

COUNTY COURTHOUSE FOR WASHINGTON COUNTY, MARYLAND

HAGERSTOWN, MARYLAND

by

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## INTRODUCTION

"Adopted styles were derived from classical antiquity and from the Romanesque and Gothic form orders of the Middle Ages. In their original concepts--when they were still indigeous--these form orders, respectively, possessed an intrinsic creative essence of the same spiritual family that was intrinsically alive in those forms of civilization they represented. But after having been separated from their own genuine soils, and having been--millenniums and centuries later--arbitrarily and rootlessly transplanted into entirely strange life conditions, the intrinsic essence of these styles were bound to evaporate, leaving behind only an empty, vapid, and sterile encrustation of superficial decoration.....This empty, vapid, and sterile ornament has since then been used and over-used, always and everywhere. And, under the influence of this superficial decoration, generations after generations have been compelled to dwell and to breathe of its atmosphere."<sup>1</sup>

The designers of public and governmental buildings in this country have lived in the past too long. It is time that our generation should produce buildings expressing the integrity and creative ability of our civilization. Governmental buildings in particular should be symbolic in form of the vigorous, progressive, efficient democratic governments. This is the true goal of our civilization and not the copying of styles of past generations such as the Greek, Romanesque, and Gothic.

With the introduction of steel, reinforced concrete, plastics, and other materials in the past fifty years, we have the potentiality to produce something better and different than preceding generations. More thought is now being given to functional planning, lighting, acoustical treatment, and to new building materials. But until recently, there has been a widespread disregard of the proper use of these new techniques. These more recently developed materials have been used but hidden

by applied decoration which was very expensive and space consuming. Examples of this can be seen in the government buildings erected in Washington, D.C., and in the buildings erected on the campus of Virginia Polytechnic Institute. Modern steel and reinforced concrete structures are incased in classical or Gothic facades.

"We must develop an architecture which makes the most creative use of all of the new materials and techniques which science and industry provide. Each of these--structural steel, reinforced concrete, all kinds of metals, the enormously increased availability of glass, the discovery and utilization of plastics--offers a new opportunity to the designers with imagination. Each is an incitement to new thinking about form and color. The shapes which these new materials assume, when used in the most harmonious accord with their qualities, are necessarily shapes quite different from those of past architecture; no eclectic

attitude can ever utilize this tremendous wealth of new form in any complete way."<sup>1</sup>

In recent years there is an indication that more government and public buildings are being built to fit our present civilization. There is an attempt to express the feelings of a modern world. An example of this is the Crisp County Court House at Corclele, Georgia. The County Commissioners did not want a monument to themselves, but an up-to-date office building. The Commissioners allowed the architect to write his own program so long as the results would be "with emphasis on economy and the housing of the county's working needs so that the functions of a modern and progressive community would be carried on efficiently."<sup>2</sup> The result was a modern building that replaced a

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1. Talbot F. Hamlin, "Architecture Through the Ages," New York, G.P.Putnam's Sons, 1940, P.630.
  2. "Progressive Architecture," October, 1952, Vol. XXXIII, p.96, 100.

wasteful 60,000 square feet of space with an efficient 31,514 by the use of new planning techniques and building materials. Fixed glass was used throughout the building and a heat pump was installed to provide complete summer and winter air conditioning.

The author of this thesis has attempted to use the modern methods of our generation to reach an intelligent and appropriate design for a County Court House for Washington County, Maryland.

**Part One**

**WASHINGTON COUNTY**

**Geographic Location:**

Washington County is in the northwestern part of the state of Maryland; it lies between two ranges of mountains, the Appalachian and the Blue Ridge. The county borders on three states: Virginia, West Virginia, and Pennsylvania. It has three bodies of water: the Potomac River, which serves as one of the county's borders, the Antietam Creek, and the Contagogue Creek. The terrain is gentle rolling hills.

**Historical Background:**

Washington County was formed September 6, 1776, after a decision by the first constitutional convention to divide Frederick County, which included all of Western Maryland, into two additional counties. The new counties were named Washington and Montgomery after the revolutionary generals. Since then the county has been subdivided into other counties.

The town of Hagerstown, then Elizabethtown, had been in existence for fifteen years. Being the largest

town in the new county, it was honored by being designated as the county seat.

It played an important role during the Civil War. The battle of Antietam was fought at Sharpsburg, and the County served as the main route for the Confederate troops moving to the battle of Gettysburg. The first monument erected to George Washington, who visited the County many times and for whom the County is named, is located there.

Population:

The population of Washington County according to the 1950 census was 78,726. According to the census reports from 1920 to 1950, the average increase in the population has been approximately 7,000 for every ten years.

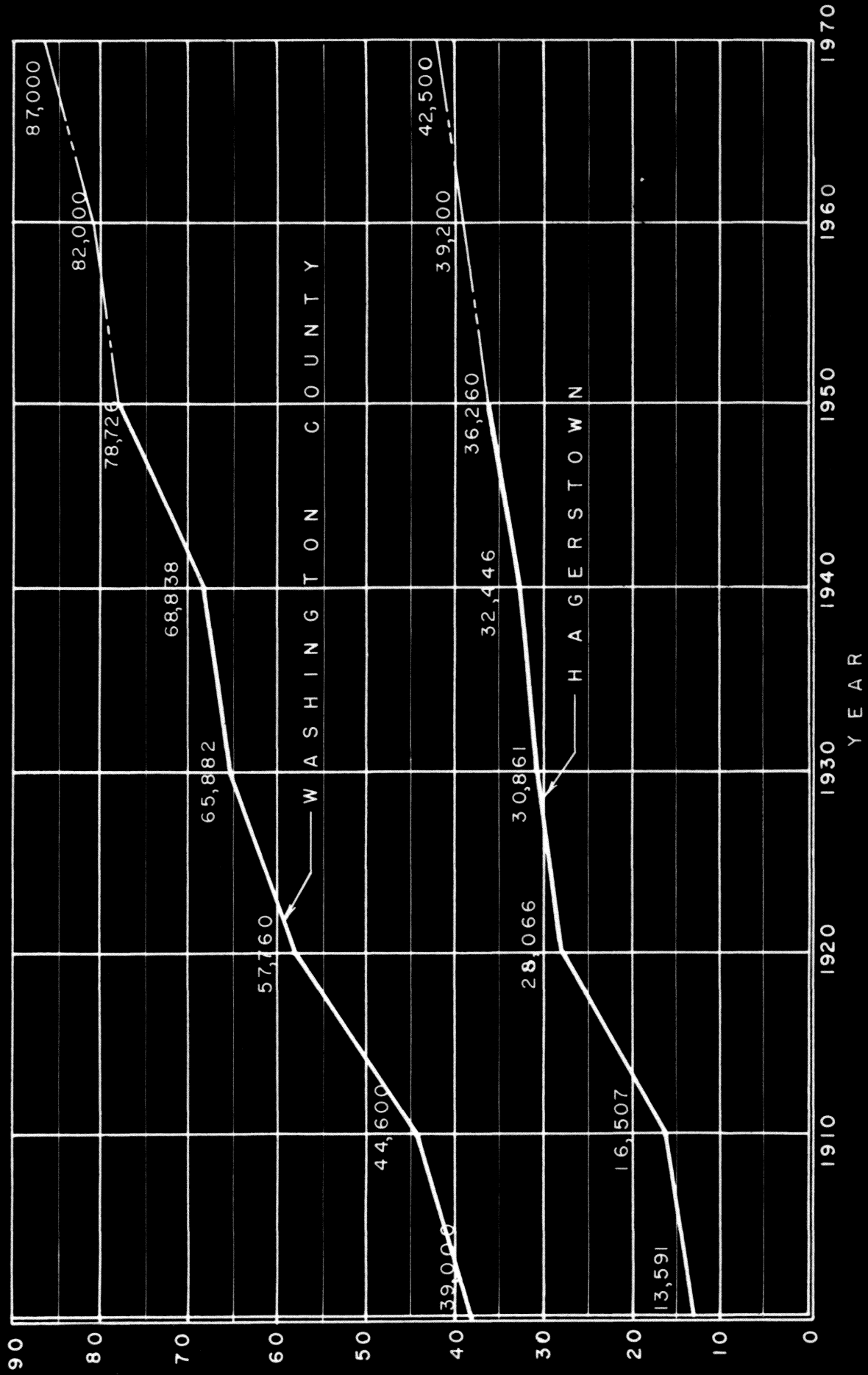
The County has adequate space for future expansion, therefore it is reasonable to assume the average increase in population as 7,000 each ten years for future years.

Type of Government:

In 1634 the first governing body was established in Maryland. Since the majority of the settlers were Englishmen, they set up a government modeled after the government in their native land. The first government was nominally formed of three bodies: Legislative, Judicial, and Military. Actually, however, the Governor and his Council controlled all three. They formed the high court of the colony, with unlimited jurisdiction, and were in charge of the military.

The first example of county government was in Kent County in 1642. The County Court was formed of Justices of the Peace throughout the county, but later only a few were designated for court service. They were known as "Justices of the Quorium." The County Court exercised all local and administrative powers: it drew up the levy, collected the tax, appointed road overseers, and made all disbursements. The early county government also had a Sheriff, Coroner, and Constables.

**POPULATION GRAPH**

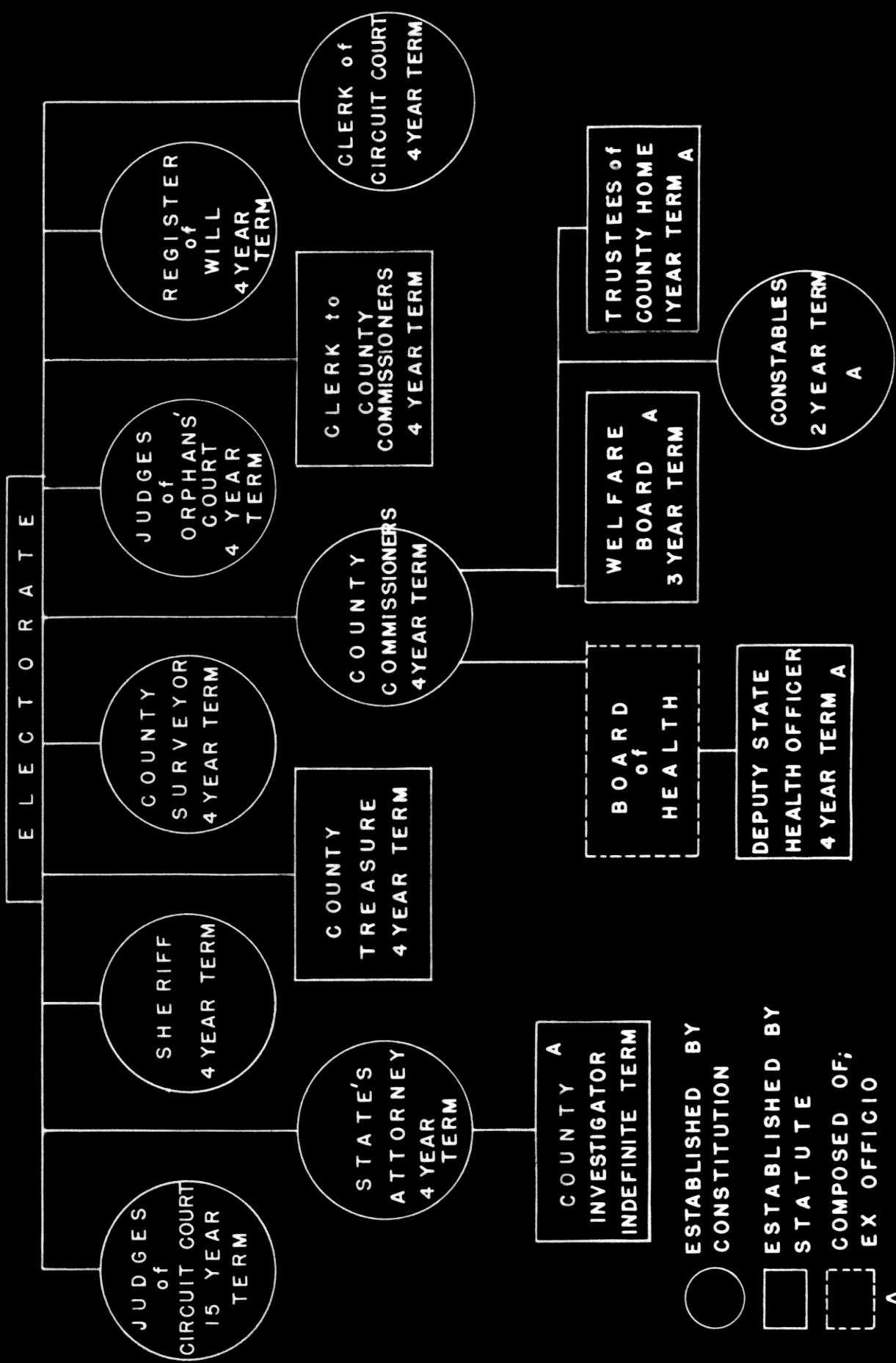


POPULATION GRAPH

In 1790 the county governments were radically changed. The County Court was required to have a professional jurist, and the counties were broken up into circuits. Since then the circuits have been regrouped, and all the judges have become professional officers trained in law. The many powers of the court have been given over to other agencies. One of these agencies was the Commissioners of Tax and Assessments. Later, in 1827, the County Commissioner type government was established. These bodies were the administrators of the financial affairs of the counties. The powers of the Commissioners were so broad that other agencies have been established to assume some of these responsibilities: the County Treasurer, the Supervisor of Elections, the Supervisor of Assessments, the Board of Education, the Welfare Board, the Board of Health, and others. The county still maintains an Orphans Court, a Sheriff, Justices of the Peace, Constables, a Coroner, and a County Surveyor.

The state of Maryland is increasing its powers in local government. Many offices of the counties, such as the Supervisors of Roads, and the Board of Education, have since been shifted to state control. The present indications show a trend toward centralization.

**COUNTY GOVERNMENT  
ORGANIZATIONAL CHART**



- ESTABLISHED BY CONSTITUTION
- ESTABLISHED BY STATUTE
- ▭ COMPOSED OF; EX OFFICIO
- A APPOINTIVE

**Part Two**

**PRESENT COURTHOUSE**

The first courthouse in Hagerstown, built in 1783, was a two story brick building located in the center of the public square. The second floor of the courthouse was used for court and viva voca elections. The first floor, which was open, was used as a market. This building was inadequate, and the citizens petitioned the Assembly at Annapolis in 1815-16 for a new courthouse. They said in their petitions:

"That the existing courthouse of said (Washington) County is in a state of ruinous decay, and the public records deposited therein are considerably endangered: that it is too contracted in its plan to accomodate a court and its officers: and that, standing in the public square directly on the intersection of two principal streets, it greatly injures the appearance of Hagerstown."<sup>1</sup>

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1. Williams, op. cit., I, 165.

The Assembly permitted the county to levy a special tax to construct a new courthouse. It was finished in 1820 but proved very unsatisfactory. The courtroom had to be abandoned because of bad acoustics, and it was much too large. A new courtroom was added to the building in 1859. The building was completely destroyed by fire in 1871 and, until the construction of the present courthouse, court was held in a local church.

