



# City of Sugar Land

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## City Council Agenda

Sugar Land City Hall  
2700 Town Center  
Boulevard North  
Sugar Land, TX 77479

**Tuesday, June 23, 2026**  
**City Council Workshop**  
**Cane Room 161**  
**5:30 PM**

### **I. Attention**

Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through video conferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view; and are recorded as per the Texas Open Meetings Act.

The meeting will live stream at <https://www.sugarlandtx.gov/1238/SLTV-16-Live-Video> or [https://youtube.com/live/pZUgFAA\\_PrA?feature=share](https://youtube.com/live/pZUgFAA_PrA?feature=share). Sugar Land Comcast/Xfinity Cable Subscribers can also tune-in on Channel 16.

### **II. Call to Order**

### **III. Public Comment**

Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board, and/or Commission in person regarding matters posted for consideration or workshop on the agenda. Each speaker must complete a "Request to Speak" form and give it to the City Secretary or designee, prior to the beginning of the meeting.

Each speaker is limited to 3 minutes, speakers requiring a translator will have 6 minutes, regardless of the number of agenda items to be addressed. Comments or discussion by City Council, Board, and/or Commission members, will only be made at the time the subject is scheduled for consideration.

For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.

### **IV. Workshop**

#### **A. T.E. HARMAN CENTER FEASIBILITY STUDY**

Review of and discussion on the T.E. Harman Center Feasibility Study Final Report.  
**Kimberly Terrell, Director of Parks & Recreation**

#### **B. CYBERSECURITY AND ARTIFICIAL INTELLIGENCE (AI) AWARENESS TRAINING**

Review of and discussion on the annual cybersecurity and artificial intelligence awareness training requirements under Texas Government Code Sections 2054.5191 and 2054.5193, including DIR-certified training compliance.

**Paula J. Kutchka, Director of People & Culture, Steve Budny, Director of IT, Data, and Security**

### **V. Adjournment**

**The Mayor and City Council reserve the right, upon motion, to suspend the rules to consider business out of the posted order. In addition to any Executive Session listed above, the City Council reserves the right to adjourn into Executive Session at any time during this meeting for the purpose of consultation with the Attorney as authorized by Texas Government Code Sections 551.071 to discuss any of the matters listed above.**

**If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact the City Secretary, (281) 275-2730. Requests for special services must be received 48 hours prior to the meeting time. Reasonable accommodations will be made to assist your needs.**

**The agenda and supporting documentation is located on the [City Website](#) under meeting agendas.**

**Posted on this 16th day of June 2026 at 4:15 P.M.**



## **City Council Agenda Request**

### **June 23, 2026**

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**Agenda Request No:** IV.A.

**Agenda of:** City Council Meeting

**Initiated by:** Fenglin du, Parks Development Manager

**Presented by:** Kimberly Terrell, Director of Parks & Recreation

**Responsible Department:** Parks

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**Agenda Caption:**

**T.E. HARMAN CENTER FEASIBILITY STUDY**

Review of and discussion on the T.E. Harman Center Feasibility Study Final Report.

**Recommended Action:**

Review and Discussion of the T. E. Harman Center Feasibility Study Final Report

**Executive Summary:**

Staff and the project consultant, BRW Architects, have been advancing the T.E. Harman Center Feasibility Study to evaluate potential site locations, identify programming priorities, develop conceptual design scenarios, and prepare a final report to support a future bond election or other funding opportunities.

The process began in 2022 with a resident survey and an initial open house conducted by Department staff to gather community input on the future of the T.E. Harman Center. In May 2023, following a Request for Qualifications (RFQ) process, the City contracted with BRW Architects to continue the next phase of the study. In July 2023, the project team conducted a survey as part of a second round of public engagement to better understand community programming priorities. During the study process, the consultant evaluated multiple potential locations for the facility.

Using this feedback, the consultant developed three conceptual design scenarios for a new T.E. Harman Center based on community input, site conditions, and feasibility considerations. A third public open house was held in January 2026 to present the concepts and gather additional community feedback.

In March 2026, the consultant completed a draft report summarizing the feasibility study process and findings. The project team presented the draft report to the PARCS Board in April 2026 and provided an update to the SL4B Board in May 2026 to gather additional feedback.

The purpose of this workshop is to review the final draft report, discuss the findings and recommendations, and receive any final comments prior to completion of the study.

Parks and Recreation Director Kimberly Terrell and representatives from BRW Architects will present the findings and respond to questions.

## **Budget**

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**Expenditure Required: 0**

**Current Budget: 0**

**Additional Funding: 0**

**Funding Source: SL4B**

**Account Number (ORG-OBJ-Project): MU2003**

## **Attachments**

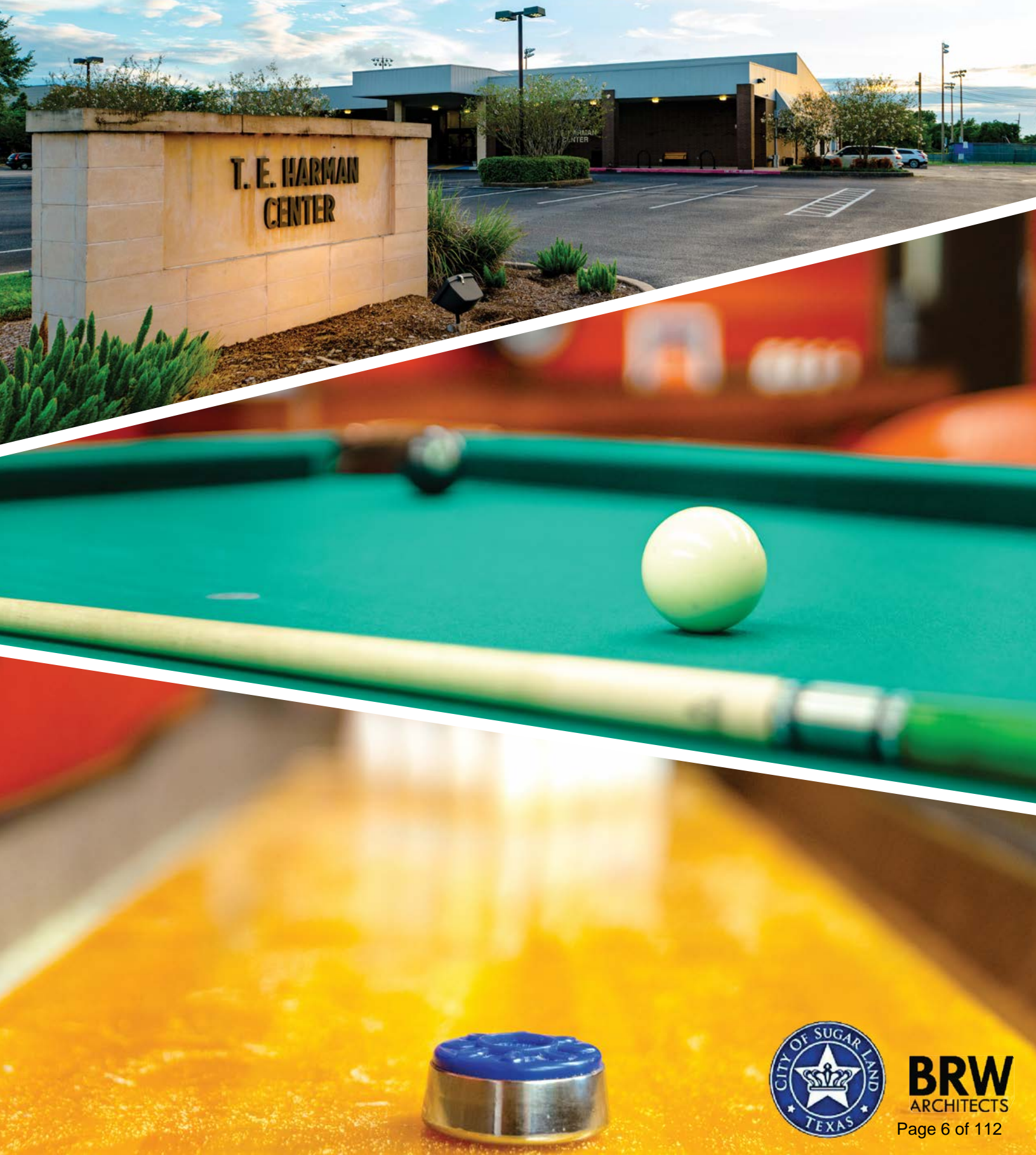
1. Sugar Land Senior Center Feasibility Study-small

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# CITY OF SUGAR LAND

## T.E. HARMAN CENTER FEASIBILITY STUDY



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175 CENTURY SQUARE DRIVE  
COLLEGE STATION, TEXAS 77840  
979-694-1791  
WWW.BRWARCH.COM



February 28, 2026

City Council  
City of Sugar Land  
2700 Town Center Blvd North  
Sugar Land, TX 77479

**RE: FEASIBILITY STUDY SUGAR LAND FACILITIES**

Dear Sugar Land City Council,



Brown Reynolds Watford Architects, Inc. is pleased to submit to the City Council of Sugar Land, Texas a proposed senior center master plan, including the evaluation of several existing facilities and their potential future use. Attached is a final report of the results of the study, which was carried out over the course of site visits, meetings and discussions with the city employees. We would also like to thank Fenglin Du, Kimberly Terrell, Heather Bluejacket, Jacob Langerud, William C. Hajdik, Briana Williams, and Herc Meier for their help, advice and knowledge of the site and surrounding areas.

The enclosed study consists of an existing facility analysis, site analyses, site plans, building program, building scenarios, staff analyses, and BRW Architect's opinion of the probable cost of the project.

We are grateful to have had the opportunity to complete this study for the City Council of Sugar Land, Texas. We look forward to moving on to the next phase of the project, Schematic Design. Until then, if you have any questions, please do not hesitate to contact me at 979.694.1791.

*Ray Holliday*  
Thank you,



**Ray Holliday, AIA, ASLA, APA, LI**  
**Principal**

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## ACKNOWLEDGEMENTS

The commission of this study is important to us and we value the relationship we have built with the City of Sugar Land and with the City of Sugar Land Parks and Recreation Department (PARC) during the process. We appreciate your assistance with performing this study and look forward to the continuation of this project.

### CITY OF SUGAR LAND PARKS AND RECREATION DEPARTMENT (PARC)

|                    |  |
|--------------------|--|
| Fenglin Du         | Parks Development Manager                  |
| William Hajdik     | Interim Director of Parks and Recreation   |
| Kimberly Terrell   | Director of Parks and Recreation           |
| Briana Williams    | Assistant Director of Parks and Recreation |
| Heather Bluejacket | Recreation Manager                         |
| Jacob Langerud     | Recreation Supervisor                      |
| Sandra Penman      | Recreation Coordinator                     |

### PARKS, ARTS, RECREATION, CULTURE, AND STREETSCAPES (PARCS) BOARD

|                    |            |
|--------------------|------------|
| HoJin Lim          | Chair      |
| Heather Guillen    | Vice Chair |
| Kelsey Johnson     |            |
| Chris Delay        |            |
| Kelsey Low         |            |
| Andy Phan          |            |
| Tracy Pipes        |            |
| Joan Maresg-Hansen |            |
| Sonny Johnston     |            |

### CITY MANAGEMENT

|                |                        |
|----------------|------------------------|
| Mike Goodrum   | City Manager           |
| Brian Butscher | Assistant City Manager |

### CITY STAFF

|                   |                                |
|-------------------|--------------------------------|
| Herc Meier        | Director of Public Works       |
| Devon Rodriguez   | Director of Redevelopment      |
| Jessica Rodriguez | Assistant Director of Planning |
| David Brown       | Facilities Services Manager    |

### FORMER CITY STAFF PROJECT TEAM

|             |   |
|-------------|---|
| Joe Chesser | Former Director of Parks and Recreation |
|-------------|---|

### ARCHITECT - BRW

Ray Holliday  
Peri Sutton  
Emily Murphy  
Katharine Woehler  
Caden Garbaccio

### MAYOR

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Rick Miller

## 6 INTRODUCTION

The following Feasibility Study has been conducted with the intention of providing the City of Sugar Land with a solid understanding of the needs and possibilities for the T.E. Harman Center. This is achieved through an analysis of the current programmatic needs of the T.E. Harman Center, as well as looking into future needs, by studying desired site conditions and understanding site implications, by experimenting with efficient and optimal floor plan layouts, and by understanding desired exterior massing and interior and exterior materiality. The final deliverable for this Feasibility Study looks like three proposed curated designs that each showcase different methods of achieving all the goals and requirements of the T.E. Harman Center. It is BRW Architects' hope to provide the City of Sugar Land with the information which can help provide the T.E. Harman Center with incredible facilities that will last decades, and become more embedded within the surrounding community of Sugar Land. We also hope that this study will help obtain buy-in from stakeholders and the public for the support of the future of the T.E. Harman Center.

## STUDY PROCESS

The study began in May of 2023 with a kickoff meeting where the goals of the project were outlined. Programmatic discussions were held to determine in what areas the current facility was lacking and how to supply the necessary additional tools. The design team then received a tour of the T.E. Harman Center where discussions with PARD including the senior center staff highlighted crucial attention points of the current facility which helped set parameters for a successful new design. The current use of space, operations, efficiency and site conditions were studied to provide the design team with a complete understanding of the current state and the desired improvements.

The next phase of the study was about data collection, and included a site analysis study and a programming analysis study. Both studies were conducted in collaboration with the PARD to ensure an accurate understanding of the desires of this facility. Public engagement was core to this phase. The PARD provided BRW's design team with three site options which were then all evaluated based on the needs of the T.E. Harman Center which was determined through evaluating responses from the community members. Next was a money game study which was conducted to gather data from current T.E. Harman members about their desires for a new facility. This stage is important because it uses user input to ensure the facility will actually be an improvement to the members. Other surveys were used to collect additional data which led to the finalization of the program.

The next phase was to use the data to produce many iterations/ideas for building massing and floor plans which were eventually narrowed down to just the three proposed scenarios, all of them being complete and successful designs that would accomplish the goals of this project. The three scenarios are provided to present the City of Sugar Land with three different methods of accomplishing the goal of designing a new T.E. Harman Center. The three scenarios include an addition/renovation of the current T.E. Harman Center, a two-story new build, and a single-story new build. The goal of the scenarios is to provide a multi-generational facility that has been designed to be safe for seniors to use. The building should accommodate seniors and also be able to grow into a wider audience/member group which will strengthen the value of the T.E. Harman Center.

