

**Office of the
State Court Administrator**



19th Judicial District of Colorado

**Weld County
Facility and Space Needs Assessment with
20-Year Projections**

**Prepared May 2026 by:
The Administrative Division of the
State Court Administrator's Office**



19th Judicial District of Colorado

Combined Court and
Probation Services

Facility and Space Needs Assessment
With 20-year Projections for

Weld County Justice Center

Title:

Name:

State Court Administrator

Steven Vasconcellos

Consultant

Anderson Hallas Architects

Chief Judge

Julie Hoskins

Court Executive

Marci Hoffman

Chief Probation Officer

Cory Flummerfelt

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Section 1: Introduction

Summary of Intent

The following space needs assessment has been prepared by the State Court Administrator’s Office and the 19th Judicial District’s Chief Judge, Court Executive, and Chief Probation Officer. The Intent is to assist with space and real estate planning by compiling and reporting case load projections, associated program space requirements, building amenities and potential construction scope for facilities to meet the immediate needs for Weld County District Courts and Probation – as well as planning for future projected needs. To support this effort, the Colorado Judicial Department’s Court Services Division completed a statistical analysis of current and future caseloads and associated judicial staffing growth based upon review of historical trends, local and state demographics and legislative data. Also included in this document is the total space needs estimate compiled for the 19th Judicial District Probation Department; it encompasses the entire District Probation Department’s requirement and not just the space for projected additional probation staff. This report is intended to serve as a basis of design to provide overall square footage recommendations. It concludes with a summary of net and gross square foot totals necessary to accommodate the projected operational needs of Weld County Trial Courts and Probation. We acknowledge that other solutions than this may be proposed.

20-Year Projection Staffing Summary

**Refer to section 2, and Appendix Section A for Colorado Judicial 20-year staffing projections.*

Summary of Courts Staffing Projections for 20-year period Based on maintaining a 75% Staffing Level:

New Judicial Officers: 9 additional Judicial Officers
New Court Staff: 30 additional FTE
Total New FTE: 39 additional Court FTE

Summary of Probation Staffing Projections for 20-year period Based on maintaining a 75% Staffing Level:

New Probation Officers: 10 additional Probation Officers
New Probation Staff: 4 additional FTE
Total New FTE: 14 additional Probation FTE

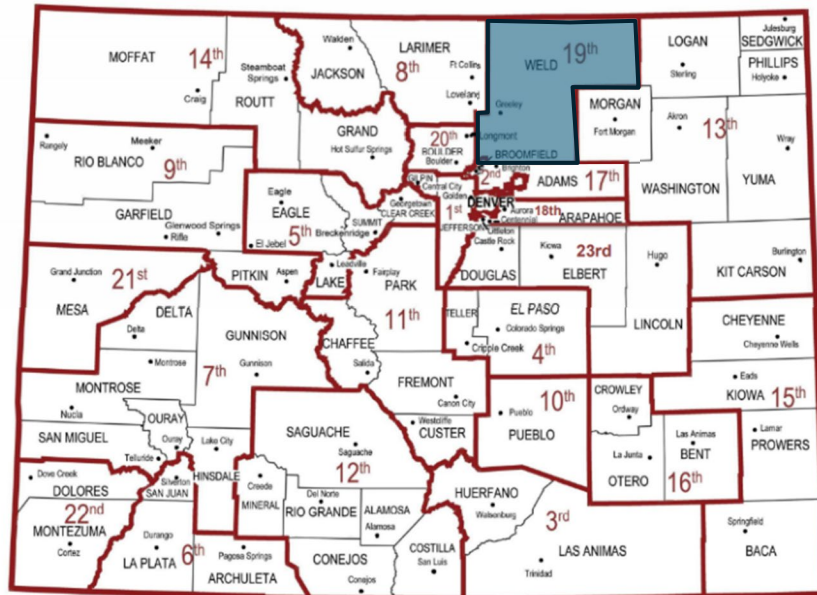
20-Year Projection Space Summary

**Refer to section 5, and Appendix Section B for Colorado Judicial estimated 20-year square footage calculations for Weld County. The current Weld County Facilities include 23 courtrooms.*

Summary of Total Judicial Space Projections for 20-year period:

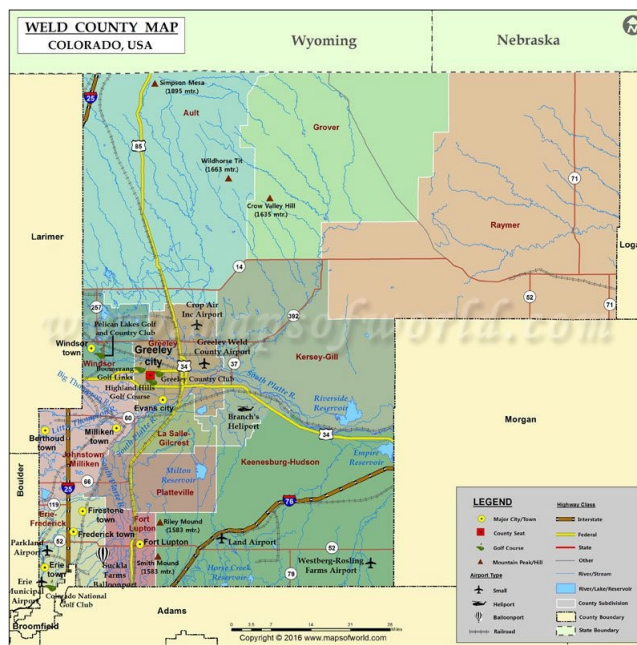
35 qty Courtrooms/ Hearing Rooms incl. Holding Cells:	166,200 SF
Clerk’s Office and Court Administration:	31,300 SF
All Public Areas incl. Jury Assembly, First Appearance, Probation Intake:	<u>25,900 SF</u>
Total New SF required for 2045 (rounded):	226,000 SF

Colorado District and County Maps



Colorado Judicial District

The Colorado Judicial Branch features 23 Districts across the state. Located along the northern state border, the 19th is comprised of a single county, Weld County. All employees of the district are state Judicial Department employees. All court-operating budgets are allocated by the state Legislature through the state Judicial Department to the various districts. Per statute C.R.S. 13-3-108, the local governments provide all facilities and facility maintenance for the court operations.



