

To: Keven Kehlenbach
 Director Construction Services
 Baylor University
 Clifton Robinson Tower
 700 South University Parks Drive, Suite 285
 Waco, Texas 76706 V.
 (254) 710-8400

From: Arthur J. Gaskin, AIA

Date: March 31, 2011

Re: Baylor University
 East Village Residential Community
 Hanbury Evans Project No. 10026.00

Dining Programming Meeting Notes

At the Dining Programming meeting the following were in attendance:

Name	Company	Email
Keven Kehlenbach	BU Construction Services	Keven_Kehlenbach@baylor.edu
Chris Krause	BU Associate VP Campus Services	Chris_Krause@baylor.edu
Jeff Doyle	BU Dean for Student Learning and Engagement	Jeff_Doyle@baylor.edu
Angie McGregor	BU-Campus Services	Angie_McGregor@baylor.edu
Brett Perlowski	BU-Aramark	Brett_Perlowski@baylor.edu
Ben Hernandez	BU-Dining Services	Ben_Hernandez@baylor.edu
Art Gaskin	Hanbury Evans	agaskin@hewv.com
Louw Strydom	Hanbury Evans	lstrydom@hewv.com
Jason Klem	Hanbury Evans	jklem@hewv.com
Madison Smith	Overland Partners	mas@overlandpartners.com
Russell Williams	Overland Partners	Russellw@overlandpartners.com
Gina Brinegar	Webb Design	ginab@webbfoodservicedesign.com

The following items were discussed:

- The purpose of the meeting was to review and discuss issues related to the design of a 2-Story Dining Facility for the East Village.
- Hanbury Evans opened the meeting by stating that through site analysis, massing studies and testing various dining facility configuration on the site the Design Team believes:
 - The Dining Facility should be a 2-Story building. The frontage on 3rd Street, the presence off of the main corner plaza and the relation to the 4-Story residential buildings call for the Dining facility to be a 2-Story volume. The entrance atrium may be a 2 ½-Story space.
 - The Dining (Servery & Seating) Area needs to be on one level. The Design team will show benchmark dining facilities where dining is located on the 2nd floor.
 - Site layout studies indicate it will be difficult to add on the project in the future. It may be prudent to build the entire project in one phase in lieu of the multiple phases indicated in the Pre-Design Report. Another option to be studied is to plan for smaller future additions as the need arises rather than doubling in size as previously contemplated.

3. Benchmark Facilities – Hanbury Evans presented two benchmark facilities that have Dining on a second level.
 - A. George Mason University – Southside Dining Facility
 - i. 38,000 GSF, 537 Seats
 - ii. Built in 2008 as part of a 1000 Bed Residential Complex. The Dining Facility also serves commuter student demand.
 - iii. A Fitness Center is designed adjacent to the Dining Facility. The 38,000SF does not include the Dining Facility.
 - iv. 1st Floor Spaces- Loading Dock, Receiving, Bulk Storage & Coolers, Prep Kitchen, Public Restrooms, Dining Offices, C-Store / Bakery
 - v. 2nd Floor Spaces – Control Point, Dining Seating, 6 Food Platforms, Public Restrooms, Private Dining, Ware Wash, Storage, Exterior Balcony Seating.
 - vi. Sodexo Dining
 - B. Virginia Commonwealth University – Shafer Court
 - i. 57,000 GSF, 1,050 Seats
 - ii. Built in 2004 in the heart of Richmond, Virginia on a tight urban site.
 - iii. 1st Floor Spaces- Loading Dock, Receiving, Bulk Storage & Coolers, Prep Kitchen, Public Restrooms, Dining Offices, Private Dining Room, Multi-Purpose Dining / Meeting Room, Outdoor Dining.
 - iv. The first floor also includes a retail dining court with 5 small restaurant venues and a bakery with a small dining area adjacent.
 - v. 2nd Floor Spaces – Control Point, Dining Seating, 5 Food Platforms, Public Restrooms, Private Dining, Ware Wash, Storage.
 - vi. Aramark Dining.
 - C. Colorado State University – Rams Horn Dining
 - i. Hanbury Evans designed the New Academic Village for CSU in 2007 which included two residential colleges and a 2-Story Dining Facility. BU contacted Deon Lategan with CSU Dining and received input on the facilities performance. The feedback was very positive on how the building has been used. BU Facilities & Construction can provide more data on what was discussed.
 - ii. The facility has an after-hours “Express Grab & Go” on the first level that is very successful. This type of space could work well in the East Village Dining Facility.
 - iii. CSU Dining is also a big proponent of using Pulpers. Aramark stated pulpers are currently used on campus and will be used in the East Village.
 - D. The University asked what the main reason for building these facilities on two levels. For all three projects the main reasons were:
 - i. Site Constraints
 - ii. Desirable Massing on the Street Frontage.
 - iii. Adequate 1st Floor Program Space.
 - E. See attached images from the PowerPoint presentation for additional information regarding the benchmark projects.
4. Desired Dining Buildable Area
 - A. Hanbury Evans & Overland Partners developed a site diagram that indicates a desired buildable area for the Dining facility. The constraints include:
 - i. Setback from 3rd Street as currently established by the street sections developed by OJB.
 - ii. Service Yard clearance requirements. BU confirmed the clearances need to accommodate the turning radius for 18-Wheel Trucks. Hanbury Evans will adjust the limits accordingly.
 - iii. Distance minimums off of the Residential College.
 - iv. Maintain limits to the Public Plaza on 3rd Street and Bagby Avenue.
 - B. The desired area indicated is not intended to be a building footprint but rather ideal limits to locate the dining building within.

