there are many issues with lack of privacy, lack of security, lack of accessibility, and lack of public accessibility. Please see the following sections for detail on each department and building individually.



# 1. BEAUFORT TOWN HALL

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## Overview

The current Beaufort Town Hall is an old, re-purposed Postal Service building. This aged brick building features a number of difficulties, including a lack of privacy, security, storage space, office space, meeting space, handicap accessibility, elevators, and more. Moreover, the Town Hall is located in a dangerous flood zone, making EOC operations difficult to maintain during critical times.

Despite the beautiful harbor views the Town Hall provides, it would be difficult to maintain Town operations from this hub as the Town of Beaufort grows. Since there is no room for growth in the current Town Hall building whatsoever, Oakley Collier Architects strongly recommends the development of a new Town Hall building.

Beaufort Town Hall is currently home to 16 staff members, and includes the Finance Department, Administration, Parking, Public Services Administration / Engineering Division of Public Services, Planning Department, HR Department, and a leased exhibition space to US Parks and Recreation. As the Town of Beaufort grows in population, these numbers can be expected to rise accordingly, and the Town Hall must be able to accommodate space for any future employees.



### Address:

701 Front St, Beaufort, NC 28516

### Year Constructed:

1937

### Age of Facility:

86 Years

### Square Footage:

8,581 SF



# INFORMATION

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## Town Hall Department Notes

The information and notes for each department housed in the Town Hall is divided into position / department - specific sections. Please see pages 32-45 for section-specific notes for these respective departments:

- Mayor & Commissioners
- Town Manager
- Town Clerk
- Finance
- Human Resources
- Planning
- Public Services / Engineering
- PIO / Parks and Events



# MAYOR & COMMISSIONERS

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**Mayor:** Sharon Harker  
**Commissioners:** Melvin Cooper  
John Hagle  
Marianna Hollinshed  
Charles "Bucky" Oliver  
Bob Terwilliger

## Department Summary:

The **Mayor and Commissioners** serve as the governing body of the Town of Beaufort. The Mayor, who serves a two-year term and only votes in the case of a tie, is the presiding officer at meetings of the Town Board. The commissioners serve 4-year staggered terms.

The Town's Commissioners are responsible for deciding which services the Town provides and at what level, adopting a budget, setting the property tax rate, establishing fees, entering into contracts, awarding bids for construction or purchases, and buying and selling property.

## Needs / Deficiencies / Daily Operations:

The **Mayor and Commissioner's primary concern is for the lack of facility space for current and future growth** of every Town departments' facilities.

### Public Access:

- The Mayor and Commissioners meet with the public on an as-needed basis. They also participate in the **regular Commissioner's Meetings conducted at the Train Depot.**
- The Mayor does not currently have an office in the Town Hall. The Commissioners have no meeting space, storage space, or conference space within the Town Hall.
- Ideally, a new Town Hall should provide an office for the Mayor and an adjacent conference room for the Commissioners to utilize as they see fit for meeting with the public.

### Meeting Space:

- The current Commissioner's Chambers are located within the antiquated Train Depot building on 614 Broad Street. These Chambers hold around 50 Beaufort citizens at maximum capacity. The Town **has already outgrown the available seating capacity at the Train Depot, and requires a new Chambers facility to house 100 people at a minimum.**

### Adjacencies:

- The Mayor's office needs to be **accessible to the Town Manager**, as well as various public entities that may need a meeting with the Mayor.
- A **conference space** for the Mayor, Commissioners, and other Town Staff would be beneficial to the functions of these positions. This conference space may be shared with other Town needs, and should be located near the Mayor's office.



# TOWN MANAGER

**Town Manager:** Todd Clark  
**Total Staff:** 82 F/T (all Town Staff)

## Department Summary:

The **Town Manager's office** oversees all operations and administrative functions for the Town of Beaufort. The manager implements policies and directives that are voted on by the Board of Commissioners and reports to the Commissioners on operations & special projects. The Manager has general responsibility in developing and overseeing the Town's budget, financial planning and management, personnel administration, public services, community development, and public relations.

## Needs / Deficiencies / Daily Operations:

The Manager's **primary concern is for the health and safety** of the Town staff. The existing building has had ongoing issues with moisture / mold growth, especially in/around HVAC duct returns. The perception of an unhealthy building can have negative effects on overall staff positivity and productivity.

### Public Access:

- Some daily operations with public citizens; mostly by appointment;
- Meetings are conducted in the Manager's private office. In the current building, there is one conference room in which a larger meeting could take place.
- **Sound transmission is a major issue** in current workspace; confidential conversations must often take place off-site, which can be disruptive to the daily workflow and require additional time for travel on- and off-site.

### Workspace:

- Workspace is adequate for daily desk work operations;
- Existing office space is **not adequately sized for private meetings**; additional space within office for private meetings is needed – a 4-seat conference table is typical for managerial offices.
- A private toilet for the Manager's Office is typical for positions of this type.

### Meeting Space:

- **Private meeting space** located within the Manager's Office would provide appropriate space for the Manager to meet with his department heads in both a one-on-one scenario as well as in a small group setting.
- Access to meeting space(s) of varying sizes would also provide additional space to meet with public citizens, members of the Board of Commissioners, and would support the general responsibilities of the Manager in his leadership role.

### Adjacencies:

- Primary adjacencies are required with the Town Clerk and Finance Director; both of these positions have daily interactions with the Manager.
- Other important adjacencies to maintain would be between the Manager and his departmental leaders, such as the Public Services Director, Human Resources Manager, and Public Information Officer.
- While access to the main entry is not an important adjacency, it is important to have the Manager's Office be convenient for public visitors.



# TOWN CLERK

Town Clerk: Elizabeth Lewis  
Total Staff: N/A

## Department Summary:

The **Town Clerk** serves as the official custodian of all public records and performs administrative duties for the Town Manager, Mayor, and Board of Commissioners. In addition, the Clerk attends Board meetings, Committee meetings, coordinates preparation of agendas for and minutes of these meetings, maintains all public records for the Town, including meeting minutes, lists of appointed Boards and Commissions, Board proceedings, contracts, property records, etc. The Clerk is under the general supervision of the Town Manager.

## Needs / Deficiencies / Daily Operations:

The Clerk's **primary concern with her space is the lack of confidentiality and proper fire-rated public records storage**. The current Clerk's office is shared with another Town Staff member, which creates difficulty when handling private business matters of the position. Additionally, the space within the existing Town Hall to store the public records does not meet the needs for storage or public access to records.

### Public Access / Meetings:

- Most public interactions are with **Board of Commissioners** and other appointed Board members; these interactions occur both in person and via telephone calls.
- In-person meetings are typically conducted in the Clerk's shared office space, or in the adjacent Town Manager's office as necessary.
- Board of Commissioner meetings are held every two weeks; the Clerk prepares agendas, Commissioner packets (electronic format) and meeting minutes for these meetings. The process is an ongoing one and requires continual attention.

### Workspace:

- Workspace size is **adequate for daily desk work** operations, however the space to meet with visitors or other staff members is not appropriate for the types of meetings required. **Access to a private meeting space is desired** to be in close proximity.
- **Adequate space to house files used on a regular basis** must be maintained within the Clerk's office space; currently there are (2) four-drawer lateral files housed within the shared office.
- The idea of creating a **public records library** space – contained within a meeting room (for flexibility) was discussed; this idea is appealing as it would provide the necessary public access to records without disrupting a staff office/workspace.
- The room is **shared by two staff members** and, while it is large enough to accommodate two individual workstations, the layout of the room is completely open and **is not conducive to private/confidential work**.
- **Sound transmission is a major issue** in current workspace; confidential conversations are difficult to achieve when both staff members are in place in shared office space.



## Needs / Deficiencies / Daily Operations (Continued):

### Storage:

- **Fire-rated, secure storage** adjacent to the Clerk's office is a primary need. Currently, records are stored in multiple places, depending on the type of record and available space. Access to public records is required to be provided to the public, on request. The current access /location of stored records is not beneficial to being able to efficiently serve the public.
- **Public records**, such as meeting books, are **currently stored in a small, locked closet/vault** located off the main circulation corridor on the first floor. These should be stored in a fire-rated, secure, environmentally safe closet with ample space for future minutes books/public records storage. These records must be available to the public upon request.
- Additional records (older) are **stored in the basement area** of the building; when developing needs, records storage space should be large enough to house all records in one protected & secure space.

### Adjacencies:

- Primary adjacencies are required with the Town Manager and meeting space.

### Growth:

- Future long-term growth should **include a dedicated position for a Deputy Clerk** in a separate office.



# FINANCE

Finance: Christi Wood, Director  
Total Staff: 5

## Department Summary:

The **Finance Department** is responsible for maintaining the Town's accounting and reporting system as well as recording receipts and disbursements of Town funds. Department activities include payroll, property and liability insurance, purchasing, debt administration, and budgeting.

## Needs / Deficiencies / Daily Operations:

The Finance Director is **concerned about the town not currently meeting “red flag” laws**. The current Finance department layout is not conducive to a private, confidential environment. Individual customer service offices are needed to meet with customers to ensure their personal information remains confidential.

### Public Access:

- The Finance department serves as the **primary reception station** for building visitors after being consolidated to an office area that was expanded in a recent renovation project. The new location is directly adjacent to a **secure public lobby** and provides **(3) transaction windows** where the Finance department staff can interact with visitors to the building.
- The **primary interaction with the public** that occurs with the Finance department staff at this secure lobby is **collecting utility payments**, although many visitors also inquire about other town departments (such as planning/zoning, human resources, etc) as well as general information regarding the Town of Beaufort.
- There is **no access to any meeting space** from this public lobby, which is a concern should a citizen distraught about a perceived issue and be visibly upset/angry; **access to a neutral meeting space** would provide a place to handle complaints and disgruntled citizens while maintaining safety for staff and other visitors to the Town Hall.
- Ideally, **a drive-through window would be provided for interactions involving money**, and this public lobby would be staffed by a dedicated administrative position who may also provide administrative services for other departments.

### Workspace:

- The **Finance Director is located in a private office on the second floor**, away from her staff but close to other leadership staff; **being remotely located can impede interactions and collaboration** with staff on specific financial matters; ideally, the Finance Director would remain in a private office that is located adjacent to both the leadership team and Finance staff.
- The Finance Director's office currently houses several file cabinets, but only because there is no other storage space available for them. The Director does **need access to a private meeting space** to discuss confidential matters with staff. The meeting space could be a small table in her office.
- The open space layout contains **four (4) workstations**, with (2) of them (utility billing) positioned at the transaction windows, (1) separate workstation for accounts payable, and (1) small workstation for interns or temporary staff; **Payroll at one time was located in a separate space** (large meeting room) to provide for privacy & confidentiality, due to the nature of the work performed in this position.
- While the individual workstations are sized **adequately for daily finance operations**, the layout of the room is awkward for an efficient workflow. Additionally, the open layout presents difficulties with having private or sensitive conversations with customers regarding billing issues.
- A **small copy and storage area** is located in the back corner of the room, behind one of the workstations. Finance handles ordering office supplies for all Town Hall occupants.



## Needs / Deficiencies / Daily Operations (Continued):

### Storage:

- **Secure, protected storage** adjacent to the Finance department is a primary need. Currently, records are stored in multiple, inadequately controlled places throughout the building, as well as off-site at the Public Works campus.
- Additional records (older) are **stored in the basement** area of the building; when developing needs, records storage space should be large enough to house all records in one protected & secure space.

### Adjacencies:

- Primary adjacencies are required with the **Finance Department staff, Town Manager, and Human Resources Manager**.

### Growth:

- Future long-term growth should **include a dedicated position for a Receptionist**.



# HUMAN RESOURCES

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**Manager:** Barbara Cooper  
**Total Staff:** N/A  
82 Full-Time Employees for Town  
15-20 Part-Time Employees for Town

## Department Summary:

The purpose of the **Human Resources Department** is to attract, develop, motivate, and retain a talented and diverse workforce for the Town of Beaufort. Duties include development, implementation and administration of Human Resource policies and procedures, including benefits, compensation, employee relations, personnel records management, recruitment, training, and workplace safety / risk assessment.

## Needs / Deficiencies / Daily Operations:

The **Human Resources Manager's primary concern is for confidentiality**. Her current office opens directly onto a main corridor/open circulation stair, and sound transmission through the walls is a big issue for the personal matters that this department handles.

### Public Access:

- The Human Resources department **deals mainly with current staff and new hires/interviewees**. Ready access to the general population is not required, other than for the occasional vendor that may schedule an appointment. She handles all issues dealing with employee relations, including new hires, employee benefits, supervisor-employee relations, and any complaints or conflict resolution that may be necessary.
- There is **no ready access to any meeting space** from the public lobby, which would be very helpful when scheduling appointments. A neutral, private meeting space for 4 to 6 people (located near the public entry) is valuable for this department when conducting meetings that may involve sensitive issues.
- Additionally, it may be advantageous to have **space for a computer kiosk in the public lobby** to allow for interested parties to fill out applications for new positions without having to schedule an appointment.
- **Training Space for large groups** is also a critical need for this department, to provide space for group on-boarding, employee benefits renewal, annual health assessments, etc.

### Workspace:

- The **Human Resources Manager utilizes a private office on the second floor**, however, its design and location in the building is not in the right place for the confidential matters that she handles.
- It is not critical for the HR Manager's office to be near the main lobby, as most of her visitors are scheduled appointments; the location should, however, be adjacent to private meeting space(s).
- The existing layout of the **office space does not function well** for the tasks performed in that space. The space is oddly shaped, and limited for required interactions with staff, new hires and other visitors. The **required functions for the space** include small **meeting space** for 2 to 4 people; workstation with the **monitor shielded from public view**; a **separate computer station** for new hires, on-boarding & employee assessments, and **file storage area** that contains all personnel files that is secure/lockable. It is important for the HR Manager to be able to **monitor new hires and employees** through the on-boarding and assessment processes.
- A **small suite arrangement for Human Resources would be ideal** to provide the required separation of tasks, confidential meeting space, and lockable/secure file storage.
- Additionally, her office **must be designed to provide a high level of noise reduction**/sound transmission (NRC/STC ratings) to handle any confidential matters of the department.



# HUMAN RESOURCES<sub>CONT.</sub>

## Needs / Deficiencies / Daily Operations (Continued):

### Storage:

- **Secure, protected storage** adjacent to Human Resources is a critical need. Currently, personnel records are kept secure and stored in multiple places, spread throughout the building. It is beneficial to have all personnel files stored in a separate, **secure file room adjacent** to the HR Manager's office.
- Additional records (older) are currently **stored in the basement** area of the Town Hall; new records storage space should be large enough to house all records in one protected and secure space.

### Adjacencies:

- Primary adjacencies are required with the **Finance Director** and **Town Manager**.

### Growth:

- Future long-term growth should **include one to two additional full-time positions for an HR Coordinator and a Benefits Administrator** (currently outsourced to outside agency).
- HR has a vision for an **employee fitness space** to support a (future) health and wellness program. Some departments already require fitness training (Police / Fire), and an employee-wide program would support overall health and well-being for all employees.



# PLANNING

Planning: Kyle Garner, Director  
Total Staff: 5

## Department Summary:

The Planning & Inspections (P & I) Department provides professional planning, building inspections, and code compliance services to promote/protect the Town of Beaufort's aesthetics, health, safety, welfare, and property values. Professional services include: land use and development information, coordinated review of development proposals, issuance of building permits, and performing subsequent inspections. Planning & Inspections is responsible for code enforcement, flood map information, transportation planning, special projects management, and grant writing. The department also provides staff support to the Historic Preservation Commission, Planning Board, Stormwater Committee, and Board of Adjustment.

## Needs / Deficiencies / Daily Operations:

### Public Access:

- Because of numerous interactions with the citizens of Beaufort, **public access to the Planning & Inspections Department is critical**. It is important to note that, since COVID, the department has seen a shift to more online interactions – however, there is still a need for access to the citizens who may desire to conduct business matters in person.
- The **administrative assistant** for the P & I Department is located on the first floor. Recent renovations to the current Town Hall created a secure lobby for all visitors to the building, which closed public access to the administrative assistant space. All visitors must currently check in with the Finance Department window and then wait in the secure public lobby until the specific department escorts them into the work zones of the building. Finance staff also assists customers with all payments, including anything related to Planning & Inspections. Ideally, **having a transaction window in a public lobby** area for P & I would allow the public to conduct required business directly with the P & I Department.
- **Access to meeting rooms** is also very important as Planning & Inspections receives a significant number of visitors on a regular basis. In the current Town Hall, there is **a singular conference room**, and when the conference room is not available, meetings are either conducted in occupied office areas of the building or handled off-site, most commonly at the Train Depot.
- Ideally, the Planning & Inspections department should be located near both a main lobby and adjacent meeting space(s) to be available to citizens, contractors, developers, and other visitors that utilize services of the Planning & Inspections department.

### Workspace:

- The **current workspaces are a mix of private offices and shared space(s)**. The Planning Director, Planner, and administrative assistant all have private offices that are remotely located from the rest of the P & I staff.
- The administrative assistant office was formerly accessible from the lobby and still has a window for (former) visibility to the corridor. Currently, with the recent changes made to provide a secured lobby, this window is unnecessary. The admin workspace is of a suitable size for the duties required by this position. The location of this office **should be adjacent to the Planning Director and other P & I staff**.
- The **Planning Director has a private office** with seating for visitors and also houses several lateral and standard filing cabinets for the department. While the size of this office is appropriate for the responsibilities of the Planning Director, **a location closer to all P & I staff** would provide for more collaboration and interaction with staff on related planning and inspections matters.



## Needs / Deficiencies / Daily Operations (Continued):

### Workspace (Continued):

- The **Assistant Planner has a small private office** adjacent to the Planning Director. The Planner's office was formerly an open-to-corridor space and has had sliding doors added for some privacy. The problem with the sliders is that they do not provide the level of privacy required when having private telephone conversations or meetings with visitors/other staff members. Additionally, this office is inadequately sized for the duties required by the Assistant Planner position, with inadequate space for reviewing plans or meeting with more than one individual. The Assistant Planner **should also be located with all other P & I staff members** for interaction and collaboration.
- Two Building Inspectors share another space that is located on the first floor. **A shared office works well for these positions;** however, the existing space also contains flat files and large plans storage, as well as miscellaneous P & I items. The workstations are large in order to provide space for plan review and meeting space for visitors. In many modern-day building inspector offices, a smaller workstation is provided with direct adjacency to flexible meeting spaces for interacting with the public. This setup would provide meeting spaces that can be shared among staff while also allowing inspectors to have a private work zone space.

### Storage:

- Storage for Planning & Inspections is **spread out in multiple locations** in the Town Hall, including the Planning Director office, shared Inspector office, administrative assistant office, and in the basement.
- A separate space was created in the corner of a former conference space to house the server and large-scale plotter.
- All storage should be housed in a space large enough to accommodate the needs of the department. Equipment required (such as plotters, printers, etc) **should be housed within the department suite.**

### Adjacencies:

- Primary **adjacencies required for Planning & Inspections** is the public lobby and internal P & I staff members.
- The **Planning Director and Assistant Planner should also maintain adjacency** within the department.
- **Inspectors** should be located in **close proximity to an exterior door with access to parking**, as a large majority of their daily work is outside of the office.
- An ideal solution would be to have a suite arrangement for the Planning & Inspections department.

### Growth:

- Future long-term growth should **be minimal** and based on the wastewater treatment capacity of the Town.



