

AGENDA

KEY COLONY BEACH CITY COMMISSION SPECIAL MEETING

Wednesday, February 26th, 2025 – 9:30 AM Marble Hall, 600 W. Ocean Drive, Key Colony Beach
& via Zoom Conferencing
[Zoom Login Information below](#)

- 1. Call to Order, Pledge of Allegiance, Prayer, Roll Call**
 - 2. Approval of the Agenda** (*Additions, changes, and deletions can be made via one motion and a second to approve by a majority vote*)
 - 3. Citizen Comments and Correspondence**
 - 4. Discussion/Approval Items**
 - a. Key Colony Beach Town Hall building plans.
 - i. Review the architect’s preliminary concepts. – **Pgs. 1-3**
 - ii. Discuss options for the space layout. – **Pgs. 4-9**
 - iii. Accept and approve one of the space configurations to proceed to the next design phase.
 - 5. Any Other Business**
 - 6. Adjournment**
-

This meeting will be held at the City Hall Auditorium ‘Marble Hall’,
600 W. Ocean Drive, Key Colony Beach, Florida 33051 and via Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/86706769060?pwd=O4W7UBfEylHukzJ3lEF5qONRIDwAbE.1>

Meeting ID: 867 0676 9060

Passcode: 749606

One tap mobile

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- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
 - +1 689 278 1000 US
 - +1 719 359 4580 US
 - +1 253 205 0468 US

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Subject: Key Colony Beach City Hall - Preliminary Program & Concepts

Good afternoon, Doug:

Attached for your review and comments is the Preliminary Program and three Concepts for the City Hall project. The Preliminary Program lists all the spaces that were identified during the Kick-Off meeting with the city staff. Each space has a square footage (SF) assigned to it. The SF for each department is shown and then added together for a project total. Please distribute the Program and the Concepts to all the Team members at your earliest convenience.

The three Concepts show each department in a different color listing the SF from the Preliminary Program. The departments are shown to scale so we can see how they fit within the existing building and the new addition. Each of the Concepts show each department in a different location on the 1st or 2nd floor. We would like to meet with everyone ASAP to explain the Program and each of the Concepts. We are available Monday 2/24/25 after 1:30 PM, Tuesday 2/25/25 at 10:00 AM or after 1:30 PM, or Wednesday 2/26/25 after 1:30 PM to present everything to the Team. The goal of the meeting will be to select a Concept that is the best option to move forward with. There is also the possibility that two of the options might be combined. We will discuss the pros and cons for each option in the meeting. CPH will then take the selected option and develop all the spaces (offices, cubicles, storage, etc.) that are in the Program for each department. We also want to review the Program to see if there are any revisions required.

At this time, it is important that we receive drawings for the Public Restrooms (Public Works area) in the renovated space that the City wants to build on their own. We need to place the Restrooms into our designs to be able to get an accurate idea of the remaining space. Of course, there is always the option that CPH can design the Restrooms. Please remember that if the city elects to do the Restrooms there is the possibility that they will be damaged when the rest of the renovation is being constructed. Also, the Restrooms will not be usable to the public or staff during the construction for the rest of the renovation due to safety issues. The portable restrooms will have to be brought back during this period.

We are happy to report that we are right on schedule to complete this phase on time. We have utilized 21 days of the 35 days that are permitted by the interim contract for this phase. I am aware that Kyle and the Attorneys are still working on the final contract. It is important to approve the final contract so there is no gap in the design time. Please let me know when everyone is available for the virtual presentation next week and I will send out a TEAMS invitation. Please give me a call right away if there are any questions. We are excited to move to the next step to finalize the Program and Conceptual Design.

