



MUNICIPAL CENTER COMMITTEE
Kiawah Island Municipal Center
Council Chambers
July 23, 2015; 1:00 PM

MINUTES

- I. Call to Order: Mr. Labriola called the meeting to order at 1:00 pm.**
- II. FOIA:** Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.
- III. Roll Call:**
 - Present: John Labriola, Chairman
Mary Johnson
Roger Warren
Mark Permar
Charles Lipuma, Mayor
 - Absent: F. Daniel Prickett
 - Also Present: John Wilson
David Burt - LS3P
Brian Wurst – LS3P
Charles Looney – LS3P
- IV. Approval of Minutes:**
 - A.** Minutes of the Municipal Center Committee Meeting of June 25, 2015
 - B.** Minutes of the Municipal Center Committee Meeting of July 9, 2015

Mr. Warren made a motion to approve the minutes of the June 25th and July 9th Municipal Center Committee Meetings. The motion was seconded by Mrs. Johnson and was unanimously passed.
- V. Old Business:**

None
- VI. New Business:**
 - A.** Program Confirmation

KIAWAH TOWN HALL PROGRAM

Office Type	Dim 1	Dim 2	AREA
A	10	10	100
B	10	15	150
C	12	16	192
D	15	20	300
E	15	24	360

REVISION NOTES

- 3 July 2015 revised to reflect meeting with committee
- 17 July added reception & waiting to Admin, added office for Sharon in Permit, enlarged Permit Waiting by 50 sq. ft. 8 people instead of 6.
- 29 July added Emergency Closer

FLOOR DEPT. PROGRAM SPACE Employee Office Type Dim 1 Dim 2 AREA QUANTITY TOTAL NOTES TECHNOLOGY

FLOOR	DEPT.	PROGRAM SPACE	Employee	Office Type	Dim 1	Dim 2	AREA	QUANTITY	TOTAL	NOTES	TECHNOLOGY
COUNCIL CHAMBERS											
	Chambers	Men Chambers							3,125	Removable raised floor for council (750 sq ft) tables for 8 staff, seating for 225 (225 x 15 ft x 2.275) and divisible into 125, 50, and 50-seat areas (possibly not movable due to portable control) Space and technology should facilitate presentations. Movable podium with electronics for presentations. Sizes of 125' Current space holds 65, uncomfortable, in 1,000 sq. ft. spaces attract large crowds.	Technology that facilitates presentations for audience council. All advanced as possible. (Contact in problem now) Fiber optics. (NOTE: typical technology includes flat screen at each desk position, flat screens for audience, projection screen & projector for major presentations, podium w/controls, sound system, camera system, control buttons to register council votes)
	Chambers	Toilet			4	8	48	1	48	Private toilet for council (ACM). (NOTE: possibly share staff toilet if location permits)	
	Chambers	Table & Chair Chair Storage			10	15	150	1	150	Storage for round banquet tables, chairs	
	Chambers	Conference Room			15	24	360	1	360	Seat 18. Coffee bar w/height stool. located so it can be shared with other areas, shared computer	Large monitor, concealed computer w/remote keyboard & mouse
	Chambers	Video & Audio Control Room			10	10	100	1	100	Video wall, audio equip, video monitor & monitor	
	Chambers	Storage for portable AV equipment			10	10	100	1	100	Storage for A/V council AV equipment	
	Chambers	Employee lunchroom			12	15	180	1	180	employee lunch room, accommodate chambers functions	
		TOTAL COUNCIL CHAMBERS							6,863		

INSPECTIONS, PLANNING, PUBLIC SAFETY & CODE ENFORCEMENT											
	IPSC	Receptionist			10	15	150	1	150	Counter for receptionist/employee. Use wireless pagers for paid transit work. Fax machine	
	IPSC	Waiting			10	20	200	1	200	Waiting area for clients (6)	
	IPSC	Wait. Area			10	15	150	1	150	Room for copiers etc.	copier, printer/scanner
	IP	Plan Room			10	16	160	1	160	Plan storage for current work, table for large plans	large frame printer/copier for plans; copier/printer/scanner for small documents
	IP	Permit clerk	Sharon Johnson	B	10	15	150	1	150		
	IP	Director of Permits	Shyne	B	10	15	150	1	150		
	IP	Permit office 1	Jake	A	10	10	100	1	100	cubicle	
	IP	Permit office 2	Leo	A	10	10	100	1	100	cubicle	
	IP	Planning office 3	John	B	10	15	150	1	150	future planning director	
	IPSC	Chief code Enforcement Officer	Randy	B	10	15	150	1	150		
	IPSC	Code Enforcement Office	Juan Martin	A	10	10	100	1	100	cubicle	
	IPSC	Code Enforcement Office	Fred Bold	A	10	10	100	1	100	cubicle	
	IPSC	Conference Room			12	16	192	1	192	Seating for 6 - manual cabinet	Large monitor, concealed computer w/remote keyboard & mouse
	IPSC	Storage			5	10	50	1	50	office supplies (could be combined with Wait. Area)	
	IPSC	Future Expansion			10	15	150	1	150	office for future program director	
		TOTAL INSPECTIONS, PLANNING, PUBLIC SAFETY & CODE ENFORCEMENT							3,653		

