

**MAYOR AND COMMISSIONERS MEETING
CITY OF REHOBOTH BEACH**

July 8, 2013

The Workshop Meeting of the Mayor and Commissioners of the City of Rehoboth Beach, was called to order at 9:25 a.m. by Mayor Samuel R. Cooper on Monday, July 8, 2013 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

ROLL CALL

Present: Commissioner Patrick Gossett
 Commissioner Bill Sargent
 Commissioner Pat Coluzzi
 Mayor Samuel R. Cooper
 Commissioner Stan Mills
 Commissioner Lorraine Zellers

Absent: Commissioner Mark Hunker

Also in attendance was: City Solicitor Glenn Mandalas
 City Manager Gregory Ferrese

CORRESPONDENCE

There was none.

OLD BUSINESS

Mayor Cooper called to continue discussion of the report made on behalf of the City Hall Complex Master Plan Task Force at the Commissioners' May 17, 2013 meeting and the next steps going forward.

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

Commissioner Sargent gave his presentation. An aerial view was provided showing the building for City Hall (229 Rehoboth Avenue), Parking Department (30½ Lake Avenue) , Main Street (30½ Lake Avenue) , Tech Services and the Building & Licensing/IT Departments (306 Rehoboth Avenue). A proposed site plan was provided showing the tentative footprint for the police station at 30½ Lake Avenue. Plan A consists of Main Street, Parking Meter Department and Tech Services located in a new building at 30½ Lake Avenue; Administration, Alderman Court, IT Department, Building & Licensing Department, Communications and Police Department in a new building at 229 Rehoboth Avenue; and the 306 Rehoboth Avenue building would be unused. Alternative 1 consists of Communications and Police Department located in a new building at 30½ Lake Avenue; Administration, Alderman Court, IT Department, Building & Licensing Department, Main Street, Parking Meter Department and Tech Services located in a new building at 229 Rehoboth Avenue; and the 306 Rehoboth Avenue building would be unused. Alternative 2 consists of Communications and Police Department located in a new building at 30½ Lake Avenue; Administration, Alderman Court, IT Department and Building & Licensing Department located in a new building at 229 Rehoboth Avenue; Main Street and Parking Meter Department located at 306 Rehoboth Avenue; and Tech Services located at Public Works area. Problems with the current arrangement are public safety. The Public Safety layout is very inconvenient; juveniles and adults are not separated; lack of separate facilities for males and females; and people detained are not protected. Problems with regard to Administration are that IT and Building & Licensing are removed from the City Manager; City Secretary is removed from the City Manager; and there is inadequate space for most administrative functions. Advantages of Plan A over the current arrangement for Public Safety are office efficiency; compliance with mandatory standards; and prisoner safety. Advantages with regard to Administration are the control of IT and Building & Licensing Departments; location of the City Secretary; and providing needed space for all administrative functions. Advantages of Alternative 1 over Plan A with separate Public Safety and Administrative buildings are more flexibility in meeting needs of each area; reduced construction and staging problems;; each building can be more architecturally attractive than one building; and reduced cost. Advantages of Alternative 2 over Alternative 1 include use of the building at 306 Rehoboth Avenue for Parking Department and Main Street. The building is not needed for other purposes; prefer not

selling the building, but may be hard to find a suitable tenant; more visible location; and more independent location for Main Street. The project total cost for Plan A is \$15,423,591.00, Alternative 1 is \$15,032,611.00 and Alternative 2 is \$14,604,614.00. The costs for Plan A and Alternative 1 does not include the sale of the building at 306 Rehoboth Avenue. Commissioner Sargent provided possible steps for project phasing for Plan A, Alternative 1 and Alternative 2, and a Gantt chart for Plan A. The problem with construction for Plan A beginning in September 2014 and completing in Spring 2015 is that not all the construction can be done in one winter. The cost per square foot to build two independent buildings would be lower, but there may be other costs involved in having two primary buildings. The Commissioners need to pick the alternatives, do the renderings, get the phasing down and get the costs reviewed. Then the Commissioners would be ready to make a decision on how they would proceed from there.

Mr. Mike Wigley mentioned that with regard to the Alternates, three components to the Police Department are critical to be worked out: 1. 911 Center where the public enters. 2. Police processing needs to be adjacent to the Sally Port. 3. Administrative uses. These are all first floor uses. There would be a full second floor and a partial basement. Based on the current zoning, the 30½ Lake Avenue area is zoned differently from the 229 Rehoboth Avenue area. The 30½ Lake Avenue property would exceed 10,000 square feet which is essentially set up as a limit for buildings. It would also exceed the 2.0 FAR calculations. Physically the uses fit on the Lake Avenue site. There would be a savings in phasing, and it would be easier to building a new Police Department in terms of phasing. Mr. Wigley encouraged the Commissioners to answer the philosophical questions first before looking at the overall design of the building.

