

SUNSHINE COAST REGIONAL DISTRICT

Coopers Green Hall Replacement Design Task Force Wednesday October 4, 2017 Coopers Green Hall, 5500 Fisherman Road, Halfmoon Bay

MEETING NOTES

PRESENT	SCRD Parks Planning Coordinator SCRD GM Planning & Community Development SCRD Administrative Assistant Principle Architecture Principle Architecture Task Force Member Task Force Member Task Force Member Task Force Member	Trevor Fawcett (Chair) Ian Hall (Co-Chair) Autumn Ruinat Craig Burns Emily Seider Don Cunliffe Terry Karleen Mike Carson Brian Smith (part)
REGRETS	Task Force Member Task Force Member / shíshálh Nation Councillor	Marie Knight Keith Julius
ALSO PRESENT	Public	2

CALL TO ORDER 11:05 a.m.

ACKNOWLEDGMENT AND WELCOME

It was acknowledged that the Coopers Green Hall Replacement Design Task Force meeting was held within the territory of the shíshálh Nation.

INTRODUCTIONS

Roundtable introductions of Task Force Members, SCR D Staff, Principle Architecture Staff and members of the public in attendance.

It was noted that Task Force member Walter Powell tendered his resignation for the SCR D Board's consideration.

AGENDA

The agenda items and order of business was reviewed and accepted by the Task Force Members as presented.

MEETING NOTES

The meeting notes of August 30, 2017 were accepted as presented.

UPDATE FROM SCRD

Coopers Green Hall Usage Statistics

Coopers Green Hall Usage Statistics was received for information.

Action:

The Task Force requests more information regarding Coopers Green hall bookings with respect to the type of usage, grouped by categories such as weddings, meetings, birthday parties, music events.

Board of Variance Staff Report dated September 30, 2016

The Board of Variance Staff Report dated September 30, 2016 was received for information.

Discussion regarding the report included the following points:

- Is the cost of parking part of this project or is it separate? Will be discussed later in the meeting.
- Will parking for cars with boat trailers be considered?
- Boat trailer parking is not in the approved parking plan. Should be planned for, not after the fact. Potential site for trailers is on the other side of Redrooffs Road, just above the lagoon.

The Task Force has outstanding questions regarding the boat trailer parking. Principle Architecture will include boat trailer parking considerations at the same time as civil work that needs to be done.

MoTI Design Standards

MoTI has advised the SCRD of design standards for building retaining walls and parking pads. Engineering would be required based on the design and if there are drainage issues. Engineering requirements are being confirmed.

The Task Force suggests that the design standards for retaining walls and parking be integrated into the community hall design plan.

Archeology and Geotech Update

The archeology permit is approved. Test excavation with archeology techs were completed last week. Although nothing was noted, monitoring and care re: potential archeology on the site is required and SCRD will ensure this through future work. The permit is valid until end of 2019.

The geotechnical report work is under way and will be finalized near the end of October.

Future Community Hall Bookings

In anticipation of construction, the SCRD is developing a plan to limit rentals as of Fall 2018. Communication will be ongoing with user groups and community as a whole. The SCRD is considering options to minimize the impact on the community during the construction period. The Joint Use

Agreement with School District 46 may provide opportunities to share school facilities. The options will be put in place before the community hall is closed for construction.

UPDATE AND WORKING SESSION LED BY PRINCIPLE ARCHITECTURE

Principle Architecture provided an update regarding the design process.

Sewage System

Contractor has completed a preliminary investigation of the sewage system. Recommendation is that the new building will require a new septic system. Percolation tests were not done due to archeology permit not being in place at the time.

Principle Architecture will bring a framework budget and an estimate for each component: parking construction and sanitary system together with the building to the next meeting.

Comments from the Task Force included:

- Septic system requirements are based on the proposed 120 capacity of building and concurrent with park use
- Would the future building siting be near the current septic system? Not necessarily. The current site is the preferred sitting of the new building.
- Would the current septic system be encroached upon with the new building? To be addressed later.

Flood Plain Elevation

Principle Architecture requires more information from SCRD Planning Division regarding flood plain elevation. The geotechnical report will confirm the flood plain elevation and if the site is within the Flood Plain Development Permit Area. Minimum elevation will need to be determined.

PRESENTATION OF BUILDING COMPONENTS

Principle Architecture presented visual representations of the building components. The purpose of presenting the building components is to clarify that the individual parts of the building are in line with the use of the building. An exercise to confirm that the design is on the right track

The presentation slides are attached to the meeting notes as Attachment A.

1. Main Hall – Accommodates various set-ups, layout options presented are all within fire code. Demonstrates circulation within the room based on the use.
2. Kitchen – Design example of a church kitchen that serves community hall functions. Components from both commercial and residential. Allows rental groups to use the kitchen with ease. Space for catering companies to use the kitchen. Pass-through serving window, roll down shutter, lockable. Commercial cooler and fridge, provides some storage but not a lot. Beverage station, self-serve outside the kitchen.
3. Washrooms - Based on occupancy load: 3 female stalls, 2 male, 1 gender neutral universal room, 1 exterior universal washroom. Ensures that the exterior public washroom will not interfere the user group renting the hall.

