

St. Martin de Porres Building Committee
Meeting Minutes—10/25/2016
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1. Michael led the committee in an opening prayer.
2. Attendees: Michael, Walt, David, Stacy, Judy, and Fr. Charlie.
3. Michael has met with the City of Dripping Springs to begin coordination for our building project.
4. Michael reported that the City has suggested that we create a Planned Development District (PDD) and get it approved by them.
 - a. This would include the current and future phases of the ultimate site plan.
 - b. It would allow us to do all of the coordination up front and “lock-in” all future phases.
 - c. It would include an agreement to get onto the City wastewater system, which is critical, since handling our future growth with septic systems would be very difficult.
 - d. It would also include an agreement with the city to participate in the wastewater reuse plan. In this plan, the City would provide us with treated wastewater to use for outdoor irrigation. If we agree to use reuse treated wastewater, it may help us in our negotiations for use of the City’s wastewater system.
 - e. Our top priority is finalizing the overall site plan and getting it approved by the Austin Diocese. Once this is done, we can work on drafting the PDD agreement and getting it approved by the Diocese, before we begin coordination with the City.
5. The building committee reviewed an example of a PDD, which was done for the DS United Methodist Church. We discussed several of the articles included in this example agreement.
 - a. Building Setback (article 2.2.3) and Overlay (article 2.2.4)-The required setback is shown to be 20 feet from any property line. The Overlay article shows an additional 20 feet of setback to accommodate future expansion of RM 12, with a requirement to give this land to the City at no cost in the future, if roadway expansion is necessary. The committee was not comfortable

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with this requirement to donate roadway ROW and would like to avoid having this as part of our agreement.

- b. Parkland Dedication (article 2.2.6)-The committee was concerned about the requirement to set aside land for parkland use. There were questions about whether this would have to be open to public use like a city park. There were concerns about the cost of maintenance and upkeep of a park. There were also concerns about liability issues if this parkland space were open to the public.
 - c. Pedestrian pathway (article 2.2.7)-The example describes a meandering walkway linked to the City's network of pedestrian paths. There were concerns about whether they City would require us to do this, even though we are not near any other sidewalks. This could add costs to our project. We were concerned about whether this would have to be an ADA compliant facility. Another concern was whether this would be open to the public, which could be a liability issue for us.
 - d. Access (article 2.4.3)-The example shows a requirement for the landowner to perform a traffic safety study after completion of the first phase. Based on the study, the City could require the construction of a deceleration lane for use by vehicles turning into the site, and future phases would not be allowed until the roadway upgrades were done. Under this article SMdP would have to bear the expense of traffic studies and the cost of expansion to a public roadway. We already have safety concerns about the high-speed traffic on RM 12 making it difficult to turn onto Post Oak Drive and the driveway for the education center. It was suggested that we take photos or videos to document the current situation, to show the City that we already have a traffic safety problem, which they have not addressed.
6. Michael asked Walt to come up with a number for the Living Unit Equivalent (LUE) for the church, chapel, and the new building.

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- This is needed, so we can work out our wastewater needs with the City. We need to make our connection to the city wastewater system as soon as possible, because construction of the new building would require removal of the existing septic drain field. We do not want to be forced into a situation where we have to temporarily store our sewage and then pump it out for disposal, if we do not have access to the city wastewater system prior to beginning our construction.
7. Father Charlie has expressed some optimism in our ability to raise funds with the capital campaign, so would like to explore the possibility of finishing out the second floor of the new building as part of the initial construction. In this case, we would need to reconfigure the first floor to include office space instead of some of the classrooms. For the office space, consider the following:
 - a. Use the east end of the building (the end farthest from the assembly area), because it has direct access to the exterior door.
 - b. Reception area should be immediately inside the exterior door, and should have a wall separating this area from the rest of the office space.
 - c. At least one unisex bathroom would be needed within the office space.
 - d. A supply closet is needed.
 - e. A file storage room is necessary for keeping the parish's permanent records. Ideally, this room should be fireproof. Consider making the supply closet adjacent to the file storage room, so file storage could be expanded into that area if necessary in the future.
 - f. A small break-room is needed, so the staff can have access to a sink, refrigerator, and microwave.
 - g. Fr. Charlie outlined the needs for the office space:

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- i. Three pastoral offices (pastor, associate, and deacon) that are about 200 SF each. These would need to be relatively soundproof for the privacy of those seeking pastoral care.
 - ii. One business office (about 150 SF) with walls for security of confidential documents
 - iii. Two administrative offices (about 150 SF each), which can be cubicles.
 - iv. At least four offices for faith formation programs (about 150 SF each).
 - h. Location of the load-bearing columns must be considered in the configuration of the office space.
 - i. Window locations are set based on the exterior aesthetics of the building and the original configuration of the classrooms. Consider the access to natural light in the configuration of the office space.
8. Our goal is to submit the site plan and building plan to the Diocese in November. (The building facilities group at the Diocese only meets about twice a year, so we may have to wait quite a while for approval.)
9. Action Items:
 - a. Michael will contact the architect to let them know that we want to reconfigure the first floor to include office space.
 - b. Michael will contact the Diocese regarding the site plan, so we can get onto the agenda for the next building facilities meeting.
 - c. Need to contact the diocese finance group regarding our capital campaign and project financing arrangements.
 - d. Walt will work on the LUE computations.
 - e. Judy will invite the office staff to the next building committee meeting, so we can get their input.
10. The next building committee meeting will be held at the rectory on November 9, 2016 at 6:30 PM. We plan to discuss the configuration of the office space on the first floor.
11. Fr. Charlie closed the meeting by leading the committee in prayer.