



**Meeting Minutes**

**Date:** 10/20/2021

**Project name:** Bonnie Brae Elementary School

**Purpose:** Design Committee Meeting #2

**Location:** Google Meet

**Attendees:**

Name	Affiliation
C. Bradley James	FCPS D&C
F. Thomas Lee	Samaha
Randy Beard	Samaha
Kyle Lee	Samaha
Amy Miller	Design Committee
Eric Inman	Design Committee
Lindsey True	Design Committee
Michele Carlson	Design Committee
Rochelle Oedemann	Design Committee
Sara Sorenson	Design Committee
Scott Hawk	Design Committee

**Points of Discussion:**

**Project Introduction and Plans Presentation**

1. CBJ provided introductions to the project team.
  - FCPS Design and Construction
    - Bradley James – Coordinator
    - Subhash Gambhir – Architectural Engineer
  - Consultant Design Team
    - Samaha Associates – Architect
    - Pennoni – Civil Engineer
    - Ehlert Bryan – Structural Engineer
    - Strickler Associates – MEP Engineer
2. CBJ provided an overview of the role of the Design Committee.
  - A. Presentation and review of the preliminary design including:
    - Existing conditions on site
    - Areas identified for building addition
    - Areas identified for building renovation
    - Parking configurations on the project site
    - Site access and travel flow on the project site
  - B. Asking questions of the design team
  - C. Providing suggestions to the design team



- D. Expressing concerns that the committee may have
- E. Being a liaison to the community at large for items discussed during the committee meeting
- 3. CBJ provided a project overview of the projected milestone dates for the project.
  - Schematic Design Phase – 12/2020-3/2021
  - Design Development Phase – 3/2021-6/2021
    - Design Committee Meeting #1 – 6/30/2021
  - Intermediate Design Phase – 7/2021-10/2021
    - Design Committee Meeting #2 – 10/20/2021
  - Final Design Phase – 10/2021-1/2022
  - Permit Phase – 1/2022-1/2023
  - Construction Start – Spring 2023
  - Final Completion – Winter 2025
- 4. The slide deck can be shared following the meeting, however for security reasons, no floor plans will be distributed.
- 5. CBJ and FTL provided an overview of the project scope.
  - A. The project is a complete modernization and addition project.
    - a. The building will be brought up to current FCPS Educational Specification standards.
    - b. All existing to remain spaces will be renovated.
    - c. The priority during construction will be a smooth and safe occupied phased construction.
- 6. The ball fields shown on site have been confirmed to be on FCPS property.
- 7. FTL provided an overview of the existing conditions.
  - A. The cafeteria is undersized.
  - B. The main entrance is pocketed, dark, and uninviting.
  - C. The gymnasium is undersized.
  - D. The administrative suite is located in the center of the building and has no control over the primary building entrance.
  - E. The music program is split between two floors.
- 8. FTL presented floor plans and an overview of the proposed scope of work.
  - A. The cafeteria is expanded to conform with the FCPS Educational Specifications.
  - B. The administrative suite is relocated to the front of the building for visual control and increased security. The layout allows for positive ID check-in before access is granted to the school. The secure vestibule forces building visitors to route through the administrative suite reception area.
  - C. The gymnasium is expanded with the relocation of the support spaces.
  - D. The SACC program is relocated to the front of the school with convenient access to both the bus loop and kiss & ride loops.
  - E. The protective canopy at the bus loop was increased in size per comments provided at the previous design committee review meeting. The vaulted design allows for increased daylight at the interior of the building.
  - F. The art rooms on the second floor provide a similar protective overhang for the kiss & ride loop.
  - G. Equipment plans are being prepared to provide built-in equipment that conforms with the FCPS Educational Specifications. Furnishings, loose items that are not physically attached to the building, will be provided by the school system.
  - H. Natural daylight is being provided into all teaching spaces.
  - I. The library is expanded by moving support spaces outside of the existing library footprint. Two doors from the library provide access to the outdoor classrooms.
- 9. FTL presented renderings of the proposed final building after construction.
  - A. All entrances are designed to be ADA accessible.
  - B. The existing parking count on site is 119 parking spaces. 103 parking spaces are required. 120 parking spaces are provided.
  - C. All windows, doors, and entrances are being replaced during construction.
- 10. FTL presented renderings of the playground courtyard.
  - A. A bench is provided on the left-hand side of the image (plan north on floor plans) which also serves as coverage for the existing building footing.