Thank you – Brandan DeCaro

Key Colony Beach, Monroe County
ARCHITECTURAL PROGRAM DRAFT

02/20/25

1. CITY HALL PROGRAM AREA

City Administration

<u>No.</u>	<u>Area Name</u>	<u>Areas</u>	<u>S.F.</u>	<u>S.F.</u>	<u>S.F.</u>
1.01	Cubical Spaces	4	48	192	
1.02	Reception	1	200	200	
1.03	Private Offices (Mayor, Clerk, Admin)	3	120	360	
1.04	Conference Room -E.O.C (10-12 People)	1	300	300	
1.05	Restroom	2	85	170	
1.06	Office Storage	1	12	12	
1.07	File Storage	1	120	120	
	Net Assignable Space			1354	
	Area Factor		0.20	271	
			Department Area	1625	

Police Department

154	Cubical Spaces	6	48	288	
1.11	Reception	1	100	100	
1.12	Chief Office	1	140	140	
1.13	Secure IT Room	1	60	60	
1.14	Storage Room	1	240	240	
1.15	Conference Room (6-8 people)	1	140	140	
1.16	Office Storage	1	12	12	
	Net Assignable Space			980	
	Area Factor		0.15	147	
			Department Area	1127	

Building Department

1.20.	Cubical Spaces	3	48	144	
1.21	Office Department Head	1	120	120	
1.22	Storage Room	1	120	120	
1.23	Office Storage	1	12	12	
	Net Assignable Space			396	
	Area Factor		0.15	60	
			Department Area	456	

Public Works Department

1.30.	Janitors Closet	1	80	80	
1.32	Public Restroom	2	200	400	
	Net Assignable Space			480	
	Area Factor		0.15	72	
			Department Area	552	

Utility Rooms

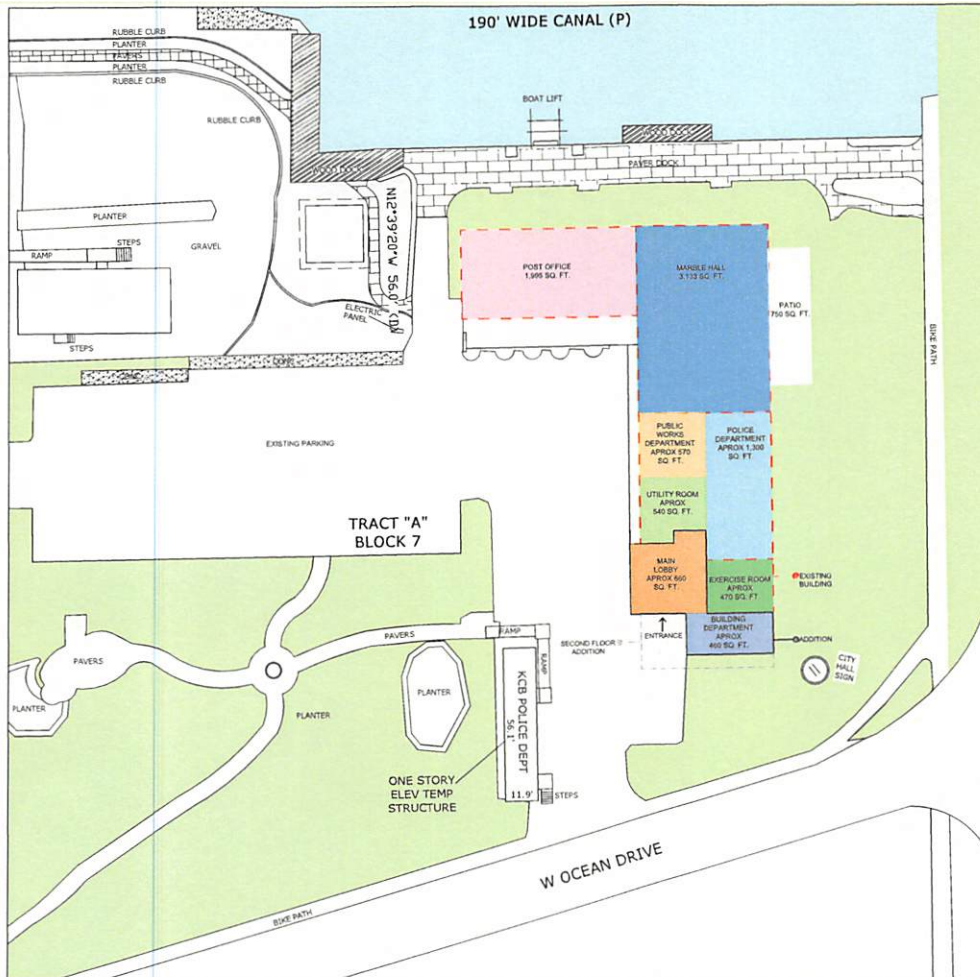
1.50.	IT Room	2	60	120	
1.51	Electric Room	2	60	120	
1.52	Mechanical Room	2	60	120	
	Net Assignable Space			360	
	Area Factor		0.15	54	
			Department Area	414	



