



CARMICHAEL-KEMP, ARCHITECTS

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MEETING NOTES

DATE: 4/20/10
PN: 0911-1

TO: PASADENA UNIFIED SCHOOL DISTRICT 740 West Woodbury Road Pasadena, CA 91103	PROJECT: WILLARD ELEMENTARY MODERNIZATION PROJECT
	MEETING TYPE: Design Meeting
	MEETING DATE: 2:30 PM / April 20, 2010
	PREPARED BY: LARRY BUTKUS
ATTN: MR. STEVE BRINKMAN	Debra De Bose (Principal) Vicky Greening (Pre School)
THOSE PRESENT:	Teachers: None present
	Steve Brinkman (District Chief of Facilities) sbrinkman@pusd.us Gerald Schober (District Facilities) gschober@pusd.us
	Tammy Schaeffer (Principal Architect) tammy@ckarch.net

1.0 NEW PLANS

- 1.01 Tammy reviewed the attached plans showing the modified site design and floor plan layout, along with review of preliminary exterior elevations.
- 1.02 Preliminary exterior elevations have been developed. In order to try and tie the design of the modulars to the existing building, both design elements and in scale, a tall clerestory between the two kindergarten units and taller façade walls at each end of the complex are proposed. The end façade walls contain arches that tie to the arched element at the south end of the main building.

2.0 PRE-K BUILDING AND YARD AREA (Input from Vicky Greening)

- 2.01 Yard Area:
 - Vicky indicated that a shade structure is not needed as long as the two big existing trees are to remain. Delete shade structure.
 - Increase length of tricycle path.
 - Outdoor play storage unit will be purchased and installed under a separate contract. Do not show on the plans.

- Tammy stated that 2 trees (which are oak trees) have to be removed in order to have room for new building and yard area. Steve stated that this needs to be reviewed with the governing agency to determine if the trees can be removed and if so, what the mitigation will be.

2.02 Building:

- Classroom size designed at around 1300 sf is more than adequate to meet state min. SF area requirements. This was reconfirmed based on required space of 35 sf per child and Vicky wants space for at least 24 min. students. **After returning to the office, Tammy confirmed that the exterior yard area is approximately 4200 sf, which is more than adequate at the required 75 sf per student.**
- Toilets: These should not be any larger than code required minimum size in order to maximize room in the classroom space.
- North Wall: Teaching wall – Vicky does not want sliding marker boards with storage shelves behind. She would like the markerboard mounted directly to the wall, with open shelving below the marker boards – the same width as the low cabinets at Loma Alta’s Pre-K rooms. Tammy will confirm the width of these cabinets. **Per the Loma Alta plans – there are some cabinets that are 15” deep and some that are 24” deep. Tammy suggests that cabinets below markerboards at the Willard classroom should be 18” deep – this will allow the top of the cabinets to be used as a counter for setting things on, which is what Vicky said they need.**
- West Wall: The counter top should be mostly at adult height (34” ht) and dropped down only at the children’s sink area (to approx. 24” ht).
- No flat paper storage drawer cabinets are required.
- Provide upper section operable at two windows along south and east walls.

2.0 KINDERGARTENS

2.01 Yard

- Cargo storage containers – Debra feels that these all must be located in this area. Gerald suggested that these be relocated and set up prior to the start of the project under a separate contract, thus these would not show on new building plans.

2.02 Building

- Tammy reviewed the changes to the layout, based on the discussion at the last meeting. Currently the design is showing a door between the classrooms and the vestibule to the student toilets, but no door into each of the two toilet rooms. After some discussion, it was agreed that the doors between the classrooms and into the vestibule to the toilets are necessary for sound isolation (in case one classroom is out using the yard area while the other classroom is in use and students are coming in and out of the restroom area), and it was also felt that there should at least be a stall door into each of the two toilet rooms – but not a full height door. The walls between these two toilet rooms are approx. 5 ft. high walls like at Loma Alta, so the stall doors at the entrance into each toilet room is consistent with the “open” design while providing a visual barrier.

