

DATE: 05.05.2017 **MEETING DATE:** Friday, April 28, 2017
PROJ. NAME: Howard Middle School **MEETING TIME:** 2:00pm
PROJECT NO.: 17001.00 **MEETING LOCATION:** APS Facilities
SUBJECT: Design Committee Meeting 2 **MINUTES BY:** Bill Polk

Attendees: see attached sign-in sheet

ITEM	DESCRIPTION	ACTION BY	STATUS
1	Design Committee comments from previous meeting: <ul style="list-style-type: none"> • Address multiple entrances to facility – too many entrances can be a security issue; be able to isolate areas of the building from the public areas for after hour access. • Parking: 79 existing spaces at Inman; 125 proposed spaces at Howard. Design committee commented on potential parking along bus lane; parking was removed from that area due to potential conflict with buses based on comments in previous meeting. • Comment from last meeting about carpool drop off getting longer, maybe enter off Howell; Design team did review, but existing slopes are too steep to extend car entrance to Howell. 		
2	Three cafeteria locations were presented for discussion: <ul style="list-style-type: none"> • A. Outside of courtyard, glassy 2 story block to west side • B. Open cafeteria filling courtyard, with a portion to south of courtyard with a portion to south of courtyard • C. Enclosed cafeteria located in courtyard, with a portion to south of courtyard Comments: <ul style="list-style-type: none"> • A scheme keeps courtyard open for varied use; opportunities for varied events. • A scheme- like the idea of this being the heart of the building (media center and courtyard); nice way to organize yourself as you enter. • A scheme – explore option of exterior dining terrace (see Maynard Jackson HS). • B scheme is harder to control / lock off from public use areas • B scheme is a cavernous space for a cafeteria. • C – some interstitial space around cafeteria and media center: what happens with that space, how is it used? • The design committee advocates for a portion of the courtyard to be open to the sky. 		

Please accept this memo as confirmation of Stevens & Wilkinson's understanding. If your understanding is inconsistent, or if listed attachments are not included, please notify Stevens & Wilkinson immediately.

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3	<p>Courtyard roof</p> <ul style="list-style-type: none"> • The courtyard roof enclosure is not settled yet, options presented all indicate a clerestory with flat solid roof at top floor • Comment that all of the courtyard does not have to be covered by high roof (Tamara); likes the idea of an open-to-sky roof terrace above media center (Alvah). • The design team will review options pros/cons with APS 	S&W, LAS	
	<p>Media Center</p> <ul style="list-style-type: none"> • Inman Middle School media specialist has provided notes for the design of the new Howard media center, including request for additional 3,000 SF for a total of 9,000 SF for media center (The APS Howard program lists 5,350 SF for the media center, Ga DOE standard is 5,325 SF); summary of how media center is used by staff and students; Gail encouraged everyone to review and address Inman's media specialist's concerns. • Media center needs quiet space. • Media center needs visual access within space for media center specialists to see all students at all times. • Several design committee members noted they like the openness of scheme A. • One comment about liking the stair that goes underneath the media center in option C instead of through or to the side (Tamara). • The design team is moving forward exploring how the non-rectilinear media center is roofed in the courtyard. 		
	<p>Gymnasium stage</p> <ul style="list-style-type: none"> • Several Design Committee members noted desire to have existing stage outfitted with theatrical rigging for large productions. • Design team will confirm if existing structure can support rigging, and if existing space is large enough to work as a flyloft. • Rigging not part of scope of design work; Inman/Howard support groups may have opportunity to fund raise for the equipment. • The design team is working through plan options for this area. 		
	<p>Design Committee</p> <ul style="list-style-type: none"> • Consensus of committee was scheme A (media center in courtyard, organic, non-rectilinear; cafeteria outside of courtyard, double height glassy space. • Design Committee likes opportunities for green 		

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	roofs/terraces <ul style="list-style-type: none"> • The design team is moving forward with developing Scheme A with the understanding that the treatment of the stage at the existing gymnasium is up for review/discussion with APS. 		
	Next Steps <ul style="list-style-type: none"> • Design Committee meeting in 2 weeks (Friday, May 12, 2017) to review design narrative and sign off • Design team to meet with APS week of May 1, 2017. • New principal to tour Howard School Friday, May 5, 2017 		

END OF MEETING NOTES