ADMINISTRATION											
	Admin	Receptionist			10	15	150	1	150	shared with Finance	
	Admin	Waiting			10	15	150	1	150	Waiting area for public (6)	
	Admin	Town Administrator	Heacatt	D	15	10	150	1	150	Printer locked file for personal use	
	Admin	Mayor's Office	Charles Lyman	D	15	10	150	1	150		
	Admin	Town Clerk	Peter Riegels	B	10	15	150	1	150	adjacent to library	
	Admin	Toilet			4	8	48	2	96	MULTI uses	
	Admin	Storage			10	10	100	1	100	office supplies	
	Admin	Library			10	15	150	1	150	Glass wall adjacent to clerk - seats 4	
	Admin	Assistant Administrator	Stephanie B. zavel	B	10	15	150	1	150	possibly become PR director	
	Admin	Mail room/Communications office			10	10	100	2	200	1 reader	
	Admin	Office for Town Council			10	10	100	4	400	open office plan - cube	
	Admin	Conference Room			10	20	200	1	200	Seating for 12	Large monitor, concealed computer w/remote keyboard & mouse
	Admin	Coffee station			10	15	150	1	150	Shared with others on floor	
	Admin	Future office			10	10	100	1	100	future	
		TOTAL ADMINISTRATION							2,875		

FINANCE											
	Finance	Vault			10	15	150	1	150	Brigade	
	Finance	Treasurer	Wesley	B	10	15	150	1	150		
	Finance	Office 1	Kathy McLemore	A	10	10	100	1	100	cubicle	
	Finance	Office 2	unfilled	A	10	10	100	1	100	cubicle	
	Finance	Office 3 (future)	future	A	10	10	100	1	100	cubicle future	
	Finance	Waitroom			10	20	200	1	200	Room for copiers etc. (shared with Admin)	copier/printer/scanner
	Finance	Judge's chambers	John Seacuch	B	10	15	150	1	150	Adjacent to council chambers and/or conference room. floor in public space	
		TOTAL FINANCE							950		

WILDLIFE											
	Wildlife	Biologist	Jim Jordan	B	10	15	150	1	150		
	Wildlife	Assistant Biologist	Aaron Green	A	10	10	100	1	100	cubicle	
	Wildlife	Intern		A	10	10	100	1	100	cubicle	
	Wildlife	Interpretive Center			15	30	450	0		Covered area at end of Garage, see garage program	
	Wildlife	Wait room? No			10	10	100	1	100	share planning equipment	
		TOTAL WILDLIFE							450		

MISCELLANEOUS											
		Emergency closet							100	Storage of municipal emergency equip. & supplies	
		Hourly storage			6	8	48	2	96		
		Server			10	15	150	1	150		
		Electrical & Data			10	15	150	1	150		
		First Floor Bathroom			10	10	100	1	100		
		Storage			10	15	150	1	150		
		CVB space			15	30	450	1	450	3 wall mounted monitors - glass wall receptionist	
		TOTAL MISCELLANEOUS							1,896		

TOTAL 12,027 square feet
 Plus grossing factor 40% 4,951 square feet
TOTAL TOWN HALL 16,978 square feet
 Cost/square foot 1325 cost/sq.ft.
COST OF TOWN HALL \$ 5,687,563
COST OF MUNICIPAL BUILDING \$ 294,525
TOTAL PROJECT CONSTRUCTION COST \$ 5,982,088

UTILITY BUILDING											
		Truck bays			15	30	450	4	2,700	incl covered area for interpretive center	
		Storage - Inverter Storage			15	20	300	1	450	incl Wildlife freezer	
		Interpretive Center			15	30	450	0		Covered area at end of Garage	
		Showers/ice ethanol			15	15	225	1	225	lock on door, under	
		Car wash area			15	20	300	1	450		
		TOTAL UTILITY BUILDING							3,825	300 sq ft not built	