The present courthouse was built in 1874. This courthouse at first was considered to be an adequate structure but, due to an increasing population and the establishment of new offices, the facilities have become out-dated and overcrowded.

It is a two-story brick building approximately one hundred feet square with a full basement and a large storage area under mansard roof. The first floor contains the offices of the Register of Wills, Clerk of the Circuit Court, County Treasurer, County

Commissioners, Sheriff, and the Supervisor of Assessments. On the second floor are the Juvenile Court, Law Library, Circuit Courtroom, the Board of Election Supervisors' offices, and judges' offices. The basement contains the office of the Surveyor, recruiting offices for the armed services, and storage rooms.

The building is located on the corner of West Washington Street and Summit Avenue, one block from the public square, and in the heart of the business district. On three sides of the courthouse are located the principal banks of the county and also the offices of many lawyers.

The county owns the old post office building that is located one block from the courthouse. This building is known as the Courthouse annex, and contains the offices of the Agriculture Agent, Home Demonstration Agent, and the Welfare Board. The Board of Education and the Health Department are located in

separate buildings; the Board of Education being located behind the municipal swimming pool, and the Board of Health having offices in the County Hospital.

The county jail is two blocks from the courthouse. It contains a house for the sheriff and several deputies, and a two-story jail with facilities capable of taking care of sixty to seventy prisoners.

**Part Three**

**NEED FOR A NEW COURTHOUSE**

**PHOTOGRAPH OF  
PRESENT COURTHOUSE**



Washington County's need for a new courthouse is very great. The rapid increase in the population during the past twenty years has made the present building inadequate to take care of a modern and effective county government. The present courthouse does not have the necessary vault space to safely protect the county's records, nor adequate office space for county employees to work efficiently.

The present building has brick exterior walls with wood framed partitions, floors, and roof. Because of the age of the building, fire could readily spread throughout it. There is no sprinkler system to lower the fire hazard. The corridors and stairs of the building are wood framed.

The courtroom on the second floor, during court sessions, has at times approximately one hundred people as spectators, jurors, and other members of the court. There is one main stair and one secondary

stair to provide exits for the people on the second floor if there should be a fire. The main stair is a rickety wooden structure leading into the center of the first floor hall.

Many of the records of various offices have to be left out of the vaults because of inadequate storage space. In the event of a fire, many of these valuable records would be destroyed; this would cause months of work before normal business operations could be resumed, and many of the records could not be replaced.

The cost of maintaining the building has reached a maximum because all repairs are major. The cost of heating the building is very high because of its poorly fitted windows and doors and the unnecessary high ceilings throughout the building. During the summer months the building is poorly ventilated and there are no means for air-conditioning it.

The space available for offices throughout the courthouse is inadequate, and many offices of the county government are located in other buildings scattered throughout the town. The State's Attorney is located in a building across the street from the courthouse. This office should be located in the courthouse so there could be closer connection with the Court and its activities. Other offices, such as the County Agent, Home Demonstration Agent, and the County Welfare Board are located in an annex, one block from the courthouse.

The jail, which is four blocks from the courthouse, should be near or in the courthouse for convenience in bringing prisoners to court. The jail and the annex property could be sold for high prices because they are located in high land cost areas.

To obtain an efficient county government, the centralization of all the county's offices in one building is of utmost importance.

It is the aim of the author to design a County Courthouse which will centralize all the offices of the county and will provide adequate space for their operation; it will also provide space for the safe storage and care of records. It is also the aim to design a modern building appropriate for the present and the future.

**Part Four**

**SITE**

The site selected for the new courthouse is the lot where the present building is located. Other sites have been considered by the County Commissioners and other officials with the idea of having the courthouse in an area where there is less congestion, but these ideas have since been abandoned because other available sites all lack the requirements of a good location to carry on the activities of the county government.

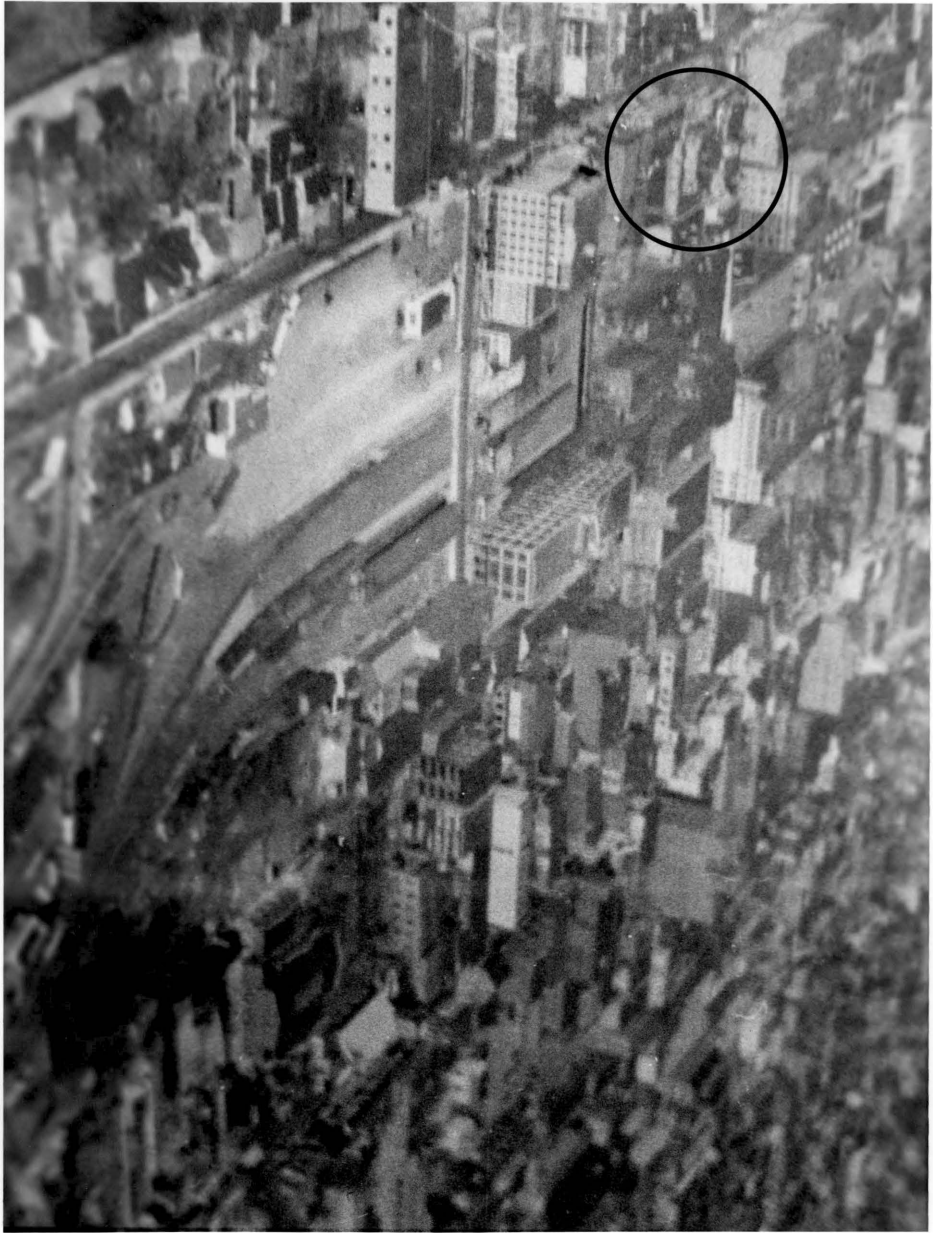
The county has purchased more property adjacent to the present courthouse site for either future expansion of existing facilities or the construction of a new building. This newly acquired property has a three-story brick apartment building presently on the site.

The site is located one block from the public square and is in the main business district of Hagerstown. It is located at the intersection of West Washington Street and Summit Avenue, U.S. Routes 11 and 40.

The site is located adjacent to the principal banks of the county. This is necessary so that personnel from the banks can have easy access to the records kept in the courthouse, such as land records for mortgages. It is also close to the majority of the lawyers' offices so they will have a short walking distance to the court and other county offices.

The site fronts 115 feet on West Washington Street and 240 feet on Summit Avenue. It is bounded by two twelve foot alleys and two major streets. Because of its limited area, parking facilities can only be provided for county officials and employees. There are adequate parking facilities near the courthouse for other persons.

**AERIAL VIEW OF THE SITE**



**Part Five**

**ANALYSIS OF THE**

**REQUIREMENTS**

## COUNTY COMMISSIONERS

Functions:

Five County Commissioners are the administrators of Washington County and are elected for a term of four years in a quadrennial election. The commissioners' duties include the levying of taxes in the the county and the maintenance of county roads, although this latter power has been almost entirely delegated to the state. The county also maintains and erects county buildings such as the courthouse, jail, schools, hospital, county poorhome, and others. The County Commissioners have a general meeting once a week where they hear complaints of the citizens and take action on various other activities throughout the county.

The office of the County Commissioners should be readily accessible to the public and closely associated with the Register of Wills, Assessor's Office, and Treasurer. The present staff consists of five Commissioners, a County Clerk, and a Deputy Clerk.

**Requirements:**

1. A public area should be provided where people can pay bills to the County Commissioners for dog tags, assessments, and similar things. This area should be equipped with a bank type counter and chairs.
2. A work space must be provided for the Clerk and at least two assistants. This space should be equipped with three desks, filing cabinets, adding machines and, chairs for public and business meetings within the office.
3. A vault is required to keep records, such as tax levies, assessments, road records, and others. It should be equipped with file boxes, racks for storing record books, and a shelf for writing. The vault should be adjacent to the Clerk's area.
4. A conference room should be provided for weekly meetings of the Commissioners, opening of bids, public hearings, and other meetings. A conference table with the capacity of ten persons and

seating space for twenty-five spectators should be provided. This room should be connected with the Clerk's office and should be generally accessible to the public circulation.

### **STATE'S ATTORNEY**

#### **Functions:**

The State's Attorney is appointed by the Governor for an indefinite term to prosecute all cases in which the county or state is a party or in which it has any interest. This office is very closely associated with the Circuit Court, Judge, and the Sheriff's office. It must be located near the bar library for easy reference to the law books. The State's Attorney's staff consists of a secretary and two other persons acting in official capacity.

#### **Requirements:**

1. A reception area should be provided with chairs and a table for the public. This area may be

combined with the secretary's office.

2. The secretary's office should be adjacent to the reception area and adjacent to the office of the State's Attorney. It should be large enough to contain a desk and filing cabinets.
3. The State's Attorney requires a private office for carrying out his duties. A private office should also be provided for his assistant.

These offices should be equipped with a desk, filing cabinets, chairs for the public, and a small table.

4. A storage area should be provided. It should have large filing cabinets for legal records. It should contain a desk and chair. This storage room should be adjacent to the secretary's office; all materials kept there are confidential. The supplies for the office will be kept in this store room.

## **SUPERVISOR OF ASSESSMENTS**

### **Functions:**

The Supervisor of Assessments is appointed by the

State Tax Commission. He supervises and administers the assessment of taxes. This office acts as an appellate tribunal for all appeals from assessments of real or personal property made by local assessing bodies. Whenever any proceedings in court about taxation or assessments are involved, the supervisor of assessments must be present. This office should be located near the Tax Collector's office and the County Commissioners' office. There are twelve employees in this office, five clerical, four assessors, one attorney, one person trained in map making, and the Supervisor of Assessments.

Requirements:

1. The Supervisor of Assessments requires a private office with a desk, chair, filing cabinet, and chairs for the general public. It should be adjacent to the secretary's space.
2. A semi-private office for clerical work should be provided. This office should be large enough to accommodate five persons for clerical

work, a draftsman for map making, and space for two assessors. Desks should be provided for all clerical employees and in addition there should be typewriters, drafting table, adding machines, and filing cabinets.

3. A private office should be provided for the attorney, equipped with book shelves, a desk, chairs for the public, and filing cabinets.
4. A public area should be provided with chairs for people waiting to see the assessor. This area may be separated from the clerical office by a partial wall or counter.
5. A vault is necessary for assessment records. It may also be used as a storage area for office supplies; larger material may be stored in the general storage room that will be provided in the Court House. The vault will be provided with a table, chairs, shelves and drawers for records.

#### **TREASURER**

#### **Function:**

The County Treasurer, or tax collector, has the

responsibility of handling all money collected by the county government. He is required to keep an accurate account of all taxes to be collected in the county and to see that they are collected. At the end of the year he makes an annual account to the Commissioners of the money collected and the expenditures of the county.

This office should be located near the Commissioners' office, and a large space should be provided for public use.

Requirements:

1. A private office should be provided for the Treasurer, equipped with a desk, chairs for the public, files, and adding machine.
2. A semi-private office should be provided for clerical employees. There are three regular clerical employees and three extra employees two-thirds of the time. Space should be provided for desks, typewriters, adding machines, and filing cabinets.
3. A public area which adjoins the clerical office must be provided. This area should be very

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large to take care of people paying taxes, and it should be provided with a bank type counter.

4. A vault is necessary for the storage of records. It should be provided with a table, chairs, and shelves for storing large tax books. It can also be used for the storage of small office supplies.

## ELECTION SUPERVISORS

### Functions:

The Election Supervisors are in full charge of all county elections. The duties of this office are to take charge of registration and poll books, to deliver them to the proper polling places, or to deliver elections returns and ballot boxes, but not voting machines, to the care of the court. The Supervisors appoint judges and clerks of elections, file certificates of nomination, set days for registration, and perform all other duties in conducting an election. This office should be convenient for public use, but it does not have to be associated with other offices. The staff consists of

three officials and two full time clerical and two part time clerical workers.

Requirements:

1. A semi-private office is required for the supervisors. It should be equipped with desks, filing cabinets, typewriters, and chairs for public use.
2. An outer office should be provided for clerical work, and it should adjoin the public area. It should be equipped with desks, typewriters, an adding machine, filing cabinets, and a counter for public use. The public area should be adequate to take care of the great number of citizens that register before primary and regular elections.
3. A storage room should be provided for records. It may be located in the general storage area in the basement. Voting machines are not stored in the courthouse.

**COUNTY SURVEYOR****Functions:**

The County Surveyor surveys all property belonging to the county; this includes roads, school property, and all other county property. The surveyor keeps no public records of his own, but the work which he does for the county is incorporated into the records of the Clerk of the County Commissioners. He also maintains a practice of his own and uses the facilities of the court house for his own business; therefore, his office should be located conveniently for the public.

**Requirements:**

1. A semi-private office should be provided with a desk, typewriter, adding machine, chairs for the public, a large drafting table, and a cabinet for filing drawings.

**JUDGE'S CHAMBERS****Functions:**

The Judge's chambers are perhaps the most important

offices in the courthouse. It is here that a vast amount of legal activity is done. Conferences are held in his chambers with lawyers, court officials, litigants, and other judges. The Judge reviews evidence and arguments and writes his legal opinions here. The chambers should be conveniently located to public circulation and should be directly accessible to the courtroom bench. A private entrance should be provided for the judge so that he will not have to have contact with the public.

