

**A CITY HALL FOR KINGSPORT, TENNESSEE**

by

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MASTER OF SCIENCE**

in

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## ACKNOWLEDGEMENTS

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D.W.L.  
1956

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## ILLUSTRATIONS AND PHOTOGRAPHS

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**PART I - INTRODUCTION**

## PART I

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### Subject

From the time of man's first rudimentary attempts at construction to the time of today's modern structures, public buildings have embodied the highest expressions of cultural, social, and economic attainment. A City Hall for Kingsport, Tennessee, the subject of this thesis, is very definitely a building problem of this nature. A city hall is to the citizens what the home is to the individual. Thus, the housing of the city's governmental center is more than a building, it is an architectural expression of the municipality and its people.

### Basis of Selection

In selecting this particular problem for a thesis, consideration was given to the author's familiarity with the region, to practical aspects and needs, and to the inherent nature of the problem.

To produce a sensitive architectural solution to a problem, the designer must be familiar with the

PART I

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surrounding region and he must know the effect that the design will have upon the people. This familiarity is not necessarily a direct result of residing in a particular region for any length of time. It is knowing the people and the cultural, social and economic character of the community. In planning a building of this sort it would be necessary to consider its architectural needs in terms of its technical resources. Also, an actual knowledge of a community's people is necessary to work out an organic architectural solution. The designer must consider the problems of the people, their cultural, spiritual, economic and aesthetic standards and aspirations.

As in the case in all creative arts, the artist must have incentive, or a basic motive. In the field of architecture, these incentives may be broadly classified into theoretical problems or proposed problems whether hypothetical or actual. Probably the most exhilarating experience confronting an architect is the

## PART I

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opportunity to see one of his designs materialize into three dimensions. But, second to this is to work on a hypothetical problem for which there is not only an actual but a pressing need. Such is the case of a City Hall for Kingsport, Tennessee. This problem provides the experience of designing in terms of those actual needs.

The nature of a public building, such as a city hall, presents certain problems which are not found in other types of buildings. The character of most present public buildings necessitates the establishment of new grounds for communication between the public and the designer of a new building. The building must act to transfer from the designer to the public a clear statement of the nature of its function.

### Approach

The approach to the solution of "A City Hall for Kingsport, Tennessee" embodies the following objectives:

**PART I**

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1. To study past trends in the design of municipal buildings and to relate this study to the needs of a specific city in a present day region in an attempt to arrive at some logical architectural expression.
2. To create an awareness on the part of the community of the need for a new city hall building.
3. To select a site suitable for the City Hall.
4. To analyze the requirements of the various offices and departments of the city government with respect to present and future needs.
5. To coordinate these objectives into a building designated as "A City Hall for Kingsport, Tennessee".

PART I

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The above objectives were used as a guide to systematically break the problem down into logical parts for close scrutiny. It was seen by a study of the evolution of city halls that no eclectic approach was possible for a rapidly changing mechanized world. However, as was true in the past, man and his relation to architectural expression changes with the society and culture. With this in mind, it is necessary to understand the society and culture of a region before any attempts can be made to relate architecture to the people.

The designer must be motivated by a need as will be explained in Part V. Following this, the site must be chosen and related to the city with respect to noise control, parking, and the orderly development of the city. The analysis of requirements should be made in such a manner as to alleviate any preconceived ideas imposed upon the designer by public officials. On the other hand, careful thought should be given to efficiency of operation and the ease of use. Consideration

**PART I**

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should be given to future expansion based upon projected population trends. All of these considerations are finally knitted into a design as shown by the drawings presented in Part VII.

PART II - EVOLUTION OF CITY HALLS

PART II

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The first shelters, which were to be the forerunners of a later period, are as old as man's first primitive attempts to form some sort of government. These structures were no more crude than the function they were intended to house. These ancient buildings may be traced to three principal ancestors. These are the religious temple, the tribal chieftain's abode, and the communal dwelling. In some cases where the chieftain was also the priest, the three forms overlap. Thus among some peoples, there were structures which combined a temple, a place of assembly, and a council chamber, for the governing body of the tribe. A notable example of this is found in Pueblo round rooms. These kivas or estufas were used both for religious rites and tribal council meetings.

Among the more highly developed peoples, the earliest equivalents of our own town halls are to be found in the independent cities of Ancient Greece. At first these appeared as open spaces or subdivisions of open

PART II

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spaces. Later well-defined structures were built, usually near the agora. The most important of such governmental buildings was the bouleterion, in which were centered both legislative and executive functions. Next to the bouleterion usually stood the prytaneum, which represented the state as a whole. Here the city hearth fire burned continually, and it was also the residence of the chief military officer of the city.

In the Roman state, a more mature type of government building may be found, reflecting the higher development of governmental life. But due to the centralization of power, the development of city states as existed in Greece was discouraged. There were, however, a few municipal governments such as Pompeii. One end of the forum was occupied by three public buildings, the center one being the curia or council and the other two flanking buildings being finance and administration.

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The medieval town hall in the beginning was little more than an open meeting place for the citizenry and only defined by a belfry for summoning the citizens in case of some emergency. The belfry was one of the first architectural expressions of municipal independence. This tower was a symbol of power in the Middle Ages, and the first act of a new community was to erect a "Tower of Pride". Also, the tower served as a records office for the city where important documents would be secure from fire. Gradually, as new functions were taken over by the municipal government, other spaces such as offices, meeting halls, and storage rooms were added to the belfry. Thus evolved the town hall, which by the middle of the twelfth century was beginning to emerge as a distinct building type.

Almost all the Italian free towns of this period had a palazzo pubblico, or town hall and belfry. In some of the smaller Italian communities the town hall, or

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broletto, today stands virtually unchanged. One of these, the broletto at Como, has been rated as one of the most beautiful specimens of civic architecture in Northern Italy.

Due to a difference in political conditions, municipal buildings in France were retarded in development compared to those in Belgium, Italy and Germany. Nevertheless, there were municipal buildings for the transaction of public business in the cities, but these were more a combination building with an arcaded market on the ground floor, the governmental functions above, and a belfry at the side.

Belgium was among the first European countries to experience the rise of commercial enterprise. In the twelfth century, besides acquiring wealth, Belgian communities were also gaining rights and privileges which put them among the most independent towns in Europe. This wealth and independence is reflected in

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the architectural expression of municipal buildings. Among these are some of Europe's finest examples of both town halls, and guild halls. The best of Belgium's town halls is that in Brussels, begun in 1401 and completed in 1455. Its spire, 374 feet high, is regarded as among the noblest examples of its class in Europe. Second only to this is Louvain's town hall, held to be the most decorated piece of architecture in existence. However, parts of it seem overdone, perhaps a prophecy of excessive ornamentation which follows wealth that is gained faster than culture.

By the sixteenth century, as a result of increasing wealth and the growth of municipal government, the builders of town halls tended to reject the earlier idea of sharing the building with market and trade groups and began to devote the entire structure to governmental purposes. As municipal government acquired more functions, it required not only more extensive but also more specific physical equipment.

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With the gradual separation of government and business, the tendency was for each to provide its own building.

Throughout the Renaissance Period, the medieval type of town hall design was continued, except in Italy. Here the desire for classicism led to the erection of smaller more elegant buildings. An example is Fragiocondo's Palazzo del Consiglio at Verona. This early Renaissance facade was later adapted by McKim, Mead and White for the Herald Building in New York. In other countries where the medieval traditions held true, the town halls of the Renaissance merely clothed in classical dress the building types that had been developed earlier. Thus it is clear that municipal buildings in the modern tradition are founded on the medieval town hall.

An industrial civilization, with its concern for practical considerations, became increasingly dominant in influencing the character of both the government of the city and its municipal buildings. Hence in the United

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States, various requirements have created a range of functions which naturally vary with the size and specific needs of the community.

**PART III - SOME IMPORTANT FACTS  
ABOUT KINGSPORT, TENNESSEE**

PART III

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Geographical Location

Kingsport is situated in the northeastern corner of Tennessee about fifteen miles from the Virginia State Boundary. It is on U. S. Highway 11W between Roanoke, Virginia, and Knoxville, Tennessee, and about 20 miles southwest of Bristol, Virginia, Tennessee, and 20 miles north of Johnson City, Tennessee. The city stretches along the Holston River as it winds its way through the foothills of the Appalachian Mountains.

Climate

The mild climate of this locality, with the summer heat tempered by the surrounding mountains, has been a factor which has favorably influenced the growth of Kingsport. Its winters are generally "open winters" with only an occasional snow of short duration. Rainfall is normally adequate, even through the summer months.

People

The present population of Kingsport is approximately 25,000. The people of East Tennessee, descendants of

### PART III

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native Anglo-Saxon settlers, are industrious, thrifty, religious, and independent. They have not changed much, in character, from their hardy ancestors who carved homesteads out of the wilderness.

#### Early Years

The first settlements in the valley, where Kingsport now stands, were made in the 1750's. Pioneer settlers were of Scotch-Irish, German, French, and English ancestry who were seeking new and fertile farming lands.

The coming of the white man across the mountains into the fertile valley of the Holston and the subsequent settlements did not, at first, cause difficulties with the Cherokees, who were inclined to be well disposed toward the pioneer settlers. But not for long was peace and harmony to pervade the valley. Early in 1761, hostilities began and pervaded until a treaty was consummated with the Cherokees in 1777, whereby they ceded much of their land.

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In commenting upon the treaty with the Cherokees, whereby the settlers won the rich lands of the valley, it is worthy to note that this spot was the crossroads of Eastern America, for from it radiated the war and trading paths of the Indians. Today Kingsport is again a major crossroads with the intersection of two of the greatest national highway systems, the Great Lakes to the Gulf and the Lee Highways.

#### The Railroad Arrives

George L. Carter, a native of southwest Virginia, had fought many years for a railroad to open the natural resource lands of southwest Virginia and eastern Tennessee. In 1902, Carter interested the owners of the Ohio River and Charleston Railroad Company, through Blair and Company of New York, in the possibility of extending trunk lines into the Holston Valley. It was at this point that John B. Dennis, associated with Blair and Company, took over the building of the Carolina, Clinchfield and Ohio Railroad, today called the Clinchfield Railroad.

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The arrival of the railroad in 1909 awakened the impulse that was destined to stir the slumbering Holston Valley into a new industrial life.

#### The Planned City

Most American cities have grown because of economic forces that favored the site of an early settlement. Few were planned; but Kingsport was founded for a purpose. From the very beginning it was planned and built according to that plan. It was patterned in the American traditions of enterprise, democratic ideas, and wholesome living.

In 1915, when the vision of an industrial community was first projected, it was apparent that this site provided an ideal opportunity to avoid the common errors in community growth, and to develop a city which could meet the demands of expansion for many years to come. Dr. John Nolen, eminent city planner, of Cambridge, Massachusetts, was engaged to plan a city that should eventually house at least fifty thousand people.

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Dr. Nolen was given a free hand in his planning. The location of the residential areas employed the high altitudes, with finer views and better drainage. The level tract between the higher elevations assigned to residential sections and the long level meadows along the railroad and the river designated as industrial sites, was laid out for the business section. This three-way planning, suitable to the terrain of the country, provided an admirable grouping.

The grouping was but the skeleton of the ultimate plan. Broad avenues were designated with ample parkways and adequate facilities for parking. Attractive sites, with ample acreage, were set apart for schools, churches, parks, and playgrounds.

