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Cape May Convention Hall
Cape May, NJ

RE: **Final** Meeting Minutes - Building Redesign August 12, 2010

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|----------------|------------------|---|
| In Attendance: | Martin Kimmel | Kimmel Bogrette Architecture + Site |
| | Jonathan Trump | Kimmel Bogrette Architecture + Site |
| | Steve Markley | Hunter Roberts |
| | Ed Mahaney | Mayor, City of Cape May |
| | Jack Wichterman | Deputy Mayor, City of Cape May |
| | Bruce McLeod | Manager, City of Cape May |
| | William Callahan | Construction Official, City of Cape May |
| | John Bilotta | Committee Member |
| | Al Beale | Committee Member |
| | Dennis Crowley | Committee Member |
| | Mike Whipple | Committee Member |
| | Mary Stewart | Committee Member |

New Business

| Item | Description | Status | Action Req'd By |
|------------|---|--------|--------------------|
| 08-12-10.1 | Bruce opened the meeting and reminded the Convention Hall Project Team members of their duties to the project as advisory to Council. He also reminded the group that the meeting minutes were not intended to be a verbatim transcript of what was stated at the meetings but a synopsis of what transpires and a written record of decisions made. | | |
| 08-12-10.2 | The group immediately adjourned the meeting from City Hall for a visit to the existing convention hall and solarium site. At the site Bruce and Martin described each building and answered questions from the committee members. The existing convention hall is a single story 12,240 square foot building. The hall seating area is approximately 7,800 square feet and the raised stage is 750 square feet. The building has a small lobby, ticket booth, bathrooms, small storage room and small | | |

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| | <p>administration space. The existing solarium is a single story 2,200 square foot building. It contains 2 small retail spaces and men's and women's beach bathrooms. Both buildings currently sit approximately 4' higher than the surrounding buildings and promenade. This height must be maintained by the new building as well. The relationship of the existing buildings to the beach and the additional building area currently approved by CAFRA were also discussed. After an approximately 45 minute tour of the site the group returned to City Hall.</p> | | |
| 08-12-10.3 | <p>Martin and Jon narrated a power point presentation that contained major 3 elements. A reminder of the project goals, an outline of the design elements they selected and 6 conceptual floor plans the Convention Hall Project Team agreed to at the previous meeting.</p> <p>The goals for the project are:</p> <ul style="list-style-type: none"> • The entire project needs to be no more than \$10.5 million. • The committee must work together to meet the goal of opening the building in June 2012. • The most important aspect of the building is a large, dividable, multi functional hall. • The new building design should have little to no impact on the CAFRA permit. <p>The major design elements are:</p> <ul style="list-style-type: none"> • Large, multi functional hall with good acoustics that can be divided into smaller spaces. • Lobby / Pre function space that opens to the ocean if possible. • The biggest building that can be built for the construction budget. • Provide lease space if the selected plan eliminates the solarium. • Community rooms are desirable if they can be accommodated in the design. • An administration space that allows for a minimum of 4 people plus associated spaces. • Provide maximum storage capacity • Provide a large catering kitchen. <p>The 6 conceptual design floor plans included:</p> <ul style="list-style-type: none"> • 1: A single story building of 12,240 sf that fits within the exact footprint of the existing building. Under this scheme the solarium remains. • 2: A two story building of 20,000 sf that fits within the exact footprint of the existing building. Under this scheme the solarium remains. | | |

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| | <ul style="list-style-type: none"> • 3: A two story building of 20,000 sf that has a slightly larger footprint than the existing building. Under this scheme the solarium remains. • 4: A two story building of 20,000 sf with a footprint larger than the existing building but within the entitlement lines of the CAFRA permit. Under this scheme the solarium is removed. • 5: A single story building of 20,000 sf with a footprint larger than the existing building but within the entitlement lines of the CAFRA permit. Under this scheme the solarium is removed. • 6: A single story building of 20,000 sf with a footprint larger than the existing building but within the entitlement lines of the CAFRA permit. Under this scheme the solarium is removed. | | |
| 08-12-10.4 | <p>After the presentation lengthy discussions took place on the pros and cons of each conceptual floor plan.</p> <p>Scheme 1: the group unanimously agreed that this building would be too small to meet the goals of the project. This scheme was rejected by the group.</p> <p>Scheme 2 and 3: each of these schemes located the hall on the second floor with all other required spaces located on the first floor. The group unanimously agreed that providing all required services to the second floor hall (people, materials, food, etc) via elevators and stairs was not viable. This building would also be much taller than the building currently designed which might pose zoning and CAFRA permit problems. These schemes were ultimately rejected by the group.</p> <p>It should be noted that a number of Convention Hall Project Team members had a strong desire to save the solarium from demolition. However, after thoroughly reviewing all schemes that allowed the solarium to remain, they recognized that the design goals for the new convention hall could not be achieved if the solarium remained.</p> <p>Scheme 5: while this scheme had many merits the lobby did not connect to the beach. This scheme was rejected by the group.</p> <p>Schemes 4 and 6: the group discussed the design aspects</p> | | |

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| | of each of these schemes at length. While each scheme solves all the design issues scheme 6 was selected by a group vote of 7 to 2 over scheme 4. The Convention Hall Project Team asked KBA to make some modifications to scheme 6 as the project moves into design development. The group agreed to recommend scheme 6, with suggested changes, to the Council for approval at its next meeting. | | |
| 08-12-10.5 | Bruce asked for comments from the public. 3 people commented. | | |
| 08-12-10.6 | The next meeting is scheduled for August 18. Hunter Roberts, KBA and the City will work to provide an agenda for the group prior to the meeting. Martin and Jon are not required to attend this meeting. KBA will attend the meeting scheduled for August 25 and will have updated floor plans and a schematic building elevation for presentation. | | |

Old Business

| <u>Item</u> | <u>Description</u> | <u>Status</u> | <u>Action Req'd By</u> |
|-------------|---|---------------|-------------------------|
| 08-04-10.5 | <p>The Convention Hall Project Team briefly discussed the need to open the jetty during construction. While this is an important issue to the project it was agreed that in order to meet the objectives of the conceptual design phase the group would discuss this item at a later date. Bruce did state that both the Army Corp and the Bureau of Coastal Engineering had been contacted by the City about this item. Each agency did not object to the possible opening of the jetty as they stated they did not have jurisdiction because their records indicate that they had not constructed this area of the jetty.</p> <p>08-12: This item was not discussed.</p> | | |
| 08-04-10.14 | <p>For the main hall of the redesigned building the city will provide to KBA its acoustical goals for the space.</p> <p>08-12: This item was not discussed.</p> | | <p>City</p> <p>City</p> |

I believe these minutes to accurately reflect the discussions that took place during the meeting. If there are any disagreements with, or additions to, the above please inform the writer within 3 days of receipt.

Sincerely,

Jonathan S. Trump, RA, Associate