- Cabinets – Debra feels that some of the cabinets should be lockable. Also, discussed the movable cubby cabinets. Vicky says that she orders quite a few of these and they are generally of good quality, and more economical than custom built cubbies. Movable cubby cabinets will be purchased rather than custom built.
- Discussed overhead ceiling mounted projectors again – Debra would like us to include wiring and boxes, but not mount or projector

3.0 NEXT STEPS

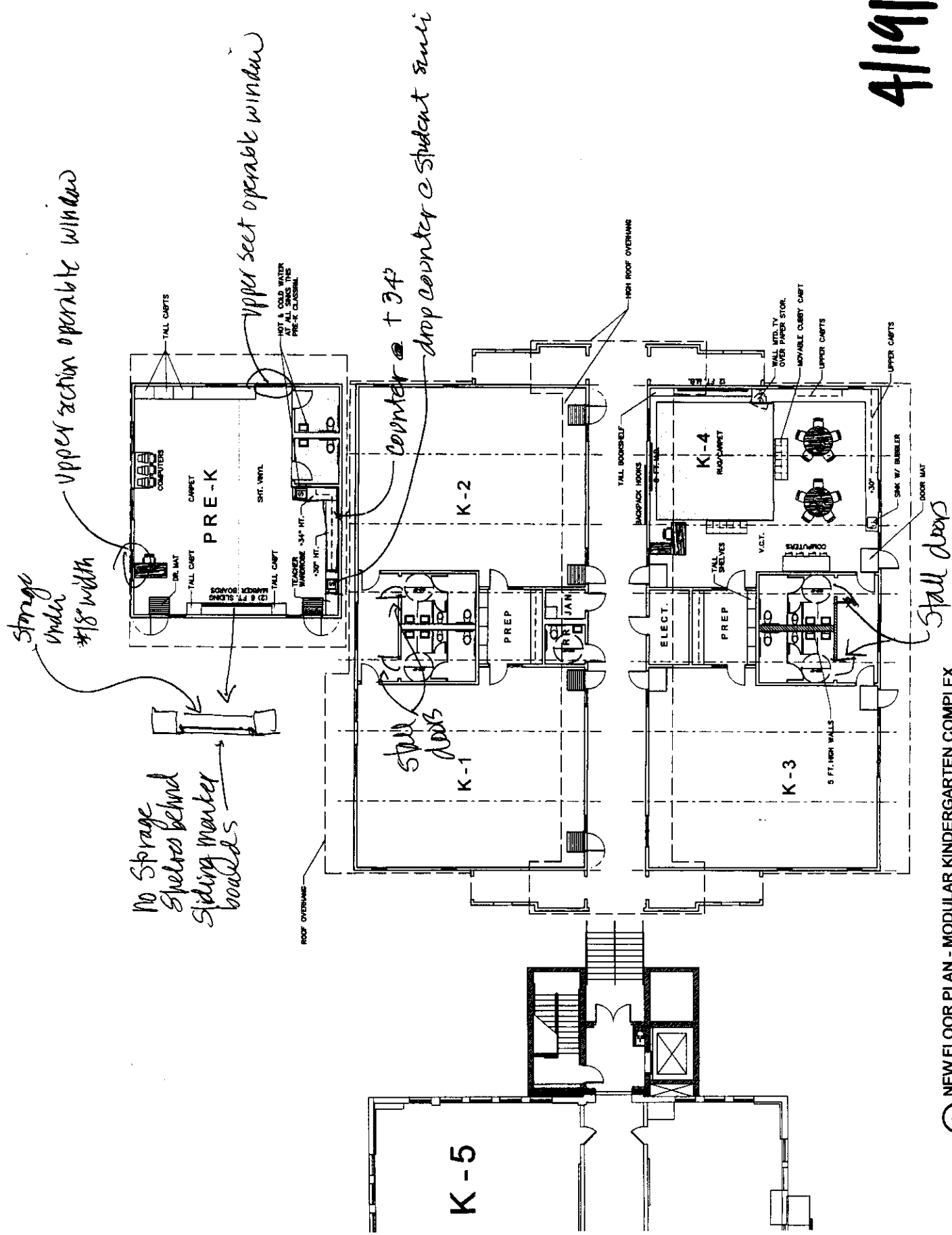
- 3.01 Debra would like Tammy to make a presentation at this next Wed's Site Council Meeting, at 3 pm, April 28th.
- 3.02 Tammy to meet with modular mfr such as American Modular to review the proposed roof plan, exterior elevations and floor plan layout to make sure that the design is feasible from a modular point of view, without a complete redesign of the typical modular building layout.
- 3.03 Tammy to research what agency has jurisdiction over oak tree removal and will follow through with finding out what the mitigation will be.
- 3.04 At some point, Tammy suggests that a meeting to present to the design to the adjacent homeowners should be scheduled, so that they are informed and have an opportunity for input. Tammy will consult with Steve (Steve had left meeting when this was discussed) to determine a what point this meeting should take place in the design schedule.