The business district is in almost the exact geographic center of town. The main artery of the city, starting at the railroad and transversing the center of the business district extends about a quarter of a mile,

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to a gently rising eminence, at which point is a street encircling a small park. From this circle six streets radiate, and other streets follow the circumference of the original circle encircling the city in gradually widening arcs, until the terrain prevents a continuance and the outlying streets resume more regular directions.

In the beginning, Dr. Nolen made provisions for the concrete paving of all streets within the city proper, with the requirements for concrete curbs, walks, storm and sanitary sewers, and for seeding and planting the parkways along both sides of every street and avenue. Sensible building restrictions were imposed and an experienced landscape architect was engaged to supervise the planting of all street parkways, public parks, and school plots.

City Government

The early governmental planners of Kingsport prepared a charter embodying their ideas concerning the form and

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scope of government the new city should have, and submitted it to the Bureau of Municipal Research of the Rockefeller Foundation for criticism and improvement. This institution, having made an exhaustive study of city charters all over the world, was able to make many suggestions for improvement. The wisdom of careful planning has been demonstrated since.

The charter was approved by the Tennessee General Assembly and the Governor, in March, 1917. This charter provides for the operation of the city manager form of government, with the people electing five aldermen by popular vote, two and three being elected alternately in biennial elections. These aldermen, in turn, elect one of their own number as mayor, and they also appoint the city manager. The city manager selects the heads of the various city departments. These departments are finance, legal, police, fire, health and public works. The Board of Education, appointed by the Board of Mayor and Aldermen, assigns

PART III

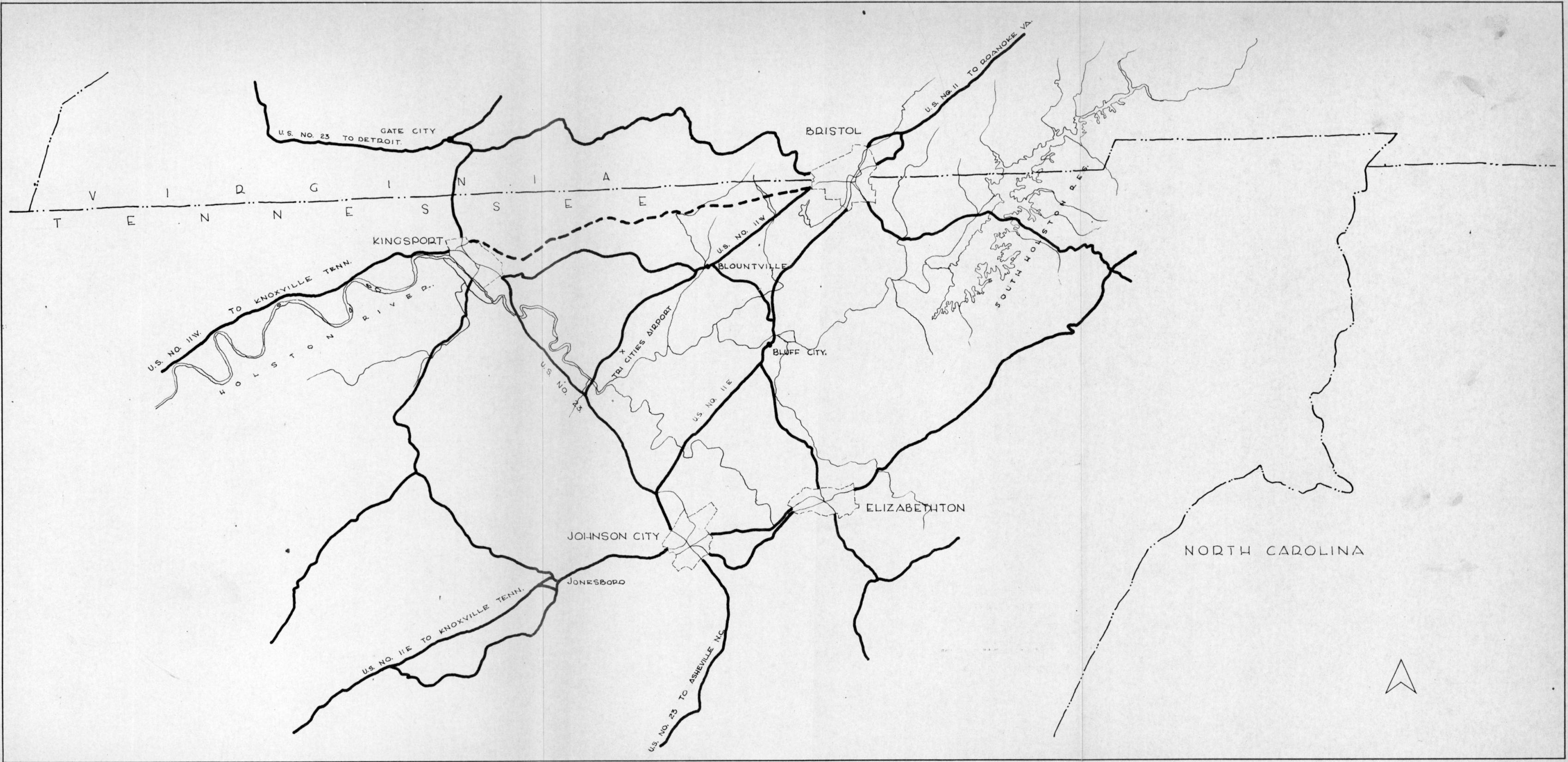
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the superintendent of schools, who in turn employs the principals and teachers in the school system. The Board of Mayor and Aldermen also selects the trustees of the public library. The Board of Mayor and Aldermen likewise appoints a city judge to preside over the municipal police court.

