



Meeting Minutes

Date of Meeting: September 10th, 2013

Project: Sullivan's Island Town Hall, Police Head Quarters, Park Improvements

Project Number: # 2011-011

Distribute: Building Committee

Re: Workshop I- presentation of site plan and inspiration for design

The following issues were discussed during the meeting:

Project: Sullivan's Island Town Hall and Park Improvements

Design Team: Architect: Creech & Associates, David Creech, Brent Green, Interiors: Haute Design: Beverly Bohan, Landscape Architect: Scott Parker

Meeting at Holy Cross Church from 6pm-8pm, presenting the first of 3 workshops to discuss the inspiration for New Sullivan's Island Town Hall and Park Improvements. David Creech opened the meeting with 1 year ago tomorrow, we gave our presentation for the design project and proposed your vision for the New Town Hall and Park Improvements

and with your help tonight we will gather information to have a series of at least 2 more or as many as it takes to give you the building that you envision.

1. David: Began with the Program of Spaces. David expressed, that they took a long hard look at the building size, meeting with City Counsel, staff, adjacencies, and site diagrams and the city felt that utilizing space that belonged to them and not purchasing land for a new town hall was the best choice.
2. There will be a series of 3 or more workshops mid-October, first of November to discuss and invite ideas for the planning and design of the new building. The meeting in October will be of massing, and the meeting in November will be of schematics.
3. Spaces: Needs Analysis: Thinking back: we did studies of 1, 2, 3, scenarios to determine if we would Renovate the existing old building, with mold, environmental issues and now FEMA requirements. New Building on land that the city currently owned next to the Fire Department and Park or behind the Fire station. The studies were in-depth to determine the cost, of all scenarios and the decision was to build on the land next the city owns either behind the fire station or adjacent.
4. Scott: The various Town Hall Studies of 1, 2, 3 are as follows:
 1. Take the right of driveway use existing space and giving a Civic presence. It is important to have a front door on Middle Street (utilizing 20' of the park space-offering public restrooms), rather than Portables. Creating a Municipal presence and one that can be used for the outdoor spaces of the Park during recreation and outdoor events all year. This plan would be tight unless taking space into the park.
 2. Behind Fire Station-not a presence and not as important to drive around on 20 ½ Station to get to the front door, not part of the town presence and not offering public parking.
 3. Far right of Fire Station, taking away the curb cut, closer to fire station and offering parking behind building, creating a green space between the two

buildings. Daily parking on Middle Street and possibly assigned parking for the city building only.

This seems to be the best scenario of all the studies. Far right seems to be the best plan.

When you place the overlay of the building, this creates a "footprint" to begin the design process. This only determines where the building will be located.

When you see all the components on the property. This still gives you the existing access road to the "mound".

Look at the street views: Fire Station, curb cut, Gazebo, Park. With this we can have a continual side walkway with a building to building tying the entire spaces together nicely for community use. Where should the building be? Gathering area, bicycles, how we come and go? How will it be used? The building needs to be higher-FEMA laws, to go from a 10 grade to a 16 grade, higher than the Fire Station. How can we go from one level of the Fire Station to the higher grade of the new building? A resident spoke up and asked the question, shouldn't we look at the Fire Station and making them look the similar between the two buildings? This was noted as a good idea to study.

What will the front door look like? The building should have presence, and what are the functions and gathering options be?

5. David: Let's look at the historical buildings and property on the island. You have a rich history and palate and you are passionate by far from many of the various 50 or more buildings that we have designed this will be a great challenge to get design and vision you intend to build.

There are 3 historic districts of varying areas. Ban Shell, which has moved a few times to various locations, (Gazebo), Officers Quarters, and residential and porches, has a wonderful island vernacular. Atlantic Beach Hotel, Life Safety Station-with its' wonderful clapboard siding and ornament on the roof details, design and style.

These images were derived from the SC State Archives- speaking to history we have a lot of history to inspire our ideas and design of the building.

6. Searching the various Town Halls: the buildings that are lifted up, make a statement, and they seem to “reach out” and have a “form or tower-cupolas on the roof top to designate it is the town center of importance.
7. Questions and Answers began: What are your favorite buildings? Owners began speaking and discussed following:
 1. Life Safety building
 2. Ban Hall- Gazebo
 3. More than a town hall, should be a Civic Center, Recreation center- a building that will be playing this role to create a design compliment to the Band Stand. Seating for the Band Stand and events in the Park. Where will the Choir Stand and where will the Christmas Tree go yearly? The public restrooms were agreed to add value and function to the Park.
 4. This was agreed by several people. The Town hall projecting a Civic Image!! Also Anchors the center of town.
 5. It was recommended to blend the Fire Station and the new building to tie the two together since there will be a level change. Meld the two.
 6. Another person: agreed, and liked the public restrooms as when there were backed up traffic, people get desperate trying to find a place to use the restroom within the town people yards and places.
 7. Another person: agreed that the Town Hall was nice integrating a cupola and like the Life Safety building as their favorite example for a clean simple design.
 8. Another person: stated that they thought the space was tight, would it be better sitting back further since it was up so high. David stated: he would explore that option.
 9. Mound: need access to the existing road not to conflict with the building.
 10. Another person: Center of Town, Square usually establishes the County seat; they stated that they hoped that you would achieve that feeling.

