

Meeting Minutes

Design Development Review Meeting

Project: Webb County Fairgrounds Renovation Project US-59 Laredo, Texas 78043	Project Number: 24001 Date: December 19, 2024 Date Issued: 10:30am Prepared By: Monica Guajardo Attendees: Sign-In
Meeting No.: 02	
Meeting Location: Webb Cty Commissioner's Court 3 rd Floor	

Item	Meeting Item Description	Responsible	Due date
2-1	The purpose of this meeting is for Design Development Review, for the Life Pavilion and the Restaurant, obtain comments and approval to proceed with Construction Documents, review the Opinion of Probable Cost, Budget and the additional services.		
2-2	Status on improvements survey and location of existing utilities: As per conversation between Top Site Engineering and Judge Tano, they were waiting on the green light and will proceed with the investigations and should obtain a updated survey within a couple of weeks.		
2-3	Status on utilities civil design. Refer to Utilities Coordination Meeting Minutes 10/07/2024. There are other items that are part of the project that will need civil design services. Per Judge Tano, these will be provided by Topsite. - Provide accessible parking and ensure accessible route to Pavilion Building - Provide accessible parking and ensure accessible route to Restaurant Building and exterior bathroom access. - Sanitary sewer and domestic water utilities as previously discussed.	Topsite/ County	
LIFE PAVILION			
2-4	Restrooms: - As per Judge Tano request, Slay the sinks could be configured as a monolithic concrete slab with slopes to drain (similar to El Capataz. - An additional door to be provided to restrict access from the Pavillion area and the Restroom. This will facilitate having access to the bathrooms from the outside while restricting access to the Pavillion floor. - Add an attic with structural support to use for storage purposes over the restrooms and beer concession and Concession area (at SE		

corner of building).

- 2-5 Beer Concession:
The bleachers adjacent to the new concession area will remain. When bleachers are in folded position, the Beer concession will have access on two sides. When the bleachers are opened, the beer concession will have access on one side.
- 2-6 Concession Service Area:
The door locations and access will remain as proposed on plans.
- 2-7 Additional services items include the following:
1. The Pavilion area should have a ceiling to conceal the roof insulation.
 2. Extend the RTU air drops so that these remain open at events where the ceiling is draped.
 3. Present options for a floor surface material or treatment to existing concrete. Per Judge Tano's recommendation, Slay will review options of removable floor system, that can quickly be installed and removed depending on the events (FF&E).
 4. Renovation of exterior entrance and interior vestibule.
 5. Renovation of the exterior facades (structural require), entry stairs, fencing, landscaping and addition of a plaque at the entrance.
 6. Provide a structural deck above the restroom and beer concession area and the concession area at the southeast corner of the building to be used for storage. An access should be provided.
- Add services proposal will be forwarded this week by Slay. Slay

RESTAURANT AND EXTERIOR BATHROOMS

- 2-8 Restaurant:
- Renovation of interior finishes, exterior entrance for accessibility and exterior entrance finishes.
 - The fireplace should be the focal point as you enter.
 - Slay will provide a rendering of the proposed renovation of the fireplace. Slay
- 2-9 Kitchen:
- The addition of walk-in cooler unit at the exterior is approved.
- 2-10 Interior Restrooms:
- As proposed on plans. No items mentioned
- 2-11 Exterior Restrooms:
- These will serve for all events that are held and should provide more toilet stalls at the women's and more urinals at the Mens restroom.
 - Albert Torres suggested to expand to the southeast side the building so that the existing restrooms are converted to Women's and the new addition be for the Mens. Women's should have a minimum of 9-10 Stalls. Men's should have a minimum of two stalls and minimum 8-10 urinals.
 - Slay Architecture will provide preliminary floor plan and design for approval. Slay

- 2-12 Exterior improvements to building:
The proposed renovations to the facades as proposed in plans.
- 2-13 Additional service items for the Restaurant Building include:
1. Provide a structural slab for the walk-in cooler unit; and
 2. The new addition of the Men's restroom area (approx.. 500 to 600 sf.)
- Slay will provide additional services proposal.

All meeting minutes items are considered correct and accurate unless the author is notified in writing within 48 hours.

SIGN-IN SHEET

**Design Development Review Meeting
Webb County Fairgrounds Renovation Project
12/19/2024**

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