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REGIONAL MAP



SCALE 0 1 2 4 MILES

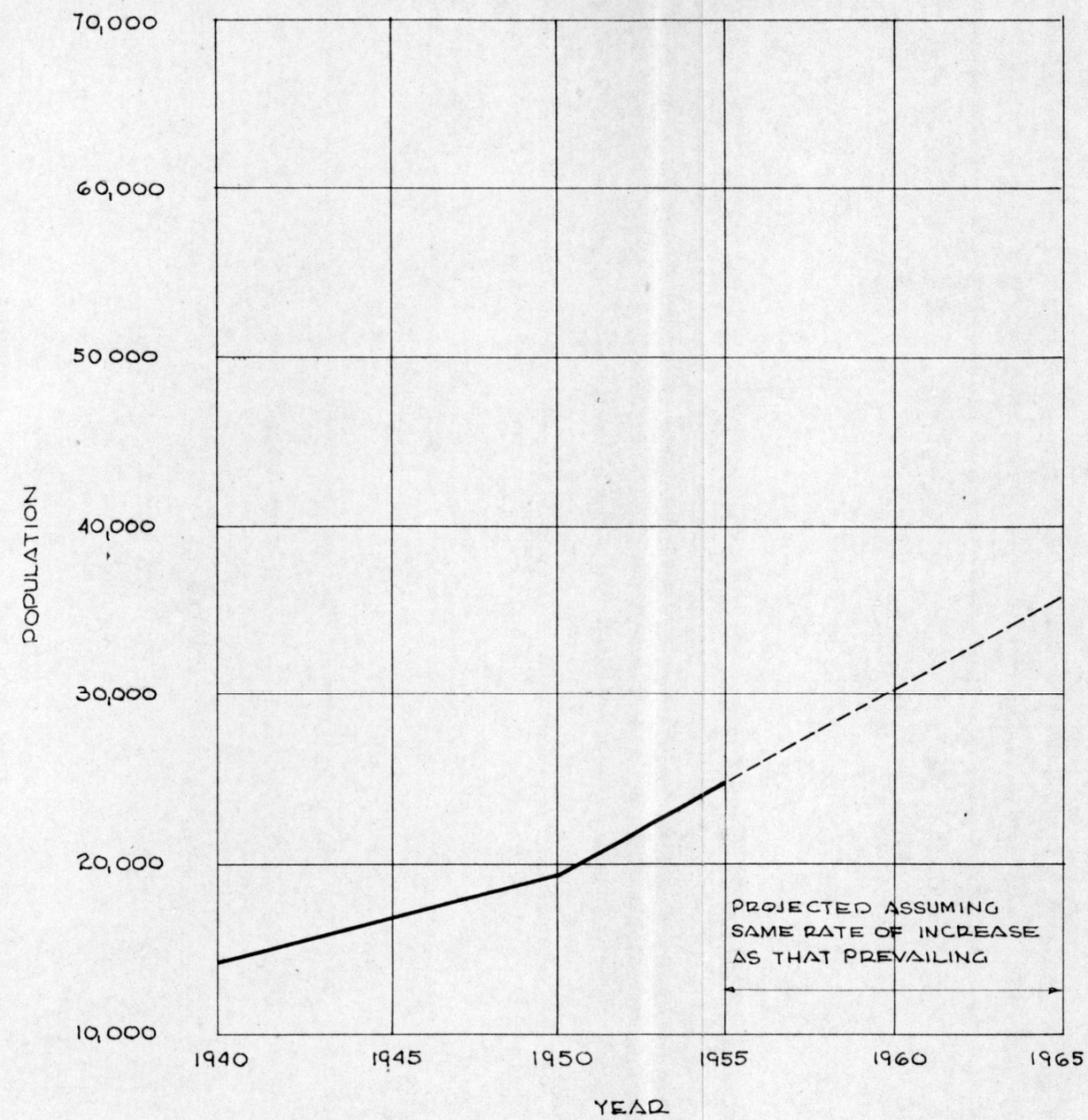
A CITY HALL FOR KINGSPORT, TENNESSEE

REGIONAL MAP

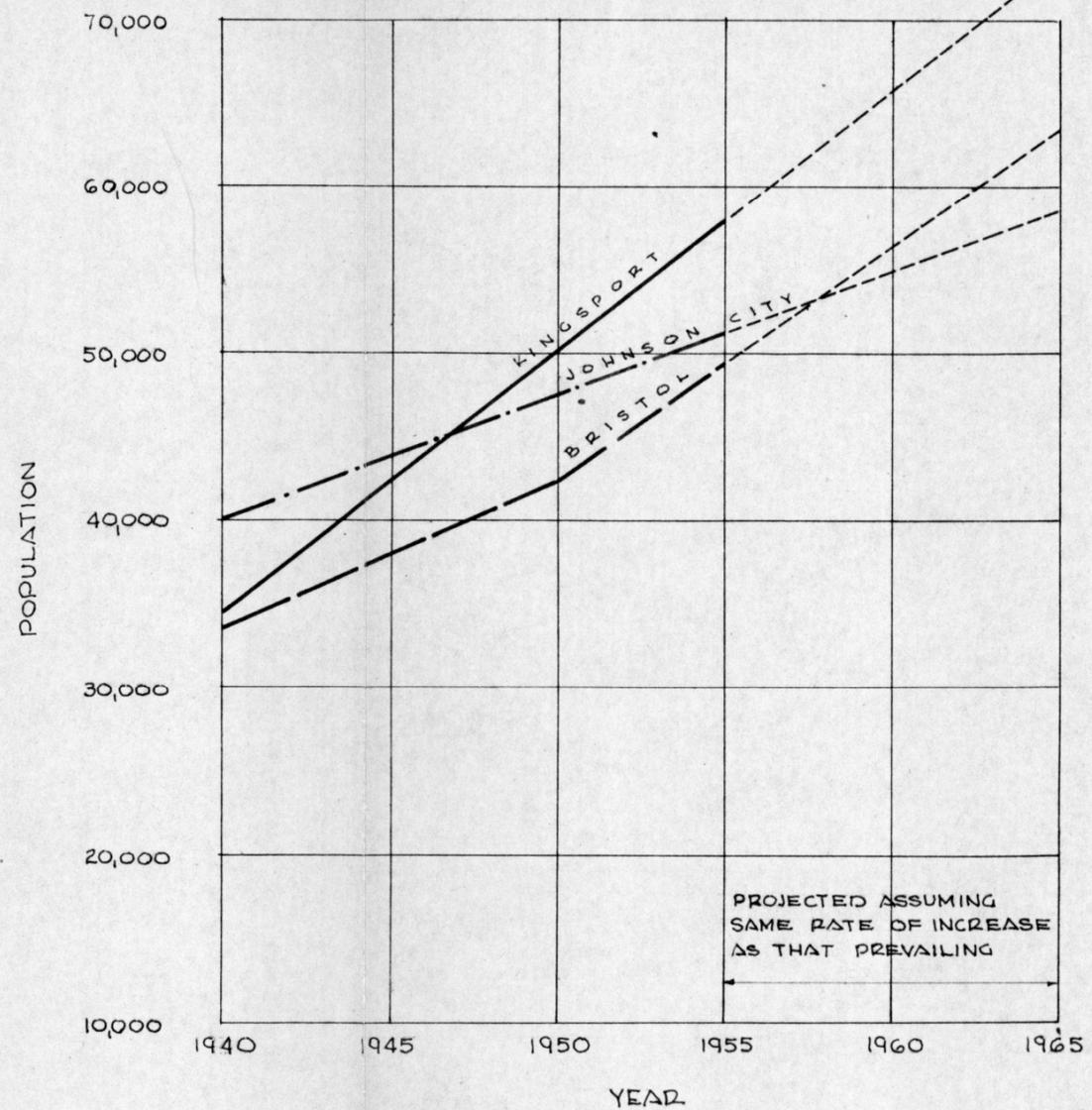
PART III

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POPULATION CHARTS



POPULATION OF KINGSPORT WITHIN CORPORATE LIMITS



POPULATION OF KINGSPORT, BRISTOL, JOHNSON CITY WITHIN 6 MILE RADIUS.

**PART IV - PRESENT CITY HALL AND THE NEED FOR  
A NEW CITY HALL**

## PART IV

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### History of Kingsport City Hall

Kingsport's first City Hall was located on the corner of East Main and Commerce Street. The building was an old hotel which was revamped for offices. About 1930, the City Hall was moved into its present location.

An old building, built at the turn of the century for the Y.M.C.A., serves to house Kingsport's governmental body. Extensive remodeling was necessary to convert the building into suitable office spaces for the City Hall. The swimming pool gave way to the police department and jail. A courtroom was carved out of the old gymnasium, and former sleeping rooms were revamped for the various offices and governmental departments.

### Need for a City Hall

This converted building could never meet the specialized needs of a governmental office building. In order for the various offices to be housed in the building, function, space requirements, and ease of operation

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were sacrificed for an immediate need. For a quarter of a century, Kingsport's governmental body has served its citizens in these inadequate quarters.

Efficiency is of utmost importance in a bureaucratic office. It has been proven over and over again that the city officials cannot function efficiently in their present location. For example, in the Public Works Office, it is necessary for the Water Works Engineer to store valuable drawings in the Treasurer's vault which is located downstairs from his office. All supplies for the Water Works Engineer's office must be carried downstairs from the City Engineer's office. In the process of billing for water, it becomes necessary for the employees to make many trips up and down stairs to transfer different records and books used in this monthly process.

The inconvenience of using this building is but a small problem compared to the fire hazard. The structure was

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built in the early 1900's of light wood construction, stuccoed, and in certain areas, brick veneered. Some very important records are stored in wooden cases for lack of fire resistant storage space. Fire insurance covers the possible financial loss of the building, but it would be impossible to replace the valuable city records. A common joke among city employees working in this building is, "Don't call the fire trucks, I smell smoke". This statement is not funny because it is true. The present condition of the City Hall is deplorable and inexcusable. Such a small thing as a carelessly disposed cigarette could render Kingsport's city government ineffective for a long period of time.

Immediate Action

Some immediate action should be taken to alleviate this condition. Certain interested citizens are, at the present, working to this end. They propose that a bond issue be voted upon by the citizenry and an architect be engaged to prepare plans and specifications

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for the building. In order that this program be instituted, it will be necessary that the Board of Mayor and Aldermen approve of this action, and the citizens know the need for a new City Hall.

The only question left unanswered is what need is to be met first. In the operation of a city it is necessary that the city provide certain public facilities such as recreation, libraries, welfare, and schools.

This year, the city exchanged property to be used for a new Post Office, for the old Post Office Building. The old Post Office will be remodeled into a city library which is now located in the City Hall Building.

The needs for library, welfare and recreational areas are not such immediate needs, but the School Board is crying for more educational facilities. In the past five years, Kingsport has spent millions of dollars on its school program and the need for new schools is still present. The big question is, "What will it be, another school or a City Hall?"

**PART V - SITE ANALYSIS**

PART V

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Location

The selection of a site for the City Hall should take into consideration four major principles. These are: the relationship of the site to the total development of the city; easy access and convenience to the citizens and other persons who have business to transact in the City Hall; the site's relationship to adequate parking facilities; and the location in respect to the control of noise.

In trying to fulfill these requirements in a realistic, practical way, the site chosen is the present site of the City Hall. It is bounded by two major streets, West Center Street and West Market Street, which run parallel to one another. Two minor streets, Clay Street and Shelby Street, serve as the northwest and southeast boundaries respectively.

The site measures approximately 295 feet by 375 feet and one quarter of this area is taken up by the City

PART V

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Hall Building. The West Market Street portion of the site now serves as a parking lot. The site is located in a relatively flat portion of the city and thus for all practical purposes it is a level site.

Relation to the City

Of primary importance in the selection of a site for City Hall is the relationship of the site and the building to the total development of the city. As already stated, the area immediately surrounding the site may be considered to be an area for the future expansion of the business district. This site may also be imagined as being a mental and visual haven amidst the confusion presented by a jungle of asphalt, masonry, steel and glass.

By controlling the development on a complete block within the heart of the future business district, the city government may very easily control and influence the character of the surrounding area. This is also very

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important as a device for the control of the social and civic awareness of the city. One of the major functions of public buildings is to symbolize the cultural, social and economic character of the community. Its primary purpose is to enshrine and express the spiritual values embodied in a good social order. The site chosen will best aid in the development of these primary aims.

Convenience

One of the points for choosing this site is its accessibility. Rapid means of communication and transportation have rendered almost any site to be within easy access to the public. Even with all the new technical advances in these fields, nothing has yet been conceived, or will be conceived, to take the place of personal contact. Due to the nature of the business which is conducted within the City Hall, it is necessary that a large amount of space for interviewing purposes be taken into account. This means that the site be located in an area which will be convenient for the

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citizens and other people who have business to transact within the City Hall.

The business district of the city is the area of most convenience for the people who transact business in a city hall. It is the area in which may be found businessmen, executives, lawyers and others who have to conduct daily business in the City Hall building. Also the citizens find it more convenient to carry out their affairs within the City Hall, yet be close to the facilities offered by the business district. The site selected for the City Hall fulfills all the requirements for accessibility to both the public and the employees.

Parking

Due to the rapid growth of Kingsport, the area immediately around the site has grown without too much consideration being given to parking facilities. The problem of parking has been in part solved by the addition of a parking lot on the site. However, if this

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site were utilized for the City Hall, some other provisions would have to be arranged for parking. This parking problem may be approached in three ways:

The first of these ways is to create a parking lot on the site or continue the operation of the existing parking lot.

A second alternative would be to resort to a parking garage, underground parking or a similar device. This might become necessary if, as predicted, the business district does continue its westward growth. Parking provided by the first means would not be adequate to meet the demands of an expanding business district.

The third parking alternative seems to be for the City to purchase one of the surrounding commercial sites, most of which are now being used as parking lots, for the erection of a future parking garage. This would take most of the burden of parking off the site and only necessitate a minimum of on site parking. Also

PART V

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this parking garage would lessen one of the pressing problems in the business district of Kingsport. The problem of parking has, of yet, been of no great consequence in this area, but without too much imagination it can be seen that both the present business district and the future business district are going to be zones of congestion.

Noise Control

In order that an office building of any type may function with any degree of efficiency, some provision for the control of outside noise must be made. The two methods of controlling noise are by artificial means or natural means. In using natural means of noise control, an attempt is made to choose the site with respect to noise-producing sources. These sources may be people, machines or automobiles, or various industrial processes.

When Dr. Nolen was planning a new city, he made provisions for the control of noise in the business

PART V

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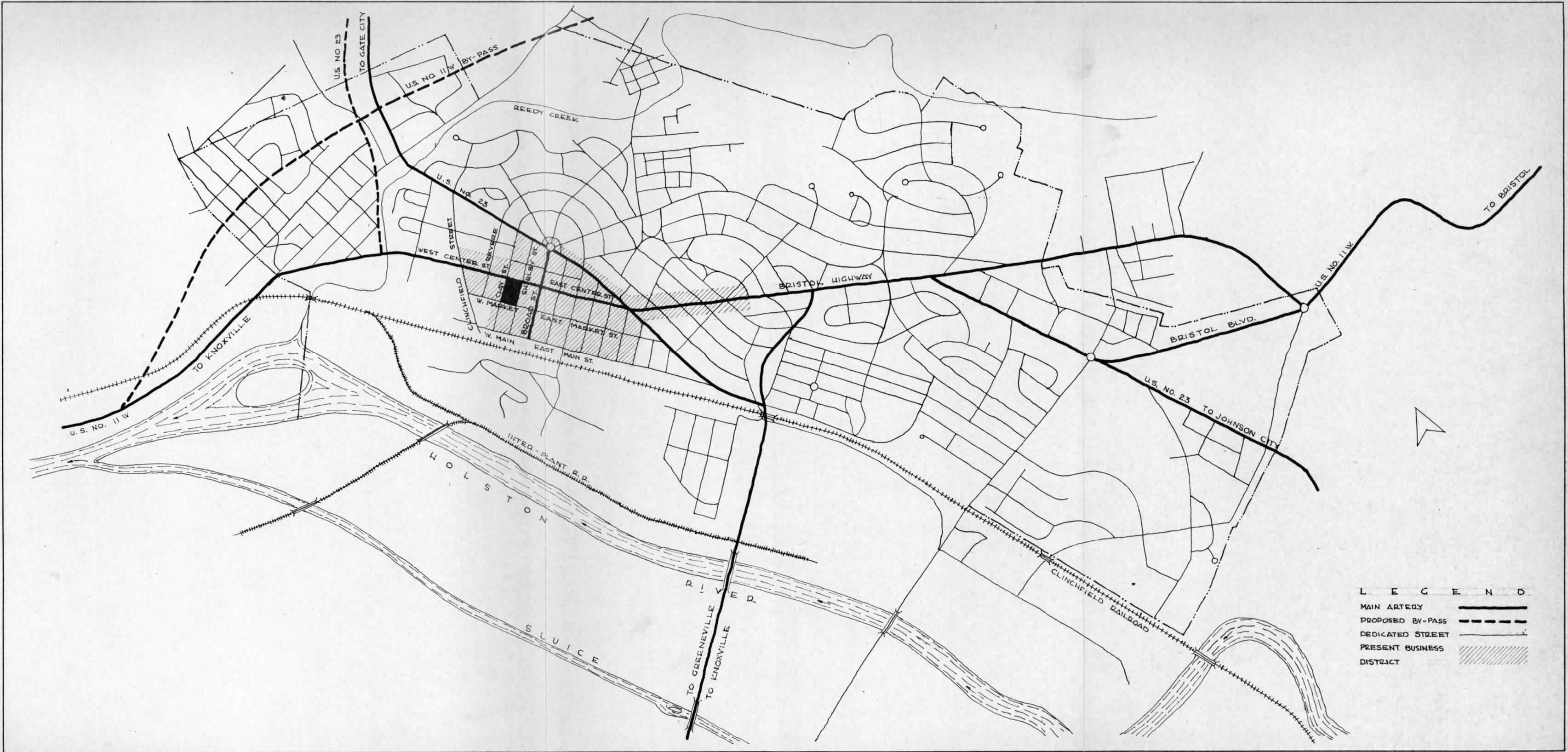
district from industrial processes. All of Kingsport's industrial firms are located at a great enough distance away from the business district so that they do not become a nuisance.