Weld County Colorado Map

Formed in 1861, Weld County covers 4,016 square miles. The City of Greeley is the county seat.

Section 1A: Demographic

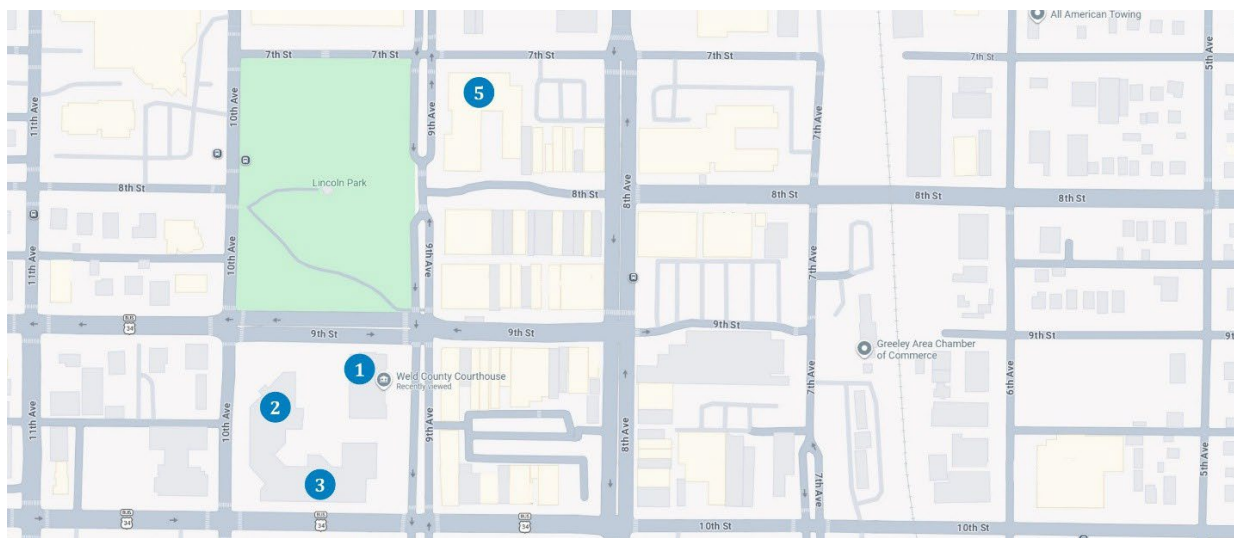
[State Demographers Website](#)

The town of Greeley serves as the current county seat of Weld County. Greeley is located southeast of the center of Weld County and contains approximately 1/3 of the county’s population. The population of Weld County has exponentially increased during the last two decades. According to data provided by the State Demographer’s Office, Weld County had an estimated population of 183,074 in 2000 and increased by approximately 81.1 percent over 20 years to the 2020 population of 331,459. The latest estimated population for 2025 in Weld County is 378,531. By 2040, the population is forecasted to grow exponentially, which puts them in the top spot for population growth over the next two decades. The current population projection for 2040 is 479,150. The unemployment rate in Weld County currently stands at 4.0 percent. The main economic industries in Weld County are Agriculture and regional service jobs. Weld county ranks number 1 in the state, and number 9 in the country, in the value of agricultural products sold – around 1.8 billion annually.

Section 1B: Existing Facility Overview and Scope

Located on landscaped grounds to the Southeast of the center of the County, the Weld County Historical Courthouse was constructed in the Beaux-Arts style of Architecture between 1915 and 1917 and is listed on the National Register of Historic Places. The building consists of four levels and houses Division 1 Water Court. The 19th Judicial District Trial Courts operate out of two additional buildings on the same campus: Plaza West and the Centennial Center. Additionally, there is a singular courtroom located in the Weld County Jail, serving individuals in custody. The 19th Judicial District Probation Department operates out of two locations: the main location is in the Chase Building down the street from the courts, with a secondary satellite office located in Ft. Lupton. These facilities have undergone numerous renovations and additions; known dates are indicated.

19th Judicial District Locations in Weld County Colorado:



**Refer to section 5, and Appendix Section D for existing square footage calculations.*

- 1. Weld Historical Courthouse:** 901 9th Avenue, Greeley CO 80631
Courtrooms + auxiliary, Water Court + auxiliary, Administration, Sheriff's Office
- 2. Plaza West – Courts:** 910 10th Avenue, Greeley CO, 80631
Courtrooms + auxiliary, Administration, Jury Assembly; as well as County Sheriff
- 3. Centennial Center – Courts:** 915 10th Avenue, Greeley CO, 80631
Courtrooms + auxiliary, Administration, Clerk's Office, Self Help; as well as County Elections, District Attorney, Sheriff, and Legal Services
- 4. Weld County Jail Courtroom:** 2110 O Street, Greeley CO, 80631
- 5. Chase Building – Probation:** 822 7th Street, Greeley CO, 80631
Probation Build-out: 2nd & 3rd floors, 2023; the building also houses County Public Defender, Child Support / Protection, Human Services, as well as Chase Bank and other private tenants.
- 6. Ft. Lupton – Probation:** 2960 9th Street, Ft. Lupton CO, 80621
Built 2023; the building also houses County DMV, Health / Environment, and Human Services

