

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

April 7, 2014

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 1:39 p.m. by Chairman Sam Cooper on Monday, April 7, 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 Horty, Keith Banks, Wayne Neale, Bill Sargent, Lorraine Zellers, Toni Sharp, Ken Simplr, Sharon Lynn

Absent: Mark Hunker, Patrick Gossett

APPROVAL OF MINUTES

Minutes of the February 10, 2014 City Hall Complex Master Plan Task Force Meeting were distributed prior to the meeting.

Jim Ellison made a motion, seconded by Jim Horty, to approve the February 10, 2013 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

Recap past presentation.

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

Mike Wigley, City Manager Sharon Lynn and the Department Heads met last month. Floor plan layouts have been worked out for each of the departments. Mike recapped what it is the City Hall complex wants to be. The Task Force has tried to be consistent with the identifiable feature, not being too pretentious, feeling of stability, open & inviting, budget, easy navigation and context. Features have been identified with regard to streetscape. A first floor alternative was selected. The administrative staff in its entirety would be located on the first floor. The selected massing study was agreed upon for a 2.5 story building. A third floor area would be worked into the roof area. The building will also have a basement. The selected streetscape was agreed upon for the building to be asymmetrical, and there would be an open area available to some degree for the public. The Task Force had reviewed how to potentially demolish the existing building and work the phasing so as not to move the 911 Center twice. At the last meeting, various options were presented as to how the exterior of the building would look. The consensus of the Task Force at the last meeting was to have a predominantly brick building similar to the library. There was also consensus to keep the element with the breakout room and conference room. There was concern about how the shape would tie in to the architecture of the building. The scale of the atrium would be dropped down so there would be more usable space and more light qualities to the third floor. There was concern to simplify the porte cochere area so it would tie the building together.

Present modified floor plans based upon meetings with Department Heads.

Mike noted that there is unassigned program space in the basement. There is more square footage now than what the program illustrates. Assumptions were maintained in moving forward. Mike presented updated schematic designs and an updated site plan. The promenade from Second Street has been maintained along with public parking on the east side of the complex. The outdoor plaza will be located at the corner of the building. The site plan showed the existing streetscape and new planting beds, ground cover and landscaping. There would be a separate shed/building with canine kennels. The entire western lot would be gated and carded to gain access by the police department and staff. There would be areas along the sidewalk in front of the building that would have brick pavers with and a landscaped island. The Phase 1 basement satisfies all of the programming needs which would accommodate the men's and women's locker rooms, firearm storage, evidence storage, fitness room and records room for the administrative offices. The basement under the police station will be supported by the elevator in the police station. The Phase 2 basement would add an additional 8,000 square feet. Phase 1 – police j- men's and women's locker rooms, firearm storage, evidence storage, fitness, records room for administrative offices. Basement in the police station is supported by the elevator in the police station. An updated first floor schematic was presented. Rooms were rearranged for better processing in the police department. A set of doors would work independent and segregate parts of the building. In the administrative area, a conference room would be located between the Mayor's and City Manager's offices. Two elevators were shown on this plan. The wall outside the Mayor's and City Manager's offices would be five or six foot high vs. a full wall. The second floor schematic was

presented for review. The layout for the server rooms was reviewed by Verizon so they are sized correctly to accommodate the servers. Building & Licensing opted for two small conference rooms. One change reflects the exterior balcony around the caucus room. Restrooms would be located on the third floor. One of the elevators will go up to the third floor. The unspecified areas in white could be accessible by the general public or police and street storage area for Building & Licensing.

Present further refined Schematic Design computer model.

Mike reviewed the exterior of the building. Some of the proportions of the brick had been changed to possibly incorporate glass fiberglass reinforced concrete. A low wall would separate the sally port from the streetscape. The public sidewalk would lead to the civic plaza on the eastern side of the building. A memorial wall was also shown on the plan. Mike proposed as an option for the Convention Center to re-skin it with brick. The main entrance to the Convention Center would have the same elements as City Hall. He suggested introducing a light fixture that would send a beam of light into the sky to draw attention that there would be an event going on in the Convention Center. Look more nautical.