At present, Center Street serves as a major highway for north-south traffic. This could present a problem with respect to vehicular noises. However, several years ago, construction was begun on a bypass highway which will carry through traffic around the outskirts of Kingsport.

PART V

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MAP OF THE CITY



**LEGEND**

- MAIN ARTERY
- PROPOSED BY-PASS
- DEDICATED STREET
- PRESENT BUSINESS DISTRICT

SCALE  
0 500 1000 1500 FEET

A CITY HALL FOR KINGSFORT, TENNESSEE

MAP OF THE CITY

PART V

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SITE CONDITIONS



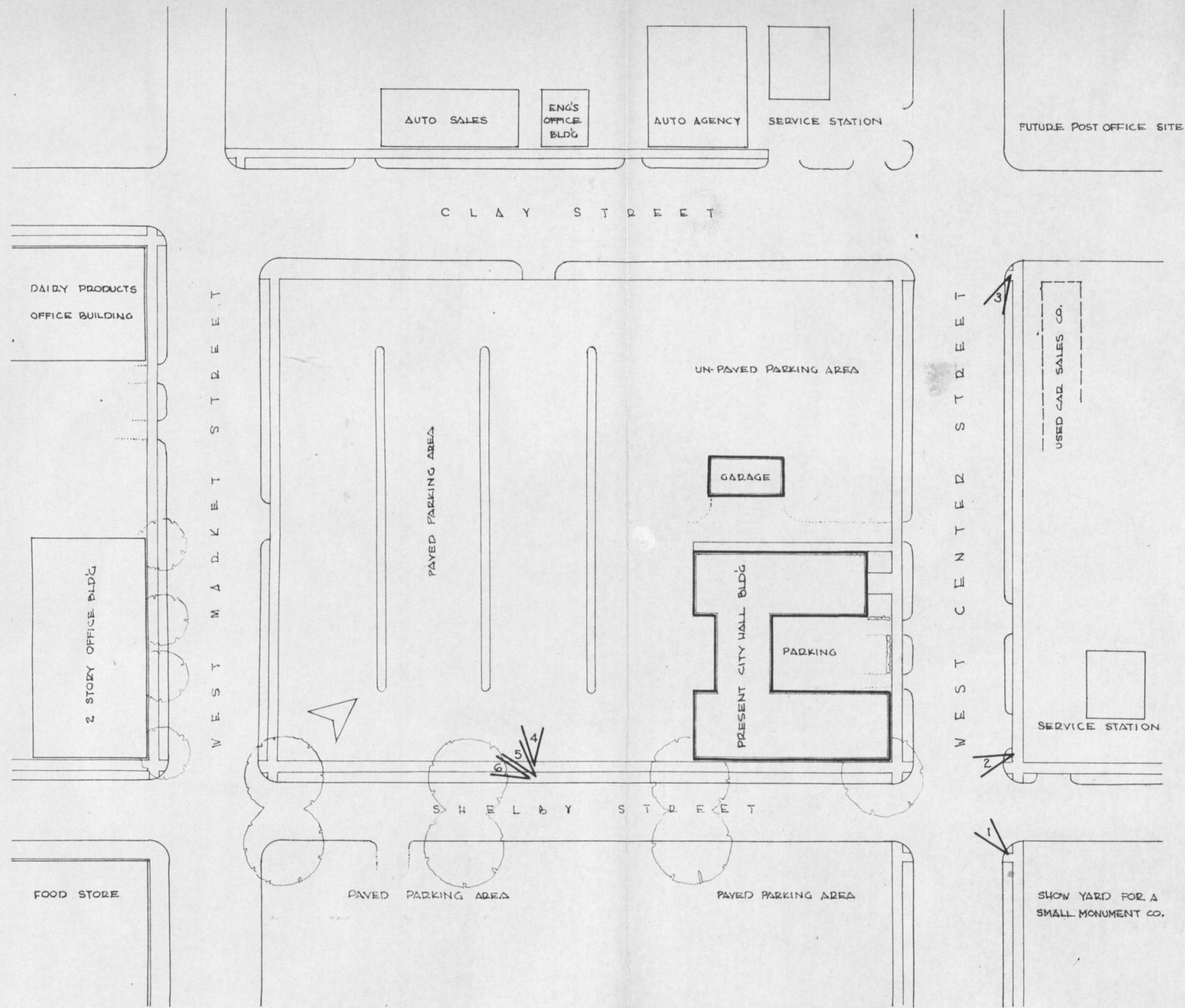
VIEW 1



VIEW 2



VIEW 3



PART V

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SITE CONDITIONS



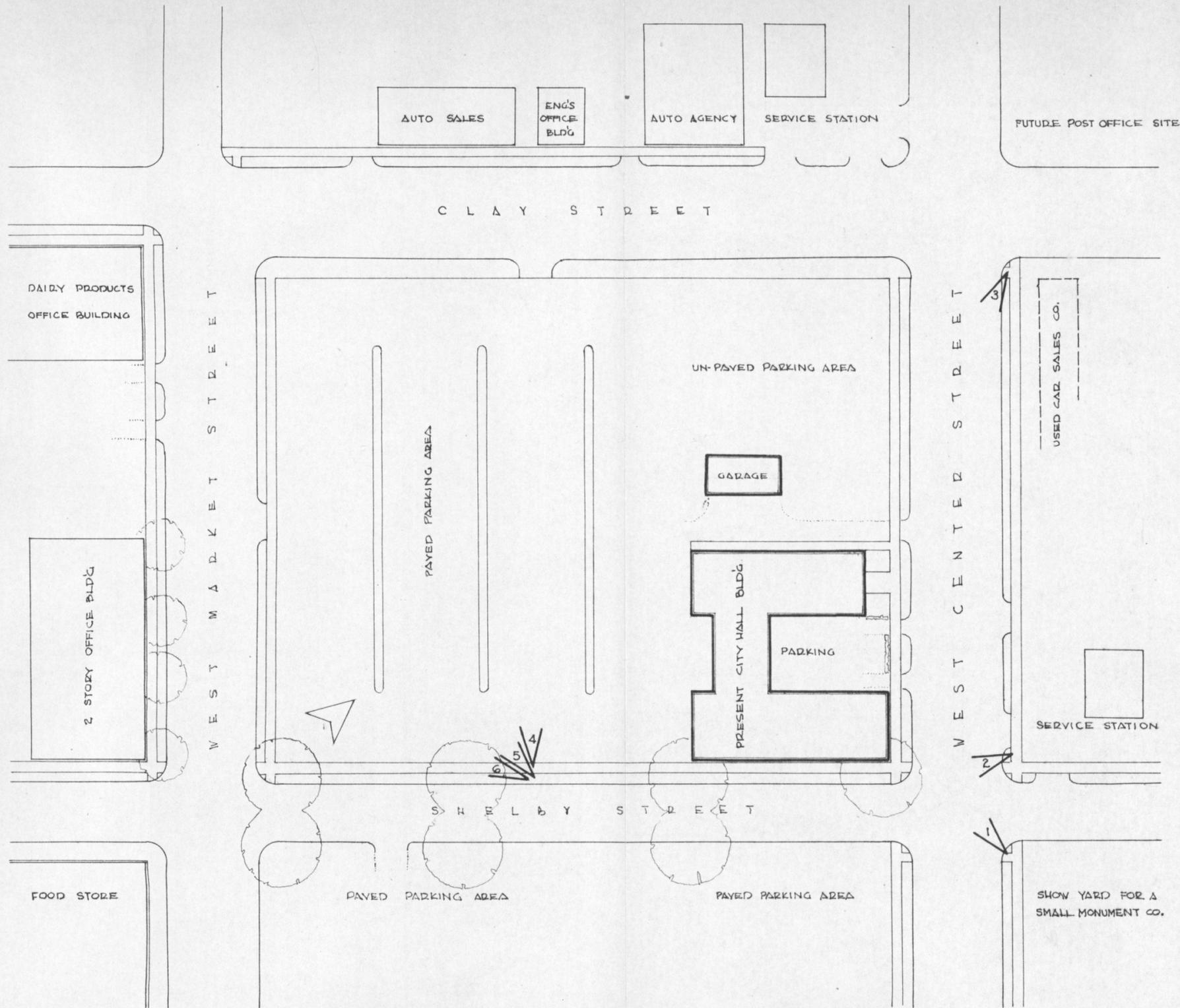
VIEW 4



VIEW 5



VIEW 6



SCALE  
0 4 8 16 24 32 FEET

A CITY HALL FOR KINGSPORT, TENNESSEE

SITE CONDITIONS

**PART VI - ANALYSIS OF THE FUNCTION AND REQUIREMENTS  
OF THE VARIOUS CITY OFFICES AND  
DEPARTMENTS**

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## PART VI

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### Opening Remarks

The following analysis was made by means of interviews with city and county officials.

In gathering the data, an attempt was made to project the requirements of the City Hall five, ten, or thirty years into the future. This will be one of the problems encountered by the designer of a new City Hall for Kingsport. A simple breakdown and outline of requirements for provision and space follows.

### City Manager

The City Manager is appointed by the Board of Mayor and Aldermen, and is the chief executive of the operating forces of the city. He is directly responsible to the Board and is charged with carrying out the policies and provisions made by the Board.

He is responsible for making all purchases of materials and equipment used by the City, except those employed by the Education Department, Recreation Department and

**PART VI**

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Public Welfare Department. All department directors are responsible to the City Manager in the conduct of the work done by each department.

The location of the City Manager's office should be such that it is readily accessible to the public. Space requirements for the City Manager's suite are as follows:

1. In conjunction with the City Manager's suite, provisions should be made for public waiting space. This need not be large, since all necessary waiting in this office is usually limited to only a few minutes. Also, in this area will be located the secretary-receptionist for the various officials. The major work carried on in these offices is administrative and this necessitates paper work and filing which will be handled by the secretaries. Hence,

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provisions should be made for well planned filing and storage spaces, easily accessible to the secretaries.

