APPENDIX A-INDEX AND DESCRIPTION .........................................................

Staff Facility Needs/Review

Site Visit and Staff Conversation/Interview

- **Pre-meeting questionnaire and response** - Provided to staff prior to meeting to direct conversation.

- **List of existing site amenities** - Common list started prior to site visit and staff conversation. Used to double check all amenities were part of the conversation.

- **MDA/SRF Interview Notes** - Notes taken during the site visit and in conversation with staff including:
  - Deficiencies, concerns and or interesting information regarding the site's existing conditions
  - Discussion of existing programming
  - Visioning of potential programming

- **Staff Matrix of Needs** - completed by the Westwood Hills staff to summarize their challenges

Review/Concept Update Meeting

- **Meeting Minutes**
STAFF FACILITY NEEDS/REVIEW ............................................................

Site Visit and Staff Interview

- Pre-meeting questionnaire and response
- List of existing site amenities
- MDA/SRF Interview Notes
- Staff Matrix of Needs

Review/Concept Update Meeting

- Meeting Minutes
In preparation for our meeting we would like you to review and respond to the following:

1. How is the space/area used?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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2. What limits your use of the space/area? Condition, size, materials, lighting…..some ideas, please describe your concerns.

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3. What is the space/area missing or lacking?

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4. What activities do you currently not program because of the space/area?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
LIST OF EXISTING SITE AMENITIES

Vehicle Access and Parking - General public and Operations/Maintenance
   Entrances
   Signage
   Parking lots

Trail circulation
   Pedestrian access from community
   Surfacing and stair systems
   Wayfinding
   Interpretation
   Accessibility and connectivity

Outdoor Programming Areas/Amenities
   Prairie, Pine, Maple/Basswood, Marsh Areas
   Westwood Lake
   Boardwalks, piers and overlooks
   Playground
   Climbing rocks
   Water garden
   Deck and overlook
   Amphitheater
   Apiary Area
   Garden and misc. outdoor education and gathering spaces
   Picnic Area
   Canoe/kayak facilities
   Public Art

Buildings
   Interpretive Center
   Brick House
   Maintenance building/shed

Others...
To model and promote stewardship, sustainability, and a deeper ecological understanding through direct experience, using our resources to provide connecting places and enhance quality of life in the community.

How is space/area used?
- Drop-in gathering space for families
- Lunch spot for hiking groups and birders
- Educational Exhibit Area for walk-in visitors and programs
- Classroom for school-age and preschool
- Kitchen for wild edibles classes, syruping and cidering
- Arts and crafts space
- Storage for program supplies
- Staff meetings
- City meetings
- Volunteer breakfast
- Preschool play area
- Wildlife viewing
- Volunteer service projects
- Canoe equipment should be stored in a structure near the canoe dock
- Snow shoe equipment needs to have a storage building near the Interpretive Center
- Center needs a fully functional kitchen
- Dishwasher should not be in program space
- Severe weather shelter area is a must
- Exhibit (general walk-in)
- Teaching
- Staff meetings
- Storage
- Animal display and care
- Hiking (outdoors)
- Rentals – weddings, birthdays, private parties
- School field trips
- Public programs
- General public use, walking, running, birding, fishing, canoeing, snow shoe
- Passive recreation – quiet space

What limits your use of space/area?
- Size and lack of separate areas
- Needed for multiple use at one time
- When in use for programs/classes, no room for drop-in/walk-in visitors and groups
- Staff meetings in public space
- Banks of fluorescent lights are good for some programs but not conducive to night and evening programs – too bright and harsh
- Water leakage impacts programming space
- All tile leads to noise challenges and “cold” feeling
- Each classroom should be self-contained for basic instructional requirements, such as:
  - Cabinet space
• Computer with large screen display
• Whiteboards
• Counter space
• Sink
• A/V wiring
• Runners for pictures
• Area rugs

- Hallway nearly impossible for general public during summer camps, winter break camps, etc.
- Privacy – separate rooms for specific uses
- Inability to have multiple programs at once or multiple rentals – requires more staff
- Animal care – crowded and causes traffic jams
- Place for meetings away from public
- Bathrooms around N.C. (?)
- People knowing about WW’s location

What is the space/area missing or lacking?