# PUBLIC SERVICES / ENGINEERING

Public Services: Greg Meshaw, Director  
Total Staff: 2 (Engineering)  
26 (Public Works and Public Utilities)

## Department Summary:

The **Public Services Director** is responsible for planning, organizing, and directing the work of employees engaged in **Public Works and Public Utilities** divisions. The responsibilities involved in the Public Works division include streets, landscape and facilities maintenance, solid waste management, storm water management, and fleet maintenance. The responsibilities involved in the Public Utilities program include water and wastewater treatment, water distribution, and sewer collection systems. This staff member **also serves as the Town Engineer** and is responsible for managing **capital projects** from concept to construction completion.

## Needs / Deficiencies / Daily Operations:

**Note:** this section addresses the Public Services Director & Staff Engineer only; see the Public Works and Public Utilities sections for specific information on those departments.

### Public Access:

- **Public access is not critical** to the daily operations of this position. While there is some interaction with citizens, it is often handled via telephone on on-site visits.
- **Weekly meetings with Public Works and Public Utilities** staff are typically handled at those locations rather than in the Town Hall.
- **Most interactions are with the Town Manager and Finance Director**, so being in close proximity to those spaces is important.
- The position also **interacts regularly with Planning and Inspections** but does not need to be located adjacent to them.
- **Access to meeting space** is desirable for internal meetings with other Town leadership & staff.

### Workspace:

- The current Public Services workspace is a **private office located on the second floor** in the Town Hall. The location of this office is acceptable for the daily operations the position requires.
- The PS Director/Town Engineer has a **staff engineer that is currently located off-site** in the Public Utilities Office, due to lack of space in the Town Hall. Ideally, **this staff engineer position should be located adjacent to the PS Director/Town Engineer** in the Town Hall for the purposes of collaboration and interactions between staff.
- The Public Services Director/Town Engineer office is **somewhat undersized for the daily operations** required by the position. In addition to a workstation zone, this office **requires a plan review area and plan storage space**.
- The current space has a small round table which does not function well for large plan review. **A rectangular table with sit-stand capability** would be a good option for both review and meeting space. As a member of the Town's Technical Review Committee (TRC), the PS Director must review any plans submitted for permitting, as well as provide oversight on any capital projects undertaken by the Town. **A conference table/plan review table** located inside the office is necessary to provide a space for handling these duties.



## Needs / Deficiencies / Daily Operations (Continued):

### Storage:

- **Plan storage could be located in an adjacent space**, along with a large format plotter/scanner/printer. All plans are submitted electronically now; older copies are being scanned into the filing system. Most hard copies of plans are currently stored off-site at Public Works currently and will remain so.

### Adjacencies:

- Primary **adjacencies required are with the Staff Engineer, Town Manager, and Finance Director.**
- An ideal solution could be to have a **suite arrangement for the Public Services** that houses both the Director, Staff Engineer, and a shared meeting/plan review & storage space.

### Growth:

- Future growth should include a **dedicated Administrative Assistant** to handle paperwork and associated items for the Department. This position may be able to be shared with another department, such as Finance.



# PIO / PARKS & EVENTS

PIO / Parks & Events Coordinator: Rachel Johnson  
Total Staff: N/A

## Department Summary:

This Town employee wears multiple hats, which are described below. For future planning purposes and in order to provide the best service to the citizens, these positions need to be assigned to separate, dedicated, full-time or part-time staff.

**Public Information Officer (PIO):** The PIO provides the public with news and information concerning government services, events and initiatives and works closely with staff, employee personnel and the news media to present accurate information to the citizens of Beaufort. This office also manages press coverage, marketing and advertising for the Town.

**Deputy Clerk:** The position of Deputy Clerk is a supportive role to the Town Clerk in the event that there is a need for assuming the duties of the Clerk in her absence. In this role, the Deputy Clerk works closely with the Town Manager and Commissioners.

**Parks and Recreation Coordinator:** The Parks and Recreation Coordinator helps to organize and manage events sponsored by the Town of Beaufort, civic and public organizations and the local Parks and Recreation Advisory Board. These events may include parades, regular festivals, seasonal programs, etc.

## Needs / Deficiencies / Daily Operations:

Enter

### Public Access:

- As the Town's PIO, **access to the public is critical**. Proximity to the main lobby is necessary to be able to respond to public inquiries promptly and accurately, as well as identify when a news media truck arrives on site. For her other responsibilities, access to the public is less important. Currently, her office is located on the second floor in a remote location to the main lobby.
- **Access to meeting rooms** is also important; in the current Town Hall, there is a singular conference room available for use. Ideally, it makes sense for the PIO to be located near both the main lobby and adjacent meeting space(s) where she can hold interviews and conferences with local news media teams, as well as provide briefings to the Town staff, Mayor and Board of Commissioners. All meeting space(s) should be designed to provide privacy and confidentiality.

### Workspace:

- The PIO's **current workspace is shared** with the Town Clerk; while the room is large, privacy would be difficult to achieve without major renovations to the space. The workstation itself is adequate for the duties of all the many 'hats' worn; it should also be noted that it is possible for the PIO position to complete her duties from a remote working environment, with periodic/regular interaction with other Town Staff.
- The PIO also currently handles all **audio visual (AV) and information technology (IT) responsibilities** for Commissioner meetings and Emergency Operations Center (EOC) events. These responsibilities should eventually be reallocated to a dedicated IT position.
- The Deputy Clerk position **should be located adjacent to the Town Clerk and Town Manager**, with access to the Clerk's secure storage.



# PIO / PARKS AND EVENTS<sub>CONT.</sub>

## Needs / Deficiencies / Daily Operations (Continued):

### Storage:

- Currently, **storage for these (3) positions is kept in many different locations.** Parks and Recreation storage is located all over town, including at Public Works and wherever space is available. PIO storage is also kept in multiple locations within the Town Hall. **Dedicated storage** is required for both the PIO position and Parks and Recreation Coordinator position. **Required storage for PIO is minimal** and includes AV equipment (cameras, tripods, etc) and "swag" for Town giveaways. Required storage for the Parks and Recreation Coordinator requires more space and **could be located off-site** (possibly at the Park?). Items to store include larger, bulkier items, such as tables & chairs, bicycle helmets, giveaways, decorations, etc.
- Storage for a future Deputy Clerk has already been addressed in the Town Clerk section – the Deputy Clerk position needs to be located adjacent to the Town Clerk.

### Adjacencies:

- Primary **adjacencies required for the PIO** position are with the Main Lobby and Town Manager.
- Primary **adjacencies required for the Deputy Clerk** position are with the Town Clerk and Town Manager.
- No adjacencies are required for the Parks and Recreation Coordinator position.

### Growth:

- Future long-term growth should include **one to two additional full-time positions the Parks and Recreation** department.
- Additional growth for Parks and Recreation includes **a possible space for Children's Programs and a dedicated Senior Center in the Town.**



# BUILDING LOCATION

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## Building and Site Notes

### Parking

There is minimal on-site staff parking at Town Hall. It is not unusual for staff to have to park off-site from time to time during the summer, when the National Park Service staffs their leased space. The current parking lot would be unable to accommodate any future growth within Town Hall.

### Emergency Capabilities

The Town Hall flooded during Hurricane Florence and was unusable as a center of command. There is currently no generator; however, the Town was awarded a grant for the installation of one.

### Security

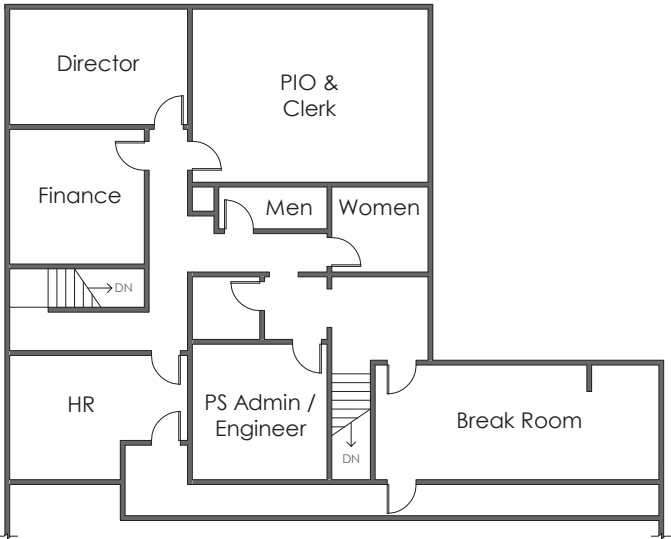
There is a lockable entrance vestibule into the Town Hall lobby. The Finance department staff controls this secure entrance. The entry through the building rear door is through a card-activated lock, as are the two entrances from the National Park Service leased space. Beyond these exterior, secured entry points, there is no continued internal security.

### Accessibility

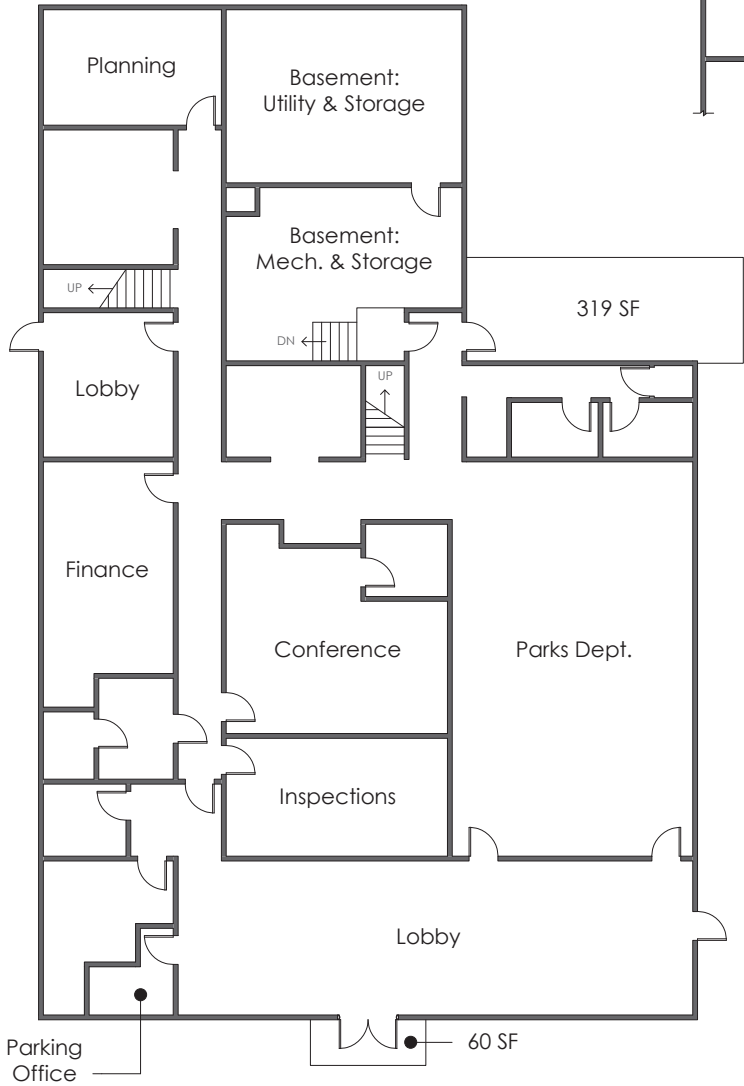
The Town Hall does not meet current accessibility code and would have a difficult time accommodating handicap visitors and employees. There is no elevator in the building, and the restrooms are not currently accessible.



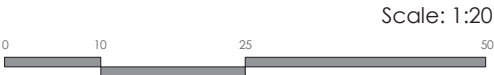
# BUILDING PLANS



Second Floor



First Floor



Note: all spacial calculations are professional estimates.



# BUILDING PHOTOGRAPHS

.....



Entrance and Reception



HR Department Meeting Space



Public Services Admin / Engineering Office



Town Clerk and PIO Office



National Parks - Leased Space



Shared Conference Room



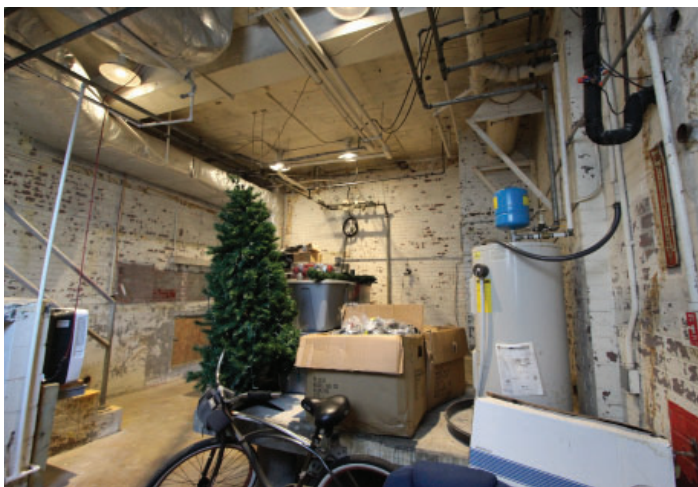
# BUILDING PHOTOGRAPHS



Damaged Ceilings



Mechanical Equipment



Basement Storage



Cubicles and Lobby Entrance Door



Restrooms



## 2. TRAIN DEPOT

---

### Overview

The Train Depot is a historic building in Beaufort, NC, that is currently used as a general staff and public meeting space. It also serves as the Town's current Commissioner's Chambers. Although the building is an important historic marker in Beaufort, there is not enough space for any future growth of Commissioner meetings, and the Depot is already serving at maximum capacity of about 50 citizens per meeting. As the participating numbers of the meetings increase, the building will become less and less sufficient to meet the Town's needs.

As such, Oakley Collier Architects strongly recommends the development of a new Chambers. The Train Depot may be best used as a continued public meeting space and remain a treasured historic landmark for the townspeople.



#### Address:

614 Broad St, Beaufort, NC 28516

#### Year Constructed:

1910

#### Age of Facility:

113 Years

#### Square Footage:

3,276 SF



# INFORMATION

## Department Overview

### Train Depot

#### Public Access

The public may access the Train Depot by parking on the street and walking into the front entrance. The Depot is well-marked, and many townspeople know it by its distinct facade.

#### Adjacencies

The Train Depot is directly adjacent to the current Police Department and the PD Annex. It is located down the street from the Town Hall, and is only a brief walk from Front Street.

#### Current Deficiencies

Currently serving as the Chambers for the Beaufort Commissioners, the Train Depot does not have the capacity to seat more than 50 Beaufort citizens. Since participation levels of the meetings already surpass this number, a new Chambers is required to meet spacial needs. Additionally, the meetings would benefit from technological upgrades that may be difficult to add to this antiquated building.

#### Needs

The Town desires the Commissioner's Chambers to be located inside the Town Hall.

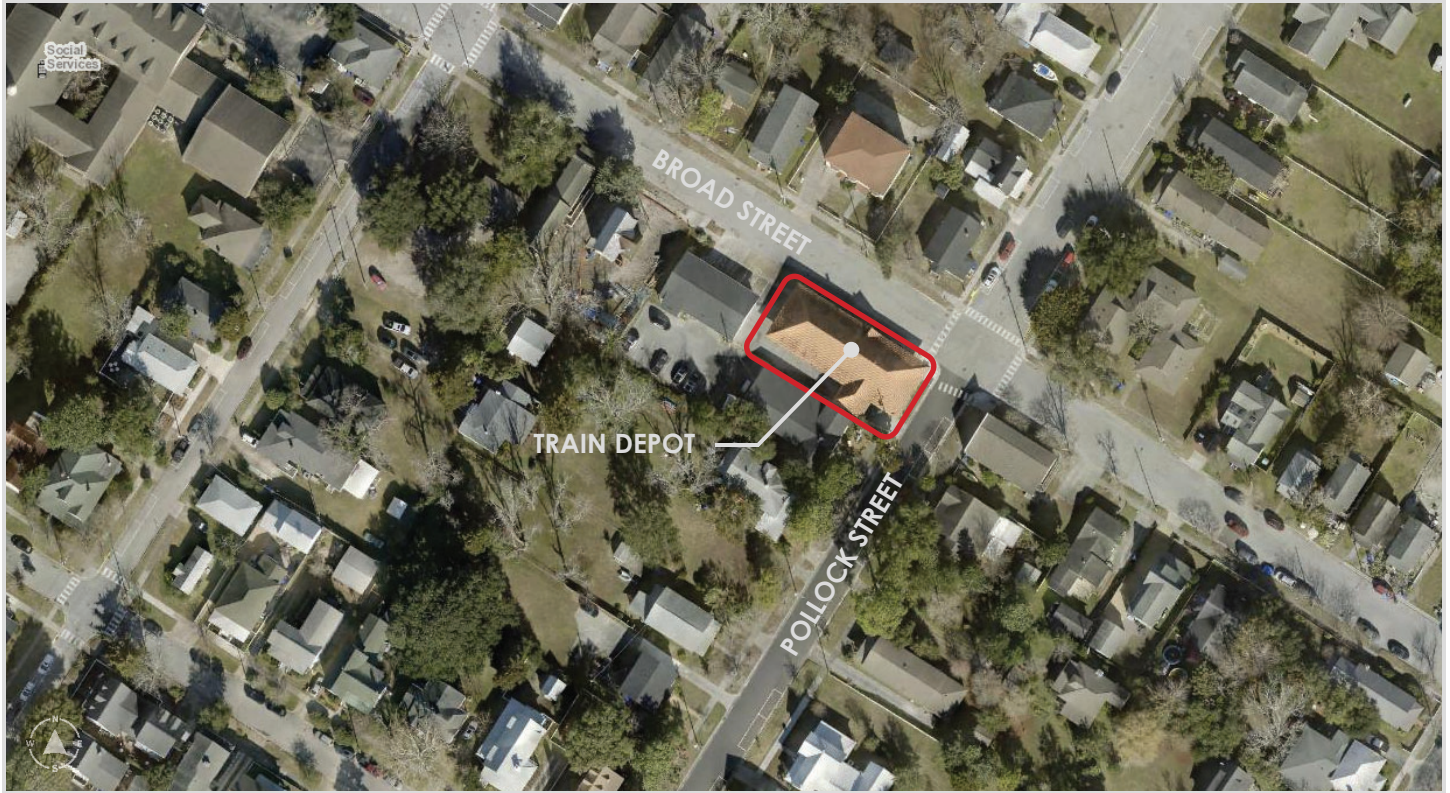
#### Notes

See page 32 for additional notes on the Train Depot as it relates to the current needs of the Mayor and Commissioners.



# BUILDING LOCATION

.....



## Building and Site Notes

### Parking

Citizens park on the street to access the Train Depot.

### Emergency Capabilities

The Train Depot is located within a 0.2% annual flood chance hazard area along with the Police Department buildings.

### Security

The doors on the building are lockable, and require a town staff employee to open them for events.

### Accessibility

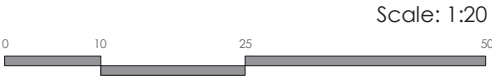
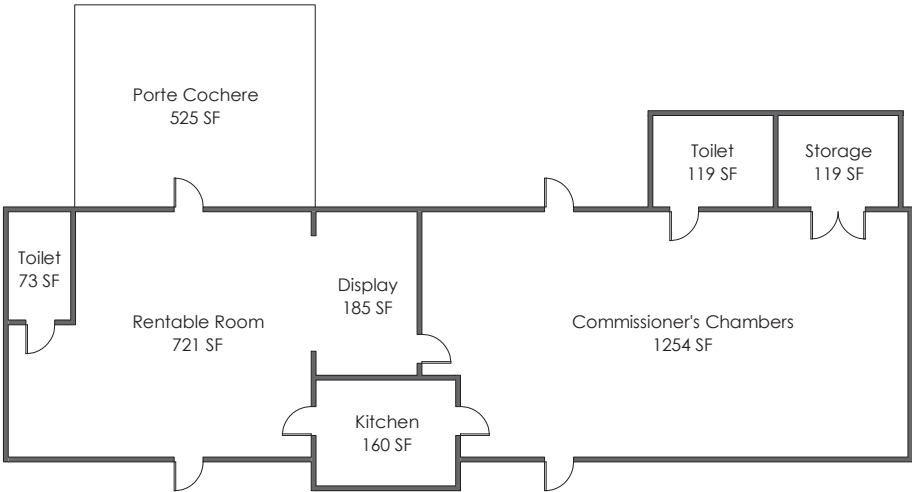
The Train Depot does not currently meet accessibility code. Wheelchair entrance is through a back door, and the restrooms do not satisfy accessible routes and spacial needs. Additionally, there is no handicapped parking nearby.