Requirements:

1. A private office is required for the Judge. It should be adequate in size to contain a large desk, chairs, and shelves for books. The office should be directly accessible to the courtroom. It should have a private entrance for the Judge; this entrance should not be near public circulation.
2. A secretary's office that will serve as a reception area should be provided. It should

contain a desk with a typewriter, a small vault for keeping records, and chairs for the public in the reception area.

3. Two conference rooms should be provided for the use of the Judge and other court officials. The conference rooms should be equipped with a large table and chairs. These rooms may also be used as witness rooms during court.
4. A storage room should be provided for the storage of court records, and for office and court room supplies.

#### LAW LIBRARY

The law library contains all volumes pertaining to laws enacted and legal decisions handed down in the state. It also contains State and Federal Court digests. The library should be conveniently located near the Judge's chambers, State's Attorney's office, and near public circulation for the use of lawyers and interested persons. The books should be on open shelves so there will be no need for a permanent librarian; the Judge's secretary can act as a librarian. It should have enough shelf space

for 15,000 volumes, and contain study tables for the use of attorneys. A few individual study rooms should be provided for extensive legal research.

### CIRCUIT COURT ROOMS

#### Functions:

The Circuit Court tries all cases involving offenses sufficiently serious to be classed as felonies. The Court is also a Court of Chancery and Records. All cases brought before this court are recorded for future reference to other cases. It also tries all civil cases involving more than \$100; cases involving less than \$100 may be appealed to this court. The Circuit Court has the power to pass sentences ranging from a short term of imprisonment to capital punishment.

#### Requirements:

1. The courtroom should be sufficiently large to promote the dignity and power that is represented by the Circuit Court. It should

provide seats for 200 spectators; this area should be separated from the legal area by a railing. Other facilities required in the room are the Judge's bench, a witness stand, a bailiff's desk, a desk for the court recorder, a jury box to provide seats for sixteen jurors, and two tables and sufficient chairs for the defense and prosecution.

2. There should be a hall or lobby outside the courtroom sufficiently large to accommodate the public before and after court.
3. Two jury rooms should be provided. These jury rooms should be accessible from the jury box and should be located so there will be no contact between the jury and the public. The rooms should be large enough to accommodate a large table and chairs for each of the jurors. Toilet facilities should be provided adjacent to the jury rooms for both men and women jurors and lockers should be provided for personal

property. A place should be provided outside the jury rooms for the bailiff guarding the jury.

#### CLERK OF THE CIRCUIT COURT

##### Functions:

The Clerk of the Court has custody of all books and papers pertaining to his office. It is his duty to keep and preserve in a safe place all records of the court. The records of his office are open to the public at all times during the office hours scheduled. The Clerk issues traders licenses, beer and licquor licenses, hunting and fishing licenses, professional licenses to practice medicine, surgery, and other professions, marriage licenses, land deeds, records of corporations, birth records, death records, and decrees of divorces. The Clerk keeps election returns and sealed ballot boxes. It is necessary for this office to be located in a place convenient to the public. It has a staff of six regular employees and three part time employees.

Requirements:

1. A private office should be provided for the Clerk equipped with a large desk, chairs, and filing cabinets.
2. A large office is required for the use of the Clerk's staff. This office should adjoin the public area. The public area and the work space should be separated by a counter at a convenient height for filling out forms. The work space should contain desks equipped with typewriters for clerical employees, adding machines, and a table on which to put the large record books. The public area should be equipped with chairs, a table and chairs for filling out forms, and a bank type table for writing checks.
3. A large vault is required for the storage of deeds and other records. It should be located so the Clerk can have full control over the people who use it. This vault should be subdivided into several rooms for different

categories of records. There should be several tables and chairs for research work, and the vault should be adequately lighted. It is planned to use microfilm and photostats for records, therefore it will be necessary to have reading machines.

#### UNASSIGNED OFFICES

A flexible area should be provided in the court house for future offices of the county or rentable office space for other organizations, such as selective service and recruiting offices for the armed services. This area can be used as a source of income for the county. A large work space should be provided for the use of extra employees during such operation periods as making out annual tax forms and other activities.

#### JUVENILE COURT

##### Functions:

The Juvenile Court of the county has all powers exercised by the Justice of Peace. These powers are

to try petty, civil, and criminal cases where the claim does not exceed \$100. It also has the power to try certain categories of divorce proceedings, all cases involving minor children, and non-support cases. This office should be located near the Welfare Department and the legal offices of the courthouse.

Requirements:

1. A private office should be provided for the judge of the court. It should not be very large as the judge has a private law practice and law offices outside the courthouse; therefore, he is only at the courthouse for short periods of time. This office should be equipped with a desk and chairs and should be adjacent to the courtroom and clerical area. This office can also serve as a conference room.
2. A private office should be provided for the Clerk of the Juvenile Court. It should have a desk, chairs, and filing cabinets. This

office should be adjacent to the public waiting area and clerical area.

3. A clerical area should be provided for three case workers, the probation officer, and a cashier. A public area should be combined with this area with a high counter for transacting business, such as paying fines, issuing welfare checks, and conducting other types of business connected with this office. The clerical area should be equipped with desks, files, and a small safe.
4. A courtroom should be provided adjacent to the reception area. It should be provided with 30 seats for the public, a judge's bench, a recorder's desk, and a table for the defendant.
5. A reception area should be provided for the people waiting to see the judge or other officials of the office or waiting to be admitted to the courtroom. This area should be large and equipped with chairs.

**ORPHANS COURT and REGISTER OF WILLS****Functions:**

The Orphans Court is combined with the Register of Wills. The Orphans Court is composed of three judges. These judges are required to be at the courthouse for short periods of time two or three days a week so that they may approve work performed by the Register of Wills and may hear cases involving testamentary affairs, granting administration, recovery of legacies, securing filial portions, and the distribution of interstate's estates. The Register of Wills is required to be at his office every day or be represented by a deputy. He attends all meetings of the Orphans Court and keeps a record of all its proceedings. It is also the duty to record all wills, record auditors reports of distribution and of the proceedings of sales of real and personal property, record and keep testamentary bonds and guardians' bonds, record final discharges, releases, receipts or acquittances from any heir, representative or legatee to any guardian.

**Requirements:**

1. A small private office should be provided for the Register of Wills. It should be adjacent to the Orphans Court judges, and the clerical area should be equipped with a desk, chairs, and filing cabinets.
2. A small courtroom should be provided for the Orphans Court. It should be adjacent to the public area and the Register's office and should be equipped with a large table for the judges raised above the main floor, a desk for the Register of Wills, and seating facilities for twelve people.
3. A clerical office should be provided for three employees. It should be equipped with desks and filing cabinets. This area may be combined with the public area, separated by a high counter.
4. A vault should be provided for the safe keeping of records. It should be equipped with book

racks, counter, chairs, and filing cabinets. Small office supplies can also be kept in this vault.

## **COUNTY AGRICULTURE AGENT**

### **Functions:**

The County Agent gives advice to farmers. He helps the farmer to have better farms by scientific developments and by proper management. The County Agent holds many meetings with groups of farmers at his offices, and he also sponsors and advises clubs such as the 4-H and Future Farmers. He also distributes literature about agriculture. This office is closely associated with the Home Demonstration offices.

### **Requirements:**

1. A private office should be provided for the County Agent and two assistant county agents. It should be equipped with desks, chairs for small conferences with farmers, filing cabinets, and book cases.

2. A secretary's office should be provided adjacent to the County Agent's office and should be equipped with desk, typewriter, and filing cabinets.
3. A reception area for the public should be provided. It should serve both the County Agent and the Home Demonstration Agent. It should be equipped with a reception desk and chairs.
4. Storage facilities should be provided for the County Agent and the Home Demonstration offices. It should be large enough for the storage of office supplies and projectors and pamphlets.
5. A large meeting room should be provided for the use of the County Agent and Home Demonstration Agent. It is to be used for group meetings and for demonstration purposes. This room should have a small kitchen adjacent to it for preparation of refreshments. Seating space for 150 persons should be provided, and

the room should be sound-proofed. It should be equipped with collapsable tables, folding chairs, piano and storage for furniture not in use.

### **HOME DEMONSTRATION AGENT**

#### **Functions:**

The Home Demonstration Agent gives aid and advice to housewives. The Agent gives advice on making clothes, preparing well balanced meals, and other means to make homes more pleasant places in which to live. Clubs pertaining to domestic matters are also supervised and sponsored by the Agent. She makes many visits to homes and also has many conferences with the public at the office. This office is closely associated with the County Agent's office.

#### **Requirements:**

1. A private office should be provided for the Home Demonstration Agent and two assistant agents. It should be equipped with desks,

filing cabinets, chairs, and book cases.

2. A secretary's office should be provided adjacent to the Home Demonstration Agent's office and should be equipped with a desk, typewriter, and filing cabinets.

## COUNTY WELFARE

### Functions:

The Welfare Board of Washington County is an administrative department of the local government. It is composed of seven members, one of which is a county commissioner. It is the function of this board to administer public assistance and relief to families and individuals, administering relief under the Mothers' Assistance Law, old age pension relief, relief to the blind, handicapped and needy, neglected persons, and dependent and delinquent children.

### Requirements:

1. A private office should be provided for the Director of the Welfare. It should be equipped with a desk, filing cabinets, and

- bookcase, and chairs for public use.
2. There are two supervisors and each one should be provided with a private office. These offices should be large enough to accomodate conferences with families. These offices should be convenient to the public. They should be equipped with a desk, filing cabinets, bookcase, and chairs for the conferences.
  3. A clerical office should be provided. This office should be flexible and large enough to accomodate eight employees during critical relief periods such as slack employment periods, and depressions. It should be equipped with desks.
  4. A large room should be provided for files. This room should be adjacent to the relief workers room.
  5. A finance office should be provided. It should be private and adjacent to the clerical office. It should be equipped with desks and filing cabinets.

6. A large room should be provided for relief workers to work on reports. At the present time the county has eight workers, and they fluctuate with the need for relief in the county. The space should be flexible to accomodate extra employees. It should be equipped with desks and small filing cabinets. This office should be near the private conference rooms.
7. A fireproof vault should be provided for the safe keeping of records.
8. A storage room should be provided for active and inactive records, cancelled checks, and office supplies. The records of this department are confidential and have to be kept for a period of five years. It should be near or adjacent to the storage area.
9. There should be provided several small private conference rooms; two intake rooms, three interviewing rooms, and one room for dictation.

These rooms can be equal in size and should be equipped with a desk and two chairs. These rooms should also be ventilated, soundproofed, and convenient to the public waiting room.

10. A private office should be provided for visiting personnel from the state board, auditors, and others. It should be equipped with desks and chairs.
11. A public waiting room and a receptionist area should be provided. This area should be large enough to take care of the many persons who use the service of the Welfare Department. It should be equipped with a receptionist desk, telephone switchboard, and chairs for the public.
12. A small playroom should be provided for small children waiting to be adopted. This area should be near the supervisors' offices and should be equipped with a play pen, crib, and a place to store toys.

**SHERIFF and COUNTY JAIL****Functions:**

The Sheriff for the county is elected for a term of four years. He is the chief police official in his county for the state. The Sheriff is the keeper of the county jail and has custody of all the prisoners confined there. He must attend each session of court, or else have a deputy acting in his place, to maintain order in the courtroom. He executes the final judgment or decree of the court such as collecting fines, seizure of property, the sale of property, and transporting prisoners to other institutions. The Sheriff draws and summons jurors.

The county jail is used for detaining prisoners before court, and persons sentenced for short terms of imprisonment. The Sheriff of the county has full charge of the jail and appoints deputies to take care of the prisoners within the jail.

Sheriff Requirements:

1. The Sheriff should be provided with a private office. It should be adjacent to the secretary's office, and it should be located near the jail area. The equipment should consist of a desk, chairs, and small file.
2. A secretary's office should be provided for three employees. It should have a public area separated from the secretary's area by a high counter. This office should be equipped with desks, filing cabinets, and a small safe, and should be adjacent to public circulation.

Jail Requirements:

1. A Jailer's office should be provided adjacent to the main entrance into the cell block. This room should control all traffic flow in the jail. It should be equipped with a desk and filing cabinet.
2. A dormitory should be provided for the deputies who stay at the jail. It should be equipped with toilet and shower facilities, lockers,

and beds. It should be near the Jailer's office.

3. A receiving room should be provided adjacent to the Jailer's office for processing prisoners, and it should be equipped with a shower and benches.
4. A visiting room should be provided for persons visiting prisoners. It should be adjacent to the cell block and should be semi-private but can be easily supervised by jail officials.
5. Cell blocks should be provided for 100 prisoners. Each cell should be provided with two bunks, wash basin, and a water closet. The day rooms should have a maximum of six cells opening into it, and it should be equipped with a water closet, wash basin, shower, and a bench and table. Two cell blocks should be segregated for women prisoners and juveniles.
6. A dining room should be provided near the cell area and adjacent to a kitchen. The kitchen

should be near a service area for incoming supplies. It should be secure because prisoners work in the kitchen. The dining room should be equipped with tables and benches.

7. There should be two solitary cells and two detention cells provided. The detention cells should be equipped with a bunk, sink, and water closet. The solitary cells should be separated and not equipped.
8. A storage area should be provided for the storage of linens, clothes, and bedding.

#### **PHOTOSTAT and MICROFILMING ROOM**

The county is going to make copies of records by the methods of photostating and microfilming. Therefore it will be necessary to have a room for this purpose with the necessary equipment for this job. The room should be near the vault and record rooms of the Clerk of the Court and the Register of Wills.

### STORAGE FACILITIES

A large area is required in the basement for the storage. Old records and papers will be stored in this area; also office supplies and office equipment will be stored here. A service entrance should be provided to this area. A janitor's storage room should be provided on each floor.

### MECHANICAL EQUIPMENT ROOM

A mechanical equipment room is required to accommodate the heating and ventilating equipment. A fan room will be necessary for air conditioning equipment.

### TOILETS

Separate toilet facilities are required on each floor for the public and for the employees. A small lounge should be provided in each of the employees' toilets.

### LOBBY CIRCULATION

The main entrance should open into a spacious lobby. This lobby should be free from cross-traffic

circulation. There should be a small concession stand located in the lobby; this concession stand is operated by the Maryland Association for the Blind, and it is operated by a blind person.

**DATA SHEET FOR OBTAINING  
OFFICE REQUIREMENTS**

I. Department or Office Areas and Furnishings

Department or Office \_\_\_\_\_

Space	Present Space			Future Space	
	No.	Area	Furniture	No.	Area
Private Office					
Semi- Private					
Secretarys Office					
Public Areas					
Reception Area					
Vaults					
Storage Rooms					
Other 1.					
2.					
3.					

