



**CONSTRUCTION AND FACILITY SERVICES (CFS)**  
**3200 Center Street, Houston TX 77007-5909**

**Facilities Planning**

**Meeting Minutes**

**Lee High School**

**MEETING NO.:** 005

**LOCATION:** Lee High School

**DATE / TIME:** August 29, 2013 / 5:00 pm

**ATTENDEES:** Melanie Hauser, Lee alumni/ Community Member; Dawn Dunn, YMCA; Marcelin, Kamdoun, Student; Monica Quintero, Principal; Sue Robertson, HISD – Facilities Planning; LaJuan A. Harris, HISD-Facilities Planning; Marie Hoke, WHR Architects; Joseph Benjamin, Lake/Flato Architects; Alfiee Herran, Lee AP; Warner Strang, URS; Vergel Gay, VGA and Associates; Clay Clayton, HISD Facilities

**PURPOSE:** To complete finalize the space requirements and space descriptions in preparation for the upcoming design charrette.

**AGENDA ITEMS:**

- Review and reconcile total building space requirements with District standards
- Review District Educational specifications for program areas
- Discuss preparation for the design charrette.

**NOTES:**

1. Capacity Model and Space Requirements

Sue Robertson led a discussion of options to reach the budgeted space program, including review of total student capacity and specific spaces. After discussion the following decisions were made to:

- The concession area will be shared with the gymnasium
- No ticket booth is needed
- The gymnasium and auditorium will share a lobby and restrooms
- The auditorium may be located adjacent to the Dining Commons but separated by an operable partition to allow for expanded capacity in the Auditorium when needed.

Subsequent to the meeting, it was determined that the square footage for the childcare program was inadvertently not included in the formula for the total gross square footage of the facility as presented at the PAT meeting. Based on discussions from the meeting the following changes were included in the Draft Educational Specifications issued on September 16, 2013 and will need to be accepted by the PAT at the Design Charrette:

1. Delete the Teaching Theatre (-1,725 sq. ft.)
2. Delete Grad Lab (-900 sq. ft.)
3. Provide 4 Small Group Rooms at 200 square feet rather 8 @ 120 square feet(-160 sq. ft.)
4. Adjustments were made to the Food Services Area to meet HISD's standards. (-1,575 sq. ft.)
5. Square footage for Technology requirements were added to the program, however, this does not affect the square footage budget for the school. This additional square footage is being funded by the District wide Technology budget.
6. The revised summary of spaces is shown below:

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	Teaching Stations	Total
Core Academic Area	56	66,392
Space Allocation Specific to Program	11	19,770
Visual Arts	1	1,630
Performing Arts	4	22,445
Physical Education/Athletics	4	49,685
Welcome Center/Administration Space Requirements		12,140
Food Service Space Requirements		14,672
Custodial/Maintenance Space Requirements		2,100
Childcare Center		2,770
Total Net	76	191,604
Building Support	38%	72,810
Total Gross		264,414

IT SUPPORT		
Computer Repair Room	1	850
Computer Storage Room	1	850
Total Net		1,700
Building Support	38%	646
Total Gross		2,346

## 2. Space Descriptions

A package of draft Space Descriptions was distributed to the PAT, and Ms. Robertson asked that the PAT provide comments by September 9, 2013. This will allow the Architects to prepare for the design charrette. The team discussed the extent to which later changes would be possible once the resulting design emerged. A copy of the package is attached to these minutes.

## 3. Design Charrette

Ms. Robertson described the agenda for the design charrette scheduled for September 26 and 27. To the maximum extent possible all PAT members are encouraged to attend both days, and to interact with the design team as initial design decisions are made.

### ACTION ITEMS:

- 1-01 Comment on the Space Descriptions (PAT, September 9)
- 2-01 Attend Design Charrette (PAT, September 26 and 27)

Please review the meeting minutes and submit any changes or corrections to Warner Strang  
After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Warner Strang  
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