### Space Deficiencies

See notes on page 51.



# BUILDING PLANS



Note: all spacial calculations are professional estimates.



# BUILDING PHOTOGRAPHS

.....



Train Depot



Street Entrance



Adjacency to PD Annex



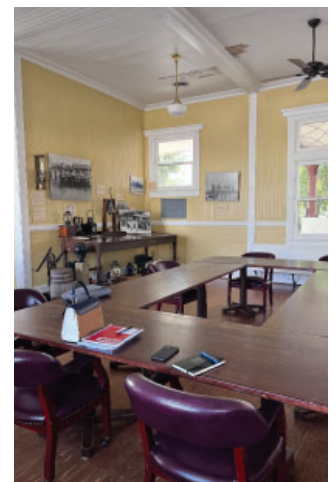
Rentable Meeting Space



Building Sign



Meeting Space





# BUILDING PHOTOGRAPHS



Commissioner's Chambers



Commissioner's Chambers

2. Train Depot



Commissioner's Chambers



Commissioner's Chambers



Kitchen





# 3. POLICE DEPARTMENT

## Overview

Previously used as the Town Hall and Water Department, the current Police Department is a small, outdated commercial building that has long outlived its life expectancy and overgrown all of its spaces. The current deficiencies of the building include limited parking, lacking security, outdated technology, lack of confidentiality, insufficient armory and evidence processing space, and more.

Included on this site is the Police Department Annex, a small multifunction supportive space for the Police Department. The Police Department has 21 staff (plus 4 reserve officers), as well as one parking manager off-site.

As the Police Department grows in size, staff, equipment, and storage needs, the current buildings become less and less adequate. Oakley Collier strongly recommends building a new, consolidated Police Station with appropriate, secure amenities to help the department function at maximum efficiency to best serve the public.



### Address:

215 Pollock St, Beaufort, NC 28516

### Year Constructed:

1950

### Age of Facility:

73 Years

### Square Footage:

2,988 SF



# POLICE DEPARTMENT

**Police Department:** Paul Burdette, Chief  
**Total Staff:** 22 Full-time  
2 Part-time

## Department Summary:

The **Police Department** is a full-service public safety agency charged with protecting the lives and property of residents and visitors to the Town of Beaufort while reducing the incidence and fear of crime. The department is made up of both uniformed and plain-clothed officers that make up the Patrol and Criminal Investigative Divisions. The Patrol division is made up of four patrol squads, and staffed by one Patrol Sergeant and two (2) Patrol Officers. The Criminal Investigative Division is staffed by one Detective Sergeant and one Detective. The Police Department also oversees three (3) School Resource Officers and the Town's Parking Manager, who is currently housed in a separate location.

## Needs / Deficiencies / Daily Operations:

The Police Chief's **primary concern is for the lack of space to conduct confidential matters**. The existing building does not have proper sound absorption necessary to have private conversations or confidential matters that are a part of the daily operations of the Police Department.

The Department is also **split between two separate buildings** located on the same site. The Main Building faces Pollock Street and the Annex (the original location of the Police Department) is located with access from Broad Street. The main building houses administration and patrol services, while the Annex houses training space, staff break room, staff toilets (with showers), interview rooms, Detective office, evidence processing and evidence storage space. Having operations split between two buildings creates inefficiencies in both space and daily operations.

## Public Access:

- **Minor daily interactions with public citizens:** some citizens stop by asking for information; others are scheduled appointments or visitors related to police affairs.
- There is a **small, secure lobby** with a window to the administrative coordinator's office, and all **visitors must check-in** at this window before being allowed to enter the building. Once allowed into the secure area, a visitor is free to move within the space.
- A **Conference Room with seating for ten (10)** at a conference table is located directly off the secure lobby and also has access to the main police department. Most meetings among staff and with the public are conducted in this conference room.
- There is a **larger training room with seating for sixteen (16) people in the Annex**, located behind the Police Department, which also serves a meeting space for larger groups.



# POLICE DEPARTMENT<sub>CONT.</sub>

## Needs / Deficiencies / Daily Operations (Continued):

### Workspaces:

- The current main building was formerly used as both the Town Hall and the Water Department; The layout of office spaces along a central circulation corridor is **not consistent with modern-day designs** for Police Departments, which **typically use compartmentalized designs (layering)** for safety and security within the building.
- Overall, **most individual offices are larger than a typical office** layout needs; however, because they are existing spaces, the assigned space was adapted to the existing layout.
- **Shared offices** in the main building are **typically more cramped** than a typical shared office should be – but again, the assigned spaces were adapted into the existing layout of the building.
- **All offices need to be appropriately sized** to accommodate the functions of the staff occupying the space.
- For instance, the Police Chief and **other management personnel should have offices with a suitable workstation, appropriate file storage space, and a small conference table (4-seats)** for private meetings in the office. These offices are typically in the 200 to 240 square foot range.
- **Individual offices** for positions that are in an investigative role **can be smaller with a workstation, file storage and two (2) chairs for visitor seating**. These offices are typically in the 120 to 140 square foot range.
- **Shared office space** needs include a large enough to **house multiple workstations**, the appropriate circulation space and any specific storage needs for the functions contained within the space. Typical systems furniture (workstations) are in the 60 to 100 square foot range, without circulation or other special needs.



# POLICE DEPARTMENT<sub>CONT.</sub>

## Needs / Deficiencies / Daily Operations (Continued):

### Meeting Space:

- **Flexible meeting spaces of varying sizes should be provided** to meet the needs of the Police Department.
- **A large training space, to house all Police Department staff**, is necessary to provide the required training for law enforcement certifications, as well as the ability to gather all staff in one location in the event of an emergency situation.
- Ideally, a larger space like this could also **double as an Emergency Operations Center** for the town. Having an EOC designed into a new Police Department would offer the opportunity to provide properly designed spaces that could also have a dual use for the Department/Town.

### Other Needs:

- Other needs include an appropriate space to house an **armory, with proper secured access and control** of the space, an appropriately designed evidence **processing and storage space**, and a **fitness space**. Currently, gym memberships are paid for by the department, which is an ongoing and continual cost. A space dedicated to fitness could also be used by all Town Staff as part of a health & wellness program, which was requested in a previous section.

### Adjacencies:

- **Adjacency to the existing Fire Department** could be beneficial to both groups and provide opportunities for collaboration with training and Emergency Operations. No adjacencies are required for other Town Departments

### Growth:

- Expected growth in the Police Department is minimal, with the exception of an additional supervisor for the Student Resource Officer (SRO) program. This position would need an individual office with visitor seating for two (2).
- The police Department also oversees the Parking Manager for the Town, so space for this position should be planned for and included in overall Police program. This space could be remotely located, but it is worth noting in this section. The parking manager needs an individual office with some storage for ticket books, etc.



# BUILDING LOCATIONS



## Building and Site Notes

### Parking

Citizens must park on the street to access the police department. There is no current sally port for officers, and town vehicle parking in the rear of the facility is very limited. There is no room for impounded vehicles, large storage, or additional vehicles / operations equipment. Additionally, the officer parking equipment area is not currently secured.

### Emergency Capabilities

The showers in the Annex building are not sufficient for the staffing load; as such they serve poorly in the case of emergency operations. The current Police Department is not equipped to use as an EOC in the case of an emergency or severe storm.

### Security

The main entrance to the PD main office is secured. The grounds to the PD facility are neither fenced nor secured. The PD Annex remains locked and secure.

### Accessibility

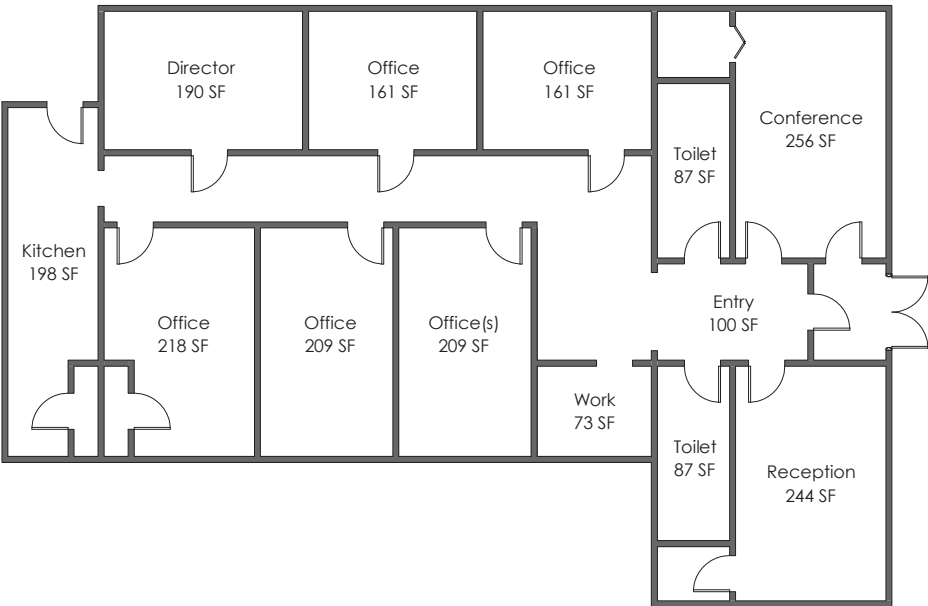
There are no accessible handicap spaces at the Police Department.

### Space Deficiencies

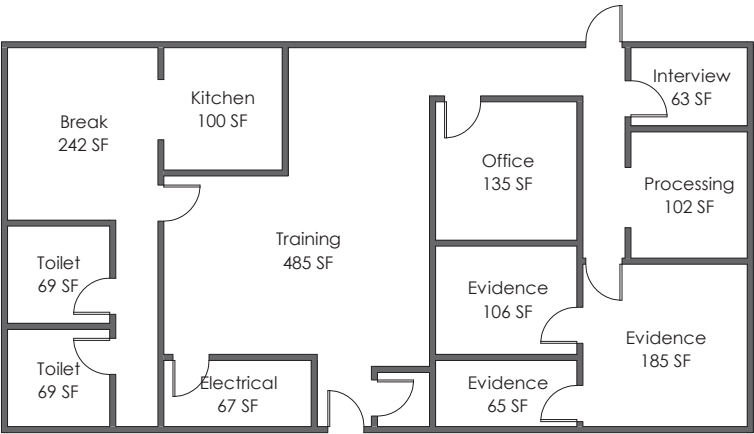
The Police Department is difficult to find for non-residents, and needs to be re-located to a prominent location that is easy for the public to locate and identify. The current entrance signage is small and hidden from street view by many trees.



# BUILDING PLANS

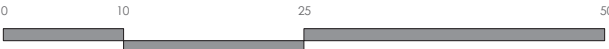


Police Department Main Office



Police Department Annex

Scale: 1/16" = 1'-0"



Note: all spacial calculations are professional estimates.

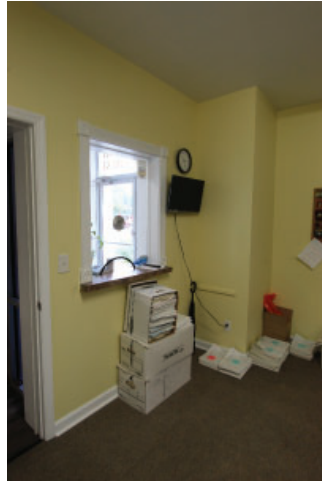


# BUILDING PHOTOGRAPHS

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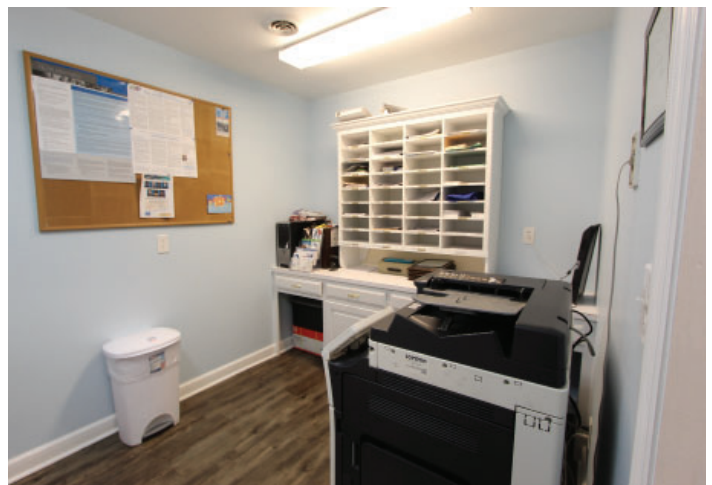
Police Department - Entrance and Reception



Police Department - Entrance



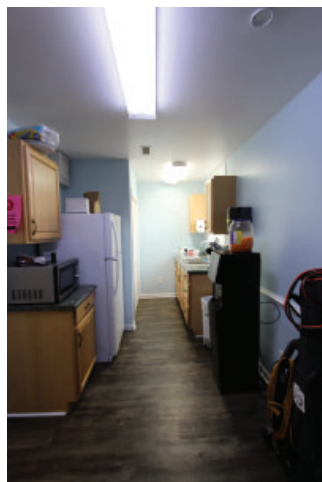
Police Department - Shared Offices



Police Department - Office Stock



Police Department - Toilet and Kitchen



Police Department - Parking Lot



# BUILDING PHOTOGRAPHS



Police Department Annex - Training Room



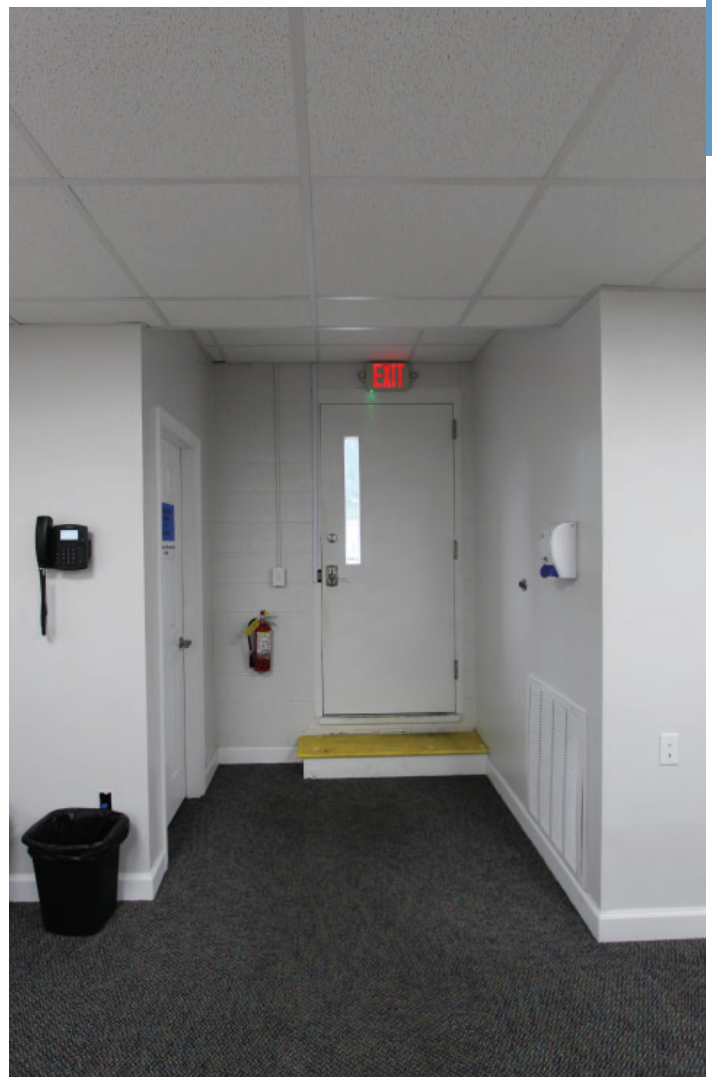
Police Department Annex - Kitchen



Police Department Annex - Showers



Police Department Annex - Storage



Police Department Annex - Entrance



## 4. FIRE DEPARTMENT

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### Overview

Only six years old, the new Fire Station has a nice street presence, modern amenities, and large bays for the firefighting staff of Beaufort. However, it was not built with any foresight for future growth, and is already lacking storage and office space. There is no room to add any additional employees, so little office space that some staff must use bunks as offices, and there is minimal storage space for office equipment and files. In order to function efficiently, the Fire Station needs additional storage and office spaces.

Oakley Collier Architects proposes a small addition to the Fire Department to bring the building up to the current needs, as well as provide additional space for growth in the future.



#### Address:

506 Live Oak St, Beaufort, NC  
28516

#### Year Constructed:

2017

#### Age of Facility:

6 Years

#### Square Footage:

10,452 SF



# FIRE DEPARTMENT

**Fire Department:** Tony Ray, Chief  
**Total Staff:** 26 Full-time

## Department Summary:

The **Fire Department** is a combination career / volunteer fire service that provides fire protection and public safety services to the citizens of Beaufort through emergency service delivery, public education, public information, and community service activities.

## Needs / Deficiencies / Daily Operations:

The Fire Chief's **primary concern is for the overall lack of space for any departmental growth**. The current facility was constructed in 2017, but the department is already at capacity with a recent addition of a Deputy Fire Chief in July of 2022.

### Needs:

- The existing building is at 100% capacity.
- The original design provided for only four (4) offices and they currently have seven (7) staff members that need office/desk space.
- One of the existing bedrooms has being reassigned as office space to provide for some additional office space needed; Other spaces house multiple staff in one office.
- The reassigned bedroom needs to stay as a bedroom to provide for adequate sleeping space for the staff.
- There is no storage in the building, other than a small cabinet in the hallway. A dedicated storage room is needed to provide space for supplies, etc.
- The existing building design has a connecting hallway between the Training Room and Dining/Kitchen space where a small addition could be added to accommodate the additional office space needed.
- A fitness area is needed – this could be shared between Town Departments, such as Police.
- An additional Apparatus Bay is needed; drive-through bays are preferred. Discussion was had about how to elongate the existing bay as a possibility, due to the location of major equipment (generator, back-flow preventer, fire sprinkler main, etc) in the area of a bay expansion.
- More storage in the Apparatus Bays is needed; storage was planned for the mezzanine location, however, once the design was complete, that mezzanine space was not available because HVAC units were all located there.

### Adjacencies:

- **Adjacency to the existing Police Department** could be beneficial to both groups and provide opportunities for collaboration with training and Emergency Operations. No adjacencies are required for other Town Departments.



# BUILDING LOCATIONS

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## Building and Site Notes

### Parking

Parking is currently adequate for public and staff.

### Emergency Capabilities

The Fire Station currently acts as the Town of Beaufort's Emergency Operations Center. Since the Fire Department does not have any unused or additional space, this limits the town's capacity for emergency operations. Moreover, the station is not equipped to host any emergency volunteers.