II. Personnel

No.	Present				Future or Expected			
	Clerical	Official	Unskilled	Other	Clerical	Official	Unskilled	Other

III. Departments or Offices with which it is most closely associated \_\_\_\_\_

IV. Departments or Offices with which it could be combined \_\_\_\_\_

V. Recommendations for improvements within the office

VI. General recommendations for a new Courthouse

**Part Six**

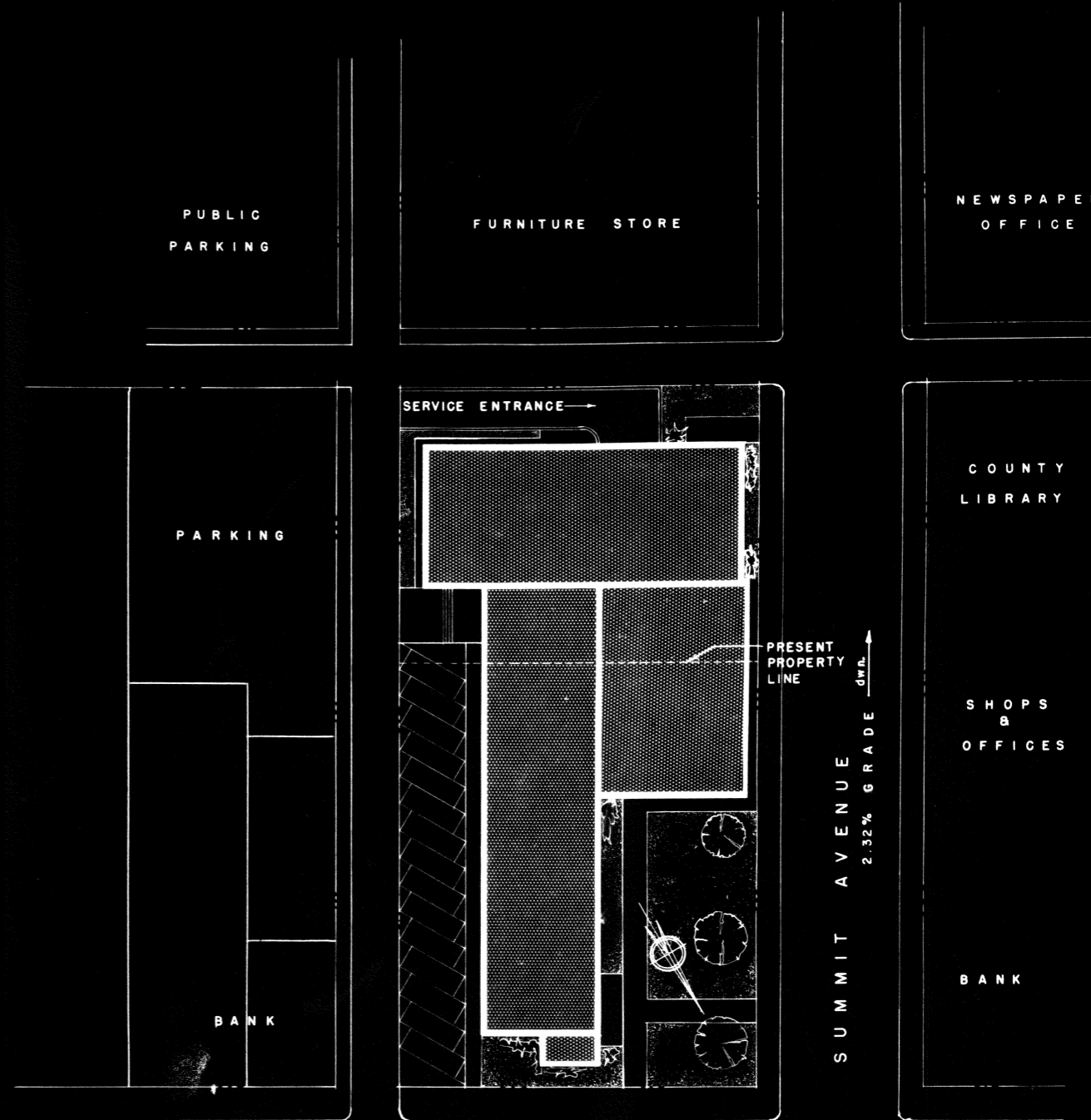
**PRESENTATION**

**PLOT PLAN**



LOCATION MAP

0 500 1000  
SCALE: 1000 FEET



WEST WASHINGTON STREET

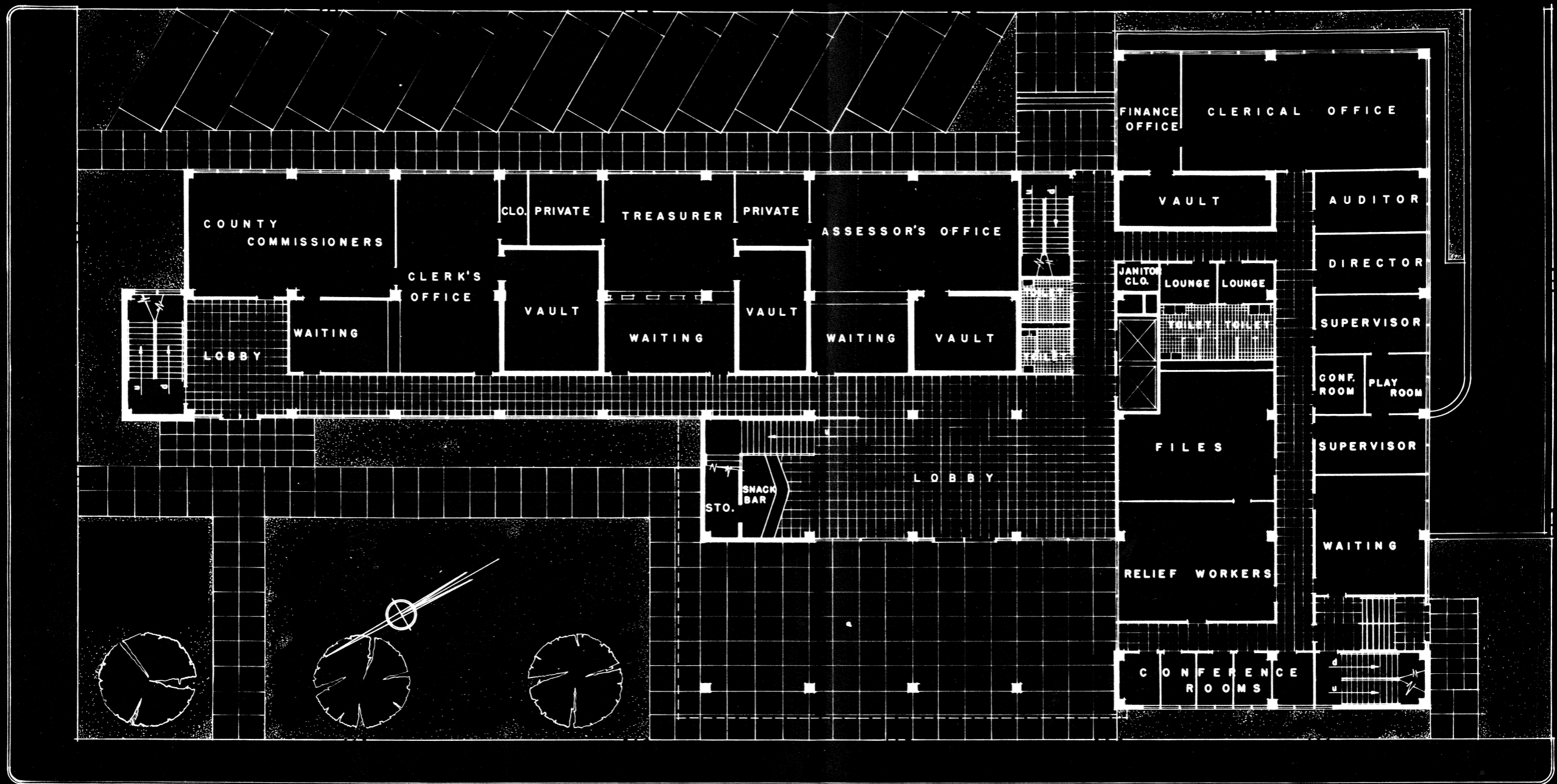


PLOT PLAN

0 25 50  
SCALE: 50 FEET

LOCATION and PLOT PLANS