Commissioner Coluzzi said that the Commissioners need to decide about having everyone under one roof.

Commissioner Zellers said that the Commissioners had decided to have everyone on one campus. This would eliminate Alternate 2.

Commissioner Gossett said that the guiding principles in the development of City Hall which were established by the City Hall Complex Master Plan Task Force and then agreed upon in consensus by the Commissioners at the last meeting were to have everyone all in one place which translated to a campus complex with a maximum use of the site, Police Department upgrades, ADA compliance and improved workspace.

Commissioner Zellers had added to the guiding principles the parking option, flow to Second and Third Streets and better access for community events.

Mayor Cooper said that no one has been engaged to prepare a consumer market analysis of the 306 Rehoboth Avenue site.

Mr. Rick DiSabatino had forwarded conceptual estimates for Plan A, Alternate 1 and Alternate 2 to the Commissioners.

Mr. Wigley said that the idea had been discussion of a complete temporary relocation of all City functions to an offsite location so that demolition and construction could be done at one time as opposed to staging. Another idea was to demolish half of City Hall, leaving the Police Department and Alderman Court where they currently are located and access to the Convention Center, and then construct a new building. It is possible that the Police Department and 911 Center can be built in their entirety right from the beginning.

Mayor Cooper said that the driving factor was the 911 Center in having to relocate all the equipment twice. There may be a lot of help from the State level to relocate most of the equipment only once.

Mr. DiSabatino said that taking people out of the construction area and moving them to a separate location would be the cleanest process.

Commissioner Coluzzi said that in doing Alternative 1, the Commissioners would need to rezone the Lake Avenue property from C-3 to C-1.

City Solicitor Mandalas said that the Commissioner have traditionally tried to observe the zoning laws.

Mr. Wigley said that when going into the next stage of design, consideration may be given to a three-story building because it would provide design flexibility. This would be an item for discussion in the future.

Mr. Howard Menaker, 16 Dover Street, asked if the Commissioners have discussed with the Police Chief and the Police Force their needs and preferences as to being in one building or being in a separate building. Commissioner Sargent said that the Police Chief just wants a new building as soon as possible.

Mayor Cooper preferred Plan A. It would be a big task to move forward with two concepts.

Commissioner Mills said that accessibility is needed for the Police Department off of Rehoboth Avenue. He liked having everyone under one roof.

Commissioner Sargent said that the Commissioners should move forward with getting an architectural overview of what Plan A is.

Mayor Cooper thought it would be better to put effort into doing three different exterior appearances related to Plan A as opposed to taking the two concepts.

Mr. DiSabatino said that the next phase will involve schematic designs, putting numbers together on that, and looking at one move phasing.

Mr. Wigley said that there will be an initial period of evaluating different concepts of layout and several different options. The uses will dictate the actual exterior appearance of the building. The next step would be to look at overall aesthetics.

Mayor Cooper asked if there is a real need to have the Task Force.

Commissioner Mills said that he is on the Task Force; and either way he would be involved. If he was not on the Task Force, he would go to the meetings and participate or more likely, he would think the Commissioners would take the Task Force over. Commissioner Sargent agreed. The Commissioners are strongly interested in this issue so rather than have a Task Force separate from the Commissioners he would encourage Mr. Jim Ellison and other builders, etc. to join the Commissioners when those issues are on the agenda. The Commissioners should be the Task Force and then others along with it. Mayor Cooper said that the other four Commissioners should be brought into the Task Force. Commissioner Sargent agreed.

Commissioner Coluzzi noted that Task Force should remain in place, but the Commissioners need to make sure they define what their expectations are of the Task Force. It is not up to the Task Force to make the decision to sell the 306 Rehoboth Avenue building, etc. It is good that there are architects on the Task Force. She did not think that the Commissioners would want to get too involved in the minutia of all of this. The Task Force will be involved in that. Updates from the Task Force could be placed on the agenda for every Workshop Meeting, etc. Commissioner Zellers agreed, and she thought that the Task Force should remain in place. When all of the Commissioners are involved, they really get mired down in the details. Regular updates should be provided from the Task Force to the Commissioners. Commissioner Gossett did not think that the Task Force should be dissolved. He thought that it is an important step for the rest of the Commissioners to be included. It has been demonstrated that a committee makes a recommendation, and the Commissioners rehash the issue. The opportunity needs to exist for the Commissioners to be at the table to understand how the decision process is made and also be a part of the decision making process.

Commissioner Mills liked the idea of bringing the Commissioners into the Task Force process. Meetings need to be scheduled far enough ahead to try to maximize attendance.