• Separate area for staff meetings
• Lunch area for staff
• Public exhibit area
• Storage not adequate for needs and not protected from mold and animal damage
• Area for Jr. Naturalists to be when waiting for shifts to start or for rides to pick up
• Volunteer area
• An area with a cozy feel and comfortable chairs
• Consolidated office area
• See #2
• Animal exhibits should have a complete working/care area directly behind the exhibit
• Storage area (larger) for class supplies
• More filing space
• Separate conference area
• Separate storage building for seasonal equipment near the Interpretive Center
• Dedicated public seating area
• Lunch area for large groups – 150 students
• Break area
• Separate rooms – some for public, meetings, programs, preschool, etc.
• Green energy uses – solar panels?
• Artwork
• Better, more interactive play spot for kids
• Café? Gift shop?
• Interactive exhibits
• Community garden
• Full kitchen
• Shower/locker room
• Storage
• More bathrooms or even just 1 more family/individual
• Permanent archery
• 1 window!
• Copy machine around corner (noise distractions)
• Park Packs and rental equipment in front desk area storage room
• Animal care access that does not block hallway
• Keep door that can close to exhibit room lockers
• Shower room – indoor/outdoor for traffic flow
• Concession area
• Big window meeting room in front with curtains
• Auditorium planetarium
• Auto door timed opening
• Laundry facility (mini)
• Larger shelter venue
• Larger parking area

What activities do you currently not program because of the space/area?
• Groups over 75 at a time for building use
• Limited on concurrent groups
• Lose non-formal, educational space/general public space when have camp or large programs
• Interactive – crawl and explore
• Green energy and also as educational piece
• Separate programs and audiences cannot be scheduled for identical time periods due to space limitations
• Expand area to include a coffee shop center
• Expand space for large gathering, separate from program areas
• Add additional dioramas
• More than 2 classes
• All day school field trips for large groups – 150 students
• Watershed, “green energy” windmills, solar panels
• Preschool
• Weddings – better private room rental
• Geology, hydrology, climbing, cross-country skiing, scientific method, astronomy, physics, energy, fishing
• Shelters – classes would have more space to build
• Prairie trail would be nice addition
Westwood Hills Nature Center
Existing Programming

Winter
- Kick sledding/snow shoe
  - Brick House – seasonal
  - Apiary and near vestibule within building
- Winter survival – Fort building
- Winter ecology

Overnight – Tent
- Winter camp – family
- 25

Rental – Access
- Tent/provide
- Requires leaving front desk

Fire pit – Brick House
- 40 person – remote
  - 100 acres land
  - 60 acres water/marsh

Evening program
- Solstice
- Owl
- Campfire
- Scout

Baker – 20 minutes
Camper cabin

Brick House – community rental

Center – regular staff

Took around 10 minutes

Ampitheater
- 1-2 minute walk
- 50 current
- 100+ desired
- Entire day to dry
- Separation of program, toilet/infrastructure
- Memorial – concert series
  - Competitive
    - Dodge
    - Eastman
Weddings?

- Where, how
- 75 or less
- Ceremony
- Minneapolis golf reception
- Ideal onsite
- Large meeting space – missing from City

Parking

- Evening program
- Distance – delivery
- Drop off
  - Drive & walking
- Transition
  - Calm/connect

91’ accessible

Golf cart transport – 1 cart

- Garage
- Volunteers

Main sign – orientation

Bus parking
2 hour program
Middle school – 3 buses

394 signage – marketing bootcamp

Signage – small scale, major intersections

- Where are you? I didn’t know you are here?
- 160 acres
- Regional audience – not regional park

13 gates – security

- 3 public pedestrian gates
- 1 key card

Brick House

- Small lot

Plowing not issue

Security

Long-term maintenance

No staff

30+ accessible (possible double)

- Summer camp issue
Canoe
  • Park & Ride
    o Louisiana
  • No facilities
  • No storage for paddles and jackets
  • Trailer at Brick House
  • Gate from Park & Ride – not accessible