Distribution of Meeting Notes:

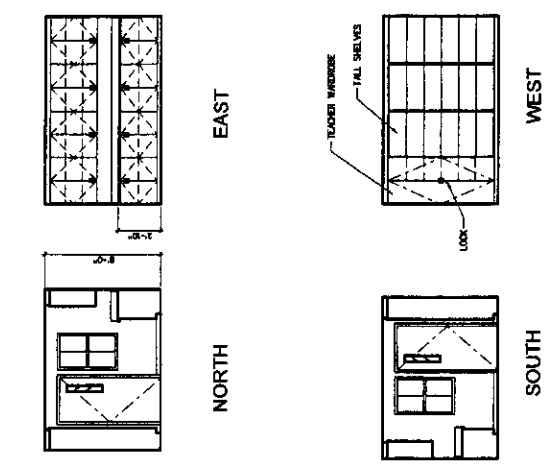
- Debra DeBose, Principal
- Steve Brinkman
- Gerald Schober



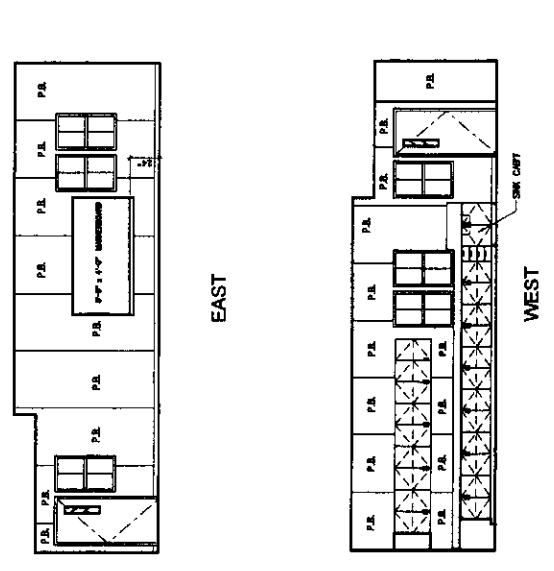
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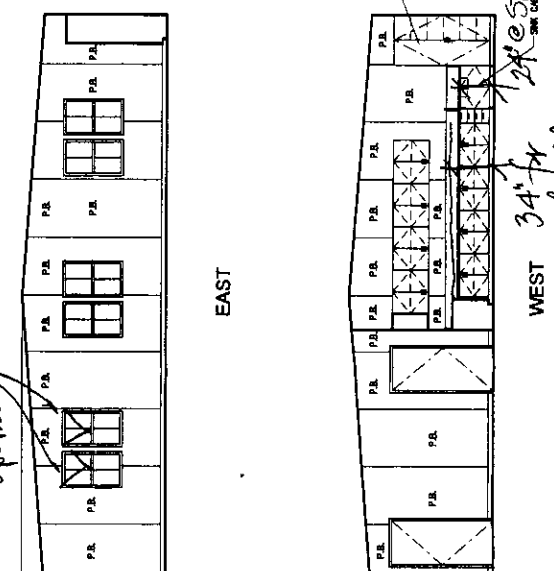
1 NEW FLOOR PLAN - MODULAR KINDERGARTEN COMPLEX
1/8" = 1'-0"



2 KIND. PREP ROOM - INT. ELEV. 14'-1 1/2"



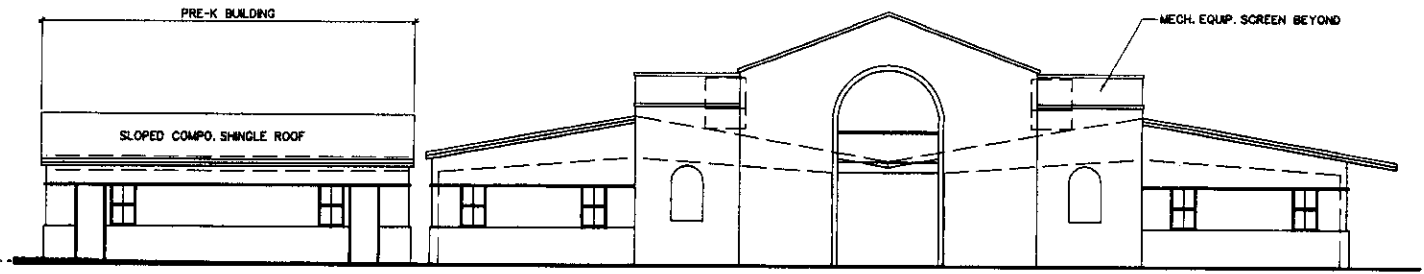
1 TYPICAL KINDERGARTEN CLASSROOM - INTERIOR ELEVATIONS 14'-1 1/2"



