

**City of Beaufort Space Allocation Plan and Needs Assessment Analysis**

Beaufort, South Carolina

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Project Completed..... August 2001

In April 2001, the City of Beaufort, South Carolina contracted with Liollo Associates and Chinn Planning, Inc. to develop a Space Needs Assessment for a City Services Building. The existing City Building is overcrowded, and does not have space for City Council meetings or other support spaces for elected officials. In addition, the Municipal Court and City Planning Department are located in other buildings due to inadequate space in City Hall. The City of Beaufort also had to lease space for the Beaufort Police Department when they vacated space that had been shared with the Beaufort County Sheriff's Office.

The study process included the projection of future personnel for city departments; the establishment of space standards for office meetings and conference space; the development of space requirements based on future personnel and space standards; the establishment of department and building conceptual configuration; preliminary site requirements; and a cost estimate for construction of a new City Building and renovation/ expansion of the Fire Department.

Summary Personnel Projections City of Beaufort Space Utilization Analysis		
Department/Division	Current FTE Staff	Projected FTE Staff
Finance Department	9	14
City Manager	5	8
Municipal Court	4	7
Planning Department	5	8
Fire Department <sup>(1)</sup>	42	75
Police Department	50	70
<b>Total</b>	<b>115</b>	<b>182</b>

**Note:** (1) Includes Code Enforcement.

Source: Chinn Planning, Inc.

Based on the space program, the total departmental gross square feet (DGSF) requirement for the various City departments (excluding the Fire Department) is 39,048 DGSF. This will meet space needs of the City Departments through 2015. A factor of 20% would have to be added to the departmental gross square feet for new construction, to account for major mechanical systems, elevator areas, and wall thickness, resulting in a 46,858 gross square feet requirement.

Summary Personnel and Space Allocation City of Beaufort Space Utilization Analysis			
Facility Component	Net Square Feet	Dept. Grossing Factor	Dept. Gross Square Feet
Planning Department	2,213	30%	2,877
Municipal Court	5,062	30%	6,581
City Manager (Includes City Clerk, IT Administrator, and Human Resources Coordinator)	2,334	30%	3,034
Finance Department	2,351	30%	3,056
Police Department	12,205	30%	15,867
Code Enforcement <sup>(1)</sup>	1,472	30%	1,914
Building Support	4,400	30%	5,720
<b>Total Space Allocation</b>	<b>30,037</b>		<b>39,048</b>
<b>Building Grossing Factor 20%</b>			<b>46,858</b>

**Note:** Currently collocated with Fire Department.

Source: Chinn Planning, Inc.