



**CITY OF LYNNWOOD ARTS COMMISSION**

**SPECIAL MEETING MINUTES  
 June 23, 2014 6:00PM  
 LYNNWOOD CITY HALL & COUNCIL CHAMBERS**

10. CALL TO ORDER: 6:05pm

20. ROLL CALL

	Elizabeth Lunsford	✓	Tanner Boyle, Public Works
✓	Marissa Heringer	✓	Lynn Sordel, Director
✓	Craig van den Bosch, Chair		
	Kathleen Moore		
	Paul Richards, Secretary		
✓	Kay Wood		
✓	Adam Segalla		

30. BUSINESS ITEMS

30.1 City Hall Project – Council Chambers & City Hall lobby site visit

Commission toured spaces and identified the following items to be resolved in improvement plans:

A- Council chambers:

1- Issues:

- a- Dais is too narrow, should fit 40” seats.
- b- Projector screen is in uncomfortable location
- c- The pendants lights hang too low
- d- The wood art in the back of the Bench is planned to be replaced (another art piece from aluminum is under order)
- e- Lighting is bright over the visitors and dark over the dais
- f- The main look of the room is outdated and doesn’t feel 20<sup>th</sup> century

2- Design solutions:

- a- Shrink the rooms to the sides of the Bench (by 3-4 feet) and relocate their doors to the face of the wall.
- b- Move the projection screen to the flat left wall. Use electrical operable screen.

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 670-5503 with 24-hours advance notice for special accommodations.



- c- Remove all wood finishes from walls, ceiling and fascias. This type of wood is outdated.
- d- Walls and ceilings to be off-white color. Use the city logo colors for accent.
- e- Install aluminum strip in the fascia above the Bench to connect with the new aluminum art piece in the back of the Bench.
- f- Center (high) ceiling – remove the pendants lights, install acoustical elements for design and sound barriers, change lights for more soothing atmosphere.
- g- Change the carpet tiles to lighter colors. Optional for patterned gray. Incorporate in the new carpet tiles the city color pallet.
- h- The Bench- new finish towards the visitors, widen it or replace with new
- i- Install glass tiles (for accent) on the back wall of the Bench.
- j- We need a preview of the art piece that will be installed in the back wall of the Bench.
- k- Change the council chairs. Black, optional for mesh type.
- l- Secrecy/ clerk desk- rebuilt it wider to accommodate the removable desk to its left. Add drawers. Add a control panel for lighting, cameras, projector and screen. Install a clock in the back of the station.
- m- Change all visitors chairs
- n- Change the finish on the lecture podium to match new room finishes
- o- Install remote controlled robotic cameras on the fascia above the entrance door, for videotaping of meetings.
- p- Close the closet by the entrance doors with glass doors. Remove the storage cabinets that are in that space to another location. Install on the doors the same strips as the main entrance doors to the city hall (city color pallet)
- q- Remove the bulletin board by the entrance door. Re-print the city maps that are on it to the same size and frame them on one size respectable frame. The frame should have an easy ability to change the maps when needed.
- r- Replace the clock on fascia above the entrance doors
- s- Replace the entrance doors to follow the newer wood design of the meeting room facing them. Install on the glass color strip like with the city color pallet.
- t- Design guideline is to be contemporary and timeless. Create low maintenance solutions. All light fixture to be LED.

B- Corridor leading to the council chamber

- 1- Issues:
  - a- Focal point is the stainless steel water fountain

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- b- The brick wall cover is outdated and seemed like it was covered with shiny finish paint
  - c- The down lights are outdated
  - d- Furniture are outdated and not welcoming
- 2- Design solutions:
- a- Change carpet to the same carpet tiles and in the council chambers, for flow and connectivity.
  - b- Water fountain – move the other side of the corridor (council green room) or slide over the existing wall. Build a niche in the wall so the water fountain will not protrude the corridor.
  - c- Remove brick from walls and use accent paint.
  - d- Change lights to new LED down lights
  - e- Install spot lights in front of the council members photos to lighting them
  - f- Change all furniture
- C- Entrance lobby
- 1- Issues:
- a- Not welcoming
  - b- Dark even in day time and cold
  - c- Very noisy without acoustical solutions
  - d- Information display are attached the walls and doors
  - e- Unneeded widows to offices and traffic center
- 2- Design solutions:
- a- Remove the window to the traffic center and re-build the wall to the left (closing all windows to offices). Use these walls for art display.
  - b- Build a new separation wall that will align with the corridor that leads toward the council chambers. Install a 6 ft entrance in the wall to create a gate feeling. Install the existing are piece on that wall
  - c- Receptionist station – relocate to the corner between the new wall and the existing location. Install wall storage closets in the back wall. Install control panel for lights and security cameras.
  - d- Change the public computer station to a standing counter with two stations
  - e- Divide the big center seating area to smaller groups. Two or three small seating areas with area rugs to create personal feeling.
  - f- Replace all furniture

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- g- Install small cabinet for storage by the children playing station
  - h- Install electric media display on the existing small wall left to the traffic center window. Display to be controlled by computer from receptionist station.
  - i- Change floor tiles to lighter color. Incorporate the colors from the concrete pad outside the city hall.
  - j- Remove pendants light and change reflective LED lights.
  - k- Keep the wood ceiling
  - l- Install on the ceiling acoustical design elements
  - m- Introduce vertical design elements – tall planters, art display box, and standing light fixture.
- D- Existing plans
- 1- Tanner will look for the existing plans in the city archive
- E- Design team:
- 1- As mentioned in meeting before; to allow faster progress we will proceed as an Ad-Hoc committee.
  - 2- The Ad-Hoc committee members are Key and Adam, with one seat still open.
  - 3- The Ad-Hoc committee will meet again after electing a third member.

## 40. ADJOURNMENT