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**Bridgeville Town Hall – Feasibility Study
101 North Main Street,
Bridgeville, DE 19933**

GMB File No. 250281.00
February 25, 2026 – 9:30 a.m. – 10:30 a.m.

PROGRESS MEETING

A meeting was held to review and further assess the design for the Bridgeville Town Hall. In attendance:

Bethany DeBussy (Town Manager)
Morgan Helfrich (GMB)
Deane Townsend (GMB)

The following items were discussed:

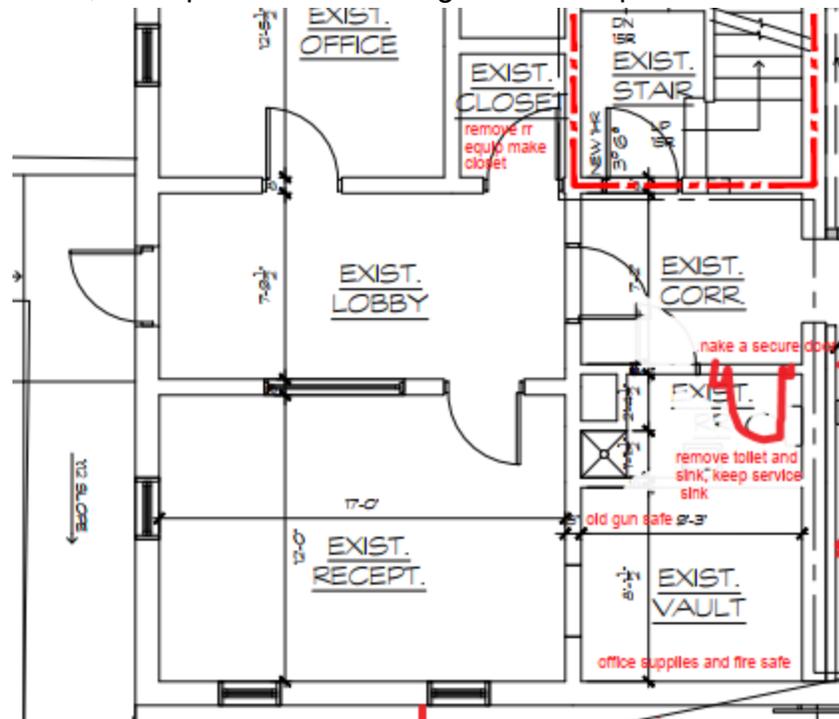
Site Plan:

- 1) Proposed plan was reviewed conveying the addition of new building addition onto existing.
- 2) The existing building, addition, parking, and other miscellaneous features on site were under the allowable impervious areas. No wellhead protection zone located on this property.
- 3) Newly renovated parking lot would be under the required number of parking spots with the addition. 55 existing parking spots are provided, in comparison to the 62 parking spots required by zoning code with the new addition. Additional parking spots could be considered near conjoined town hall and police entrance. Ultimately at Town's discretion if they can forgo the requirements.

Building:

- 1) Of the two schemes reviewed, the Town was overwhelmed by the two storied addition and preferred the consideration of single story only (scheme A).
 - a) Town preference for the single-storied telescoping addition. In favor of cathedral ceiling with dormers open to the commission chambers. Note to incorporate acoustic baffling for noise reduction.

- b) Still provide consideration for future second floor. Single story roof structure cannot accommodate heights. Set bearing elevation of roof at similar elevation of adjacent existing second floor, for future roof removal and installation of second floor structure.
- 2) Secondary path to existing receptionist
 - a) Currently only access to receptionist is through the lobby, no secondary means of egress. Concern of entrapment (i.e. hostile resident in lobby), or inability to access other features of the town hall without passing through.
 - b) Remove existing toilet and sink off the existing corridor besides stairs, and open wall at existing vault. Incorporate a secure door.

