

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

**March 9, 2015**

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 1:36 p.m. by Chairman Sam Cooper on Monday, March 9, 2015 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

**ROLL CALL**

Present: Chairman Sam Cooper, Stan Mills, Patrick Gossett, Jim Horthy, Keith Banks, Bill Sargent, Lorraine Zellers, Toni Sharp, Ken Simpler, Sharon Lynn, Kathy McGuiness

Absent: Jim Ellison, Wayne Neale

**APPROVAL OF MINUTES**

Minutes of the February 9, 2015 City Hall Complex Master Plan Task Force Meetings were distributed prior to the meeting.

Ken Simpler made a motion, seconded by Patrick Gossett, to approve the February 9, 2015 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

**PRESENT AND DISCUSS WITH THE CITY'S ARCHITECT;**

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

Mike Wigley gave his presentation. In this meeting, there will be a review of the updated Commissioners Room layout, review of the updated Atrium design, presentation with consensus for the Parking Meter Building schematic design which will include the original site layout, existing site survey, neighborhood context and proposed schematic design, and review of the scope and schedule for the next meeting.

**Updated Commissioners Room design.**

The preferred plan from the February 9, 2015 Task Force Meeting was Alternative No. 7. The Task Force had preferred to have a partial circular layout for the dais, and the wall area behind the dais was to be formed to better fit the dais. There will be no step up to the dais which would require an ADA ramp. An updated plan of this alternative was provided at today's meeting for the Task Force to review. The plan showed that the side door would be moved to the corner. There would be seating for 102 persons in the audience. A countertop with cabinets would be provided at the curved back wall along with a full height AV storage cabinet. The back wall would be predominantly wood paneling. Wainscoting that matches the paneling and drywall would go around the room. The ceiling will be 11 feet high. The depth of the Commissioners Room encroached into the Pre-Function Room. The rear wall will be closed. Collectible placed in the cabinets in the atrium or lobby.

Comments were:

1. There would be opportunities in the Atrium area or lobby area for display cases.
2. Consideration will need to be made for where the Miss Delaware photographs will be located.

**Updated Atrium design.**

Mike noted that the inner wall of the Atrium will be drywall with reveals built into it. The proposed baseboard is precast terrazzo so it will match the flooring material. He proposed that a wood wainscoting should be put in at the stair with a wood handrail. The doors and valences would be the same type of wood. The two opaque windows would be located at the Mayor's and City Manager's offices.

Comments were:

1. The terrazzo baseboard can be precast to the curve of the wall.

**Parking Meter/Main Street Building schematic design.**

Mike provide an original site layout of the Parking Meter/Main Street Buildings. The buildings are located on two separate parcels. The proposed building would be an L-shaped building which would house both Parking Meter and Main Street. Tech Services for the Parking Meter Division will be located at the Public Works site. Sidewalk

access would need to be maintained from Rehoboth Avenue to the Parking Meter Building. There would be ample room in the driveway for trucks to make the turn. An aerial photograph was provided of the current site. A proposed site plan was provided of the Parking Meter/Main Street Building area. The building is designed in such a way that there is no way to go from one entity to the other in the building. There would be four parking spaces in front of the Parking Meter Department. A schematic design was provided for the Task Force to review. The square footage of the building would be 3,500 square feet of which approximately 1,800 square feet would be dedicated to the Parking Meter Department. It will be a one-story building all on grade. Main Street will be accessed from Lake Avenue. The Main Street conference room area could also be used by the City. Using brick, precast and hardy plank siding on the building would differentiate that it would be a civic building. The gable end pitch of the roof would be the same as City Hall. There would be the same type of maritime look supporting the shed roofs. Benches could be incorporated in the porch area. Demolition of the existing buildings would start at the end of the 2015 season, and construction would finish at the end of the 2016 season. The approximate cost for the building would be \$717,000.00. On the east side of the entire site, the recycling bins, Tech Services Building and parking for towed vehicles would be relocated.

Comments were:

1. There would be a garage in the back parking lot to house the bicycles.
2. The conference room area would be glass on two sides.
3. The gables would be open to the ceiling in the waiting area of the Parking Meter Building.
4. The two trees which are currently on the lot would remain.
5. Currently, there has been no outreach to the neighboring property owner.
6. There is a possibility to provide second-floor storage in part of the A-frame.

Rick DiSabatino provided a plan of the proposed location of the temporary trailers for staff in the east parking lot area.

#### **REVIEW AND DISCUSS TASKS GOING FORWARD.**

Schematic designs of the Parking Meter/Main Street Building will be presented on April 6, 2015. Phasing, the schedule and cost estimate will be reviewed at that meeting.

#### **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 6, 2015 at 1:30 p.m.

There being no further business, Chairman Cooper adjourned the meeting at 2:24 p.m.

**Respectfully submitted,**

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

**MINUTES APPROVED ON  
APRIL 6, 2015**

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**(Sam Cooper, Chairman)**