3 PRE-K CLASSROOM - INTERIOR ELEVATIONS 14'-1 1/2"

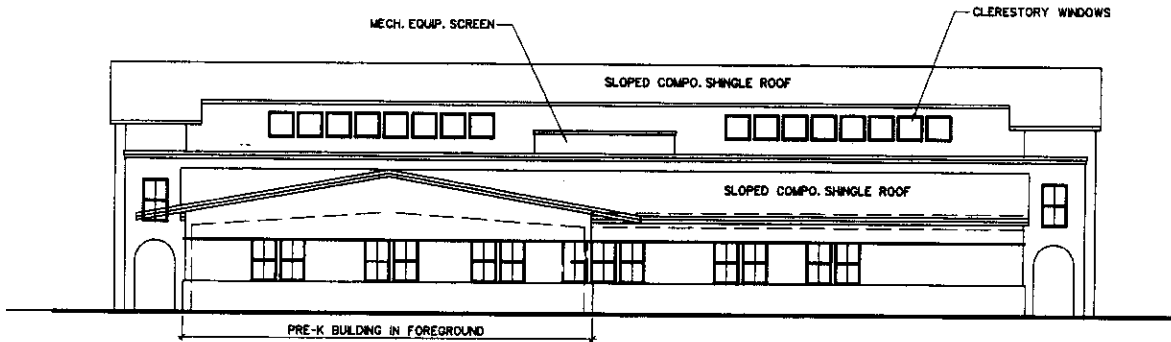
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2K @ Student zone
 34" for adult height



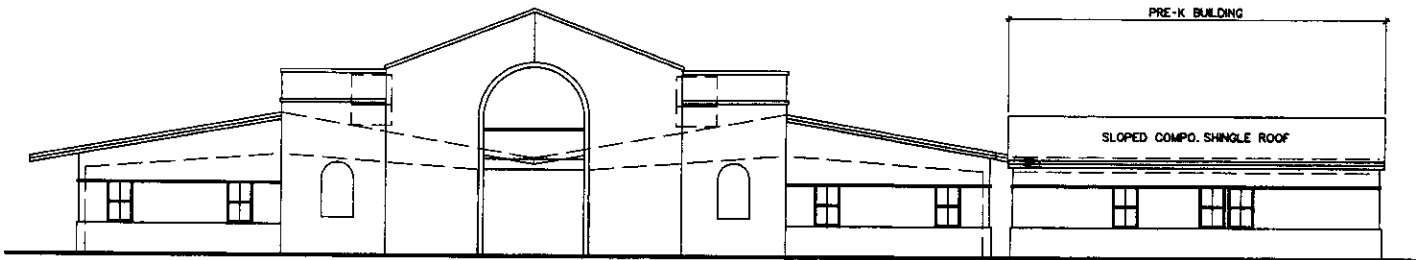
1 NORTH EXTERIOR ELEVATION

1/4" = 1'-0"



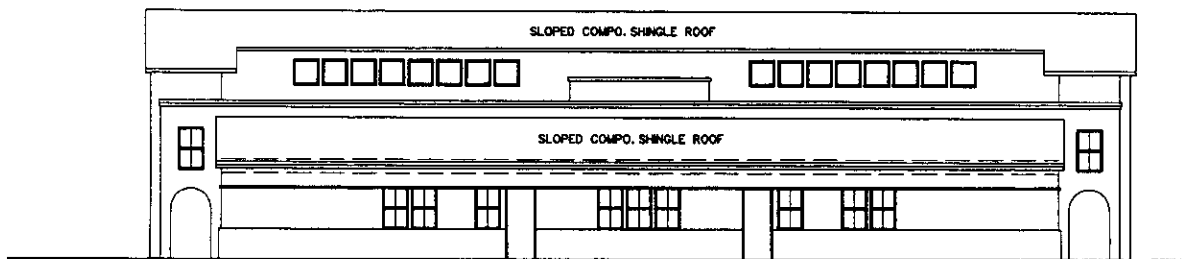
2 EAST EXTERIOR ELEVATION

1/4" = 1'-0"



3 SOUTH EXTERIOR ELEVATION

1/4" = 1'-0"



4 WEST EXTERIOR ELEVATION

1/4" = 1'-0"

4/19/10