2. Three private offices should be provided for the City Manager, Assistant City Manager, and the Purchasing Agent. All activities carried on in these offices are of a similar nature and only requires a very small working space. Provision should be made for private files and books. At present, the office of Purchasing Agent is not an office which has been accepted by the Board of Mayor and Aldermen as a function of the city government. However, space should be made for this very important official.

Council Chamber

The Council Room is a very important element in a city hall. It is here that our democratic way of life is

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expressed in a primary form. The Council Chamber will serve as a meeting room for the Board of Mayor and Aldermen, various appointed boards and civic groups. The meetings for governmental organizations are usually scheduled for night. However, civic groups will be permitted the use of this room for day time meetings. The requirements for the Council Chamber are as follows:

1. The Council Room shall provide for seating of 50 spectators. A conference table for 13 is required.
2. In connection with the council room, a Retiring Room is needed. This will serve as a meeting room for the members of various boards prior to the beginning of public meetings. This room will be used for informal private groups.

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Legal Department

The Legal Department is responsible for all legal advice from a professional standpoint that the city government may need in the course of operation. The City Attorney, at present, does not occupy an office in City Hall, but it is expected that in the future provisions for office space will have to be made.

Because of the large amount of work carried on by the City Attorney in connection with the City Manager and the Department of Finance, it would be practical if his office be located near these two offices. The requirements for the Legal Department are as follows:

1. The secretary-receptionist will carry the brunt of the load in this office, since the City Attorney will continue a private practice and only be in his office a few hours each day. His secretary may be called upon to do extra work to supplement her duties with the City Attorney. For

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this reason, this office should again be located near the two offices whose work varies with time.

2. The City Attorney's office need only be a private space for consulting and advice. The present City Attorney finds that it would be wiser to continue an office for private practice in a location other than City Hall. For this reason, the law library generally attached with this office need not be provided.

Department of Finance

The Department of Finance is directed by the City Recorder and Treasurer. This department is responsible for the keeping of all legal records and contracts connected with the City; the assessment of property for tax purposes; the collection of taxes, revenues and water bills by the City of Kingsport.

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The Department of Finance has more direct contact with the public than any other office or department in the government and therefore should be closest to the public. This department's close relationship to the City Manager should also be considered in location. Space requirements for the Department of Finance are as follows:

1. A counter similar to tellers' windows in a bank is necessary for the paying of taxes, revenues, and water bills. Three stations will be sufficient to handle peak loads. This counter works best in connection with the general office space so that the people who are working at the counter may do paper work when the demand is down on the counter.
2. An area should be provided as general office space for the large amount of book work necessary in this department. Desks for

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about six clerical workers are necessary in this area.

3. A records vault is an important space in this area. This vault should be well planned for storage of valuable documents and records. It should be located in such a manner as to have easy access to the Machine Room, the General Office, and the Treasurer.
4. A machine room is necessary for the control of noise and more efficient operation. Provisions should be made for about four people to work in this area. Also in connection with this space, some provisions should be made for a duplicating machine and a wash basin.
5. An outer office should be provided as waiting and working space for the secretaries of both the Treasurer and Tax Assessor.

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6. The Treasurer's and Tax Assessor's offices need only be of minimum area for conference and consultation. A space for private files and books should be planned.

Department of Public Works

The Department of Public Works is responsible for the collection of garbage, proper maintenance of sewer lines and streets, operation of water works, laying out and paving of new streets, and laying sewers.

This Department may be divided into three sub-divisions. The first division is that of maintenance, with outside workers who will have no place in the City Hall building. The City Engineer and the Water Works Engineer are very closely associated and should share joint office spaces. The employees in these offices spend a large percentage of their time in field work and therefore need to have easy access to the outside at all times. The space requirements of the Department of Public Works are as follows:

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1. An outer office to serve the three officials in the Public Works Department should be adequate for a small amount of public waiting and have work space for three secretaries.
2. Three private offices are required for the Public Works Director, the City Engineer, and the Water Works Engineer. These offices are purely administrative, most of the work being done in the Drafting Room.
3. Adjacent to these offices, space should be provided for a Drafting Room with adequate facilities for six drafting tables, a reference area, and files.
4. Opening off of the Drafting Room there should be a Reproduction Room, an area for plan storage, and a supplies cabinet.

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Circuit Court and Chancery Court

Kingsport is in a unique situation in that the present City Hall serves to house not only the city government but also some Sullivan County functions. Among these are the Circuit, Chancery, and Sessions Courts. This fact came about because of the inconvenience involved in traveling between Blountville, the county seat, and Kingsport. In return for setting up branch divisions of the Court in Kingsport, the city government was to provide facilities for these Court functions. This system seems to be satisfactory, and some provisions should be made for these functions. Both the Circuit Court and the Chancery Court are civil courts. These courts only meet about three times a year, and for this reason only one large Court Room need be provided to serve both courts. This Court Room may also serve a dual purpose of a large meeting room as the case presents itself. The requirements for the Circuit and Chancery Courts are as follows:

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1. The large Court Room should have facilities for 100 to 150 spectators. A jury docket with seating for about 12 jurors and one alternate should be provided and planned so that the jurors may observe and easily hear the judge, the witnesses, and the attorneys. The jurors should be separated from the public so that in no circumstances do the two come in contact. The judge should be placed so that he is above all others in the room and his bench so designed as to maintain a proper dignity. He should be able to hear easily and observe the witness, the jury, the attorney, and the clerk. The witness stand should be raised slightly above the working space but below the level of the judge. The Clerk of the Court should be near the judge and within easy access of the councils. Tables for the attorneys need

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to be in front of the Court Room. A private entrance into the Court Room is required for the judge and jury. This must be free from public circulation.

2. As already stated, the two judges are only in the City Hall periodically. However, they require a Retiring Chamber in which to discuss cases and meet with lawyers and their clients. The Judge's Chamber may be shared by both the Circuit Court Judge and the Chancery Court Judge. It should be large enough for conferences of at least 12 people.
3. Two Jury Rooms are needed to serve the large Court Room. This is necessary because while one jury is working in the Court Room, another may be waiting to serve and another deliberating. These rooms should comfortably seat 12 people and be located so that no contact with the public is possible.

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4. The Deputy Law Court Clerk, who keeps records for the Circuit Court, and the Clerk and Master, who keeps records for the Chancery Court, are two offices which should be thought of in connection with the Court Room. Within these offices, provisions should be made for a public waiting area and a secretary's desk. The Records Vault should be planned for easy use and efficient storage of records. A table for lawyers is necessary so that large records books may be stretched out and examined. A private space should be provided in both of these offices for officials. Easy access to the Court Room is desirable.

Sessions Court

The Sessions Court takes the place of the old County Magistrates. The judge hears all cases other than violations of a city ordinance or cases for Chancery

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Court, where charges are of a serious nature or defendants may demand jury trial. The Sessions Judge sets bond and reports the case to Circuit Criminal or Circuit Law Court, depending on the type of case. The Circuit Criminal Court is held in Blountville, Tennessee. The requirements for the Sessions Court are as follows:

1. The Court Room should be planned to provide seating for 50 spectators. In the working area, space should be provided for the judge and two attorneys. A chair for the witness located in easy view of all will complete the requirements of the Court Room. A private entrance for prisoners, witnesses, and the judge is required. All prisoners entering the Court Room should be kept clear of public circulation.
2. An outer office for the two Court Clerks is required. A small area for public waiting will be necessary. Well planned storage

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spaces in this office is required to take care of the various files connected with the Court.

3. The Judge's chamber should provide an area for conferences and a small library. His chamber should be within easy access to the Court Room yet open to the public.

Police Court

The Police Court is a city function, and the judge of this Court tries all cases of ordinance violation.

The judge of this court is a part time official and does not require an office in City Hall. If such an occasion should arise, he may use the chamber set aside for the Circuit Court and Chancery Court. The requirements for the Police Court are as follows:

1. The Court Room should be planned to provide seating for 50 spectators. In the working area, space should be provided for the

PART VI

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judge and two attorneys. A chair for the witnesses, located in easy view of all, will complete the requirements of the Court Room. A private entrance for prisoners, witnesses, and the judge is required. All prisoners entering the Court Room should be kept clear of public circulation.

Department of Public Safety

The Department of Public Safety is composed of the Divisions of Police and Fire. This Department is responsible for the enforcement of all ordinances adopted by the city and the prevention and control of all fires and fire hazards within the city. At present, the city government has no provisions for a Public Safety Director. It is expected that this office will be necessary in the near future. Also, the Building Official who is now under the City Manager, will become a part of the Department of Public Safety. However, for

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clarification, the Building Official will be treated as a separate office. The space requirements for the Department of Public Safety are as follows:

1. The Director of Public Safety should have his office located near the records kept in conjunction with the Detective Bureau. A public waiting area controlled by the Secretary is required. An office for the Director of Public Safety will be all that is needed in this suite.
2. The Desk Sargent is the control center for the Police Department. Space for the Desk Sargent and the Clerk should be provided such that this area may control the public and prisoners, both incoming and outgoing. Within this area provisions should be made for two desks and various files. A counter will serve quite well for greeting the

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public. Adjacent to the Desk Sargent, a private office for the Chief should be arranged.

3. The Detective Bureau should be located near the prisoners entrance and close to the jail. Space should be made for mugging and finger printing. A Dark Room for developing must be provided. The police files, set up as recommended by the FBI Academy, take up only a small space. However, these should be protected from fire. Two desks will be all that is required in the Detective Bureau.
  
4. The Jail is probably the most complex element to be found in the City Hall. The primary function of the Jail is detention until bond is paid or the case is sent to Court. In the women's section, three cells are needed, each serving two prisoners. These will be for two

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negro women, two white women, and two juvenile girls. In the men's section, cells should be provided for at least four pair of men, one of these cells being for juveniles. In addition to these, one large cell or "bull pen" should be provided. State laws require that jails be located near an outside wall. All plumbing in jails have to be located so that repairs may be made without the workmen entering the cells. It would be desirable for showers to be provided outside the cells for use by single prisoners. In Kingsport, all food for the prisoners is provided by a restaurant at a much cheaper rate than would be possible if the city were providing the meals. For this reason, no kitchen facilities will be provided.

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5. In connection with the Police Department, a Ready Room and a Locker Room are required. The Locker Room should be adequate to serve from thirty to forty patrolmen. The Ready Room will be used as a meeting room and recreation room.
6. All traffic signs and parking meter service is handled by the Police Department. The Paint Room will be used for storage of signs and repainting of old signs. A fire-proof Paint Room should be provided for the storage of paint. The parking meter repair shop need only be of minimum size.
7. A Garage for the police cars and motorcycles will be required. This should be large enough to house four to five police cruisers and about five motorcycles.

**PART VI**

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**Building Official**

The Building Official is responsible for the inspection of all new buildings and the enforcement of the zoning ordinances. At present, the Building Official is directly under the direction of the City Manager; however, at some future time he may be under the Director of Public Safety. The space requirements for the Building Official's office are as follows:

1. The Secretary's office with public waiting space needs to be located so that the Building Official's office and the Inspectors' Room is within easy access.
2. The Building Official's office need only be of minimum area with seating for three and a work desk.
3. Provisions should be made for a large room with desks for the Electrical Inspector, the Plumbing Inspector, and the Housing Inspector,

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and the Air Pollution Official. Also, in this Room facilities should be made for the filing of plans and a counter provided for studying plans.

