

**DATE:** 04.04.2017 **MEETING DATE:** Wednesday, March 29, 2017  
**PROJ. NAME:** Howard Middle School **MEETING TIME:** 2:00pm  
**PROJECT NO.:** 17001.00 **MEETING LOCATION:** APS Facilities  
**SUBJECT:** Design Committee Meeting 1 **MINUTES BY:** Bill Polk

**Attendees: see attached sign-in sheet**

ITEM	DESCRIPTION	ACTION BY	STATUS
1	<p>Site Plan:</p> <ul style="list-style-type: none"> <li>• Suggestion to change traffic patterns with one way streets (maybe only during drop off and pick up times?); APS transportation can work on this but haven't been successful with those types of changes</li> <li>• There are TSPLOST improvements for the Dobbs/Boulevard/Irwin intersections pending</li> <li>• Bus and parent traffic will be separate; parents will circle block to get east bound on Dobbs for drop off at north side of site (building front), stacking on Howell (parents may drop off on block where ever convenient); buses in new midblock street to south of building</li> <li>• APS has not done any traffic studies outside of immediate site boundary</li> <li>• Encourage GDOT Safe Routes to Schools program review; Beltline accessibility to school; path to Walden Fields</li> <li>• APS has no funds for off-site improvements</li> <li>• Walden Field facilities to the west are likely too far to use during school day for athletics; the fields on site will be maintained by APS</li> <li>• APS assumes bus usage will increase at this site; some Inman parents, Design Committee members disagree</li> <li>• Limited number of parking is encouraged (do not exceed APS standard – "handle the school needs"); Both MLK and Inman Park districts are against extensive parking</li> <li>• Current schematic site plans accommodate staff/faculty; public and event parking could likely share National Park Service parking a block away</li> <li>• Do not mix bus traffic with angled staff parking (eliminates site plan option A)</li> </ul>		
2	<p>Floor Plans</p> <ul style="list-style-type: none"> <li>• Principal and teachers prefer not to have cafeteria near classrooms</li> <li>• Suggestion to encourage community engagement (community schools) in facility – use of school spaces for</li> </ul>		

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.

ITEM	DESCRIPTION	ACTION BY	STATUS
	<p>community / public events, segregated from rest of school for security after hours</p> <ul style="list-style-type: none"> <li>• Mills Sr Center could use larger meeting spaces that a school offers; this is an active senior center (with a shortage of parking)</li> <li>• Consider community farming, urban gardens as reaching tool</li> <li>• Plans will consider honoring alumni throughout building</li> <li>• The facility will meet ADA requirements</li> <li>• Elevators used for accessibility and for transporting technology from floor to floor – recommend spreading tech storage on all floors so elevator not needed for tech transport</li> <li>• The elevator location should not be an afterthought</li> <li>• Special ed students to have access to all parts of building</li> </ul>		
3	<p>Building Sections</p> <ul style="list-style-type: none"> <li>• Media Center on upper floor is more secure</li> <li>• The courtyard will need to be secured if used as a student space (courtyard to be secured with fence and gate)</li> <li>• Activate the courtyard by providing a function; Mary Lin courtyard is not used because there is no programmed space</li> <li>• Roof terraces will need 6' barrier (not glass due to maintenance and cleaning issue)</li> <li>• Gym stage will be required for performances in gym; right size; match up floor level of that area with rest of building</li> <li>• Scheme "A" comments</li> <li>• Scheme "B" comments – don't like the open exterior space under the media center, feels too heavy</li> <li>• Scheme "C" comments - like</li> <li>• Scheme "D" comment – space feels good in the courtyard, like the cafeteria location; great grand space; cafeteria connection to south creates great connection as well as sense of arrival from bus lanes</li> <li>• Scheme "E" – like media center location</li> <li>• Scheme "F" – like, cafeteria connection to south creates great connection as well as sense of arrival from bus lanes</li> <li>• Scheme "G"</li> <li>• Scheme "H" – overwhelming, like a mall, "stuffed"</li> </ul>		
4	<p>Design team will provide sketches presented to the Design Committee through Danny Gutlay</p>		
5	<p>Committee would like to think about design idea presented and wish to reconvene to share feedback; tentative date for next meeting – Friday, April 14, 2017, afternoon</p>		