

**CITY HALL COMPLEX MASTER PLAN TASK FORCE  
CITY OF REHOBOTH BEACH**

**February 10, 2014**

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 1:08 p.m. by Chairman Sam Cooper on Monday, February 10, 2014 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

**ROLL CALL**

Present: Chairman Sam Cooper, Stan Mills, Jim Ellison, Jim Harty, Keith Banks, Wayne Neale, Bill Sargent, Lorraine Zellers, Patrick Gossett, Toni Sharp, Ken Simpler, Mark Hunker, Sharon Lynn

**APPROVAL OF MINUTES**

Minutes of the November 4, 2013 City Hall Complex Master Plan Task Force Meeting were distributed prior to the meeting.

Jim Harty made a motion, seconded by Stan Mills, to approve the November 4, 2013 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

**Presentation and discussion of three-dimensional schematic designs and various exterior design variations for a new City Hall Complex.**

Mike Wigley of Davis Bowen & Friedel (DB&F) and Rick DiSabatino of EDiS Company were in attendance at the meeting.

Mike recapped the general decisions which were made over the past four meetings. The first recap was what the City Hall Complex wants to be. Seven issues were identified: 1. Identifiable feature. The building should have an element or combination of elements that set it apart from other buildings along Rehoboth Avenue identifying it as a civic building serving as City Hall. 2. Not too pretentious. While identifiable, the complex should not display extravagance. 3. Feeling of stability. An outward visual assurance that the City's government is stable and reliable; and, most importantly, that in the event of an emergency the building actually is stable to serve 911 and other related services. 4. Open & inviting. The building should be perceived to be welcoming and inviting for residents, visitors and staff. 5. Budget. Regardless of design features considered, the budget should be checked and re-checked as the design process unfolds. 6. Easy to navigate. The building's design should strive to permit easy access and navigation by those utilizing and visiting it. Signage should be minimal – design elements themselves should make it clear where entrances are. 7. Context. While it was not felt the building should be a throwback to past architectural style, it was felt that it should not ignore its context and history. Addressing the street similarly to its Rehoboth Avenue neighbors; maintaining the present scale of neighboring buildings and utilizing materials compatible with the area – all should be considered. The second recap was the selected first floor alternative that showed the Communications Center, Police Department, Convention Center, Administrative Staff and Mayor and City Manager's offices on the first floor. The second floor alternative showed the Police Department, Building & Licensing, Alderman Court, IT Department and Commissioners Room. The half-story third floor was also shown. An earlier massing study was shown to provide the Commissioners with the idea of what the two and one-half story building would look like. The roof would be gabled over the entire complex, and a feature would be provided at the southeast corner of the building. A promenade would be created at the entrance to the Convention Center along the east side of the building. Mike reviewed the demolition alternative. Partial demolition of the existing City Hall could permit the Police Department/911 Center construction in its entirety. More design flexibility would be possible in the southeast quadrant of the building. The existing basement beneath the Convention Center would be renovated as the new Mechanical Room for the expansion. An existing aerial view and existing site survey of the campus were provided. The existing City Hall evaluation showed that there are minor areas of moisture penetration in the basement, minor wood roof deck deterioration, numerous masonry defects in the brick walls and retaining walls and the beam supporting the loading dock canopy appears undersized for snow loads. The fire suppression system is non-existent. The first floor area exceeds the permitted floor area for mixed-occupancy in a non-separated building. The basement egress passes through storage areas in some instances. Some doors do not swing in the direction of egress travel. There are several ADA deficiencies. Based upon current codes, it does not necessarily mean that the building is non-compliant. A copy of the feasibility assessment program was provided which established what the needs and wants were for the various departments. A cost estimate in the amount of approximately \$14,500,000.00 for the 2.5 story building approach from November 4, 2013 was provided. The

