



MEETING RECORD

PROJECT: Telluride Mountain School

PROJECT NO: 19069.00

DATE: 1/13/2020

ATTENDANCE: See attached attendance sheet

SUBJECT: Planning Advisory Team Meeting #1 (Kick-off)

The purpose of this meeting was to introduce the master planning team, discuss the process and gather information on the school. The master plan team will review the drawings done previously and discuss various considerations that will influence the master plan.

The following is a record of the items discussed with the Planning Advisory Team.

- A. **Teacher Housing:** While this is an import need for the school, it was discussed that teacher housing does not make sense on the school campus. If teacher housing is to occur it would best be located on a residential lot somewhere else in the Lawson Hill area.
- B. **Enrollment:** The school currently has an enrollment of about 120-130 students. The majority of the students are Pre-school through 6th grade. The Montessori program consists of Pre-School age students and has 20 students in each of two classrooms. The elementary classrooms target 16 students in each room or 8 students per grade (two grades per classroom). Although the school may grow, it was decided that the planning process should focus on accommodating the current need and not plan for growth. An ideal future school size of 200 was discussed as a long-term possibility (20 years out).
- C. **Parking/Dropoff:** There is a need to park 30-40 cars now for typical daily school use. School events and meetings (which occur each Monday) require more parking and currently overflow onto lot HI. The school currently leases parking spaces from the Lawson Hill HOA on lot HI. Parents of younger students walk students to their classrooms. Parents of older students typically drop them off and leave. Currently cars back into the front area so that they can leave by pulling forward. Their may be a future shared parking opportunity with the development of Lot HI. The number one issue the school currently faces is inadequate parking and student drop-off.
- D. **Zoning:** Lot F1 is currently zoned Commercial, but has a rider for school use. Lot F2 and G are zoned commercial. Lot HI is zoned Public Good. The proposed land transfer would deed additional land from lot HI (owned by the HOA) to the school for the purpose of aligning the property line with the access easement and to provide more parking for the school. In exchange, the school would rezone their properties to Public Good and allow the HI property to be Commercial. This rezoning would diminish the value of the TMS lots, but may have advantages for the school use.
- E. **Playgrounds:** Currently the Montessori utilizes the roof plaza that connects to grade as a playground for pre-school age students. The "Hill" is a natural area on the west side of the site (Lot F2) that is beloved by students and parents for its creative and natural characteristics. There is more space to the west on F2 for expansion of the natural play area. The parking area due north of the school is used as a hard surface play area and as a place to put picnic tables for eating when the weather is nice. TMS generally likes the play areas they have and they work well for the school. The desire would be to create a situation where the play areas are not part of the vehicular circulation system. There are athletic fields maintained by the HOA that are within walking distance to TMS that are used by the school.
- F. **Easements and Storm Drainage:** There is currently a utility easement on the southwest side of the building for the sewer service; however, the sewer is not located here. It was noted that there is a drainage pond on Lot G near the traffic circle that is used for offsite drainage by the HOA. The school sees a possible future access point off of Scenic Drive onto the west side of Lot F2.