## MULTI-GENERATIONAL MODEL

Through direct results of resident surveys and community feedback, it was established that a transition towards a multi-generational facility was desired for the T.E. Harman Center. This idea is woven into the study from a wider site design lens, and even down to the material finish selections for this facility. The site can be designed to reinforce a multi-generational campus through the connections to Imperial Park and the Imperial Park Recreation Center. A proposed Pool Pavilion and two pickleball courts reinforce this model. Shared amenities inside the building such as the multipurpose rooms, the auditorium, and gathering spaces encourage interaction across generations. There was concern expressed by seniors about preserving the safety and security of the senior center, however, this concern can be addressed by proper design and management of the building. The T.E. Harman Center can be operated and arranged to support after-hours community use to introduce a more diverse range of possibilities while still providing a comfortable and undisturbed environment for seniors when desired. The central gathering place serves as a communal hearth to the facility which can become a hub of diverse Sugar Land community interaction. Local stone and wood applications create spaces that feel appealing to younger families while remaining comfortable and inviting for seniors. The separation by proximity and by time will ensure a comfortable environment for seniors.

## STUDY OBJECTIVES

The Sugar Land PARD and the design team were guided by the following project objectives:

- Review the existing T.E. Harman Center for its strengths and weaknesses.
- Analyze the site context and the effects of inserting a new building in or constructing an addition.
- Analyze three site options and establish pros and cons for each.
- Assess projected spatial needs for the current and future conditions.
- Develop programmatic requirements.
- Produce floor plans, site plans, and massings for three scenarios that each fulfill the Center's needs.

## EXECUTIVE SUMMARY

The City of Sugar Land is a vibrant town with a unique history rooted in hardworking people and support from leadership. Originally beginning as a model company town, Sugar Land was built around the Imperial Sugar Company for housing staff. Mr Isaac Kempner and his family owned the company and played an influential role in the success and growth of Sugar Land. He, along with Mr T.E. Harman, who was the first elected Mayor of Sugar Land, served as prominent figures in the region and both strove to strengthen the community, setting a precedent of top down support for the community. The effects of their practices can be seen today in the City's continued dedication to serving the community of Sugar Land.

Faced with a population increasing in age, there is more demand than ever for Community, Event, and Senior Centers. With demand for the current T.E. Harman Senior Center having seen a 300% increase since 2011, Parks Development Manager, Fenglin Du reached out to BRW Architects to evaluate the conditions of the current facilities and to conduct a feasibility study with proposals for solutions to the issues faced.

The goal of this study was first, to understand the exact needs of the facility, and second, to analyze the current building and discover where and why it is lacking, and to discover what improvements can be made. Seeking to offer recreational opportunities following a multi-generational model for the adults, kids, and seniors of Sugar Land, The T.E. Harman Center houses a variety of activities and events that are held in a large partitionable room, along with other activity spaces such as a game room, classrooms, and an exercise room. One issue the facility currently runs into is there is not enough room to fit the desired scheduled senior events, much less provide availability for rentable spaces to wider audiences. When looking at the intention of this building, it is specifically to serve the community, therefore the issue of size of the facility becomes the first measure of success from a new building; does it have enough spaces, that are large and can be multi-use, to serve the community. Through discussions with the PARD the solution to providing adequate facilities comes from providing two large multi-purpose spaces, along with multiple large classroom spaces which can all be modified to fit the specific event in mind. By providing large spaces that have built in storage rooms, furniture is able to be moved or swapped around to fit any type of desired event. This flexibility allows the building to adapt to the needs of the moment. With the goals in mind, BRW has proposed three scenarios for a new T.E. Harman Center.

Scenario A is an addition/renovation of the existing T.E. Harman Center. A 10,862 square-foot expansion has been added to the current 10,692 square-foot building to expand the ability of the building. A second, larger, multi-purpose space has been added, along with all the required support spaces, including new staffing offices. In the renovation, changes will update the building to run more efficiently and update the exterior design to match the surrounding context of the Imperial Park Recreation Center. Scenario A provides a way to maintain the use of the current building while adding the required expansions to ensure the community will receive their deserved support.

Scenario B is a single-story new building that prioritizes spatial efficiency. Managing to house most of the programmatic requirements in just 19,853 square-feet, this scenario has been designed to fit within tight site constraints, giving it the ability to be located in a variety of sites. With only one classroom, this scenario relies on the existing T.E. Harman Center to provide the desired amount of facilities. Even the roof is working to ensure efficient use of the ground space by housing the mechanical units. Scenario B fulfills most of the spatial requirements of a new T.E. Harman Center within a slightly smaller footprint than the other scenarios while taking advantage of the existing T.E. Harman Center building.

Scenario C is a two-story new building totalling at 30,153 square-feet. It captures the essence of the existing T.E. Harman Center building through its exterior form and materiality, creating a sense of familiarity and comfort for members. The building consists of a large one story wing that houses the multi purpose spaces, and a two story side which houses the service and served spaces. With the two-story side of the building taking form instruction from the existing T.E. Harman building, the updated exterior material choices along with the form of the one story side creates a strong contemporary response.

As this study developed and our team learned more about the City of Sugar Land and its long time successful relationship between leadership and community, we became more excited to have the chance to become a part of this great tradition. The development of a new T.E. Harman Center could serve as another landmark case of providing excellent facilities to allow the community of Sugar Land to thrive. With the source of this study coming from the PARD, who see the day to day of operations, we are confident that each scenario proposed would successfully achieve the goals laid out for this project.

It has been our pleasure to help further the vision of the T.E. Harman Center. We hope to get the chance to become a part of this incredible relationship through the development of this facility in which the City of Sugar Land can continue to support its community.





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# SITE ANALYSIS

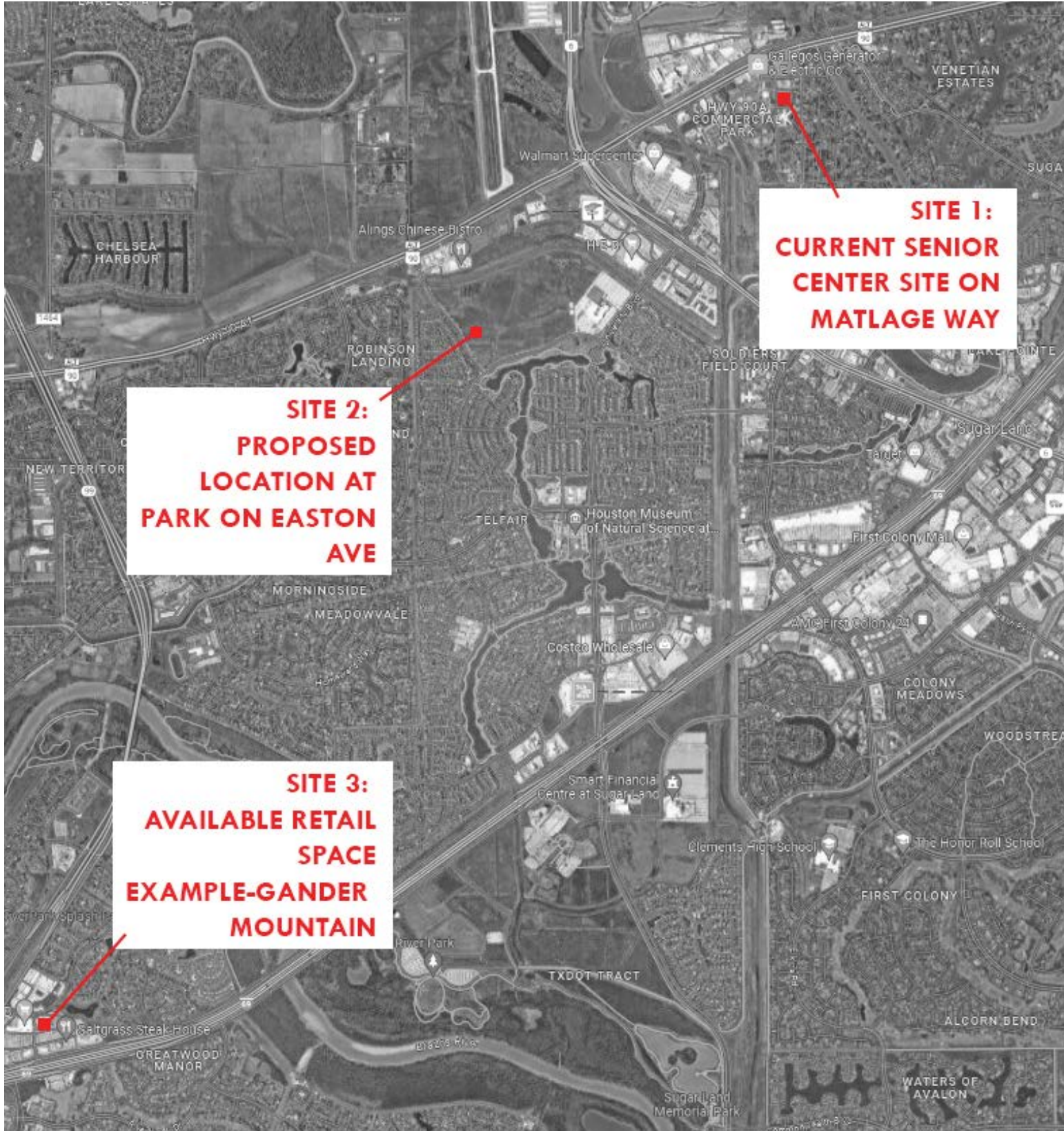




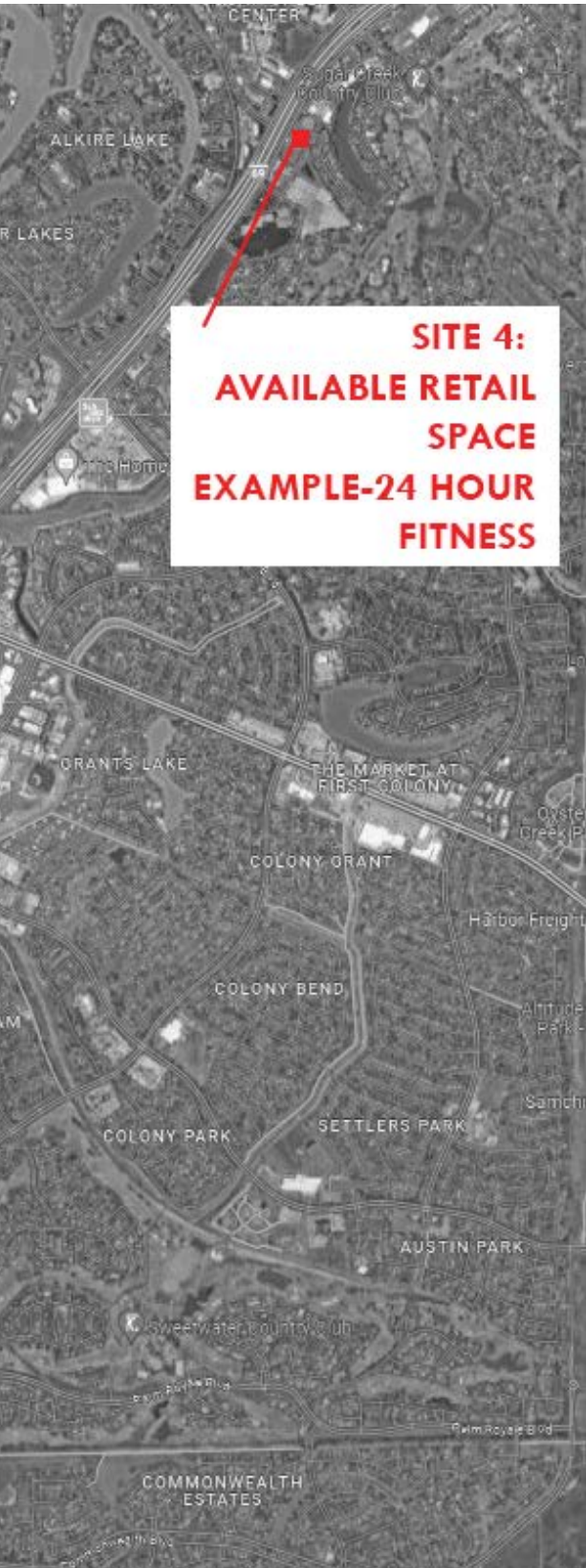


# SITE ANALYSIS

Site Options Vicinity Map  
Site Analysis



# 1 SITE OPTIONS VICINITY MAP



During the beginning of this study, we coordinated, with the PARD, and City Council, four site locations to be evaluated for the new T.E. Harman Center. Site 1 is where the current T.E. Harman Center is located. Site 2 is a location at the undeveloped park on Easton Avenue. Sites 3 and 4 are where large, vacant retail buildings are located. These four sites were selected through discussion with the PARD and the City of Sugar Land. BRW began analyzing each site for its strengths and weaknesses in order to come to a conclusion on which site best suits this project. A successful site is one that not only benefits the project typology, but also is benefited by the addition of the building. A valuable goal with every project is to leave the site better than it was before.

Site 1 is the existing site for the T.E. Harman Center, and is located in the Imperial Park Complex. With recreational fields to the west, including many baseball fields, and a fair amount of open green space surrounding, it presents many desirable features. The proximity to the Imperial Park Recreation Center adds to the civic presence of this site. Another strength is that the location is already known by the members which means adjustments to a new facility will be minimized. The site does pose some restraints coming from a limited amount of surface area that is buildable. The current T.E. Harman Center building and the Imperial Park Recreation Center both require parking and access and must be designed around. One advantage of any design that can fit on this site is that it will likely be able to fit on many other sites which improves the design's versatility.

Site 2, located off Easton Avenue, sees many strengths due to the potential of what the site can/will become, however it sees one major flaw. The site is located in an undeveloped park, which brings advantages in freedom from design constraints, but also brings disadvantages from the lack of existing infrastructure on site. The City has plans for a future park master plan which would bring much more interest and beauty to the park and the site's surrounding context. The site is located close to a housing community which does not threaten large traffic disturbances and provides potential growth in membership. There would be excellent external amenities at this site which the design of the building could accommodate. This site was not selected primarily due to its proximity to the airport to the north. A land use compatibility study indicates that occupancies of more than 40 persons per acre should be avoided in this area to comply with FAA safety guidelines.

Sites 3 and 4 are both explorations into using existing vacant spaces found in the local area. Site 3 houses the Gander Mountain vacant retail space. It is located at the crossing of Grand Parkway and U.S. 59 Frontage Road. The City of Sugar Land wanted to investigate potential possibilities and advantages or disadvantages from using this large open space. Site 4 is located off Southwest Freeway and houses a vacant 24HR Fitness. The design team discovered some challenges with both locations due to the retail design of the site. Site 3 could not have dedicated parking. A dedicated dropoff lane would not be possible. Extensive renovations at each site would be required to fulfill the requirements of the program. Another factor is the inability to control what neighbors could move into adjacent retail spaces at both sites. At Site 3, the City of Sugar Land does not own the building which imposes many restrictions. The high ceilings of the retail center design do not conform to desires of this project. While there are some benefits to these sites, such as the availability of existing buildings, they come with many challenges and features that do not suit a senior focused multi-generational activity center.

# SITE ANALYSIS



## SITE ANALYSIS

There are two methods of analyzing a site: first by its fitness to the programmed purpose and second on its own merit as a living and changing environment. It is vital to consider both. If we know the interconnections of the existing system, we are less likely to build on a site that is not compatible with the function of a senior center or build on a site that is not conducive for maintaining a proper structure. This site analysis has two branches: one oriented to our particular purpose and the other to the site itself.