Recently Completed and Proposed Design Projects

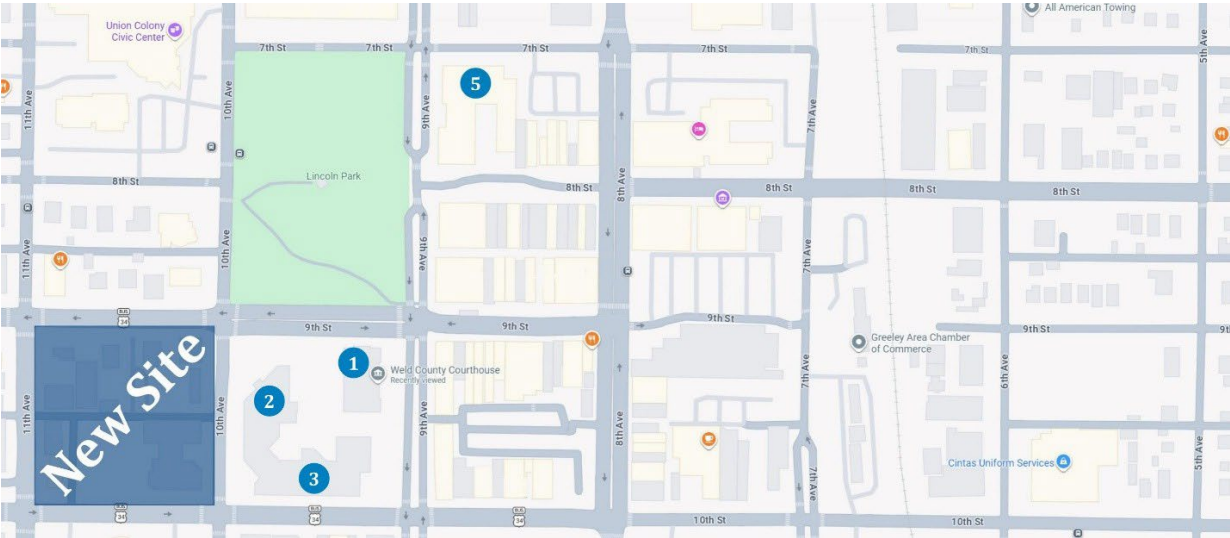
**All numbers listed are approximate.*

Probation New Construction and Build-out:

In 2023, Weld County designed and built new probation offices in both Greeley and Ft. Lupton.

Proposed New-Construction Justice Center:

A site consisting of a square block in downtown Greeley between 9th and 10th street and 10th and 11th avenue has been acquired by Weld County in anticipation of developing a new Justice Center. The design is intended to accommodate the 19th Judicial District Courts operational needs as projected for the next 20 years. The bulk of the Probation department is expected to remain operating out of their current locations in the Chase Building (see location 5 on the map below), and the Ft. Lupton satellite. Only a small probation intake window and office will be provided in the new Justice Center.



Section 1C: Staffing Lists

19th Judicial District – Trial Courts

The 19th Judicial District trial courts currently consists of one (1) Chief Judge, ten (10) District Court Judges (including two (2) Water Court Judges), four (4) County Court Judges, and six (6) Magistrates. A current total of twenty-one (21) judicial officers. On July 1st, 2026, a new District Court Judge, the twenty-second (22) judicial officer will join the bench.

The Court Executive is appointed by the Chief Judge and is delegated the authority to perform administrative duties for the operation of the district. The court executive is responsible for the management of district personnel, budget and operation of the county’s court district.

Not including Judicial officers, there are approximately seventy (70) supporting staff members currently employed in the Weld County Courts. See specific staff positions in the chart below.

19th Judicial District – Trial Courts Staffing List as of March 2026			
Position Title	Leadership Names	Operating out of	Building / Remote
Chief Judge	Julie Hoskins	Division 1	Historic Courthouse
District Court Judge	Allison Esser	Division F	Centennial
District Court Judge	Audrey Galloway	Division 12	Plaza West
District Court Judge	Troy Hause	Division B	Centennial
District Court Judge	Anita Jain Crowther	Division 15	Plaza West
District Court Judge	Timothy Kerns	Division 11	Plaza West
District Court Judge	Annette Kundelius	Division 16	Plaza West
District Court Judge	July 2026 Judgeship		
District Court Judge / Alt. Water Judge	Shannon Lyons	Division 3	Historic Courthouse
District Court Judge	Kimberly Schutt	Division 10	Historic Courthouse
District Court Judge / Water Judge	Todd Taylor	Division 4	Historic Courthouse
District Court Judge	Vincente Vigil	Division 17	Plaza West
2026 District Judge			
County Court Judge	John Briggs	Division 6	Historic Courthouse
County Court Judge	Renee Sandoval Doak	Division 5	Historic Courthouse
County Court Judge	Michele Meyer	Division 8	Historic Courthouse
County Court Judge	Dana Nichols	Division 9	Historic Courthouse
Magistrate	Catharine Armstrong	Division 7	Historic Courthouse
Magistrate	Samantha Deveraux	Division A and D	Centennial
Magistrate	Kathryn Goldstein	Division C	Centennial
Magistrate	Marcelo Kopcow	Weekend Bond Hearing	Weld County Jail
Magistrate	Randall Lococo	Division 14	Plaza West
Magistrate	Jayne Muehlenkamp	Division 2	Historic Courthouse
Court Executive	Marci Hoffman		Historic Courthouse
Deputy Court Executive	Amanda Manbeck		Historic Courthouse