Winter Bird

Lake Trail
  • Schrub car
  • T dock
  • Nothing by canoe dock

Trail
  • Runners
  • Congestion – with kids
  • Birders – no blinds or off shoots
  • Hikers – picnic only by pavilion

Schools
  • Repeat customers
    o Minimum outreach, word of mouth
  • Birthday parties act as outreach
  • Schools – repeat programming

Family
  • Rotate programs
  • Amazing Race
  • Balance Saturday/Sunday
    o Rentals
    o Birthday
    o Family
    o Adult 1/season
  • Early childhood
    o Puppetry
    o Cross market with tot program at City

Coordinate with Golden Valley for some programming

<table>
<thead>
<tr>
<th>Home School</th>
<th>Jamie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer</td>
<td>Ron</td>
</tr>
<tr>
<td>Eagle Scout</td>
<td>Mark</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Becky</td>
</tr>
<tr>
<td>Jr Naturalist</td>
<td>Carrie</td>
</tr>
<tr>
<td>Customer/Office Manager</td>
<td></td>
</tr>
</tbody>
</table>
2nd graders – honey bees
- 50 kids – 1 bus – 2 kids
- Exhibit time
- Costume characters or puppets – split 2
  - Costume storage
- Honey extraction demo
- Aviary
  - Conversation
  - Demo – open hive
- Video

Apiary
- Viewing
  - 20 max
- Beekeeping not ideal – splitting requires more staff
  - Shade
  - Nectar source distance
  - Wind
- Able to accommodate access via trail
  - Door difficult
  - Winter – access difficult

Apple Cidering – autumn leaves and apples
- Pavilion
  - Pre-K
  - Duration limited by water off at building
  - Distance back and forth for 3-4
  - Hard to meet schedule

Summer Camp
- Use pavilion for lunch and picnic
- Grass field – games
  - Difficult location by drive, sloped
- Lawn – drop off
- Playground camp
- Walk in control during programs

Pond Study
- Pavilion and Center
- Cage storage – buckets/nets
- T dock – 2/3 classes
- Dry year challenges

Boardwalk
- Ideal for study
- Access/prep challenge
- Facilities
• Water

Raptor Exhibit
  • Informal contact and tour

Fishing Lake – stocked
  • Lamp Lighter & Klodt more positive (Lake Report) – requires deeper pocket
  • Canoe off of dock – adult evening

Trail

Screen maintenance
  • Debris/storms/vandals

Lake will overgrow

Toilets needed at canoe location
  • Walk or drive for program
  • Sun shelter

No archery desired
  • Archery provided at Brick House – program

Storage rack only on far side of lake
  • 10 canoes – can trailer, not requested

Winter
  • No lake access without staff
    o Policy not signed
  • Snow shoe rental on lake with staff

Citizens Assisted Monitoring
  • Barr Basset Creek – grade B rec value

Nets & cups / aqua scope – kids on belly

Natural cat (?) edge
  • Opening view shed, DNR/maintain

Staffing/maintenance
  • Lean staffing
  • 2 college kids – summer
  • Evening cleaners

City – responsive service

Provide for others – Minnetonka, Plymouth . . .
Quarterly meeting
- Richfield
- Maplewood
- Roseville
- Eden Prairie
- Fridley
- Bloomington (closest)
- Osseo/Dayton (closest)

Exhibit/program conflict within building

Sentence to Serve – snow removal

Raptor Mew
- Night habitat
- Connected to building
- Raptor Center – metal walls ideal model

Edible garden – non profit
- Veggies/mushrooms/shade
- City maintains box

Wetland?

Pond comes into building – lightening

Pavilion – rental
- Summer months – restroom open (Eastman)
  - 8a/4:30p or with rental
  - Maintenance not
- Halloween
- Summer lunches and overflow
- Apples
- Honey extraction
- Seating and acoustics

Garbage dump – problem

Climbing racks
- Popular use and photo
- Additional element coming

Snow shoeing
- Main building
- 2 carts – 3 car
- Wall hanging – drying limited space
  - Wood Lake – fireplace
Building – no observation

All naturalists out of Westwood
  • Utilize other facilities

Ice fishing not successful

4 years – paved 3rd surface
  • Ideal reclaim/compact
  • Lot surface coated
  • Trails mixed results with coating
  • Roller blade/skates not ideal

Building below grade duct

1pm program (?)