Juvenile Court

The Juvenile Court in Kingsport plays a dual role. It is both a law enforcement agency and a social agency. It administers both state laws and city ordinances concerning minors and extends a helping hand to children with special problems. The Juvenile Court should be located away from major entrances and within access of a minor entrance. This office works best in connection with the Welfare Department, which also needs a semi-private entrance. The requirements for the Juvenile Court are as follows:

1. The public waiting space and secretary should be situated so that it acts as a control center for both the Juvenile Counselor and the Juvenile Judge.

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2. A private office for the Juvenile Counselor should be provided. This need only be minimum in area, with seating for two to three people.
  
3. The Juvenile Judge requires an area which will be adequate for his desk and for conferences limited to about twelve people. Also, within this area there should be space for private files and books. The Juvenile Court should be within easy access of the Jail so that juveniles may be brought in with a minimum of public contact. However, only a few juveniles will ever be brought from the Jail to Juvenile Court. The jail cells only serve as detention until the juveniles may be released to the custody of parents or others.

## PART VI

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### Welfare

The Department of Public Welfare is the center for persons who need help with problems of health and home conditions. On recommendation of the Welfare Department, the city pays for hospitalization of patients who lack funds to help themselves. In extreme cases of need, the city also appropriates for burial. The Servicemen's Bureau, another function of the Welfare Department, operates in cooperation with the Home Service Department of the Red Cross. This office works with veterans and their dependents, helping them process applications for government benefits.

The Department of Health which is a complement to the Department of Welfare, is operated by the city and county in cooperation with the State Department of Health. At present, the Health Department is planning a new building, independent of City Hall. For this reason, the Health Department will not be considered

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in the design. The requirements for the Department of Public Welfare are as follows:

1. An office and public waiting space is needed for the Director's Assistant.
2. A larger space is needed for the Director of Welfare. This is required because he needs a conference area.

General Service and Appurtenances

In general, the City Hall building should provide adequate public area for ease in circulation, since the City Hall is primarily for the convenience of the public. Public toilets should be provided; however, these need not be large, because most of the business transacted in City Hall requires only a short stay.

Employees' toilets should be provided in proportion to the number of employees and should be located so they are convenient to the users. Janitor stations are needed and must be provided. It would be desirable

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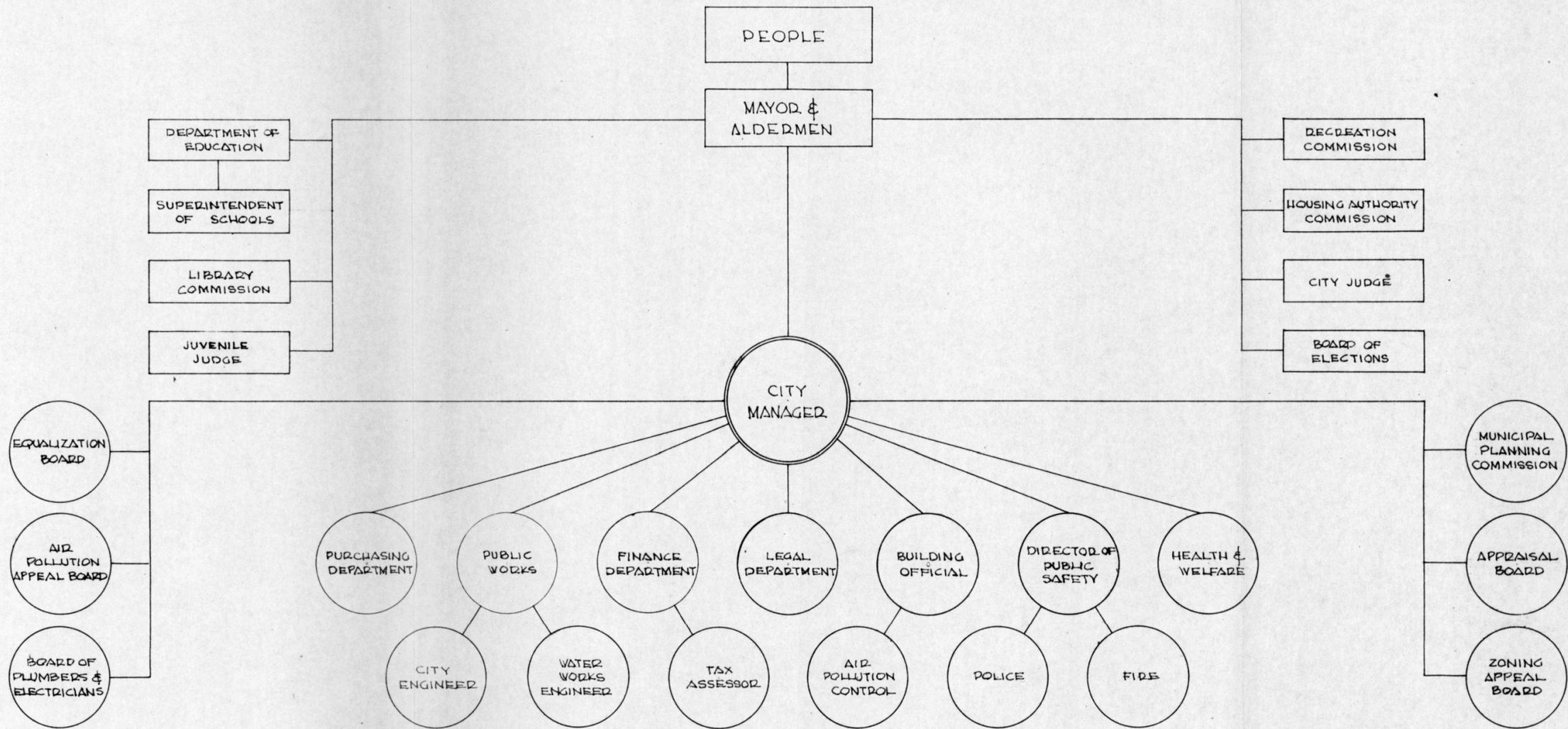
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to plan an area for waste paper deposit at night, and convenient for the paper being picked up in the mornings. Also needed is an area for the storage of old records. This area should be of fire resistant construction. A room for general storage is also a desirable feature of a well planned City Hall. The mechanical equipment room is a necessary part of modern buildings. It should be adequate in size to house the equipment necessary to service the building.

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ORGANIZATIONAL CHART



PART VII - DESIGN DISCUSSION

PART VII

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Remarks

The drawings and photographs presented in the following section are based upon research work and findings in the preceding parts of this thesis. The scheme, as presented, can only be thought of as a preliminary design study. The material in this section covers the concepts of the scheme which are not evident in the drawings.

The Concept

The plan of the City Hall developed as a building with two general areas. These are the executive and legislative area, and the judicial area. These major areas are linked by covered walkways which serve as primary entrances from Clay and Shelby Streets. Secondary entrances are provided on the West Market Street portion of the building. The Police Garage serves as a partial barrier between the public and the building.

After several bay sizes were investigated, it was found that by spacing the column 28 feet in both directions

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a maximum of freedom in office layout was possible. This bay size gives adequate flexibility yet does not exceed the limits of an economical structural system. Mullion spacing of nine feet from the inside of columns proved to work well with an interior arrangement and gave a pleasing fenestration.

Structural Systems and Materials

The City Hall building is of fireproof skeleton steel construction. The roof slab is of precast gypsum laid on bulb tees. These are welded to steel joists spaced at four feet on center. A double ceiling is provided. One acts as a fire stop, the other as a duct space. All walls are of panel construction, being either glass, porcelain enamel, or brick, as the case may be. The floors are concrete slab on earth fill.

Because of code requirements, a fireproof structure is necessary. The columns will be covered with plaster over all interior supports. The exterior frame will be

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faced with steel plates, welded in place and the joints ground.

All ceilings in the public areas and offices will be hung to allow space for duct work. They will be finished with an acoustical plaster. Office partitions will be two inches of solid plaster. Record vaults will be constructed of 12 inches of masonry and have a poured-in-place concrete ceiling. The walls enclosing courtroom areas will be 12 inches of masonry for acoustical reasons. The floors in all public areas will be of native marble in a module as indicated on the floor plan. Office floors are to be waffled vinyl. Exterior walls will be tinted heat absorbing glass and porcelain panels. Brick panel walls are to be ten-inch cavity walls.

Mechanical Equipment

Conditioned air will be supplied by a heat pump and fan system. It is proposed that a well be dug on the

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site and water used as a medium of heat exchange. The two major zones of heating and cooling will be the two major areas of the design. The judicial area will be serviced directly from the mechanical equipment room and the intake air supply will be from the areaway adjacent to this room. The legislative and executive area will be serviced by auxiliary units in the lowered ceiling of the toilets. Air for these units will be supplied by grilles directly over the brick panel walls of the toilets.

Forced air will be blown from registers placed in the ceilings. Return air will be conveyed by special ducts on the perimeter of the buildings as shown in the wall section.

Construction Phases

The actual construction of the City Hall will be carried out in three stages. The first stage will be the erection of the Police Garage and judicial area.

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The second step will be to raze the courtroom wing of the present City Hall. The employees working in this area will then move into the finished portion of the new building. The third step in construction will be the erection of the legislative and administrative section. The employees working the remaining half of present City Hall will then be able to move into their new offices. The remaining portion of the old City Hall will then be torn down, and site improvement completed. By employing this method of construction, the city government will be able to continue functioning with a minimum of interruption.