- C. There are areas located on the diagram for Potential Dining Areas. One area projects into the courtyard and is envisioned to be a 1 ½ story pavilion that could house the multi-purpose space, dedicated dining for the residents or be a limited future phase. The second area is an area in the first floor of the Residential Community.
 - D. Hanbury Evans presented site diagrams that show the GMU and VCU building footprints to illustrate the relative size of the buildings on the site.
 - E. See attached images from the PowerPoint presentation for additional information regarding the desired buildable area.
5. Programming Feedback from BU & Aramark
- A. Aramark stated they could see an area for Retail Dining or C-Store on the 1st Floor. They also stated an after-hours Grab & Go could work well on 1st Floor. 2500SF was identified as a place holder for these program functions. Aramark will provide input on possible Retail Dining for this space next week.
 - B. Other 1st Floor Spaces - Loading Dock, Receiving, Bulk Storage & Coolers, Prep Kitchen, Public Restrooms, Dining Offices, Multi-Purpose Room, Private Dining
 - C. 2nd Floor Spaces – Dining for +/- 500 Seats in a Fresh Food Company concept, 4-5 Food Platforms, Restrooms, Ware Wash, storage, Exterior Balcony Seating. It was stated that seating for 250 is not enough for the East Village in Phase I.
 - D. Currently the Cisco Trucks are 18-wheelers. The service yard needs to be able to accommodate the turning radius for 18-wheel trucks.
 - E. The loading area will have a Pulper and a Trash Compactor as needed. Data from the Colorado State project indicates a compactor is not required in conjunction with a Pulper.
 - F. Recycling equipment to address waste such as discarded delivery boxes.
 - G. The location for service along the east side of the site accessed from 2nd & 3rd Streets is acceptable.
 - H. BU Student Life - An adequately sized convenience store seems like it could succeed on the 1st floor of the dining hall. There are no nearby (within a mile) similar retail operations
 - I. BU Student Life – There are currently only +/- 16 shared meeting spaces on campus that anyone can reserve. Most meeting places are controlled by departments which receive first priority. One of the most popular meeting locations, 5th floor Cashion, is identified to be modified to another program function in the next few years. A first floor dining space could include a large seating area that serves as a meeting location for +/- 100 students.
 - J. BU Student Life - Special or private dining rooms that could double as seminar rooms could be carved out of the first floor. Movable walls could be used. These dining rooms could open up into the large meeting space in Phase 2.

The aforementioned is our understanding of items discussed and decisions made during the meeting. Please contact this office with any additions or corrections to these notes.

AJG/ajg

cc: File

Attachments: PPT Slide Images

file: I:\PROJECTS\Baylor\East Village\10 Comm\107 Minutes\BU Schematic Design Phase_Meeting Minutes\BUEV Dining Programming_033110.docx

Schematic Design Phase

Dining Program Meeting

Baylor University - East Village

March 31, 2011

Agenda & Goals

- Benchmark Multi-Level Projects
- Define Desired Buildable Area for Dining
- 1st Floor Program Space Discussion
 - Multi-Purpose Room
 - Private Dining
 - Express Grab & Go
 - Offices
 - Retail?
- Service Yard & Loading Dock Requirements
 - Truck Size?
- Receiving
- Prep Kitchen
- Bulk Storage
- Pulper?
- Compactor



