



Project Advisory Team Meeting Minutes

Condit Elementary School

MEETING NO.: 006

LOCATION: Condit Elementary School

DATE / TIME: August 22, 2013, 9:30 am

ATTENDEES: Dan Greenberg, Principal; Julia Tamm, Parent; Meg Pieri, Faculty; Michelle Driscoll, Faculty; Lenette Pruetz, IT Manager; Jeny Cortez, PTO President; Pegi Newhouse, Parent & Past PTO President; Princess Jenkins, HISD, Facility Planning; Todd Lien, VLK Architects, Design Architect; Niki Manning, VLK Architects, Design Architect; Troi Taylor, TCM, LLC., Project Manager

PURPOSE: This meeting focused on a site analysis/study presented by VLK Architects and on finalizing the site specific room descriptions for Condit Elementary School.

AGENDA ITEMS:

- Site Analysis/Study Presented by VLK Architects
- Finalize the Site-Specific Room Descriptions
- Design Charrette Workshop Expectations
- What to expect a the next Project Advisory Team Meeting

NOTES:

Discussion

1. A site analysis/study was presented by VLK Architects.
 - a. The fire station across the street was recently rebuilt and the new school design can complimentthe exterior architectural features.
 - b. The PAT noted that Jessamine Street floods easily and impacts the classrooms near that side of the campus.
 - c. The PAT liked the facility layout options where the pavilion is at the Northeast corner of the space (presuming Rice Avenue is at the southern base), the parent drop off is a loop off of Third Street and the loading area is off of Linden Street.
 - d. The PAT noted that the green space should include a social play area for the kids to gather and play during and after school pickup.
 - e. The PAT noted that the science and PE classes should open up to a green space that will be accessible during teaching exercises.
 - f. Each design option presented by VLK Architects can accommodate the 87,000 square foot (SF) 2-story building.
2. The Site-Specific Room Descriptions status update was shared with the PAT members.
 - a. The room descriptions and space program will be distributed to the PAT with the task of providing edits no later than Tuesday, September 10, 2013.
3. The plan to have a 2-day design charrette workshop was introduced to the PAT.
 - a. The design charrette is being scheduled for Tuesday and Wednesday, October 1-2, 2013.
 - b. The purpose of the design charrette is to explore fundamental design issues with the architect and review the architect's response. The PAT will also work with the design team to refine the design. The intent is by the end of the second session, is to have a design concept approved by the PAT.

Questions

1. Has a property survey been prepared?
 - a. No. However, the surveys are being coordinated to start before Friday, September 13, 2013.

What to Expect Next PAT Meeting

1. A formal agenda and time is forthcoming for the Design Charrette Workshop; which is being scheduled for Tuesday and Wednesday, October 1-2, 2013.

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ACTION ITEMS:

- 6.1 The PAT wants the design team to consider a variance for the 2-1/2 story building height restriction.
- 6.2 We need a traffic study to understand the congestion on Third and Rice Streets during drop-off and pickup. The traffic study should be reviewed with the PAT to ensure it captures a true picture of peak flows.
- 6.3 The Site Specific Educational Specifications have a September 16, 2013, completion deadline. The revised space program and educational specs will be distributed no later than Friday, August 30, 2013. The PAT committed to return the revised (final) modifications back to Troi no later than Tuesday, September 10, 2013.
- 6.4 The PAT requested confirmation dates for the FF&E furniture fair.

NEXT MEETING: Monday, September 16, 2013 at 1:00 pm.

Please review the meeting minutes and submit any changes or corrections to Troi Taylor.
After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Troi Taylor

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