Position Title	Quantity of Position	Operating out of	Building / Remote
Law Clerk	x 35 FTE		Multiple
Clerk of Court			Centennial
Clerk Supervisor	x 7 FTE		Multiple
Records Research			Centennial
Court Information Center – Sherlock			Centennial
Court Information Center – Public			Centennial
Collections	x 5 FTE		Centennial
Family Court Facilitator	x 2 FTE		Centennial
Accounting			Centennial
Admin Office Manager			Historic Courthouse
IT Support Staff	x 2 FTE		Historic Courthouse
Admin Specialist			Historic Courthouse
Probate Officer	x 3 FTE		Historic Courthouse
Jury Commissioner			Plaza West
Appeals Clerk			Plaza West
Problem Solving Clerk			Plaza West
Court Reporter			
Court Interpreters	x 5 FTE		Plaza West

**Indicates a staff member not included in the overall Growth Projection Calculations in section 2 below*

19th Judicial District – Probation Services

The Chief Probation officer is the administrative head of the probation department in the 19th Judicial District, and reports to the Chief Judge. Not including the Chief Probation Officer, there are approximately eighty-nine (89) other staff members currently employed in the Weld County Probation Department. See specific positions in the chart below.

19th Judicial District – Probation Staffing List as of March 2026			
Position Title	Leadership Names	Operating out of	Building / Remote
Chief Probation Officer	Cory Flummerfelt	Shared office	Chase
Deputy Chief Probation	Cindy Peterson		
Position Title	Quantity of Position	Operating out of	Building / Remote
Administrative Office Manager			
Probation Manager			
Admin. Office Specialist 1			
Admin. Office Specialist 2			
Probation Supervisor	x 9 FTE		Chase

Probation Supervisor	x 1 FTE		Ft. Lupton
Probation Officer	x 55 FTE, 2 Volunt.		Chase
Probation Officer	x 8 FTE		Ft. Lupton
Probation Support Supervisor	x 1 FTE		Chase
Probation Support Specialist	x 7 FTE, 1 PTE		Chase
Human Resources*	Incl. in Court		Chase
Information Tech*	Incl. in Court		Chase

**Indicates a Staff member not included in the overall Growth Projection Calculations in section 2 below*

Section 2: Growth Projections Summary

19th Judicial District – Court Services

Refer to Appendix Section A for Colorado Judicial 20-year Staffing Projections.

In April of 2025, Colorado Judicial Court Services prepared the following 20-year Staffing Projections for Weld County Judicial Officers and associated staff included in the Appendix Section A. Overall, the model predicts steady growth, adding approximately one and a quarter (1.25) new District Judicial Officers and approximately one half (0.5) new County Judicial Officer in each 5-year projected period. This equates to an approximate total of six and a half (6.5) additional District Judicial Officers and two and a half (2.5) additional County Judicial Officers in order to accommodate the immediate interim need and 20-year projected growth. With each Judicial Officer there are supporting staff positions and specialized positions that are also required. The projections indicate twenty-six and a quarter (26.25) new court staff positions and just over three (3) new specialized positions.

The chart included in the Appendix Section A indicates the current and projected total Courts staff based on a staffing percentage of 75% and is not broken down by job classification (refer to Courts staffing list in Section 1C for individual positions). Certain positions are required but are not included in the projection calculation; these include Interpreters, Competency Court Coordinators, Collections, Legal Research Attorneys, and IT positions. Additionally, Family Court Facilitator, Self-Represented Litigant Coordinator, Problem Solving Court Coordinator, and Protective Proceedings Monitor Staff are not included in these projections.

In summary, the 19th Judicial District Trial Courts Staffing Projections expand the bench by nine (9) new Judicial Officers over the next 20 years to maintain a staffing level of 75%. As a result, a total of approximately thirty (30) new staff positions will also be required.

19th Judicial District – Probation Services

Refer to Appendix Section A for Colorado Judicial 20-year Staffing Projections.

In May of 2025, Colorado Judicial Probation Services prepared the following 20-year Staffing Projections for Weld County Probation and associated staff included in the Appendix Section A. These projections are based on current staffing from FY2026, total FTE (Full Time Employee) from FY2025, and county population growth from the state demographer’s office.

The chart included in the Appendix Section A indicates the current and projected total probation staff based on a staffing percentage of 75% and is not broken down by job classification (refer to Probation staffing list in Section 1C for individual positions).

These projections include case growth and population trends. If the district was fully staffed at any point in the future, the projected number would be higher. This analysis does not include any FTE the district may receive due to a law change. Those increases have occurred in the past and will likely occur in the future. This analysis does not include any contract or grant FTE. The CPO may want to factor in additional space to accommodate the number of people because the projections reference full-time positions not actual people that may make up those full-time positions.

In summary, the 19th Judicial District Probation Department Staffing Projections indicate an increase over the next twenty years, but the significant growth is projected to occur at the 5- and 10-year periods. 5- year growth: 7 FTE; 10- year growth: 5.5 FTE; 20- year growth: 1.4 FTE. A total additional 14 FTE is required in the next 20 years to maintain the staffing level of 75%. To be fully staffed for FY26 Weld County cases, an additional 29.00 FTE would be needed.

Section 3: Existing Facility and Operations: Strengths

19th Judicial District – Court Services

The following categories offer a list of short descriptions providing narrative for areas of operations that are working well and can function for current and anticipated judicial needs. Items below apply to all Weld County facilities indicated on the map in section 1B except where noted.

1. Weld County Historical Courthouse

Space/Program

- The hiring/training room in the Historical Courthouse provides both the necessary privacy and size to support court operations and is intricately designed. It is desired to include a space like this in the new justice center.

Acoustic Performance

- The acoustical performance of the Historical courthouse's construction provides enough sound separation for the court operations.

