

**PROJECT** Kiawah Municipal Complex  
**MEETING** Building Systems and Design Review Meeting

**TO** Attendees  
**FROM** David Burt  
**DATE** Meeting held on August 13<sup>th</sup>, 2015 (1:00 pm @ Kiawah Town of Hall)  
**RE** Proposed Kiawah Municipal Complex  
**CC** file

**ATTENDEES** Kiawah Mayor Charles Lipuma  
Kiawah Municipal Complex Committee members  
LS3P – David Burt, Kelly Gilreath, Siassia Likbi  
Stagefront – Chuck Cooper (AV), Todd Hill (network)

**PROJECT NO.** 1701-151810

**TRANSMITTED** August 18<sup>th</sup>, 2015

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*If there is a discrepancy in the information listed, please contact LS3P within 3 calendar days from receipt.*

1. Municipal Committee Chairman John Labriola kicked off the meeting with a roll call and then asked David to introduce the design team members present.
2. John asked David to attend Special Town Council Meeting on August 20<sup>th</sup> to present the design concepts. Schematic Design with the cost estimate will be presented at the September 1<sup>st</sup> Town Council Meeting.
  - a. It will be a public meeting
  - b. Power Point needs to be shown to staff so they can see potential office environments.
  - c. The schematic plans and elevations will then be presented.
3. LS3P then presented the Site Plan
  - a. The mayor asked if the expandable areas would be better delineated.
  - b. Mark Permar asked that the North arrow be shown on all future site plans.
  - c. There was a question as to whether two way entry and exit could occur at both entry points. David recalled that both could be used, but may only allow right turns. LS3P will confirm with the civil and traffic engineers.
  - d. The mayor asked that the water feature not be made too large. Size it appropriately for its application.
  - e. Add a place for deliveries to turn around on site. Possibly connect the staff parking area to the apron around the storage building.
  - f. Possibly narrow the opening to the creek. (We visited the site after the meeting and discovered that some trees will be kept in the "lawn". Everyone agreed that would be nice.)

4. Per direction from John Labriola, LS3P presented various versions of the floor plans starting with a layout the mayor had generated with the staff called Option 1 (Revised)
  - a. The space adjacencies were discussed.
  - b. Other items noted:
    - i. Missing Conference Room Label
    - ii. Toilets M and W (Staff Only)
    - iii. Staff Assistant was added
    - iv. Future Admin was added
    - v. Judge and Attorney Rarely in office
5. The second plan was reviewed entitled Option 2 (Proposed)
  - a. David explained that moving the library back in the space allowed more natural light and views for the office
  - b. Comments included:
    - i. Some labels were missing
    - ii. the clerk needs to be near library
    - iii. Library needs to be secure
    - iv. some library functions could be electronic.
6. The third plan entitled Option 3 (Proposed 2)
  - a. David explained some of the thoughts behind this 3rd version.
  - b. Comments included:
    - i. the library could contain computer stations at a later date
  - c. Once or twice a month the public comes into library but Petra monitors them
  - d. Petra needs to be near Library
  - e. change future clerk to town clerk
  - f. Permit Clerk needs a door
  - g. Glass along offices
  - h. Try to remove notch out of Mayors office
  - i. future public safety near code enforcement
  - j. planning near permitting
  - k. code enforcement and public safety are the same people make 6 cubes in that area
  - l. receptionist need to access work space
  - m. add work area near data closet for receptionist
  - n. Put some dimensions on the plans to help show distances to difference areas in complex
  - o. Have an equivalent floor plan of the existing building
  - p. There was a discussion about 3 Conference Rooms in a Row. Consider shifting the big one closer to the center of the building
7. David introduced the team from Stage Front
  - a. Mary asked about Mondo Board.
  - b. The Town confirmed that they use more Laptops than desktops
  - c. Space will need to be carved out for Mechanical and Security
  - d. Stagefront was asked to locate Cameras in every office where money is being handled as well as exits and entrances
  - e. Stagefront will also locate CCTV in parking and around garage
  - f. The Town asked Stagefront to design the system to allow residents to stream and re-watch the council meeting
  - g. There was a question about metal roofs disrupting cellular coverage. Stagefront assured that the minimal metal roof was less a concern as the low-e glass. Stagefront noted that the cell phone coverage if effected at all should only occur in the center of the building.
  - h. Stagefront suggested boosters to help if the problem is found to exist.

- i. Depending on the phone system to be used calls could be forwarded to cell phones from landlines if folks are not in the office.
  - j. There was a discussion about having a lot of glass and it getting hot. David explained that the overhangs on the southern sides would help, and that glass on the northern facing elevation would be great with No solar heat gain.
  - k. Since the decision to eliminate the Emergency Operating Center was made early – the Town thought it would be a good idea to at least put the Council Chambers (that wing of the building) on a generator for use as a “War Room” following an event.
  - l. Stagefront explained how white noise could be added in the open office areas
8. David went over the elevations
  9. John asked that a perspective be created to help convey the idea a little better.
  10. Mark then asked David to go over each elevation again so that he could provide input:
  11. North
    - a. Consider an A-shaped roof at the entrance so you can see the windows. Roof segment that slices with the opening does not seem as "delicate as the rest of the building"
    - b. Mark liked the monitor above the office area. Mary thought too many windows.
    - c. Mark and Mary agreed that the Monitor does not work above the council chamber (feels additive)
  12. West
    - a. There was a discussion about considering a hip roof on the monitor above the office area, but in the end it was decided to stick with what was designed.
    - b. Mary was concerned about the high window in the end of council chambers.
    - c. Maybe the roof pitches could be at different heights.
  13. South
    - a. Consider making the porch deeper in front of the restrooms.
    - b. Address the window and the angle of council chambers.
  14. East
    - a. Address how the roof changes
  15. Mark explained that cool greys don't really work on the island as they don't age well. He suggested that warmer greys tend to work better.
  16. LS3P will apply different color schemes to the Elevations to bring to future meetings.
  17. Kelly then went over the interior finishes. Everyone seemed very comfortable with the interior design direction.
  18. Mary asked that Kelly look at MILIEU magazine for color ideas.
  19. David invited everyone to visit the new Diocesan Chancery in West Ashley.
  20. Someone asked about the use of solar power. Mark Permar and David Burt both addressed it as not having the ROI just yet. David explained that the team would look into ways to make the building solar ready so that when the ROI was there the Town could easily implement solar panels.

End of Minutes