The first step in the process was to gather as much information as possible about the sites under consideration. BRW went on site visits to take photographs, examine the surroundings, and get an overall sense of the site. In addition to the information provided by the city regarding property lines and locations of existing utilities, BRW also gathered climatic data as well as zoning and development requirements.

The analysis provides the design team with a proper understanding of the site in order to begin evaluating the overall potential of the site for the desired typology. Site considerations that are desirable for a senior center include the surrounding context, the topography of the area, the building density, regional material and architectural styles, and the development intensity of the site. Site location is an important factor when choosing a site as traffic pollution and noise pollution can both significantly affect the user experience at a site. A topography that is relatively flat aids not just in the constructability and usability of the site, but also for any outside travel occurring across the site. Local materials and styles will affect what a senior center will look like as important community buildings succeed when they manage to capture the local vernacular.

The site is a very important consideration as it is the first component of a facility that is experienced. Site selection is a critical beginning step in a project and must be evaluated with care. This is a stage that finds value when combining with programming. These two topics being developed at the same time helps ensure the building will belong on the site.



# 1 SITE ANALYSIS



## SITE 1 ANALYSIS

This site is located off Matlage Way and Guenther St, both are two-way, two lane roads. The site sits directly adjacent to Imperial Park and hosts the Imperial Park Recreation Center as well as the current T.E. Harman Center. The site is mostly developed, with the Recreation Center filling the south side of the site, a parking lot sitting in the lower half of the site, the T.E. Harman Center sitting in the upper half, with the north area semi-undeveloped, having two drives extending off of Guenther St.

As the site is mostly developed, proposed changes come with a heavier weight, however, as the site is owned by the City, there is still a freedom for designing upgrades to the site. Initial proposed changes include the addition of two pickleball courts and a Pool Pavilion to the northwest of the current T.E. Harman Center. These additions were not possible in site option 3. The three scenarios proposed by the BRW design team include modifications to the site including a building addition, new buildings, a potential demo of the current T.E. Harman Center, and parking lot modifications.

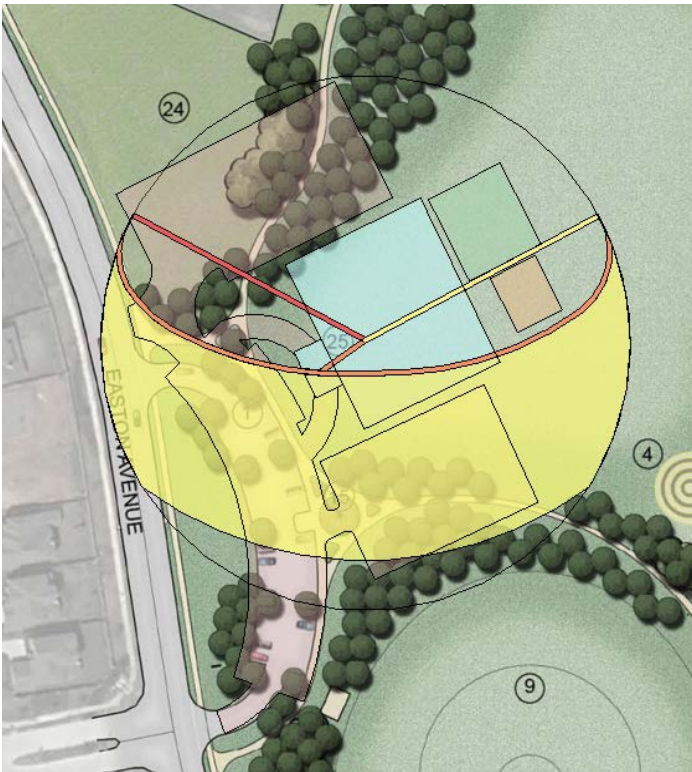
Scenario A sees an expansion to the T.E. Harman Center on the south side, which results in a decrease in parking space capacity on the lower half of the site. One way drives, both flowing south, are located on each side of the building, with the eastern drive connecting with the covered drop-off. An alternate site plan for Scenario A includes the addition of 62 spaces in the northern undeveloped lot.

Scenarios B and C were both designed to fit within the constraints of the northern empty lot. With setbacks and easements, the lot presents very tight constraints which results in any building that has the ability to fit within, will likely be able to fit on most sites in the region. Therefore these two scenarios have been designed for the ability to be placed on any site, and with the ability to respond to any minor variations that could pop up.

This site presents numerous advantages from connections to other recreational facilities and has the potential growth to add a new Pool Pavilion and pickleball courts. Another advantage is that T.E. Harman Center members already know this site and would only have to relearn the parking and site approach. This site presents the City with an opportunity to improve upon an already developed valuable asset that can bring new interest and support from the community.



# SITE ANALYSIS 1



## SITE 2 ANALYSIS

This site is located off Easton Ave, which is a two-way, four lane drive and is across from the Telfair community. This site is easily accessible. Currently, the site is a large, open field with plenty of space to expand. The City will be proposing a park master plan for the site in the 2024 bond. There will still be plenty of space for the 25,000 square foot senior center, a 90,000 square foot parking lot, and the desired amenities.

Due to the site being undeveloped, there is slightly more freedom in the layout of the site and the orientation of the building. Prevailing breezes in Sugar Land come primarily from the South and Southeast throughout the warmer parts of the year and come from the North during the winter months. The covered drop off adjacent to the main entrance will be facing Southwest, which will allow for cross ventilation to pass through the space. The building will block the Northern winter winds so no further design consideration will be needed.

There are currently no existing trees or structures on the site, however there is plenty of room to plant trees and shrubs. The site is relatively flat and there will be minimal grading to create a positive slope away from the building. This site will likely need detention, however there is plenty of space to add as much as needed to meet the requirements.

One of the main disadvantages is that there is no existing infrastructure on the site. While there is a park that is being proposed, it has not yet passed a bond and has not started construction. However, when the park is built, this will provide beautiful scenery and walking trails throughout the park that the visitors will be able to use. Another minor disadvantage is that it is a new location with which visitors will have to become familiar with.

Sites 1 and 2 were initially selected as the preferred options, however, Site 2 is no longer recommended due to its adjacency to the airport. Sites 3 and 4 are not recommended as both buildings fail to serve as a proper structure to renovate into the desired typology. Site 1 has the most advantages and sees a strong potential for a multi-generational facility and has been selected as the home for the T.E. Harman Center in this study.







# 2 PROGRAM

Programming  
Money Game  
Program  
Existing Building Analysis  
Code Research

# PROGRAM

# 2

## PROGRAMMING

Programming is an important early step that includes collaboration from the design team and from the client. It is at this stage where the PARD was able to discover all of their needs and desires for the project. The design team began by touring the T.E. Harman Center and discussing the points where it falls short of the needs. A list of each programmed space was made along with the size, function, and adjacency requirements of the spaces. From here the recommended floor area could be set through discussions with the PARD. Understanding the spatial needs for not just today, but the future is vital in the long term success of this project.

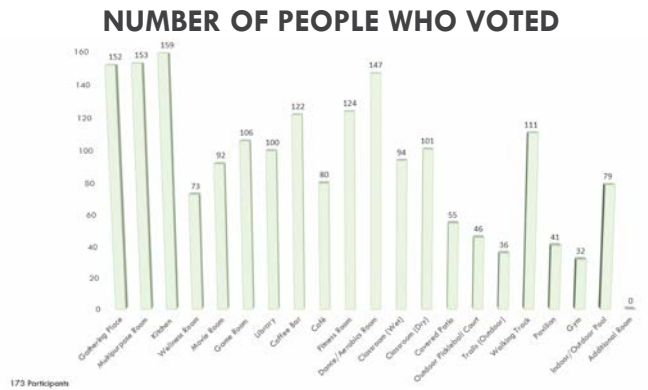
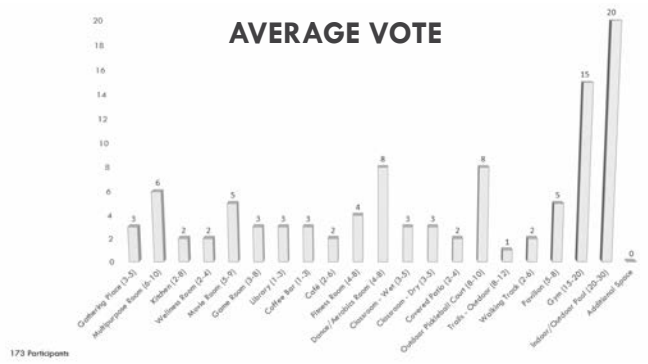
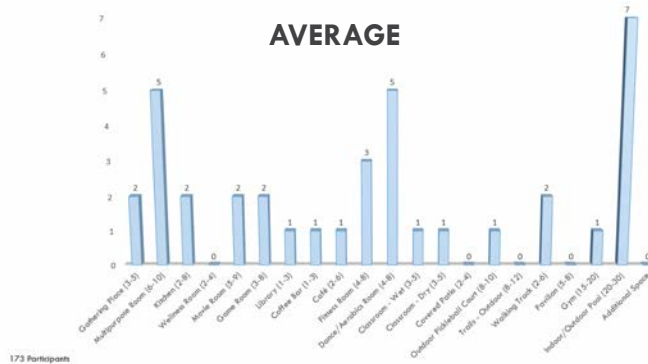
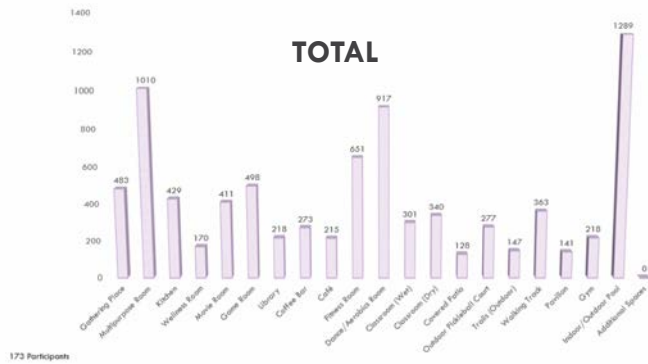
Based on these early discussions, the desired square footage total was 26,751. This size would aid the design team in laying out the site plan as it was now known about how large the building needs to be. Significant additions to the building come in the addition of a covered drop off point with a dedicated vestibule, the increase in size of the entry way and the central gathering space, the increase in space allocated for administration, a growth in the coffee bar and addition of a cafe to the coffee bar space, an increase in the size and number of classrooms, and most importantly, the growth in the existing multi-purpose space, and addition of a second multi-purpose space.

A complementary process to basic programming is an adjacency diagram. This is where rectangles, that are sized to scale of each programmable space, are laid out in a floor plan format. Here spatial adjacencies can be experimented with in order to find successful layouts for the project. This helps determine how spaces can fit together and helps ensure efficient use of space.

The design team next conducted an imagery survey where photos of successful BRW projects were gathered for the ten most important design considerations: Wow Factor, Entry, Materiality, Form, Great Room, Multipurpose, Outdoor Connectivity, Patio, Library, and Coffee Bar. They were presented to the PARD staff on the design team, where each individual analyzed the images of each topic and voted yes or no based on their understanding of what the community would desire. This study helps the design team come to an understanding of the style desired for the project on a whole, and for each of the important spaces. This is a critical step to take before advancing to developing floor plans and 3D massings.



# 2 PROGRAM



## MONEY GAME

The Money Game is an interactive exercise designed by BRW to help the PARD and the design team understand the priority of spaces within the T.E. Harman Center. Community members were invited to participate in the event. A list of the programmable rooms for the T.E. Harman Center was given to each player, along with 50 stickers to hypothetically “buy” the rooms and spaces that players feel are most important and should be included in the T.E. Harman Center. Some of the rooms are mandatory as they are already confirmed as necessary spaces. On those mandatory rooms, players must put at least the minimum number of stickers to “buy” that room. If a mandatory or non-mandatory space really interests the player and they would like for it to be bigger, nicer, or have amenities, they would include additional stickers beyond the minimum up to the maximum of 50. There was also a space for comments to be made about each space.

The results were gathered and are broken up into four categories: total votes, average overall, average score per voter, and the number of people who voted on each room. This data helps reveal the spaces that the community members find value in. Reference page 74 in Chapter 9 for larger charts presenting the data.

173 community members participated in the Money Game which provided a solid amount of data. The results showed a strong desire for a pool to be included in the program. As the pool had a minimum vote of 20 stickers, many players were saving their stickers to ensure the pool was voted for which shows the strong desire for the pool. Many people commented that multiple rooms, such as the Gathering Place, Library, and Coffee Bar, could all be combined into one space, but found value in all of them. Many players voted for the dance room and even asked for a second dance room. Another notable comment were the multiple requests for locker spaces to put personal items in during dance and yoga classes. The game room is a favorite of many of the male players.