### Security

The Fire Department currently meets all security needs.

### Accessibility

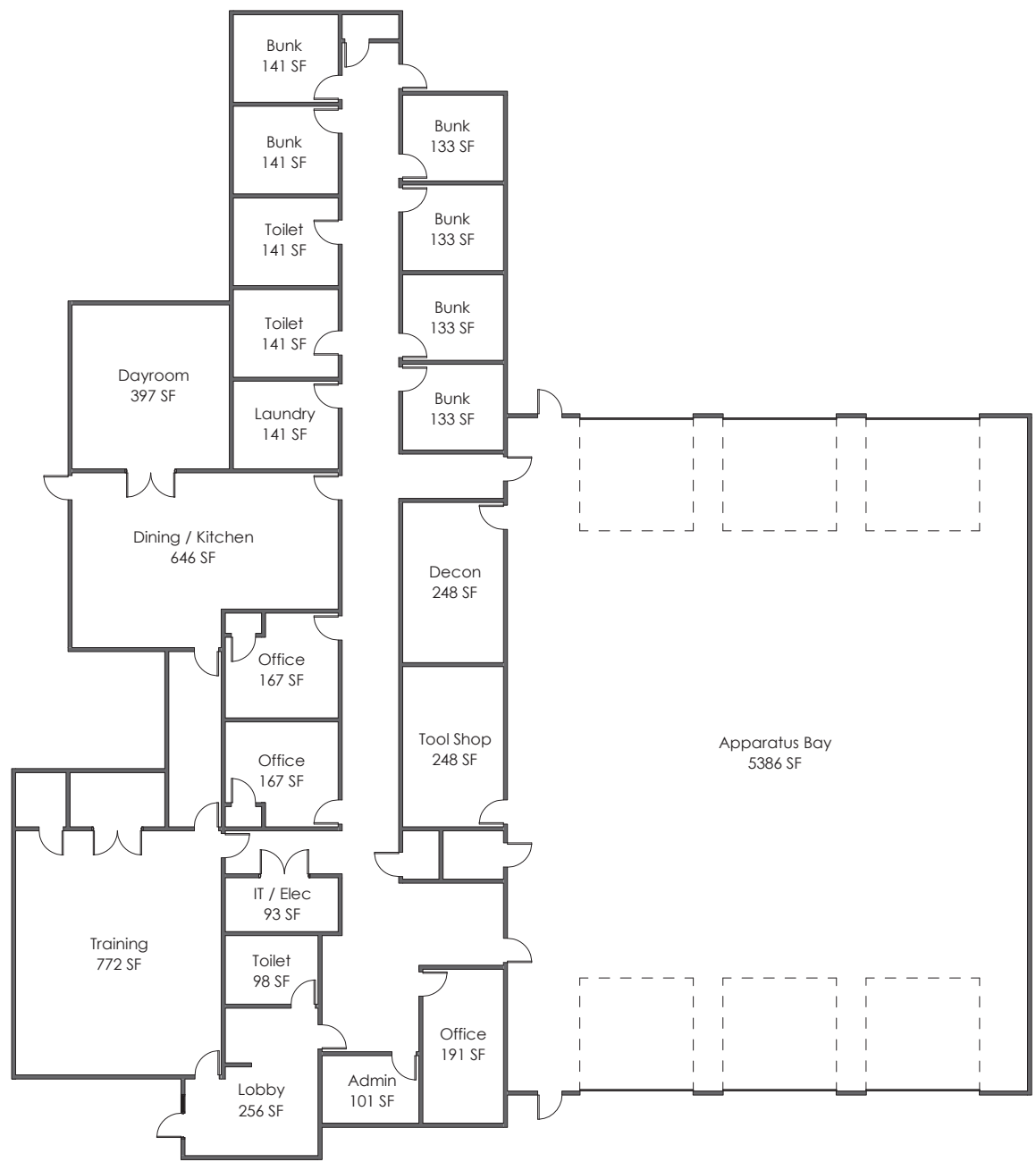
The Fire Department currently meets all accessible building codes.

### Space Deficiencies

The Fire Department site is currently sufficient; however, the site is insufficient for any future staff additions.



# BUILDING PLANS



Note: all spacial calculations are professional estimates.



# BUILDING PHOTOGRAPHS

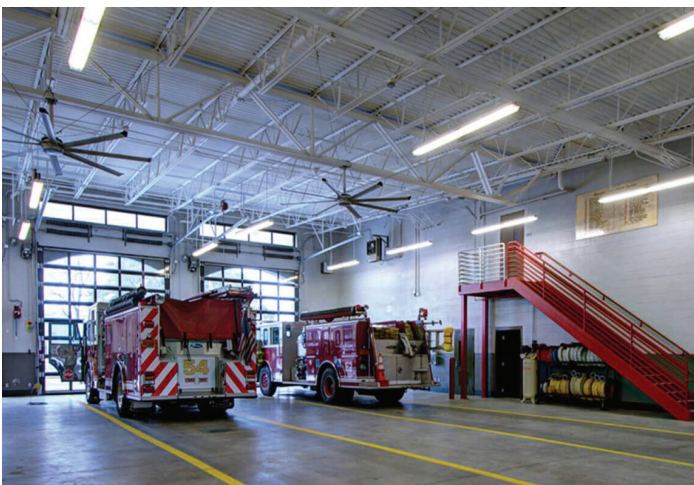
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Fire Department



Apparatus Bays - Rear Entrance



Apparatus Bay



Administration Desks



Break Room and Kitchen



Break Room and Kitchen



# BUILDING PHOTOGRAPHS



Firefighting Equipment



Apparatus Bay



Training Room



Bunk Room



Day Room



Showers

4. Fire Department



# 5. PUBLIC WORKS

## Overview

Located in Mid-Town adjacent to the Pine Street WTP and down the street from the new Fire Department, the Public Works site is fairly accessible to the town, and borders Randolph Johnson Memorial Park. The Public Works site is home to the largest water tower in Beaufort.

The Public Works site includes an office building, a large maintenance repair shop, several insulated storage sheds, and large plots of land for various storage including vehicles, site infills, refuse disposal, and more. Most of these buildings, although functional, lack proper accessibility, storage, and security.

As this site is an ideal, walkable location for the town, Oakley Collier Architects foresees this space as best used for a new Town Hall or Fire Department. The Public Works campus may be best suited for one of the proposed sites in Section Three of this study.



### Address:

412 Hedrick St, Beaufort, NC 28516

### Year Constructed:

1977 (Main Office);  
1984 (Maintenance Shop)

### Age of Facility:

46 Years (Main Office);  
39 Years (Maintenance Shop)

### Square Footage:

1,152 SF (Main Office);  
5,376 SF (Maintenance Shop)



# PUBLIC WORKS

Public Works: Mark Eakes, Manager  
Total Staff: 13

## Department Summary:

The **Public Works (PW) Department** is responsible for construction, maintenance, and repair of public streets & sidewalks, grounds and right-of-way upkeep, facilities maintenance, solid waste management, storm water management, and fleet maintenance.

## Needs / Deficiencies / Daily Operations:

### Public Access:

- The **Public Works site contains multiple buildings** dedicated to multiple uses such as Public Works administration, fleet maintenance, facilities maintenance/wood shop, sign storage, and general town storage.
- **Access for the general public to Public Works is not critical** to the daily operations of this position. Most of the interaction of this department is with other departments and town staff. The occasional vendor or sales representative meets on site with staff, typically by appointment.

### Site / Buildings / Workspaces:

#### Public Works Office Building

- The Public Works site is **completely open to the public** once the gate is open for the day. Currently, the existing parking is located as 'pull-in' directly from the street and does not have enough spaces available for employees. If employees are on site, there is no available parking for visitors. To control access to the site, the department would **need a card activated gate and a separate parking lot for visitors** (outside the gate), with a dedicated employee parking area inside the gate.
- **The Public Works Main Office lacks a visible entrance for visitors.**
- Office spaces contained in this building include a **Supervisor's office and a Field Supervisor's office.** The Supervisor's office is located directly adjacent to the main entry to the building, which can be disruptive when visitors come to the building.
- Once in the building, **visitors have full access** to the building. A small, controlled access vestibule with a window to see who is coming in is ideal for safety.
- **This office space is the 'hub' for all PW staff**, as the group gathers in the employee break space for a daily check-in/team meeting before receiving direction on the assigned tasks for the day. PW staff returns mid-day and also at end-of-day to complete required reporting of tasks accomplished.
- The **break space is a typical kitchen style set up**, with a large dining table and kitchen cabinetry.
- The building also contains staff toilets (with a shower only in the men's toilet).
- **Using the break area for team meetings is not sufficient for all of the necessary functions needed in PW.** The staff is required to have regular safety meetings, as well as complete training modules (electronically) and review plans.
- **Plan review and storage is in a separate room** located off the break area.
- The ideal set up would be to have **staff break areas (with toilets/lockers/shower facilities) separate from a training room** where the daily check-ins, team meetings, and required training could be completed in a setting that supports the staff needs, including staff touchdown areas with computer stations are important in this space.
- **Plan review and storage should remain in a separate room** in the building, with access to staff.



# PUBLIC WORKS<sub>CONT.</sub>

## Needs / Deficiencies / Daily Operations (Continued):

### Site / Buildings / Workspaces (Continued):

#### Fleet Maintenance Building

- **Fleet Maintenance is the work zone for all Town vehicle repair, equipment storage and maintenance.**
- The existing building has a **center drive through aisle**, with single work/storage bays to each side.
- The work bays are set up for different functions, including (2/3) for vehicle maintenance, (1) tire storage, (2/3) for lawn maintenance equipment, forklift(s), golf carts, generators, and (2 bays for paint / welding operations.
- Enclosed storage areas for tools, and a supervisor's office are also located in the existing bay area.
- An ice machine and washer/dryer units are stored in the open bay areas.
- Overall, **the fleet maintenance garage lacks required life safety/code required components**, such as adequate egress, fire suppression systems, appropriate storage for combustible materials, and toilet facilities.
- The **facility is not large enough to handle all of the purposes** it is used for. There is not enough room for all of the equipment that is stored within, and **work zones are inadequate** because of the lack of space. Safety is a concern within the working spaces.
- The existing structure is comprised of exposed wood trusses supported by steel pipe columns and beams; combustible exterior walls; a concrete slab and a metal roof. There is no fire sprinkler in the facility (which would be required if this building were designed/constructed today), and the building has no heating or ventilation (other than opening the overhead doors), which **creates unsuitable employee working conditions** for summer/winter months.
- While there is a vehicle lift mechanism in the space for providing maintenance & repairs, it is limited to small vehicles only - **the building structure is too low for providing repairs** to all vehicles.
- The building is approaching a 40-year lifespan, and **signs of deterioration show** in many building components, including exterior skin, translucent panels, doors/hardware, and interior finishes. It appears that the roof was replaced in recent years; however, signs of former damage is evident and has shortened the life span of the building.
- Overall, **this facility is not suitable for the needs of the Public Works department** and does not support the requirements for modern-day fleet maintenance / public works facilities.
- **This facility should be replaced.**



# PUBLIC WORKS<sub>CONT.</sub>

## Needs / Deficiencies / Daily Operations (Continued):

### Site / Buildings / Workspaces (Continued):

#### Storage and Wood Shop Buildings

- The Storage and Wood Shop buildings are adjacent & connected to the Fleet Maintenance garage, with access to Storage through a small connector that is also used as a paint storage area.
- The **Storage Building is a very old pre-engineered metal building** with no insulation for walls or roof. The **existing metal structure shows signs of deterioration** and the translucent roof panels are completely covered with dirt and grime, obscuring any light intended.
- This **paint storage space is inadequate for the amount stored**, with large (5-gallon) buckets stored on the floor due to lack of space on shelved. As these items are considered to be flammable, they should be **housed in a protected area** that meets requirements for safe storage.
- The storage area is used to house traffic cones and large/bulky items such as wheelbarrows, pavement marking equipment, town decorations, fence panels, tables, chairs, plywood, lumber, etc.
- There are workbench areas, but they are not usable due to the full space utilized for storage. There is **no access available to the workbenches**.
- Overall, **this storage facility is deficient in size** for the items stored and in poor condition for any future use. It **should be replaced with a building of adequate size and construction**.
- The **Wood Shop is a pre-engineered metal building** (newer than the Storage building) that is adjacent to the Vehicle garage, but not connected.
- The Wood Shop houses equipment used for maintaining and repairing the Town's facilities, and has a roll-up door and personnel door for access.
- Additional, smaller buildings are located on site to house various items such as building materials, lawn maintenance equipment, etc. These **storage buildings are in very poor condition, and should be replaced with new building(s) of sufficient size to house all necessary items**.

#### Other Items:

- **Recycling:** The recycling process is handled on site by town employees who pick up debris and bring to the site for disposal. When the gate is opened, sometimes the public comes on site to bring trash/recycling. A controlled access gate should be installed to control the public from entering the site.
- **Water Tower:** There is an existing water tower located in the rear of the property that is and will remain active for the Town. Currently, it causes the site circulation to be less efficient because all vehicles must navigate around it. Since the tower cannot be moved, it is recommended to relocate public works to another site of sufficient size to accommodate all functions.
- **Vehicle Storage:** Current and surplus vehicles are scattered around the site in several different areas. These vehicles serve different functions for public works, including garbage pick-up, equipment trucks (dump, trailers, etc), and surplus storage (to be discarded). Separate storage for the difference functions works well, however, the scattered nature of the existing site can impeded circulation on site.

#### Growth:

- As the existing public works site/facilities **are inadequate in all ways**, a new Public Works Facility should be constructed on a new site that is of sufficient size to accommodate all required functions and all future growth.



# BUILDING LOCATIONS

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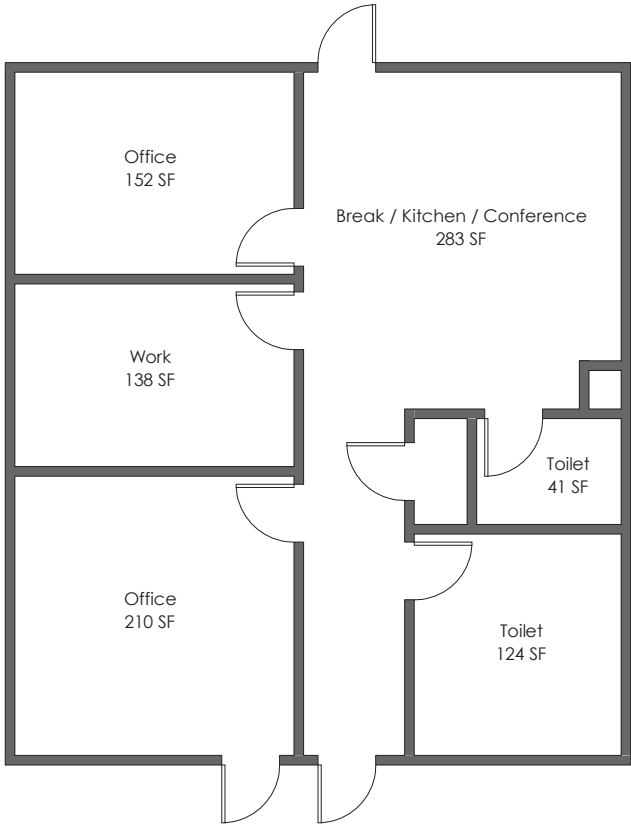


## Building and Site Notes

See pages above.



# BUILDING PLAN (OFFICE)



5. Public Works

Scale: 1:10



Note: all spacial calculations are professional estimates.



# BUILDING PHOTOGRAPHS



Public Entrance



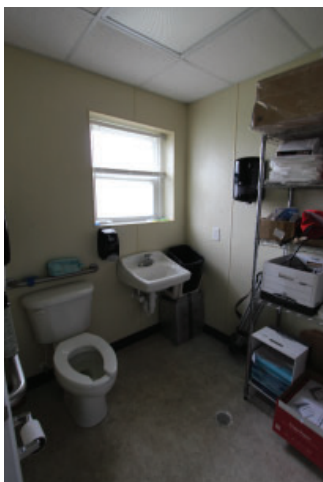
Office Conference and Kitchen



Office Space



Office Restrooms



Additional Storage in Restrooms



Enter Info



# BUILDING PHOTOGRAPHS



Maintenance Shop



Weathering on Maintenance Shop



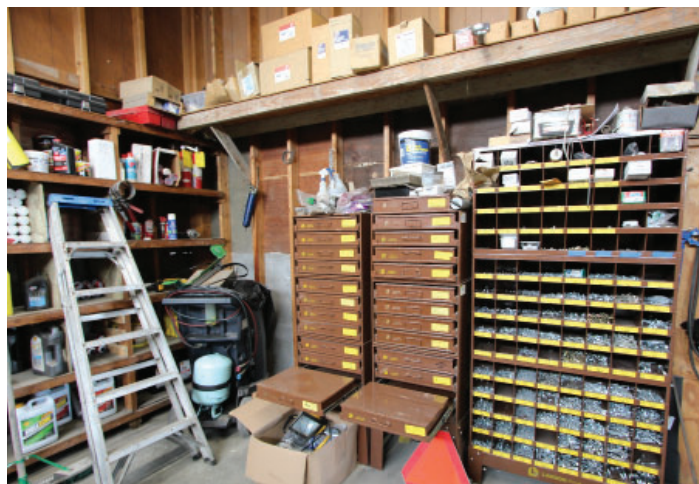
Shop Interior



Maintenance Vehicles



Insulation Conditions



Tool Storage



# BUILDING PHOTOGRAPHS

.....



Entrance to Storage Sheds



Storage Shed



Washer / Dryer



Chair and Table Storage



Various Sheds



Various Sheds



# BUILDING PHOTOGRAPHS



Water Tower



Vehicle Storage and Impound Yard



Dumpster Removal



Trash Receptacles

5. Public Works



Wood Shop



Wood Shop Interior



# 6 A. PUBLIC UTILITIES: WWTP

## Overview

Public Utilities falls under the umbrella of the Public Services Department. It is comprised of three units: Wastewater, Water, and Sewer. The Wastewater and Sewer staff are located on the Wastewater Treatment Plant (WWTP) property, while the Water staff is located off-site at the Pine Street Water Plant (WTP).

Staff at the WWTP are based in two buildings. The Utilities Superintendent and the Wastewater staff are located within the administration and operations building (floor plan located on page 83). The Sewer staff is located in an older and much smaller one-story building directly west of the administration building (floor plan located on page 85). The building once served as the laboratory for the initial and now abandoned treatment system.

The Public Utilities department has 1 Superintendent, 4 Wastewater staff, 3 Sewer staff, and 4 Water staff (off-site).



### Address:

301 Freedom Park Rd, Beaufort, NC 28516

### Year Constructed:

2009

### Age of Facility:

14 Years

### Square Footage:

2,400 SF (Main Office)



# PUBLIC UTILITIES: WWTP

Public Utilities: Donovan Willis, Manager  
Total Staff: 12

## Department Summary:

The **Public Utilities (PU) department** is responsible for construction, maintenance and repair of the water and wastewater treatment plants, water distribution and sewer collection systems.

While this group was **not part of the original scope of services** to review, the team did meet with the PU Manager to view the site for potential use in other departmental expansions. A brief summary of that site visit is contained below; however, an extensive review was not conducted for Public Utilities group.

Public Utilities falls under the umbrella of Public Services Department and is comprised of three (3) units: Wastewater, Water, and Sewer. The Water staff is located off-site at the Pine Street Water Plant (WTP) while the Wastewater and Sewer staff are located on the wastewater treatment plant (WWTP) property.