4. Storage and Service spaces – Designated room for equipment, tables, chairs, audio visual cabinet. Mechanical/Electrical room.

An example building layout was presented, showing all room components combined. The existing community hall is 1480 sq.ft. The aggregate of all the room components is 2880 sq.ft.

Task Force members were asked for comments on if the design components meet the program needs and if this meets expectations. Given that the 2500 sq. ft. size target was identified at the beginning of the process, does the 120 occupancy, size of the hall or budget need to be re-considered?

Initial feedback from Task Force members included:

- The components look good. The program is very practical. Likes the program and that it is scalable if it needs to be reduced for budget.
- The 120 occupancy came from discussions with the Botanical Society and community feedback that this was the desirable number.
- Suggestion for a portable folding stage that could be stored in the hall. Not sure if this is a requirement, but feedback from the community has been that this would be desirable.
- Incorporating a stage in the room scenarios would be worth showing. Single elevation floor and option to bring in/rent risers. Stage would be beneficial to add.
- Discussion regarding storage, including outdoor storage, accessible from outside for user groups, storage of multipurpose furniture, possibly a shipping container.
- Suggestion to develop an inventory list of what is required to be stored for the building components. ie: tables, chairs.
- Challenge with a separate storage facility is adding to square footage and budget cost.
- Balance storage of the building specific items versus the community group items.
- Example of a similar project approaching storage as items that are only for the building but also available for renters' use.
- The square footage is approximately 15% larger than was once contemplated. Does that equate to approx. \$150,000 increase in budget? Further info on costing to come.

Principle Architecture noted that if there are no real red flags about the rooms/components of the building then an update of costing including contractor fees, septic system, contingency, etc could be provided at the next meeting.

Additional feedback from Task Force members included:

- Portable coat racks or vestibule would be desirable.
- Community feedback for an additional small meeting room to facilitate the potential for two user groups at once.
- Discussion regarding space partitioning (thinking of family/multi or intergenerational uses). Unless you create a physical partition, a curtain or room dividers only create a visual barrier, not an effective method of separation.
- Storage room design could be potentially used as a small meeting room if all the items were taken out and a window as included. It is not feasible to add on another small meeting room.
- Lighting could be improved from the upper parking lot.

The Chair opened the floor to questions or comments from the public.

Comment from member of the public regarding the kitchen, pass-through window and beverage station for weddings or special events. Asked if there is an opportunity to create a more defined bar area. A bar service area would make it more user-friendly for special events. A mobile bar stand could be placed in

front of the self-service beverage station area to create a bar area. The next stage of the design process could consider this aspect.

Principle Architecture presented visual representations of the building siting options. The maps presented represented location of parking, future trail, fire lane, circulation of the park use and colour-coded zone areas.

The zones represent spacial boundaries for the boat ramp and turn around use, the volley ball court area, the field, picnic and play area (which includes the septic field), the setback zones, and the community hall zone. The large stand of trees, waterfront and beach areas will be considered as main focal points for the siting of the building.

Discussion regarding the setback considerations to be confirmed with SCRD Planning Division. Variances may be needed. The geotechnical report will identify the flood plain elevation and coastal flood zones.

NEXT STEPS

The Task Force suggested that an update to the community would be timely based on the progress of the community hall design project. Following the next meeting, the Task Force recommends that staff put together all the information to the community for an update in November.

A communications/FAQ document will be developed after the next meeting.

Brian Smith left the meeting at 12:20 p.m. Quorum was no longer achieved.

ROUNDTABLE

Task Force members provided final roundtable comments as follows:

- Planning Division should provide Principle Architecture with the correct setbacks so they can adjust the orange zone of hall siting. This will allow us to better envision the siting of the building.
- Feedback from community that there is lack of children play areas. Would like to see this incorporated into the park in the future. This aspect has been identified as a separate part of the Parks Master Plan. This could be another project in the future.
- Suggestion that the floor plan of the building consider the windows and doors facing ocean or trees. Suggestion for an opening to lead to the outdoor space. The outdoor space could be an extension of the building.
- Principle Architecture recognizes the opportunity to capture the outdoor spaces in the design. The waterfront area in particular could be opened up by moving the building back.
- Given all the components, has some concern that the \$1 million budget figure will keep expanding.
- Principle Architecture agrees and notes that what has been presented is based on a functional building for a 120 capacity. This could be reviewed in greater detail. Either aim to be closer to the 2500 sq. ft, reduce the capacity number or limit the functions of the building.
- GM, Planning & Community Development noted that this project is in a context of the SCRD Community Parks service mandate. SCRD Parks Planners consider the balance between needs of this park within the larger scale of all SCRD parks.

- The Coopers Green Park Management Plan approaches the development of the park by projects. This is a sensible approach to address the needs of the park over time through phases.
- Requirements for tree protection. SCR D has a tree cutting bylaw, to be confirmed with Planning Division.

The Chair opened the floor to questions or comments from the public. None offered.

NEXT MEETING

The next meeting will be Wednesday October 25, 2017 at 11:30a.m. at the Coopers Green Hall, Halfmoon Bay.

ADJOURNMENT **12:30 p.m.**