

meeting minutes

Date/Time:	August 23, 2007 / 6:00 PM	Date of Issuance:	September 5, 2007
Project:	Waukee Recreation Complex	Focus Group:	<i>Steering Committee</i>
Project No.:	27308.00	File No.:	1.3
Present:	John Gibson (JG) Matt Jermier (MJ) Dan Gardiner (DG) Steve Schmiedt (SS) Lisa Bean (LB) Bryan Corbett (BC) Perry Young (PY) Tami Wingert (TW) Scott Crawford (SC) Mike Bell (MB) Doug Adamson (DA)	City of Waukee City of Waukee Park Board / Youth Baseball Park Board / Youth Baseball Youth Soccer / Get WYRD Youth Baseball / Youth Softball Youth Softball Multiple Sports RDG Planning & Design RDG Planning & Design RDG Planning & Design	
Distribution:	via Project Website @ http://www.rdgusa.com/parks/waukee		

Comments, additions, or corrections to this memo should be communicated in writing to RDG Planning & Design within seven (7) days of issuance. If no comments are received within that period, this memo will be assumed accurate and filed as a part of the permanent record for this project.

Discussion:

The goal of this meeting is to review preliminary concept diagrams and master plan options for the Waukee Recreation Complex and allow the Steering Committee an opportunity to provide comments.

1. SC reviewed the scope, physical location of the site, schedule and future meeting dates/times, and communication procedures for the Waukee Recreation Complex Master Plan project.
2. DA was introduced to the Steering Committee and will assist the design team hence forth with the project.
3. SC reviewed summary of the programs established after the first Steering Committee and Focus Group meetings.
4. Project schedule:
 - a. The planning effort presented tonight represents a defined program and alignment of that program.
 - b. Two programming diagrams will be presented for review.
 - c. The Game Board exercise will help the steering committee work through the program established, the special relationships and the land required to accommodate the program.
 - d. At the next (Steering Committee and public workshop) RDG will present a conceptual master plan and site storm water management diagrams.
5. MB presented two concept alternatives for program alignment. These plan represented total build out of the program:
 - a. Concept A provides a north/south road through the site and does limit the number of field. This concept was not preferred.
 - b. Concept B provides a full program on the site and also provides open space for a neighborhood or community park.
 - i. Parking was limited to the perimeter with concession facilities dispersed at each major parking area.



- ii. Satellite concession will be utilized within the facility also.
6. RDG reviewed the site topography and the watershed that passes through the site:
 - a. The external watershed and the watershed within the site will require storm water management.
 - b. The external watershed is estimated to be 1,200 to 1,500 acres in size.
 - c. This is an issue that will need to be evaluated both within the scope of this project and beyond.
 7. SC reviewed the sports project in relationship to the City Comprehensive Plan and discussed the following topics:
 - a. Residential Development – is scheduled to surround the sports complex.
 - b. Vehicular Access – is not required through the site to accommodate major circulation patterns.
 - c. Neighborhood and Community Park needs – should be accommodated at this park.
 - i. There are no other parks identified in the northwest section of town.
 8. Game Board Exercise:
 - a. The Steering Committee divided into two groups to develop site concept alternative for program alignment and park design considerations.
 - b. Each group developed independent plans and at the end of the exercise a discussion regarding challenges and opportunities provided the frame work for the next planning effort.
 - c. Based on this planning effort and additional discussions regarding program and site considerations RDG will present the next level of planning at the next Steering Committee and Public Workshop.
 9. Next Public presentation of the facility program and preliminary concept diagrams is scheduled for Thursday, August 30 at 6:00 PM at the Waukee City Hall.
 10. Next Steering Committee meeting scheduled for Thursday, October 8 at 6:00 PM at Waukee City Hall.

END OF MEMO