## Needs / Deficiencies / Daily Operations:

### WWTP Site:

- Staff at WWTP are based in two buildings. The Utilities Superintendent and the Wastewater staff are located in the administration and operations building, constructed in 2009 (floor plan on page 83). This facility is in good condition and has accommodated the basic functions of the staff housed there.
- The Sewer staff are located in an older and much smaller one-story building adjacent to the operations building. This building once served as the laboratory for the initial and now-abandoned treatment system.
- An existing area on the site has already been designated as for future expansion/upgrade of wastewater treatment processing.
- The town owns an adjacent piece of property that may be considered for future expansion of any additional, new facilities required.

### WWTP Notes:

- The Assistant Town Engineer is located in the Operations building in a former conference room, primarily because there is no available space at the Town Hall to house this position. It is recommended to relocate the assistant engineer to be with the Town Hall staff. This would also place a conference space back into the Operations building.
- It is also recommended to construct a small addition to the existing operations building to house the sewer staff that are currently located in the older brick building.
- Anticipated growth in the department should also be considered in determining the size of any new addition. Based on the discussions with WWTP Manager, expected immediate growth includes (1) additional position to the Sewer staff, with the anticipation of more in the future.
- An existing pre-engineered metal building located on this site houses equipment used by this department. The building has two (2) single bays for storing equipment & vehicles, as well as a space for additional workspace and parts storage. Currently, there are more vehicles & equipment that space available to store them in a protected space.
- **It is recommended that a two-bay space be added to the existing vehicle storage building**, and that the current space, including the mezzanine, be reallocated to accommodate the needs of this group.

These notes are continued on page 89 in the WTP section of Public Utilities.



# BUILDING LOCATION: WWTP



## **Building and Site Notes**

### **Parking**

There is adequate parking on-site for any business or utility vehicles.

### **Emergency Capabilities**

Approximately half of the site (north half) is in a 0.2% annual flood chance hazard area. The main office is not included in this hazard.

### **Security**

The site is surrounded by a chain link fence and has an entrance at the main entrance and utility garage.

### **Accessibility**

The site meets ADA accessibility requirements.

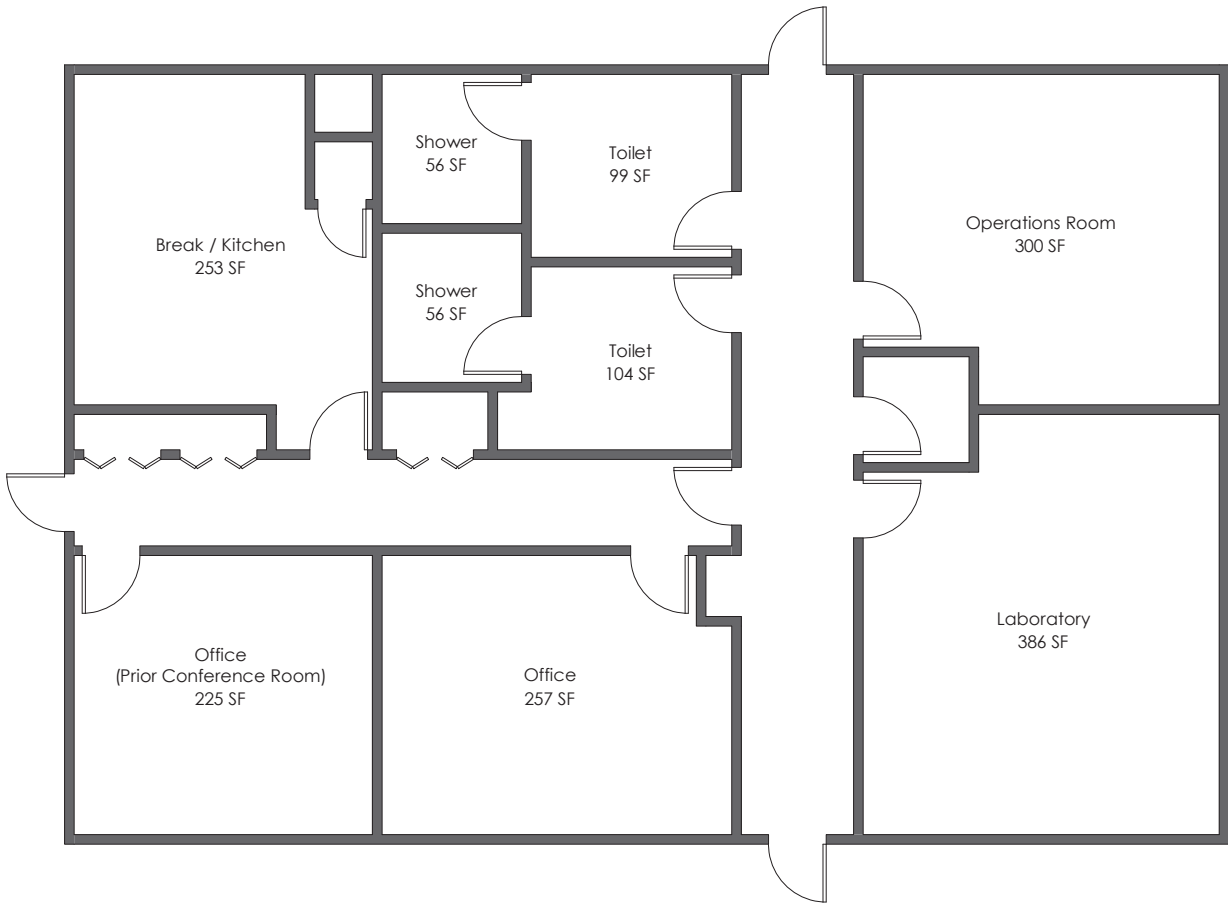
### **Space Deficiencies**

There is sufficient space on this site for an expansion of both the administration and operations building and the vehicle storage garage (see recommendation option #5). However, if a separate Parts Storage facility is preferred, it may be necessary to utilize space on the adjacent town-owned lot for storage, as well as any future growth of the department.



# BUILDING PLANS: WWTP

## Administration and Operations Building



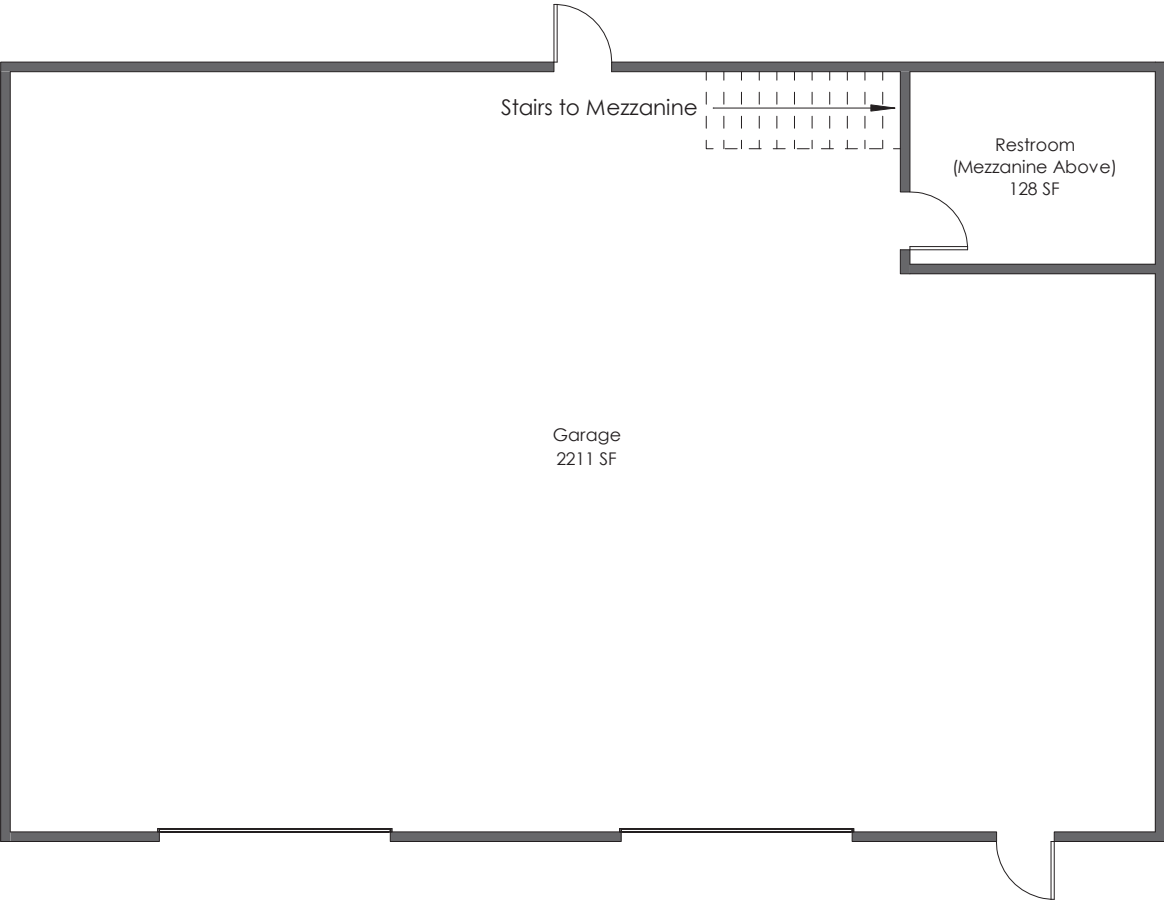
6. Public Utilities

Note: all spacial calculations are professional estimates.



# BUILDING PLANS: WWTP

## Vehicle Garage



Scale: 1:10

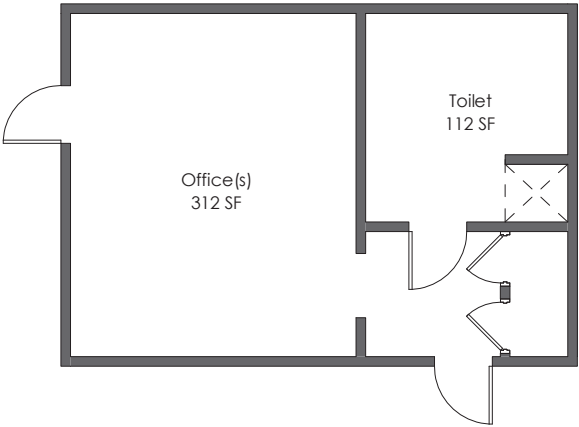


Note: all spacial calculations are professional estimates.



# BUILDING PLANS: WWTP

## Sewer Staff Office



Scale: 1:10



Note: all spacial calculations are professional estimates.



# BUILDING PHOTOGRAPHS: WWTP



Public Utilities Office Main Entrance



Assistant Town Engineer Office  
(Prior Conference Room)



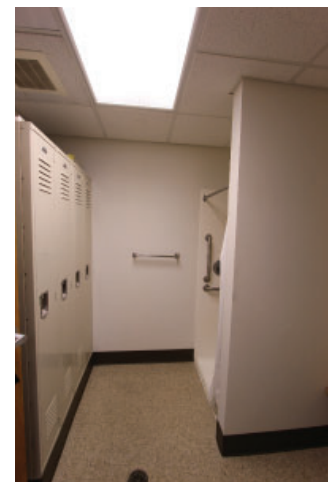
Break Room



Laboratory



Shared Offices



Lab Equipment and Showers



# BUILDING PHOTOGRAPHS: WWTP



Sewer Staff Office



Abandoned Treatment Headworks



Town-Owned Vehicles



Vehicle Storage Garage Interior



Sludge Dewatering and Storage



Sludge Storage



## 6B. PUBLIC UTILITIES: WTP

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### Overview

The Town of Beaufort operates two water treatment plants, one of them being the Pine Street Water Treatment Plant (WTP). The main building of the Pine Street facility includes area for storage, softeners, and an operation center/laboratory. This building is 122 years old, built with now-outdated brick and construction techniques.

In 2017, a preliminary structural assessment was conducted of the main building, the adjacent well building, and the High Service Pump/Chemical Feed Building. The assessment highlighted a number of evident deficiencies at all three buildings. Although the Town implemented a degree remedy for these deficiencies, the buildings are old and have exceeded their useful service life. Likewise, most of the water treatment plant equipment is operating beyond its useful service life.

It is Oakley Collier Architects' understanding the Town has existing plans for a new Water Treatment Plant.



#### Address:

910 Pine Street, Beaufort, NC  
28516

#### Year Constructed:

1901

#### Age of Facility:

122 Years

#### Square Footage:

4,248 SF (Main Office)



# PUBLIC UTILITIES: WTP

Public Utilities: Donovan Willis, Manager  
Total Staff: 12

## Needs / Deficiencies / Daily Operations (Continued from page 81):

### Pine Street WTP Site:

- The Town of Beaufort operates two (2) water treatment plants, with one of them being the Pine Street Water Treatment Plant (WTP). The main building is a brick building of over 100 years old.
- In 2017, a Preliminary Structural Assessment was conducted for the main building, the adjacent well building and the high service pump/chemical feed building. The assessment highlighted a number of evident deficiencies at all three (3) buildings. While the Town did implement a degree of remedy for these deficiencies, the buildings are very old and have exceeded their useful life expectancy.
- Likewise, most of the water treatment plant equipment is operating beyond their useful service lives.

### Security:

- The rear of the WTP, the well building, and the high service pump/chemical feed building are located within a fenced area. The gates into the area remain open during the business day and are locked otherwise.
- The WTP includes a garage door access outside of the fenced area (along Hedrick Street) as well as a double door personnel entry on the Pine Street side of the building.
- Additionally, there are three (3) windows along the Pine Street side that do not include break-in countermeasures.
- These existing conditions need to be upgraded to prevent intrusion and potential vandalism to the buildings and/or systems. This facility is a critical infrastructure facility for the Town.

### Other Items:

- The Pine Street WTP buildings, well, and water treatment equipment are operating beyond the service lives typically assigned to such infrastructure. Additionally, the building was never intended to be the base of operations for the current Water staff and would not support any expected growth in staff, which is likely as Beaufort continues to grow.
- A single operations room is overrun with equipment that was not planned for when the facility was built; nor was the need to accommodate workstations for four (4) water staff envisioned or planned for in the design of the building.
- An office that was formerly used by the supervisor is now utilized for storage of old historic plans and other miscellaneous items.
- A new Water Treatment facility has been forecasted in the Town's Capital Improvements Plan, and some initial design work has been completed by Rivers Associates. It is recommended that additional space be added to the program to accommodate the current water staff, along with any expected growth needed.



# BUILDING LOCATION: WTP



## Building and Site Notes

### Parking

Staff and public may park on the street or across the street at Public Works.

### Emergency Capabilities

The current Water Department is located on high ground and does not reside in any flood zones per Carteret County GIS data.

### Security

The rear side of the WTP, as well as the Well building and the High Service Pump/Chemical Feed building, are located within a fenced area. The gates into the area remain open during the business day and are locked otherwise. The WTP includes garage door access outside of the fenced area along Hedrick Street, as well as a double door personnel entrance at the Pine Street side of the building with a door handle lock. There are three windows along the Pine Street side that do not include break-in countermeasures. **Such arrangement is not sufficient for this critical facility.**

### Accessibility

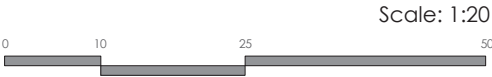
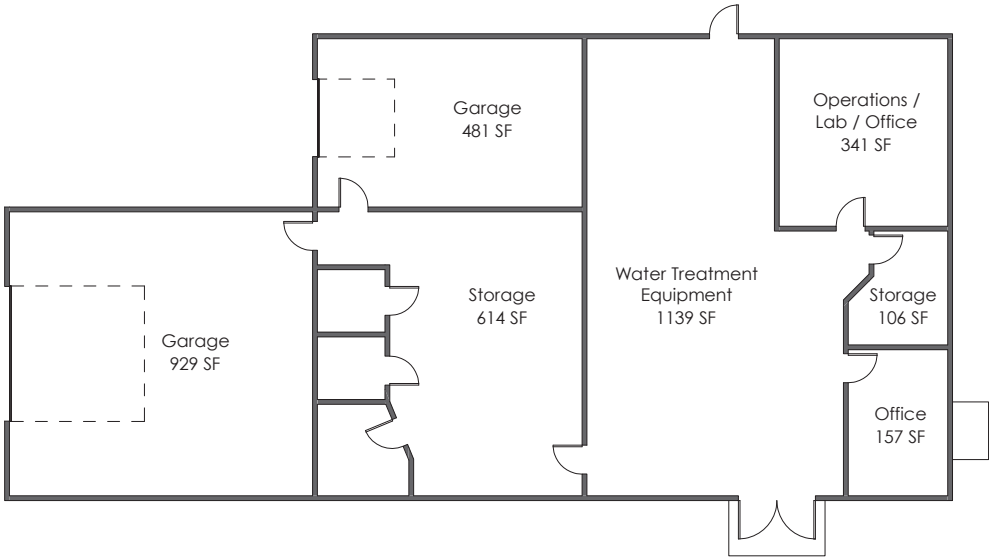
This site is not accessible.

### Space Deficiencies

The water department maintains a daily flow of potable water to consumers in Beaufort, NC. The building is old, and it may no longer be cost-effective to continue to renovate this facility. The Water Department and main water lines may need replacing to ensure continual quality deliveries to Beaufort citizens.



# BUILDING PLANS: WTP



Note: all spacial calculations are professional estimates.



# BUILDING PHOTOGRAPHS: WTP



Front Entrance



Parking Conditions



Interior Conditions: Water Treatment Area



Office Conditions: Office Entrance on Right and Operation/Lab Entrance on Left



Operations / Lab / Office



Water Treatment Area & Misc. Storage



# BUILDING PHOTOGRAPHS: WTP



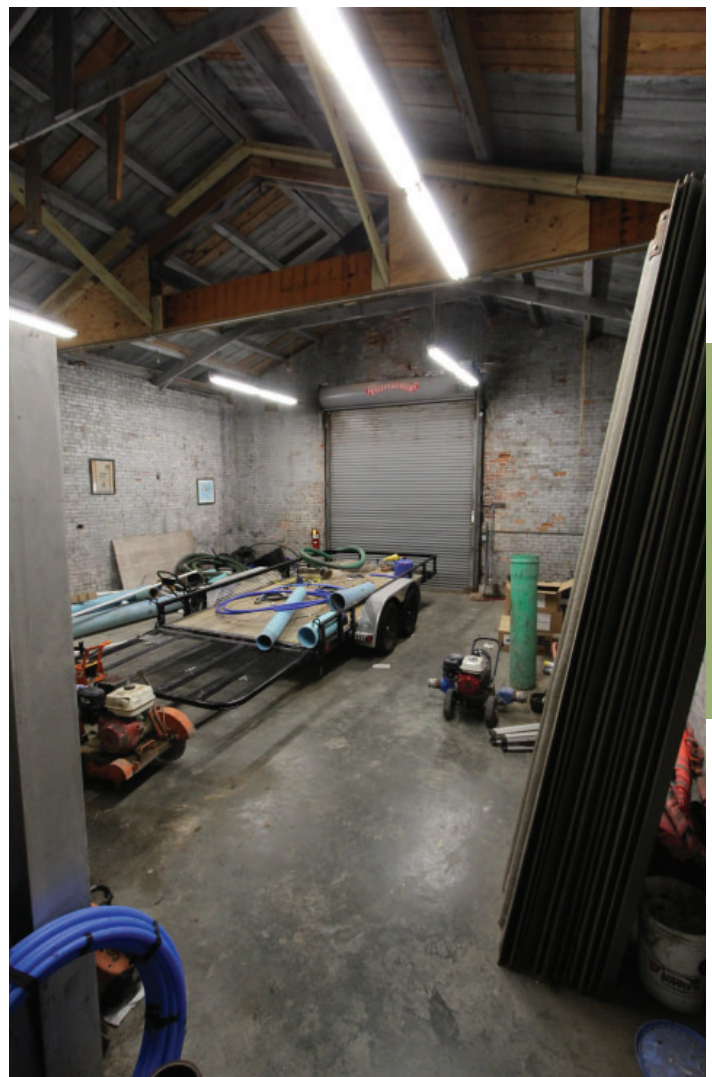
Office Space Storage



Office Space Storage



Garage Storage



Garage Storage



Interior Conditions



6. Public Utilities





## SECTION THREE: NEEDS, COSTS & OPTIONS



# NEEDS, COSTS & OPTIONS

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# RECOMMENDATIONS

## Oakley Collier Architects' Recommendation

After an extensive review of the existing Town facilities, Oakley Collier Architects recommends the construction of a new Town Hall, a new Police Department, a new Public Works campus, new spaces for the WWTP Sewer Staff of Public Utilities, and a new WTP facility. After discussing programmatic needs with key town staff, researching future growth potential and analyzing current building conditions, OCA concludes that the above listed Town buildings fail to adequately meet the current and future needs of the Town. Each department has outgrown the programmatic space of their facilities, fails to meet current accessibility building codes, lacks space for efficient use, is not located in an emergency-safe location, and is not able to fully serve the staff and the townspeople as it may have when it was first constructed or occupied.