**PART VIII - PRESENTATION OF THE DESIGN**

PART VIII

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PLANS

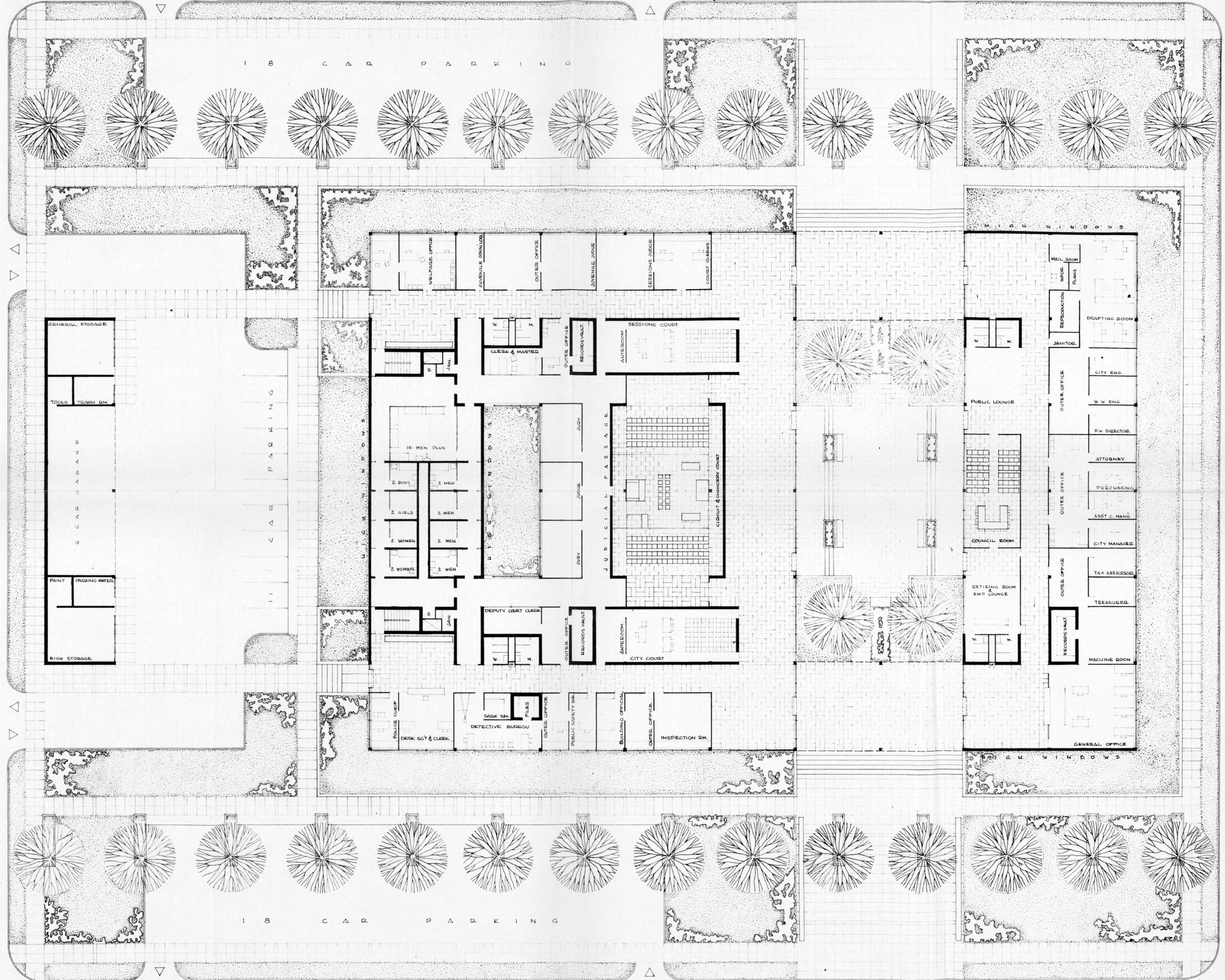
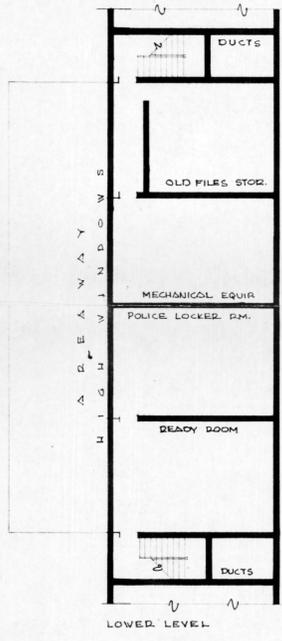
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I B C A R P A R K I N G

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W E S T C E N T E R S T R E E T

S H E L B Y S T R E E T



A CITY HALL FOR KINGSPOST, TENNESSEE

SCALE 1/4" = 1' - 0"

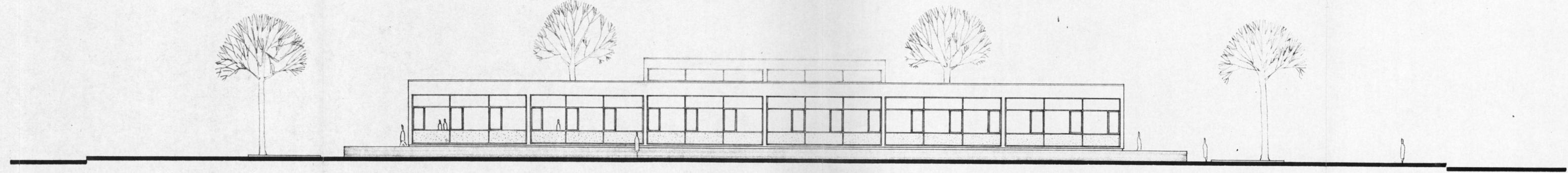
PLANS

**PART VIII**

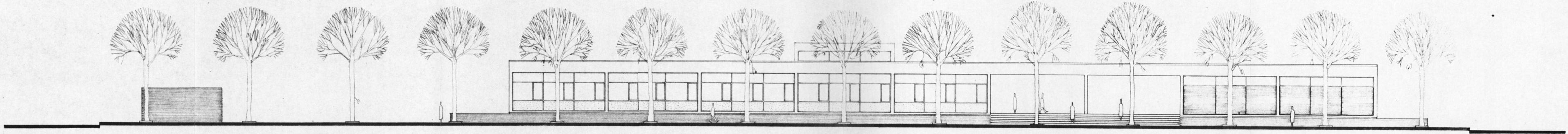
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**NORTHEAST AND SOUTHEAST ELEVATIONS**

NORTHEAST ELEVATION



SOUTHEAST ELEVATION

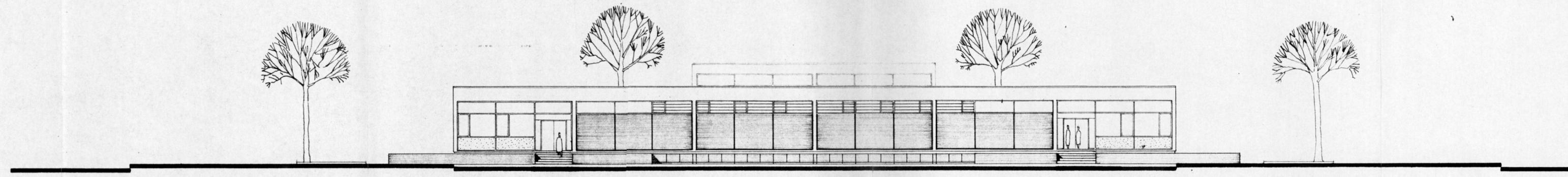


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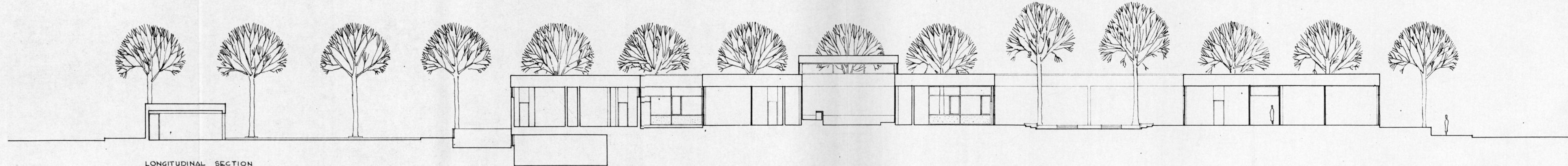
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**SOUTHWEST ELEVATION AND LONGITUDINAL SECTION**

SOUTHWEST ELEVATION



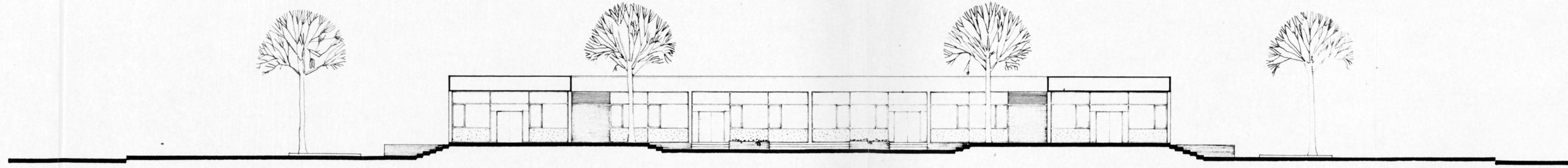
LONGITUDINAL SECTION



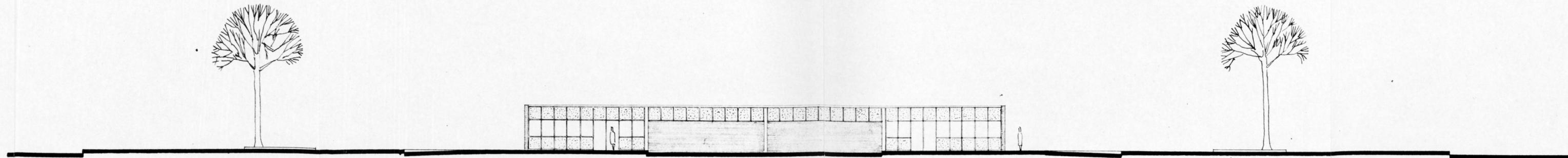
**PART VIII**

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**SECTION THROUGH ENTRANCE COURT AND SOUTH  
EAST ELEVATION OF THE GARAGE**



SECTION THRU ENTRANCE COURT.

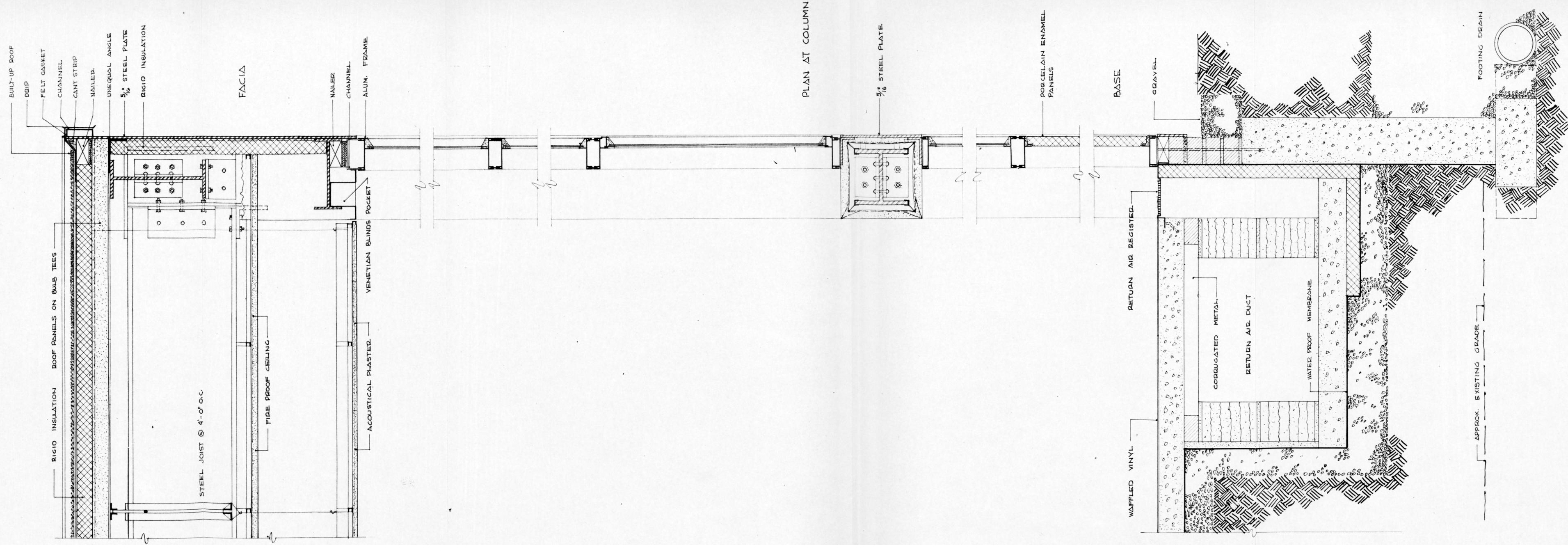


SOUTHEAST ELEVATION OF THE GARAGE

**PART VIII**

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**WALL SECTION**



BUILT-UP ROOF  
 DRIP  
 FELT GASKET  
 CHANNEL  
 CANT STRIP  
 NAILED  
 UNEQUAL ANGLE  
 5/16" STEEL PLATE  
 RIGID INSULATION

FACIA

NAILED  
 CHANNEL  
 ALUM. FRAME

VENETIAN BLINDS POCKET

ACQUSTICAL PLASTER

STEEL JOIST @ 4'-0" O.C.