Suggestions made by the Task Force members were:

1. The feel of the building should be more nautical and less woodsy.
2. The elements are more harmonious, but need more uniformity.
3. The dormer at the front of the building would have a smaller scale if it were a shorter strip. The dormer would be less bulky if it would be broken down into two or three dormers.
4. Removing the medallion and adding a horizontal band that would tie the elements together would cause the front of the building to be less busy.
5. Tower is modernistic and should be simplified.
6. On the east side, if the top of the ridge of the dormer would go to the ridge of the roof, it would have more slope and would be more dramatic. The dormer would be less bulky if it would be broken down into two or three dormers.
7. Have a spotlight on the backdrop wall at night on the east side of the Convention Center.
8. Upgrade the wall on the east side of the Convention Center.
9. The balcony is superfluous.
10. Since dormers affect head room, there would be an advantage to having one long dormer vs. smaller dormers.
11. The medallion should be placed at the first floor level on the brick.
12. Room may be needed for rooftop equipment.
13. It was preferred that there would be simplicity to the roof with more gables that would be parallel.
14. The windows on the third floor show too much structure.
15. The balcony should be removed at the breakout/conference room area.
16. The new entrance to the Convention Center would have a strength and simplicity about it.
17. The thickness of the panel of the east side of the Convention Center shows municipal strength.
18. The loading areas for kitchen service, equipment deliveries and access for the stage would be located at the rear of the Convention.
19. Using vertical struts, as opposed to angled struts for the corner element would be enough contrast in the basic geometrical forms to signify where the entrance is.
20. For the corner element, it was suggested to remove the balcony and have it entirely of glass.
21. The color scheme should have a natural feel of the beach.
22. Allow Mike to pursue the idea of enlarging the corner element.
23. Police Chief Banks was comfortable with the design of the processing area.
24. Present color scheme ideas at the next meeting.

Present updated construction cost estimates based upon Schematic Design.

Rob Belfiore of EDiS Company provided copies of the standard estimate summary. The project was divided into two phases. The square footage areas were changed into trade packages. Phase 1 construction cost is approximately \$5,600,000.00 and \$4,700,000.00 for Phase 2. In the renovated or temporary construction, there were modifications to the existing mechanical and electrical spaces. Temporary services will need to be run, temporary construction will need to be done for the Convention Center and construction trailers will need to be provided while construction is going on. Total construction costs are approximately \$14,400,000.00. Other construction related costs such as design services, furniture, fixtures and equipment and owners administrative costs were included in the estimate. Total project costs are approximately \$14,600,000.00. Alternate pricing may change the total costs. This pricing would include 8,000 square feet of basement shell space and 4,089 square feet of Parking Meter/Main Street

building. The next cost estimate will be more detailed.

It was mentioned that as part of the plan, it cannot be overlooked for the expansion of City staff. The sale of the 306 building was not added in the estimate to reduce the overall project costs. What has been shown on the drawings is the maximum build-out for the footprint of the proposed building.

Review and discuss the schedule and tasks going forward.

Mike will go back and look at some of the alternatives from a design standpoint. At the next meeting, the schematic design would be concluded. The designs would be modified, and the cost estimates would be updated. There would be narratives on the mechanical and electrical systems, site work, structural, etc. Then the construction costs could be finalized. After this is finalized, the Task Force can move into design development.

The Task Force would like to have one more meeting before finalizing and moving into the design development.

Discuss items to be included on future agendas.

An item to be included on the next agenda is to present further refined Schematic Design computer model.

Discuss setting next meeting date.

The next Task Force meeting will be held on May 5, 2014 at 1:30 p.m.

There being no further business, Chairman Cooper adjourned the meeting at 3:24 p.m.

Respectfully submitted,

(Ann M. Womack, City Secretary)

**MINUTES APPROVED ON
JULY 7, 2014**

(Sam Cooper, Chairman)