

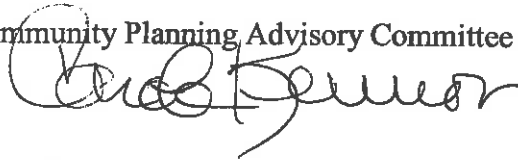
MEMORANDUM

TO: LWCC Board of Directors

FROM: Carole Kennon, Chair, Community Planning Advisory Committee

DATE: September 16, 2016

SUBJECT: Administration Building and Clubhouse 1 Site Plan Package



The "Administration Building and Clubhouse 1 Additions – Site Plan Version H, Floor Plans and Elevations" report and presentation is attached for review and consideration by the LWCC Board of Directors.

The LWCC Board of Directors is being asked to:

1. Review substantive changes to the site plan
2. Authorize submission of the site plan to the Maryland National Capital Park and Planning Commission (M-NCPPC).
3. Approve funding for the necessary consultants to complete the regulatory submission process.

Once the LWCC Board of Directors approves the site plan, it will take the consultants 3-4 months to fully develop the M-NCPPC submission packet. Once submitted, it can take 12-18 months for regulatory approval. The Fitness Center, a simpler project, took 11 months to reach final approval with M-NCPPC.

Upon completion of M-NCPPC's review and after competitive construction bids are obtained, the project will be brought to the LWCC Board of Directors to consider funding authorization before proceeding with construction.

**ADMINISTRATION BUILDING AND CLUBHOUSE 1 ADDITIONS
SITE PLAN VERSION H, FLOOR PLANS AND ELEVATIONS**

RESOLUTION:

Resolved, the LWCC Board of Directors approves the Administration Building and Clubhouse 1 Site Plan Version H package (site plan, floor plans and elevations) dated 9/27/16 as recommended by the Community Planning Advisory Committee and endorsed by the Education & Recreation, Restaurant, Security & Transportation Advisory Committees and Management; and authorizes submission to Maryland National Capital Park and Planning Commission for approval.

Further, the LWCC Board of Directors authorizes an amount not to exceed \$258,000 for consultants to complete the regulatory submissions process including architecture and engineering (mechanical, electrical, plumbing, fire protection), civil engineering and landscape (including storm water management fees); geotechnical engineer, audio visual engineer; utility expeditor; legal and related filing fees, etc. Funds to come from the Facilities Enhancement Fund (Resales Fund).

PURPOSE:

The purpose of this resolution is to obtain approval of Site Plan Version H package and the funding necessary to develop the plans and documents needed to submit to Maryland National Capital Park and Planning Commission (M-NCPPC) for Planning Board review.

RATIONALE:

The M-NCPPC regulatory submission process for site plan approval will require documentation of all site changes, parking, vehicles and pedestrian traffic patterns, covered walkways, landscape, site lighting and amenities, Administration Building floor plans and elevations and Clubhouse 1 addition floor plans and elevations. The LWCC Board of Directors needs to provide approval of the attached site plan package (site plan, floors plans and elevations) in order to complete the development of the documents to meet the M-NCPPC submission requirements.

The information contained within this report outlines how the criteria for evaluating improvements (see Site Plan section below) influenced the Administration Building design, as well as the site plan which added significant amenities to Clubhouse 1 in response to community interests. The cost analysis for the expanded scope of this project includes not just a new building but also those site improvements to Clubhouse 1 and the surrounding area.

Site Plan:

The priorities for evaluating the design of the site plan associated with the new Administration Building and Clubhouse 1 are:

- Improve accessibility to the buildings
- Increase parking closer to the buildings
- Improve safety for pedestrian and vehicular interactions
- Improve the overall ambiance of the site

The LWCC BOD Resolutions #70 (9/29/15) and #84 (11/24/15) approved for continued development the November 9, 2015 preliminary site plan package for the new Administration Building and Clubhouse 1 extensions. All LWCC BOD resolutions relating to the Administration Building and Site Plan project are included at the end of the report.