**MAIN LEVEL PLAN**



0 5 10 15 20 25  
 SCALE: 25 FEET

PLAN AT MAIN LEVEL

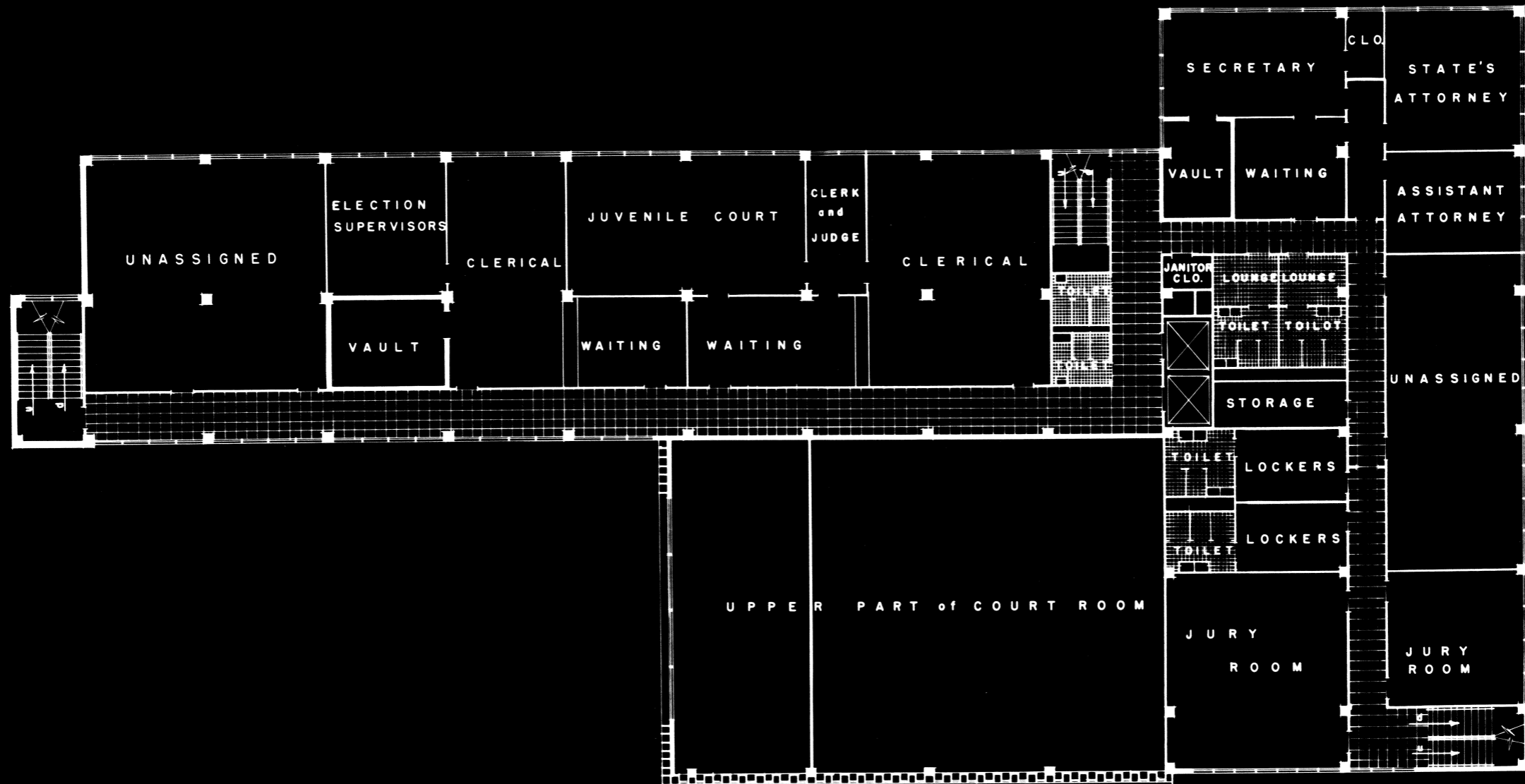
**SECOND LEVEL PLAN**



0 5 10 15 20 25  
 SCALE: 25 FEET

PLAN AT SECOND LEVEL

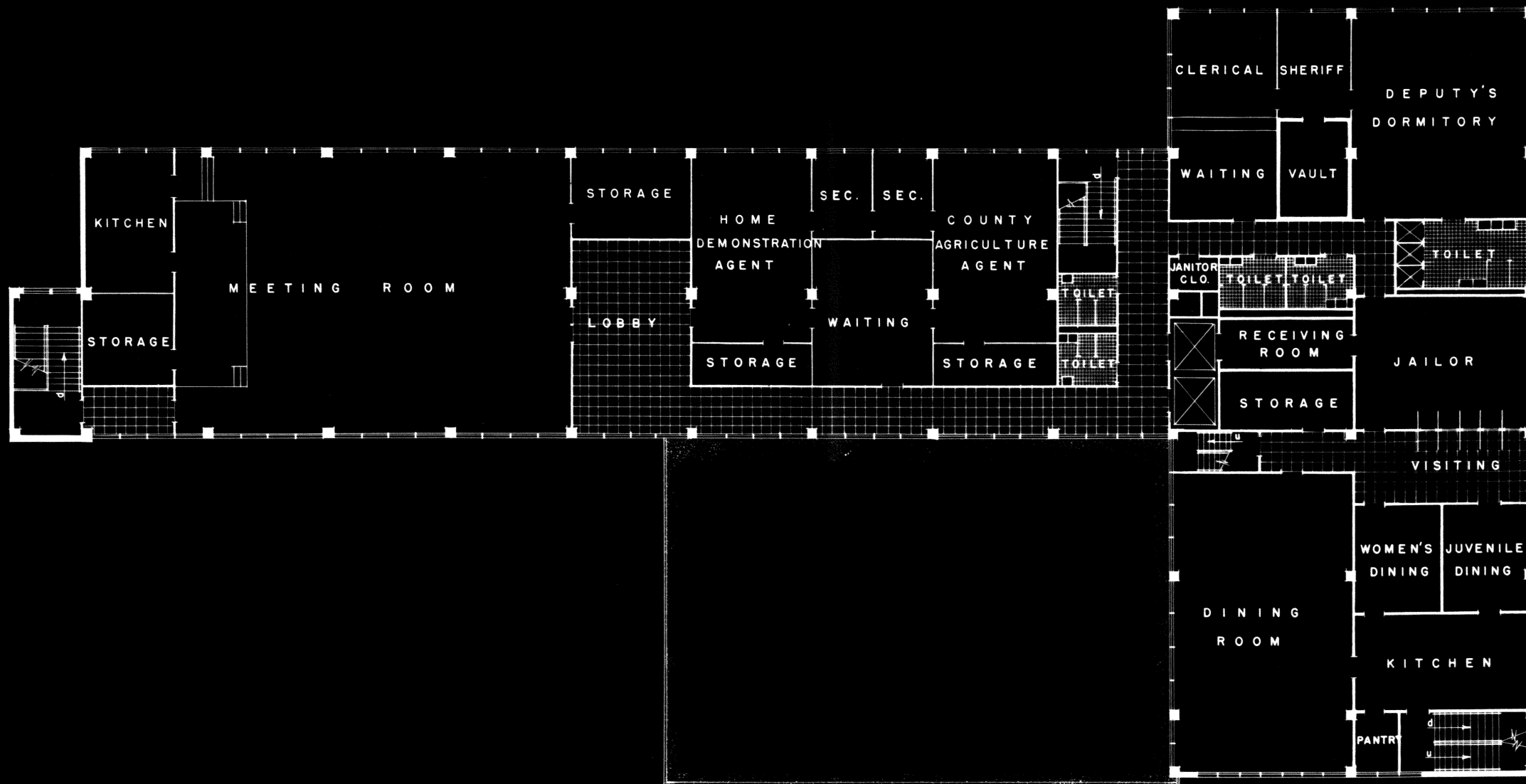
**THIRD LEVEL PLAN**



0 5 10 15 20 25  
 SCALE: 25 FEET

PLAN AT THIRD LEVEL

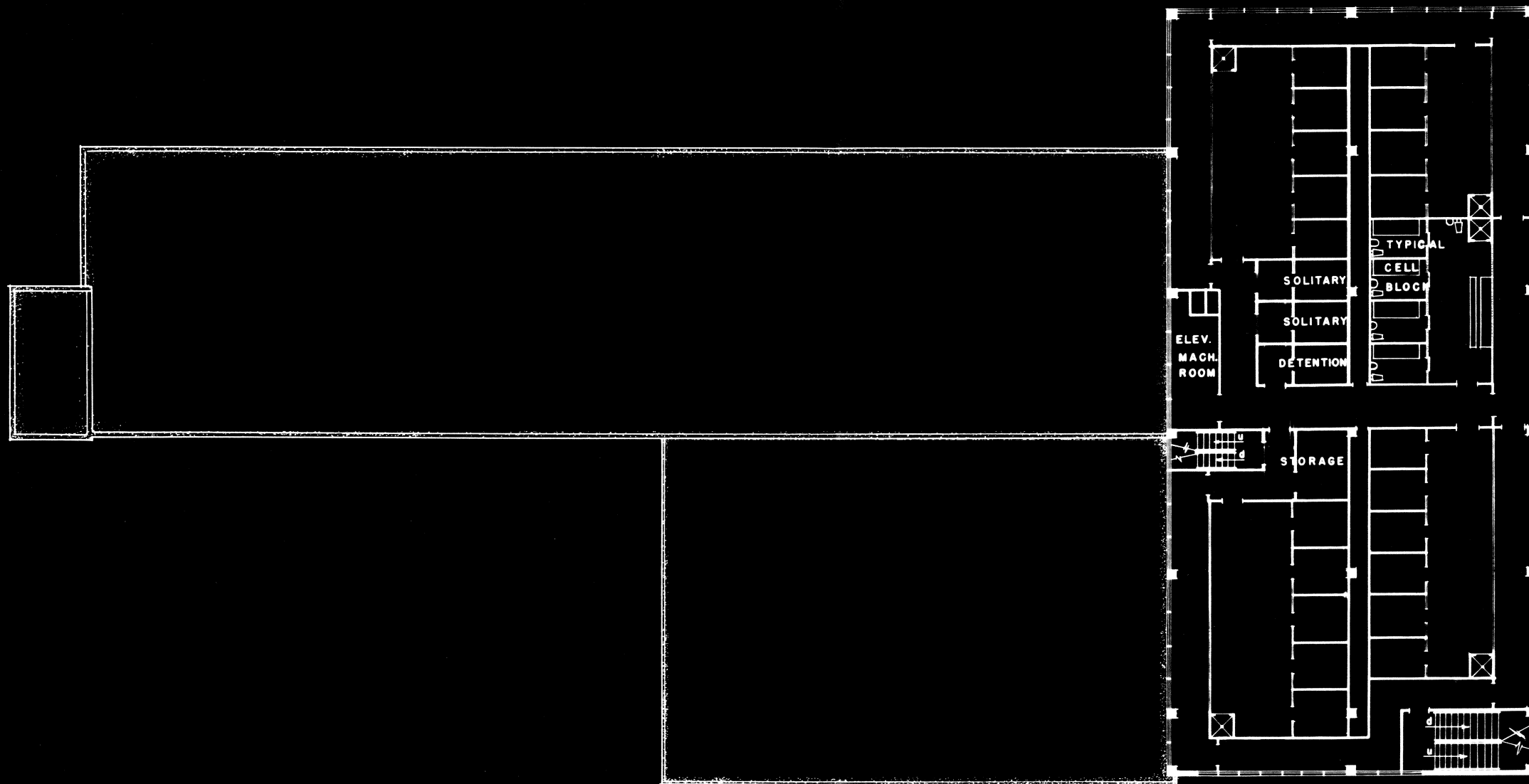
**FOURTH LEVEL PLAN**



0 5 10 15 20 25  
 SCALE: 25 FEET

PLAN AT FOURTH LEVEL

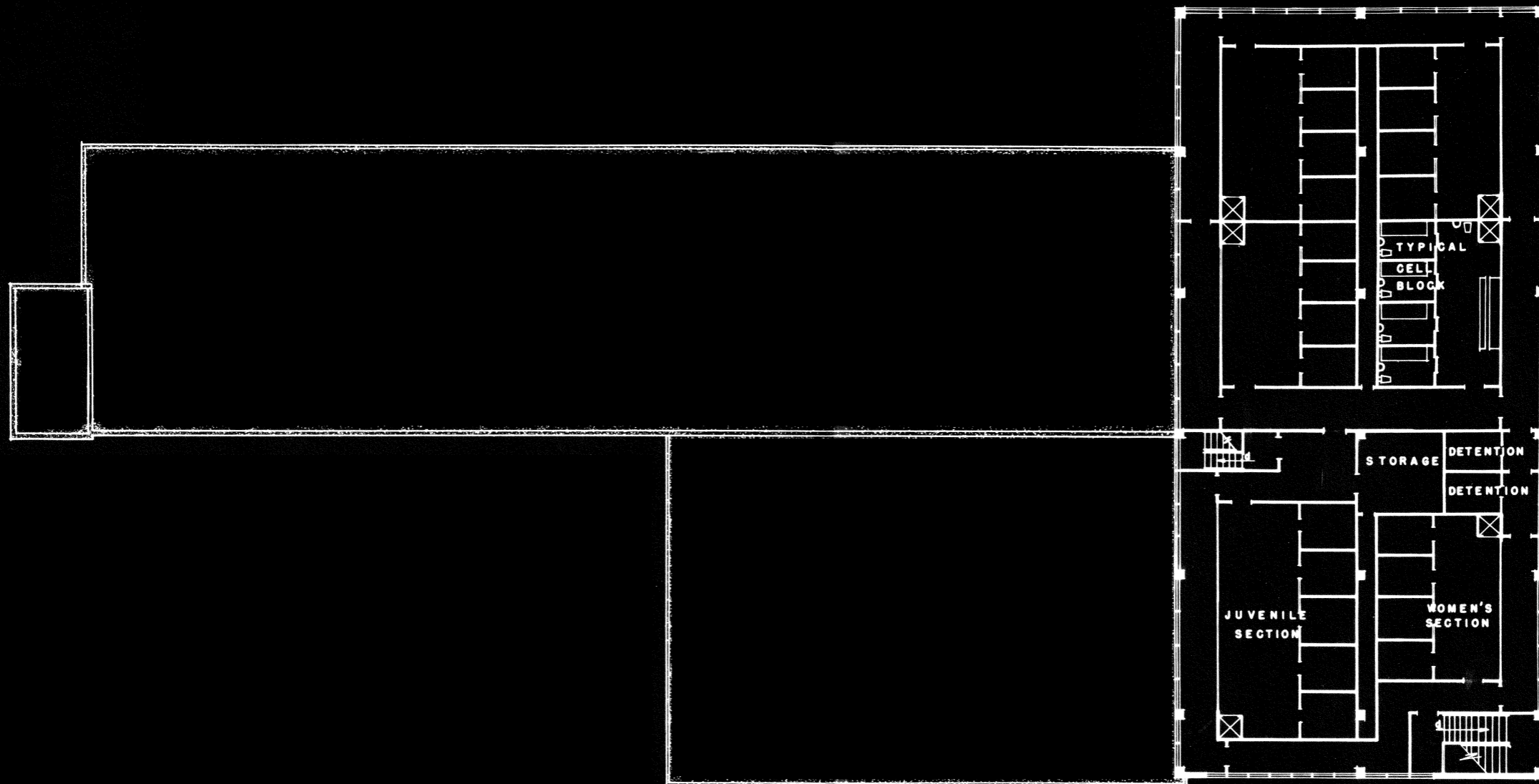
**FIFTH LEVEL PLAN**



0 5 10 15 20 25  
SCALE: 25 FEET

PLAN AT FIFTH LEVEL

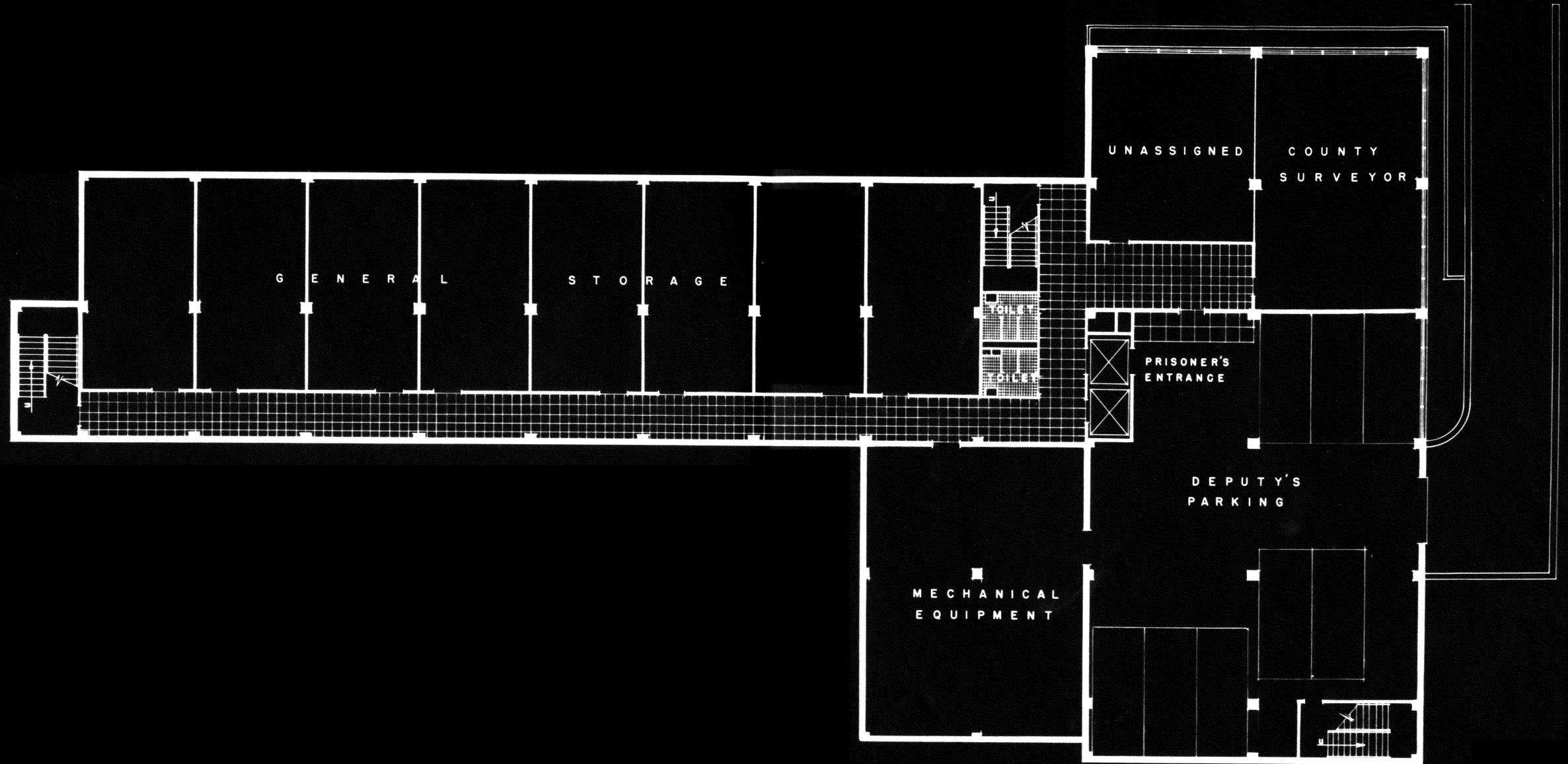
**SIXTH LEVEL PLAN**



0 5 10 15 20 25  