Accessibility

- The courtroom aisles are the appropriate width for meeting accessibility requirements and provide a separation gate in some instances.

3. Centennial Center

Space/Program

- The multi-use self-help room in the Centennial building has proven extremely successful for the courts. It provides adequate furniture including computers for public use, and a well-furnished children's area. There is also a check-in counter with two employees who have access to duress buttons under their desks, which is necessary for supervision of the space and its occupants.
- The large Jury Assembly room in the Centennial building has the proper storage for furniture not in-use. It also has a small kitchenette, and 2 water fountains which meets the current codes, and provides added comfort to the general public preventing them from wandering outside of the space. It also achieves privacy with a large countertop for the public to fill out paperwork instead of being seated next to one another.
- Jury deliberation room in the Centennial building is sized properly and suits the needs for operations.
- The clerk's department in the Centennial building has ample sized mail room that is essential to their operations. There is a large desk behind the clerks at the public transaction windows for date stamping and managing paperwork, which has proven beneficial to the clerks' operations. The clerk supervisors' offices have the necessary accessories to provide flexibility for staff members who work from home.

Circulation

- The clerk's supervisors operating out of the Centennial building occupy offices along the perimeter of the open space, which allows for the necessary oversight of their designated staff members and the daily operations. It also provides clear site lines of the public transaction windows, and the rest of the operations.

Technology

- The large Jury Assembly room in the Centennial building utilizes Webex, and the check-in counter staff have the capability to connect to the various assembly spaces within the facilities.
- Each desk at the public transaction windows in the Centennial building clerk's department has a desktop, and a cash drawer, allowing every clerk to operate alike.

4. Weld County Jail – Courtroom

Space/Program

- The courtroom in the Weld County jail provides the courts with the flexibility to host virtual calls and operate on the weekends. It has one multi-use private space that operates well and is equipped with the appropriate furnishings as a clerk's office/attorney client meeting

space. There are plans to adapt into a multi-use station room, which allows for multiple virtual calls to be held at the same time for efficiency of operations.

Technology

- The courtroom in the Weld County jail provides online translators, and court reporters due to the virtual nature of their hearings. It has a duress button providing a standard of safety.

Site

- The Judge operating out of the Weld County jail courtroom has access to parking in a secured garage.

19th Judicial District – Probation Services

The following categories offer a list of short descriptions providing narrative for areas of operations that are working well and can function for current and anticipated judicial needs. The newly renovated/constructed spaces at the Chase Building and Ft. Lupton Satellite were designed and constructed with Judicial partnership and are aptly serving the current needs of the Probation Department with some room to grow in the future. Items below apply to all Weld County facilities indicated on the map in section 1B except where noted.

5. Chase Building

Space/Program

- Current office capacity at both the Chase building and Ft. Lupton location exceeds the department's current needs. This allows for the anticipated growth.
- The current capacity of the Chase building waiting room is appropriate for probation needs; it provides a separate waiting room for the added security of juvenile clients. The building provides employees with a well-equipped breakroom and a lactation room as well as a small balcony to the outside; these are beneficial to wellbeing and staff retention. Offices are sufficiently sized and accommodate varying position types. There is a thoughtful and well-organized incentives closet, a success for both employees and clients.

Technology

- The offices in the Chase building have dimmable lighting which allows individual control and enhances employee comfort. There is a charging station for the metal detector wand right inside the secured entrance door to the probation department on the 2nd floor in the Chase building. All of the support staff in the Chase building have a duress button within their cubicles. County security cameras cover the main hallway off the elevators on the 2nd and 3rd floors of the Chase building.

Security

- Stairwell in the Chase building requires badged access to enter. On the 2nd floor of the Chase building, the Probation offices have locking hardware.

Site

- The Chase building is located near multiple public transportation routes and has ample bike and vehicle parking allowing multiple options for clients.

6. Ft. Lupton – Satellite

Space/Program

- The waiting room at Ft. Lupton has sufficient locker space and includes a secured storage container for larger belongings such as varying sized backpacks. The conference room at Ft. Lupton is sized appropriately, and the furniture is on wheels which gives employees flexibility of space use. The restrooms, and a large breakroom are shared with the county and work well for employees. The majority of the probation offices at Ft. Lupton have access to natural daylight through an exterior window.

Circulation

- The hallways at Ft. Lupton are sized appropriately for accessible and safe use.

Technology

- The public transaction window at Ft. Lupton has a camera and a phone that monitors clients and allows calls to a probation officer. All Probation officers have access to this camera for security purposes. Additionally, they have blackout screen protectors on their monitors supporting the confidential nature of their work.

Security

- There is a detachable metal detector at the Ft. Lupton site, as well as a hand wand that works well for current clients, and security needs.

Section 4: Existing Facility and Operations: Deficiencies

19th Judicial District – Court Services

The following categories offer a list of short descriptions providing narrative for areas of operations that are deficient and constraining for current and anticipated needs, and do not meet current Court standards.

The Weld County Courthouse complex has operated effectively; however, it has aged, reached capacity and is unable to accommodate the projected 20-year growth for the 19th Judicial District. The current Weld County Courthouse complex spans across 4 buildings for Court services and 2 buildings for probation services. This has inherently created operational challenges, and challenges with wayfinding as there is no overall connection between the buildings. This list is intended to summarize some areas that have been challenging but should be easily improved upon in the new facility. Items below apply to all Weld County facilities indicated on the map in section 1B except where noted.

