



Design Meeting #2 – Minutes Schematic Design

Holy Spirit Catholic Parish – Addition and Remodeling Ellis Office – Lower Level September 27, 2018

Attendees

Fr. Steve Brice, Holy Spirit
Dcn. Rick Letto, Holy Spirit
Lee Olsen, Holy Spirit
Michele Miller, Holy Spirit
Wendy Mitch, Holy Spirit
Rick Zahn, Holy Spirit
John Krupka, Holy Spirit
John Clifford, Holy Spirit
Kevin Czerwinski, Holy Spirit
Jim Anderson, Project Manager, Ellis Construction
Steve D. Chizzo, Architect, Ellis Construction

Previous Meeting:

Design Meeting #1 – 9-12-18 – first design committee meeting (minutes not reviewed)
Meeting with City Officials – 9-19-18 (minutes not reviewed)

General:

1. The main goal for this meeting is to decide which design approach is best: elevator with on-grade access, or raise the building to eliminate the elevator, and have sloped access to the entrance.
2. Another goal is to review the idea of separating the Multi-Use Hall from the existing north wall to create space for daylight into the existing stained glass windows and to eliminate need for creating firewall.
3. The last goal is to discuss modifications and enhancements to the plan.

Schedule:

1. Schedule was not discussed in-depth. It is anticipated that the new addition will be constructed first to allow services to be held in the Multi-Purpose Hall while work is going on within the existing church building.
2. The best time to disrupt services and activities in the existing church is summer.

Review of Floor Plan:

1. Two plans were discussed: Sheet A1a (Option A without elevator) and sheet A1b (Option B with an elevator). Option A is the consensus favorite of the group. This means the building and access at main entrance will be raised to be at the same level as the Sanctuary. The new “agreed upon” plan has become the “raised plan – no elevator”.
2. Both plans utilize the same “footprint” and room layout, with a separation of 10’ from the existing buttresses along the north wall.

3. Option A has much more space in the Gathering Area, and a nicer connection to the Multi-Purpose Hall
4. The space between buildings should be increased slightly (~15') for additional daylight and the potential for vehicle access to the Kitchen door area.
5. If the northwest doorway remains, there needs to be a sidewalk for accessibility, stairs won't work there.
6. The Janitor Closet needs to be accessible from the Gathering Space. (not behind locked door to Office Suite)
7. The locking door to the Office Suite is desirable; however, the Admin. Coord. may need to be available outside of the Suite doorway.
8. It would be nice to move two (2) offices from the east end of the Office Suite to the west end for a better "cluster" of people and reduce the "bowling alley" affect.
9. The Bathrooms located in the center of the building, instead of on the outside wall, is great.
10. The Conference room on the outside wall is good, unless Offices are needed there.
11. The Janitor Closet and Riser Room should be relocated, but the Riser Room needs to be on an outside wall for the water service entrance. This may be on the east wall, north wall, etc.
12. The northwest doorway should be eliminated. This was a convenience doorway to be a second entrance to the Office Suite. It is not needed as an exit and will likely not be used as intended. This will create space for Offices along that wall.
13. The Shared Office can be reduced to the size of a typical office.
14. Location of the Pastor's office is good but the toilet room could be deleted if necessary.
15. The east door from the Office Suite to the Multi-Purpose Hall is useful.
16. The northeast exterior doorway will be nice for a more private staff access or exit.
17. The Conference room can be moved to where the Work Room and Storage are now. Those rooms could move to the north wall.
18. The Kitchen location will be nice for a coffee counter / serving window facing the Gathering Area.
19. The 45 deg. doorway to the Multi-Purpose Hall looks good. A glass folding or sliding wall is desirable to completely open up between the two spaces for overflow seating or other combined use.
20. The layout of the Kitchen needs to be worked out due to the long and narrow size of the room.
21. The size of the Storage Room in the Multi-Purpose Hall will need to be adjusted as needed due to the size of the Kitchen, chairs and tables storage, and the potential Kitchen storage.
22. It may be necessary to add an exterior door on the storage room for loading/unloading.
23. There was one toilet deleted from each bathroom, but the quantity still meets Code and the committee felt that was OK.
24. A unisex Family/Assisted Use Bathroom will be added to the plan. It's not a code requirement, but will be useful due to the aging population.

Review of Site Plan:

1. The floor level will be raised to match the Sanctuary; therefore, the sloping driveway and stairs are needed to get to the main entrance.
2. There will be a covered drop-off area. (standard practice is to make this approx. 12' tall to fit an ambulance)
3. The Easter vigil firepit location is OK, but more analysis is needed for the space around the firepit, layout of the stairs, etc.
4. The 9% grade is pretty steep, so it is likely the north end of the driveway area will need to be adjusted somehow. The site designers will look at all of this once they are hired.
5. It is still possible to raise the entire parking lot instead of using retaining walls, stairs, etc., but that will be a budget consideration.
6. The site designers will have to identify stormwater detention areas, traffic flow, grades, etc. to create a cost effective plan to meet the City's requirements.
7. It is likely that the existing north driveway will be relocated further west.

8. The existing statue in the northeast corner of the site should remain in that location.

Additional Considerations:

1. There are stained glass panels at the Newman Center that should be re-used somewhere inside the new addition. Backlighting near an exterior window would be nice.
2. We need to plan for re-using any existing stained glass church windows somewhere in the new addition instead of just covering them up or removing them. The east wall of the new Multi-Purpose Hall would be a great place.
3. There is a large wooden table at the Newman Center that should be re-used somewhere inside the new building, or possibly in Kostka Hall.
4. The Gathering Area will host wakes and possibly small funeral services, and possibly be used as a small Chapel. The location for the casket should be considered, as well as furniture placement, chairs, etc.

Budget:

1. The revised plans will be used for a budget update at the next meeting.
2. It is anticipated that the elimination of the basement, elevator, barrel vaulted glass, etc. will offset the added costs for raising the building and the site. As an example, the following cost can be re-assigned to other areas:
 - Elevator - \$100,000
 - Fire-Rated Windows - \$87,000
 - Barrel Vaulted Skylights - \$91,600
3. The existing building cannot be ignored in the budgeting process and planning the work.

Miscellaneous Notes:

1. We briefly discussed the idea of LEED (Leadership in Energy and Environmental Design) and how it may apply to this building.
2. We are a little early in the process yet, and need the mechanical design consultants on-board to further analyze the options and propose ideas.
3. LEED certified buildings will definitely cost more to create, but there is payback in the operation costs into the future. Cost savings can be achieved by not being LEED certified but still designing the building and systems with sustainability and efficiency in mind; that is likely the course of action here due to the budget.
4. We will revisit this subject as we go further into design development.

Action Items

- Ellis
 - o Prepare revised floor plan(s).
 - o Prepare a revised Target Cost budget estimate for review.
- Holy Spirit
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Attachments

- "2018-09-26 – Holy Spirit Parish SD Option A.pdf"
- "2018-09-26 – Holy Spirit Parish SD Option B.pdf"
- "C-1a – site plan – option A – 9-26-18.pdf"

Next meeting: Wednesday, October 10th at 3:00pm.

If any of the preceding minutes are not per your understanding, or if there are items missing which you would like added, please notify sender of such updates within (2) business days of receipt of these minutes. Minutes will be amended and redistributed as necessary.

----- END OF MEETING MINUTES -----