- B. Playground equipment will be supplied under a contract separate from the construction contract.
- C. Limited landscaping and grass are shown to reduce the need for landscaping equipment at the interior of the school. Plantings are provided in limited amounts at both ends of the courtyard.
- D. Windows are being provided on each wall of the courtyard to provide visual transparency.
- 11. FTL presented renderings of the library courtyard.
  - A. The courtyard is laid out in an amphitheater style approach to address the grade change from the existing building down to the new addition.
  - B. Additional benches or landscaping can be added as preferred.
  - C. Both levels of the courtyard are ADA accessible.
- 12. FTL presented interior renderings of the proposed spaces after construction.
  - A. The main corridor/activity street is expanded with a wide main entrance adjacent to the cafeteria with a folding wall.
  - B. The interior brick will be painted or covered to modernize the appearance.
  - C. Additional daylighting is added to the main corridor with clerestory windows and enlarged skylights.
  - D. The terrazzo finish is expanded through the main corridor.
  - E. ADA access to the stage is provided directly from the cafeteria.
  - F. The colors shown in renderings here are placeholders. There is opportunity to revise the color selections as the project progresses.
  - G. The existing stairs are not large enough nor are they code compliant. The two existing staircases at the main corridor are being replaced with 1 larger monumental stair.
  - H. Acoustic panels are being added to the main corridor to reduce loudness of the space and echoes.
  - I. Pendant light fixtures will be used to modernize the space as well.
  - J. A tile finish is being applied sections of the existing wall to clean up wall finishes where mechanical equipment was removed.
  - K. Acoustic panels are also being provided in the library.
  - L. The expanded library pushes back the rear wall of the library.
  - M. Additional windows are added in the library to provide more daylight.
  - N. A bench is provided in the main corridor across from the gymnasium.
  - O. Both sides of the academic core will have convenient access to the library.
  - P. The wall graphics shown in the renderings are placeholders.
  - Q. The basketball striping in the gymnasium is expanded to a size compliant with the FCPS Educational specifications with the relocation of the support spaces.
  - R. Acoustic panels are being provided in the gymnasium.

## Questions and Comments

- 1. Q. Is the playground courtyard intended for pre-kindergarten use?
  - A. The grade level of the playground is to be determined at the end of construction.
- 2. Q. How has the acoustic impact of playgrounds been addressed?
  - A. CHPS has STC requirements that have to be satisfied for classroom spaces, which the project will comply with. Three of the walls for the playground courtyard are corridor spaces to further reduce the impact.
- 3. Q. Are window coverings being provided?
  - A. All classrooms will have blinds as part of the construction scope of work, regardless of whether the windows are to the exterior building perimeter or looking into the courtyard.
- 4. Q. What is the capacity of the school after construction?
  - A. 750 students.
- 5. Q. Where are the music classrooms located?
  - A. The music classrooms are either located remote from the classrooms adjacent to the gymnasium and cafeteria or isolated from classrooms with exterior walls and storage rooms for buffers. The stage/multipurpose room can be repurposed for use as a 4<sup>th</sup> music room if needed.



6. Q. Are custodial support spaces being provided?  
A. An outdoor storage, a spare parts storage room, a custodial office, and a custodial supply storage room are being provided in addition to custodial closets located throughout the building.
7. Comment: Foot traffic between Sideburn Road and the bus loop is a problem during arrival and dismissal. Suggest providing a natural buffer such as hedges or plantings to deter people from unsafely crossing the bus loop during arrival and dismissal.
8. Q. How is kiss & ride stacking being addressed?  
A. The kiss & ride stack length is a consideration during design. The length that can be used for pickup and drop off has been increased so that the queue can be processed faster.
9. Comment: Kiss & ride volume has increased over the years, but the traffic flows steadily.
10. Q. The SACC program usually uses the rear paved play area. Are there any considerations to relocate SACC to be closer to paved play?  
A. The primary considerations for the location of SACC were proximity to the administrative suite, proximity to kiss & ride and the bus loop, and access to the playground at the front of the school.
11. Comment: One committee member liked the existing brick.
12. Comment: School staff noted that the existing brick felt dark and enclosed and indicated that the brighter colors were welcome in the space.
13. Q. Office staff currently park at the rear parking areas. Are those parking spaces being maintained in the design?  
A. Parking areas are still being evaluated. Parking spaces at the rear by the loading dock is being reconfigured but is still present in the design.
14. Q. Is an outdoor handwashing station being provided?  
A. An outdoor handwashing station is currently not in the FCPS Educational Specifications. Based on this comment, a handwashing station will be reevaluated and coordinated with ISD with potential to be added since this question has been asked at other schools as well.
15. Q. Are lounges and workrooms being provided?  
A. Lounges and workrooms are spread throughout the school.
16. Q. When is the next meeting?  
A. The next meeting is the PTSA meeting.

These are the minutes as recorded based upon conversations and discussions, and are intended to provide an overview of the meeting. Any additions, omissions, and/or corrections shall be addressed at the following meeting. If no such corrections are made, then these minutes shall be recorded as part of the project record.

Sincerely,

Kyle Lee  
SAMAHA ASSOCIATES, P.C

Copies to: C. Bradley James, FCPS D&C