Key Colony Beach, Monroe County
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<u>No.</u>	<u>Area Name</u>	<u>Areas</u>	<u>S.F.</u>	<u>S.F.</u>	<u>S.F.</u>
Exercise Room					
1.40.	Workout Space	1	300	300	
1.41	Restroom w/ shower	1	100	100	
	Net Assignable Space			400	
	Area Factor		0.15	60	
			Department Area	460	
Main Lobby (With Elevator & Stairs)					
1.80.		1	638	638	
	Net Assignable Space			638	
	Area Factor				
			Department Area	638	
Marble Hall (Hardening, Window replacement and ceiling replacement)					
1.60.		1	3133	3133	
	Net Assignable Space			3133	
	Area Factor				
			Department Area	3133	
Post Office (Hardening, and Window replacement)					
1.70.		1	1995	1995	
	Net Assignable Space			1995	
	Area Factor				
			Department Area	1995	
TOTAL PROJECT AREA IN SQUARE FEET:				10,400	



SADOWSKI CAUSEWAY

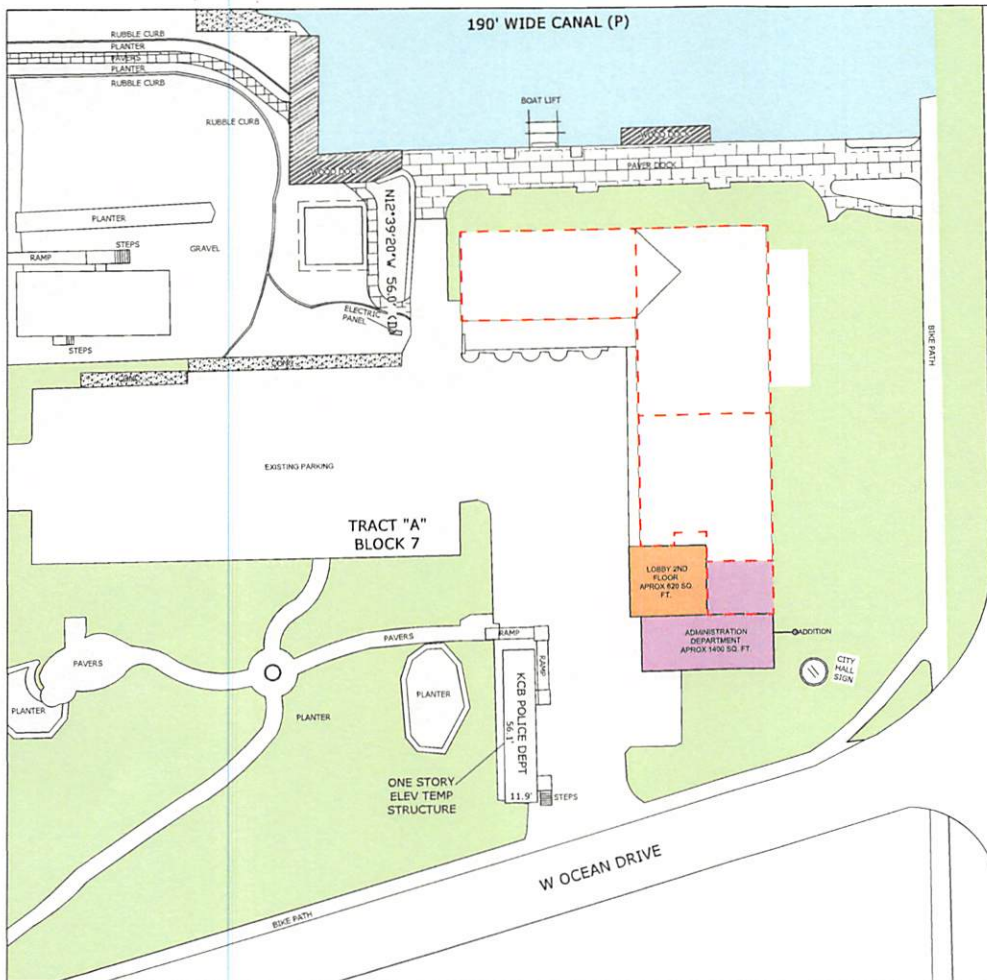
CONCEPT 1 (GROUND FLOOR)