# PROGRAM

# 2

| PROGRAM NEEDED        | CURRENT FLOOR AREA IN T.E. HARMAN CENTER | FLOOR AREA | NUMBER OF ROOMS | APPROX. DIMENSIONS (feet) | OCCUPANTS | FUNCTION | ADJACENCY  | SPECIAL REQUIREMENTS / NOTES  |  |
|-----------------------|--|------------|-----------------|---------------------------|-----------|----------|--|---|--|
| <b>FRONT END</b>      | <b>Vestibule</b>                         | 0          | 150             | 1                         | 15 10     | Varies   | Entry to building  | Consider sun angles to reduce glare, add seating for seniors who use and wait for public transit. |  |
|                       | <b>Lobby and Front Desk</b>              | 415        | 600             | 1                         | 30 20     | 3        | Area for Volunteers to work  | Dual monitors for each person, computer for the card reader, and card printer.                    |  |
|                       | <b>Volunteer Alcove</b>                  | 0          | 50              | 1                         | 5 10      | Varies   | Designated spot for the volunteers to check in and keep their folders separate from the guests | Front Desk<br>Not off of a major hallway.   |  |
| <b>SUB-TOTAL</b>      |  | <b>415</b> | <b>800</b>      |                           |           |          |  |   |  |
| <b>ADMINISTRATION</b> | <b>Director's Office</b>                 | 80         | 144             | 1                         | 12 12     | 1        | Workspace for Senior Center Director   | Front Desk<br>Private office.   |  |
|                       | <b>Offices</b>                           | 76         | 240             | 1                         | 10 24     | Varies   | Shared office workspace for staff. Accommodates about 3 employees.                             | Front Desk  |  |
|                       | <b>Admin Restroom</b>                    | 0          | 49              | 1                         | 7 7       | None     | Private restroom in the admin area for staff   | Offices   |  |
|                       | <b>Break Room</b>                        | 0          | 400             | 1                         | 20 20     | Varies   | Dedicated break room for employees   | Offices   |  |
| <b>SUB-TOTAL</b>      |  | <b>156</b> | <b>833</b>      |                           |           |          |  |   |  |

# 2 PROGRAM

|        |                    |      |       |   |    |     |        |   |              |   |
|--------|--------------------|------|-------|---|----|-----|--------|---|--------------|---|
| SOCIAL | Library Space      | 191  | 200   | 1 | 20 | 10  | Varies | Area for the seniors to read                              | Multipurpose | Open space with computers or docking stations. Charging stations. Natural light.  |
|        | Coffee Bar/Station | 29   | 100   | 1 | 10 | 10  | None   | Area for refreshments and coffee                          | Multipurpose | Small space for free coffee and hot chocolate. Accessible to everyone. Mini-fridge. Dishwasher.   |
|        | Café               | 0    | 600   | 1 | 20 | 30  | Varies | Space for seniors to buy prepackaged food                 | Multipurpose | Similar to Starbucks.   |
|        | Auditorium         | 0    | 2,000 | 1 | 40 | 50  | Varies | Area to watch movies                                      | Multipurpose |   |
|        | Multipurpose Room  | 1634 | 5,000 | 1 | 50 | 100 | Varies | Area that can be rented out and used for other activities | Kitchen      | Easy to give access to this room without allowing access to the rest of the building when space is rented out. Dividable (moveable walls).  |
|        | Kitchen            | 443  | 500   | 1 | 25 | 20  | Varies | Area for preparing meals                                  | Multipurpose | Sink, refrigerator, storage, freezer, wall ovens, pantries (minimal cabinets). Accessible ice maker for the users. Separate fridges for guests and employees. Island in the middle. |

**SUB-TOTAL** 2,297 8,400

|                   |               |     |      |   |    |    |        |  |                       |   |
|-------------------|---------------|-----|------|---|----|----|--------|--|-----------------------|---|
| PHYSICAL WELLNESS | Fitness Room  | 330 | 1350 | 1 | 30 | 45 | Varies | Area for the seniors to work out   | Views from front desk | Glass looking into the fitness room. Mirrors on wall. Visibility for safety. TVs on machines. |
|                   | Wellness Room | 0   | 96   | 1 | 8  | 12 | 1 to 2 | Private room to have counseling sessions, health screenings, immunizations, take blood pressure checks, etc. | Main Corridor         | Patient Chair, cabinets, chair, sink, small refrigerator, and sharps container.               |

**SUB-TOTAL** 330 1,446

# PROGRAM

# 2

|                      |                                 |      |      |   |    |    |        |  |                 |  |
|----------------------|---------------------------------|------|------|---|----|----|--------|--|-----------------|--|
| ORGANIZED ACTIVITIES | <b>Active Multipurpose Room</b> | 830  | 2816 | 1 | 64 | 44 |        | A room for dance and other large, active, group activities.                  |                 | Flooring for swing dance, with the feel of a suspended wood floor. Mirrors on wall. More control of airflow between certain rooms. Storage for ping-pong tables. |
|                      | <b>Classrooms</b>               | 2620 | 1600 | 2 | 40 | 20 |        | Area for classes and events to take place                                    | Main Corridor   | Flexible furniture to be rearranged easily. Includes storage   |
|                      | <b>Game Room</b>                | 1048 | 1400 | 1 | 35 | 40 | Varies | Area for pool tables, ping pong, and cards                                   | Gathering Place | Room for 3-4 pool tables and possibly a shuffleboard table. Open concept room.   |
|                      | <b>Gathering Place</b>          | 0    | 1400 | 1 | 35 | 40 | Varies | An area where the seniors can sit, eat, chat, and wait for classes and trips | Entrance        | Near coffee bar and game room. No fireplace. Big TV screen for trivia.   |

|                  |              |              |  |  |  |  |  |  |  |  |  |
|------------------|--------------|--------------|--|--|--|--|--|--|--|--|--|
| <b>SUB-TOTAL</b> | <b>4,498</b> | <b>7,216</b> |  |  |  |  |  |  |  |  |  |
|------------------|--------------|--------------|--|--|--|--|--|--|--|--|--|

|                  |                                   |     |       |   |    |      |                        |   |  |  |
|------------------|-----------------------------------|-----|-------|---|----|------|------------------------|---|--|--|
| SUPPORT          | <b>IT / Electrical</b>            | 57  | 80    | 1 | 5  | 16   | None                   | Housing electrical equipment                          | Central  |  |
|                  | <b>Janitor</b>                    | 100 | 80    | 1 | 8  | 10   |                        |   | Utility  | Mop sink.  |
|                  | <b>Utility</b>                    | 0   | 80    | 1 | 8  | 10   | None                   | Storage for janitorial equipment and washer and dryer | Janitor  | No washer and dryer. Keep area for linen storage.  |
|                  | <b>Storage</b>                    | 0   | 600   | 1 | 30 | 20   | None                   | Miscellaneous building storage                        | Central and throughout                           | Operation Storage. Double Door.  |
|                  | <b>Private Restroom</b>           | 0   | 98    | 2 | 7  | 7    |                        |   | Central  |  |
|                  | <b>Men's and Women's Restroom</b> | 544 | 1,320 | 2 | 22 | 30   | Varies                 | Restrooms for seniors and staff                       | Located throughout the building for easy access. | ADA, emergency pull switches. Private restroom with automatic door. Doors are preferred. |
|                  | <b>Mechanical</b>                 | 303 | 400   | 1 | 20 | 20   | None                   | Housing mechanical equipment                          | Exterior Wall                                    |  |
| <b>Sprinkler</b> | 0                                 | 64  | 1     | 8 | 8  | None | Housing sprinkler head | Exterior Wall   |  |  |

|                  |              |              |  |  |  |  |  |  |  |  |  |
|------------------|--------------|--------------|--|--|--|--|--|--|--|--|--|
| <b>SUB-TOTAL</b> | <b>1,004</b> | <b>2,722</b> |  |  |  |  |  |  |  |  |  |
|------------------|--------------|--------------|--|--|--|--|--|--|--|--|--|

|                    |                                  |      |        |   |     |     |        |   |                  |  |
|--------------------|----------------------------------|------|--------|---|-----|-----|--------|---|------------------|--|
| OUTDOOR ACTIVITIES | <b>Covered Patio*</b>            | 556* | 150*   | 1 | 10  | 15  |        | Place for socializing and outdoor games                             | Back of building | Fans, views, shade solutions.          |
|                    | <b>Covered Dropoff*</b>          | 0    | 120*   | 1 | 10  | 12  |        | Bollards to protect building  | Entrance         | Curbless approach.                     |
|                    | <b>Pavilion*</b>                 | 0    | 1,200* | 1 | 40  | 30  |        | Outdoor pavilion  | Walking trails   | Picnic table and storage.              |
|                    | <b>Walking Trail*</b>            | 0    | 7,000* | 1 | 220 | 120 |        | Area for seniors to walk and exercise                               | 1st floor        | Around Multipurpose Room.              |
|                    | <b>Pool*</b>                     | 0    | 3,000* | 1 | 40  | 30  |        | Dedicated pool for Seniors to do water aerobics and other exercises | Parking          | Possibly located in a second building. |
|                    | <b>Outdoor Pickleball Court*</b> | 0    | 7,200* | 2 | 60  | 30  | Varies | Dedicated Pickleball Court  | Parking          | Shade, fence, and storage.             |

|                  |              |               |   |  |  |  |  |  |  |  |  |
|------------------|--------------|---------------|---|--|--|--|--|--|--|--|--|
| <b>SUB-TOTAL</b> | <b>8,700</b> | <b>21,417</b> | * Indicates which unconditioned areas are not included in the total |  |  |  |  |  |  |  |  |
|------------------|--------------|---------------|---|--|--|--|--|--|--|--|--|

|   |              |              |  |  |  |  |  |  |  |  |  |
|---|--------------|--------------|--|--|--|--|--|--|--|--|--|
| <b>CIRCULATION &amp; STRUCTURE (25% of Sub-Total)</b> | <b>2,317</b> | <b>5,354</b> |  |  |  |  |  |  |  |  |  |
|---|--------------|--------------|--|--|--|--|--|--|--|--|--|

## 2 PROGRAM



The building currently serves as the T.E. Harman center is a 10,692 SF single story structure located at 226 Matlage Way, Sugar Land, TX. The BRW design team was provided a tour of the building by the PARD for the purpose of analysing the conditions of the building, understanding the fundamental needs of the T.E. Harman Center, and understanding what this building lacks to provide the best situation for the visitors.



The building features an open gaming room adjacent to the lobby/central hallway. A partitionable multipurpose room serves as the bulk of the programmable space for the building where all of the events are held. A kitchen is provided for staff and guests to use along with a coffee bar/lounge connected to the game room. Mens and Womens restrooms service the occupants along with a small office adjacent to the lobby for the staff. A Library and Exercise Room provide dedicated spaces for participants to engage in the way they want. The building sits on the Imperial Park site and is connected through a promenade to the Imperial Park Recreation Center.



Issues with the building primarily lie in its limited size. The facility has seen a 300% increase in demand since 2011 and is bursting at the seams now. There is not enough room to host the amount of events that are desired by the community. As a result of the event demand, storage is not adequate to fir the amount of equipment needed to run the facility. The next issue is internal noise pollution. Most of the noise issue comes from the central and open game room which spreads noise throughout the whole building. It is hard to control the sound to allow for certain events to be held. Circulation also becomes an issue due to the layout and noise levels. There are rooms with adjacencies that breed conflict through noise and access. The mechanical system also needs to be updated.

There are some strong aspects of the building such as the vibrant color and large mural which serves as an expression of the members. Overall, the building has characteristics which bring life to the community, but it is lacking in size, spatial adjacency efficiency, and noise control.

# PROGRAM

# 2

## CODE RESEARCH

Using Scenario C as example since it poses the most strict requirements.

City of Sugar Land Building Codes

- 2024 International Building Code
- 2024 International Fire Code
- 2024 International Plumbing Code
- 2024 International Mechanical Code
- 2024 International Swimming Pool and Spa Code
- 2024 International Energy Conservation Code
- 2024 International Existing Building Code
- 2024 International Property Maintenance Code
- 2023 National Electric Code
- 2022 Texas Accessibility Standards (TAS)

Scope of work could include new construction and site improvements, demolition of existing building, building additions, renovations, and site improvements, and renovations to existing building.

### Occupancy Type based on IBC Chapter 3

Assembly: A-3

There are no special requirements involved in this project.

### Building Heights based on IBC Chapter 5

Construction Type to be determined at future stage of the project.

### Allowable Building Height and Stories:, and Allowable Area

Dependant on construction type.

### Occupant Load

|                |        |            |
|----------------|--------|------------|
| Building Area: |        | Occupants: |
| First Floor:   | 20,015 | 895        |
| Second Floor:  | 10,138 | 170        |

### Means of Egress Sizing

|                     |        |                        |                        |
|---------------------|--------|------------------------|------------------------|
| Building Area:      |        | Required Width (Inch): | Provided Width (Inch): |
| Multi-Purpose 1     | 4411   | 63                     | 108                    |
| Multi-Purpose 2     | 2404   | 34                     | 108                    |
| First Floor General | 11,965 | 77                     | 108                    |