Turtle pond
  • ____ (?) Potential

Galvanized steel w/floats
  • Rail loose/splintering
  • Deck replaced but slimy/slippery

Apiary
  • Can do 2 per day
  • Schools want all day
  • 1/2 class – 15 ideal
  • Lighting – highlight interior of hive
  • Storage fall/winter

Standard
  • Color stain
  • Green standing seam

Never enough power and water
  • Access and capacity

Mark
Jason
Mark Zembryki
Rutager (?)

Irrigation
  • Not utilized
  • Native
Hose bib by AC!! New building

Winterized fountains – 2
  • Plow out

Picnic shelter
  • No facilities after October

Back-up generator
  • Fully powered
  • Natural gas

Drainage
  • Trails and ice

Fire
  • Distance
  • Hydrant

Exterior
  • LED(?) conversion
  • Heads only

Cameras
  • Current, fairly new
  • Functional

Storage
  • City
  • Require staff to move

Smart siding preferred

ADA Report

Secured – uncovered
  • Change to per project

Shaded trail
  • Melting and freezing

Trail/Pedestrian
  • Occasional drive use
  • Shared usage not ideal

Garbage
  • Enclosed ideal
Snowy year
- Haul/stockpile
- Possible loss of stall

Pavilion
- 25 to 30 not posted
- Sunflower board
- Acoustics
- Summer lunch
- Playground program
- Rental – evening
- Men/Women’s bath only storm shelter

$125k CIP(?), 12 year cycle less than 5
- 5-12 year desire, 3-5
- Modified hybrid – natural/other
- Pour in place rubber – desired
- Concrete perimeter
- Donated to kids across world

Bird nest – public art
- Interactive from arboretum
- 6-7 years
- Agreement yearly
Westwood Hills Nature Center
Desired Program

What’s missing?
- Full day – older kids
- Place for meals – older kids
- 50 limits #
- Currently serving 2nd and under

Preschool
Public adult gathering – casual
Retail
Night sky – sky lab

New Hope
Robbinsdale
South Minneapolis
Plymouth
Edina Minnetonka
Sept/Oct/Nov/May/Apr

Archery Range

Sound pollution from planes

Animal care – blocks public access
- Storage, Eastman

Laundry, shower
Lunch staff
Copy office/workroom
Office – sound, isolated
Family drop off

Staff proximity public

Operable building

Backstage – limited space

Taxidermy

Meal moths – Richardson

Westwood – What is this place?

Peace/tranquility – safe
Information – what is here
- Beyond programming
- Passive learning

Winter increase
- What activities – competition of surrounding facilities

Enrichment/education

Hours/facilities

Are you welcome?

Character
- Cozy space, activity

Function
- Edible
- Water

Preschool – family center room

Severe weather

Classroom – storage within

Water component by playground
- Get wet and muddy – hydrology

Green energy – sustainable and education
- B3 – City voluntary

Art
Introaction
Community Garden

Cave
- Bats
- Bouldering

Staff and space – 9 to 2

What brings them back?

Safe, tranquil for a fun education experience
WESTWOOD NATURE CENTER
To model and promote stewardship, sustainability, and a deeper ecological understanding through direct experience, using resource to provide connecting places and enhance quality of life in the community.

