

# Meeting Minutes

Project : 303C - Child Study Center

Meeting Description : Community Information Session

Meeting Date:	Start:	End:	Notes Prepared by:	Location:
<b>8/30/2011</b>	<b>7:00 PM</b>	<b>8:30 PM</b>	F. Guillen - SMC	COM Staff Lounge -Student Services Building

Purpose:
Meet the Architect and learn about the Child Study Center design

Attendees (Excludes public. For complete list, see sign-in sheets upon request):	
Name	Company
Peggy Dodge	Director of Early Childhood Education - COM
Faby Guillen Urfer	Swinerton Management & Consulting (SMC)
Laura McCarty	Director of Modernization -COM
Felix Hunziker	HKIT Architects
Dara Youngdale	HKIT Architects

Item	Description
1.01	<b>Introductions:</b>
	Team introductions. Discussion about the format of the meeting. First, the Architects would present the CSC design (about 5-10 minutes). Next, the Questions and Answers session would start and go until the end of the meeting.
1.02	<b>Administrative Issues:</b>
	After team introductions, the public was asked to sign one of the sign-in sheets for record. Also, indicated that any further questions would be welcomed and routed through SMC. The SMC Sr. Project Field Administrator, Elizabeth Bornstein, business card was distributed for email and fax information.
1.03	<b>Architect's Presentation:</b>
	The Architect's presentation was done by Dara Youngdale in collaboration with Felix Hunziker. The template used for the presentation was similar to that used at the Board of Trustees Meeting on 6/28/11. The topics covered were discussed as follows:
	<p><b>Working closely with the user group</b></p> <p><b>Overall Site Features</b></p> <ul style="list-style-type: none"> <li>• Site is located on Magnolia Avenue at the Larkspur Annex site adjacent to the Brain Injury Network.</li> <li>• Parking at the front and along the sides of the building, maintained the current street edge configuration</li> <li>• Retained the exiting modular toilet building</li> <li>• Protected play yard at the rear of the site opening to the tidal salt marsh</li> </ul> <p><b>Outdoor Features</b></p> <ul style="list-style-type: none"> <li>• Rain Garden</li> <li>• Variety of textures and environments to support active and imaginary play</li> <li>• Large deck – controlled “outdoor classroom”</li> <li>• Active play yard</li> <li>• Secret Garden – actual vegetable garden planting beds that children can access and be a part of</li> <li>• Strong visual relationship to natural environment and the blurring of the edges</li> <li>• Security features- fencing and dual gate system</li> </ul> <p><b>Building</b></p> <ul style="list-style-type: none"> <li>• “L” shaped building with the main entry at Magnolia Ave, secondary entry to classroom and observation rooms</li> <li>• Building is designed as a modular building – using a standard bay size (12’ bays)</li> <li>• Steel Moment Frame</li> <li>• 6,150 square feet</li> <li>• Highly Efficient Plan – entry lobby and deck, no corridors</li> <li>• Strong, Simple Massing</li> </ul> <p><b>Program</b></p> <ul style="list-style-type: none"> <li>• Two Pre-school classrooms for ages 2 1/2 to 5 – serves children of C of M students</li> <li>• Capacity of 16 minimum – per classroom / serve up to 32 students</li> <li>• Each of those classrooms has toilet, food serving area, staff support areas</li> <li>• The “Study Center” serves Students from the ECE (Early Childhood Education Program), Pediatric Nursing, Behavioral Science/Child Psychology and other disciplines - Center for student teacher training, research and observation.</li> <li>• Student Classroom – Designed to CoM Standards - Capacity of 35 to 40, independent with its own entrance</li> <li>• Observation Room/ Resource for Staff and Conference Room, secondary entry at the side of the building</li> <li>• Welcoming lobby with access to staff work space, offices, lunch room</li> </ul>