The next step to attaining efficient town facilities is to determine:

- (1) What size facilities would be adequate for an efficient workflow, productive work, and future growth?
- (2) What sites may be viable options for new town facilities, if the existing sites are not to be used?

These next sections detail professional estimates of necessary spacial requirements and identify potentially beneficial sites in Beaufort that may be able to host new facilities.



# PROJECTED PROGRAM NEEDS

## What are projected program needs?

Projected program needs are lists of anticipated square footage requirements needed to adequately meet the existing and future needs of a determined group of people. After speaking with key staff of the Town of Beaufort, Oakley Collier Architects has compiled a list of projected square footage needs for each department below. The departments are divided into buildings as follows:

- (1) Town Hall.....p. 98
  - Manager / Clerk / HR / Public Information Officer
  - Public Services Administration / Engineering
  - Finance / Parking
  - Planning / Zoning / Inspections
- (2) Police Department.....p. 102
- (3) Fire Department (Plan and Cost Estimate Only - No Program) .....p. 106
- (4) Public Works .....p. 108
  - Administration
  - Fleet Maintenance
  - Grounds Maintenance
  - Facility Maintenance
- (5) Public Utilities (Additions Suggestion - No Program) .....p. 112

These projected needs are based on OCA's professional experience and discussed needs and future growth with each department. OCA projects these needs to be sufficient for the Town for the foreseeable future.

Included in each section is an estimate of construction costs and a sample plan from similar projects OCA has designed in the past. Please note that none of these cost estimates include land acquisition costs.



# TOWN HALL PROGRAM

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
<i>Public Access Spaces</i>				3,780	
Public Lobby	1	700	700		Controlled access; window to reception
Public Toilets	2	200	400		Locate in Lobby; Access to Training
Large Meeting Room	1	2000	2000		Town Council Chambers/seating for 100
Conference Room	1	500	500		Also used for Closed Session / Boards mtgs
Mayor/Council Office	1	180	180		Public access
<i>Manager/Clerk/HR</i>				2,260	
Admin / Reception	1	140	140		Adjacent to Lobby w/window
Town Manager	1	240	240		Includes 4-seat conference table
Town Clerk	1	200	200		Includes 4-seat conference table
Deputy Clerk	1	140	140		
Secure File Storage	2	140	280		Fire-rated / secure
Work / Copy	1	100	100		Copier / Office Supply Storage
Human Resources	1	180	180		Includes 4-seat conference table
Interview Room	1	140	140		conference /computer kiosks
Staff Meeting Room	1	400	400		20-seat meeting space / HR Training
PIO/Parks/Events	1	180	180		includes 4-seat conference table
Future Office	1	140	140		
General Storage	1	120	120		
<i>Engineering</i>				800	
Town Engineer	1	200	200		Includes Plan review space
Asst Town Engineer	1	140	140		Includes Plan review space
Eng. Plan/File Storage	1	200	200		includes printer/plotter & layout space
Future Office	1	140	140		
File Storage	1	120	120		
<i>Finance</i>				1,400	
Finance Director	1	200	200		Includes 4-seat conference table
Payroll Supervisor	1	140	140		
AR/AP staff	3	120	360		shared / open work stations
Drive-Thru Office	1	120	120		
Work / Copy	1	100	100		Copier / Office Supply Storage / Shared
Secure File Storage	1	120	120		
Records	1	140	140		Seasonal Staff Parking Space(s)
Vault	1	100	100		
Miscellaneous Storage	1	120	120		



# TOWN HALL PROGRAM

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
<i>Planning/Zoning/Inspections</i>				1,510	
Planning Director	1	200	200		Includes Plan review space
Planners	2	140	280		Includes Plan review space
Inspectors	2	140	280		shared / open work stations w/flat files
Administrative Asst	1	120	120		
Future Office	1	140	140		(1) is Code Enforcement
Work / Copy	1	100	100		Copier / Office Supply Storage / Shared
Plan / File Storage	1	150	150		includes plotter & plan review space
Secure File Storage	1	120	120		Fire-rated / Board Minutes
Miscellaneous Storage	1	120	120		bulk items/general dept storage
<i>Building Support Spaces</i>				1,050	
Kitchen/Break Room	1	200	200		also supports for Training/Large Mtg
General Storage	1	200	200		General Building Storage
Chair & Table Storage	1	200	200		
Custodian	1	80	80		Supplies & cart storage
HVAC Equipment	1	100	100		
IT Closet	1	50	50		Dedicated space
Future IT Manager	1	140	140		
Electrical / Mech	1	80	80		
<b>Total Net SF Required</b>				<b>10,800</b>	
<b>Core Factor</b>		30%		3,240	Circulation, walls, etc...
<b>Total Gross SF Required</b>				<b>14,040</b>	



# TOWN HALL FLOOR PLAN

Note: This plan is an **diagrammatic example only** of how a new Beaufort Town Hall may be organized. All building layouts are subject to change pending the site, surroundings, groundwork, owner feedback, and approved budget. Schematic layouts, titles of spaces, and details about space usage are all elements of a Schematic Design Phase. Working drawings are to be professionally drawn for each individual project at the commencement of design.





# TOWN HALL PROJECTED COSTS

## PROJECT BUDGET ESTIMATE - BUDGET PLANNING ONLY

Beaufort Facility Study

Beaufort Study - Town Hall

March 2023

NEW CONSTRUCTION



Town Hall New Construction (14,040 sf)**					
1	Building Demo/New Construction	14,040	SF	\$450.00	\$6,318,000.00
	Site Work*	1	LS	\$800,000.00	\$800,000.00
	<b>SUBTOTAL</b>				<b>\$7,118,000.00</b>
2	Other (Potential)Project Costs:				
	Geotech. & Topographical Survey*	1	LS	\$22,000.00	\$22,000.00
	Misc Permits, Fee, Bidding	1	LS	\$25,000.00	\$25,000.00
	<b>SUBTOTAL</b>				<b>\$47,000.00</b>
3	Architectural + Engineering Fees:	10%		Construction costs	\$711,800.00
	<b>SUBTOTAL</b>				<b>\$711,800.00</b>
4	Furniture, Fixtures, Equipment (FFE)	10%	LS	\$75,000.00	\$711,800.00
	<b>SUBTOTAL</b>				<b>\$711,800.00</b>
5	Construction Contingency	3%	LS	Construction costs	\$213,540.00
	<b>SUBTOTAL</b>				<b>\$213,540.00</b>
<b>Total</b>					<b>\$8,802,140.00</b>

\* Assumes 2.0 Acre Lot @ 400k/Acre

Note: This Estimate Does Not Include Land

\*\* Cost or Interest Expense

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions.



# POLICE DEPT. PROGRAM

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
<i>Public Access Spaces</i>				1,260	
Public Lobby	1	120	120		Controlled access; window to reception
Public Toilet	1	60	60		Locate in Lobby; Access to Training
Interview Room	2	140	280		Controlled access from Lobby
Training Room	1	800	800		Classroom seating for 30 w/storage
<i>Administration/Management Spaces</i>				1,780	
Admin / Reception	1	200	200		Adjacent to Lobby w/window
Police Chief Office	1	240	240		Includes 4-seat conference table
Captain Office	1	200	200		Includes 4-seat conference table
Sergeants Office	1	500	500		Shared w/(4) individual workstations
Investigative Comm Office	1	140	140		
Detective Office	1	140	140		
Future Office	1	140	140		
File Storage	1	120	120		
Work / Copy Room	1	100	100		Copier / Office Supply Storage / Shared
<i>Patrol Officer Spaces</i>				1,560	
Patrol Room	1	600	600		Open area with multiple touchdown stations
Patrol Supervisor Office	1	400	400		Shared w/(4) individual workstations
Patrol Work/Copy	1	80	80		
Patrol Toilets/Showers	2	240	480		Includes Male/Female locker area
<i>Department Support Spaces</i>				1,800	
Armory	1	120	120		
Equipment Storage	1	140	140		
Uniform Storage	1	140	140		
Evidence Lockers	1	120	120		
Evidence Prep	1	80	80		
Evidence Storage	1	600	600		
Laundry	1	100	100		
Kitchen/Break Room	1	200	200		also serves as support for Training
Fitness Room	1	300	300		
<i>Secure Spaces</i>				1,200	
Secure Officer Entry	1	80	80		Controlled Access from Staff Parking
Enclosed Sallyport	1	500	500		
Large Evidence Storage	1	200	200		bulk items / controlled access
Interrogation	2	120	240		Video camera recording
Observation Room	1	100	100		1-way glass into interrogation rooms
Secure Toilet	1	80	80		access from Sallyport/Interrogation area



# POLICE DEPT. PROGRAM



Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
<i>Building Support Spaces</i>				655	
General Storage	1	200	200		General Building Storage
Conference Room	1	200	200		Controlled access from Lobby
Custodian	1	25	25		Supplies & cart storage
HVAC Equipment	1	100	100		
Fire Sprinkler Riser	1	50	50		Dedicated space
Electrical/Telecom	1	80	80		
<i>Parking Department</i>				380	
Parking Manager	1	120	120		
Future Office	1	120	120		
Parking Storage	1	140	140		
<i>EOC</i>				1,120	
EOC Toilets	2	110	220		
EOC Bunks	3	120	360		
EOC Conference	2	160	320		
EOC Kitchen	1	220	220		
<b>Total Net SF Required</b>				<b>9,755</b>	
<b>Core Factor</b>		25%		2,439	Circulation, walls, etc...
<b>Total Gross SF Required</b>				<b>12,194</b>	



# POLICE DEPT. FLOOR PLAN

Note: This plan is an ***diagrammatic example only*** of how a new Beaufort Police Department may be organized. All building layouts are subject to change pending the site, surroundings, groundwork, owner feedback, and approved budget. Schematic layouts, titles of spaces, and details about space usage are all elements of a Schematic Design Phase. Working drawings are to be professionally drawn for each individual project at the commencement of design.





# POLICE DEPT. PROJECTED COSTS

## PROJECT BUDGET ESTIMATE - BUDGET PLANNING ONLY

Beaufort Facility Study

Beaufort Study - Police Department

March 2023

NEW CONSTRUCTION



Police Dept. New Construction (12,194 sf)**				
1	Building Demo/New Construction	12,194	SF	\$475.00
	Site Work*	1	LS	\$1,200,000.00
	<b>SUBTOTAL</b>			<b>\$6,992,150.00</b>
2	Other (Potential)Project Costs:			
	Geotech. & Topographical Survey	1	LS	\$33,000.00
	Misc Permits, Fee, Bidding	1	LS	\$25,000.00
	<b>SUBTOTAL</b>			<b>\$58,000.00</b>
3	Architectural + Engineering Fees:	10%	Construction costs	\$699,215.00
	<b>SUBTOTAL</b>			<b>\$699,215.00</b>
4	Furniture, Fixtures, Equipment (FFE)	10%	LS	\$75,000.00
	<b>SUBTOTAL</b>			<b>\$699,215.00</b>
5	Construction Contingency	3%	LS	Construction costs
	<b>SUBTOTAL</b>			<b>\$209,764.50</b>
	<b>Total**</b>			<b>\$8,658,344.50</b>

\* Assumes 3.0 Acre Lot @ 400k/Acre

Note: This Estimate Does Not Include Land

\*\* Cost or Interest Expense

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions.



# FIRE DEPT. FLOOR PLAN

Note: This plan is an ***diagrammatic example only*** of how a Fire Department addition may be organized. All building layouts are subject to change pending the site, surroundings, groundwork, owner feedback, and approved budget. Schematic layouts, titles of spaces, and details about space usage are all elements of a Schematic Design Phase. Working drawings are to be professionally drawn for each individual project at the commencement of design.





# FIRE DEPT. PROJECTED COSTS

## PROJECT BUDGET ESTIMATE - BUDGET PLANNING ONLY

Beaufort Facility Study

Beaufort Study - Fire Department Additions

March 2023

NEW CONSTRUCTION (ADDITION)



Fire Dept. New Addition (EST. 1,000 sf)**					
1	Building Demo/New Construction	1,000	SF	\$650.00	\$650,000.00
	Site Work*	1	LS	\$275,000.00	\$275,000.00
	<b>SUBTOTAL</b>				<b>\$925,000.00</b>
2	Other (Potential)Project Costs:				
	Geotech. & Topographical Survey	1	LS	\$11,000.00	\$11,000.00
	Misc Permits, Fee, Bidding	1	LS	\$25,000.00	\$25,000.00
	<b>SUBTOTAL</b>				<b>\$36,000.00</b>
3	Architectural + Engineering Fees:	10%		Construction Costs	\$92,500.00
	<b>SUBTOTAL</b>				<b>\$92,500.00</b>
4	Furniture, Fixtures, Equipment (FFE)	10%	LS	\$75,000.00	\$92,500.00
	<b>SUBTOTAL</b>				<b>\$92,500.00</b>
5	Construction Contingency	3%	LS	Construction Costs	\$27,750.00
	<b>SUBTOTAL</b>				<b>\$27,750.00</b>
<b>Total**</b>					<b>\$1,173,750.00</b>

\* Assumes 1.0 Acre Lot

Note: This Estimate Does Not Include Land

\*\* Cost or Interest Expense

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions.



# PUBLIC WORKS PROGRAM

\*some areas listed below are exterior spaces and not included in overall square footages

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
<b>Shared Common Spaces</b>				<b>2,080</b>	
Public Lobby / Waiting	1	100	100		Secure / Controlled Entry
Training Room	1	600	600		Seating for 20 total/Daily check-in
Conference Room	1	200	200		
Kitchen/Break Room	1	180	180		lunch seating + kitchen
Staff Toilets	2	200	400		
Staff Locker Rooms/Shower	2	300	600		
<b>Administration</b>				<b>1,000</b>	
Director	1	240	240		Includes 4-seat conference table
Field Supervisor	1	180	180		
Admin/Reception	1	100	100		Window to Lobby
Future Office	1	120	120		
Work / Copy Room	1	120	120		includes supplies
Plan Review/Storage	1	140	140		
General Storage	1	100	100		
<b>Fleet Maintenance</b>				<b>8,660</b>	
Fleet Maint Superintendent	1	140	140		
Fleet Staff Space	1	200	200		
Public Waiting	1	120	120		Town staff waiting
Work Bay	3	1200	3600		(3) Double Bays
Work Bench Space	3	0	0		incl in garage bay SF
Storage Bay	1	1200	1200		(1) Double Bay - stores equipment
Welding Shop	2	200	400		
Paint Booth	1	600	600		
Tire Bay	1	600	600		(1) add'l Double Bay
Parts Storage - Fleet	1	1500	1500		Needs work space for inventory
Tool Storage - Fleet	1	300	300		
Vehicle Storage*	1				Yard Storage
<b>Grounds Maintenance</b>				<b>1,620</b>	
Work Bay/Storage	1	1200	1200		(1) double Bay
Parts Storage - Grounds	1	140	140		small tools, belts, fans, etc.
Supplies Storage (dry - interior)	1	140	140		seed, fertilizer, etc.
Misc. Storage	1	140	140		Yard tools, cones, etc.
Yard Storage (exterior bins)*					Covered, mulch, gravel, etc.



# PUBLIC WORKS PROGRAM

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
<b>Facility Maintenance</b>				<b>4,320</b>	
Facilities Maint Superintendent	1	140	140		
Facilities Staff Space	1	140	140		
Parts Storage Warehouse	1	400	400		spare parts / surplus property
Locksmith/Hardware	1	200	200		Workspace w/material storage
Sign Workshop	1	200	200		Workspace w/material storage
Finishing Shop	1	400	400		Paint/staining/mat'l storage, etc
Wood Shop	1	1500	1500		Equip/Workspace
Wood Shop Materials Storage	1	400	400		
HVAC/Plumbing/Elec Shop	1	400	400		Workspace
Elec/HVAC/Plumbing Storage	1	200	200		Elec/HVAC/Plb Supplies (Internal)
Tool Storage	1	200	200		Hand tools, etc.
Misc. Storage (interior)	1	140	140		
Misc. Storage*	1				Covered, open bays
<b>Building Support Spaces</b>				<b>255</b>	
Custodian	1	25	25		Supplies & cart storage
HVAC Equipment	1	100	100		
Fire Sprinkler Riser	1	50	50		Dedicated space
Electrical/Telecom	1	80	80		
<b>Sanitation &amp; Recycling* (located in Yard Area)</b>					
<b>Total Net SF Required</b>				<b>17,935</b>	
<b>Core Factor</b>		25%		4,484	Circulation, walls, etc...
<b>Total Gross SF Required</b>				<b>22,419</b>	



# PUBLIC WORKS FLOOR PLAN

Note: This plan is an ***diagrammatic example only*** of how a new Beaufort Public Works Building may be organized. All building layouts are subject to change pending the site, surroundings, groundwork, owner feedback, and approved budget. Schematic layouts, titles of spaces, and details about space usage are all elements of a Schematic Design Phase. Working drawings are to be professionally drawn for each individual project at the commencement of design.