As Community Planning, Education & Recreation (E&R), Restaurant and Security & Transportation (S&T) Advisory Committees continued to review and develop the site plan, it was determined that the November 9, 2015 plan could be improved to better meet the stated priorities and improve on the residents' access to and use of community amenities. The Committees' areas of concerns which needed to be resolved were:

1. No drop off to Clubhouse Grille (formerly Cascade Bistro)
2. Confusing vehicular traffic patterns between Clubhouse 1 and Administration parking lots
3. No real opportunity for improved accessibility to North Wing of Clubhouse 1
4. LW bus stop not on-grade at Administration Building main entrance
5. Conflicts between interaction of trucks and vehicles at the loading dock

The consultants re-evaluated the site plan to provide a design that would satisfactorily address all of the concerns identified. In response, Site Plan Alternate F dated July 11, 2016 was presented and approved by Community Planning, E&R, Restaurant and S&T Advisory Committees. Minor revisions were made to Site Plan Alternate F to reflect Committee suggestions and on-going refinement for regulatory compliance resulting in Site Plan Version H dated September 27, 2016 and included in the attached presentation.

The Advisory Committees fully endorsed Site Plan Version H as it includes significant improvements in critical areas:

Accessibility

- Roadway (drop off circle) provides more direct access to the north side of Clubhouse 1 amenities: Terrace Room; Maryland Room; Chesapeake Room; Pool and Lanai
- Creates a designated drop-off area in front of Terrace Room and Clubhouse Grille
- Provides on grade-level LW bus stop/drop-off area at the Administration Building main entrance
- A ramp to enter main entrance of the Administration Building accommodates change in grade as an alternative to steps for access from the lower end of the parking lot
- The lower level entrance to the Administration Building is on grade without the need for steps
- One-way traffic from north to south passes by both entrances to the Administration Building and does not deviate from current traffic flow through the parking lot

Safety

- Roadway (drop off circle) is 24 feet wide which allows cars to drop off passengers at the venues on the north side of Clubhouse 1 while allowing another car/LW bus to pass safely on the left
- Roadway (drop off circle) layout provides increased vehicle and pedestrian safety vis-a-vis the loading dock by more clearly delineating pedestrian, personal vehicle and truck entrances into this busy area
- Truck access and parking at the loading dock is angled and wider for ease of travel and safety
- Roadway (drop off circle) provides closer access for emergency equipment to the north side of Clubhouse 1
- Traffic flow in the Administration Building parking lot will continue to be designated “one way”
- Clubhouse 1 parking lot also designated “one way” for consistency
- Variations in surface materials provide visual cues for safety by clearly delineating pedestrian pathways from vehicular pathways

Parking

	Existing	Site Plan Alt H
Total Parking Spaces	345	392
ADA spaces	15	25
Parking in close proximity to CH1	0	75
Drop off Access in close proximity to CH1 North Wing	100'	35'

- Total of 392 parking spaces included in this Site Plan with 317 in the Administration Building Parking lot and 75 on-level in a new parking area in front of Clubhouse I
- 25 handicap spaces (12 near the restaurants and Clubhouse I, 9 at the North end of the Administration building, and 4 at the lower entrance to the Administration building)
- Two entrances to the Administration Building redistributes staff parking away from Clubhouse 1 which reduces congestion

Ambiance

- Roadway (drop off circle) is enhanced by retaining the Lawn Bowling Area in front of the Terrace room and by adding plantings along the roadway and in the circle.
- Variations in surface materials and plantings improves the visual impact of the parking area by adding color and texture
- Permeable paving incorporated into the design, as appropriate
- Architecture and facade materials selected are consistent with Clubhouse 1 and 2 and overall concept of LW
- Landscaping around building, as well as side trellis and benches, are designed to harmonize with the overall site
- Overall landscaping will be consistent with other Leisure World Trust properties

The E&R Advisory Committee supported the relocation of the 1 shuffleboard court and the bocce court in order to accomplish the benefits of the site plan. The lawn bowling area remains unaffected. The E&R Committee is weighing relocation options for the bocce and shuffleboard court.