Mr. Jim Ellison of the Task Force said that he wants to continue to be involved. He did not think that any of the Commissioners really have design expertise. His concern is how the building will look, how friendly it will be to visitors as well as citizens, what it represents in terms of what is important to the City such as permanence, and what the qualities are to be exposed in the final product. Mr. Ellison noted that Mr. Wayne Neale, an architect and planner, is interested in the project and has made observations about the streetscape and the importance of trying to maintain a sense of activity. He suggested bringing Mr. Neale and anyone else in to help the Task Force. Mr. Ellison recommended holding off on architectural styles, but massing studies should be done.

Mr. Wigley said that the massing studies can be done at the same time the various concepts are done.

Ms. Toni Sharp, Scarborough Avenue Extended, asked what the Task Force's response was to the alternative. She was confused as to why the alternative concept is not moving forward. Mayor Cooper said that the Task Force had not met to discuss the alternative.

Commissioner Coluzzi said that the Commissioners have not talked to the Police Chief of how he would feel about the alternative. She did not think that the Police Chief's answer should total guide the Commissioners in their decision. Commissioner Coluzzi liked the alternative concept. She thought that both plans work. She did not feel strongly enough to stand up for the alternative concept.

Commissioner Zellers said that initially she liked the idea of the two buildings and the flexibility for the design of the structure, but she also likes the idea of having the Police Department close to the street. She agreed to moving forward with Plan A. Commissioner Zellers liked the idea of not losing parking spaces with the alternative concept.

Commissioner Mills favored Plan A. If the Commissioners go forward with Plan A, then the 306 Rehoboth Avenue building would become vacant. The Commissioners would need to plan for the vacancy in the future. In moving forward with Plan A, the Commissioners would look at tweaking the floor plan layouts, a potential third floor, the Commissioners Room, and the western parking lot and pedestrian ways.

Commissioner Gossett said the large concerns he has for the alternative concept is that the Police Building is bulk. The Commissioners would have to violate FAR and zoning issues. Primarily, the proposed site for the Police Station would be next to residential properties, except for one property across the street. This would change the streetscape. The mass and bulk of a twenty-four operation introduced into a residential streetscape really needs consideration. Commissioner Zellers agreed.

The consensus of the Commissioners was to move forward with Plan A.

Mr. Walter Brittingham, 123 Henlopen Avenue, said that the Sally Port should be on the first floor with rooms on the second floor. He thought that the Commissioners should get together and monitor what the Task Force does.

Commissioner Mills noted that the Commissioners will maintain the Task Force structure and expand it, and they will move forward with Plan A.

Mr. DiSabatino will prepare a proposal in moving forward with Plan A.

This item will be placed on the Agenda for the next Regular Meeting on July 19, 2013.

NEW BUSINESS

There was none.

CITY MANAGER'S REPORT

City Manager Gregory Ferrese reported that he will distribute the Geotechnical Study to the Commissioners after he receives it this afternoon. With regard to the lighting on Surf Avenue, Commissioner Sargent and Mayor Cooper have the drawings; and the engineer is waiting for their comments. The ADA Ramping Project is complete except the punch list is not complete. The bump-out on Scarborough Avenue Extended is complete. Projects in the pipeline are the Lake Avenue Streetscape Project, painting of fire hydrants, Brooklyn Avenue inlets to alleviate flooding. It is anticipated that construction for the Brooklyn Avenue inlets will begin in October 2013. The parking meter revenue is holding its own. Mr. Ferrese anticipated having the figures for the 4th of July weekend by July 10th or 11th. The transfer tax is coming in good so the revenue is coming in as projected. Mr. Burt Dukes will be mailing the parking report.

Commissioner Gossett requested that Mr. Ferrese pass along congratulations from the Board of Commissioners to Mr. Mel Craig and Public Works for the cleanup after the fireworks on the 4th of July. Mr. Ferrese recommended that a letter be sent from the Mayor and Commissioners to Mr. Craig and Public Works.

COMMITTEE REPORTS

There were none.

CITY SOLICITOR'S REPORT

There was none.

COMMISSIONER ANNOUNCEMENT/COMMENTS

Commissioner Mills noted that the wayfinding signage has been installed on all the rules signs at the Boardwalk. On the back of the rules signs are the named street signs.

Mr. Walter Brittingham said that the Chief of Police and the Dispatch Center did an outstanding job on the 4th of July.

DISCUSS ITEMS TO INCLUDE ON FUTURE AGENDAS.

There were none.

The next Regular Meeting will be held on July 19, 2013 at 7:00 p.m.

There being no further business, Mayor Cooper adjourned the meeting at 10:47 a.m.

Respectfully submitted,

(Patricia Coluzzi, Secretary)