Dining Plaza – 3rd Street & Bagby Avenue





GEORGE MASON UNIVERSITY SOUTHSIDE DINING FACILITY





George Mason University – Southside Dining

GMU Dining - First Floor

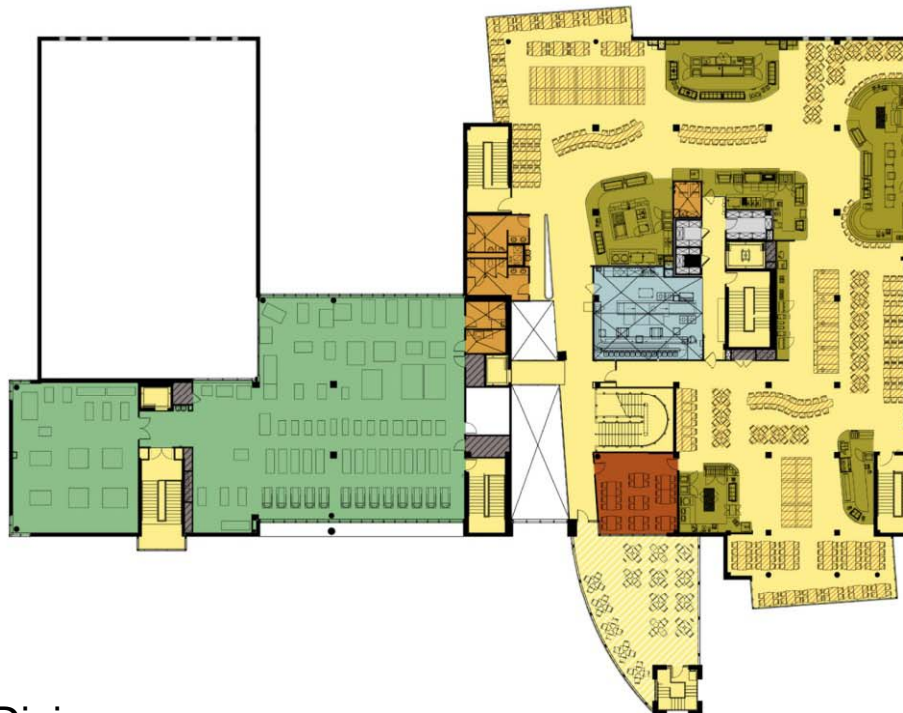
- Gym/Fitness
- Circulation
- Public Seating
- Restrooms/Locker rooms
- Admin/Office Space
- Kitchen
- Storage
- Mechanical
- Loading



38,000 TOTAL GSF
537 SEATS

GMU Dining - Second Floor

- Circulation
- Gym/Fitness
- Restrooms/Locker rooms
- Servery/Retail
- Seating
- Outdoor seating
- Kitchen
- Warewash
- Storage
- Mechanical





LOCATION
Richmond, Va.

DURATION
Dec. 2001 – Aug. 2004

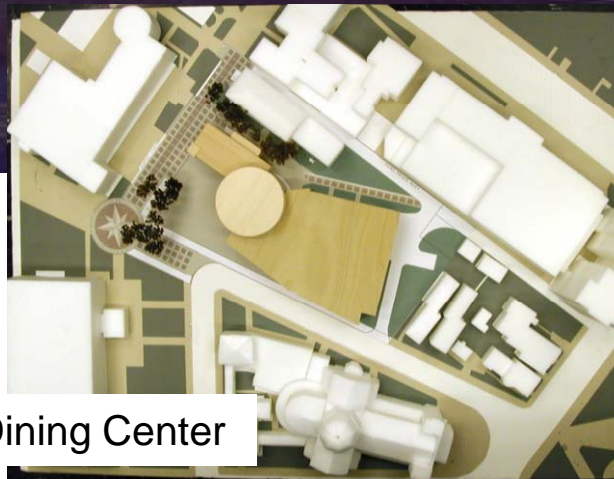
DETAILS
56,995 SF; seating for 1,050
new "marketplace-style" facility
retail "emporium" area

Hanbury Evans designed a new 57,000-square-foot "Marketplace-Style" dining facility for Virginia Commonwealth University. The two-story, \$14 million project includes a "board-plan" main dining room, seating 850 students. The project also includes a retail "emporium" area that offers short-order and "grab-and-go" meals and snacks. The building is located in the heart of the urban campus, at a crossroads of both residential and off-campus pedestrian traffic. The interior was designed as a lively and inviting space. Both the retail and marketplace areas combine durable, modern finishes with the latest in lighting and electronic imaging.

The new facility has been a financial success with 31 percent growth in the number of board plan participants in the first semester after opening. Total dining contracts grew from 3,421 to 4,562, or 33 percent, during the first year. By 2008, total dining contracts grew to 7,537, or 120 percent, (almost half were to students with discretionary spending.) This project was awarded a Gold Citation from the *American School and University Magazine Interiors Showcase Awards* in 2005.



"Elegant and artistic. Sensitive to student needs."