NARRATIVE

In concept 1, the lobby is included in the addition, on the east side of the building, providing direct covered access from the parking lot. Its central position ensures smooth circulation to adjacent department suites and a clear path to the Police Department. The City Administration Department is placed on the second floor, offering private access for added security and separation from public areas. The roof of the existing 2nd floor building department will be raised so the floor can be level with the city administration. This design prioritizes convenience, security, and efficient movement throughout the building.

PROS

CONS



SADOWSKI CAUSEWAY

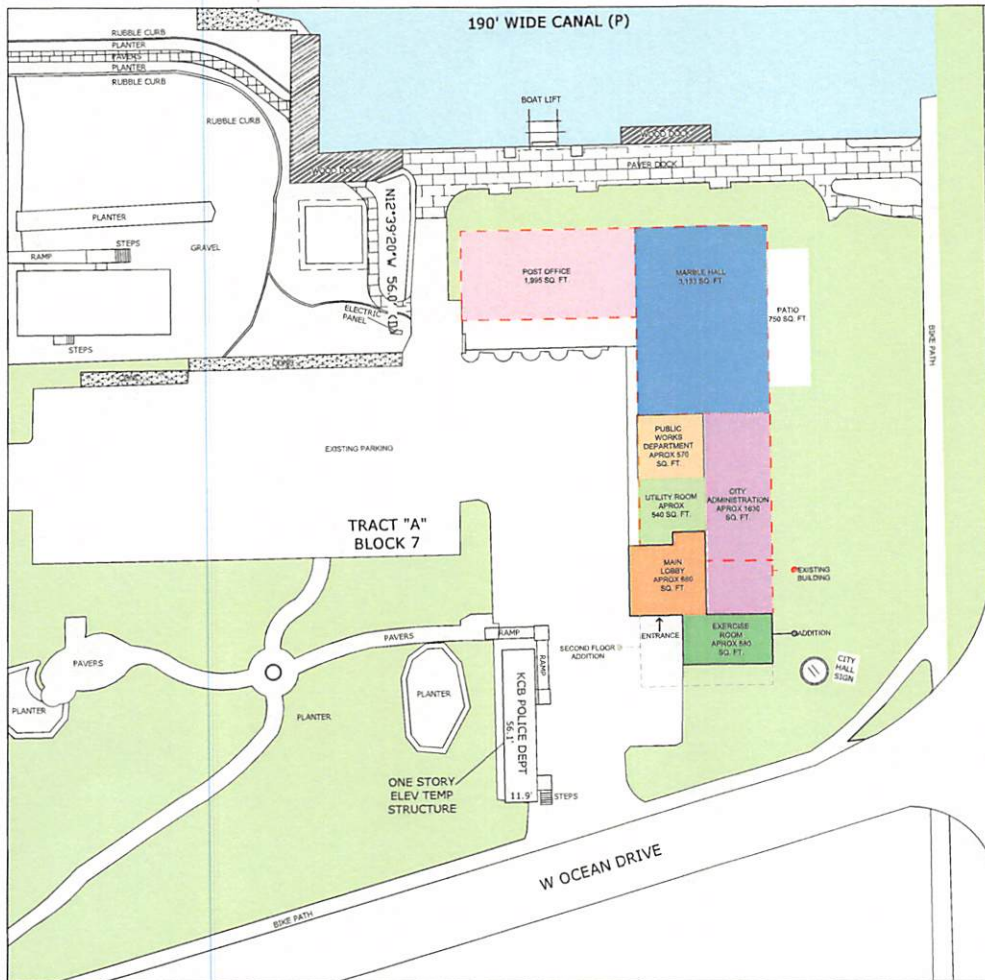
CONCEPT 1 (SECOND FLOOR)