11. Another person: Establish a high quality- with the materials on the interiors and exterior of the building otherwise, with time it will show and wear and not withstand the test of time. Cheap materials will show in years to come.
12. David: spoke of his experience with Katrina and seeing two types of buildings after 5 years- one that had fallen apart and materials soaked and had to be replaced, and the other building that just needed to be swept and cleaned well. The Jackson Barracks- 5-6' high were cleaned and swept as the materials stood well for the disaster.
13. Emergency Operation Center: also act as an administration center for a disaster and get up and running should something happen.
14. Another person: asked that the team work more to bring the size down, porches and towers require space and protested encroachment of the Park- emotionally.
15. David: stated that Town Council had selected the site after much thought. The person stated she thought the architect was lobbying for the building on that site.
16. David re-iterated: that Town Council had determined the location for the site. She and others seem to not know this information. Others stated that they should tell everyone to come and be a part of the process and to inform the town of these meetings.
17. Park Foundation member: stated that they did agree to give up 20' of the Park- for the purpose of the public restrooms which would be an improvement to a portable unit for the town and this was a compromise.
18. David: stated that this could be nice atmosphere sitting 6' up high in the air for a concert.
19. Another person: Bad location, design, to create a municipal complex, height to street a problem. Felt that the police should be in a separate building in rear of fire station. Possibly look at separate buildings. This

could be a larger Front Porch or a wrap around for town functions- others liked the large front porch idea.

20. Another person: Stepping into the Park with the building 20', how do you do that? Cut down trees? And the Band Stand? Person suggested to look at the whole- a Master Plan idea/concept, parking, for staff and public, stop n' go, no thought given?
21. Post Exchange? Consider a brick Foundation and Interior materials, wood!! Nothing better!
22. Scott: opportunity to look at Park, this is the SI Town Hall and Park Improvements project which will enhance the public amenities- agree that the team would look ahead.
23. David: on-street parking, marked for Town Hall only, agreed sight was tight.
24. Another person: Stated that the building should be "simple" elegance, back a little further, a bike rack in front. Don't feel that the Town Hall should say WOW and BIG.
And make the Mound a usable space. Need to fit in and not Grand and pretentious.
Suggested that we need to showcase the history of the island and the photos and such should be in the Town Hall for the public to learn of the island's history.
25. Historic Preservation: another person: encouraged to find the history on the island and let it inspire and not be so grand. Try and build less square footage.
26. Technology: it was asked if this is something that needs to be incorporated within the design. Another person: build the building and add later.
27. Sustainable: Brent discussed at length the various aspects of a LEED building.

Conserve water

Exposure to elements

Energy efficient and equipment

LEED certified and the various strategies with each one and award with respect to cost.

Defined the wiring for flat screens, technology and keeping up with the emergency/administrative aspects for the building.

28. Gentleman: Stated that the team was off to a good start, and that the residents should let the towns people know and to gather for the next meetings for input.
29. How can a town Hall be used "before and after a hurricane"? And the spaces be used during emergency. One person stated that the National Guard took over her building for 3-6 months. The New Town Hall should be a "gathering place".
30. Pastor John Burley: stated that Holy Cross Church is ready for a hurricane for the town, that within 10 minutes the building can be up and running for the town use.
31. Mike Perkis: The purpose for the Town Hall to build for that purpose for readiness.
The goal is to integrate both arts on the inside and outside.
32. Another person: suggested to find archives at Fort Moultrie, photographs etc. to use in the building or for inspiration and to distribute the history around the building.
33. David: concluded to use the web site to send ideas to them using the email address provided.
34. The bed was discussed as while it was liked very much, we needed to make sure it was durable and that the slats would not break. HD suggested that we could add a soft padding to the back in a fabric

(cleanable-smooth vinyl type) that could meet the maintenance and yet clean easily for larger people and be durable as well.

35. Vanity for the rooms: HD asked about whether this was a millwork item or a VE item. It was not decided if this was either-that it could be moved. It was best to set it in both for now and price the look and the design to see where it would end up.

Meeting concluded at 8pm.

End of Meeting

The foregoing represents Creech & Associates understanding of comments/decisions made at this meeting. Any additions to or corrections of these minutes should be made in writing to "sithproject@sullivansisland" within ten (10) days of receipt of these minutes.