Courtrooms:

- A typical Jury trial for Weld County may house up to 350 bodies and is inclusive of the victim and defendant family members, in some cases with no ability to provide separation. It is important to have an accommodating jury assembly space because these calls see large groups of people showing up at the same time and need proper queuing and waiting space for safety.
- It is necessary for all courtrooms to have access to secure paths of travel for Judicial staff, including judges. The path should include parking, staff entry doors, staff secure hallways and access to courtrooms/offices.
- There are a few courtrooms operating on the ground level with large windows adjacent to the judge and clerks' benches. This is a security issue; typically, we see more public facing agencies on the ground level such as clerks and probation, but if courtrooms are located on ground level it is recommended to have higher clerestory windows and protection on the exterior such as bollards.
- Weld county courts typically have two court clerks to support each judge in the courtroom. Currently many desks do not have space for both clerks to operate. Provide enough space for two sets of: two monitors, a phone, keyboard, and writing surface.
- Judge's bench workstation is inconsistent, and should provide enough space for two monitors, a phone, keyboard, writing surface, and storage.
- There are overall accessibility concerns with the witness box across all courtrooms. Per current building codes, all witness boxes are to meet accessibility requirements, which is achieved by having them at floor level or up one riser with a ramp.
- There are inconsistencies in judge, clerk and jury box hierarchy throughout the courtrooms, with some judges and clerks operating on the same level as the gallery seating. This should be standardized throughout the courthouse. Judge to be elevated 2 risers, clerk 1 riser. Witness at floor level or 1 riser. Jury box 1st row is at floor level; 2nd jury row elevated 1 riser. ADA accessibility is achieved via ramps to judges' bench and clerk and possibly the witness.
- Some courtrooms have extra free-standing folding chairs stored on the side of the jury box for overflow seating. This is a safety concern, and the courtrooms should have ample seating in the gallery, as well as a secure storage space for temporary furniture items.
- There are some unique and varied-sized courtrooms, some are very small or oddly shaped; this severely limits the use of the space. In order to allow for the most flexibility and get the

most use out of courtroom spaces; it is requested that all jury courtrooms maintain standard court proportions and accommodate a 14-person district jury.

Supporting program

- The current complex lacks space for judicial supporting programs and partner agencies including a first appearance room, a pre-trial room, competency coordinators office, and attorney client meeting rooms. These have been accounted for in the projected space calculation.
- Confidentiality between spaces can be improved. Suggest that chambers/jury spaces, manager/supervisor offices and meeting spaces have higher acoustic ratings.
- Spaces and accommodations employees and the public have come to expect in modern workplaces such as lactation and wellness rooms are either not provided or only accessible by keyed access in a public space.

Circulation

- The current complex does not offer necessary separation between public, private and secure paths of travel. This creates security and operational issues.
- Some hallways outside of courtrooms do not provide bench seating as an informal place of waiting due to the hallway being shared for in-custody transport. It is best practice to include benches outside of the courtrooms to provide the public with a comfortable place to queue without disrupting other courtrooms.
- Overall having separate buildings within the same complex creates wayfinding issues; it is recommended that proper signage is thoughtfully considered for the new space.
- Clerks currently do not have a secure path of travel to access the rest of court operations. It is recommended that all judicial agencies share a secure path of travel, in order to work together and better facilitate a sense of connection for employees.

Security

- The current complex has three separate security checkpoints between the Centennial and Plaza West buildings which causes inconsistencies and confusion amongst those entering the complex.

Building operational systems and Envelope

- Lighting and controls are inconsistent across courtrooms currently. It is recommended to provide a standard lighting system in the new space. Lighting controls for the courtroom should only be located on the back wall by the judge and clerks access door into the courtroom and include an override for motion detection if it is required.

Site

- There is not enough public parking on jury assembly days, this causes massive disruptions to the downtown traffic flows.

- There is an underground parking garage for judicial staff, however it is not secure and has flooding issues. At minimum it is necessary for Judges to have secure parking, however, it is recommended for all judicial staff to have access to secure parking with lighting.
- Staff have no access to a secure space outdoors to take breaks.

1. Weld County Historical Courthouse

Courtrooms:

- A dedicated hearing room is needed for water courts.

Supporting program

- The current complex has inconsistencies across Judge chambers. Multiple chambers are without a private restroom nor a changing space/storage for clothing. Chambers should also be provided with an appropriately sized conference table or seating area.

Circulation

- There is a singular elevator in the historical courthouse that is not a reliable form of circulation. This limits the ADA accessibility to the upper floors.

Technology

- County provided Wi-Fi to the public in the current complex is extremely slow and provides limited bandwidth and sparse coverage throughout for the quantity of occupants the courthouse sees on a daily basis.
- Water court currently has no access to AV systems, which is crucial to their operations and keeping overall court operations consistent.

Acoustic Performance

- A few courtrooms do not have a sound lock separation from the public hallway which creates acoustical issues.

2. Plaza West

Supporting program

- The jury Assembly space is not adequately sized for the 350 occupants the courthouse regularly sees and does not provide an adequate number of restrooms, nor an accessible restroom. It is also currently located adjacent to one of the building security checkpoints which causes major burdens on the operations and circulation of the space as well as the building security entrance. There are overflow jury assembly spaces in the historical courthouse as well, which face challenges due to the historic nature of the building.

Circulation

- The jury Assembly space has one entrance/exit door which does not meet current code requirements for high occupancy. All doors in the new facility shall meet code for egress requirements.
- The jury commissioner's office is located adjacent to the jury assembly check-in counter; this creates circulation and security issues. It is best practice for the public use check-in counter or window to be separated from the private office entrances.

3. Centennial Center

Courtrooms:

- There is currently one large district courtroom and a small courtroom being used to host the occasional grand jury trials. It is recommended that a minimum of four (4) courtrooms in the new justice center be sized to accommodate high profile, grand jury trials. These courtrooms are extra-large and have additional gallery seating areas and a viewing or media window allowing private viewing and audio of the courtroom from the attorney client conference. These windows are utilized for victims' safety and security, as well as offering a space to facilitate media observation without disruption.