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- G. Fences:** Chain link fences were installed extensively around the school to delineate playground space for TMS. The HOA does not allow chain-link fences based on the current commercial zoning of the site. It is possible that if the campus was rezoned to Community Good that the chain-link fences may be able to remain in place. The HOA would prefer that the fences be more in keeping with the character of the neighborhood.
- H. TMS Building Spaces:**
- a. Building Access:** The front entry is hidden behind the loading dock/trash area and provides poor visual identification of the public building access. The Rock & Roll Academy would ideally have a separate entry (and restroom).
 - b. Administrative Offices:** The faculty and administrative offices are distributed around the building. While this configuration isolates the front desk, it does offer some advantages in connecting administrators to the pulse of the school.
 - c. Kitchen:** The current facility can not provide food service due to water and sewer limitations when the building was originally remodeled for the school. This is possibly due to the sewer lift station and lack of grease interceptor. TMS does not desire a full commercial kitchen, but a limited food warming/serving area would be desired.
 - d. Great Room:** This space is currently used extensively when a large space is needed. This space is not large enough to assemble the entire school and should be expanded. This space has a need to be flexible to serve many functions for the school including assembly, performance, cafeteria, and large breakout space.
 - e. Classrooms:** The building is designed to have one classroom for each two grades. Currently there are two extra classrooms that are needed to accommodate the class sizes. Classroom size averages 16, but can vary a great deal and thus a flexible solution is needed. There is a need for two more classrooms than they currently have. There is also a need to have larger classrooms than is currently provided. The classroom need is the second highest priority.
 - f. Seminar Room:** This room serves as a conference room and also as a classroom. This room is utilized most of the day.
 - g. Grade Organization:** The school consists of the Lower School which is comprised of Grades 1-6 and the Upper School comprised of grades 7-12.
 - h. Gymnasium:** A traditional athletic gymnasium is not needed or desired. The school would benefit from a large flexible space that could offer recreational and PE opportunities. It was mentioned that there is a gymnastics studio across the street that may be for sale and may offer opportunities for school use.
 - i. Rooftop Expansion:** It was noted that the building can accommodate an addition located on the rooftop where the Montessori playground currently exists.
 - j. Sound Control:** The nature of the large open structure makes noise in classrooms a continual problem. Ideally more sound isolation between classrooms is needed.
- I. Priorities:** The master plan should address key building functional issues identified above. The top two issues facing the school are 1) Parking and Drop-off and 2) Classroom space. The master plan should also identify long term future growth space to firmly establish this as an expectation for the HOA and County. The master plan should provide cost estimates for the parking and playground solutions.

Attachments:

CC:

REPORTED BY: _____

Signature

Brian Calhoun, Principal

Printed Name



PROJECT: Telluride Mountain School

PROJECT NO: 19069.00

DATE: 2/03/2020

ATTENDANCE: See attached attendance sheet

SUBJECT: Planning Advisory Team Meeting #2

The purpose of this meeting was to discuss building program requirements and master plan options.

The following is a record of the items discussed with the Planning Advisory Team.

- A. Program:** The building program was developed to illustrate two stages of growth to achieve a final program capacity of 200 students. The program was developed based upon an ideal configuration which did not seek to tie the program to the spaces currently available. This is evident in the sizes of classroom and specialty spaces which are shown larger than the existing spaces. In order to understand how the site can be utilized we evaluated the ability to incorporate the ideal program into the current building. In the discussions with the group it was clear that the program did not necessarily need to be implemented to fully expand classrooms which impacts how potential additions could be phased.
- B. Master Plan Options:** Three master plan options for site and floor plan arrangements were illustrated. The building floor plans were laid out based upon an ideal program square footage which dictates significant renovation. Through the course of discussion it was decided that phase 1 programming should be based upon the current enrollment and existing classroom spaces.
- C. Building Program organization:** Several of the floor plan layouts organized program based upon age group. The team noted that cross flow is a part of the TMS model and should always be an option. Specific separation of age group programs is not desired. The goal of improvements at TMS is not to “out public school the public school.” TMS is successful because it is organic and funky.
- D. Site planning:** Several parking options were proposed. Option 1 which does not include parking directly off San Miguel River Road would likely be preferred by the HOA due to comments on the previous parking study pursued by the school.
- E. Lot F2 visioning:** A vision for lot F2 is desired. The design team has not yet addressed the components or opportunities of the sloped natural area. A natural feel to include a natural amphitheater and references to the Ewok village were proposed.
- F. Priorities:** The master plan should address a phased approach with a few additional classroom spaces being the first need. Group consensus indicates a two story addition at the east end of the building as the desired initial approach. Phase 2 would include build out of needed spaces on the rooftop with renovations of the existing building as needed.

Attachments:

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REPORTED BY: _____

Michael T. Riggs, Associate _____



PROJECT: Telluride Mountain School

PROJECT NO: 19069.00

DATE: March 4, 2020

ATTENDANCE: See attached attendance sheet

SUBJECT: Planning Advisory Team Meeting #3

The purpose of this meeting was to review the revisions to the site master plan, define additional site requirements, and establish consensus regarding the final product.

The following is a record of the items discussed with the Planning Advisory Team.