**Missing/desired design elements - Building**

**Food**
- Dining area for full day kids
- Serving/catering for rentals
- Lunch spot for casual use

**Classroom**
- Preschool
- Storage
- Wet and muddy
- Food demonstration
- Teaching aids

**Retail**

**Exhibit area**

**Sky lab**

**Staff Support**
- Laundry
- Shower
- Break/lunch area
- Meetings

**Weather shelter**

**Green goals/Alternative power**
- Building performance
- Education

**Companion/alternative toilet area**

**Missing/desired design elements - Site**

**Canoe equipment storage – near canoe dock**
**Snow shoe equipment storage - near main building**
**Halloween party supplies/props/costumes**
<table>
<thead>
<tr>
<th>Item/Issue</th>
<th>What’s working</th>
<th>What’s not working</th>
<th>What’s needed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Space for staff</td>
<td>Everyone has their own desk, phone and pc. Use of natural light - windows.</td>
<td>Very cramped desk space. The offices are located at either end of the building.</td>
<td>Staff offices located together. Adequate desk space. Better HVAC control</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keypad entry lock on doors</td>
<td>Very noisy atmosphere. Hard to control temps.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibit/Display Space</td>
<td>Some moveable exhibits. Lots of windows. Outdoor view of pond/wildlife.</td>
<td>No permanent space dedicated to exhibits/displays.</td>
<td>Exhibit room separate from classrooms or other uses. Physical building used as a teaching tool/exhibit.</td>
<td></td>
</tr>
<tr>
<td>Classrooms &amp; Auditorium</td>
<td>Exit to outdoors from classroom. Windows. Cupboards, countertops, sink in classroom</td>
<td>No dedicated space for teaching students. No area for large assembly or presentations.</td>
<td>Auditorium Several classrooms Av/IT in classrooms</td>
<td></td>
</tr>
<tr>
<td>Storage space</td>
<td></td>
<td>Over capacity. Storage spread out among several remote locations. Need ladders to get items down from top shelves.</td>
<td>Ample storage space that is low and located in the same building. Room for future storage.</td>
<td></td>
</tr>
<tr>
<td>Copy Center/Office Supplies</td>
<td>Ricoh Machine.</td>
<td>Too small. Limited storage space for supplies, maps, brochures, etc. 2 separate locations.</td>
<td>Copy Center in 1 location. Central storage for all office supplies.</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Improvements</td>
<td>Issues</td>
<td></td>
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<tr>
<td>---------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Animal Care/Displays</td>
<td>Front viewing area w/backside entry Modular Exhibit (Multi-animals)</td>
<td>Limited display area. Hallway blocked off whenever the cages are being cleaned/feed. Prep area separate from cages. Animal located in several areas.</td>
<td>Better location of animal display. Larger habitat spaces with more features. Combine food prep area and displays. Keep all of the animals together and prep area. Have care access separate from public spaces.</td>
<td></td>
</tr>
<tr>
<td>Staff Kitchen/Break area</td>
<td>Dishwasher</td>
<td>Space for staff to take a break away from their desks. Fridge space.</td>
<td>Kitchen area. Staff Fridge. Dishwasher. Tables for break. Counter space</td>
<td></td>
</tr>
<tr>
<td>Restrooms</td>
<td>Large Hand washing sink outside of Bathrooms</td>
<td>Too small for the number of people that use this building. Capacity for larger events.</td>
<td>Larger restrooms. Staff Showers. Limited access to outside. Exhibits in bathrooms. Family Restroom.</td>
<td></td>
</tr>
<tr>
<td>Water leaking along east side of building’s foundation into building.</td>
<td></td>
<td>Leaks down wall and floods hallway floor.</td>
<td>Drain Tile.</td>
<td></td>
</tr>
<tr>
<td>Pests</td>
<td>Mice, Moths eating items in storage and on display. Dying and smelly mice in ductwork and ceiling.</td>
<td></td>
<td>A Hungry Cat.</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Current Condition</td>
<td>Needed Condition</td>
<td></td>
<td></td>
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<td>----------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Preschool Play/Learning area</td>
<td>Too small. Not dedicated to this use. Have to set up take down frequently.</td>
