



Facilities Planning

Project Advisory Team Meeting Minutes

Mark White (West Relief) Elementary School

MEETING NO.: 011

LOCATION: Briarmeadow Charter School

DATE / TIME: July 21, 2014, 3:45 pm

ATTENDEES: Brian S. Alling, HISD Project Manager; Carrie Flores, AP, Pilgrim Academy; LaJuan Harris, HISD Facilities Planning; Peter Heinze, Briarmeadow Principal; Steve Hoyt, HISD Facilities Design; Angelia Mackey, English Architects; Richard Rodriguez, English Architects; M. Sandell, Piney Point Principal Rep;

PURPOSE: To review the Architect's progress on the schematic design documents.

TIMELINE:

Programming/ Capacity Model/ Ed. Specs.	Community Meeting 1	Schematic Design/ Design Charette	Design Development	Community Meeting 2	Contract Documents	Permitting	Community Meeting 3	Construction
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AGENDA ITEMS:

- Architect's presentation on the schematic design progress
- Review presentation for Community Meeting
- What to expect at the next Project Advisory Team meeting

DISCUSSION:

1. Mr. Brian Alling, Program Manager, opened the meeting and reviewed the agenda. Mr. Alling introduced the architectural team, Richard Rodriguez and Angelia Mackey who reviewed the updated plans with the group. Notes from these discussions are listed according to topic of discussion below.
2. Entry driveways and parking:
 - a. The parent drive and parking area designs were a concern to the PAT members. They noted that at other campuses they have experienced parents and visitors will often park their cars in 'staff-parking' spots which results in a lack of staff parking availability.
 - i. An additional drive connecting 'staff' and 'visitor' parking/drives may be necessary to allow on-site circulation between the two areas. The need for on-site access between parking areas was noted as especially needed during campus events such as during registration when there are a great number of vehicles onsite. This 'connection' between the two parking areas should allow on-site circulation rather than require drivers to circulate via the public Old Farm Road as proposed.
 - ii. If a connecting drive is provided, removable bollards or other traffic restriction devices may be needed during peak traffic times.
 - iii. PAT members commented they did not believe signage alone would be a sufficient deterrent to keep visitors/parents from parking in staff parking and suggested the two parking areas be separated physically from each other.
 - iv. The PAT suggested the design team review Kolter Elementary which has a similar drive/parking setup and may offer possible solutions.

- b. Attendees liked the idea of adding additional parking closer to the entry and noted it would be best designated as a visitor parking area since it could be separate from the staff parking. The PAT stated that only about ten (10) spaces are needed for visitor parking. The architects will confirm the number of visitor spaces based on what has been indicated in the Educational Specifications and the code requirements.
 - c. English & Associates members noted a total of 93 parking spots are required per HISD standards. The site plan, still in the design phase, is being evaluated. The design team assured attendees the final design of parking lots and total parking counts will comply with HISD and City of Houston requirements.
- 3. Site Layout:
 - a. The East property line fence should have (at a minimum) a pedestrian gate for emergency access in event of fire or other evacuation of students in case the front portion of site was restricted. This gate may require a Fire Department security box for a gate lock key if locking the gate is required, but would provide an option for a 'back-of-site' access route in an emergency situation.
 - b. Members of the PAT suggested moving the basketball/hard-surface play area to the northeast and clear the area directly north of the Dining/Multi-Purpose rooms. The group stated a covered area would block the view to the wooded surroundings. It was noted that this area is currently not slated to have a roof structure during initial construction project unless contractor quotes submitted are below budget.
 - c. The PAT asked the design team to consider fire-drill procedures for distance/separation from building structure when relocating the hard-surface play area. The basketball/hard-surface play area as well as other parking lots and paved areas would typically be used as staging areas for students during fire drills.
- 4. Floor Plans
 - a. General:
 - i. The relocation of the stairwells to the 'inside' of the building vs. previous proposals with exterior stair structures was approved.
 - ii. The elevator location change was confirmed as approved.
 - iii. It was noted that the Multi-Purpose and Dining areas will have an operable separation wall to allow for more seating during special-events.
 - b. Administration Area
 - i. The program indicates the Principal should have two separate pathways from the office to other parts of the school. The architects will review the plans and assure that two pathways exist.
 - ii. The Vestibule/Reception area should be designed to be a 'warm', and welcoming reception area while adhering to the District's security and safety objectives.
 - iii. A separate teacher/staff entry is needed to allow them access to the main corridor.
 - iv. The PAT inquired of where and if gated/coiling overhead doors, etc. along corridors are needed for varying after-hours building use. The design team was requested to recommend locations and types to discuss and review at a future PAT meeting.
 - v. Clinic needs to be modified to create an entry adjacent to and more direct from the public reception area.
 - vi. The restroom in the Vestibule/Entry area needs to be designed to ensure the space is ventilated well and doors/walls are treated for sound control.
 - vii. PAT members commented that the second floor administrative office areas do not have a view to the corridor. Suggestion was made to 'swap' the restroom with the administrative offices so staff can oversee corridor usage.
 - c. Multi-Purpose / Dining
 - i. Multi-Purpose Room access and visual issues require some modifications:
 - 1) Stage ramp needs access from the Music Room to restrict the audience's view of students accessing/exiting the stage during performances.
 - 2) It was suggested to consider creating a vestibule with a wall and door at the ramp landing to address this site/view issue.
 - 3) Handicap access is required for both students hidden from audience as well as people who may be in the audience needing access to stage.

- d. Registrar's office location and proximity/adjacencies require rework:
 - i. Registrar should be located to allow for frequent parent access.
 - ii. Space is often congested during fall registration with up to seventy-five parents.
 - iii. PAT member suggested relocating/swapping Registrar's office with the Itinerant Office located off the vestibule area.
- e. Learning Centers
 - i. Learning Centers appear to have a variety of door locations. PAT recommended locating doors to adjacent Learning Centers where teachers can assist each other when needed.
 - ii. Glass vision panels to the corridors via sidelights was noted as a good idea for visual observation to the extended learning/flex areas. PAT members requested Learning Centers have at least one form of visual connection to the 'flex space'
- f. The PAT suggested the campus mascot may be considered in design when/where appropriate if decided upon early enough in the project schedule.

ACTION ITEMS:

- 11-1 Further develop site and floor plans. (English & Associates)

NEXT MEETING: August 18, 3:30pm @ Piney Point Elementary School (*this was later changed to Briar Meadow Charter*).

Please review the meeting minutes and submit any changes or corrections to Brian Alling.

After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Brian S. Alling
Project Manager
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713)556-9342