- A. Parking:** A revised parking layout has been developed which includes a total of 52 parking spaces. The 90 degree parking with 24 feet drive aisle is accessed from a drop off loop at the west end and an access point to San Miguel River Road at the east end. The parking lot is laid out for a potential parking deck above.
- B. Parking deck potential:** The layout of the on-grade parking will allow for a potential future parking structure, however the site size constrains the ability to circulate to the parking structure. Access to the parking structure would need to be provided from Society Drive. The elevation of the parking deck would allow for an on-grade access to the parking deck from Society Drive. This access would need to be discussed with the Lawson Hill HOA and fire department.
- C. Parking/Dropoff:** A modified round about is utilized for drop off and access to the west end of the parking lot. The drop off is wide enough for drop off along the west and south curb lines with vehicles passing in the drive lane. Vehicles can exit through the parking lot or bypass the parking lot and exit via San Miguel River Road.
- D. Building Additions:** Future additions are shown in three locations. The first location is within the current loading dock area. The second is on the roof top which is currently utilized for Montessori play. The third location extends to the west from the west end of the existing building. The first location would be proposed as phase 1 and include a 2-story addition with a footprint of approximately 1,000 square feet. The roof expansion area could accommodate the primary growth in educational space while the west addition area could be reserved for a potential multi-purpose space. Any addition to the west end will require significant excavation and either relocation of a drainage line/easement or spacing of the addition to accommodate the drainage line.
 - a.** Since the drop off loop is located to provide a buffer to the building there is the potential for a further building expansion on the east end. A small east addition could allow for the incorporation of a revised entry at some time in the future. A dashed line indicating a future addition should be included in the master plan diagram.
 - b.** The phase 1 building addition may be able to include a basement/crawl space area. The additional area is desired for storage opportunities. A potential basement/crawl space should be evaluated in concert with a geotechnical report and potential project budget.
- E. Additional Land Dedication:** A triangular area previously identified as a land swap area is shown being utilized for an outdoor education pavilion and outdoor instructional area. If the land swap does not proceed an alternate location for the outdoor education area will need to be provided.
 - a.** The outdoor education pavilion should include power and water connection. Water connection to be in for the form of a hose bib for gear cleaning. Sized similar to a garage the space should be able to be temperature controlled. Ski tuning, bike tuning, expedition outfitting, and fly tying are activities that the building should accommodate. The space should also accommodate substantial gear storage.

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- F. Playgrounds:** Play areas are focused in three general areas: Hard surface play, structured play, and nature play.
- a. Hard Surface Play.** The area north of the building currently utilized for hard surface play would maintain that functionality. The area should be graded to minimize the amount of slope from west to east while accommodating drainage. Surface types and coatings for the play area were discussed, however asphalt remains the most cost-effective option.
 - i.** A performance stage located at the west end of the hard surface area, where a play area is shown, would be good element to include in the master plan design. The performance stage could be a flexible use space which also helps with the grade transition.
 - ii.** Allowing for social gathering is important to maintain within the area north of the school.
 - b. Structured Play.** Traditional play structures are discouraged, however some more formal platform play for elementary age students should be provided. Platform play in the form of more natural elements is shown up the hill to the west of the school. This structured play area could be expanded to include Montessori play if a rooftop addition occurs in the future.
 - c. Nature Play.** The west area of lot F2 is intended as a natural space for students. Student driven structures or playscapes could be created to be temporary or more permanent.
 - i.** The woods are a great place for social gathering. Maintaining and allowing for those interactions is good.
 - ii.** The woods are mostly utilized by the elementary age students. Locating the elementary play area near the woods is a good option.
- G. Gathering Areas:** Areas for gathering and picnic tables are illustrated to the north of the building entry. Areas for gathering, lunch, and outdoor seating are needed. The location proposed worked well.
- H. Outdoor Classrooms:** Several outdoor classrooms are proposed. The intent is for them to retain a more natural aesthetic.
- I. Natural Aesthetic:** The site plan illustration included several images which depicted examples of play elements, gathering spaces, and other site features. Natural elements with timber, log or rock like elements were generally portrayed. The aesthetic appear to meet the intent and expectations of the group.
- J. PV Array:** The group would like to plan for the potential installation of a PV array. There are several opportunities on the site to locate a PV or multiple PV arrays. The primary option would be to provide cover over the parking lot area in the form of a PV canopy. Other options include the outdoor education pavilion or small structures flanking the hard surface play area. Panels in close proximity to each other and in the highest quantity would be most cost effective and highest production concept. The master plan site will note several locations such that underground conduit infrastructure can be planned when undertaking individual elements of the master plan.
- K. Fencing:** Chain-link fencing currently surrounds most of the play areas to the west and north. An alternative to chain-link fencing which blends in with the natural environment is desired. Maintaining chain-link fencing on the roof top play area and at the north edge of the hard surface play area may be an option.
- L. Geothermal Option:** Utilizing a geothermal bore field as part of a building mechanical system or snow melt system may be desired in the future. The group discussed a horizontal bore field under the parking lot. Horizontal geothermal fields have not been that successful in the state with vertical bore fields being the most prevalent type utilized. A soil conductivity test and test bore hole should be undertaken in concert with the geotechnical report when the phase 1 building addition and parking lot begin the design process.
- M. Next Steps:** RTA will refine the site master plan over the next several weeks to incorporate the teams comments. Additionally, a schematic building elevation will be created to illustrate how a roof top addition could integrate into the building architecture and a conceptual image of the phase 1 building addition will be created. Final documents will be assembled into a master plan package which will also include meeting notes and process documents.