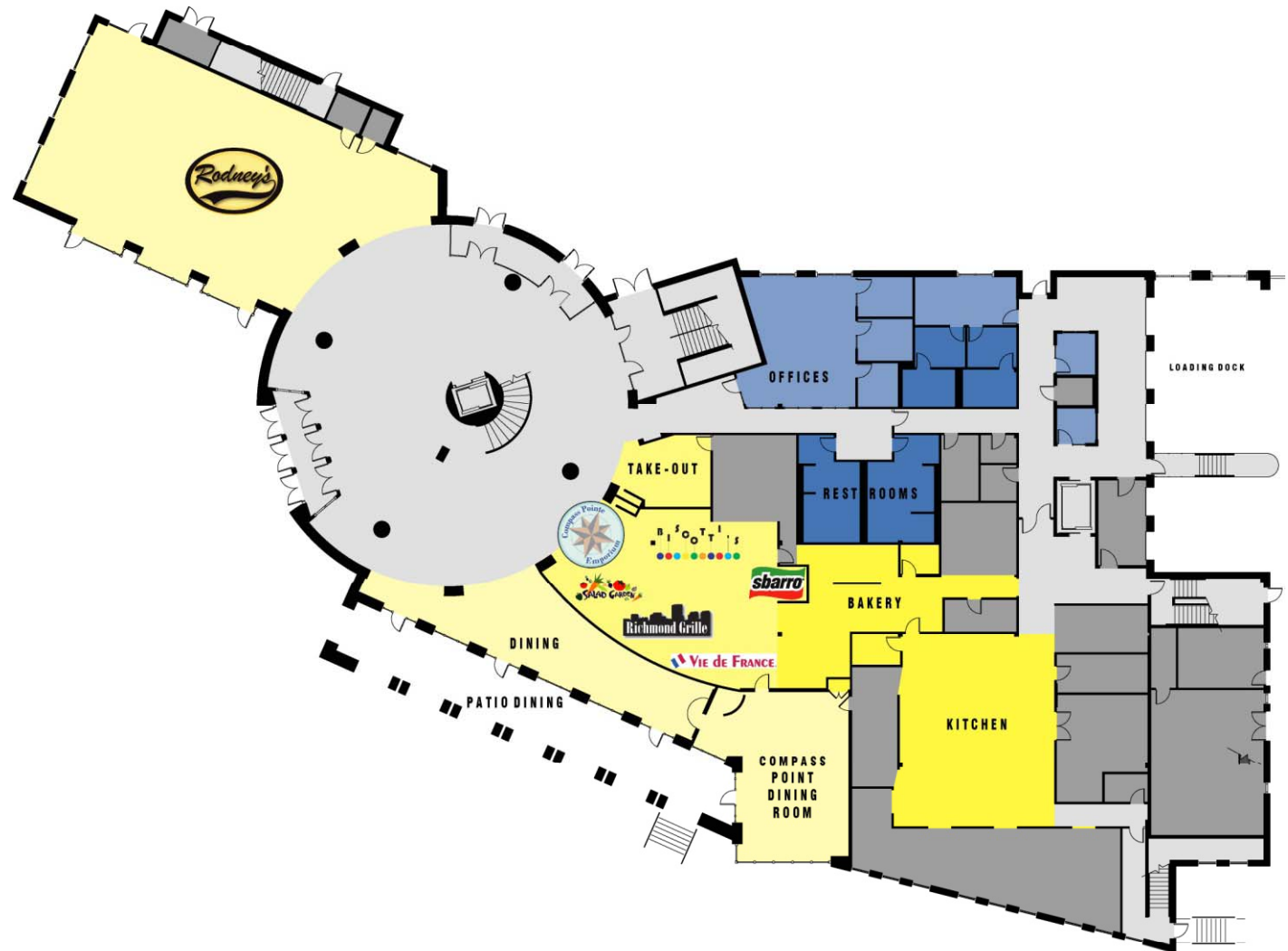
Virginia Commonwealth – Shafer Court Dining Center



