

MEETING NO. 1

Meeting Date:	5/15/2019 7:00 PM	Owner:	Montgomery County Public Schools
Meeting Location:	Gaithersburg Middle School (GMS)	Project:	Gaithersburg Elementary School #8
Next Meeting:	5/29/2019 4:00 PM @ GMS	Architect's Project No.	19007.0000

The following meeting notes are a summary of our understanding of topics covered at this meeting. The information has been condensed into a summary and is not an exact transcript of this meeting. If a conflict is noted, please contact our office so that the item may be corrected in a timely fashion.

ATTENDEES				
X	Name	Representing	Phone	Email Address
1	Ran Ilkovitch	SEI Architects	301-770-0177	rilkovitch@seiarch.com
2	Dave Fischer	SEI Architects	301-770-0177	dfischer@seiarch.com
3	Krystal Mcgee	SEI Architects	301-770-0177	kmcgee@seiarch.com
4	Carolina Sarmiento	SEI Architects	301-770-0177	csarmiento@seiarch.com
5	Seth Adams	Montgomery County Public Schools	240-314-1000	Seth_P_Adams@mcpsmd.org
6	Seth Feriano	Montgomery County Public Schools	240-314-1017	Seth_A_Feriano@mcpsmd.org
7	Gary Mosesman	Montgomery County Public Schools	240-314-1000	Gary_D_Mosesman@mcpsmd.org
8	Adrienne Karamihas	Montgomery County Public Schools	240-314-4700	Adrienne_L_Karamihas@mcpsmd.org
9	Lang Soo-Hoo			lsh9@cs.com
10	Phillis Soo Hoo			lsh9@cs.com
11	Kaufman Steve	Audubon HOA	240-671-5012	lsdymdusom2002@yahoo.com
12	Dena Saunders	Audubon HOA	301-404-6428	cuddeheardac@hotmail.com
13	Vicky Lee	Audubon HOA	301-840-3060	vck15@hotmail.com
14	Ericka Alvarado	Neighbor		ericamalvarado@aol.com
15	Matt Hopkins	Neighbor	301-448-6614	mhopkins@sesigndrift.com
16	Abigail Lindstrom	Neighbor	202-705-0326	Abby.lindstrom@gmail.com
17	Deby Sarabia	Neighbor	505-412-1827	
18	Pamela Campos	Saybrooke Neighbor	240-498-8844	pamelascampos@live.com
19	Melisa Bishop-Bryant	Saybrooke		
20	Kim Rowe	Villa Ridge		kimthames@aol.com
21	Paula Hall	Saybrooke Neighbor	301-527-8857	
22	Rita Mitrik	Stawberry Knoll		Rita.mitrik@comcast.net
23	Thelma L. Spencer	Saybrooke	301-330-3493	
24	Christine Rumney	Resident		crumney@hotmail.com
25	Maria Estela Merrell	Saybrooke		madridibarra@hotmail.com
26	Nicholas Ritchie			Nicholas.wm.ritchie@gmail.com
27	Carolyn Garvey	Resident		Carolyn.garvey@gmail.com
28	Jane Farfan	Resident		fjfarfan@verizon.net
29	Felix Farfan	Resident		fjfarfan@verizon.net
30	G McClure	Resident		Mccluregrace26@gmail.com
31	Tim Sanersri	Resident		Timothy.sanersri@gmail.com
32	Karyn Ryan	Resident		sevenryans@me.com
33	Hilela Mahinvoool	Resident		balahlel@ad.com
34	Bill Pettey	Resident		Bill.p@erols.com
35	Carol Pettey	Resident		Bill.p@erols.com