Supporting program

- Some jury deliberation rooms are located off a public hallway with access to a building exit or adjacent to pathways for in-custody transport. It is necessary that the jury deliberation room be located off a secure hall connecting to the courtroom and have a dedicated restroom in order to keep the jury process separate, secure and private from the various agencies in the courthouse as well as the public. Additionally, the in-custody transport path should be shielded from view by utilizing above roof or below grade tunnels connecting the sheriff's quarters directly to the holding cells between courtrooms. All secure areas should be controlled with key card access.
- Clerks do not have an adequate amount of space for storage, they are currently storing housekeeping items, and essentials in closets on the court side of the building which can only be accessed through a public, non-secured path of travel.
- Window transaction clerks do not have a dedicated traffic appearance window, which sees a high volume of clients. Having separate windows for the various divisions would benefit the operations of the clerks.
- The staff breakroom in the clerk's space is not adequately sized to comfortably fit the typical 35-40 employees who use it often.
- The clerk's support staff are housed in small cubicles which lack space for personal items as well as operational items such as small scanners/printers etc.
- Currently there isn't adequate storage for exhibit / evidence items. There are instances where exhibit items are transported through public pathways before arriving at the lockable

cabinets. Exhibit items should be considered hazardous materials and therefore be stored in an enclosed lockable room.

- All offices should have window or door glazing for visibility into the larger communal workspace for safety.

Circulation

- The clerks do not have restrooms within their space. There is a single non-accessible stall that is accessed through the general public restrooms. It is a requirement for an adequate number of private employee restrooms (accessible) within their space.

Technology

- Window transaction clerks need a proper adjacent queueing space as well as ample desk space to accommodate various devices for taking payments.

Security

- There is one duress button for every two window transaction clerks. The state recommendation is one duress button for every window clerk.
- There is no secondary means of egress for the employees dedicated to the self-help room. All staffed areas should have access to a door connecting to a secure hall.

Acoustic Performance

- Acoustics at the clerk transaction windows is not ideal, however it's managed through a phone system communication as opposed to speakers in the separating glass. Having the desk space open to the rest of the department's operations is beneficial for communication between window transaction clerks, supervisors, and clients as well as safety concerns.
- Walls separating the clerk supervisors' offices are moveable partitions and not actual wall assemblies. These do not provide acoustical separation.

Building operational systems and Envelope

- The lighting across the clerk's space does not function properly to provide employees with access to reliable and sufficient lighting. Providing dimmable lighting throughout will offer employees more flexibility and the control of lighting within their spaces.

4. Weld County Jail – Courtroom

Security

- The courtroom within the Weld County Jail does not have duress buttons at each workstation nor the office.

19th Judicial District – Probation Services

The following categories offer a list of short descriptions providing narrative for areas of operations that are deficient and constraining for current and anticipated needs, and do not meet current Probation standards.

The Weld County Probation department is operating out of the Chase Building, and the Ft. Lupton Satellite office. Inherently, operating out of various locations will cause some challenges. Both locations are newly built or remodeled in 2023 and probation is planned to remain operating out of them. Items below apply to all Weld County facilities indicated on the map in section 1B except where noted.

5. Chase Building

Space/Program

- The Chase building probation department lacks an adequate small meeting room for Probation officers to hold meetings with juvenile clients and their accompanying adults.

Circulation

- The only restrooms available to the public in the Chase building are located on the first floor.
- In the Chase building there is a long hallway on the 2nd floor that is accessible to the public causing an overlap of circulation zones. This hallway should be enclosed with fire exit doors in order to maintain a secure separation for employees.
- Additionally, there is a solid door that employees and clients frequently use to exit from the secure staff area out to the active elevator lobby. This door should have a vision panel to help prevent the door from swinging into someone in the lobby.

Technology

- There is no CCTV in the Chase building, it is beneficial for probation staff to have camera access to both the 2nd and 3rd floor lobbies.

Security

- There are inconsistencies with who responds to the duress buttons between the probation locations. The response for client emergencies should be the same across all locations.
- Due to the nature of long winding hallways in the Chase building, multiple reflective mirrors have been necessary to ensure proper sight lines around corners.
- On the 3rd floor of the Chase building, the Probation offices do not have locking hardware. For security purposes, these doors should have private locks allowing an officer the ability to protect themselves during an emergency.

Building operational systems and Envelope

- There are major temperature inconsistencies within the Chase Building due to the building wide management and control of the HVAC equipment, it is not zoned or tenant controlled.

6. Ft. Lupton - Satellite

Security

- Metal detector at the Ft. Lupton location is not ADA compliant width.
- The public transaction window only has a single duress button; all reception workstations should have a duress button.

Site

- Exterior staff entrances at Ft. Lupton do not allow visibility through the doors (no vision hole or panel) and only minimum exterior lighting is provided for staff walkways to the parking lot. Preference is to have illuminated pathways.

Section 5: Weld County Judicial Space Needs Summary

Based on the criteria and 20-year projections provided in this report, the 19th Judicial District, Weld County Courts and Probation are estimated to need approximately **226,000** additional gross square footage (GSF) to accommodate the need for the next 20 years. This estimated GSF includes an intake probation office but excludes other necessary space for probation operations; these will remain functioning at the Chase Building in Greeley and the Ft. Lupton satellite. Additionally, county agencies such as the District Attorney, Public Defender, Sheriff, and others are not accounted for in the GSF.