### Maximum Common Path of Egress Travel Distance:

Maximum Allowed: 75 ft      Maximum Designed: 52 ft

### Maximum Exit Access Travel Distance:

Maximum Allowed: 250 ft      Maximum Designed: 113 ft





# 3 SCENARIO A

Floor Plan  
Render  
Site Plan



**Scenario A Floor Plan 10,692 SF Existing, 10,862 SF New, 21,554 Total**



**Gathering Space and Coffee Bar**

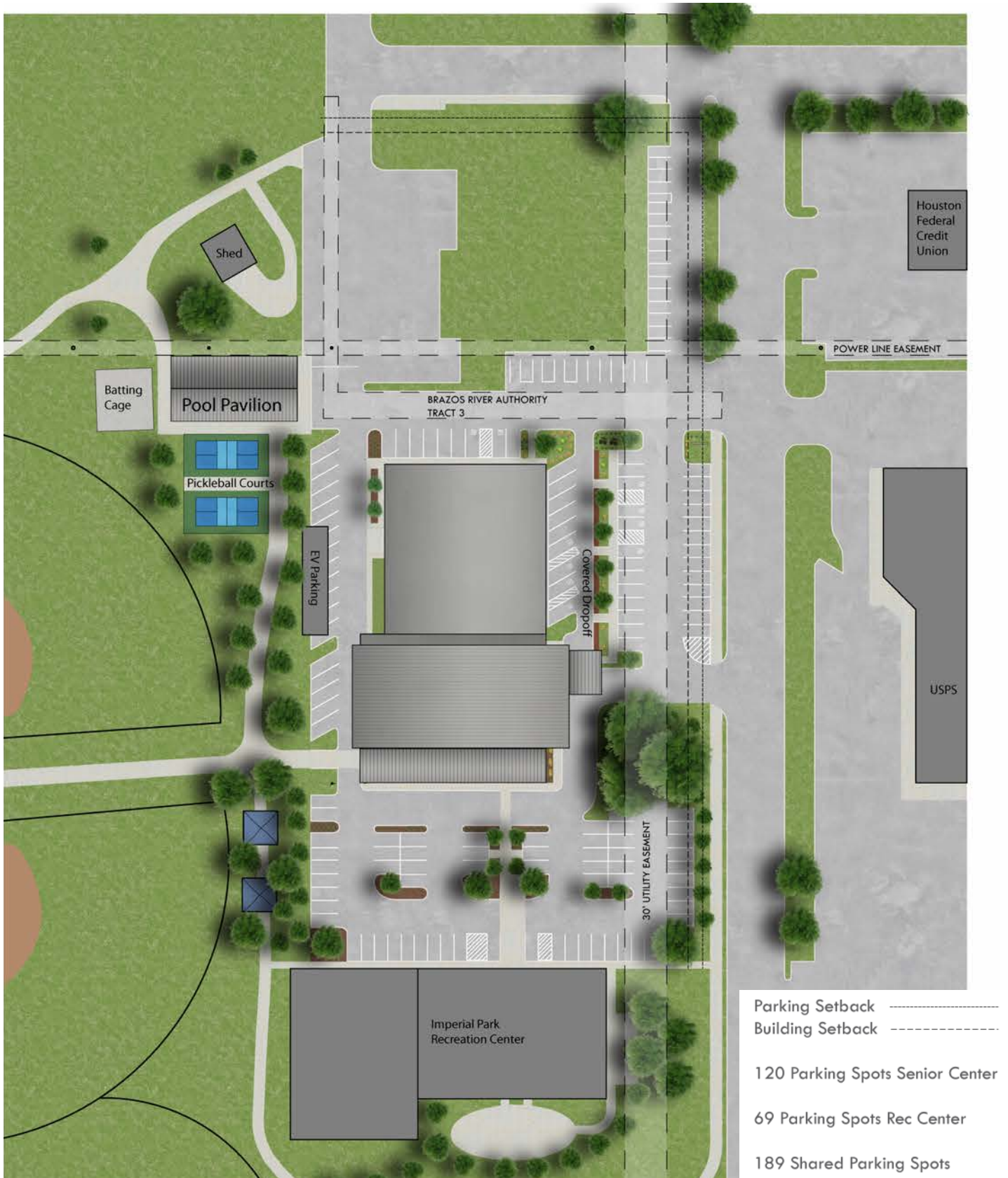
# 3 SCENARIO A



## SCENARIO A

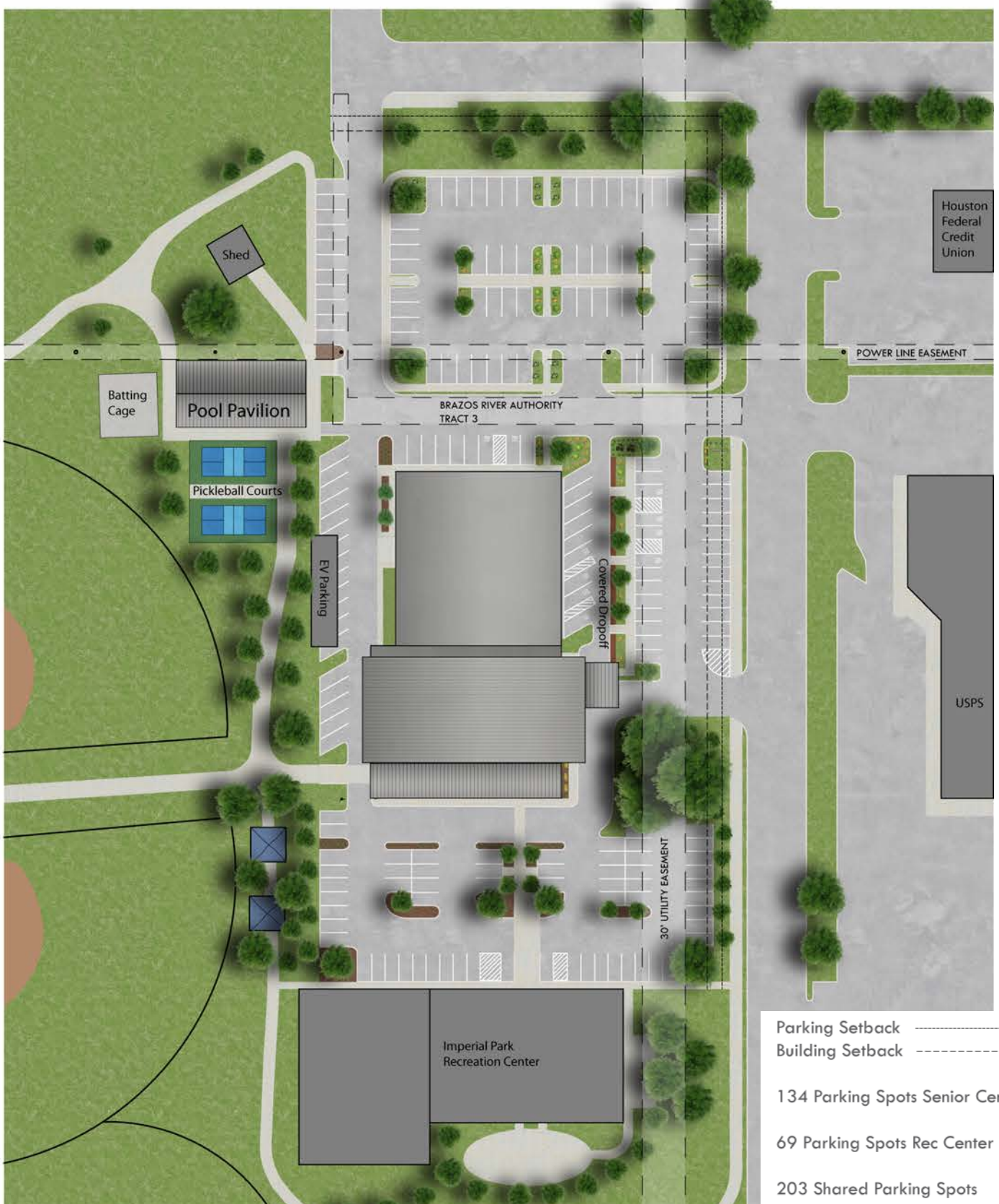
Scenario A is an Addition/Renovation of the Existing T. E. Harman Senior Center. Named after the first Mayor of Sugar Land, T. E. Harman, the facility has become an important cultural and community hub that aims to reflect the present culture while paying respect to the past. As the existing building is being outgrown by the demands of the T.E. Harman Center, Scenario A proposes to add a 10,862 square foot expansion that, on top of the existing 10,692 square foot building, will supply ample space for the center. The building can serve both day-to-day operations and rentable spaces for a variety of functions. The design character takes influence from the nearby Imperial Park Recreation Center, from its use of natural materials to its modern style. This quote from T. E. Harman, “times will change and we must make room for progress” inspires this addition/renovation. This building is intended to be a multi-generational facility that reflects the community of Sugar Land. New programmatic spaces include a Dance Room, classrooms, Staff Offices, a Cafe/Coffee Bar, an Auditorium/Classroom, and much needed additional storage.

It was a core concept to maintain the character and culture of the existing building while supplying the necessary additional spaces. Some minor modifications to the existing T. E. Harman Center will include adding interior walls to better shape spaces for their new use. This scenario proposes exterior modifications to the existing building that will match the addition as well as the Imperial Park Recreation Center. The “L” shaped Multi-Purpose space has been separated into one long multi-purpose space and an individual classroom. There will be a new 4,400 SF open Multi-Purpose space which, along with the existing MP space, will both have dedicated storage and adjacency to Restrooms. An exterior patio will connect, by sidewalk, to two new outdoor Pickleball Courts and a Pool Pavilion structure. The overall site design aims to increase site navigation activity and to increase connectivity between typologies. Scenario A serves to provide support to the community of Sugar Land by doubling the size of the T. E. Harman Center and investing in the future of the community while paying respect to the strong heritage of Sugar Land.



Scenario A-A (Not using northern lot)

# 3 SCENARIO A



- Parking Setback -----
- Building Setback -----
- 134 Parking Spots Senior Center
- 69 Parking Spots Rec Center
- 203 Shared Parking Spots

Scenario A-B (Additional Parking)

## SCENARIO A

# 3

Scenario A site plan is the most modified of the three scenarios. An expansion to the T.E. Harman Center on the south side of the building proposes to double the size of the facility. Adding this expansion will remove 43 parking spaces from the southern lot, which is referred to as the Rec Center Lot. Slight modifications to the roads surrounding the building have been made to increase driver circulation efficiency. A covered drop off lane would be introduced on the east side of the building. This lane ensures protection from the elements and easy access to the building for those who need it by providing a dedicated lane that arrives underneath a canopy extending from the building. The lane can fit shuttles and buses, allowing for pickup/dropoff of larger groups. The lane around the back (west) side of the building needed to be converted to a one way lane because of the building expansion, but still accommodates the EV parking stalls. Emphasis was made on keeping the parking spaces as close to the building as possible and to connect as many parking spaces to accessible sidewalks as possible.

Site Plan A-A shows a design that does not modify the open north lot. There are some parking spaces that could be arranged to be used but would not have secure accessible sidewalks connecting them to the building. This plan has an overall loss of parking spaces because of the building expansion and no additional impacts to the site. The site design efficiency has been maximized while minimizing land impacts.

Site Plan A-B has the same design to the central and southern regions but adds a new parking area in the northern lot. This parking lot sees a connection from Ulrich St which also connects to the main site. The 64 added parking spaces all are serviced by sidewalks that lead to the building entrance. This site plan sees an effective addition of parking services for the T.E. Harman Center, however, the Imperial Park Recreation Center is still losing the 43 spaces. This new parking lot sits close to the new pickleball courts and new pool pavilion.





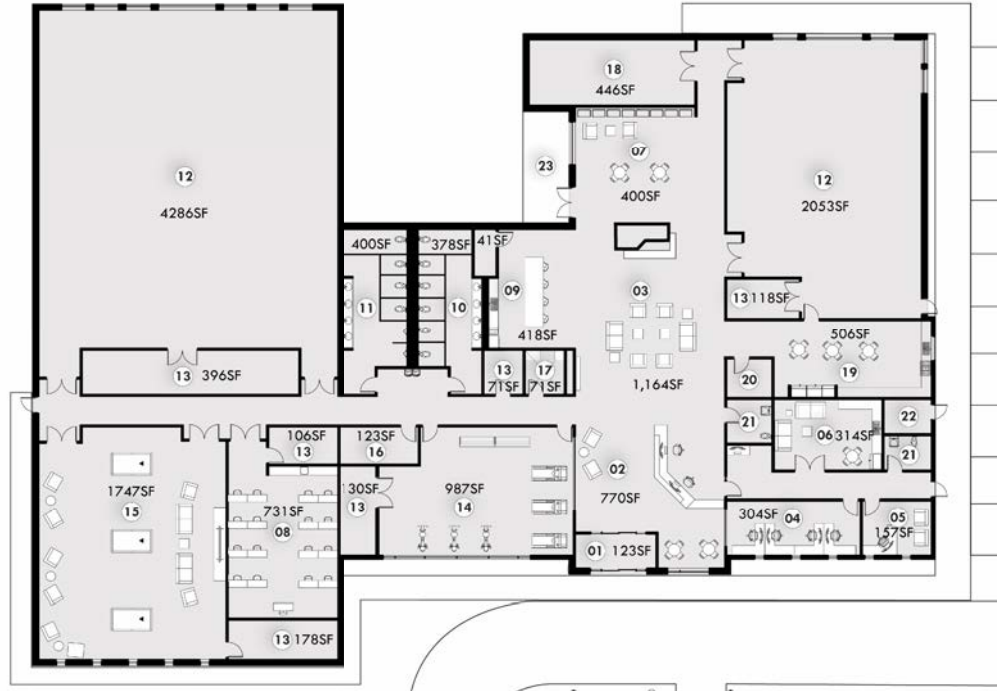
# 4

## SCENARIO B

Floor Plan  
Render  
Site Plan



- 01 Vestibule
- 02 Lobby/Front Desk
- 03 Gathering Place
- 04 Shared Offices
- 05 Director's Office
- 06 Break Room
- 07 Library
- 08 Classroom
- 09 Cafe/New Coffee Bar
- 10 Women's Restroom
- 11 Men's Restroom
- 12 Multipurpose Room
- 13 Storage
- 14 Fitness Room
- 15 Game Room
- 16 I.T. / Electrical
- 17 Janitor's Closet
- 18 Mechanical
- 19 Kitchen
- 20 Pantry
- 21 Individual Restroom
- 22 Riser
- 23 Covered Patio



**Scenario B Floor Plan 19,853 SF**



**Lobby and Gathering Space**

# 4 SCENARIO B



## SCENARIO B

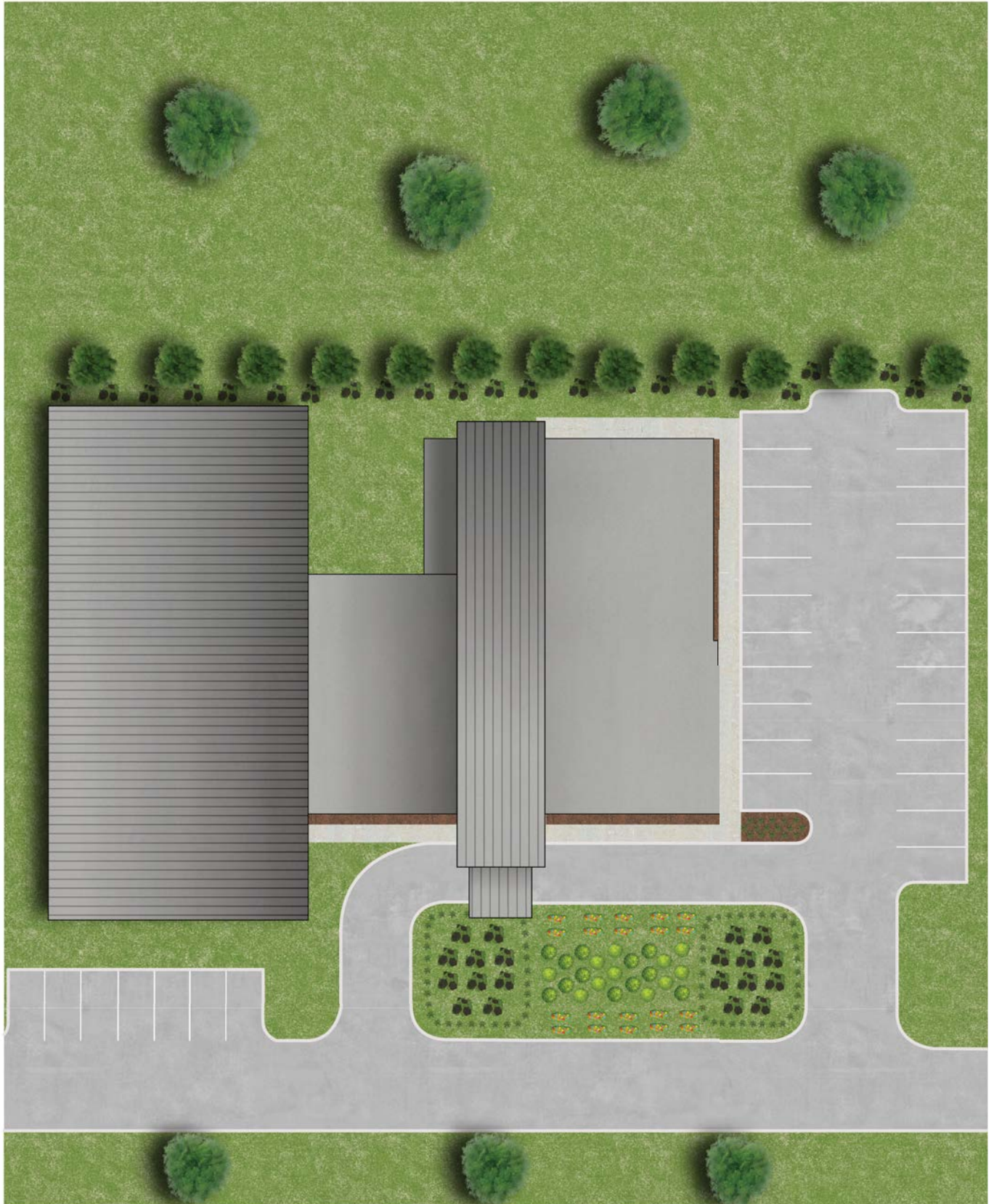
Scenario B is a single-story New Build that will be able to serve independently as the T.E. Harman Center, however, would benefit from the use of the existing T.E. Harman Center building as Scenario B is smaller than the desired size. It has been designed to fit within tight site constraints giving it the ability to fit on a variety of sites. The design focus was to maximize the spatial efficiency in order to fit the required programmatic elements inside of a limited space. The massing of the building comes in four forms, with a large shed roofed west wing, a slightly smaller flat roofed east wing, a central corridor that serves as the communal heart of the building, and finally a membrane that connects the west wing to the center. Programmatic elements include a Game Room, a Classroom, and a Large Multi-Purpose Space inside the west wing. Restrooms along with a Fitness Room and Service rooms fill the connecting membrane. The Lobby, Gathering Space, Cafe/Coffee Bar, and Library fill the center of the building. A Multi-Purpose Room, a Kitchen, and the Staffing Area are located on the east wing.