<td>Large enough room for this age group. Larger space for free play/exploration. More Pre-school sized themed exhibits.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair &amp; Table storage area</td>
<td>Too small. Difficult to access items from closet, especially when a group is using that room.</td>
<td>Dedicated storage area for these items. Adequate size.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Program Kitchen</td>
<td></td>
<td>Kitchen to use for programs: Maple Syrup, Honey Harvest, Apple Press, edible foods, camps, sleepovers, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Locker rooms with showers.</td>
<td>Lack of storage for personal items – boots, coats, etc.</td>
<td>Changing area, lockers and showers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting room with large conference table.</td>
<td>No permanent location.</td>
<td>Meeting room with large table that is kept set up. Av equipment – TV, pc, screen, document camera, etc. Separate entrance w/ability to lock/limit entrance to the rest of building.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Organized by current Library Standards. Not near program staff offices. No enough shelf space. No public access.</td>
<td>Large enough capacity for future growth. Area that the public could access.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Mailboxes</td>
<td>Security Space</td>
<td>Secure space for routing mail to staff that is not in the public space.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
<td>---------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Storage</td>
<td>Space Secure Storage</td>
<td>More Capacity Secure Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Protection CO2 Protection Smoke Detectors Eye wash station</td>
<td>No Protection except for plug in CO2 and 2 smoke detectors</td>
<td>Fire sprinklers for building CO2 Detectors Smoke Detectors Emergency Lighting Eye wash station</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Room/Janitor’s Closet</td>
<td>Locked/secured</td>
<td>Lack of space Program Items stored in same location. Adequate space for Mechanical/cleaning supplies Location to store program supplies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water garden Landscape</td>
<td>Visually appealing space for public use. Attracts wildlife Photo spot</td>
<td>To keep this in its current location. Too established to move.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trail System</td>
<td>3 ½ miles of trails. Diversity of habitats and surfaces.</td>
<td>Maintenance</td>
<td>To keep this in its current location. Too established to move.</td>
<td>Would need to realign the trailheads if the building location changed too much.</td>
</tr>
<tr>
<td>--------------</td>
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<td>-------------</td>
<td>----------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Puppet Theater</td>
<td>Permanent stage. Hidden access door.</td>
<td>Excessive Noise. Located in Exhibit area.</td>
<td>Incorporate space in classroom for theater.</td>
<td></td>
</tr>
<tr>
<td>Roof</td>
<td>White roof keeps building cooler</td>
<td>Leaks seasonally. Doesn’t drain to scuppers. Blinding to look at. (Reflection)</td>
<td>Roof that drains correctly. Built to support solar? Green rooftop?</td>
<td></td>
</tr>
<tr>
<td>Gathering spot for walk in visitors</td>
<td></td>
<td></td>
<td>Public space separate from program space. Rocking Chairs for wildlife viewing. Coat storage. Stroller parking area.</td>
<td></td>
</tr>
<tr>
<td>Severe Weather</td>
<td></td>
<td>No good places to have large groups of people go during a siren.</td>
<td>A safe, secure place for 50-75 people to go during a siren.</td>
<td></td>
</tr>
<tr>
<td>Covered entry &amp; bldg. overhang</td>
<td>Able to use sidewalk under overhang to program outdoors on rainy days.</td>
<td>Limited space</td>
<td>Incorporate a larger covered outdoor space attached to building.</td>
<td></td>
</tr>
<tr>
<td>IT/Technology</td>
<td>Wifi hotspots Security cameras Webcam PC’s, printers Cable TV</td>
<td></td>
<td>Smart Board in classroom Projection cameras Additional security cameras Meeting room equipped w/technology. Electronic monitors for program marketing.</td>
<td></td>
</tr>
</tbody>
</table>
STAFF FACILITY NEEDS/REVIEW ............................................................... 

