

MEETING MINUTES



Flatirons Elementary School - Design Advisory Team: Meeting 4

Date of Meeting: July 16, 2008
Time: 10:00 am – 11:00 am
Meeting Location: Flatiron Elementary – IMC
Minutes Issued: October 10, 2008
Minutes By: Charles Boyer

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DAT Members (alphabetical last names):

Scott Boesel	Flatirons Elementary School - Principal
Charles Boyer	Larson Incitti Architects (LIA)
Muffy Collins	Flatirons Elementary School
Rex Hartman	Boulder Valley School District - PM
Peter Incitti	Larson Incitti Architects (LIA)
Bruce Larson	Larson Incitti Architects (LIA)
Jan Osburn	Flatirons Elementary School - Music
Beth Pommer	Flatirons Elementary School - Parent
Melissa Zell	Flatirons Elementary School - Parent

COPIED (via E-mail):

Rex Hartman – BVSD (also for distribution to school)

These minutes are part of the permanent record for this project. Any changes, discrepancies and/or exclusions should be directed to this office in writing for discussion and possible amendment(s). If no exceptions are made, the minutes will stand approved as written.

PURPOSE OF MEETING:

The purpose of the meeting was to review the 100% Schematic Design (SD) drawings. Action items are indicated in **bold**.

DISCUSSION ITEMS

- 071608-1 Based on input from the previous DAT meetings LIA presented the Schematic Design drawings for the addition/renovation of the school; which generally included the following:
- New addition consisting of: a new gymnasium, stage, music room, kitchen and storage (approximately 9,000 GSF).
 - Renovation consisting of: relocation of administration and faculty lounge/workroom to existing cafeteria; convert existing gymnasium to cafeteria; convert existing art to music; convert existing administration area to conference room type teaching spaces/computer lab. The renovation also includes new student and faculty restrooms.
 - Site improvements consisting of: new pedestrian walkways around the perimeter of the new addition and new hardscape play areas.

The DAT discussed many aspects of the design. Following is a summary of the comments, discussion, and decisions reached:

- a. The DAT requested that air conditioning be added to the administration area. **LIA will indicate this change in the next iteration of the drawings.**

- b. The DAT requested that a custodial closet be located within the administration area. **LIA will indicate this change in the next iteration of the drawings.**
- c. The DAT noted that for security, anytime the librarian is in the computer lab the library will need to be locked.
- d. LIA noted that due to conflicts with the existing structure and differences in floor elevations, it will not be possible to create a direct connection between the library and new computer lab. The DAT understood the issues and agreed to use the existing adjacent ramp as circulation between these spaces.
- e. The DAT noted that the proposed square footages of the gym (3,670 SF) and platform (1,153 SF) are acceptable.
- f. The DAT agreed to keep the interior classroom roof monitors in the project as an alternate.
- g. The general size and locations of the windows throughout the music room were clarified for Jan Osburn (music teacher). Jan noted that the windows presented are acceptable.
- h. Members of the DAT requested that a shower be added within the gym area. It was later agreed by the DAT that the new shower within the special education area would be sufficient.
- i. The DAT noted that the theater lights within the gym space may conflict w/ the gym functions. **LIA will research ways to relocate the theater lights so that they do not interfere w/ the activities in the gym.**
- j. LIA proposed relocating the existing trash area away from the front of the school toward the back of the parking lot. The DAT agreed to this change. **LIA will indicate this change in the next iteration of the drawings.**
- k. Members of the DAT requested that exterior water spigots be located along the east and west sides of the gym. **LIA will indicate this change in the next iteration of the drawings.**
- l. The DAT noted that Mail/Work 108 appears too small. The DAT agreed to change the larger Storage 106 into the main mail/work room. In turn, this change would free up room 108 to become a copy room. Copy machines are requested in each space. **LIA will indicate these changes in the next iteration of the drawings.**
- m. Scott Boesel (Principal) requested that the door into the principal's office from the adjacent hall be shifted to the opposite (west) end of the wall. **LIA will indicate this change in the next iteration of the drawings.**
- n. Rex Hartman (BVSD) requested that consideration be given to deleting the west-facing gym clerestory windows. LIA responded that these windows should remain to provide diffused natural light throughout the gym and to aid with lighting efficiency.
- o. Rex Hartman (BVSD) requested that consideration be given to deleting the exterior window in the P.E. office. LIA responded that this window should in order to provide natural day lighting to this office. This window should also aid in reducing the overall scale of the gym addition as it relates to the existing adjacent building.
- p. Conclusion: At the end of the meeting, LIA summarized the above discussion regarding the project scope, design and remaining schedule. The DAT indicated that the current design, with the requests/actions noted herein, is acceptable.

091708-2 Next Steps: **Based on the discussions, LIA will develop the Design Development drawings and specifications, including pricing for DAT and district review/comments.**

END OF MINUTES