

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

October 7, 2013

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 1:30 p.m. by Chairman Sam Cooper on Monday, October 7, 2013 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

The following is a report of the meeting.

ROLL CALL

Present: Chairman Sam Cooper, Toni Sharp, Bill Sargent, Stan Mills, Lorraine Zellers, Keith Banks

Absent: Greg Ferrese, Jim Ellison, Jim Horty, Wayne Neale, Ken Simpler, Dawn Lynch, Mark Hunker, Patrick Gossett

There being no quorum for the meeting, the meeting was adjourned at 1:31 p.m.

Respectfully submitted,

(Ann M. Womack, CMC, City Secretary)

**MINUTES APPROVED ON
NOVEMBER 4, 2013**

(Sam Cooper, Chairman)

See the attached report.

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

October 7, 2013

Members Present: Chairman Sam Cooper, Toni Sharp, Bill Sargent, Stan Mills, Lorraine Zellers, Keith Banks

Discuss various department arrangements for a new City Hall Complex, including three-dimensional massing studies of these arrangements and how they affect the building's shape and form.

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

Mike had distributed binders with the information that had been discussed at the last meeting. These binders will be used in moving forward. The following items had been discussed: 1. How the City Hall Complex should be perceived. 2. The first floor alternative was selected. 3. An update will be provided of the Demolition Alternative. 4. Task Force to look into the right-of-way and easement issues. Also at today's meeting, Mike provided four alternatives with regard to the look of the streetscape. The massing studies will give an idea of how the building would present itself along Rehoboth Avenue. There are four alternatives. Also provided at this meeting was the scope and schedule for the next meeting.

The following represents highlights of the discussion at the September 9, 2013 meeting: 1. Identifiable feature. The Complex 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. The Complex should not display extravagance. 3. Feeling of stability. An outward visual appearance that the City government is stable and reliable; and that in event of emergency, the building 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 alike. 5. Budget. 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. Signage should be minimal. 7. Context. The building 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. Twelve alternatives for the first floor option had been discussed at the last meeting. Option 1 had been selected. The 911 Center, the processing portion of the Police Department, Convention Center lobby and the Administrative office in its entirety, which includes the Mayor and City Manager, would be located on the first floor. An update of the Demolition Alternative was provided. This approach would provide the opportunity to build the entire Police Station and 911 Center at once. A team was toured the Police Station, boiler room and all of the mechanics of the building to see what challenges there might be. The existing boiler, which only handles the Convention Center, would be relocated to the new mechanical room in the existing basement below the Convention Center during the summer months. Electrical will be more of an issue because the incoming service goes into the existing mechanical room. The idea would be to locate a main disconnect in an addition on the east side of the Convention Center or bring electrical service on the east side of the Convention Center and work the main disconnect into the existing mechanical room. This would require a pad-mounted transformer located outside. A three inch capped-off water line which currently comes into the building could be re-routed to where the existing water comes in for the sprinkler system. Structurally, this alternative would work out well. Modifications would be made to the entrances for the Convention Center and Alderman's Court. As part of going forward, remediation such as waterproofing would need to be done on the outside of the basement of the Convention Center on the east side. Before the next meeting, Rick DiSabatino and his team will look at the actual costs in more detail for the alternative. No update was provided on the easement issues. Mayor Cooper will contact the City Solicitor regarding the right-of-way. The west parking lot is a separate issue from the City Hall Drive right-of-way. Mike provided several photographs of the streetscape on the north side of Rehoboth Avenue from the Boardwalk to Lake Avenue. Photographs were also presented of the Library on the south side of Rehoboth Avenue. Four potential concepts ranging from two stories to three stories for the new Complex were also provided. It was noted that with the building facing the street, there should be a feeling of reception and an entrance off of the street. Alternatives were discussed as to providing a full basement and additional space for future use. Suggestions were made to have a second story over the sally port, the Commissioners Room on the second floor and the IT Department not remotely located. The possibilities of a symmetrical building, rearranging the departments and constructing three-quarters of

the building first after demolition of the west side of the building would be explored. The consensus of the Task Force members present was the first or second versions of the building with additional un-programmed space on the third floor for storage and future expansion and a second story to the sally port. A suggestion was made to put the Police training room on the third floor to allow for more flexibility on the lower floors. Cost estimates will be looked at for the two versions and the demolition alternative.

Review and discuss the schedule and tasks going forward.

Mike will be meeting with the primary department heads to review the first two concept alternatives and with Chuck Snyder to take a look at the site. Alternative massing will also be looked at.

The next City Hall Complex Master Plan Task Force Meeting will be held on November 4, 2013 at 1:30 p.m.

Respectfully submitted,

(Ann M. Womack, CMC, City Secretary)

**REPORT APPROVED ON
NOVEMBER 4, 2013**

(Sam Cooper, Chairman)