Attachments:

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REPORTED BY:

Signature

Michael Riggs, Associate Principal

Printed Name

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MEETING RECORD

PROJECT: Telluride Mountain School

PROJECT NO: 19069.00

DATE: April 15, 2020

ATTENDANCE: Scott Strand, Dean Bubolo, Chris Chaffin, Andy Shoff, Pamela Sante

SUBJECT: Planning Advisory Team Meeting #4

The purpose of this meeting was to review conceptual images of the phase 1 master plan elements.

The following is a record of the items discussed with the Planning Advisory Team.

- A. Option 1:** This massing option includes a prominent canopy which can be utilized for storage and has potential for solar array installation.
- B. Option 2:** A long porch like canopy is prominent in this massing option. The canopy is tight to the building which may create an opportunity for a vestibule but is quite narrow for general circulation.
- C. Option 3:** A simple shed roof and minimalist canopy with expression of vertical columns highlight this concept.
- D. General Comments:**
 - a.** A vestibule addition at the main entry is desired.
 - b.** The integration of a linear canopy is mixed amongst the group. The cover is desired for weather protection, gear storage, and procession to the main entry. There are concerns that a canopy will block natural daylight for the first floor classrooms.
 - c.** Circulation to the main entry directly in front of the main level classroom is a concern. The primary walkway should be separated from the building to limit potential distractions.
 - d.** An exterior space should be provided off of the second floor classroom. Preferably with east views. The existing roof space of the loading dock is a prime space to be utilized.
 - e.** Materials should be compatible with the existing building but should be durable.
- E. Next steps:** The design team will develop option 3 further and integrate a vestibule at the main entry while responding to the general comments provided.

Attachments:

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REPORTED BY: _____

Michael Riggs, Associate



PROJECT: Telluride Mountain School

PROJECT NO: 19069.00

DATE: May 13, 2020

ATTENDANCE: Dean Bubolo, Michael Bradley, Holly Sloan, John Neumann, Chris Chaffin, Andy Shoff, Tara Allen, Mary Johnson, Kendall Ciecich

SUBJECT: Planning Advisory Team Meeting #5

The purpose of this meeting was to review conceptual image development of the phase 1 master plan elements.

The following is a record of the items discussed with the Planning Advisory Team.

- A. HOA update:** At the time of the meeting the school has submitted an opening position regarding requests for parking and potential land swap. A work session request may be necessary.
- B. Concept General Comments:**
 - a. Additional windows into the main level of the existing building would be beneficial, but can be included in final design.
 - b. Visibility from the vestibule to the play area could be increased.
 - c. A larger wrap around deck could be provided to the east side of the addition.
 - d. The hardscape is prevalent in the images and should be softened with additional landscape vegetation and edge treatment.
 - e. More appropriate vegetation should be used in the images. Rust colored “burning bushes” should be removed. Vegetation and trees more like Aspen trees.
 - f. Materials should be compatible with the existing building but should be durable.
- C. Fencing:** Fencing concepts and character images were shown to the group. Many of the images included wood elements. The group would like to remove the existing chain-link fencing and replace with a durable fence which would blend into the natural environment.
 - a. Keep minimal.
 - b. Evaluate the use of welded wire and rusted metal.
 - c. A unified concept should be pursued with the fencing for use as guardrail, surrounding the hardsurface play area, and surrounding the woods area.
- D. Next steps:** The design team will develop option 3 further and integrate a vestibule at the main entry while responding to the general comments provided.

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Michael Riggs, Associate _____