This tabulation, prepared by the State Court Administrator's Office, is intended to be a guideline for future master planning use only and may need adjustment based on timing of implementation or upon further study. The final square footage recommendations should serve as a basis of design for overall needs to accommodate the current and future 19th Judicial District Trial Court and limited Probation operations. They represent the assessed quantity of courtrooms, offices and other spaces with their recommended room sizes and dimensions taken from Colorado Judicial Space Guidelines (See Section C in the Appendix). The space recommendations provided here are consistent with other locations in similar sized counties in Colorado, and the square footages or dimensions utilized in this estimate typically relied upon smaller sizes when a range was provided.

All space measurements are totaled to ascertain a net building square footage space needs model. This net total is then multiplied by a 35% grossing factor which accounts for circulation (see

Colorado Courthouse Circulation Requirements below), mechanical, electrical, custodial areas, queueing and other required facilities.

Colorado Courthouse Circulation Requirements

Current design standards for courthouses include three separate circulation zones. This necessitates more space than usual in order to accommodate all paths of travel. Separation of these zones is typically controlled by electronic card access systems.

Zone #1 - Public Circulation Zone: exterior entries, lobbies, public corridors, public restrooms, courtroom and hearing room galleries, jury assembly/first appearance center, clerk transaction windows, probation reception and specialty services.

Zone #2 - Staff Circulation Zone: staff offices and areas, private restrooms, private corridors, judges’ chambers, jury movement/deliberation, courts and probation offices/administration.

Zone #3 - Secured Circulation Zone: sheriff use for in-custody movement between jails, sallyports, holding areas; including private elevators/stairs and secured entrances into courtrooms.

19th Judicial District – Court and Probation Services Existing Space

**All numbers listed below are approximate, refer to Section D in the Appendix.*

Total Existing Square Footage for Weld County Justice Complex and Additional Sites		
Building	Agency	Number of Courtrooms
Historical Courthouse	Water, Civil, Admin.	7
Plaza West	Admin., Jury Assembly	7
Centennial Center	Admin., Clerk, Self Help	7
Weld County Jail	Single Judicial Office	1
Total Existing Courtrooms: Weld County Justice Complex		23 Courtrooms

Total Existing Square Footage for Probation: Chase Building and Ft. Lupton		
Building	Number of Probation Officer Offices	Square Footage
Chase Building 2 nd Floor	53	15,000 SF
Chase Building 3 rd Floor	37	15,650 SF
Ft. Lupton	22	5,600 SF
Total Existing Probation Space (SF): Chase Building and Ft. Lupton		36,200 Square Feet

19th Judicial District – Court and Probation Services Space Needs

**All numbers listed below are approximate, refer to Section B in the Appendix. The numbers referenced below are in addition to the existing square footage for Weld County Probation to accommodate current and future needs.*

Total Estimated NEW Square Footage for Weld County Justice Center per 20-year calculations in Section 5 (incl. 35% grossing)	
Trial Courts:	
35 qty Courtrooms incl Magistrates	165,700 SF
Clerk’s Office and Court Admin.	31,000 SF
All Public Areas incl. Jury Assembly, First Appear.	27,000 SF
	223,700 SF Total – Courts
Probation Intake:	2,300 SF
	2,300 SF Total – Probation
Total Estimated NEW Space (SF)	226,000 Square Feet
Requirement for Weld County Judicial	Gross (Rounded)

This Chart only accounts for the area needed for Judicial operations and does not include space for County agencies such as District Attorney, Public Defender, Sheriff, etc.

***Note that some of the rooms factored into this plan can be examined and possibly combined as multipurpose with other office functions. This reevaluation can create overall space reductions as the County’s program becomes better defined. All office and meeting spaces for the Judicial employees as well as the public are sized to accommodate the most recent ADA requirements.*

Along with the need for interior space, there are accompanying site needs. The exterior of the building should take into consideration the following features which are necessary for both court and probation clientele: suitable public parking to accommodate large jury calls, access to public transit, bicycle racks, congregation space, and adequate lighting along exterior paths of travel. Refer to Section C in the Appendix.

Total Estimated Parking Spaces for Weld County Justice Center per 20-year calculations in Section 5	
Secured Parking – Judicial Officers (based on 20-year FTE):	165 Spaces <i>(see Appendix Section B)</i>
Secured Parking – Probation Staff (based on 20-year FTE):	5 Spaces <i>(See Appendix Section B)</i>
Parking for Jury Calls and Public Use:	360 Spaces <i>(See Appendix Section B)</i>
Total Estimated NEW Parking Space Requirement for Weld County Judicial	530 Total Parking Spaces

Total Estimated NEW Parking Area Requirement for Weld County Judicial	190,000 Square Feet for Parking (Rounded)
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This Chart only accounts for the area needed for Judicial operations and does not include space for County agencies such as District Attorney, Public Defender, Sheriff, etc.

Appendix:

Section A: 19th Judicial District – Estimated 20-year Staffing Projections

The Colorado Judicial Court and Probation Services prepared the included 20-year Staffing Projections for Weld County Judicial Officers, Probation officers and associated staff. These projections are based on current staffing from FY2026, total FTE (Full Time Employee) from FY2025, and county population growth from the state demographer’s office.

Section B: 19th Judicial District – Estimated 20-year Square Footage Calculations

This document provides an estimated optimal (additional) square footage calculation for all services and spaces per judicial program requirements for a new standalone judicial facility, based on current and projected staffing, current and projected court filings and other contributing factors, such as specialty court docket impact.

Section C: Colorado Judicial – Space Standards and Guidelines

This document provides a tool to use in the planning and design process for Judicial facilities, and includes standard program, space and service guidelines.

Section D: Applicable Drawings

These documents were provided to the State Court Administrator and serve as references to existing, recently completed, and proposed projects in relation to the services and spaces of the Judicial District.