

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

**November 4, 2013**

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 1:35 p.m. by Chairman Sam Cooper on Monday, November 4, 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, Keith Banks, Wayne Neale, Bill Sargent, Lorraine Zellers, Patrick Gossett, Toni Sharp

Absent: Ken Simpler, Mark Hunker, Dawn Lynch, Greg Ferrese

**APPROVAL OF MINUTES**

Minutes of the September 9, 2013 and October 7, 2013 City Hall Complex Master Plan Task Force Meetings were distributed prior to the meeting.

Stan Mills made a motion, seconded by Lorraine Zellers, to approve the September 9, 2013 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

Stan Mills made a motion, seconded by Keith Banks, to approve the October 7, 2013 City Hall Complex Master Plan Task Force Meeting minutes as written. Motion carried unanimously.

**Discuss refined massing studies for a new City Hall Complex, looking at 2 and 2½ story alternatives and the cost implications of the various alternatives.**

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

Mike Wigley gave his presentation. He noted that at the first meeting the Task Force had decided on which first floor alternative to go with. At the last meeting, the consensus of the Task Force was to move forward with 2 and 2½ story options. An update will be provided by Rick DiSabatino of EDiS Company with regard to a demolition alternative. Last week, Mike had met with Keith Banks, Chuck Snyder, Terri Sullivan and Max Hamby to discuss how the departments would be located within the new complex. In Mike's presentation today, he showed different additional concept alternatives of massing studies related to the 2 or 2½ approaches. The scope of the project was also discussed. Mike recapped that there should be an identifiable feature so that City Hall will stand apart from other buildings along the roadway. It should not be too pretentious. The Task Force wants the building to be stable, open and inviting. The budget would need to be kept in mind. The building would need to be easy to navigate, and the elements of the building aid people in getting from one part to another. The building would need to fit in within its surroundings. Mike recapped the first floor alternative. The Police Department and 911 Center would be located on the first floor. The new lobby for the Convention Center would be located on the first floor. Administration, City Manager and Mayor would also be located on the first floor. Massing studies were looked at for the 2 and 2½ story versions. The 2½ story approach would look similar in scale to the 2 story version. There is an option for the second floor to be built over the access way to the sally port. In talking with Terri Sullivan, she thought it would be nicer to have the street files one flight above the Building & Licensing Department instead of having to go two flights down to the basement. There is also the potential of putting the police training room on the third floor in the half story. With regard to the demolition alternative, before the last meeting Mike took a closer look at the possibility of cutting the current building in half. DB&F mechanical and electrical engineers verified that the biggest challenge would be to relocate the electrical service. A new mechanical room would be created in the basement of the Convention Center to serve the entire complex. The Police Department and Alderman Court would need to be operational before demolition occurs. The doors to the Convention Center would need to be moved to the outside wall so the restrooms would remain functional. There would need to be a series of handicap ramps and protected openings, etc. The outcome from the key staff meetings was: 1. Relocation of loading dock from east side to the rear of the Convention Center favored. Loading dock on west side would remain. There are benefits to keeping food service on the east side. 2. Relocate trash pickup from east side to rear of Convention Center. 3. Consider closing access from east side of Fire Station. The Fire Company owns the access way. It was suggested to talk with the Fire Company before making a final decision. 4. Consider off-site location of recycling center. One of the primary reasons the recycling center is located on the site is for those who walk to the bins. A decision of whether to move or keep the recycling center at its current location could be made in the future. Not very much of

the west side of the property is used for the hotel and restaurant. The restaurant will be the one most impacted with the proposed parking changes. 5. The basement floor elevation of the Convention Center is 11.38 feet. The flood elevation requirement is 10.00 feet above sea level. This would be the location for the mechanical room. 6. The IT Department would like to have its server room centrally located. The offices can be located anywhere. 7. Building & Licensing - storage third floor location preferred. 8. Public access to Police Department should be directly from outside and the main lobby. The last cost estimate was in the amount of \$13,575,078.00. The approximate cost for the third floor is \$125.00 per square foot.