# PUBLIC WORKS PROJECTED COSTS

## PROJECT BUDGET ESTIMATE - BUDGET PLANNING ONLY

Beaufort Facility Study

Beaufort Study - Public Works

March 2023

NEW CONSTRUCTION



Public Works New Construction (22,419 sf)**				
1	Building Demo/New Construction	22,419	SF	\$350.00
	Site Work* ***	1	LS	\$1,400,000.00
	<b>SUBTOTAL</b>			<b>\$9,246,650.00</b>
2	Other (Potential)Project Costs:			
	Geotech. & Topographical Survey	1	LS	\$38,500.00
	Misc Permits, Fee, Bidding	1	LS	\$25,000.00
	<b>SUBTOTAL</b>			<b>\$63,500.00</b>
3	Architectural + Engineering Fees:	10%	Construction costs	\$924,665.00
	<b>SUBTOTAL</b>			<b>\$924,665.00</b>
4	Furniture, Fixtures, Equipment (FFE)	10%	LS	\$75,000.00
	<b>SUBTOTAL</b>			<b>\$924,665.00</b>
5	Construction Contingency	3%	LS	Construction costs
	<b>SUBTOTAL</b>			<b>\$277,399.50</b>
	<b>Total**</b>			<b>\$11,436,879.50</b>

\* Assumes 3.5 Acre Lot @ 400k/Acre

Note: This Estimate Does Not Include Land

\*\* Cost or Interest Expense

Note: This estimate does not include site-specific land costs such as site fill or

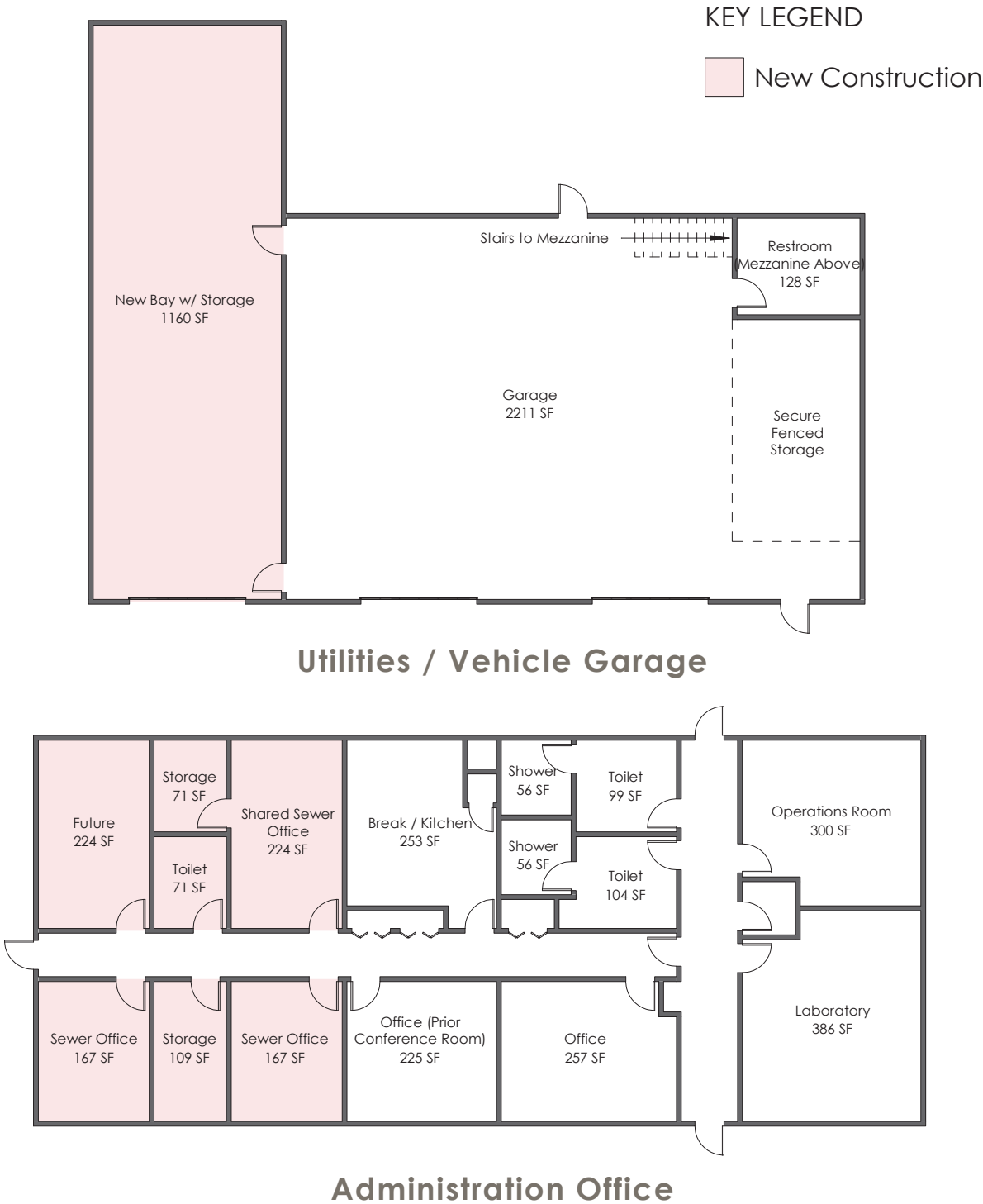
\*\*\* special drainage requirements. See appendix B for more detail on the Pinner's Point property fill requirements and costs.

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions.



# PUBLIC UTILITIES ADDITIONS

Note: This plan is an **diagrammatic example only** of how Public Utility Additions may be organized. All building layouts are subject to change pending the site, surroundings, groundwork, owner feedback, and approved budget. Schematic layouts, titles of spaces, and details about space usage are all elements of a Schematic Design Phase. Working drawings are to be professionally drawn for each individual project at the commencement of design.









# SITE OPTIONS

## Overview of Site Options

Oakley Collier Architects sees many possibilities for the future of Beaufort's facilities, and recommends the town considers the following options for the best path forward. As available properties may or may not come about, this section seeks to provide several suggested routes that the Town may take to improve their current inventory of buildings to better prepare for the future.

### **Site Option 1: Town Hall, Fire Dept. & Police Dept. - Mid-Town Campus**

Option 1 for improving Beaufort's facilities is to build a Town Hall campus on the properties surrounding the existing Fire Department. Please see this section for detail regarding a proposed site plan and proposed property acquisition.

### **Site Option 2: Fire Dept. & Police Dept. - Mid-Town Campus**

Option 2 for improving Beaufort's facilities is to build only a Fire Dept. and Police Dept. campus on the properties surrounding the existing Fire Department. Please see this section for detail regarding a proposed site plan and proposed property acquisition.

### **Site Option 3: Town Hall & Public Works - New Campus**

Option 3 for improving Beaufort's facilities is to build a new Town campus with enough property for plenty of future expansion. Please see this section for a list of recommended properties and overall space projected needs.

### **Site Option 4: Public Works & Water Department - 10.7 Acre Site**

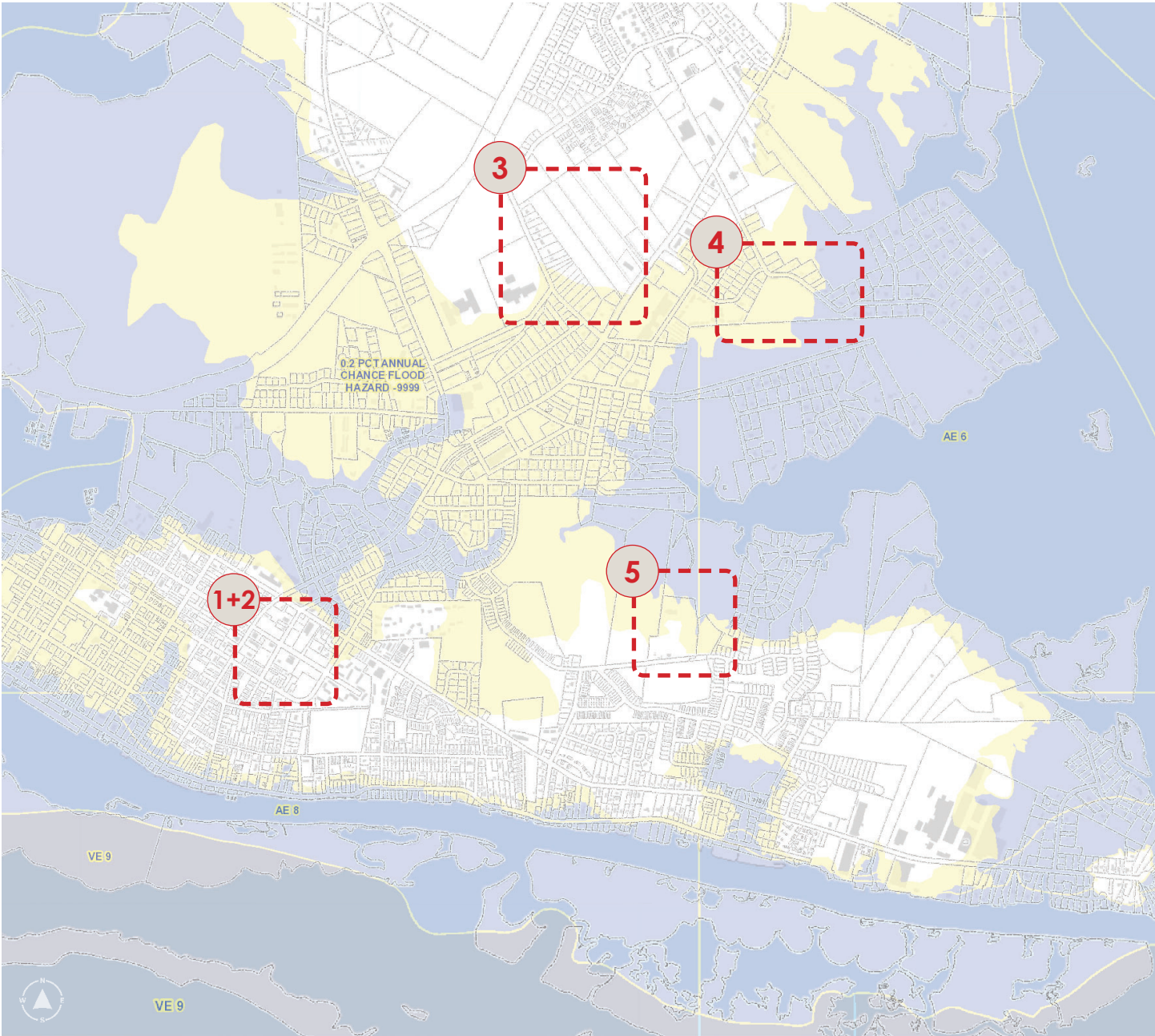
Option 4 is an ideal location for a new Public Works campus, including a new Water Treatment Facility. Please see this section for a list of recommended properties and overall space projected needs.

### **Site Option 5: Existing Public Utilities Site**

Option 5 shows the existing Public Utilities Facilities, which requires very little change. OCA proposes storage addition for the PU department. Please see this section for a list of recommended additions and overall space projected needs.



# SITE OPTIONS & FLOOD MAP



## Legend

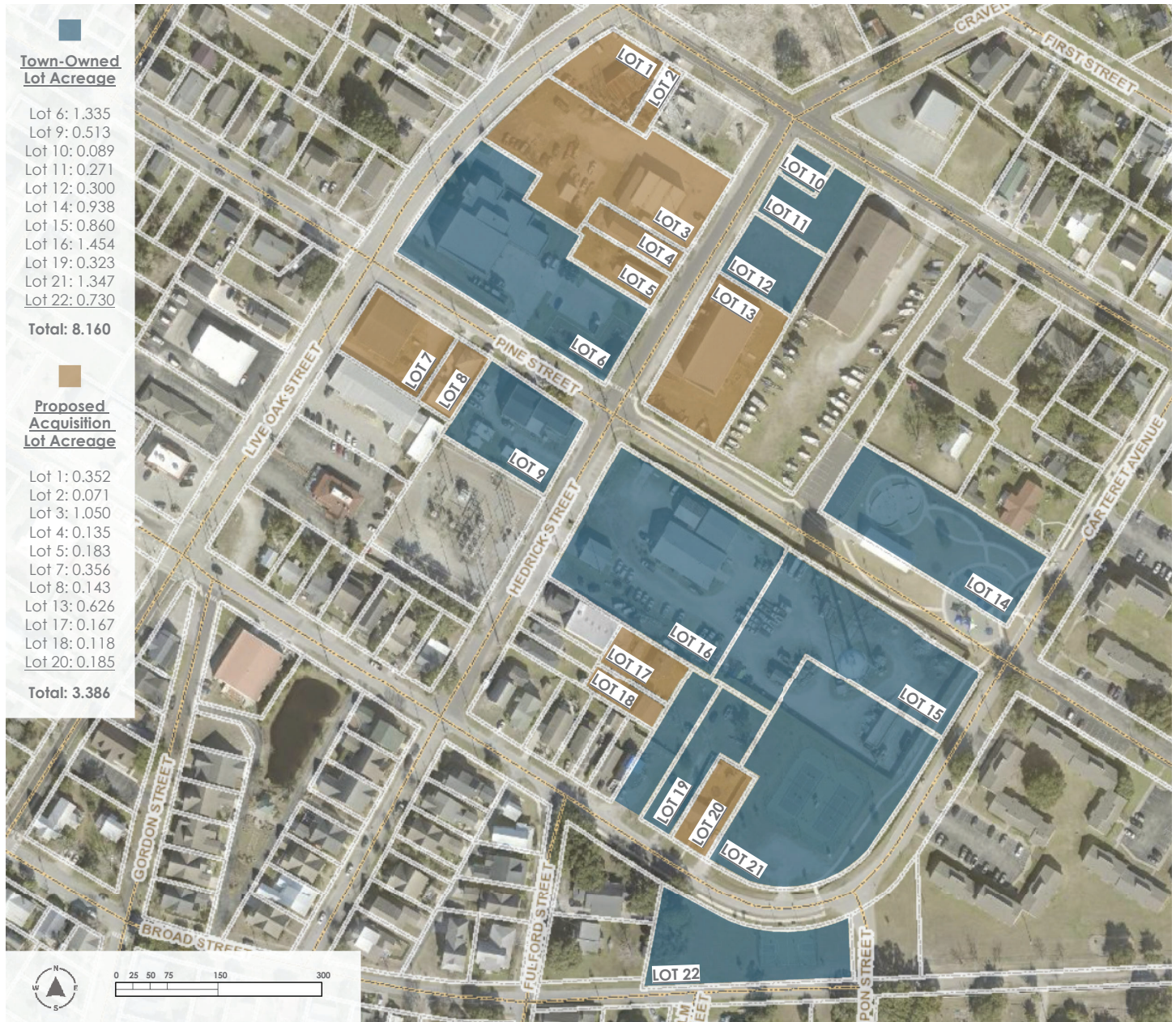
- 1% Annual Chance
- 0.2% Annual Chance

## Map Notes

The site map above shows the locations in which the following options are located relative to the town map, as well as potential floor zones in the city. Effective flood map information comes from Carteret County GIS: <https://arcgweb.carteretcountync.gov/maps/>.



# SITE OPTION 1: EXISTING MAP

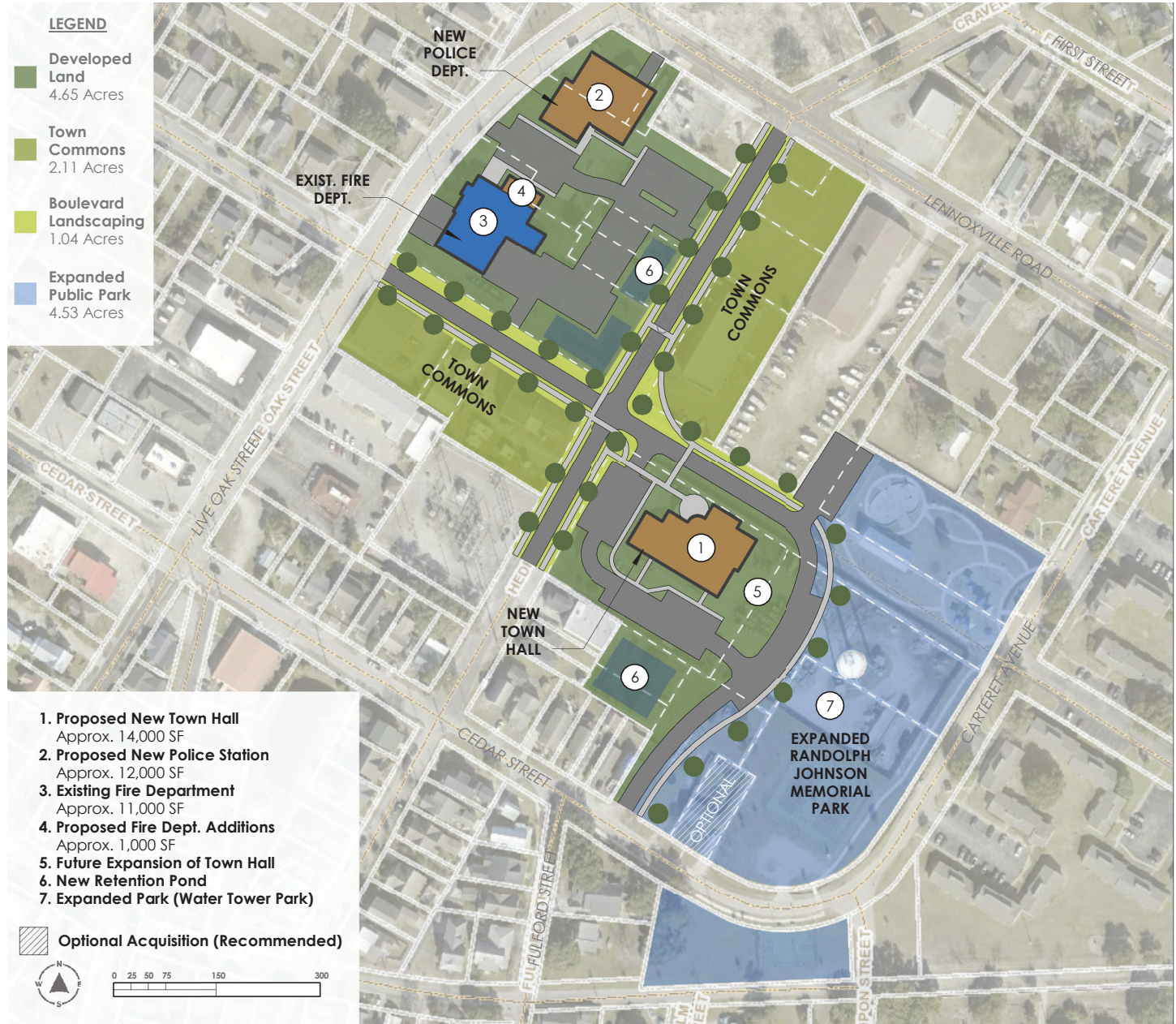


## Acquisition of Property

In order to make Option #1 a viable campus for a Town Hall, Fire Department, and Police Department, the Town of Beaufort would need to pursue the acquisition of the lots listed above for a total of 3.386 acres. These lots are explained in detail on page 92-93.



# SITE OPTION 1: SITE PLAN



## Town Hall + Police Dept. + Fire Dept.

Note: All building sizes are estimates of the projected needs for each individual building. Buildings are to be designed by a licensed professional at the time of project initiation. Parking lots and sites to be designed at this time as well. Please understand the location of the building on the site may change as the project plans are more fully developed in each individual project. These site plans provide suggestions for possible site layouts.

All lot information is taken from Carteret County GIS systems: <https://arcgisweb.carteretcountync.gov/maps/>.



# SITE PLAN NOTES

## Overview

Option 1 is an ideal location for a new Town Hall and Police Department because of its central location to the town. Additionally, this walkable location consolidates the Police Department and Town Hall with the existing Fire Department for a campus-like feel that can come to life with dedicated green space and some town gathering space. The Town owns several properties in this area, and with careful acquisition, plans may be made for a new Town Hall Center, with an adjacent Water Tower Park.

These plans include the demolition of the existing Public Works facilities and the existing Water Department building. They also include the re-purpose of the Public Works lot into a public park.