NARRATIVE

In concept 1, the lobby is included in the addition, on the east side of the building, providing direct covered access from the parking lot. Its central position ensures smooth circulation to adjacent department suites and a clear path to the Police Department. The City Administration Department is placed on the second floor, offering private access for added security and separation from public areas. The roof of the existing 2nd floor building will be raised so the floor can be level with the city administration. This design prioritizes convenience, security, and efficient movement throughout the building.

PROS

CONS



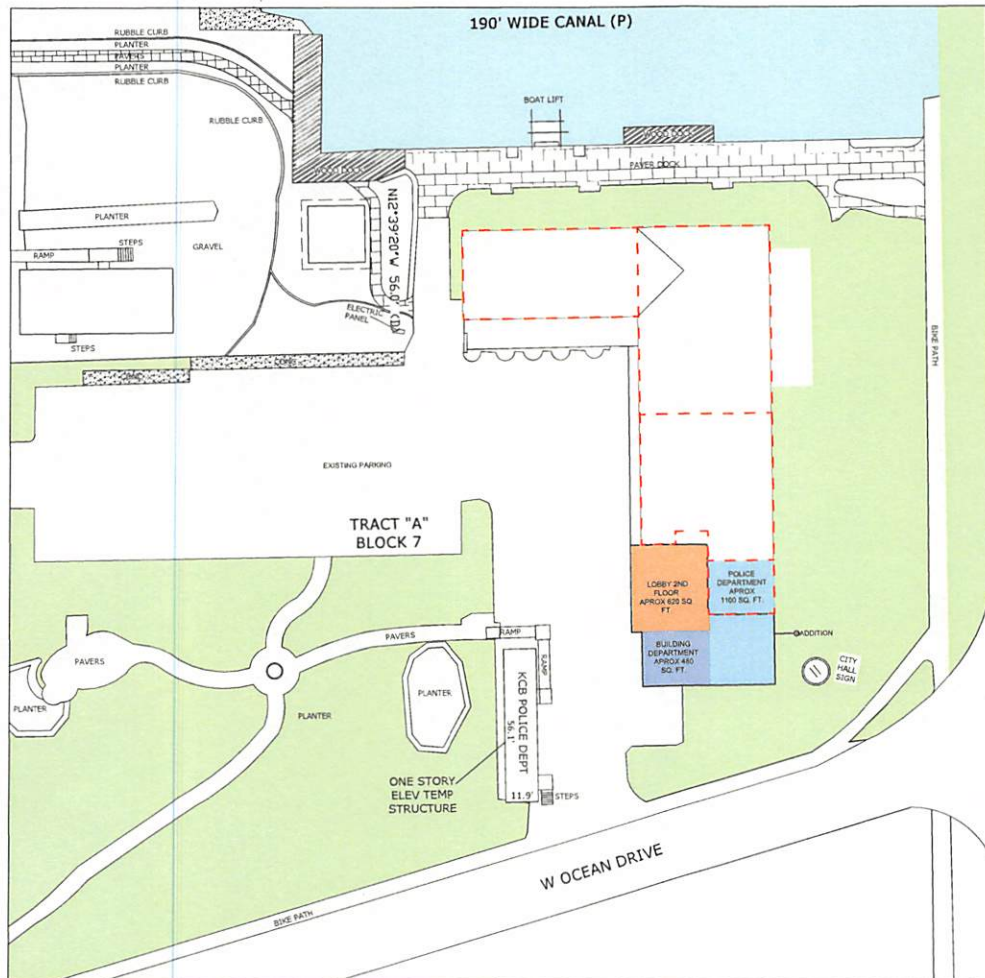
CONCEPT 2 (GROUND FLOOR)

NARRATIVE

In concept 2, the lobby is included in the addition on the east side of the building, providing direct covered access from the parking lot. Its central position ensures smooth circulation to adjacent department suites, with clear access to the Administration Department on the first floor. The Police and Building Departments are placed on the second floor. The roof of the existing 2nd floor Building Department will be raised so the floor can be level with the new police department floor. This layout prioritizes convenience, security, and efficient movement throughout the building.

