

MEETING MINUTES

Project Name: Raleigh Senior Center
Owner: City of Raleigh Parks and Recreation
HH Project Number: 08-018

Date and Time of Meeting: April 14, 2009, 3:00 pm
Location: Hayes Barton Methodist Church, 2209 Fairview Road, Raleigh, NC

Meeting Minutes Number: 07
Date Recorded: April 14, 2009
Report by: David Carey

Parties in Attendance:

Name:	Company:
Stephen Bentley	City of Raleigh Parks & Recreation
Steve White	City of Raleigh Parks & Recreation
Debra Bradsher	City of Raleigh Parks & Recreation
Doug Gallow	Lifespan Design Studio
Ellen Gallow	Lifespan Design Studio
Eric Davis	Lappas and Havener
Chris Horner	HH Architecture
David Carey	HH Architecture
Alicia Kirwan	HH Architecture
Dave Hart	HH Architecture
Chevon File	HH Architecture
Andrea Frysinger	HH Architecture

Cc Distribution:
All parties present

Public Input Meeting #2

Minutes:

1. Introduction and welcome by Stephen Bentley and Steve White.
2. Chris Horner describes design schedule and current milestones. Project has just concluded schematic design phase, approximately 30% of total design process. Building is projected to open in 2011.
3. Ellen Gallow describes programming process, including how programs and services were decided on, how functions and rooms were defined, how the major building blocks were laid out, and how the buildings were designed from the inside out. The process also included survey analysis, public input, tours of current Wake County senior center facility, and tours of neighboring community senior centers.
4. Chris Horner describes the decision making process for building site placement of Whitaker Mill center. He describes "campus" feel of site, drop-off and entry points, back porch, building circulation, and major interior spaces. The design of the elevations was influenced by the need to mimic the existing adjacent building.
5. Doug Gallow describes the interior spaces at the Whitaker Mill building including the individual rooms, their functions, and specific amenities.

6. Chris Horner describes the site and exterior elevations of the Millbrook Exchange Park building. He describes drop-off and entry points and site parking.
7. Doug Gallow describes the individual rooms and their functions and amenities at Millbrook Exchange.
8. Chris Horner describes “green” features for the new buildings including rainwater cisterns, automatic fixture sensors, native landscaping, high-efficiency building envelope, solar hot water, and natural day-lighting features. The Whitaker Mill building will be designated LEED silver.
9. Doug Gallow describes senior-specific features for the new buildings including sidewalks from all parking space locations, wide sidewalks, full covered entry at Whitaker Mill, automatic doors, window views to the outside, large toilet stalls, grab bars in each stall, automatic flush fixtures, and sinks in the large handicap bathroom stalls. Great care will be taken to provide senior-friendly floor finishes and materials.
10. The question and answer period is opened to the floor by Stephen Bentley. The following questions and answers were documented:

Q: How hard is it to add a covered drive-up portico on Millbrook Exchange?

A: The design team will explore this further

Q: Are the hallways wide enough for two wheelchairs to pass each other?

A: Yes

Q: Is there room in the restrooms for a wheelchair?

A: Yes

Q: Is there an AV closet in the multi-purpose room at Whitaker Mill with portable equipment?

A: Yes

Q: Is there a viewing screen at Whitaker Mill multi-purpose room?

A: Yes

Q: Is there an elevator at Whitaker Mill?

A: Yes

Q: Is there a sewing and craft room at Whitaker Mill?

A: This function can be programmed into either the art room or small multi-purpose rooms.

Q: Is the project still in budget?

A: With the available budget, both centers could not be built at this time. Council has only authorized design of these centers and they will have to approve for staff to proceed construction after the designs are complete.

Q: What is the staffing plan for both centers?

A: The City will provide staffing; there will also be members of Resources for Seniors and Meals on Wheels on site.

Q: I will be 87 years old in May. Will I be able to enjoy this center?

A: Scheduled completion is January 2011. City Counsel has dictated that there be three public input meetings during the design process.

Q: What hours will Meals on Wheels be available?