## Lot Overview

- LOT 1** Ownership: Wright, David Winslow  
Acreage: 0.352
- LOT 2** Ownership: Nancy, Dorothy Bowen  
Acreage: 0.071
- LOT 3** Ownership: Carteret County  
Acreage: 1.05
- LOT 4** Ownership: Beaufort Woodshop LLC  
Acreage: 0.135
- LOT 5** Ownership: Johnson, Stephanie Collins  
Acreage: 0.183
- LOT 6** Ownership: Town of Beaufort  
Acreage: 1.335
- LOT 7** Ownership: BBH Live Oak Street LLC  
Acreage: 0.356
- LOT 8** Ownership: Window Wall & Interior Decor LLC  
Acreage: 0.143

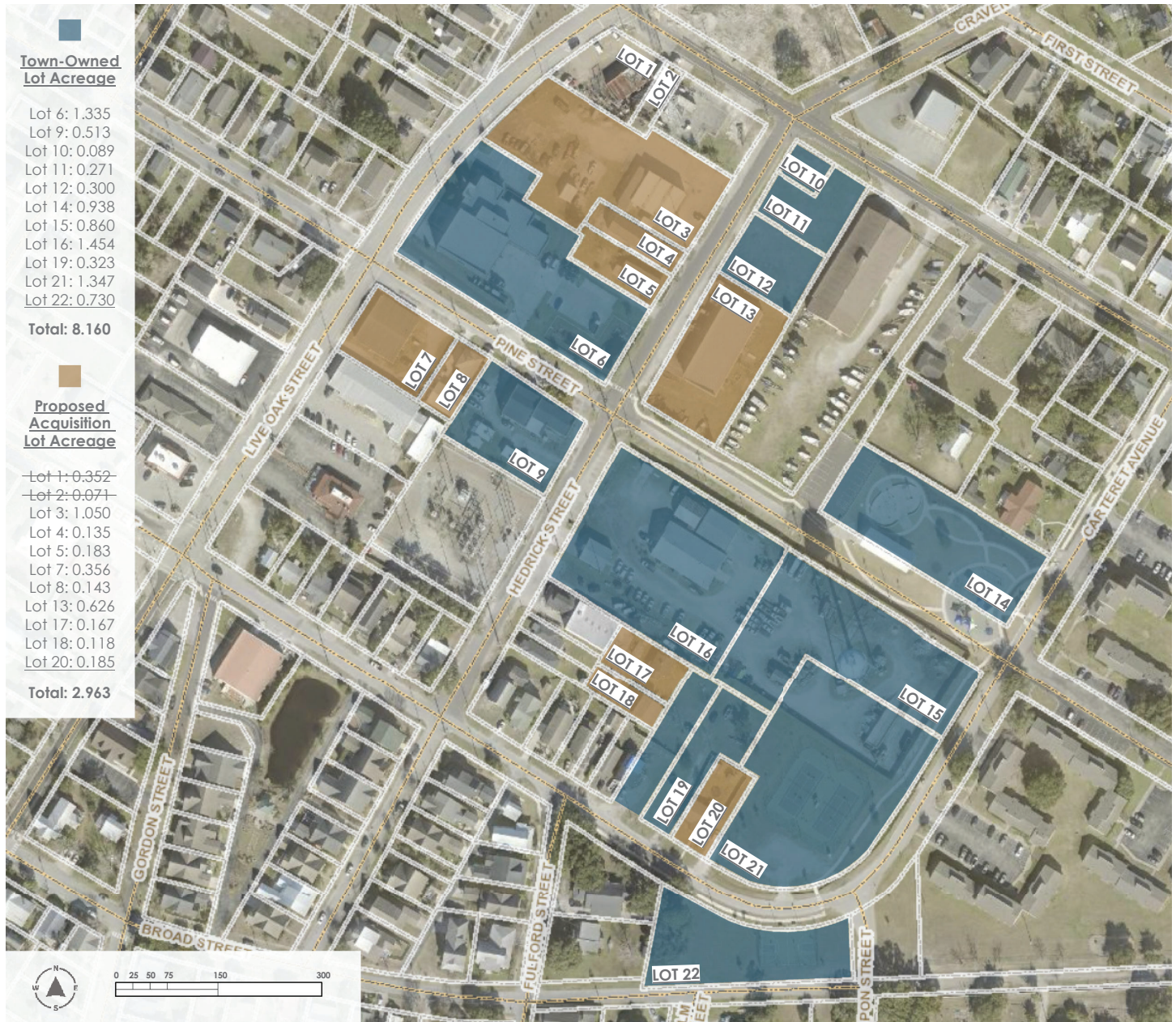


# SITE PLAN NOTES<sub>CONT.</sub>

- LOT 9 Ownership: Town of Beaufort  
Acreage: 0.513
- LOT 10 Ownership: Town of Beaufort  
Acreage: 0.089
- LOT 11 Ownership: Town of Beaufort  
Acreage: 0.271
- LOT 12 Ownership: Town of Beaufort  
Acreage: 0.300
- LOT 13 Ownership: Johns Canvas LLC  
Acreage: 0.626
- LOT 14 Ownership: Town of Beaufort  
Acreage: 0.938
- LOT 15 Ownership: Town of Beaufort  
Acreage: 0.860
- LOT 16 Ownership: Town of Beaufort  
Acreage: 1.454
- LOT 17 Ownership: Donald R. Henry  
Acreage: 0.167
- LOT 18 Ownership: Donald R. Henry  
Acreage: 0.118
- LOT 19 Ownership: Town of Beaufort  
Acreage: 0.323
- LOT 20 Ownership: Crystal R. Brown  
Acreage: 0.185
- LOT 21 Ownership: Town of Beaufort  
Acreage: 1.347
- LOT 22 Ownership: Town of Beaufort  
Acreage: 0.730



# SITE OPTION 2: EXISTING MAP

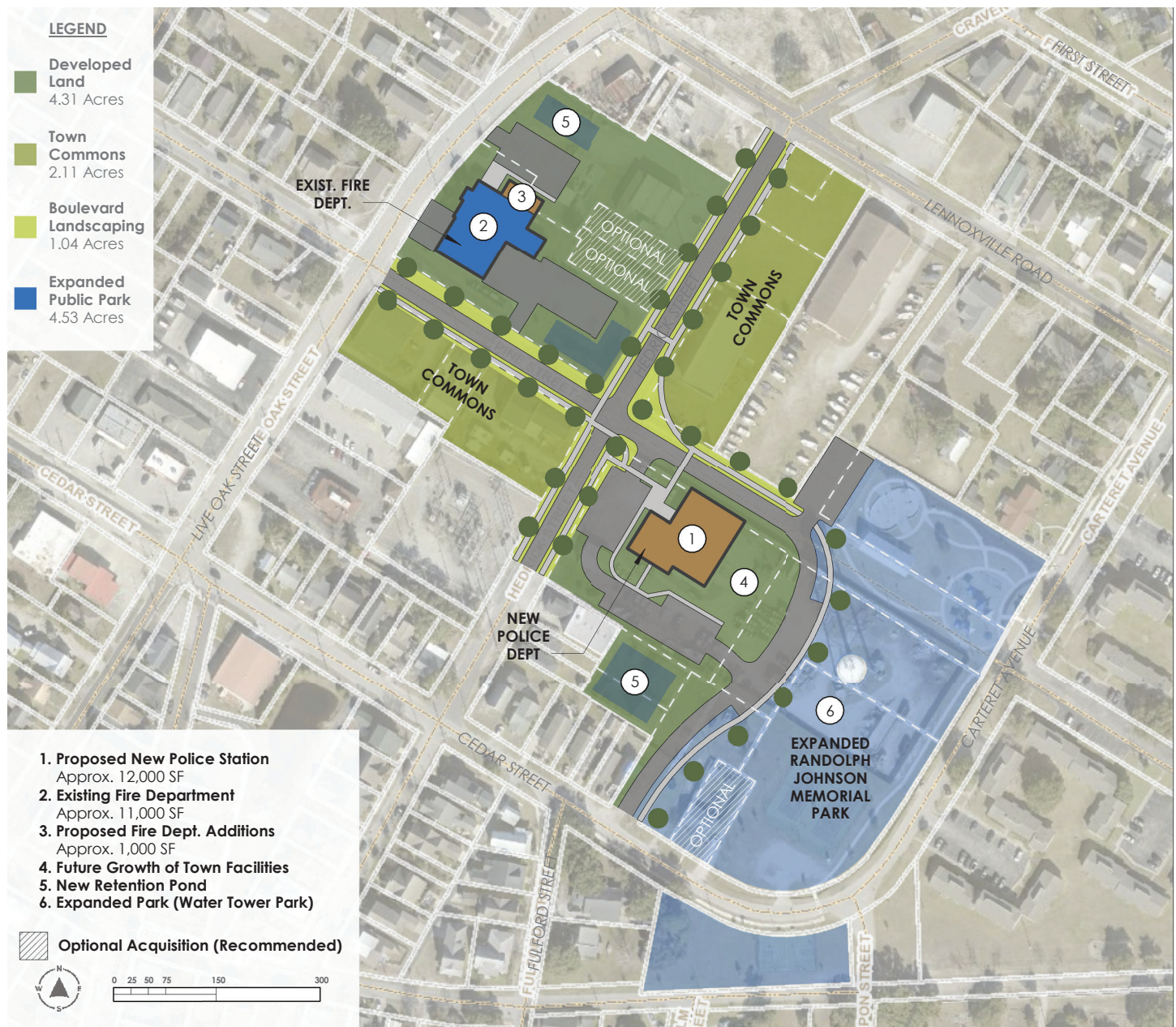


## Acquisition of Property (Option 1 Minus Lots 1 & 2)

In order to make Option #2 a viable campus for a Fire Department expansion and a new Police Department, the Town of Beaufort would need to pursue the acquisition of the lots listed above for a total of 2.963 acres. These lots are explained in detail on page 118-119.



# SITE OPTION 2: SITE PLAN



## Police Dept. + Fire Dept.

Note: All building sizes are estimates of the projected needs for each individual building. Buildings are to be designed by a licensed professional at the time of project initiation. Parking lots and sites to be designed at this time as well. Please understand the location of the building on the site may change as the project plans are more fully developed in each individual project. These site plans provide suggestions for possible site layouts.

All lot information is taken from Carteret County GIS systems: <https://arcgisweb.carteretcountync.gov/maps/>.



# SITE OPTION 3: SITE PLAN



## Town Hall + Public Works Campus

Note: All building sizes are estimates of the projected needs for each individual building. Buildings are to be designed by a licensed professional at the time of project initiation. Parking lots and sites to be designed at this time as well. Please understand the location of the building on the site may change as the project plans are more fully developed in each individual project. These site plans provide suggestions for possible site layouts.

All lot information is taken from Carteret County GIS systems: <https://arcgisweb.carteretcountync.gov/maps/>.



# SITE PLAN NOTES



## Site Option 3:

Option 3 includes the construction of a master campus Town Hall and Public Works Department. This Master Plan seeks to consolidate town departments to one central location to increase efficiencies and costs. Proposed in this plan is the sale of the current Town Hall and the reuse of the existing Police Department as a potential community site (e.g. Senior Center, Children’s Activity Center, Community Center). This site allows for much future expansion as necessary and will be a safe control center in the case of an emergency.

In the case that the new Water Treatment Facility is not located on the Pinner's Point Property (Option #4), there is enough land space on this property to suit a water development facility, should the Town choose to do so.

## Lot Overview

- LOT 1

 Ownership: Gibbs, Samuel C III  
Acreage: 8.610
- LOT 2

 Ownership: Gibbs, Samuel C III  
Acreage: 8.460
- LOT 3

 Ownership: Mercer Building & Design INC  
Acreage: 0.219
- LOT 4

 Ownership: Gibbs, Samuel C III  
Acreage: 0.547
- LOT 5

 Ownership: Carteret County Board of Alcoholic Co.  
Acreage: 5.240



# SITE OPTION 4: SITE PLAN



## Public Works + Water Dept.

**Note:** All building sizes are estimates of the projected needs for each individual building. Buildings are to be designed by a licensed professional at the time of project initiation. Parking lots and sites to be designed at this time as well. Please understand the location of the building on the site may change as the project plans are more fully developed in each individual project. These site plans provide suggestions for possible site layouts.

All lot information is taken from Carteret County GIS systems: <https://arcgisweb.carteretcountync.gov/maps/>.



# SITE PLAN NOTES

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## Overview

The Town has identified Option 4 (Pinner's Point 10.7 acre property) as a potential new campus for a Public Works campus, as well as a home base for a new Water Treatment Facility. This site has ample space for any exterior storage and future growth the Public Works Department may see in the future, and is ideally located next to existing water treatment equipment.

However, ***due to the extensive pre-development costs for this property, it may prove to be cost-prohibitive to develop a public works facility on this site.*** See Appendix B for more detail.

Please note: costs of transporting water lines and utilities to this location have not been assessed in this study. The existing conditions of the Town of Beaufort's water lines would need to be assessed by a professional engineer or contractor for an accurate cost analysis.

## Lot Overview

- lot

1

Ownership: Steep Point Properties LLC  
Acreage: 10.72
- lot

2

Ownership: Town of Beaufort  
Acreage: 0.719



# SITE OPTION 5: SITE PLAN



## Public Utilities

**Note:** All building sizes are estimates of the projected needs for each individual building. Buildings are to be designed by a licensed professional at the time of project initiation. Parking lots and sites to be designed at this time as well. Please understand the location of the building on the site may change as the project plans are more fully developed in each individual project.

All lot information is taken from Carteret County GIS systems: <https://arcgisweb.carteretcountync.gov/maps/>.



# SITE PLAN NOTES

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## Overview

OCA suggests continuing to utilize the existing Public Utilities site, as there is ample room for future growth and many of the buildings on site are sufficient for the needs of the Public Utilities Department. The Town owns an adjacent property that may allow for future expansion, if necessary, by the department.

Proposed in this site plan is a small addition to the Public Utilities storage garage that will allow the department to adequately store their equipment, which is currently overflowing. If necessary in the future, there is room for an expansion of the Public Utilities office building, as well.

## Lot Overview

- lot

1

Ownership: Town of Beaufort  
Acreage: 8.97
- lot

2

Ownership: Town of Beaufort  
Acreage: 2.42



# CONCLUSION

## Conclusion

The options outlined in section three provide several recommended paths that the Town of Beaufort may use to positively impact their town facilities, improve equitable service delivery to all constituents, and strategically develop land to help improve Town functions for years to come. These options will doubtlessly strengthen the Town community by relocating departments to best serve the people, growing department size to meet current and future needs, and providing accessible, safe buildings for both the staff and the public.

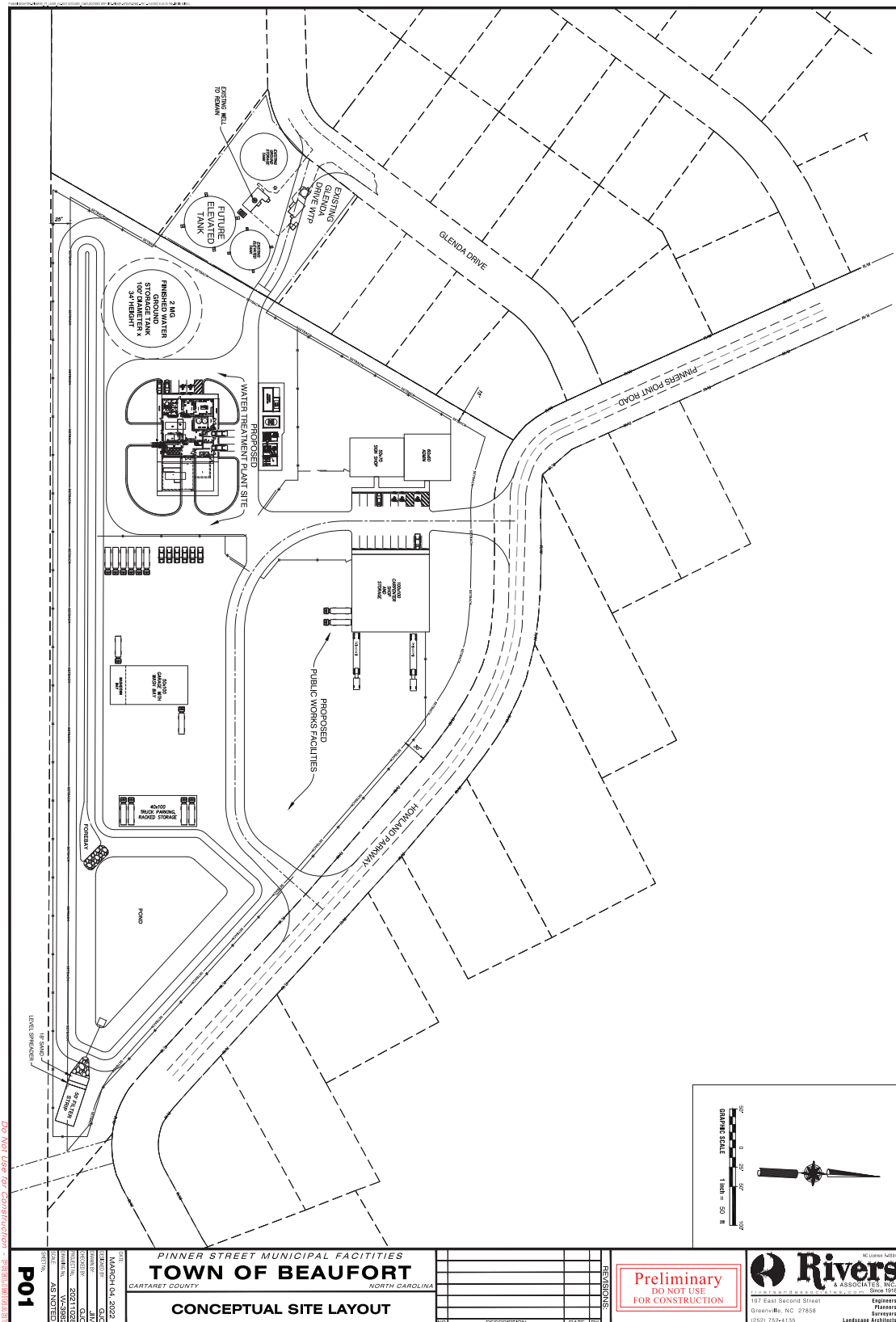
Oakley Collier Architects encourages the Town to carefully consider these options, and proceed with a master plan that is the best fit for the bright future of the citizens and staff.







# APPENDIX A



Note: Information created by Rivers & Associates, Inc. Supplied by the Town of Beaufort.



# APPENDIX B

**TOWN OF BEAUFORT  
PINNERS POINT LASER REPORT PROPERTY  
OPINION OF PROBABLE PREREQUISITE DEVELOPMENT COST  
March 7, 2022**

ITEM	QUANTITY	UNIT PRICE	LOWER EXTEND PRICE	HIGHER EXTEND PRICE
Clearing and Grubbing	11 acre	10,000.00 / acre	110,000	110,000
Embankment w/ avg-depth 4.5 VF <i>{w/ area within setback - 9.3 acres}</i>	67,500 CY	20.00 / CY	1,350,000	
Embankment w/ avg-depth 5.5 VF <i>{w/ area within setback - 9.3 acres}</i>	82,500 CY	20.00 / CY		1,650,000
Storm Control Measure w/ wet-pond	325,000 CF	1.20 / CF	390,000	390,000
Storm Control Measure w/ filter-strip	1340 CF	37.31 / CF	50,000	50,000
<b>Prerequisite Development Cost Total</b>			<b>\$ 1,900,000</b>	<b>\$ 2,200,000</b>
<b>Prerequisite Development Cost per Acre</b>			<b>\$ 172,727</b>	<b>\$ 200,000</b>
<i>range-of-cost for embankment (1.0 VF)</i>				<b>\$ 300,000</b>

Note: Information created by Rivers & Associates, Inc. Supplied by the Town of Beaufort.