Virginia Commonwealth – Shafer Court Dining Center

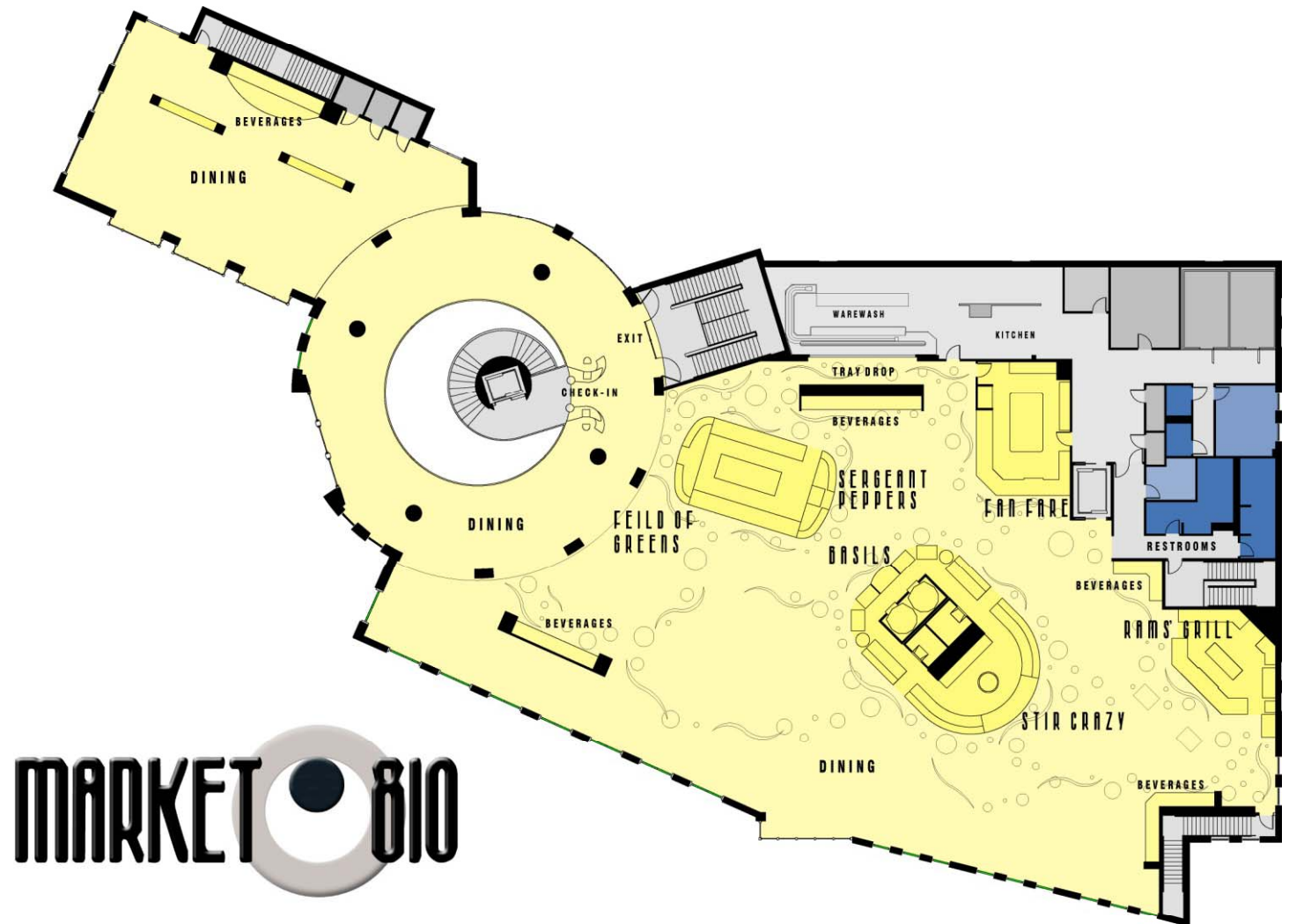
First Floor Plan

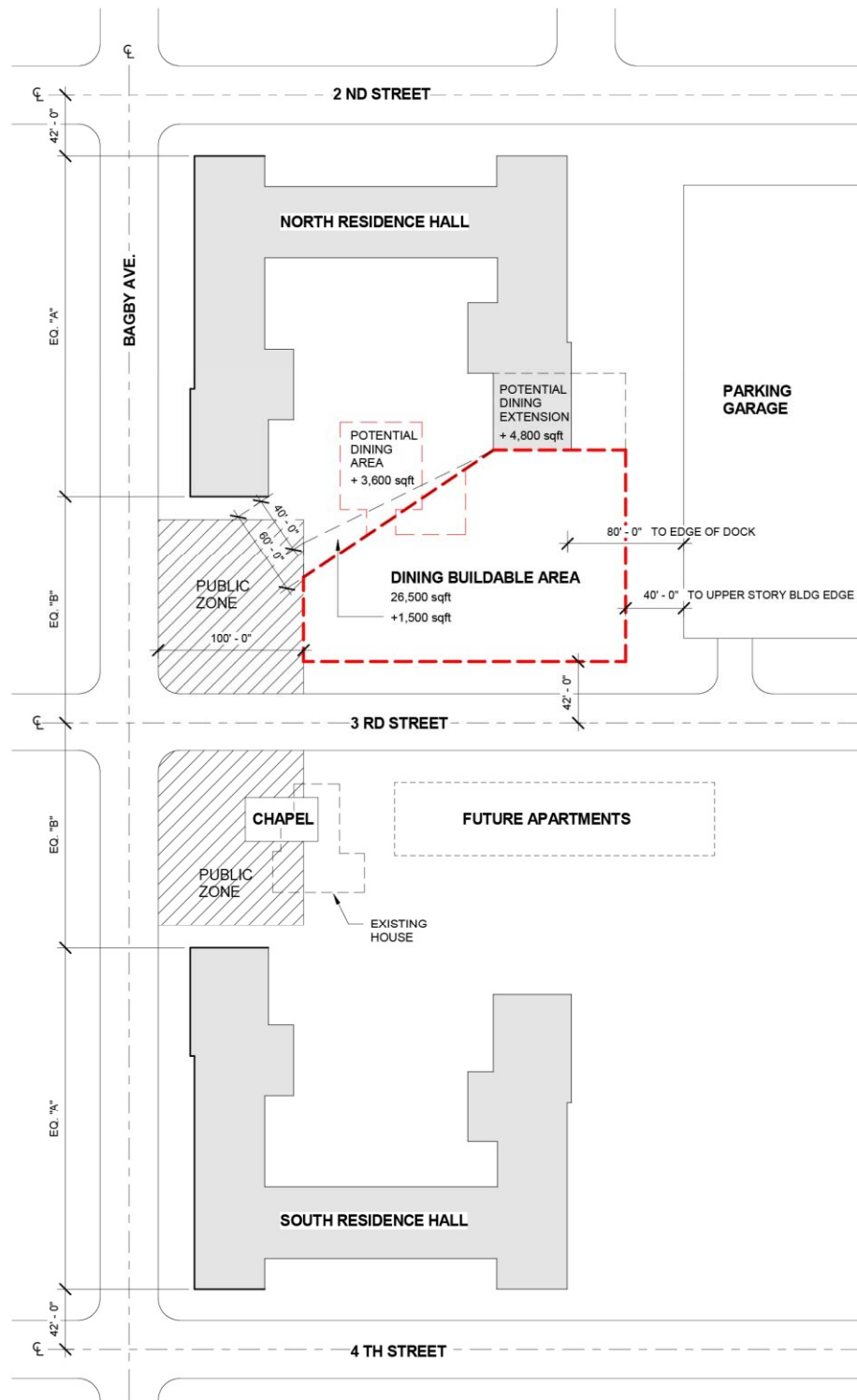
- Compass Point
 - Richmond Grill
 - Sbarro
 - Vie de France
 - Biscotti's
- 302 seats on first level
- Private Dining
- Lounge and "Bistro Seating"