SCALE: 25 FEET

PLAN AT SIXTH LEVEL

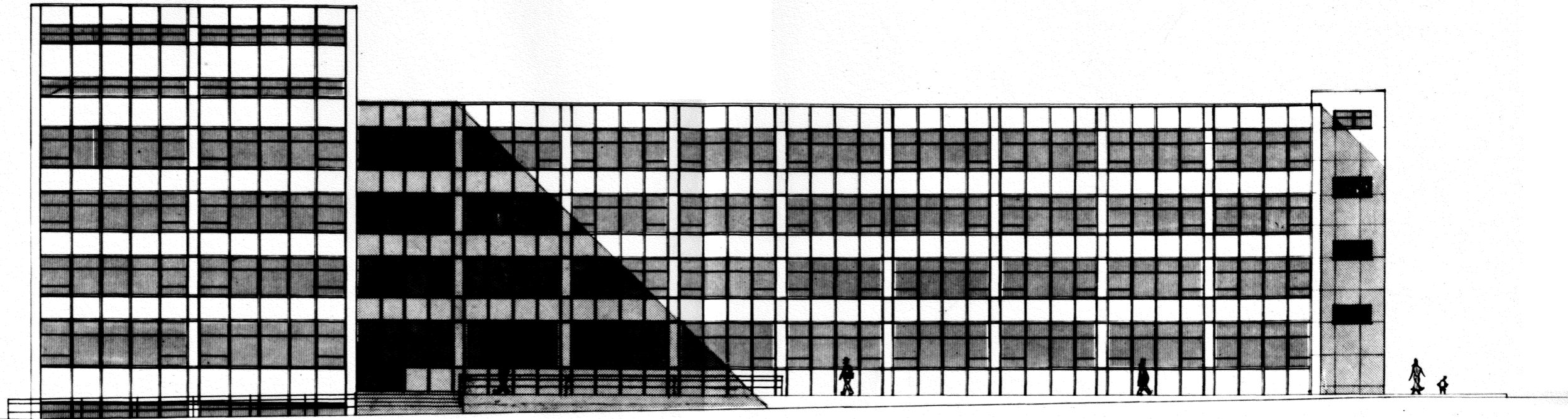
**BASEMENT**



0 5 10 15 20 25  
SCALE: 25 FEET

PLAN AT BASEMENT LEVEL

**EAST AND WEST ELEVATIONS**



E A S T E L E V A T I O N

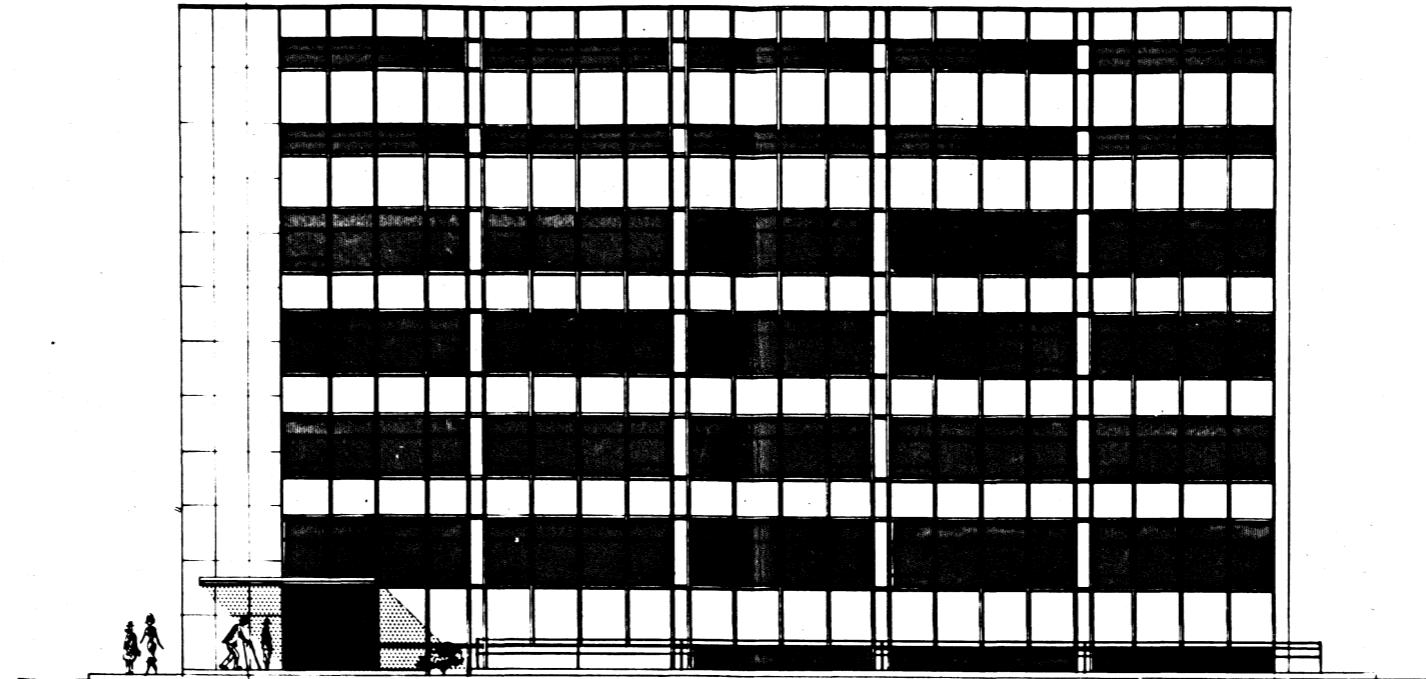


W E S T E L E V A T I O N

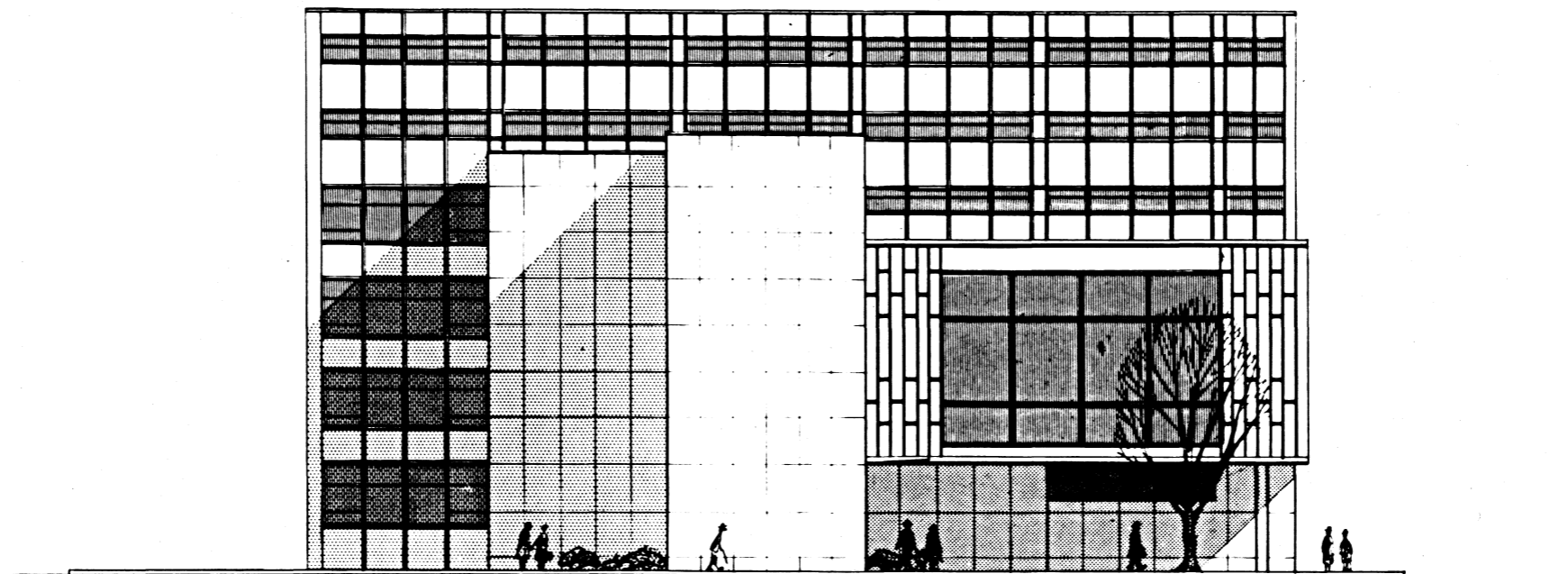
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SCALE: 25 FEET

E L E V A T I O N S

**NORTH AND SOUTH ELEVATIONS**



SOUTH ELEVATION

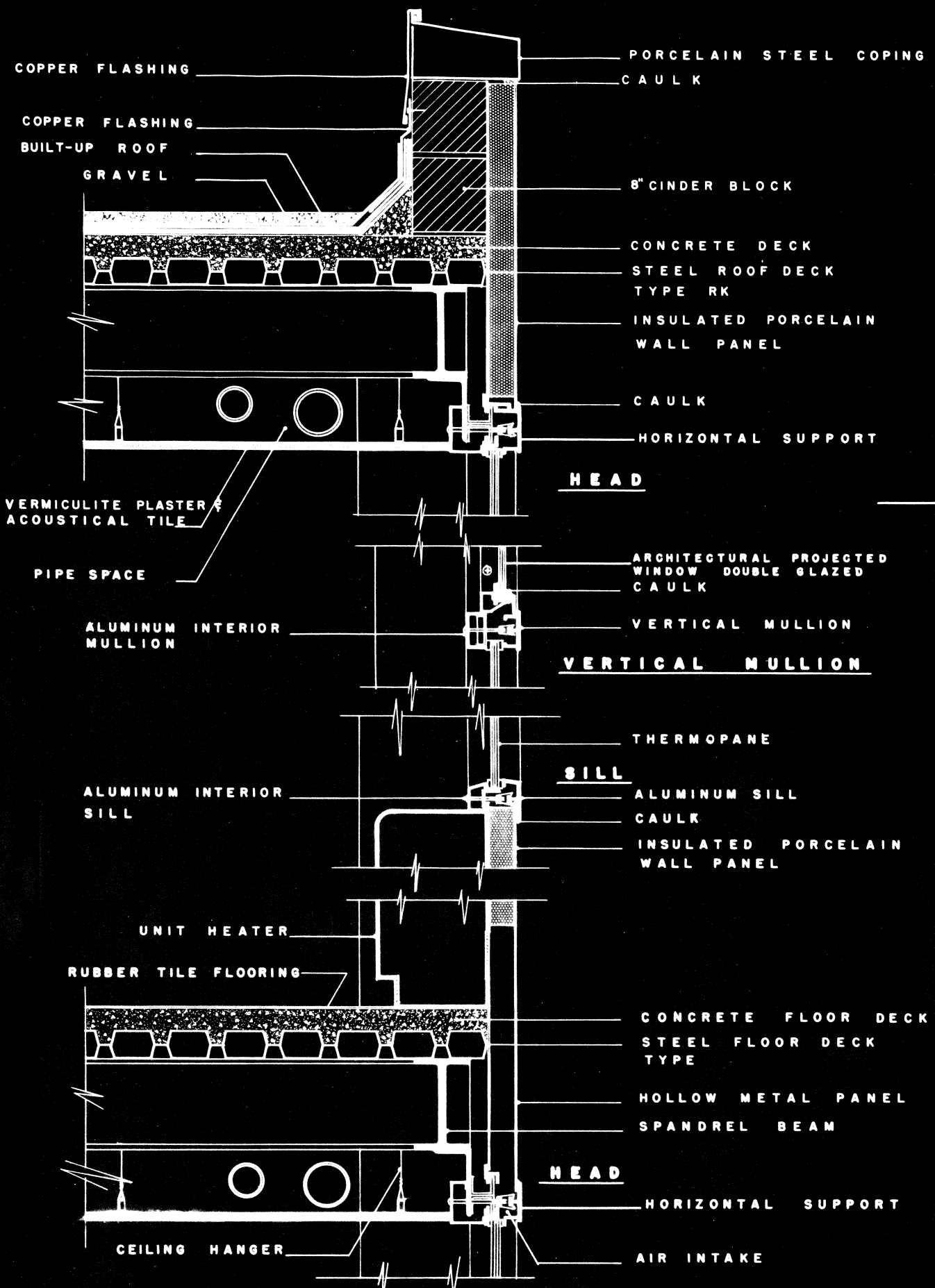


NORTH ELEVATION

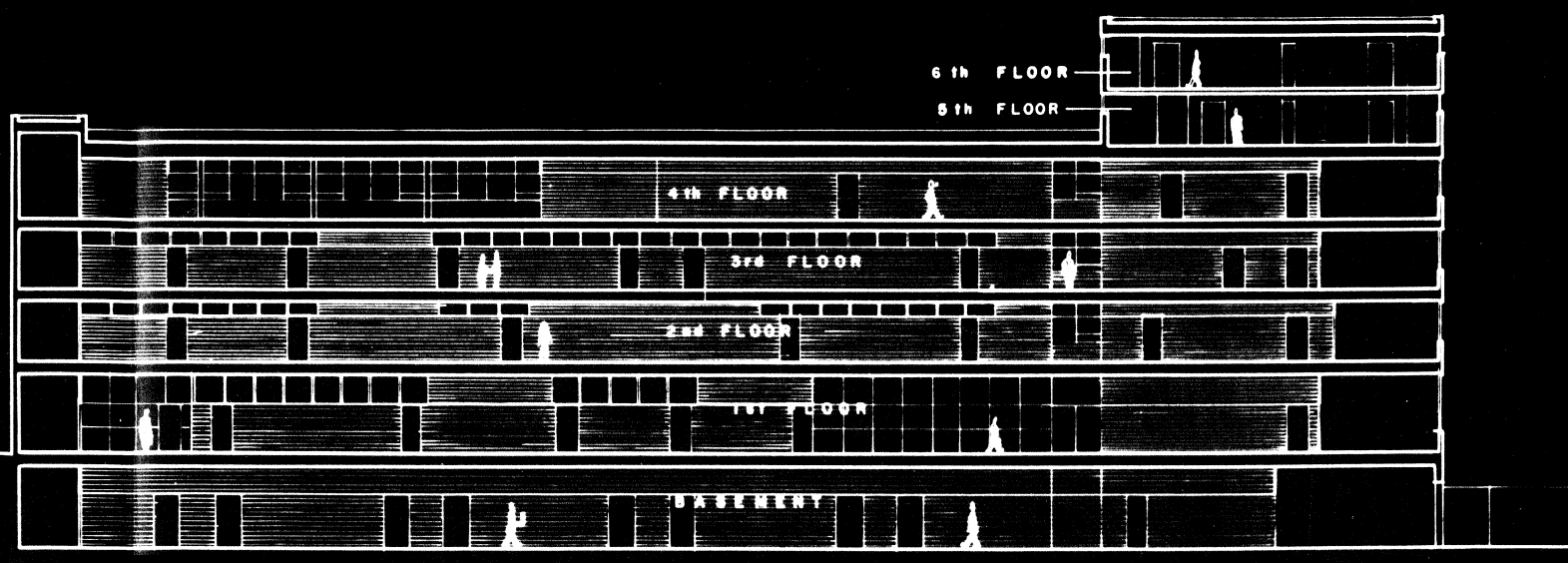
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ELEVATIONS