assumptions going forward are: 1. Create new receiving dock, and remove deliveries from the east side of the Convention Center. 2. East parking field for public access. 3. Promenade from Second Street, and pedestrian access from all streets. 4. Reserve area for parking structure. 5. 911 Center to move only once, and the Police Department to not encompass entire Rehoboth Avenue façade. 6. Maintain east side access drive. 7. Existing City Hall to be removed. 8. West parking field for deliveries, staff, Police vehicles. 9. Maintain west side access drive. 10. Defined walkway from Police to Parking Meter Department. 11. Consolidate parking for Meter and Tech Services. The Task Force reviewed the proposed schematic designs for the each floor. Before the next meeting, Mike will be meeting with the City Manager and the Department Heads to go over their individual spaces to make sure the rooms are where they need to be located. The atrium in the building would be one and one-half to two-stories high. Mike provided 3D versions of the exterior schematic design options of the proposed building. Option 1.2.2a presented a building that would be two and one-half stories with a brick second story, would have a civic plaza and an optional executive suite and optional flag. Option 1.2.2b presented a building that would be two and one-half stories with a clad second story, would have a civic plaza and an optional executive suite. Option 1.2.2c presented a building that would be two and one-half stories with a clad second story and would have a civic plaza with a graphics, public art or stage feature. Option 1.2.2d presented a building that would be two and one-half stories with a clad second story, would have a civic plaza with stage feature and would have a reduced atrium height. Mike suggested that the basement could be built for the entire Phase 1, but not for Phase 2.

Comments from the Task Force:

1. Consideration of having a desk for the Commissioners in a work space in the pre-function room, caucus room or in an open space.
2. Consideration of shower and changing facilities on the first or third floor for housing first responders during emergencies.
3. Providing an executive suite for the Mayor, City Manager and the Secretary on the first floor.
4. Providing room for the archived records and movable file storage.
5. The proposed building would be open and inviting. There are two entrances with a dual staircase. The two-story atrium is refreshing.
6. Consideration of providing the Commissioners Room on the first floor, and having input from the City Manager.
7. Provide the gable end of the roof facing Rehoboth Avenue.
8. Consideration of the sidewalk on Rehoboth Avenue, landscaping and the driveways.
9. Consideration about the placement of the bus stop.
10. Consideration of incorporating the idea of Rehoboth Beach porches.
11. Consideration of a possible railing instead of a fixed wall on the second floor below the gable roof.
12. Consideration of curved glass instead of a wall beneath the executive suite.
13. Consideration of dormers on the third floor.
14. Consideration of bringing the atrium space down half a story.
15. Consideration of a predominantly all brick approach.
16. Consideration of the executive suite projection being thinner towards the top in terms of the corner of the building. It would be more contextual if the geometry would be reversed.
17. Tone down the all too many styles of the building and weld them together.
18. Consideration of light colors for the building with regard to the seashore.
19. Consideration of securing City Hall while an event is occurring in the Convention Center.
20. Consideration of performance glass that is not tinted.
21. Consideration of the next version to show more of the treatment of the Convention Center.
22. Consideration of a second elevator.

**Review and discuss the schedule and tasks going forward.**

Mike will meet with the City Manager and the Department Heads in the near future. He will also formulate some narratives on the proposed building systems.

Rick DiSabatino will prepare cost estimates based on the discussion today. He will also provide a square footage cost for the basement area for Phases 1 and 2.

Karen Zakarian, Marketing Director of Convention Center, asked if there would be down time for the relocation of the restrooms for the Convention Center. A response from a Task Force member said that portable restrooms would be used during the down time.

**Discuss items to be included on future agendas.**

There were none.

**Discuss setting next meeting date.**

The next Task Force meeting will be held on April 7, 2014 at 1:30 p.m.

There being no further business, Chairman Cooper adjourned the meeting at 2:50 p.m.

**Respectfully submitted,**

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**(Ann M. Womack, CMC, City Secretary)**

**MINUTES APPROVED ON  
APRIL 7, 2014**

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**(Sam Cooper, Chairman)**