

MEETING MINUTES

TO: The File

FROM: Brian Piippo
Project Architect

DATE: November 21, 2019

SUBJECT: Executive Committee Minutes of the Meeting
Held November 20, 2019
Mt Stuart Elementary School & Ellensburg Elementary School
Integrus Project No. 21849.00 & 21850.00

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Parties in Attendance:

Ellensburg Executive Committee, Kristine Keller, Chris English, Rob Decker, Steven Clark, Brian Piippo

The following is a record of the author's understanding of comments made and direction given. Written clarifications or corrections should be directed to Integrus Architecture within seven days of the date of publication of these minutes.

Executive Committee Meeting – Ellensburg School District Board Room.

- I. The Executive Committee permit and application update
 - A. Pre-development application was submitted for New Elementary.
 1. The City will schedule the pre-development meeting in the next two weeks per standard practice at the City of Ellensburg.
 2. This meeting is anticipated to happen sometime in the first two weeks of December.
 - B. Conditional Use Permit (C.U.P) was submitted for New Elementary. This permit is necessary due to the zoning where the New Elementary is sited.
 1. The city will schedule the hearing
 2. Hearing is anticipated to be scheduled in Early January.
 - C. SEPA for New Elementary is prepared. City of Ellensburg will not review SEPA until pre-application meeting is complete. It is intended to submit SEPA in early December regardless of the pre-application limitations by the City.
- II. Scheduling – Both Projects.
 - A. Page turn for both projects scheduled for December 4th.
 1. Page turn will include the invited staff and members of the Executive Committee
 - a. Design team and Engineers will be present at the page turn.
 2. District has Mt. Stuart 100% DD documents.
 3. New Elementary 100% DD documents will be published and delivered 11/27
 4. Any comments OAC or the District have prior to the meeting were requested.

- B. December 18th Meeting:
 - 1. Executive Meeting: DD Costs and budgeting review
 - a. Select members of the Executive Committee as invited.
 - 2. Early Learning Center (ELC) program meeting is scheduled for December 18th at 3:00 pm after the Executive Meeting.
 - a. Design team will meet with Patty and selected teacher at the ELC.
 - C. Education Specification for Lincoln are anticipated to start in late January next year.
 - 1. Anticipated (3) three meetings necessary to complete process – will include:
 - a. Overview session – Introduce the project parameters and confirm the scope/fixed permeameters and intent of the project
 - b. Interior session – Confirm interior visions and values within the fixed/limited interior spaces.
 - c. Exterior – Confirm the exterior visions and values within the fixed and limited spaces.
 - D. Permit Set (Both Projects) – February 21
 - E. 100% Bid Set (Both Projects) – March 19
 - F. Ground Breaking – May 2021 (Mt. Stuart first – New Elementary after)
- III. New Elementary site and design progress.
- A. Site plan design update
 - 1. Cora Street to be developed north of the trail across the designated wet lands and terminate in a turnaround approximately 112' south of the center line of the Helena Street right-of-way.
 - 2. Parking south of the schools has been revised to allow for the creation of more play area east and south of the school.
 - a. The proposed parking is to accommodate approximately 70 parking stalls.
 - 1) Parking requirement minimums for the school are 31 stalls. There are an anticipated 65 staff (assuming similar parity with Mt. Adams and other elementary schools within the District). It is not recommended that the minimum parking requirements be utilized in this instance.
 - 2) At the proposed 70 parking stalls the parking area will be full during school hours and activities. If possible; barring budgetary constraints, a larger parking count could be considered.
 - 3) The delivery access for the kitchen is conflicting with the general parking and student drop areas. It is proposed to further separate the conflicting traffics to the extent possible while maintaining the necessary single access along Cora St.
 - 4) Possible dock will be investigated. This will be dependent upon available grade at the location of the kitchen delivery area.
 - B. New Elementary building layout.
 - 1. Interior layout of schools is like Mt. Stuart in concept and scope.

- a. The overall size and configuration of the general classrooms, music room, gym/commons, and resource room will be similar.
 - b. Administration and gym/commons area is different but will have the same space requirements for function as Mt. Stuart.
 - c. There is no autism program space at New Elementary.
 - d. Committee requested that the coiling doors to the court yard from the library be removed from the project and that a double door with glazing be used in lieu.
 - e. The “gang” sinks in the main restroom need to be brought out of the cubby and be placed to be access from the hall. This is to facilitate hand washing prior to moving to the commons for lunch. This is to be implemented at both Mt. Stuart and the New Elementary.
 - f.
2. Way finding and material finishes at New Elementary School.
- a. Executive Committee all agreed that the color palette was to like the Mt. Stuart. Group consensus was to create more of a differentiation between the two schools with color.
 - 1) Material can be the same, but color should be dissimilar.
 - b. Executive Committee would rather have a theme of “Global Citizenship” or Discovery Learning” as opposed to the agricultural (plant cycle) theme proposed.
- IV. 100% DD documents for New Elementary are deliverable 11/27/19.
- A. Page turn both schools scheduled for 12/4/19
 - B. Next executive meeting 12/18/19

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Attachments:

Routing: Parties in Attendance