PROS

CONS



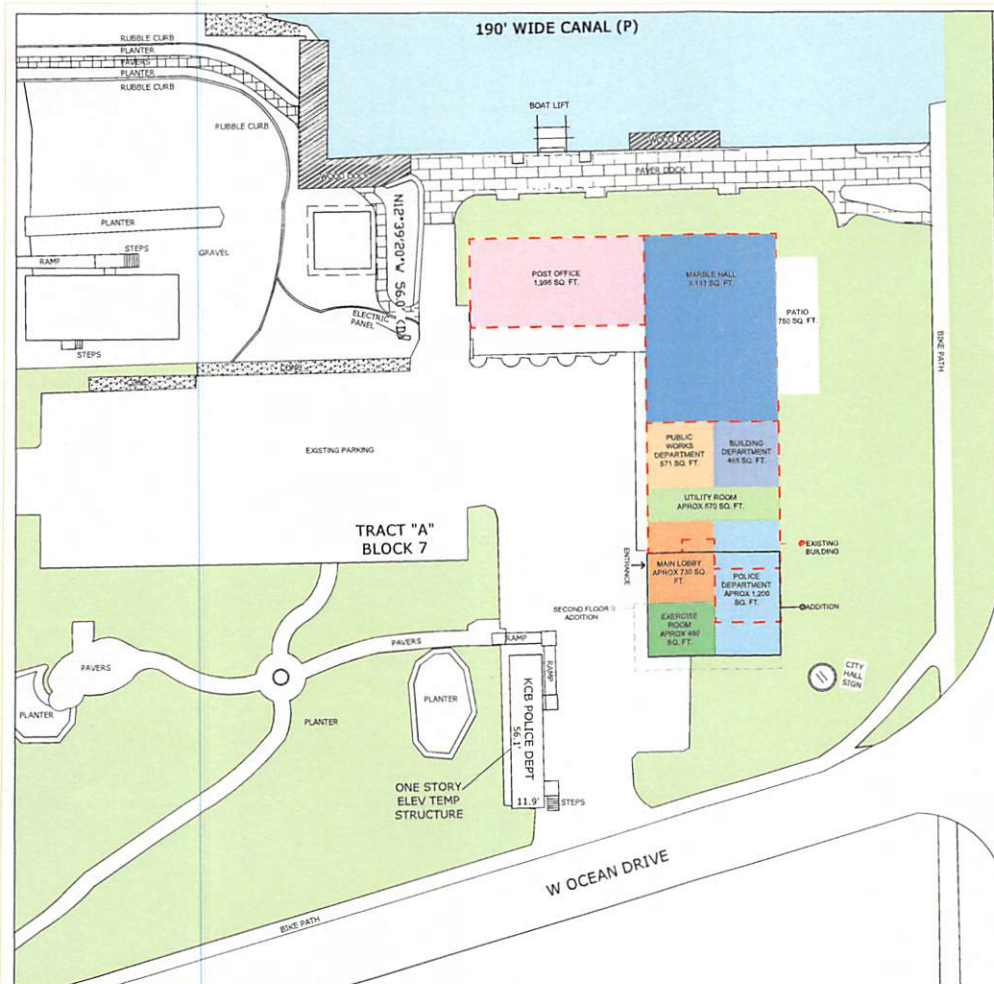
CONCEPT 2 (SECOND FLOOR)

NARRATIVE

In this option, the lobby is located on the east side of the building, providing direct access from the parking lot. Its central position ensures smooth circulation to adjacent departments, with clear access to the Administration Department on the first floor. The Police and Building Departments are placed on the second floor, allowing for greater security and separation from public areas. This layout prioritizes convenience, security, and efficient movement throughout the building.