There are currently 144 trees of varying sizes and species on the Administration Building and Clubhouse 1 property. Of these, 22 will be protected, 57 will be removed and 65 are unaffected. A detailed landscape design will be developed once the LWCC BOD approves Site Plan Version H. Per County requirements, new trees will be planned to replace those trees that are removed. MNCPPC

will dictate the quantity, size and species of trees that will need to be included as part of the project permit and will have final approval of the overall landscape plan.

Administration Building Floor Plans and Elevations:

The floor plans for the Administration Building were developed based on Advisory Committee input and LWCC BOD Resolutions #49, #50, #51 and #52 from June 2015 and were included with the Site Plan package approved in November 2015. The floor plans have not significantly changed from November 2015; however, the lobby was modified to improve accessible transition from the parking lot to the main entrance.

The exterior elevation of the Administration Building takes its design elements from the surrounding area, Clubhouse 1 and 2 and the overall aesthetics of the residential units in Leisure World. The design ties outdoor elements with interior functions to take advantage of the golf course views, lawn bowling area and open plaza entrance to allow for areas of landscape and encourage community interactions. Building materials will reflect natural elements with the use of composite wood and stacked stone accents. It is a design that is based on LEED concepts to provide a functional, energy efficient and sustainable project while balancing aesthetics and durability.

A covered walkway is included at the Leisure World bus stop at the Administration Building and provides a protected pathway to the main entrance.

Clubhouse 1 Additions and Covered Walkways:

The floor plans for the additions to the North Wing of Clubhouse 1 were further developed to create elevations that complement the existing architecture of Clubhouse 1 and relate to the materials of the new Administration Building to provide a unified look on the site.

The vestibules to the Terrace Room and Clubhouse Grille serve several functions:

- waiting space for table service without impacting dining area
- enclosed waiting space for patron pick up
- air trap to minimize loss of heating/cooling

All vestibule doors will function with motion sensor auto door operators.

Covered walkways, the amenity most frequently requested by residents, were added to the site plan for convenience and comfort. These covered walkways provide safe access routes and shelter residents during inclement weather. The covered walkways have been added at:

- Terrace Room vestibule to drop off circle
- Clubhouse Grille vestibule to drop off area
- Previously mentioned Administration Building entrance to the LW Bus stop

Construction Cost Estimate:

The concept of a new Administration Building was presented to the LWCC BOD in August 2012. The cost estimate of approximately \$5.2 million was a conceptual budget based on limited design detail and many assumptions. It served to provide an order of magnitude with which to prioritize the various FEP projects under consideration by the LWCC BOD.

As work began on developing plans for the Administration Building, it became clear the best option was for a new Administration Building in a different location which was approved by the LWCC BOD. Subsequent LWCC Board actions and engagement by the Advisory Committees evolved into a project which now offers improvements to meet an array of needs and desired conveniences for a diverse population. Thus, the new site plan is a much different project.

Changes related to the Administration Building include:

1. relocation of the building from along Leisure World Boulevard to the east side of the parking lot
2. increasing space by 2,000 sf to accommodate current staffing needs, LWCC business functions, resident/staff interactions and resident amenities (bank, post office)
3. development of building elevations
4. provide covered area and walkway at LW bus stop to main entrance

After the Advisory Committees' analysis of the site plan and consideration of the many comments from members and visitors, the scope of the site plan changed significantly to include substantial improvements to Clubhouse 1 accessibility and safety relative to parking and drop off at multiple entrances with covered walkways. Site plan changes related to Clubhouse 1 improvements are:

1. provide drop off area for Clubhouse Grille entrance
2. increase parking closer to Clubhouse 1 main entrance
3. provide ADA parking at Clubhouse 1 entrance

4. provide drop off area at North Wing of Clubhouse 1
5. provide covered walkways from entrances to drop off locations at vestibules
6. design of loading dock area to improve safety for pedestrians with truck traffic, increase efficient use of space in the loading dock area and screen activities from public view