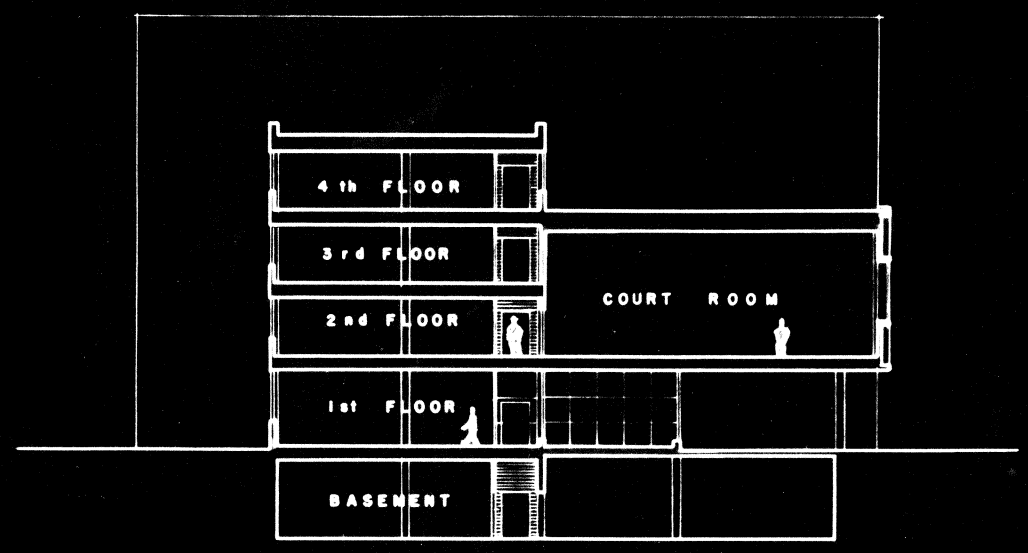
**SECTIONS**



**WALL SECTION**  
 0 3 6 9 12 24"  
 SCALE: 2 FEET



**LONGITUDINAL SECTION**



**TRANSVERSE SECTION**

0 5 10 15 20 25  
 SCALE: 25 FEET

**SECTIONS**

**SNAPSHOT OF MAIN ENTRANCE**



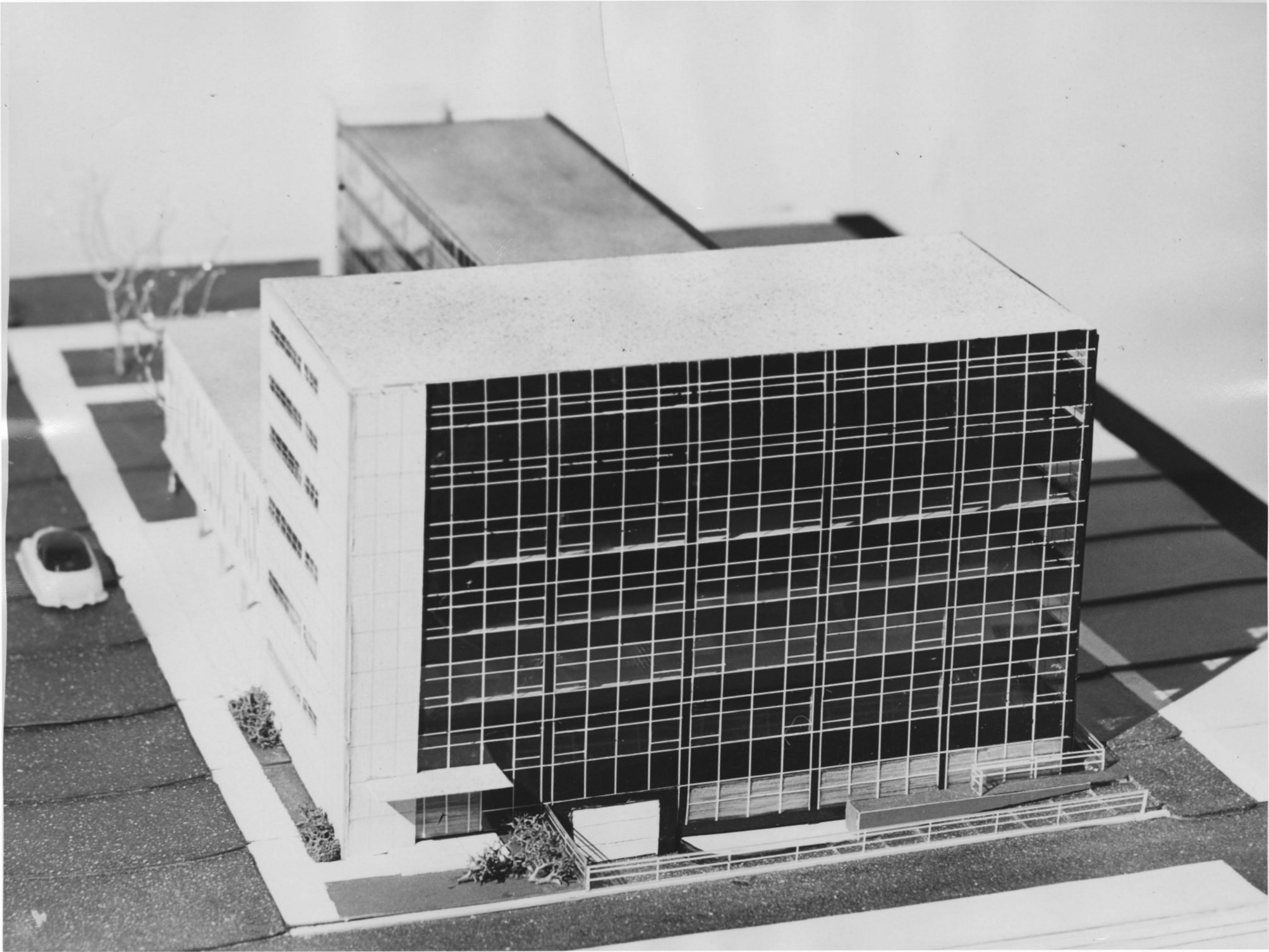
M A I N   E N T R A N C E

S N A P S H O T

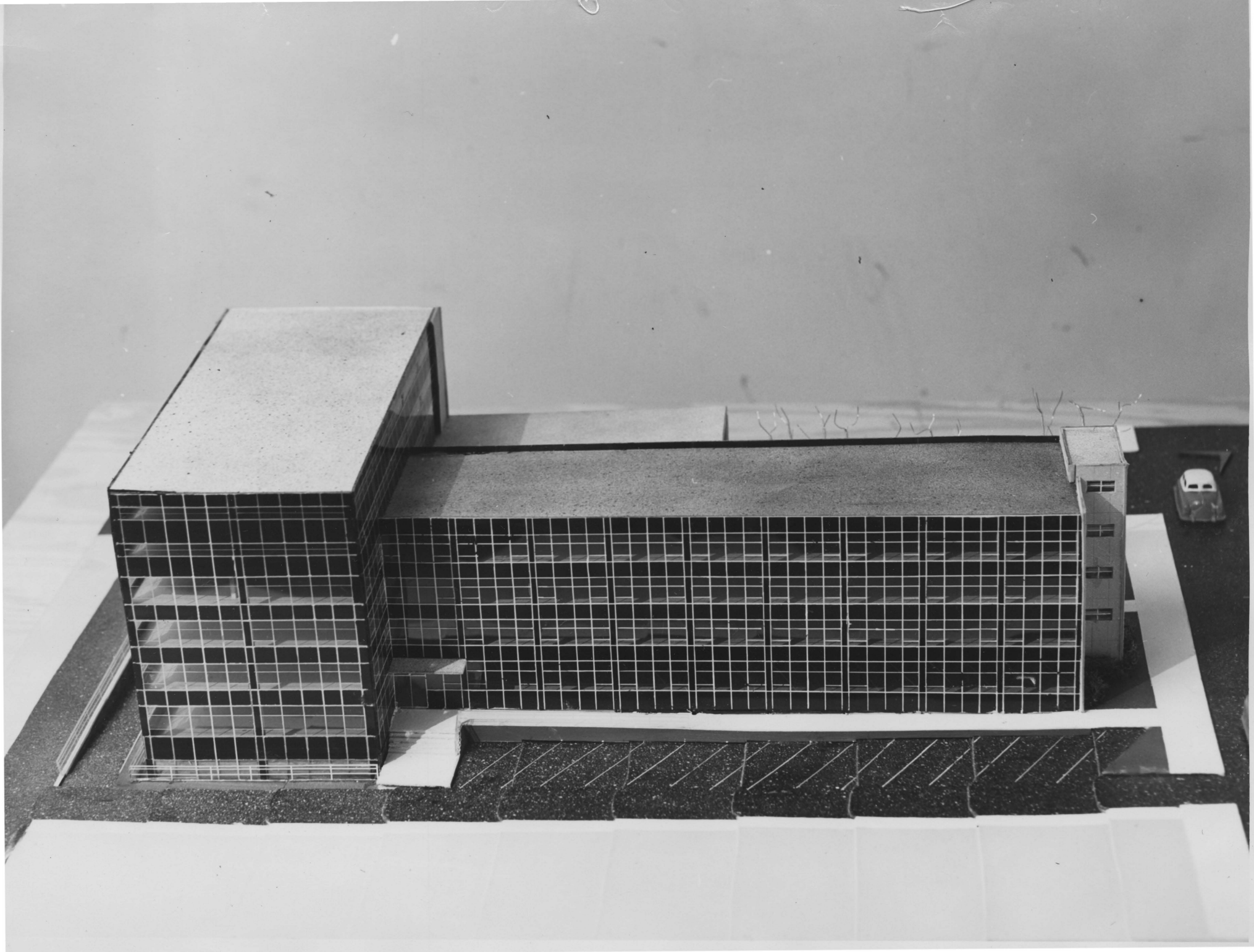
**VIEW FROM WEST**



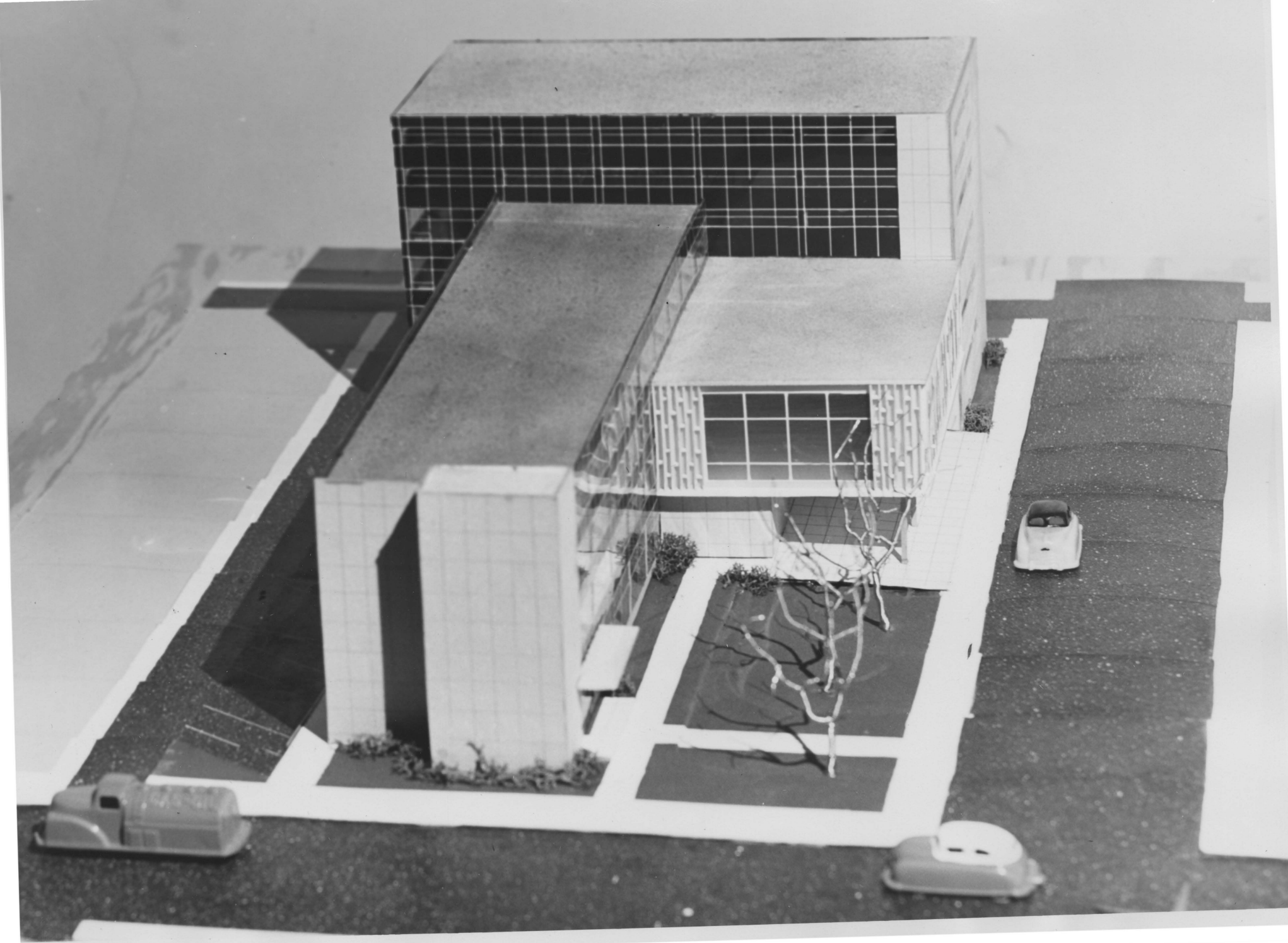
**VIEW FROM SOUTH**



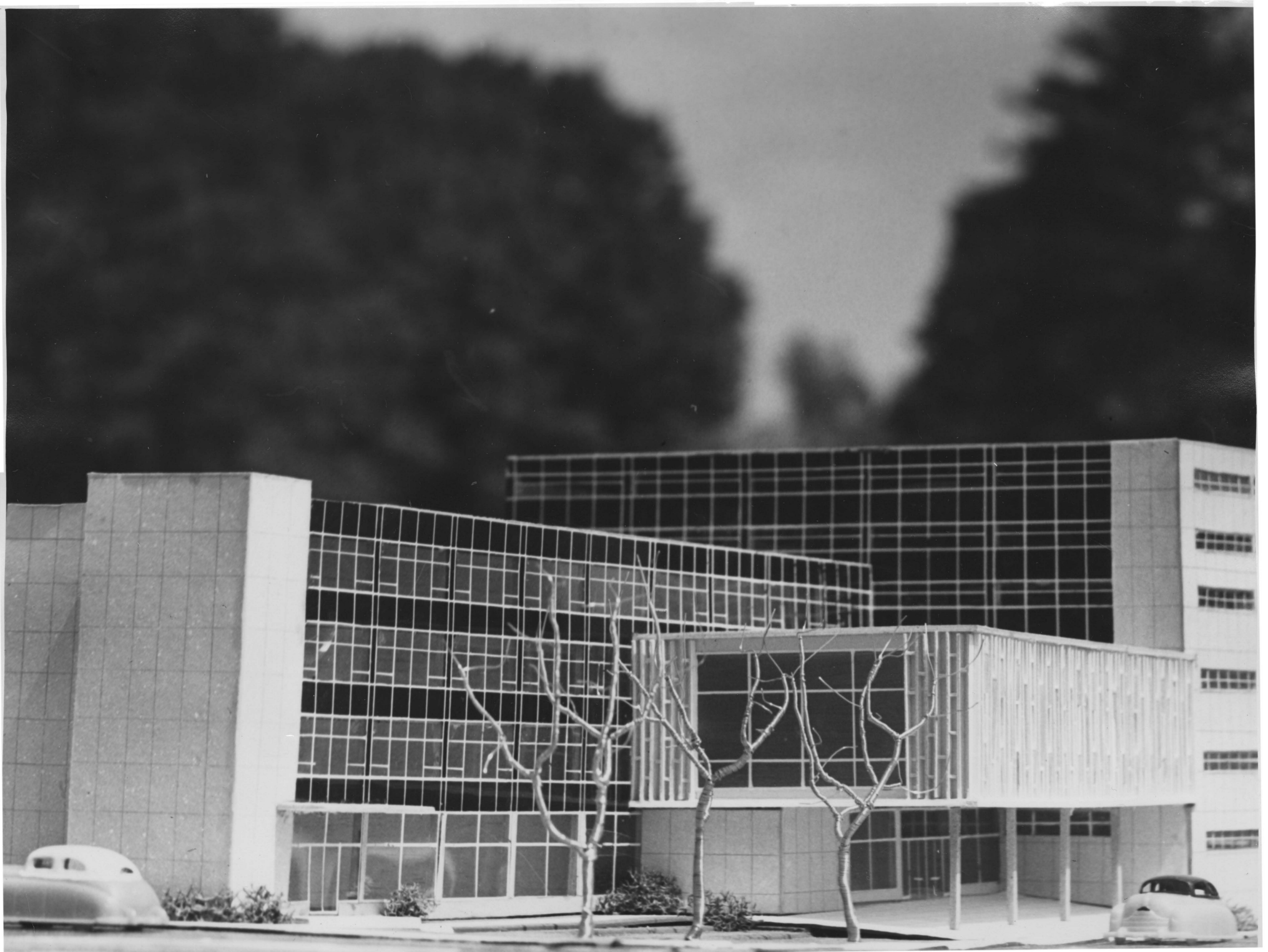
VIEW FROM EAST



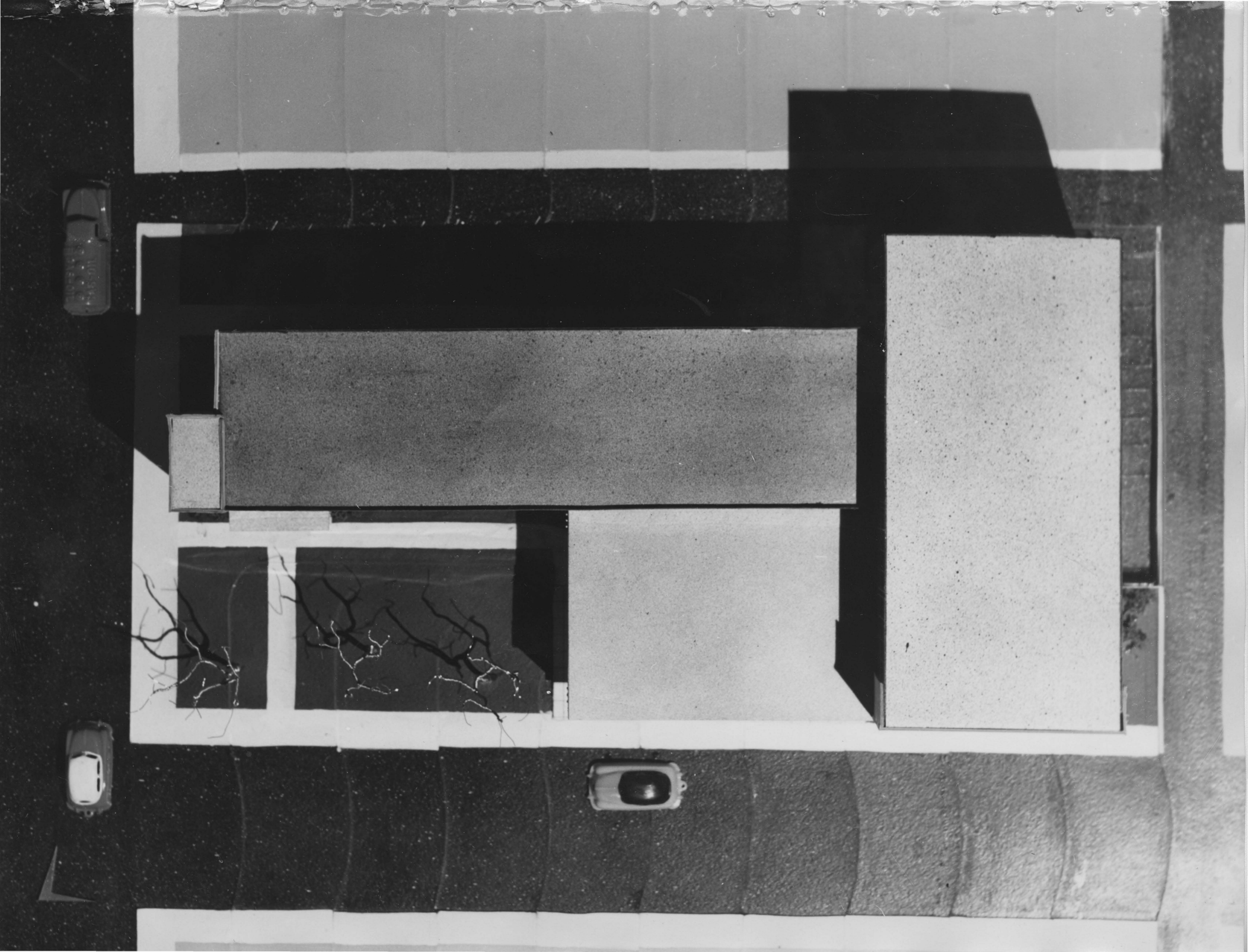
**VIEW FROM NORTH**



**VIEW FROM STREET LEVEL**



**VIEW FROM ABOVE**



**Part Seven**

**DESIGN PROCEDURE**

Evolution of the Plan:

A study of the site revealed that the main axis of the building should follow the long axis of the lot. Also revealed was the fact that two separate units could be built; the first unit could be built on the rear of the site on land now occupied by an apartment building. After the first section of the courthouse had been erected, the offices in the old courthouse could be moved to the newly erected wing. The present courthouse could then be razed and the second section built and joined with the first section. These decisions resulted in the utilization of a T-shaped building. The leg of the T was used for the administrative offices; this wing required four floors. The top part of the T was used as the legal jail and Welfare wing; this section has six floors.

The building was orientated to give the offices in the administrative wing a southeast exposure. The corridor on the west side of the building acts as a barrier against hot afternoon sun. The legal jail, and the

Welfare wing is on the east-west axis of the site. All the offices in this wing are on the south and east sides. These offices are protected from the sun by heat resistant glass. In this wing it was necessary to use a double loaded corridor because of the increased width of the bays.

The courtroom, which should be the main focus of the courthouse, was expressed as a separate element of the building. The exterior of the courtroom was finished in a vertical fenestration pattern to contrast with other elements of the building.

The first and second floors contain offices that have the most contact with the public, such offices as those of the County Commissioner, Tax Collector, Assessor, Clerk of the Court, and Register of Wills are located on these two floors. The Welfare Department, which has a great amount of contact with the public, is located on the first floor with a private entrance for people using the services of this department.

The County Agriculture Agent and Home Demonstration Agent are located on the fourth floor of the administrative wing. The meeting room for these offices was located on the same floor because a clear span could be used in a meeting room on the top floor. People can be transported to this area with no trouble by a self-operated elevator.

The jail area is located on the fourth, fifth, and sixth floors. The fourth floor contains the offices of the Sheriff, Jailor, and the jail dining rooms. The fifth and sixth floors contain the cells. Cells were located on the top floors for security and so that the noise from this area would not be near the street.

The basement of the building contains a large general storage area for inactive records that must be kept for a long period of time. This storage area was divided into individual storage rooms, because records of certain offices are confidential. The office of the County Surveyor is located in the basement so that it will be easy for him to move equipment in and out of his

office. A small parking garage, which also serves as a service entrance, was provided for the Sheriff's staff and for the Judge. Prisoners are brought to the basement and transported to the jail by means of an elevator.

The building has three entrances. The main entrance to the building is under the courtroom, and the courtroom above acts as a large protective canopy for the entrance which opens into a large and spacious lobby. A secondary entrance is located near West Washington Street and opens into a small lobby adjacent to the County Commissioners' meeting room. An additional secondary entrance is provided on the alley side of the building; this entrance is near the employees' and public parking lot.

Structure:

The framing of this building could be either structural steel or reinforced concrete, because of their capability of sustaining high stresses per unit of area. This ability is of considerable value in the construction of multi-story buildings. Due to the high labor costs in Hagerstown, concrete would be very costly, because of the great amount of form work necessary for the erection of a concrete frame. Steel was chosen as the framing material because of the speed with which it can be erected. Speed of erection is vital in this problem because a part of the old courthouse is to be razed. Steel also permits a better synchronization of other trades, such as plumbing and heating. This work can be carried on in the lower portion of the building while the upper part of the frame is being erected.

A bay size of 20 feet by 17 feet was used in the administrative wing. This bay size was selected because it allows the penetration of sunlight and is