A vestibule at the south end of the central mass receives visitors from a covered dropoff patio. This building revolves around the central entrance space because it provides the perfect gathering space for groups to meet before being directed to their activity. From this central space, hallways extend out that deliver visitors to their desired event spaces. With the goal of this facility being multi-functional, all of the rooms have been designed to be adaptable and are provided with their own independent storage space to assist in the shuffling of furniture items. To help work in the theme of community focused design, the materiality of both the exterior and interior has taken reflections from the surrounding context, pulling natural materials such as stone and wood that are sourced locally, to the application/design of the forms. A contemporary design using natural, local materials brings this design close to home by achieving what its namesake's goals and outlooks were. Scenario B is a very adaptable layout that will manage to feel at home anywhere in the vibrant community of Sugar Land.



**Imperial Park Site**

# 4 SCENARIO B



**Adaptable Site**

**SCENARIO B****4**

Scenario B site plan sees a less impactful design to the site. The parking lot for the Imperial Park Recreation Center has not been modified in this design. The T.E. Harman building and site are not modified either in this scenario. The changes/additions to the site are limited to the northern lot where the building is proposed to be located along with site additions and improvements. Access to the site comes from the same two locations on Guenther Street and Maltage Way, just in slightly modified ways to make the site and parking layout more efficient. A covered drop off lane connects back to the main site drive and provides visitors with a safe and secure pickup/dropoff location secure from the elements. The lane can also fit shuttles and buses allowing for pickup/dropoff of larger groups. Emphasis was made to locate the new parking spaces as close to the building as possible and to connect as many parking spaces to accessible sidewalks as possible. A promenade that reflects the existing promenade in the Imperial Park Recreation Center parking lot has been designed to connect the new building with the existing site.

Scenario B Site Plan provides a safe and secure design that provides parking spaces and navigation paths that maximize the site's potential and helps to foster a multi-generational campus for the Imperial Park area.





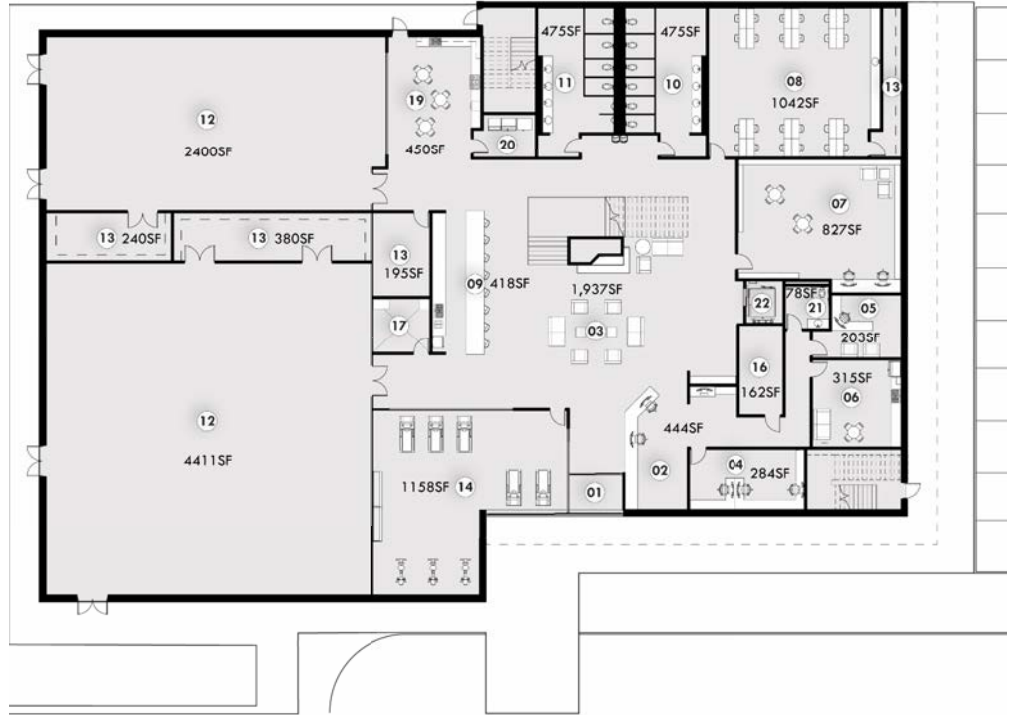
# 5 SCENARIO C

Floor Plan  
Render  
Site Plan

**First Floor**



- 01 Vestibule
- 02 Lobby/Front Desk
- 03 Gathering Place
- 04 Shared Offices
- 05 Director's Office
- 06 Break Room
- 07 Library
- 08 Classroom
- 09 Cafe/New Coffee Bar
- 10 Women's Restroom
- 11 Men's Restroom
- 12 Multipurpose Room
- 13 Storage
- 14 Fitness Room
- 15 Game Room
- 16 I.T. / Electrical
- 17 Janitor's Closet
- 18 Walking Path
- 19 Kitchen
- 20 Pantry
- 21 Individual Restroom
- 22 Elevator



**Scenario C First Floor Plan 20,015 SF, Total 30,153 SF**

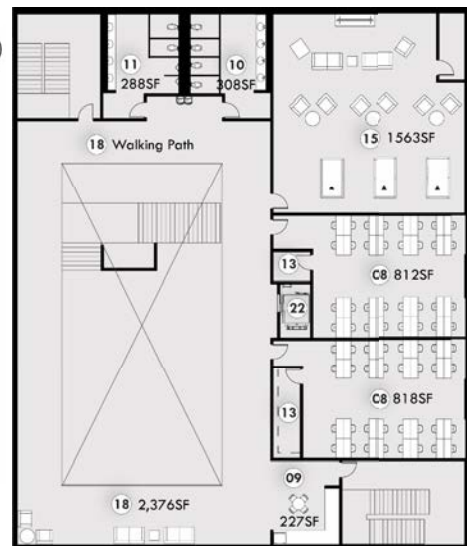


**Gathering Space and Coffee Bar**

**Second Floor**



- 01 Vestibule
- 02 Lobby/Front Desk
- 03 Gathering Place
- 04 Shared Offices
- 05 Director's Office
- 06 Break Room
- 07 Library
- 08 Classroom
- 09 Cafe/New Coffee Bar
- 10 Women's Restroom
- 11 Men's Restroom
- 12 Multipurpose Room
- 13 Storage
- 14 Fitness Room
- 15 Game Room
- 16 I.T. / Electrical
- 17 Janitor's Closet
- 18 Walking Path
- 19 Kitchen
- 20 Pantry
- 21 Individual Restroom
- 22 Elevator



**Scenario C Second Floor Plan 10,138 SF**

# 5 SCENARIO C



## SCENARIO C

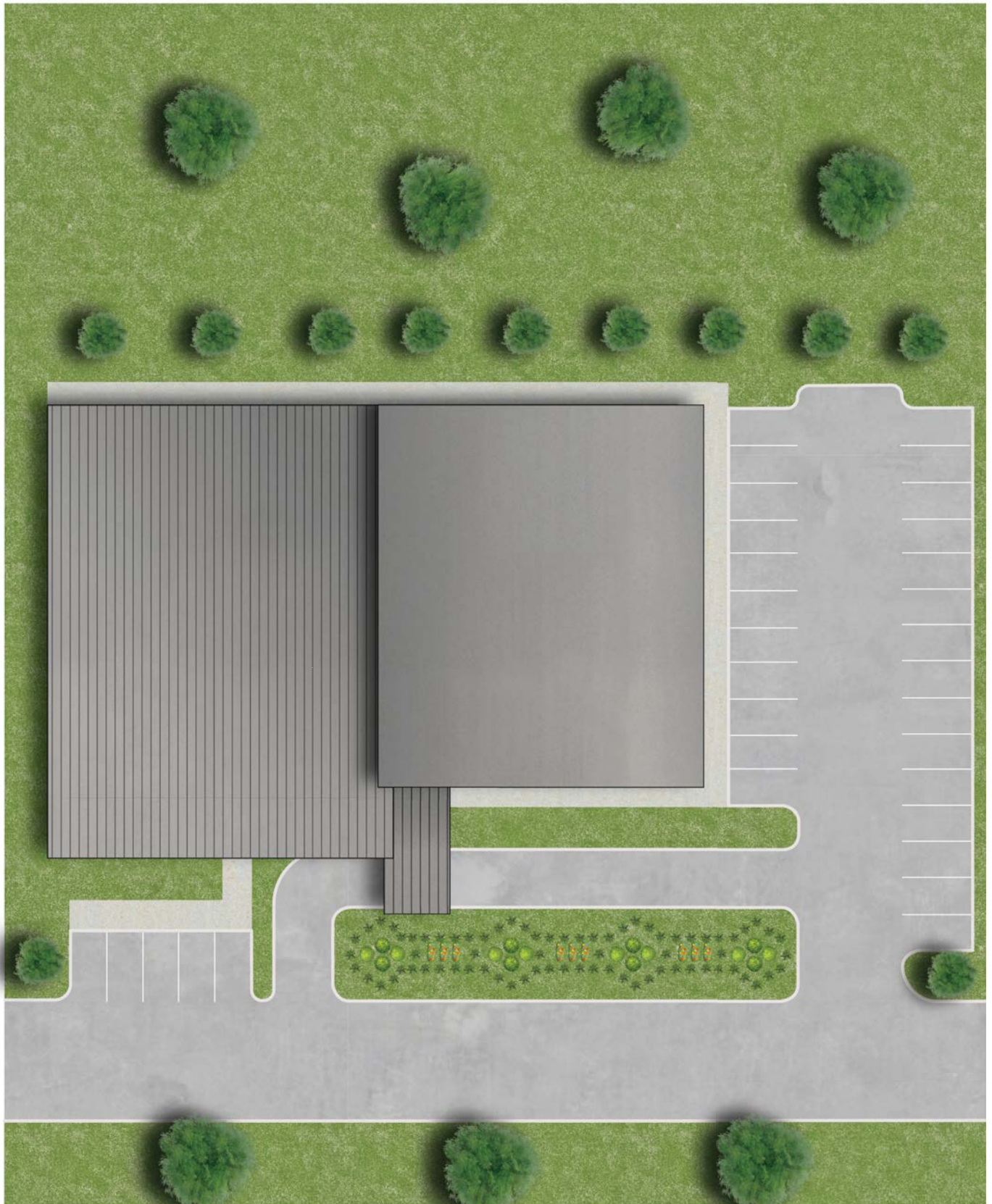
Scenario C is a two-story new building that will serve as a completely self-sufficient building for the T. E. Harman Center. Scenario C develops an all new cultural and communal hub by providing the facilities for endless types of events. The T.E. Harman Center will accommodate regular events and classes, and also will function fluidly with scheduled special events held by the community. The facility has been organized to allow for a flexible implementation of rentable spaces, where the building can accommodate size, furniture, noise, and adjacency needs. The building inherits its design style from a regional dialogue influenced by the nearby Imperial Park Recreation Center. A 21,188 SF ground floor services the more open and flexible spaces while an 8,965 SF second floor houses the more dedicated and noisy spaces. Programmatic items include a central Gathering Place that is open to above, a Fitness Room, a Cafe/Coffee Bar, staff Offices, and two large Multi-Purpose Rooms. Dedicated Storage Rooms are provided where necessary. Upstairs there is a Game Room, a Coffee Bar, a Classroom, and an Auditorium/Classroom.

The adjacency of the Gathering Place and the Cafe/Coffee Bar creates a large space that provides a meeting point for groups. Furniture can be arranged to fit the needs of the occasion. Stairs rise through the Atrium to visually and physically connect the two floors, with a nearby elevator to complete the circulation service needs. Wrapping around the atrium on the second floor, a walking path provides space for exercise with a designated rest area. The Multi-Purpose Rooms face the east and receive a well controlled amount of natural light that can be customized to fit the needs of the event. Restrooms are centrally located to best serve the most occupied spaces in the building. The staff typologies are grouped and located by the entrance to the building. There is great potential to integrate this building design into a pedestrian friendly and walkable site design. Connection to two exterior Pickleball courts and to a Pool/Pavilion Hall encourages travel across the site. Scenario C aims to bring together the vibrant community of Sugar Land by supplying adequate space for any possible need of the community.



Imperial Park Site

# 5 SCENARIO C



**Adaptable Site**

**SCENARIO C****5**

Scenario C site plan sees a similar design condition to scenario B. The parking lot for the Imperial Park Recreation Center has not been modified in this design. The T.E. Harman building and site are not modified either in this scenario. The changes/additions to the site are limited to the northern lot where the building is proposed to be located along with site additions and improvements. Access to the site comes from the same two locations on Guenther Street and Maltage Way, just in slightly modified ways to make the site and parking layout more efficient. A covered drop off lane connects back to the main site drive and provides visitors with a safe and secure pickup/dropoff location secure from the elements. The lane can also fit shuttles and buses allowing for pickup/dropoff of larger groups. Emphasis was made to locate the new parking spaces as close to the building as possible and to connect as many parking spaces to accessible sidewalks as possible. A promenade that reflects the existing promenade in the Imperial Park Recreation Center parking lot has been designed to connect the new building with the existing site.

Scenario C Site Plan provides a safe and secure design that provides parking spaces and navigation paths that maximize the site's potential and helps to foster a multi-generational campus for the Imperial Park area.