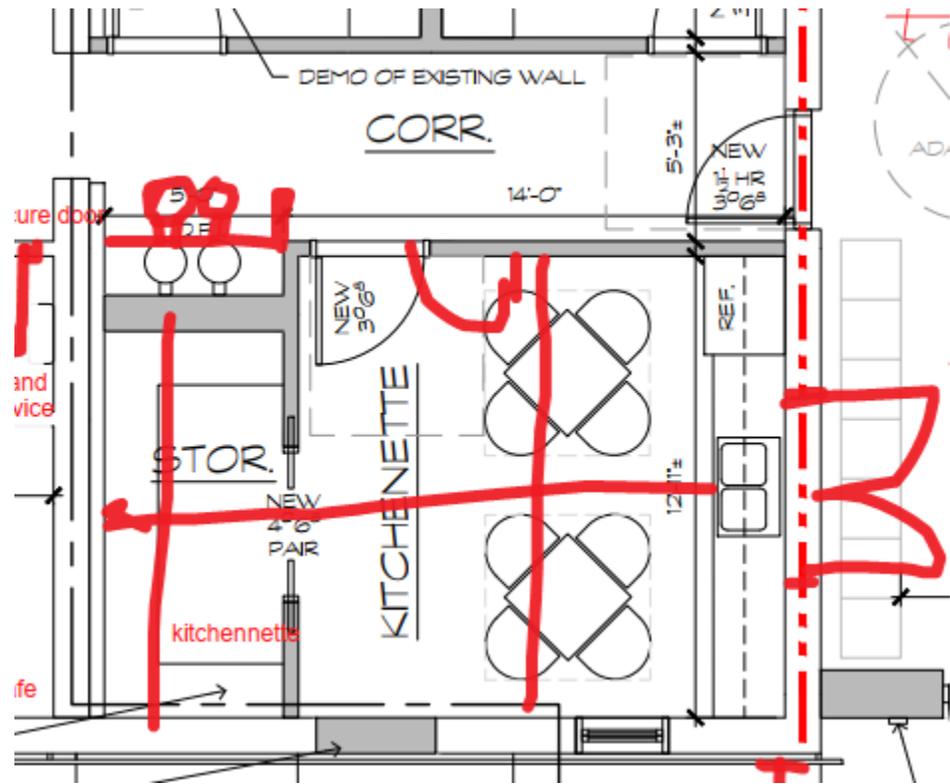


- 3) Flip kitchenette and storage in newly reconfigured space.
 - a) Back kitchen countertop and cabinets against vault and storage towards commissioner’s chambers. Storage to open to commissioner’s chambers.

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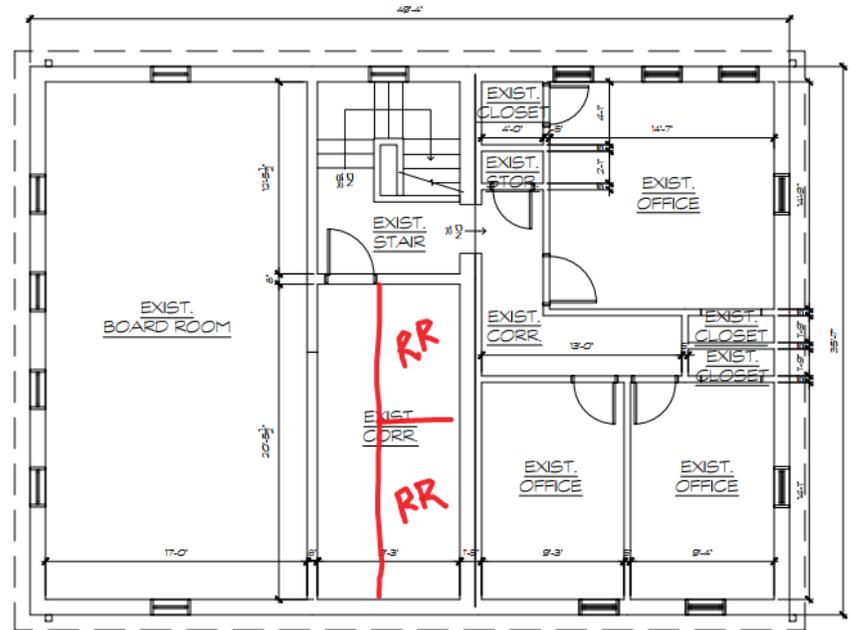
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- b)
- 4) Reconfigure seating layout in commissioner's to recoup lost seating.
- 5) Revisit plumbing count.
 - a) Provided current size of existing building and with new single floor addition; only need a min. of 5 waterclosets (min. 2 female, 2 male, and 1 unisex) and a min. of 3 lavatories (min. 1 female, 1 male, and 1 unisex).
 - b) Exist. closet off lobby is also a restroom with toilet and sink. Plumbing fixtures to be removed and converted into a closet.
 - c) Current existing restroom off stairs to remove watercloset and lavatory fixtures for walkthrough.
 - d) Integrate two existing restrooms at second floor.

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- i)
- e) Min. 1 service sink required (to remain at current location), and provision of 1 drinking fountain. Question was asked if a plumbed drinking fountain can be forgone for a bottle water drinking fountain. This is dependent upon municipal inspector, and suggest leaving plumbed fountain.
- 6) Elevator was discussed amongst the workgroup, and in favor for elevator at the loss of the kitchenette, new restrooms, and storage spaces. Final decision was to avoid elevator. Must prioritize the newly renovated meeting area, supporting restroom space, a functional kitchenette and storage.
 - a) Note, workgroup had a hard time understanding how the existing portions of the town hall was renovated for kitchenette and bathroom use. Possible dash-in former portions to be removed to illustrate integration on plan.
- 7) Consideration for removing the newly proposed ramp. Leave as second means of entry into council chambers without having to go through lobby and pass through other points (i.e. stairs to second floor).

General:

- 1) Funding sources in the works.
 - a) Town has applied for security grant, so far not state funded.
 - b) If they pull state funding then prevailing wages will apply.

- 2) Town reviewed estimates and notes both were high. To be reassessed and tightened during the next phase of design development, after approval of final schematic design. Had considered addition in the ballpark of \$150,000.00.

The following revisions will be integrated and returned to the Town of Bridgeville. Anyone taking exception to any of the above listed items should notify this writer within ten (10) days of receipt. Respectfully submitted,



Deane Townsend, AIA

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