Site Visit and Staff Interview

- Pre-meeting questionnaire and response
- List of existing site amenities
- MDA/SRF Interview Notes
- Staff Matrix of Needs

Review/Concept Update Meeting

- Meeting Minutes
Date: 20 November 2015

RE: Westwood Hills Nature Center
Review/Concept Update

From: Denita Lemmon

A) Progress to date

1) Community Input
Input from the website and events (Halloween event and community engagement meeting) have been very helpful. The majority of the input is along the lines that Westwood should remain the same quiet place with a continued focus on education. There continues to be some activity on the website. The amount of input received is typical for this stage of the process where the input requested is more open ended. Once there are concepts to share we often see an increase in activity. This is typically limited to individuals who are either associated with or have a previous connection with the center.

2) Building Site Assessment Findings
MDA and SRF did complete a site and building review. The center overall is very well maintained. There are a few areas where edges of trails or paths need more continued maintenance. The site feature with the most need is the turtle pond. The building is very typical for its design and year of construction. Based on today’s standards for construction and in particular energy performance the building is deficient. There are programmatic issues but physically the below grade ducts, water infiltration at the back wall and thermal properties of the roof, walls and windows are a concern related to the longevity of the building.

While onsite for the assessment time was also spent understanding the deficiencies relative to program.
Concerns noted related to the site are:
- Parking space quantity and quality
- Parking adjacency to Nature Center – distance and steepness of route between parking and Nature Center
- Limited open space for gathering/orientation/break out of groups
- Limited size of amphitheater

Concerns noted related to the building are:
- Lack of storage for educational materials
- Lack of space for animal maintenance and food prep
- Connection of staff to front entrance is needed
- Limited staff break or personal food prep
- No storm shelter
- Difficult to organize and store backpacks and things for students in current corridor configuration
Cont. - Concerns noted related to the building are:
- Difficult to host more than one event at a time
- No space for general visitor if class or school group is onsite
- Space is really ‘alive’ and difficult to control sound
- Arrival to building is not inviting

B) Initial Concept Ideas
Based on the input MDA/SRF completed a number of options to begin the concept development discussion. There were 6 options presented – Concept A to F.

Concept A – This option is for an addition/remodel or new construction at the existing nature center location. This option would minimally impact the site as the majority of the building is or could be built on disturbed soil. This may not be as high of a concern at Westwood since the overall property was previously disturbed and most of the natural setting is less than 30 years old in its development. This site continues the connection to the water feature but does not improve accessibility or visible access. The building could be reused but based on required improvements including energy efficiency there is not a high level of integrity to the structure.

Concept B – Shifts the building to the south. This does not improve accessibility but may allow greater site development related to the water feature. Perhaps, allowing for an improved outdoor classroom space.

Concept C – Places building adjacent to parking. This improves access and visual connection. Also allows accessible access to water and apiary from nature center. Based on design could allow deliveries from paved parking area.

Concept D – Similar to C. Both concepts push parking lot farther to the south to expand capacity and accommodate building locations.

Concept E – Takes a broader view of the overall property of the center and places facility closer to developed area of 394 frontage road. This was not seen as ideal for nature center due to light pollution, access and proximity to development (car dealerships).

Concept F – Similar to E however, this could be an option for a satellite facility for picnicking and convenience associated with the canoe access, use and rental.

Two initial concepts for the building addition or new construction were also briefly discussed. The ability to expand or combine space into flexible rental space was discussed. Staff ability to have visible access to the entrance and to have ample ‘back of house’ space was desired. The building design should consider sustainability. The extent and budget for sustainable strategies needs to be determined. A net zero building requires the addition of alternative energy sources. This could greatly impact budget.

C) Next Steps
1) Development of Concepts
   MDA/SRF will wait to continue concept development until after staff has an opportunity to review with City Council the parameters. Some of the issues they need to address include:
   - Interest in new construction
   - Interest in expanding programming – in particular adding a preschool or to what extent rentals should be considered
- Level of sustainability – does building want to be net zero or meet some other benchmark

2) Review other Facilities – possible tour of Eastman or other with Westwood staff?
Staff has reviewed other facilities and provided images of likes and dislikes. MDA has the images and will consider these aspects in the concept development.

3) Focus Group Sessions
Intent of sessions was to review concepts. These will be scheduled once these can move forward based on City Council input.

4) Community Review
This is scheduled for January 12. What can and should be presented needs to be vetted.

5) Final Report
Based on scheduling of focus groups MDA/SRF will complete final report and schedule presentation. Based on Community Review schedule and timing of focus groups this could push final presentation into Feb.

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<th>SERVICES</th>
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<tr>
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<td>Review meetings (7,8)</td>
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<td>Review meeting (9)</td>
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<td>Final Presentation (10)</td>
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WESTWOOD LAKE

- Expand water garden down to lake trail
- Expanded outdoor classroom lawn & garden area
- New nature center building location

CONCEPT B:
WESTWOOD HILLS NATURE CENTER
ST LOUIS PARK

- Wood chip trail
- Crushed stone trail
- Paved trail

Parking expansion area (20-30 cars)
Existing picnic/gathering area
Expanded natural play opportunities

100 200 300 400 500 600 700 800 900 1000

Appendix A - 40
CONCEPT PLAN-NEW HILL SITE
WESTWOOD NATURE CENTER 11/20/2015

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