



MEETING MINUTES

This is a fact-finding meeting. No ranking or decisions were made.

PROJECT NAME:	Key Colony Beach: City Hall Hardening and Expansion		
MEETING DATE:	02/24/2025	TIME:	1:30 PM to 3:00 PM
CPH COMM. NO.:	2401034	LOCATION:	Microsoft Teams
WRITTEN BY:	Brandan DeCaro & James Tirado	ISSUE DATE:	02/25/2025

1. PURPOSE:

Project Programming Meeting

2. MEETING MINUTES

The minutes below will be used to document decisions and action items for the project programming meeting on 02/24/2025. It is the responsibility of all meeting attendees to bring all omissions, corrections, and/or errors in these minutes to the attention of the undersigned within five working days.

Participants:

The City of Key Colony Beach - KCB

1. John Bartus (JB) - City Administrator
2. Tony Loreno (TL) – Building Official
3. Doug Colonell (DC) – Commissioner & Point of Contact
4. Mike Marino (MM) – Public Works
5. Silvia Roussin (SR) – City Clerk
6. Kris DiGiovanni (KD) – Police Chief

CPH L.L.C. - CPH

1. Brandan DeCaro (BD) - Senior Architect & Project Point of Contact
2. James Tirado (JT) - Senior Architectural Designer
3. Kyle Bechtelheimer (KB) – Civil Engineer and Client Coordinator

A virtual meeting was held between Key Colony Beach staff and CPH to discuss the programming and conceptual design options for the project. An agenda, building program, diagrammatic plan, 3D diagrammatic model, and a preliminary code review was provided.

1. A brief introduction was conducted to bring the team up to date on the project. The discussion focused on the preliminary program and design concepts for the new Key Colony City Hall. BD presented three conceptual designs for the building layout. He emphasized the importance of feedback to refine these concepts, which include considerations for administrative offices, police department, and the building department. The preliminary cost estimate for the project stands at \$2.6 million, slightly above the target budget of \$2.5 million but within reason of rough estimating with contingency.
2. An Area factor of 15% and 20% were added to each department total for circulation and structure in order to estimate an accurate total square footage.
3. DC established that a commission meeting will be held on 02/26/25 to review the project and determine which concept is the most preferred. He continued to clarify that CPH will now include the design for the restrooms located on the first floor.

4. DC and TL Both agree that per the program provided that the Building Department will require only two cubical spaces, one reception desk, and an additional space added to storage added to the storage room already allocated to the department.
5. All attendees agreed that each floor should have its own shared conference room. All Attendees agreed that there should be a restroom on both the first floor and second floor.
6. The Height requirement for the grant, from what is to be understood, the finish floor elevation on the first floor of the existing portion of the building can host the EOC and Police department due to the hardening requirements of the grant. Flood panels will be provided for all doors and concrete masonry units will be filled to prevent flooding.
7. A review of the three concepts began. With concept one it features the entire administrative department on the second floor. The second concept places it on the first floor and the Police and building departments on the second floor. Concept three focuses on having a portion of the structure demolished and rebuilt as part of the addition.
8. After reviewing the three concepts it was mutually agreed upon by the City of KCB members that concept two was the preferred option and that its best that the Police and EOC be placed on the second floor.
9. The topic of modifying the entrance to marble hall from the parking lot was expressed and will need to be addressed later in the schematic design phase.
10. SR preference is to have the city administration directly accessible to the public by keeping them on the ground floor. It was also mentioned to add an outdoor patio for city admin breaks.
11. The topic of having two conference rooms, one on each level was agreed to by all participants. The conference room on the first level will be slightly smaller than that of the room on the second level. It was also added that there would be shared restrooms on the second floor directly above a restroom servicing the fitness room. The conference room on the second floor will be doubled as the E.O.C.
12. KD mentioned that the police staff will need lockers for employee equipment and belongings when on duty. KD confirmed the need to have a separate entrance / exit.
13. A discussion on Substantial Completion Dates and Impact on Schedule and Budget began. BD explained that having an interior crew work in the renovated space while the new addition's shell is being built could allow for two substantial completions without impacting the budget. KB supported this, stating that clear communication with the contractor during the bidding process is essential to prevent cost escalations. DC thought that although possible doing as such will only add more complication and cost thus preferring that the project be completed under one phase and one completion date.
14. DC raised questions about the HVAC and electrical systems along with generator needs. It was expressed that the spaces should be zoned systems for energy savings and temperature regulation. The Electrical systems will need to be reviewed by CPH engineers once the project is past Schematic Design. The need for back up exterior generation was agreed upon by all but the allocation of power is still to be determined.
15. A briefing on the preliminary code review was discussed, it is believed that if the overall total square footage on the entire building (Post office, Marble Hall, Remodeled space, New Addition) is under 11,500 square feet, the building will not need to be sprinklered per fire code. It is also believed that the space between marble hall and the purposed office space will need to have a fire rated wall spanning up to the roof and a rated door to maintain access into both spaces. This requirement is due to the proposed use of the two spaces and the occupant loads affiliated by that definition of use. Marble Hall is an Assembly Space and the other departments in the renovation and addition being designated as Business Space.



3. ACTION ITEMS

RESPONSIBLE PARTY		ACTION ITEM	DUE DATE
City Of KCB		Review & Approve Meeting Minutes	ASAP
CPH		Submit Revised Program and Concepts	ASAP
City Of KCB		Approve Program and Concept Selection	ASAP
NEXT MEETING:	02/26/25 – Special City Commission		
END OF MEETING MINUTES			