convenient for subdivision in the office areas. A bay size of 20 feet by 25 feet was chosen in the legal and jail wing. The reason for increasing the transverse spacing of the columns was because of the width required by the jail.

#### Floor System:

Robertson Q floor panels, type RK, were selected for the flooring system. This type of flooring is very quick to assemble and permits a quick change of electrical systems. This type of flooring adds to the structural stability of the steel frame because it is welded to it; therefore, it acts as a stiffening element. A two and one-half inch concrete floor is poured over the Q floor, and is finished with rubber tile. The tile has good noise-deadening and wearing qualities.

#### Ceilings:

A hung ceiling was used to provide space for pipes used for heating and cooling. It will be vermiculite plaster and acoustical tile.

**Partitions:**

The corridor partitions are of glazed stacked bond tile. This tile is layed up to the top of the door frame. From the top of the door frame to the ceiling glazing is used except where vaults occur, and then the glazed tile is extended to the ceiling. Partitions dividing the offices use Houserman movable steel panels. The lobby walls are veneered with polished marble. The lobby for the meeting room on the fourth floor is glazed tile.

**Glazing:**

All windows throughout the building are Thermopane. The upper division of the windows on the southeast and southwest sides are of heat resistant glass. The jail area uses all translucent glass.

**Exterior Walls:**

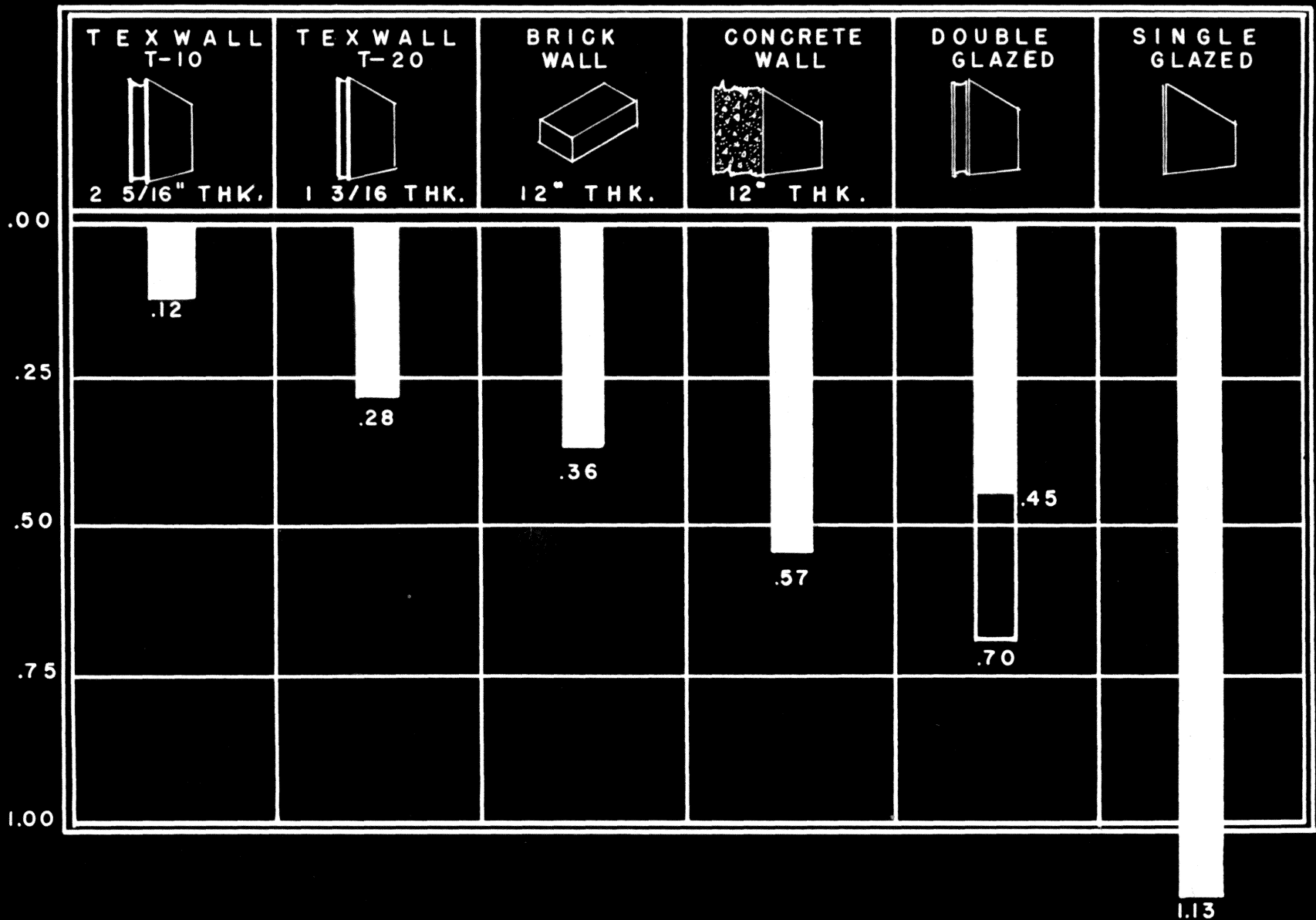
The exterior walls are porcelain enameled steel panels. These panels are manufactured by Texlite Company. The panels are assembled into bay units containing the window sash, and the entire unit can be

hoisted into place and attached without the use of exterior scaffolding. The panels are insulated with ageless fiberglass which will not oxidize or absorb moisture. The interior wall face of the panel assembly is porcelain enameled steel which is resistant to fire, chemical action, and air infiltration. The Texwall T-10 is very light in weight and is constructed of 18 guage steel. The finished panel weighs 6.2 pounds per square foot.

The exterior walls that are finished in masonry are pre-cast concrete slabs manufactured by MO-Sai. The slabs have exposed aggregate surfaces which are mosaic in character. Crushed granite, quartz, and other vitreous bodies form the aggregate. The slabs weigh 25 pounds per square foot. They have a low absorption rate, less than six per cent.

For a heat coefficient comparison of various walls, see the following page. (Page 92.)

**COEFFICIENTS OF  
HEAT TRANSMISSION**



COEFFICIENTS of HEAT TRANSMISSION

**Heating and Cooling:**

The building is designed for summer and winter air conditioning. To accomplish this with one system a heat pump was used. A heat pump is very desirable in this locality because of cheap electric power in Washington County and favorable well-water conditions. Summer air conditioning was considered necessary because Hagerstown has rather high summer temperatures, the average dry bulb temperature being 91 and 95 degrees.<sup>1</sup> It adds to the comfort and efficiency of employees, and permits the use of fixed sash which reduces street noises and eliminates dust and soot from the outside air. Fixed sash is important in the jail area because it will confine jail noises. Only through the use of air conditioning can fixed sash be accomplished.

The economy of the heat pump results from its ability to extract heat from air, ground, and water. This is done by letting liquid refrigerant evaporate in air, ground coils, or water. The heat pump acts like a domestic refrigerator.

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**L. Heating, Ventilating, Air Conditioning Guide, 1947, p. 262.**

Water has been selected as a heat source. Well water is desirable because it never drops below 32 degrees Fahrenheit, and well water around Washington County is usually 55 to 60 degrees Fahrenheit. The high temperature water is very desirable for heat pumps as it will result in a more economical operation of the system. The waste water can be discharged into dry wells on the site or into the city's sewers.

The building will be heated with unit conditioners, such as Unitrane. The hot and chilled water for the units will be pumped from the heat pump in the basement. Outside air needed for the units will enter the units through a hollow metal building panel with the air intakes at the window heads. A unit air conditioner allows individual room temperature control.

Hot water for domestic use will be supplied by a small heat pump, using inside air as a source of heat.

**Vertical Transportation:**

The building has two elevators, a passenger elevator and a freight elevator. The freight elevator will be used to transport prisoners from the garage to the jail and to the courtroom; therefore, it will be necessary for the elevator to be equipped to open on two sides. The elevator machine room will be located on the fifth floor because it is not necessary to extend the shaft through the jail section.

**Part Eight**

**CONCLUSIONS**

**The conclusions are graphically embodied in the drawings, and in Part Seven of the thesis.**

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