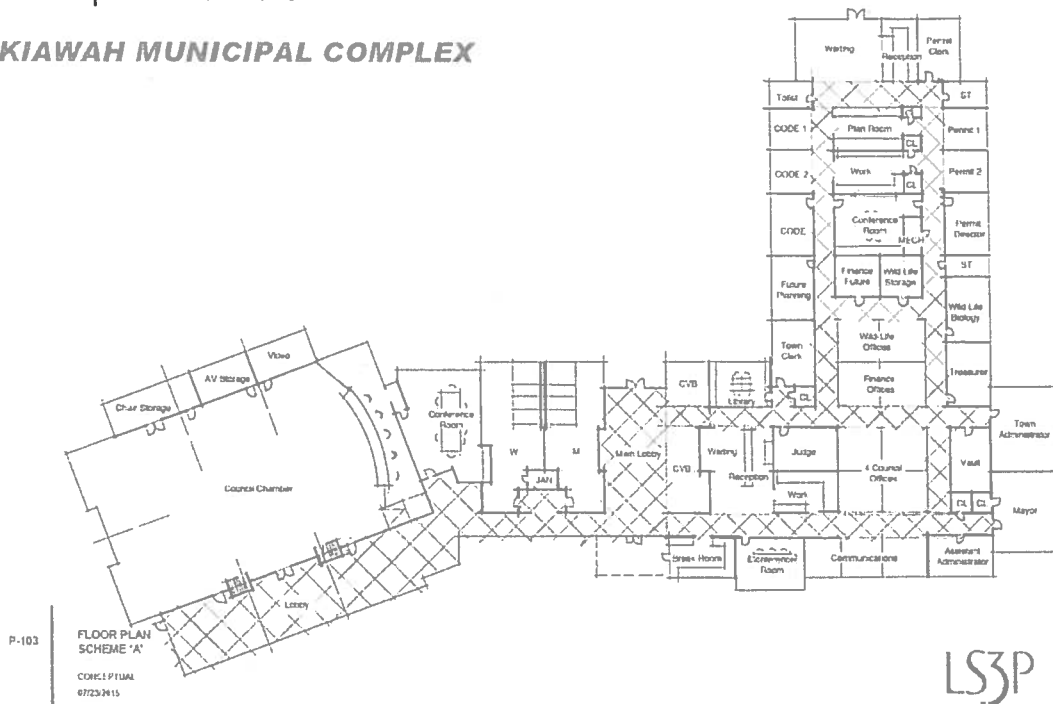
TOTAL UTILITY BUILDING 1,625 square feet
 Cost/square foot 177 cost/sq.ft.
COST \$ 294,525

B. Conceptual Site Plan Strategy



C. Conceptual Floor Plans

KIAWAH MUNICIPAL COMPLEX



D. Conceptual Design Review

Mr. Labriola stated that Mr. Wilson and Mr. Weaver were invited to attend the meeting to express any comment or concerns they may have on the concepts or renderings presented to the Committee to date.

Mr. Wilson expressed his opinion of not everyone having the need for a private office. He felt care should be taken with the construction so that electrical and mechanical elements/features are easily accessible. He also pointed out that materials used in the exterior should be low maintenance and are able to withstand the elements for an extended period of time.

Mr. Wilson stated that members of the Planning Commission have requested Council look into a streamlining of the permitting/licensing process and asked that consideration be given to the addition of space for multi-discipline representation in the development of the programing.

Mr. Burt addressed Mr. Wilson's concerns with the closed/open office concept and presented for discussion a number of options available that would have open offices and still allow for employee privacy in small conference room. He also addressed the issue of accessibility and stating that as a public building, form and function is a very high priority in maintenance and design.

Mr. Wilson expressed his concern with the cost of the building, and asked that cost be minimized by using simple rather than extravagant whenever possible. Members discussed the functionality of the square footage of the presented building size; per square foot quality and material costs and a comparison to the building costs of the current Municipal Center in 1997.

Mayor Lipuma listed some of the principals that he felt were key in the design of the building;

- Functionally
- Maintainability
- Expandability

Mr. Burt presented and reviewed with members the conceptual site plans for both a one and two story building. The building would be located on the property so as to have a view to the Kiawah River. Members discussed the removal of the trees and vegetation in order to create that opening.

Members reviewed the conceptual floor plans for a single story building, a two story building and the garage. Discussion included the cost of each building and if there were any advantages to choosing single story vs two story building.

Members reviewed and discussed the proposed 3000 sqft room for Council Chambers. The room which could be divided into three separate spaces, holding an approximate total of 225 attendees. It was the censuses of the group that the space was too large, agreeing on an alternative of using a smaller 2000 sqft room that could be divided into two spaces; Council Chambers and an additional meeting/seminar area holding approximately a total of 182 attendees.

Members engaged in an in-depth discussion of the area to be the entrance of the Municipal Center which would include space for the Charleston Visitors Bureau and the Town's receptionist. Also discussed was the basic design of the building, the size, flexibility, and functionality of those spaces. Members discussed office configuration and allowing for space for expansion, including office space for permit process entities and open offices for non-administrative staff. While discussing the conceptual design of the two story building, members expressed their concerns with the two story design.

Mr. Labriola made a motion that the Committee accept the one story conceptual design plan and proceed as a one story building. The motion was seconded by Mrs. Johnson and was unanimously agreed to.

VII. Citizen Comments:

None

VIII. Committee Member's Comments:

None

IX. Adjournment:

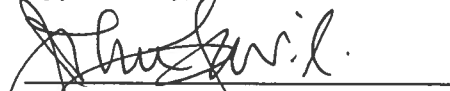
The meeting was adjourned at approximately 4:01 pm.

Submitted by,

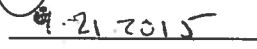


Petra S. Reynolds, Town Clerk

Approved by,



John D. Labriola, Chairman



Date