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	<p><b>Building Imagery</b></p> <ul style="list-style-type: none"> <li>• Textures to add warmth and colors to blend with the natural landscape</li> </ul> <p><b>Sustainable Features</b></p> <ul style="list-style-type: none"> <li>• LEED Certification</li> <li>• Storm Water – Landscape Features (Rain Garden) – Swale</li> <li>• Energy efficiency, natural lighting and sustainable materials</li> <li>• Site Lighting will be unassuming, to avoid light pollution and contamination into the neighborhood</li> </ul> <p><b>Schedule and Budget</b></p> <ul style="list-style-type: none"> <li>• Two part package- Modular Building Package, Site Package</li> <li>• Construction start in 2012</li> <li>• Completion in (late) Fall 2012/early 2013</li> <li>• Tracking Costs – working with modular manf., consultant team to confirm construction costs on an on-going basis</li> </ul>
<b>1.1</b>	<b>Questions and Answers:</b>
1.1.1	<p><b>Larkspur City Council (Joan Lundstrom): We have some concerns regarding the potential impact of the CSC on traffic conditions on Magnolia (the neighborhood, commerce, MBNI, etc). How would you address those issues?</b></p> <p>Answer by HKIT (DY) and supplemented by Laura McCarty (DOM): Traffic studies will take place to fully understand the impacts, which we believe to be minimal. The entrance to the Center will be through the existing curb cut to the Marin Brain Injury Network building (MBIN). The MBIN parking will remain.</p>
1.1.2	<p><b>Larkspur City Council (Joan Lundstrom): What about the marsh lands adjacent to the site, would these be affected?</b></p> <p>Answer by HKIT (DY): The marsh won't be impacted. The design is intended to integrate the natural environment and use the marsh as part of the learning process for the children. Also, the construction process will be fully monitored to observe all of California regulations to preserve the marsh.</p>
1.1.3	<p><b>Larkspur Senior Planner (Neal Toft): What would be the planting palette for the street planting?</b></p> <p>Answer by SMC (FG) -Planting would be mainly native trees, with low maintenance, low irrigation needs to accomplish LEED Certification. Neal Toft indicated that the City of Larkspur has planting specifications that could provide to the College. FG said if possible to receive those via email to be considered/incorporated into the CSC planting design as much as possible.</p>
1.1.4	<p><b>ESCOM (Len Poland) - Are the colors going to be neutral to blend in with the environment or primary/bright to stimulate the children?</b></p> <p>Answer by Peggy Dodge (COM): It's going to be mostly a simple palette. Some primary colors would be used as accents and also a neutral palette will be used for the building.</p>
1.1.5	<p><b>Shops at Magnolia (Darius Nourafchan): There is a concern by the neighbors regarding parking. Also what would the College do for the community. Can the College provide/share parking with business?</b></p> <p>Answer by COM- (LM): This is a decision that the Director of Modernization cannot make without consulting the President and others at the College. The College needs to address its program first. However, I will bring this issue for discussion to the College. Maybe a possibility would be to share parking with businesses on the weekend. Answer by COM Faculty - Peggy Dodge: The College holds sessions on Saturdays throughout the day. May not be possible to divert parking while classes are being held.</p>
1.1.6	<p><b>MBIN - Patricia Gill: Is the construction going to stay within the fenced area? Is the access to MBIN going to be affected/changed?</b></p> <p>Answer by COM/HKIT: For the most part, construction will stay within the fenced area. The MBIN will remain as is and its access will also remain unchanged. Patricia Gill offered to help or participate in any way possible to facilitate the project. She has experience with the site and understands that the soils conditions are difficult/unpredictable, etc. She indicated that the MBIN has Marin Master Gardeners as their grounds keepers. Would be happy to share info/contacts with the College.</p>
<b>1.2</b>	<b>Closing remarks by team members to thank community for attending. Also invited attendees to review renderings and plans and ask questions to the design/management team/faculty members. A number of attendees spent 5-10 minutes after meeting asking individual questions to various members of the team.</b>