# 6 SUPPLEMENTAL RENDERINGS

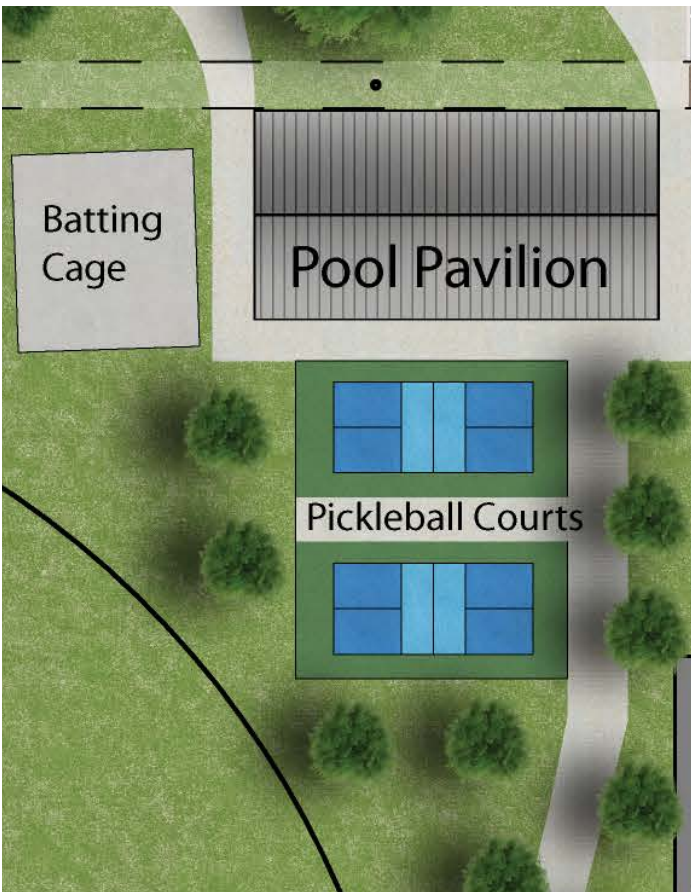
Site Options  
Interior Renderings  
Interior Renderings

# SUPPLEMENTAL RENDERINGS

# 6



**Pool Pavilion**



The site amenities proposed include two new pickleball courts and a pool pavilion building. The building is designed as a simple pre-engineered metal building that is finished with metal panel which wraps from ground around the roof then back to ground, and large overhead doors that introduce a balance of outdoor spaces being brought into a covered pavilion. The design accommodates opening all or some of the doors during operation which will create a natural outdoor feel while being properly shaded at all times of the day. With this functionality, the pool has been placed inside, with restrooms living in the center of the building. Separated from the pool is a pavilion patio. This flexibility allows for adjustments for weather to create a great pool atmosphere at any time of the year. The proposal of a pool has been debated by attendees of open houses held. At the Money Game open house, many attendees expressed interest in a pool. However, at a more recent open house, attendees stated concern with maintenance and questioned how often the pool would get used.

The site options have been designed to fit at the Imperial Park site, but can easily be modified to fit on any site. The diverse community facilities on this site introduce a multi-generational approach to the area, encouraging a wider variety of uses.

# 6 SUPPLEMENTAL RENDERINGS



**Multi-Purpose Room**



**Classroom**

# SUPPLEMENTAL RENDERINGS

# 6



**Exercise Room**



**Cafe/ Coffee Bar**



**Game Room**







# OPINION OF PROBABLE COST

Probable Project Cost Statement

# OPINION OF PROBABLE COST

# 7

## PROBABLE PROJECT COST STATEMENT

|  |                     |
|--|---------------------|
| <b>Scenario A</b>  | <b>\$14,505,829</b> |
| Inflation 5 Years  | \$17,395,476        |
| Inflation 10 Years   | \$20,833,980        |
| <b>Construction Cost</b>   | <b>\$10,992,540</b> |
| Construction Cost Per SF (Avg)                                       | \$510               |
| <b>Furniture, Fixtures, Equipment, Accessories &amp; Other Costs</b> | <b>\$3,513,289</b>  |
| Furniture  | \$172,432           |
| IT and AV Equipment  | \$121,993           |
| Appliances   | \$51,730            |
| Signage  | \$20,000            |
| Workout Equipment  | \$60,000            |
| Equipment  | \$34,486            |
| Accessories  | \$20,000            |
| Materials Testing  | \$64,662            |
| Architectural/Engineering Fees                                       | \$1,319,105         |
| Construction Contingency   | \$549,627           |
| Design Contingency   | \$549,627           |
| Internal Contingency   | \$549,627           |
| <b>Complete Project Cost (Building + Furniture + Site)</b>           | <b>\$19,446,229</b> |
| <b>Scenario B</b>  | <b>\$15,640,120</b> |
| Inflation 5 Years  | \$18,705,821        |
| Inflation 10 Years   | \$22,504,505        |
| <b>Construction Cost</b>   | <b>\$11,911,800</b> |
| Construction Cost Per SF (Avg)                                       | \$600               |
| <b>Furniture, Fixtures, Equipment, Accessories &amp; Other Costs</b> | <b>\$3,728,320</b>  |
| Furniture  | \$158,824           |
| IT and AV Equipment  | \$114,339           |
| Appliances   | \$47,647            |
| Signage  | \$20,000            |
| Workout Equipment  | \$60,000            |
| Equipment  | \$31,765            |
| Accessories  | \$20,000            |
| Materials Testing  | \$59,559            |
| Architectural/Engineering Fees                                       | \$1,429,416         |
| Construction Contingency   | \$595,590           |
| Design Contingency   | \$595,590           |
| Internal Contingency   | \$595,590           |
| <b>Complete Project Cost (Building + Furniture + Site)</b>           | <b>\$20,580,520</b> |

# 7 OPINION OF PROBABLE COST

## PROBABLE PROJECT COST STATEMENT

|  |                     |
|--|---------------------|
| <b>Scenario C</b>  | <b>\$23,995,924</b> |
| <hr/>  |                     |
| Inflation 5 Years  | \$28,705,798        |
| Inflation 10 Years   | \$34,514,646        |
| <br>   |                     |
| <b>Construction Cost</b>   | <b>\$18,333,024</b> |
| Construction Cost Per SF (Avg)                                       | \$608               |
| <br>   |                     |
| <b>Furniture, Fixtures, Equipment, Accessories &amp; Other Costs</b> | <b>\$5,662,900</b>  |
| Furniture  | \$241,224           |
| IT and AV Equipment  | \$160,689           |
| Appliances   | \$72,367            |
| Signage  | \$20,000            |
| Workout Equipment  | \$60,000            |
| Equipment  | \$48,245            |
| Accessories  | \$20,000            |
| Materials Testing  | \$90,459            |
| Architectural/Engineering Fees                                       | \$2,199,963         |
| Construction Contingency   | \$916,651           |
| Design Contingency   | \$916,651           |
| Internal Contingency   | \$916,651           |
| <br>   |                     |
| <b>Complete Project Cost (Building + Furniture + Site)</b>           | <b>\$28,936,324</b> |
| <br>   |                     |
| <b>Site Elements</b>   | <b>\$4,940,400</b>  |
| <hr/>  |                     |
| Inflation 5 Years  | \$5,924,557         |
| Inflation 10 Years   | \$7,104,764         |
| <br>   |                     |
| <b>Construction Cost</b>   | <b>\$4,940,400</b>  |
| Pool/Pavilion  | \$4,000,000         |
| Pickleball Courts  | \$120,000           |
| Estimated Design Fees  | \$494,000           |
| Demo Existing Building   | \$326,000           |









## STAFFING ANALYSIS

- Staffing Analysis
- Case Studies
- Staffing Recommendation
- Potential Income Sources

# STAFFING ANALYSIS

## 8

BRW Architects, in conjunction with the PARD, was tasked with analyzing the current and future staffing needs of the T.E. Harman Center. To provide a recommendation, BRW analyzed 5 case studies of similar facilities. In these case studies the program was analyzed along with the amount of members who attend the facility on average. Doing so will aid in the evaluation of staffing requirements. BRW also analyzed the desired program of the proposed new T.E. Harman Center for any spaces that would require additional dedicated staff. This staffing analysis is intended to aid the City of Sugar Land in understanding the full cost implications of adding improvements to/constructing a new T.E. Harman Center. The final results will be based on facility size and programmatic requirements.

## CASE STUDIES

### Staffing Analysis



#### ALLEN SENIOR CENTER

- Completed in 2006
- 22,000 SF
- Average 1,000 Registered Members
- 4-5 Full-Time Staff Members
- 4 Part-Time Staff Members
- Opinion is that staffing amount is adequate

#### Program

- Vestibule
- Lobby
- Reception Area
- Offices
- Workroom
- Multipurpose
- Kitchen
- Dining Commons
- Crafts Room
- Fitness Room
- Great Room
- Conference Room
- Classrooms
- Game Room
- Patio

#### Facility Renting

- Multipurpose room available to rent

# 8 STAFFING ANALYSIS



## FARMERS BRANCH SENIOR CENTER

- Completed in 2000
- 22,400 SF
- Average 420 Visitors per week
- 3 Full-Time Staff Members
- 7 Part-Time Staff Members
- 30 Volunteers
- Opinion of staffing amount is adequate, however another full-time staff member would be adequate

### Program

- Vestibule
- Lobby
- Conference Room
- Crafts Room
- Fitness Room
- Gym
- Kitchen
- Mirror (Dance) Room
- Game Room
- Multipurpose Room
- Patio

### Facility Renting

- Most rooms are available to rent after hours



## THE SUMMIT-GRAND PRAIRIE

- Completed in 2010
- 60,000 SF
- Average 6,800 Members
- 15 Full-Time Staff Members
- 29 Part-Time Staff Members
- 50 Volunteers
- Opinion of staffing amount is not adequate

### Program

- Cafe
- Movie Theater
- Billiards
- Shuffleboard
- Card Playing Room
- Gift Shop
- Ballrooms
- Outdoor Patio
- Fitness Room
- Aquatic Facilities
- Massage Room

### Facility Renting

- Ballrooms are available to rent

## STAFFING ANALYSIS

# 8



### IRVING HERITAGE SENIOR CENTER

- Completed in 2003
- 40,000 SF
- Average 500 Visitors a day
- 9 Full-Time Staff Members
- 8 Part-Time Staff Members
- Opinion of staffing amount is adequate

#### Program

- Classrooms
- Dining Room
- Ballroom with Wooden Dance Floor
- Library
- Craft Room
- Fitness Room
- Computer Lab
- Billiards Room
- Activity Rooms
- Gift Shop

#### Facility Renting

- Ballroom
- Half Ballroom
- Kitchen
- Multipurpose meeting rooms



### CROSBY COMMUNITY CENTER

- Average 3,000 Visitors on monthly basis
- 4 Full-Time Staff Members
- Opinion of staffing amount is adequate, however an extra administrator would be helpful

#### Facility Renting

- Renting available only on Friday and Saturday
- Minimum and Maximum time block set for renting



## STAFFING ANALYSIS

### STAFFING RECOMMENDATIONS

| PROGRAM           | STAFFING RECOMMENDATION |
|-------------------|-------------------------|
| Front Desk        | 3 Part-Time Employees   |
| Director's Office | 1 Full-Time Employee    |
| Shared Workspace  | 3 Full-Time Employees   |
| Café              | 1 Part-Time Employee    |
| Treatment Room    | 1 Part-Time Employee    |
| Janitor           | Contracted              |

#### CONCLUSION

In conclusion, based on the reviewed case studies and desired program of the Sugar Land Senior Center, BRW recommends **4 Full-Time** employees and **5 Part-Time** employees. Per City standards, janitor work can be contracted out.

The long-term sustainability and operational excellence of the T.E. Harman Center depends on a strategic approach to revenue generation that balances community accessibility with fiscal recovery. By leveraging the facility's modern amenities and flexible design, the City can offset operational costs and reinvest in high-quality programming. A diversified income stream not only reduces the subsidy required from the general fund but also transforms the center into a premier regional destination for both civic and private functions. To maximize this potential, the following income sources are prioritized based on their compatibility with the facility's footprint and local market demand:

**Premium Private Rentals:** High-yield bookings for milestone events, including weddings, Quinceñeras, graduation parties, and corporate banquets, utilizing the Multi-purpose rooms, the Great Room, the kitchen and the outdoor amenities.

**Programmatic Fees:** Tuition-based revenue from specialized offerings such as culinary workshops in the catering kitchen, wellness/dance certifications, and tech-literacy seminars.

**Organizational Partnerships:** Recurring hourly rentals for local non-profits, scouting organizations, and youth/club sports looking for modern meeting and activity spaces.

**Secondary Facility Use:** Monetizing specialized zones during off-peak hours, including "Auditorium Room" screenings, baby showers, birthday parties, trivia nights, and seasonal access to the outdoor pool and pavilion areas.

**Corporate & Civic Hosting:** Professional-tier rentals for seminars, award ceremonies, and community-wide guest speaker series that require integrated audio-visual capabilities.

**STAFFING ANALYSIS****8****POTENTIAL INCOME SOURCES**

- Club Sports
- Boy Scouts/Girl Scouts
- Adult Community Groups
- Volunteer Groups
- Birthday Parties
- Musical Events
- Wedding Receptions
- Quinceanera
- Baby Showers/Wedding Showers
- Graduation Parties
- Award Ceremonies
- Banquets
- Presentations/Speakers
- Seminars
- Dances
- Rent out auditorium/classroom
- Rent out game room
- Rent out pool and food truck area
- Rent out multi-purpose room, in conjunction with kitchen
- Rent out kitchen for classes
- Rent out dance rooms for non-senior dance classes
- Rent out classrooms for small adult classes





# 9

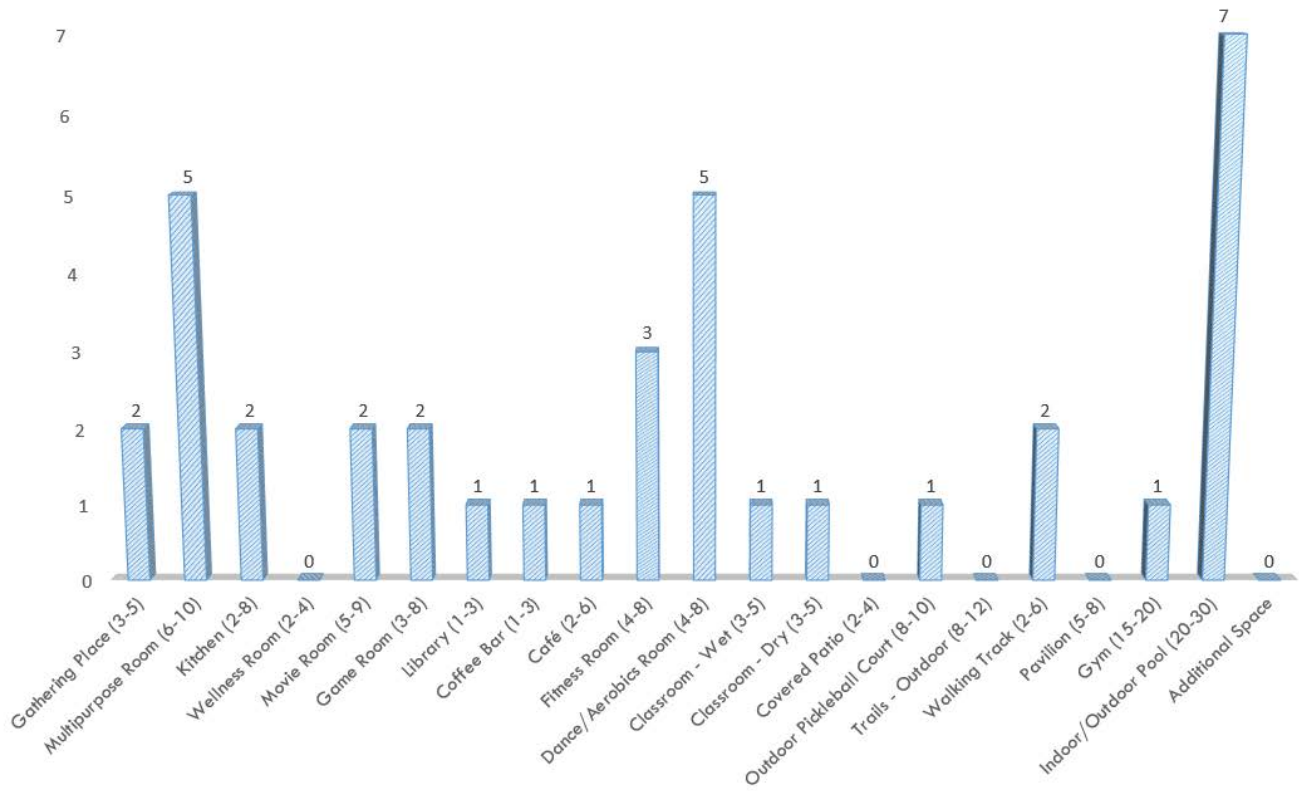
## APPENDIX & ADDITIONAL COMMENTS

Money Game Chart Results  
Open House Event 3 Results  
Meeting Minutes  
T.E. Harman Expansion Letter