Second Floor Plan

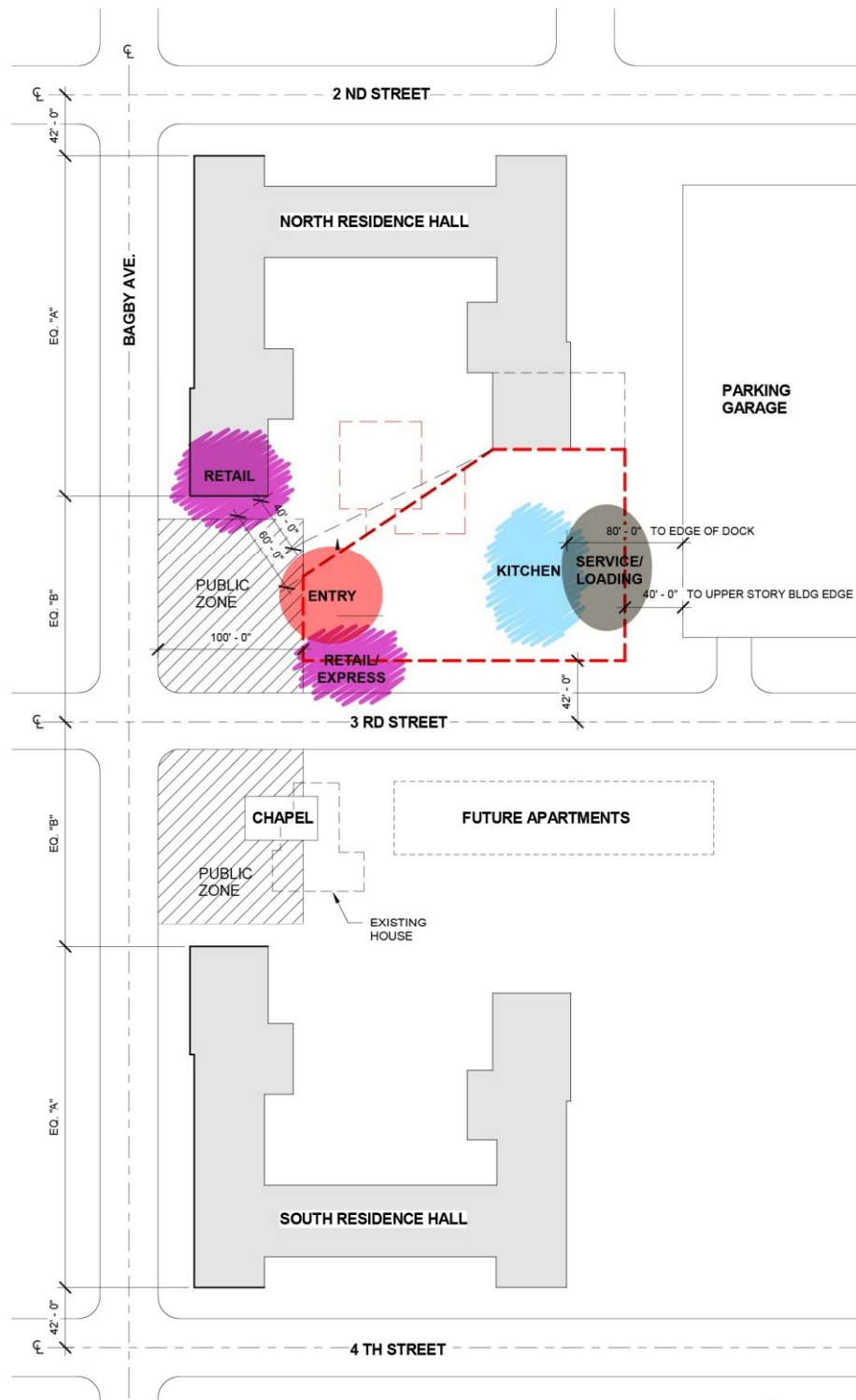
- Marché-style restaurant
- Made-to-order "performance" cooking stations
- Chef seating
- 780 seats
- Views of campus