PROS

CONS



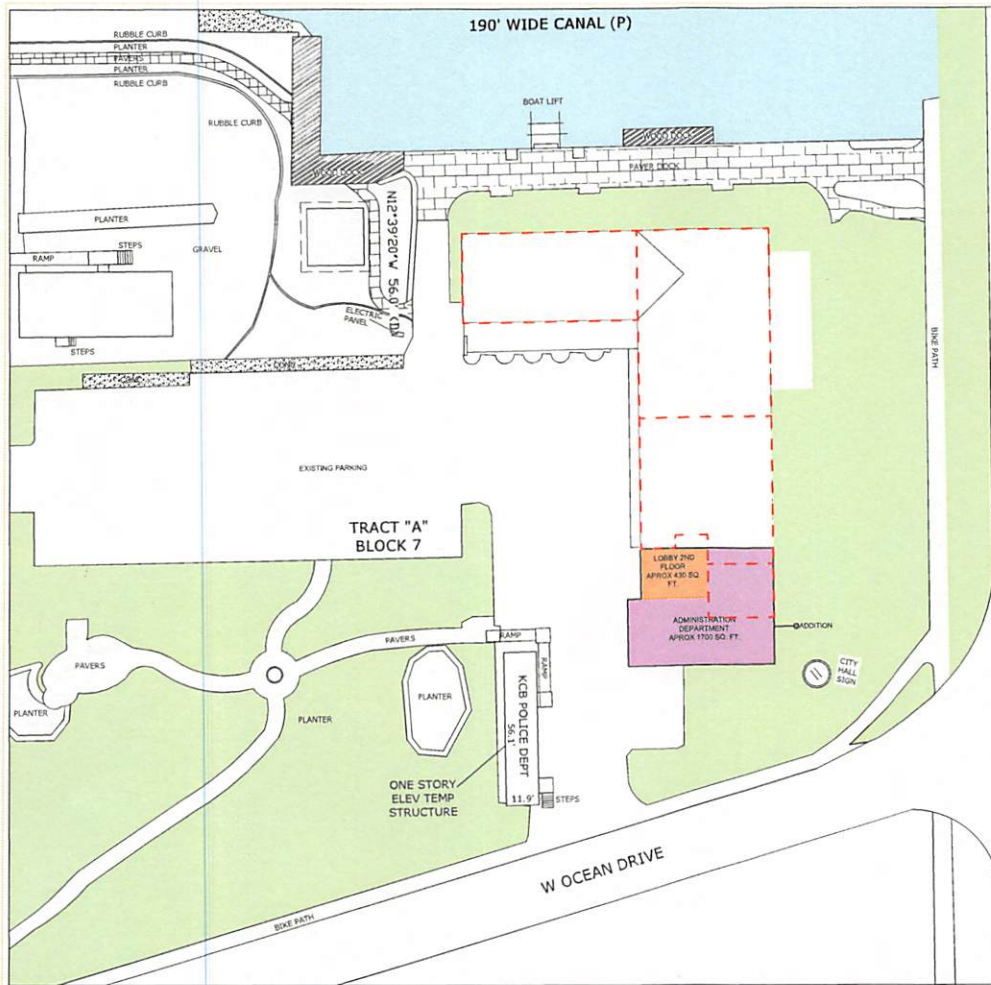
CONCEPT 3 (GROUND FLOOR)

NARRATIVE

In concept 3, the lobby is more centralized, with a key design change being the removal of 2 portions of the building's existing wall. The exercise room and police department stretch along the south facade, maximizing natural light and views. The Administration Department is located on the second floor, providing a more private setting for added security and separation from public spaces. This layout emphasizes accessibility, privacy, and an efficient flow between departments.

PROS

CONS



CONCEPT 3 (SECOND FLOOR)

NARRATIVE

In concept 3, the lobby is more centralized, with a key design change being the removal of 2 portions of the building's existing wall. The exercise room and police department stretch along the south facade, maximizing natural light and views. The Administration Department is located on the second floor, providing a more private setting for added security and separation from public spaces. This layout emphasizes accessibility, privacy, and an efficient flow between departments.

PROS

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