

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

September 9, 2013

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 1:34 p.m. by Chairman Sam Cooper on Monday, September 9, 2013 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 (arrived at 1:35 p.m.), Keith Banks, Wayne Neale, Bill Sargent, Ken Simpler (left at 3:15 p.m.), Lorraine Zellers, Dawn Lynch

Absent: Mark Hunker, Pat Coluzzi, Patrick Gossett, Greg Ferrese

APPROVAL OF MINUTES

Minutes of the April 18, 2013 City Hall Complex Master Plan Task Force Meetings were distributed prior to the meeting.

Stan Mills made a motion, seconded by Jim Ellison, to approve the April 18, 2013 City Hall Complex Master Plan Task Force Meeting minutes as written. (Cooper – aye, Mills – aye, Ellison – aye, Horty – absent, Banks – aye, Neale – aye, Sargent – aye, Simpler – aye, Zellers – aye, Lynch – aye). Motion carried.

Discuss diagrammatic alternative sketches illustrating potential configurations of site and department blocks as prepared by the City's consultant, including discussion on how the City Hall Complex wants to be perceived.

Mike Wigley of Davis, Bowen & Friedel (DBF) was in attendance at the meeting.

Mike Wigley gave his presentation. He noted that the schematic design of the project is being started. A feasibility study has been done. The task & schedule outline was forwarded to the Task Force prior to the meeting. The following are agenda items for this meeting: 1. Review – task & schedule outline draft. 2. Discussion – what does a City Hall Complex in Rehoboth Beach want to be? 3. Review – assumptions going forward. 4. Review – potential alternative demolition approach. 5. Review/consensus – first floor alternative. 6. Review potential concepts (based upon first floor consensus). 7. Review/consensus – scope & schedule for next meeting in one month. At least eight, possibly twelve, diagrammatic alternative sketches illustrating potential configurations of site and department blocks have been prepared for the Task Force to review. It is hoped that up to three alternatives will be selected today for further pursuit. Those alternative approaches would be further refined and would be converted into massing study models. Before the October meeting, the Task Force would need to look into and confirm the extent the Third Street right-of-way from Rehoboth Avenue can be utilized for the purposes of a sally port or other structure and the legal authority to possibly close access to the rear of neighboring buildings at the westerly point of the property. The refined concepts would be presented, phasing options would be reviewed and construction costs would be presented for each of the approaches at the October 7, 2013 Task Force meeting. It is hoped that one approach would be decided upon. Between October 8, 2013 and November 4, 2013, the selected concept would be refined with viable modifications. Since all the Commissioners are a part of the Task Force, decisions can be made at the Task Force level. Only near the end would the design need to be taken to a public meeting. From November 5, 2013 through December 11, 2013, the true schematic design would be prepared. Between November 5, 2013 and November 22, 2013, the floor plans would be developed and forwarded to the department heads for review. On November 22, 2013, a meeting would be held with the department heads to review this in detail. The design team would formulate narratives for the proposed site and building systems. A potential LEED checklist would be devised for initial consideration. Between December 12, 2013 and February 3, 2014, the schematic design documentation would be prepared for review by the Task Force on February 3, 2014. The massing study would be turned into a real rendering. Alternatives as to materials, etc. would be put together. Between February 4, 2014 and March 3, 2014, the schematic design would be refined to be discussed at the Mayor and Commissioners Workshop Meeting. After that meeting, the schematic would be further refined for it to be presented to the Commissioners for a vote at the Regular Meeting. This would end the schematic design phase.

There are three aspects of successful design: 1. The project needs to respond to its site. 2. No matter how great the building looks, it has to work for its users. 3. Perception and whether the building's architecture reflects the values and personality of the community. Mike provided five case studies of various town halls. Ideas to be considered for the design of the new city hall should be: 1. Identifiable features. 2. Not too pretentious/not

ostentatious. 3. Feeling of stability. 4. Nature of government. 5. Perception of the community. 6. Open and inviting. 7. Dollars and budget. 8. People to know how to use the building. 9. Signage – default to a wayfinding system. 10. Combination of elements from history and today. 11. Look at how the building sits in its context and what the spirit of it is. 12. Library a good example of a civic building. Mike will email this beginning list to the Task Force members for them to come up with other ideas.