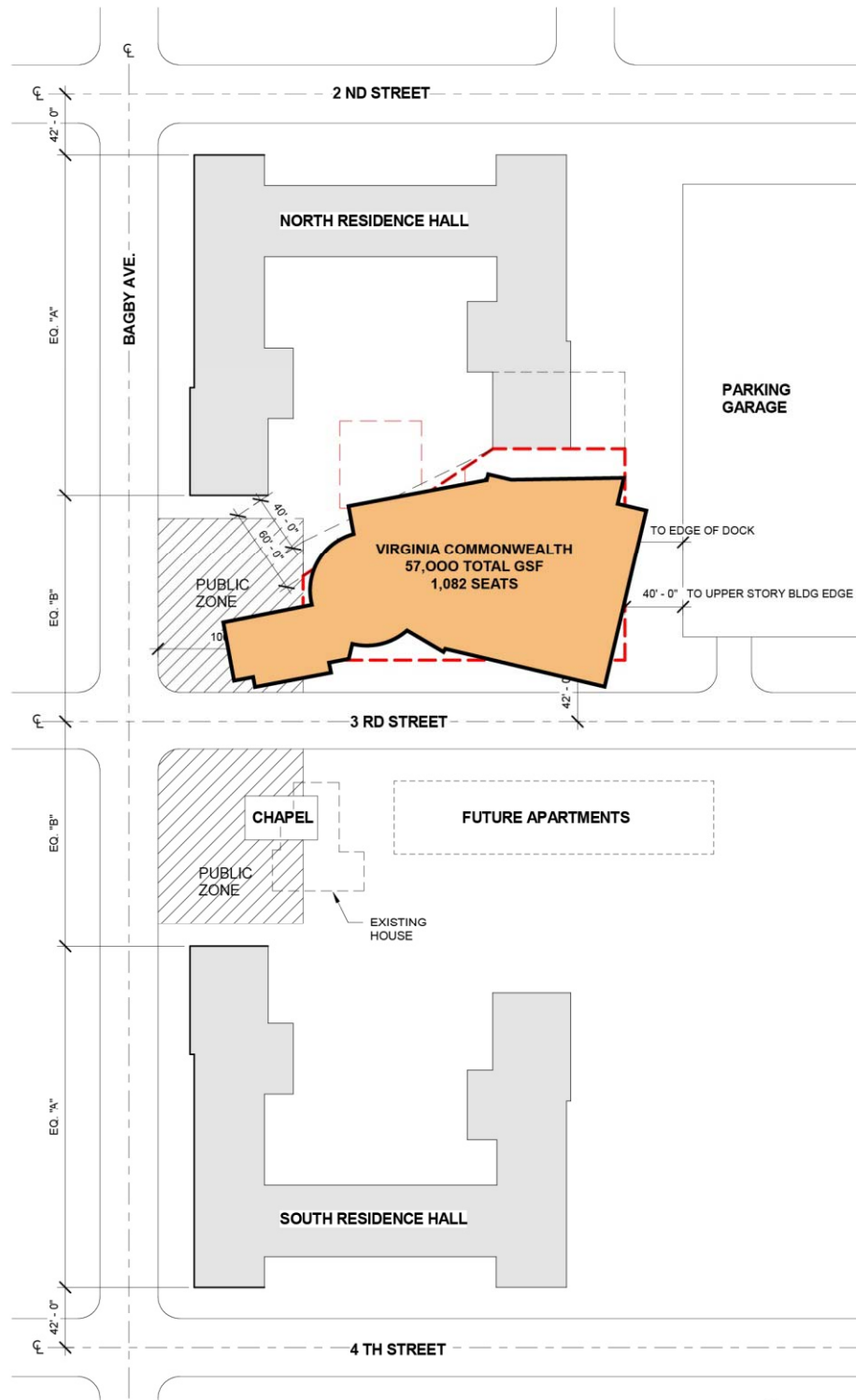
SITE DIAGRAM
1" = 60'-0"