Rick DiSabatino noted that there is a \$50,000.00 change in the costs for demolition from what was planned originally which was \$78,000.00. With the phased demolition, there would be temporary protections and temporary shoring of walls. There would be a \$100,000.00 cost increase for construction of the mechanical spaces and relocating the boiler system and installing the electrical services. An additional office trailer would be required. The moving expense would be determined. With regard to the proposed phased demolition, there may be savings in time and costs.

The Task Force reviewed the 2½ version of the proposed project. There would be approximately 5,000 square feet in the half story, and the cost would be approximately \$125.00 per square feet. Growth is factored into the proposed new complex even without the ½ story space.

A member commented that the long lobby that would connect the Convention Center lobby with the public street is a fantastic idea. The side and the back of the Fire House are problematic because there are big brick walls. How the promenade is treated will become very important. How the side wall is treated can be done by a row of shrubbery with lighting to something that is highly articulated. The sidewalk from Second Street could be brought in on a diagonal to the lobby of City Hall. This could be discussed at a future date. In looking at the front of the building, it would be good to gain green space, get it into the right area and landscape it. The public's focus should be minimized on the west side of the building and maximized on the east side.

It was suggested that there should not be any regular functionality located on the third floor. The IT Department should not be located on the third floor. Putting the police training center on the third floor would open up a huge area on the second floor for the IT Department. At one time, there was a recommendation to have a market analysis done on 306 Rehoboth Avenue. This has not been done to date. It is not material in moving forward at this point.

Mike present four massing studies of the alternatives which could work for 2 or 2½ stories. Option 1.2.1 was 2 or 2½ stories that is asymmetrical with no plaza. There is an opportunity to create more of an open space area. The first floor would house the Police Department, 911 Center and Administration. An interior part of the building could take prominence. The second floor would house the Commissioners Room, Alderman Court, IT Department and Building & Licensing Department. The bus stop would need to be relocated and could possibly be placed at the west end in front of the sally port or relocated elsewhere in the City. The island in front of the complex on Rehoboth Avenue would need to be redesigned for traffic flow. An initial plaza concept was presented. Option 1.2.2 was 2 or 2½ stories that is asymmetrical and has a plaza. Option 1.2.3 was 2 or 2½ stories that is symmetrical with no plaza. The first floor would house the Police Department, 911 Center and Administration. The second floor would house the Commissioners Room, Alderman Court, IT Department and Building & Licensing Department. This option is not as clear as to how to get the entrance of the Convention Center. Option 1.2.4 was 2 or 2½ stories that is symmetrical and has a plaza. In this case the exterior organization controls the floor plan organization vs. the floor plan determining the exterior of the building. With regard to asymmetry, a suggestion was made to curve both stories of the exterior wall on the southeast corner of the building to draw people down the alley. Mike did not feel that the symmetrical approach was as strong as the asymmetrical approach. The entrance to the Convention Center needs to be celebrated and the feeling of the building on the west side should be diminished.

A suggestion was made to have the outside corridor on the first floor and an interior corridor centrally located on the second floor. For the length of corridor that there would be, there needs to be relief in either the height, width or more glazing, preferably all of them. A lot of transparency will be needed to get people from the street back to the lobby of the Convention Center. The stairs to the Commissioners Room should be oriented towards the east parking lot. Discussion ensued as to closing off public access after-hours to City Hall. Public access would be needed to the Commissioners Room, restrooms and elevator after-hours. Another suggestion was made to work with models made out of styrofoam to get a feeling of the 3D effect. The majority of the Task Force agreed to move forward with the asymmetrical option with the curved wall at the southeast corner of the building and the plaza.

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

The objectives for the next meeting are: 1. Prepare floor plan layouts for review by department heads. 2. Meet

with department heads for comment. 3. Formulate narratives for proposed building systems. 4. Prepare three schematic design alternatives based upon selected concept with costs for review by Task Force.

**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 February 10, 2014 at 1:30 p.m.

There being no further business, Chairman Cooper adjourned the meeting at 3:43 p.m.

**Respectfully submitted,**

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

**MINUTES APPROVED ON  
FEBRUARY 10, 2014**

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**(Sam Cooper, Chairman)**