



Charlotte-Mecklenburg Government District Joint Facilities Master Plan
Charlotte, North Carolina

Contact: Mark P. Hahn, AIA, Director
Mecklenburg County
Real Estate Services Dept.
(704) 336-5483
Email: mark.hahn@MecklenburgCountyNC.gov

Michelle Haas, Project Manager
City of Charlotte
Engineering & Project Management
(704) 336-3654
Email: mhaas@ci.charlotte.nc.us

Project Completed:..... Sept. 2000

In response to a recommendation calling for a consolidation of government owned property in the downtown area in the Charlotte Center City 2010 Master Plan, government agencies located in the downtown initiated a Government Facilities Joint Master Plan. Chinn Planning, Inc. served as the lead planning and programming consulting firm on a multi-disciplinary team, including architects, urban designers, transportation planners, and developers to prepare the master plan. The government agencies involved in the master planning process included the City of Charlotte, Mecklenburg County, and the Charlotte-Mecklenburg School District. The scope of services performed by Chinn Planning included

the development of personnel and space projections for each governmental entity located downtown. A detailed space program was developed for each department in each governmental entity, and projected staff growth was used as the guide to project expansion in the space program. Once the space projections were completed, Chinn Planning assisted the team in developing recommendations and implementation strategies to meet the long term space requirements for services in the government district.

Mecklenburg County

Department: County Manager's Office/Commissioners
Division:

Personnel Description	Area SqFt	Staff '00	Net Area Required '00	Remarks
Board of Commissioners Chairman	280	1	280	
County Commissioners	120	8	960	
County Manager	280	1	280	
Assistant County Managers	225	3	675	
Project Manager	120	1	120	
Attorney	150	1	150	
Legal Assistant	80	1	80	
Asst. to Board of City Commissioners	120	1	120	
Administrative Officer	120	1	120	
Assistant to Boards & Commissions	120	1	120	
Administrative Secretary I	64	2	128	
Deputy County Attorney	225	1	225	
Director of Office of Minority Affairs	225	1	225	
Legislative Liaison	120	1	120	
Customer Service (Receptionist)	48	1	48	
Intern Work Cubicle	36	1	36	
Personnel Subtotal		26	3,687	
30% Circulation (Sqft)			1,106	
TOTAL PERSONNEL SPACE			4,793	
Area Per Person			184	

Support Area/Equip. Description	Area SqFt	Quantity '00	Net Area Required '00	Remarks
Reception/Waiting	150	1	150	
Storage/Supply Room	150	1	150	
File Room	200	1	200	
Conference Room	400	1	400	20-person.
Copy/Work Room	150	1	150	
Meeting Room	200	1	200	
Conference Room	600	1	600	30-person.

Support Space Subtotal	1,850
30% Circulation (Sqft)	555
TOTAL SUPPORT SPACE	2,405
TOTAL 2000 SPACE NEED	7,198