FEP Concept Cost Estimate	\$5,178,000
Administration Building & Site (Site Plan Version H)	\$5,583,426
CH1 Site Improvements (Site Plan Version H)	\$1,054,629
<u>Current Construction Cost Estimate (prepared by Cost Estimating Consultant)</u>	<u>\$6,638,056</u>
Difference	(\$1,460,056)

Notes:

1. An indirect benefit of the project is \$583,000 in the Facilities Maintenance Plan and Facilities Reserve Plan may be potentially unspent for the upkeep of the existing Administration Building.
2. An FEP Cash Flow analysis will be updated to reflect Site Plan Version H as presented and associated construction costs which will shift the start of the Golf Course Enhancement project by approximately 1 year.

Design Fees for Regulatory Submission:

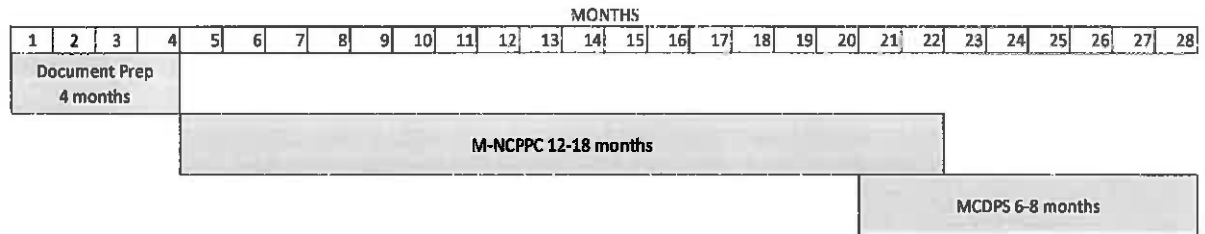
To complete the documents for submission to the various regulatory agencies (M-NCPPC, MC-DPS, MCFRS, WSSC, PEPCO, WGL, Verizon, Comcast), including filing charges, the following consultant fees will be needed:

Architecture and Engineering (Mechanical, Electrical, Plumbing, Fire Protection)	\$82,000
Civil Engineering and Landscape (includes SWM fees)	\$55,000
Geotechnical Engineer	\$10,000
Audio Visual Engineer	\$10,000
Cost Estimator	\$18,000
Utility Expeditor	\$10,000
Legal	\$23,000
Filing charges not included above	\$50,000

Project Budget for Design and Permit Fees:

Design & Permit Fees	\$580,000
<u>Approved to date (Resolutions #72 11/25/14, #73 11/25/14, #14 2/24/15)</u>	<u>\$255,000</u>
Remaining Budget	\$325,000
<u>Requested Funding for Regulatory Documents</u>	<u>\$258,000</u>
Remaining Budget	\$67,000

Document and Regulatory Submission Schedule:



M-NCPPC Submission Requirements

Final Site Plan documenting the following:

- all existing site conditions
- proposed site alterations inclusive of building footprint changes
- parking design
- sidewalks
- site amenities (bike racks, benches)
- landscape/plantings
- site lighting
- material selections

Stormwater Management Concept documenting the following:

- grading
- collection systems and locations

Building Floor Plans documenting the following

- floor plans with access points (entrance doors) noted
- roof plans

Building Exterior Elevations documenting the following:

- materials
- window design
- building lighting

ADMINISTRATION BUILDING & SITE PLAN
LWCC BOARD OF DIRECTORS RESOLUTIONS

71, 9/24/13

Administration Building

The Board of Directors authorizes management to proceed with developing the Administration Building, *option 3, new building*, which was presented as part of the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board for initial planning funds.

77, 10/29/13

Administration Building

The Board of Directors reaffirms that the construction of a new administration building will be designed to accommodate space for a bank, a post office, and office space for Montgomery Mutual. Each of these spaces will have rental agreements that cover all the costs related to the space utilized if the cost of construction of the rental space can be justified.