36	Mathias Graf	Resident		graf505@gmail.com	
37	Gagne Daniel	Resident		mbgagned@gmail.com	

GENERAL		
New Business		Action
1.	Introduction by MCPS, then delivery of presentation (attached) by SEI Architects.	
2.	During SEI presentation members of the community asked the following questions to MCPS and the architect	
3.	The presentation highlights a specific area within Kelley Park as "Buildable Area" Several questions were asked about this area:	
4.	Why was this selected as the buildable area? SEI noted they wanted to stay near the road to limit new drive aisles going through the park area to the school. Intent is to limit potential areas where students and vehicles interact. SEI also noted that saving the upgraded baseball fields, where resources had previously been spent, and that a flood plain exists in the lower area of the site.	
5.	How many acres are included within this area? SEI to provide a number at the next meeting.	
6.	How will the building fit within this area? Footprint of building will not take up this whole area. Area will include building, field, play grounds, bus loop, & parking lot. Layout of these spaces will be worked out with community input during the work sessions.	
7.	How large will the school be? Elementary schools average +/- 125,000 gross square feet.	
8.	Will overnight parking be included? Overnight parking along Victory Farm Drive needs to keep for community use. These spaces are currently well utilized as neighborhoods to not have enough parking.	
9.	How large is a typical elementary school site? There is a wide range for elementary school sites. Footprint of building can change to allow for smaller sites by having more levels (i.e. one might build a single story school on a large site, but a three story school on a small site). Average range is between 3 to 5 acres. Per NFPA, certain spaces within an elementary school require ground floor access.	
10.	MCPS noted an environmental analysis, forest stand delineation and topographic survey will be prepared before the start of the project to ensure natural resources are protected and comply with all state and local code requirements.	
11.	Schedule: Construction is anticipated to begin in spring 2021 and finish in fall 2022.	
12.	Concern over traffic on Victory Farm Dr. was voiced. The circle at Victory Farm and Girard was specifically a concern. Traffic congestion is significant in the morning.	

13.	MCPS and SEI noted that a traffic study will be performed to review the impact of the proposed school. Study will review an extended area, not simply adjacent to Kelley Park. Study will be done during the school year and not in the summer.	
14.	Attendee requested a playground on the site be available for use by the community during school hours. This especially is needed for students below elementary school age.	
15.	Will the school be LEED certified? The building will not pursue LEED certification, but rather will be designed under the International Green Construction Code (IGCC). This is a newer alternative sustainable design metric adopted by Montgomery County.	
16.	Will the school principal be able to close off the entire site from the general public during school hours? MCPS noted that co-locating the school with the park will allow for public usage of the site during the school day, with overall school security kept in mind. MCPS does not empower principals to lock down an entire co-located site for the entire school day.	
17.	Attendees noted concern that they did not know who would be attending the school. Attendees requested information as to the Boundary Study that would determine attendance.	
18.	MCPS noted that students using the school will be from the Gaithersburg Cluster. Priority will be put on maximizing walkers. Walkers at the elementary school level are within 1 mile of the school.	
19.	MCPS will not bus in students from Potomac, or any other areas with development moratoriums.	
20.	Boundary Study Timeline: <ul style="list-style-type: none"> MCPS stated that boundary studies are typically done 1 year before school opens. This is to ensure that the most up to date demographic/population data is used. 	
21.	Boundary Study Process: <ul style="list-style-type: none"> Public meetings for community input will be held as a part of the boundary study. Current boundary study going on at adjacent clusters (Clarksburg/Northwest/Seneca Valley) has had over 2,000 participants. Boundary Study results will be issued for review by the superintendent, who will then make a final recommendation to the Superintendent. Board of Education will then vote on the Superintendent's recommendation. 	
22.	SEI stated that on the next meeting diagrams of the potential building, fields, playgrounds, and parking locations will be shown for the stakeholder's input.	

23.	SEI requested to bring examples of their previous school projects.	
24.	Alternative Sites: <ul style="list-style-type: none"> • MCPS noted that the Board of Education has voted on and approved the selection of an architect to design a school on the Kelley Park site. • The board of education has also approved a study to review the Victory Farm Site adjacent to Forest Oak Middle School. • The Board of Education has not approved designs or studies onto any other sites, nor have they requested MCPS do so. 	
25.	Victory Farm Site <ul style="list-style-type: none"> • Investigation of the Victory Farm site is moving forward on a parallel track, but that SEI Architects was not a part of that study. • MCPS was requested to bring a site layout of the Victory Farm site to the next meeting. 	

ATTACHMENTS

2019/5/15_ Meeting No. 1_ Presentation

This concludes the notes of the meeting as recorded by Smolen Emr Ilkovitch Architects. If there are any errors or omissions, please notify our office within three days.

Prepared by: Carolina Sarmiento 5/20/2019

Reviewed by: David Fischer 5/20/2019

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