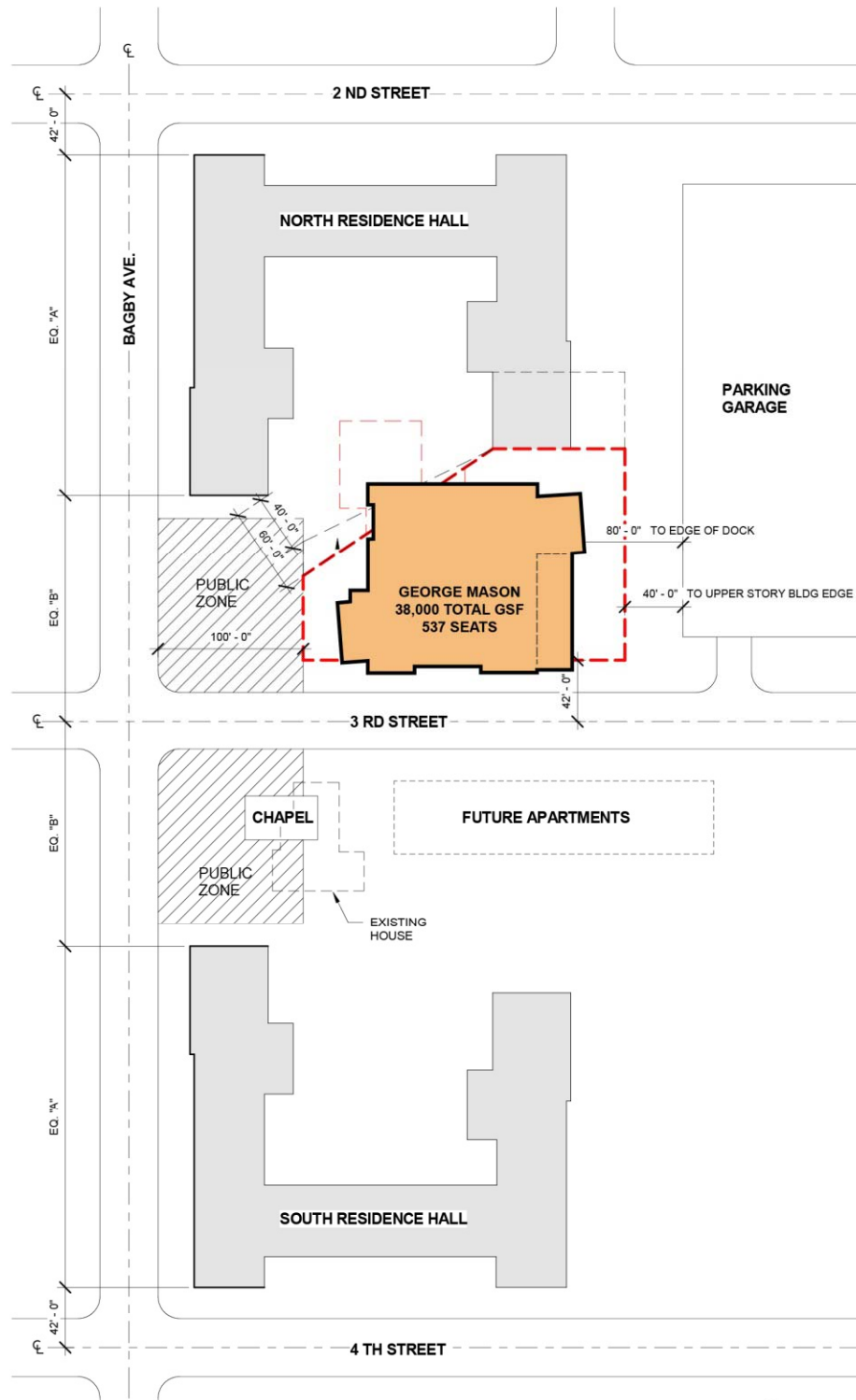
SITE DIAGRAM
1" = 60'-0"





SITE DIAGRAM
1" = 60'-0"





SITE DIAGRAM
1" = 60' - 0"



Dining Facility Issues:

1. Food Service on a single level or multiple levels:
 - a. Fresh Food Company or Real Food on Campus
 - b. Could a Prep Kitchen also serve a Multipurpose Room and Private Dining on a different level
 - c. Program Spaces:
2. Program Spaces:
 - a. Late Night Grab & Go – 1st Level?
 - b. Sports Grille?
 - c. Coffee Shop?
 - d. Central Mail?
3. Service Yard & Loading Dock Requirements:
 - a. Size of Delivery & Trash Trucks (Current plans show 30 foot box truck areas. Are smaller trucks envisioned?)
 - b. Access from 2nd or 3rd Streets
 - c. Pulper?
 - d. Trash Compactor? (Space Requirements)
4. Systems on Emergency Generator:
 - a. Emergency Lighting
 - b. All Freezers and Coolers?
 - c. Some Cooking Capability?
5. Sustainable design features to be considered:
 - a. Pulper and extractor to process food waste into mulch.
 - b. Fryer oil micro-filtered to reduce the amount of oil used. When it becomes waste it is removed from campus to be turned into biofuel.
 - c. High efficiency dishwashing system such as the Ecolab Apex. This system combines technology and products designed to save water and energy, minimize the impact on the environment and has a built-in method of measuring results.
 - d. Low-flow plumbing fixtures with sensory based technology.
 - e. Occupancy lighting control and automatic/manual dimming control.