

Meeting Notes - Luxmanor Elementary School

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Date:	January 5, 2017
Project:	Luxmanor Elementary School
Project No:	216106.00
Prepared by:	Jeff Hagan

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ARCHITECTURE

LANDSCAPE ARCHITECTURE

PLANNING

INTERIOR DESIGN

No	Item	Action by:
1.1	This is the first meeting of the Luxmanor Elementary School REV/EX project.	
1.2	The Feasibility Study was reviewed including the existing site and floor plans and the site and floor plans of the preferred option. The preferred option maintains the 2008 addition, demolishes the remainder of the existing building and creates a new 2-story building with classrooms, administration, media center, and support spaces to the east of the 2008 addition. A gymnasium, multi-purpose room, kitchen, stage, and mechanical/electrical rooms are located on the east end of the new building.	

1.3 There have been several program changes made since the feasibility study was completed to accommodate additional special education classrooms and some other minor program changes. The site plan and floor plans from the feasibility study have been updated to accommodate these program changes and these were reviewed with the group. In addition, a 3-story scheme was reviewed.

1.4 The 2-story scheme is similar to the preferred option in the feasibility study.

First the site plan was reviewed. The building was pulled away from the east property line to avoid the existing grade and trees along this side and to give some additional space between the building and the adjacent neighbor's property. The South wing of the building (administration and media center) pushed further South to allow the additional program space to fit. Additional car cueing space was added to pull more cars off of Tilden Lane. The updated site plan accommodates 25 cued cars, 8 buses, 81 parking spaces, 1 soccer field, and 1 softball field.

The floor plans of the 2-story scheme were reviewed next. The 2008 addition is maintained and the remainder of the building is demolished. The main entry is located between the administration wing and the 2-story classroom section. Administration and 2 SCB classrooms are located in the South wing with the media center and support spaces on the 2nd floor above. A secure vestibule is located at the main entry to control entry to the building. A 2-story classroom wing is located to the east of the 2008 addition and the floor levels of the new and existing buildings will align. Kindergarten, PEP, and 1st grade classrooms are located on the first floor and 2nd through 5th grade classrooms are located on the second floor. A gymnasium, multi-purpose room, kitchen, stage, and mechanical/electrical rooms are located on the east end of the new building. The cafeteria is located to the south (front of building) and the gym is located to the north (back of building).

1.5 A 3-story scheme was reviewed next. The benefit of the 3-story scheme is the building footprint can be smaller which is helpful on the very tight site (i.e. more parking, cueing space, trees, and green space can be accommodated on the site with a 3-story scheme).

The main entry is located between the 2008 addition and administration. A secure vestibule controls access to the building. Kindergarten, PEP, and 1 SCB classroom are located on the first floor. A gymnasium, multi-purpose room, kitchen, stage, and mechanical/electrical rooms are located on the east end of the new building. The gym is located to the south (front of building) and the cafeteria is located to the north (back of building).

The media center is located on the second floor above administration. First, second, and third grade classrooms, staff lounge and dual purpose room are also located on the second floor.

The fourth and fifth grade classrooms and an SCB classroom are located on the third floor.

1.6 It was suggested to move the PEP classrooms to the 2008 addition and to locate the 3 existing Kindergarten Classrooms with the kindergarten

	classrooms in the new building so that all Kindergarten classrooms are grouped together.
1.7	Toilets will be provided in both Kindergarten & PEP classrooms.
1.8	Question: Will a Book Room will be provided? It was confirmed that a book room will be provided.
1.9	Question: Which classes use lockers PEP; Pre-Kindergarten; and Kindergarten classrooms have cubbies in the classrooms. Grades 1 – 5 use lockers located in the corridor.
1.10	The 'Pre-K' labels on the plans will be revised to 'PEP'.
1.11	SCB is not close to the health room in the 3-story scheme. Students with risk of seizures etc. need to be closer to the health room and the students need to use the elevator if located on upper floors to go to shared spaces and to lunch, which takes time. It is a balance of being closer to peers vs. near the health room. It was concluded that the preference is for the SCB rooms to be located on the first floor.
1.12	Locating the gym in the front vs. in the back of the building was discussed. The gym is heavily used by the community therefore locating it near the front and near the parking is preferred. Locating the multi-purpose in back is preferred for easy access to the outdoor play areas for recess from the cafeteria.
1.13	An elevator to 3 rd floor will be provided.
1.14	Each level of the building will be at the same elevation. No internal ramps will be located in the building (except for access to the stage).
1.15	The 2008 addition contains Art and Music which are innovative and creative spaces. The green panels on the exterior are a pixilated version of a tree canopy. "The 2008 addition is the exclamation point on the end of a sentence and the design of the new building will create the sentence." The new building will be sympathetic to the addition but the new building will not copy this aesthetic.
1.16	A workroom for a copier will be provided on each floor.
1.17	Playgrounds will be fenced and will contain adaptive equipment. The existing playground equipment that is a memorial will need to be removed and replaced. We will be sensitive to the memorial and will work with the school and the family to maintain a memorial. Question: What type of playground surface material does MCPS currently install on playgrounds. This needs to be verified and will be followed-up on at a future meeting.
1.18	There have been reports of A/C and heating issues in the new wing. The design team will investigate as part of this process.
1.19	The 3-story scheme was preferred. There is less building in front on the site which will allow for more green space for students to run around. It will also allow for more on-site cueing space for cars and buses and gets more cars off of Tilden Lane and may allow for existing trees to be maintained. Also, stepping the building back at the 3 rd floor makes the building mass less ominous at the front. Views from the back and the front were requested when showing the massing at future meetings.
1.20	There are 53 existing parking spaces on site. The new site will contain

	approximately 81 parking spaces.
1.21	Staff noted that they do not like the height of the kindergarten toilets in the 2008 addition. The current MCPS standard specifies for standard height toilets, therefore the low toilets will not be used in the new building.
1.22	The 3 rd floor south exterior wall is glass facing out front, but is not a wall of glass. The design will be developed and shown at future meetings.
1.23	Construction is expected to take 18 months. Students will be relocated to Grosvenor Center during construction.
1.24	The current student enrollment is 483.
1.25	Question: Kindergarten students are dismissed with ID check through a separate door. Will that be able to be done in the new building. Yes, they will be able to exit through the same location as they do now which will be separate from the other students exiting the building. A canopy was requested to be added over the landing and stairs at this door.
1.26	Next Meetings: Next meeting to occur on January 25, 2017 at 3:30 PM. Future Meetings: February 13, 2017 at 7:00 PM February 23, 2017 at 7:00 PM March 07, 2017 at 6:30 PM (PTA Meeting)

These meeting notes were prepared by Hord Coplan Macht, Inc for the purpose of recording the information covered during this meeting. Should anyone object to any statement or interpretation contained herein, please inform Hord Coplan Macht, Inc. within seven days or the meeting notes shall stand as written.

Submitted by,

HORD COPLAN MACHT, Inc.



Jeff Hagan, AIA
Principal

Luxmanor Elementary School
 Schematic Design Meeting #1
 January 5, 2017

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