FIRE PROOF CEILING

PLAN AT COLUMN

5 1/16" STEEL PLATE

PORCELAIN ENAMEL PANELS

BASE

GRAVEL

RETURN AIR REGISTER

CORRUGATED METAL

RETURN AIR DUCT

WATER PROOF MEMBRANE

WAFFLED VINYL

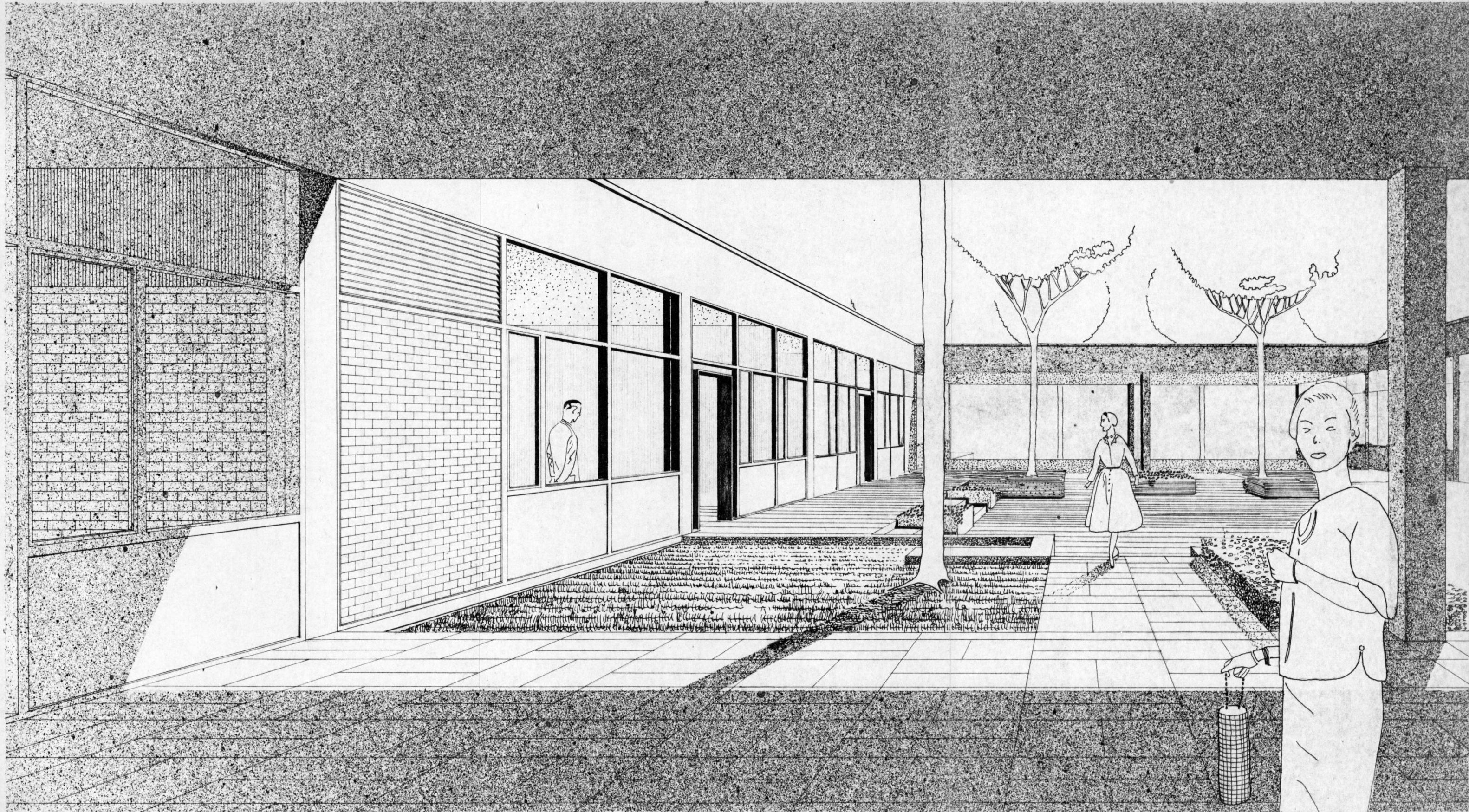
APPROX. EXISTING GRADE

FOOTING DRAIN

PART VIII

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VIEW OF ENTRY COURT



PART VIII

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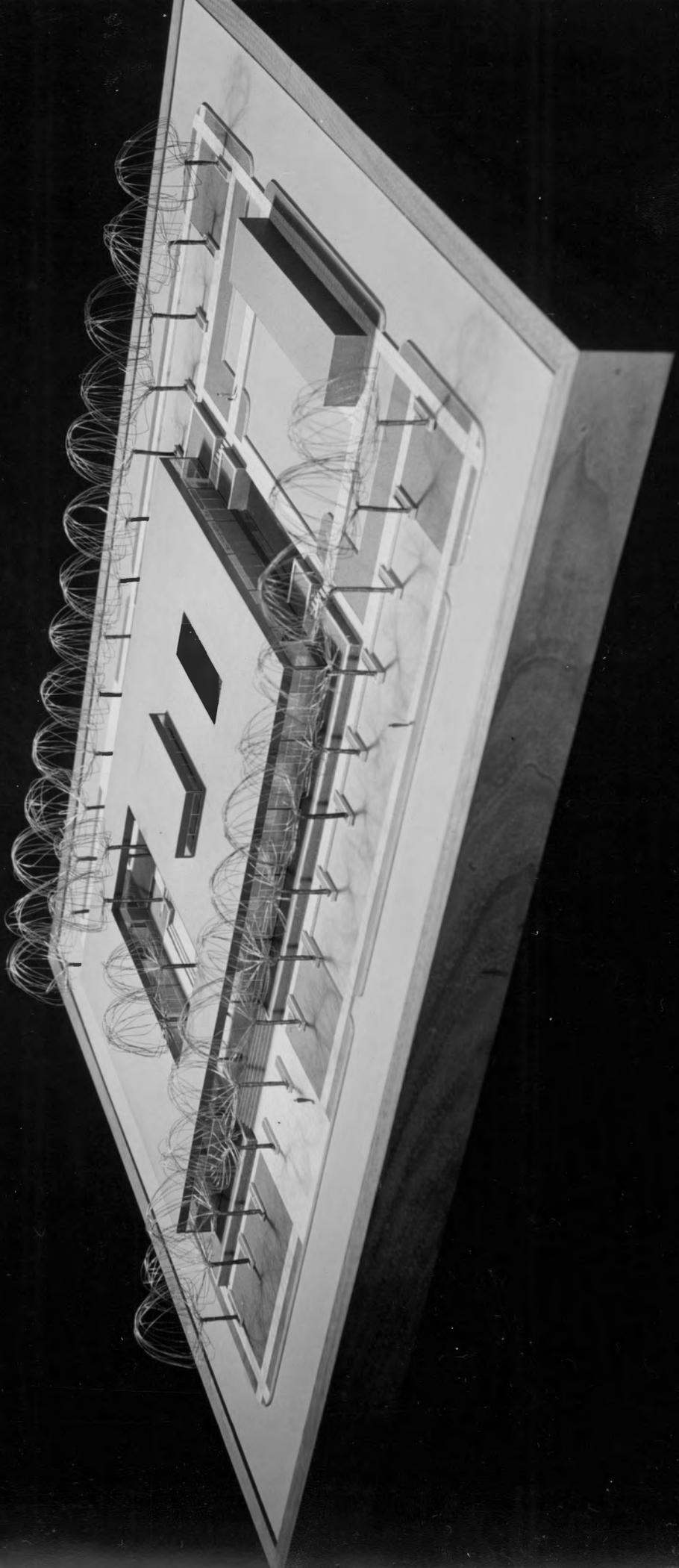
PHOTOGRAPH OF THE MODEL



PART VIII

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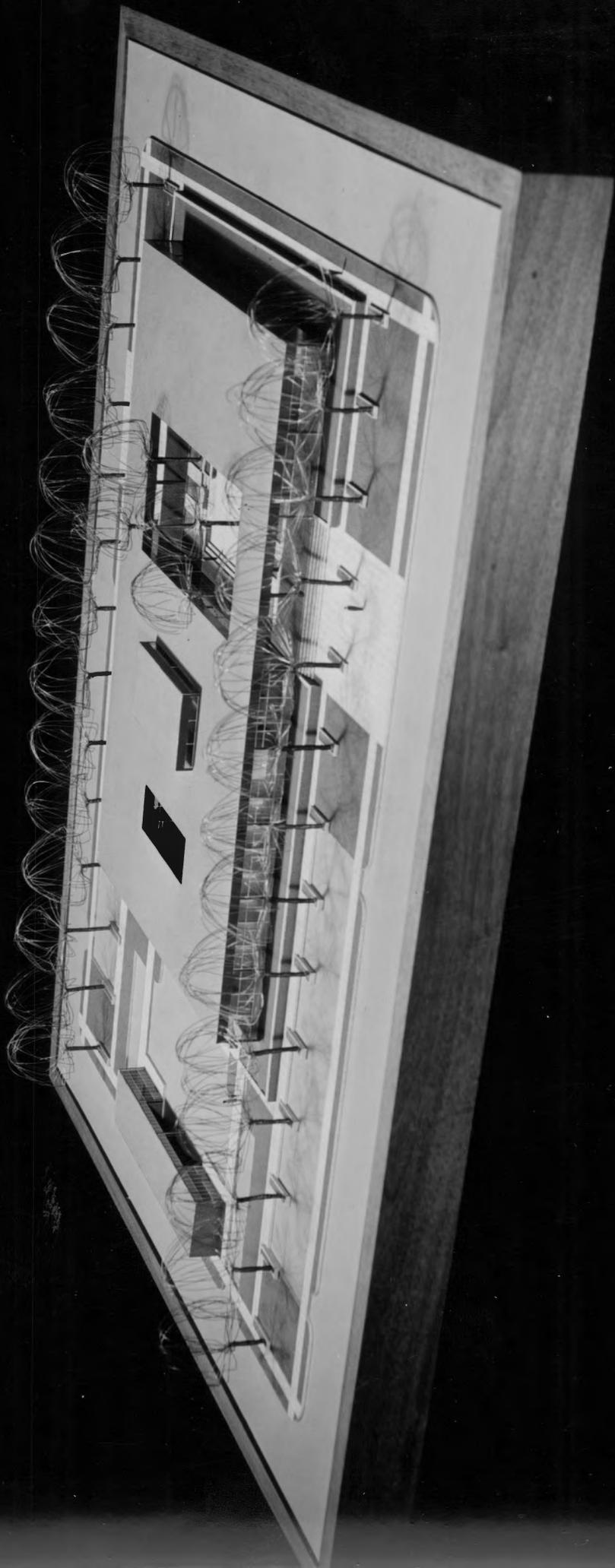
PHOTOGRAPH OF THE MODEL



PART VIII

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PHOTOGRAPH OF THE MODEL



PART VIII

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PHOTOGRAPH OF THE MODEL



**PART IX - CONCLUSIONS**

**PART IX**

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The conclusions are graphically embodied in drawings and Part VII of the thesis.

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VITA

**The vita has been removed from  
the scanned document**