A: Because of design of dividable multi-purpose room and kitchen, MOW can operate their hours without disruption. Service can continue even if other dividable spaces are in use.

Q: How many people will fit in each of the dividable spaces of the large multi-purpose room?
A: Each space will hold about 80 people. This will be Parks and Recreation's largest event room.

Q: Is there a lounge area at Whitaker Mill?
A: Yes, the café and vending area is designed for this function.

Q: Will this be a commercial café?
A: Not at this time, but the opportunity to sell product from this location at a later date is being explored.

Q: Will there be modern toilet paper holders?
A: Yes.

Q: Will one center be built before the other?
A: The intention at this time is to try and build both simultaneously.

Q: Is the porch at Whitaker Mill screened in?
A: No.

Q: What is the square footage of the two buildings?
A: Whitaker Mill = 19,382 sf, Millbrook Exchange = 4,466 sf.

Q: Will the parking lots be able to accommodate large buses?
A: Yes.

Q: What type of equipment will the fitness center at Whitaker Mill have?
A: The equipped room will have treadmills and nautilus equipment and the aerobics room will be for aerobics-type fitness activities.

Q: Why isn't the dedicated fitness room on the second floor with the other dedicated rooms?
A: The intent was to create a fitness wing at the center.

Q: Will there be provisions for fitness equipment at Millbrook Exchange?
A: The nearby center currently has equipment. Millbrook Exchange could schedule fitness-type aerobics classes.

Q: Is there parking close to the buildings?
A: Yes.

Q: Will the Millbrook Exchange center have to share the facility with children?
A: The center will be programmed for seniors as a priority.

Q: Will there be fees for activities?
A: Some activities will be free of charge and some classes may charge a fee.

Q: Can Whitaker Mill have a kiln?
A: The Parks and Recreation directors will look at this option. Currently, there are other City-run art centers that have ceramics programs at Pullen Art Center and at Sertoma Art Center. There is a possibility of taking the ceramics off site for the firing process.

Q: Has the money for the centers been put aside?

A: Funds are available from the 2007 Parks and Recreation bond. Staff is not aware of any issues with bond funding.

Q: Will the porch at Whitaker Mill have furniture to lounge in?

A: Yes.

Q: How many parking spaces will be added to the new centers?

A: Millbrook Exchange will add 100 new spaces. Whitaker Mill will be adding 65 new spaces for a total of over 200. The existing Whitaker Mill parking lot is being redesigned to be safer and more user-friendly for pedestrians by reducing slopes and reconfiguring the parking layout.

Q: When will Laurel Hills get attention?

A: The new senior centers are being planned first at this time. Laurel Hills Park and Worthdale Park were both included as a list of potential locations for satellite centers along with Millbrook Exchange Park when the information was presented to the Council.

Q: How will safety issues be handled?

A: There will be a control point at the main lobby reception desk and most exterior doors are for exit egress only. The team is looking at options for security cameras.

Q: Is there a waiting area at Millbrook Exchange?

A: There is a lobby area that will have furniture, as well as a vestibule and bench area.

11. Stephen Bentley closes the meeting and invites all participants to adjourn to the four individual breakout groups for any further questions. The following questions/comments were recorded from these small group sessions:

Comments:

- a. Make sure backstop and fencing at Millbrook Exchange is designed for foul balls.
- b. Please consider a kiln at Whitaker Mill.
- c. What will the eligible ages be for seniors?
- d. How will security on the second floor be handled for after-hours rentals?
- e. Please provide ping-pong tables and horseshoe pits.
- f. Are the computers for everyone?
- g. Provide sinks at coffee areas.
- h. Provide free programs.
- i. Provide quality sound systems.
- j. Provide places to display art.
- k. Provide more restrooms.
- l. Design HVAC for all uses.
- m. Bus drop-off is too far from the door.
- n. Why not connect the two buildings at Whitaker Mill?
- o. Please consider flooring similar to Brier Creek center. The tile used at other facilities is too slippery.

12. There was also a comment form on the back of the agenda sheet for those who wished to express their opinions in written form. Please see attachment of this document for copies of these comments.