It was suggested that the adjacent hotel and restaurant should be approached about access issues on City property, a license or an easement.

Mike provided the existing site survey, existing floor plans, the program document that isolates the square footage for each department and cost estimates. He reviewed the assumptions in going forward: 1. East parking field for public access. 2. West parking field for deliveries, staff and police vehicles. The level of security needs to be determined. 3. Maintain access on the east side of the building. 4. Maintain access on the west side of the building. 5. Create a promenade from Second Street all the way to the building. Ensure pedestrian access to all streets. 6. Define a walkway from the Police Department to the Parking Meter Department building. 7. Consolidate the Parking Meter Department and Tech Services operations in one building. 8. Create a new receiving dock and expand the kitchen. The food service deliveries could be removed from the east side of the building and possibly provide a secondary access to the Convention Center. This would provide the ability to dress up the east side of the Convention Center. 9. Downplay City Hall Drive for public access. 10. Reserve area for a parking structure. 11. Convention Center to maintain its footprint. 12. 911 Center to move only once. 13. Police department to not occupy the full front of the building. 14. Existing City Hall removed during construction. With regard to the Demolition Alternative, the current Police Department and Alderman Court work independently of the Administrative offices so it would be possible to demolish the western half of the building which would allow the Police Department/911 Center construction in its entirety. There would be more design flexibility possible in the southeast quadrant. The challenge would be to relocate the boiler and electrical service. The mechanical room for the entire complex could be relocated to the women's locker area in the basement level of the Convention Center. This could actually be done in Phase 1. Phase 2 would then be to demolition part of the City Hall building. The cost estimate could possibly be decreased by \$300,000.00. The mechanical room and the switchover could be done during the summer months. All the existing equipment that handles the Convention Center would stay in place. This may provide an opportunity to incorporate a new stairwell, excavate that basement area and waterproof it. Mike will continue to pursue this angle.

Mike provided a series of eight first floor alternatives for discussion. With all of the alternatives, the Police Department and 911 Center would occupy the west side of the building. It was suggested that control points should be accessible on the first floor. For the low amount of use with the Commissioners Room, it should be located on the second floor, possibly third floor. Some of the interior space on the first floor should be opened up to a plaza or promenade instead of having a single corridor. Building & Licensing should be located on the second floor. A central bill pay system could be established on the first floor so there is one point where the money would be handled. The Administrative Office, Mayor and City Manager should be located on the first floor with the option of an outer corridor and stairwell as opposed to an inner corridor. The second floor would be limited to Building & Licensing, Alderman Court and Commissioners Room. The IT Department would be separate. The Commissioners Room could possibly be located in the interior of the third floor under the roof with possible dormers. A third floor could be built for future expansion. It was suggested that there should be an identifiable entrance at the street rather than waste footprint area which could be used for other functions on the first floor. Discussion ensued. Mike will put together alternatives for the Task Force's review.

Review and discuss the schedule and tasks going forward.

Mike will provide an update at the next meeting regarding the demolition alternative for the west side of the building and the Police Department moving once. The next set of sketches will show Option 1, alternatives and where the stairwells would be located.

Discuss items to be included on future agendas.

Look at alternatives to make the Convention Center foyer grander, alternative to the placement of Alderman's Court and an alternative delivery system for the Convention Center. At some point, the Task Force should consult with Chuck Snyder with regard to delivery traffic.

Discuss setting next meeting date.

The next City Hall Complex Master Plan Task Force Meeting will be held on October 7, 2013 at 1:30 p.m.

There being no further business, Chairman Cooper adjourned the meeting at 3:29 p.m.

Respectfully submitted,

(Ann M. Womack, CMC, City Secretary)

**MINUTES APPROVED ON
NOVEMBER 4, 2013**

(Sam Cooper, Chairman)