79, 10/29/13

Administration Building/Clubhouse I

Whereas the Board authorized a new Administration Building with a conceptual project budget of \$5.3 million and a comprehensive plan for the food services wing of Clubhouse I with a conceptual project budget of \$1.0 to \$1.5 million, Management is directed to interview and recommend qualified architects and consultants to produce a master site plan of the Administrative Building/Clubhouse I site area which addresses how these can be part of an overall conceptual site plan, identifies any other options with regard to site design, and, if necessary, considers the phasing of implementation. The Board authorizes \$50,000 for the preparation of a comprehensive conceptual site plan.

#28, 4/29/14

Comprehensive Site Plan for Administration Building and Clubhouse 1 North Wing

To adopt, for further development, Site Plan 3A, as shown in the report (Comprehensive Site Plan for Administration Building and Clubhouse 1 Facilities Enhancement Plan dated April 29, 2014) locating the new Administration Building on the east side of the parking lot.

40, 6/24/14

Clubhouse 1 North Wing – Access/Drop Off Road

That the LWCC Board of Directors approves an access/drop off road to provide alternate access to the north wing of Clubhouse I.

#71, 11/25/14

Lawn Activities/Access Road/Comprehensive Site Plan

The LWCC Board of Directors resolves that the proposed access road between the new Administration Building and the restaurant section of Clubhouse I, as shown on Site Plan 3A, be eliminated, and that Management and Streetsense be tasked with developing alternative access opportunities for persons with disabilities.

#72, 11/25/14

Lawn Activities/Access Road/Comprehensive Site Plan

The LWCC Board of Directors resolves to amend Resolution #79, dated 10/29/13, to increase the amount by \$15,000 from \$50,000 to a total sum of \$65,000, to explore alternate options to improve accessibility of the North Wing of Clubhouse I. Funds to come from the Resales Fund.

#73, 11/25/14

Administration Building Design

The LWCC Board of Directors resolves that \$35,000 be allocated from the Resales Fund to complete the programming phase to refine the actual square footage needs for the Administration Building.

#14, 2/24/15

Administration Building and North Wing Clubhouse 1

Resolved, that the Board of Directors approves up to \$155,000 to undertake the next phases of civil and geotechnical engineering services to continue the progress of the Administration Building and North Wing of Clubhouse 1 projects. Funds to come from the Resales Fund.

49, 6/30/15

Administration Building

Resolved, that the new Administration Building includes a dedicated 1,680 square foot room (which can be divided), as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015.

50, 6/30/15

Administration Building

Resolved, that two shared meeting rooms, as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015, be reduced to one, thereby cutting square footage by approximately 400 square feet.

51, 6/30/15

Administration Building

Resolved, CPAC accepts the shared/collaboration small conference rooms as a total of three, a total of 360 square feet, as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015.

52, 6/30/15

Administration Building

Resolved, that the Communication/Leisure World News Department be included in the new Administration Building, occupying approximately 410 square feet.
(A correction was made to change 400 square feet to 410 square feet.)

70, 9/29/15

Administration Building

The LWCC Board of Directors approves all the CPAC recommendations adopted at its September 24, 2015 meeting. The resolution "Administration Building Options B (Bi-Level) and Site Plan B Location" is attached. The Board further authorizes Management to proceed with the development of a site plan reflecting a Parking Lot and Traffic Plan consistent with the attached CPAC recommended plan. (See attached.)

#84, 11/24/15

Administration Building Site Plan

Resolved, the LWCC BOD approved the recommendations of the Community Planning and Education and Recreation Advisory Committees to eliminate three of the four shuffleboard courts to provide parking accessible to the Administration Building and North Wing of Clubhouse 1 as shown on the "Administration Building Site Plan – Preliminary Layout – CPAC – November 9, 2015".

#34, 6/28/16

Administration Building and Site Plan -- Signing Authorization

The Leisure World Community Corporation Board of Directors authorizes the General Manager, Kevin B. Flannery, to sign the site line plat for the new Administration Building.