# APPENDIX & ADDITIONAL COMMENTS

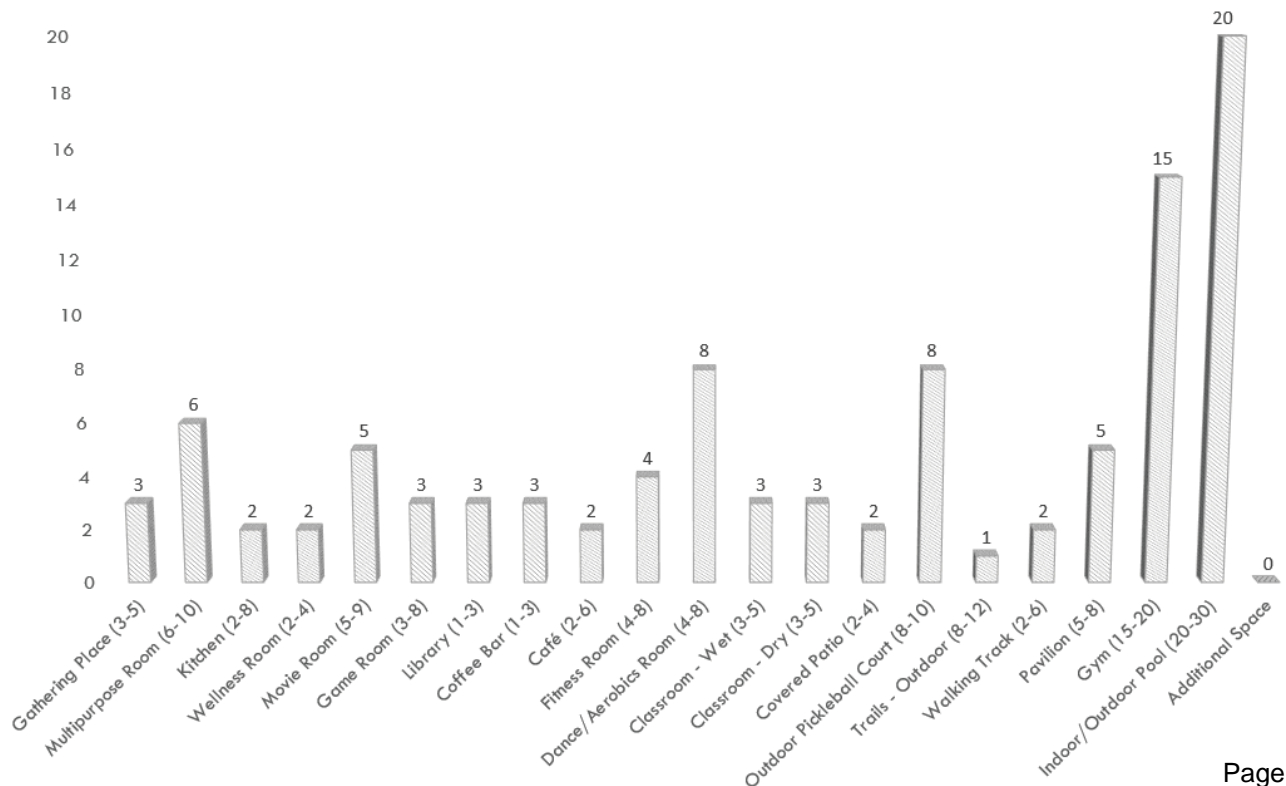


## AVERAGE



173 Participants

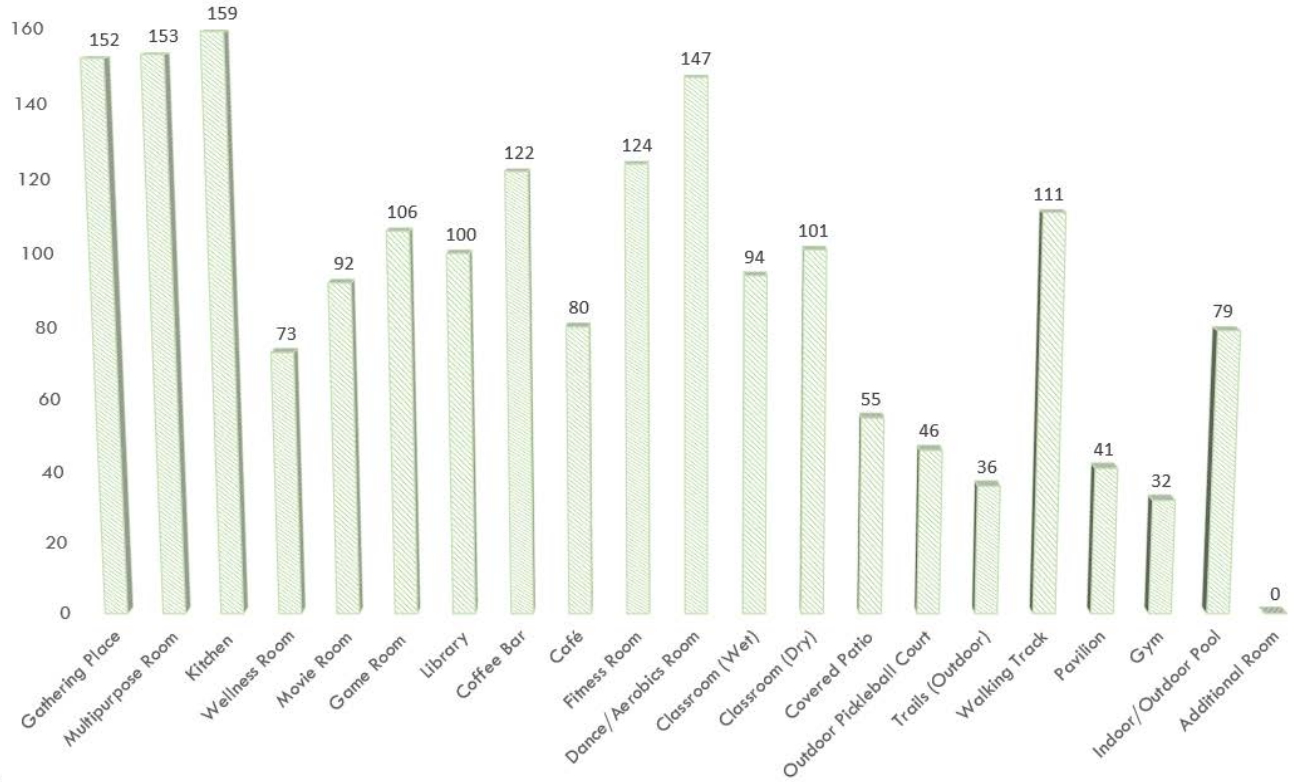
## AVERAGE VOTE



173 Participants

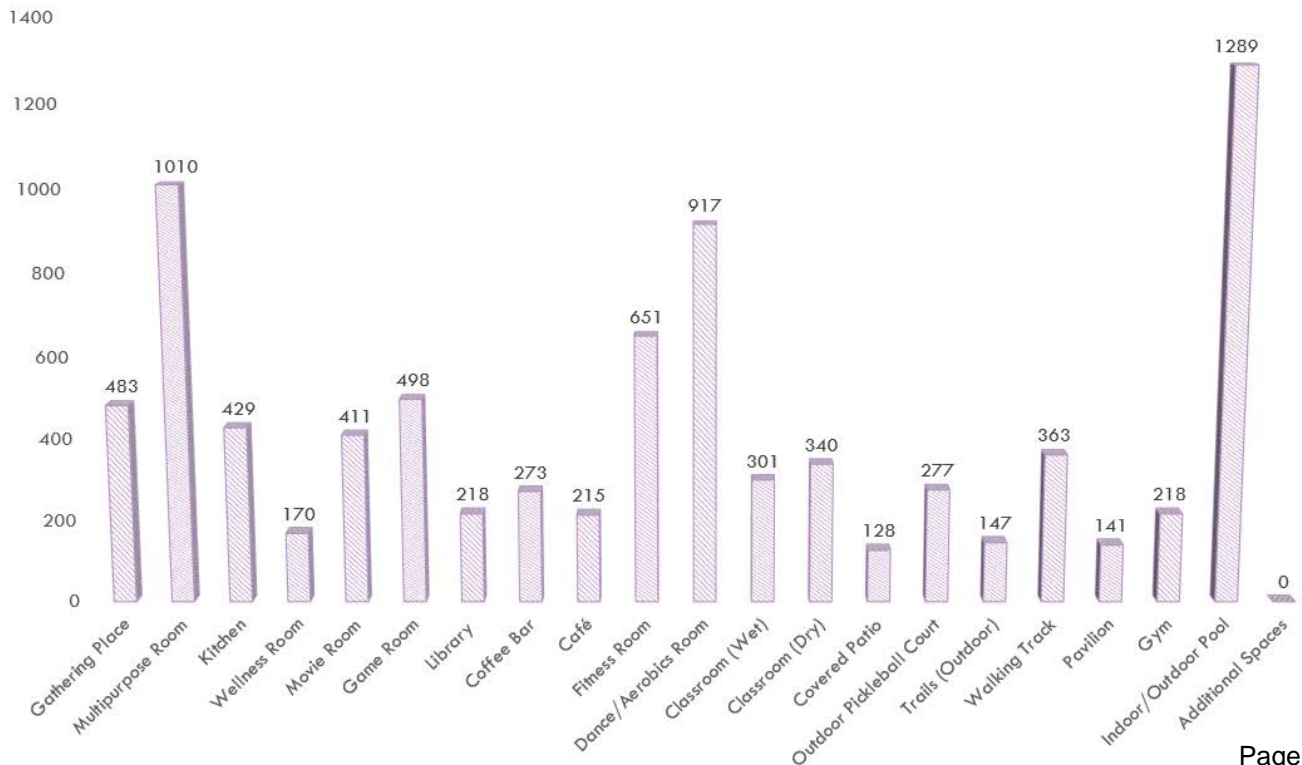
# 9 APPENDIX & ADDITIONAL COMMENTS

## NUMBER OF PEOPLE WHO VOTED



173 Participants

## TOTAL



173 Participants

# APPENDIX & ADDITIONAL COMMENTS 9

## OPEN HOUSE EVENT RESULTS

BRW Architects and the PARD partnered to host an Open House event held for current members of the T.E. Harman Senior Center. The intent of the event was to update the seniors on the status of this study before finalizing the study. This was the third open house held which incorporated the seniors into the study. This was important as user input is crucial for ensuring accurate understanding of the needs of a new facility. With the purpose of this Feasibility Study being to produce three scenarios which display the possibilities for a new T.E. Harman Center to the City Council, it was crucial to receive input from the seniors many times during the study.

The event consisted of a thirty minute presentation, begun by William Hajdik, Assistant Director of Parks and Recreation, with the main body of presentation coming from Emily Murphy, BRW Architects Project Manager. The presentation discussed the steps taken in the feasibility study to progress to the final stage. It went over why this study is being done, the initial data gathering phase done by the PARD, to BRW joining and conducting the site analysis, money game, and programming analysis. The main body of the presentation was about the three scenarios that BRW has produced to express the different possibilities for what a new facility could look like.

After the Presentation, there was a Q&A session where seniors had the chance to ask questions about the study. Visitors were then encouraged to attend the Open House time where presentation boards with material about each scenario and images of potential spaces were on display. Visitors had the chance to ask BRW team members and PARD members more specific questions.

Results from the participants expressed an overall satisfaction with the Open House. Most visitors found the presentation and display materials to be clear and educational. The primary concerns include the lack of a set timeline, financial details, and issues with hearing and seeing from the back of the audience. There was a lot of support for "Scenario C", with many questioning why the other scenarios were shown. The proposed pool sparked controversy with some strongly supporting it while others questioned the need for another "under-utilized pool." It was emphasized that if the current T.E. Harman Center was to go under construction and not be usable for a period of time, it would be critical to ensure that activities can continue off site for seniors to stay healthy and engaged. Other comments from participants include many requests for an additional elevator with one being glazed, lockers to be included for members, and the walking trail to be maximized.



# 9

## APPENDIX & ADDITIONAL COMMENTS

BROWN REYNOLDS WATFORD  
ARCHITECTS



175 CENTURY SQUARE DRIVE  
SUITE 350  
COLLEGE STATION, TEXAS 77840  
979-694-1791  
WWW.BRWARCH.COM

### MEETING NOTES

**BRW PROJECT NO:** 223064.00  
**RE:** Sugar Land Senior Center Study  
**DATE:** May 31, 2023 **TIME:** 8:45 AM  
**LOCATION:** Sugar Land City Hall Annex

**ATTENDEES:**

**REPRESENTING:**

|                    |                    |
|--------------------|--------------------|
| Fenglin Du         | City of Sugar Land |
| Kimberly Terrell   | City of Sugar Land |
| Heather Bluejacket | City of Sugar Land |
| Jacob Langerud     | City of Sugar Land |
| Paige Norton       | City of Sugar Land |
| Emily Murphy       | BRW Architects     |
| Peri Sutton        | BRW Architects     |
| Emma Johnson       | BRW Architects     |

**DISCUSSION:**

Kickoff meeting between City of Sugar Land and BRW Architects to discuss the Sugar Land Senior Center Study project.

**Existing Facilities**

- A large percentage of the population in Sugar Land is 55+, so it is important that the Senior Center is forward thinking about future growth.
- The existing facility is the renovated community center. The existing square footage is approximately 10,000-11,000 square feet.
- The existing Rec Center is across the parking lot. It is approximately 17,000-18,000 square feet. -The current senior center has 2 full time employees and 2 part time employees. There are also volunteers, but they do not participate in administrative activities, they teach the classes offered at the center.

**New Facilities**

- This project is planned for the next bond election, which takes place in November 2024.
- The approximate total budget is 30 million, but this is subject to change based on the study.
  - This is total project cost including design fees, FF&E, construction, etc.

## APPENDIX & ADDITIONAL COMMENTS

# 9

MAY 31, 2023

SUGAR LAND SENIOR CENTER

PAGE 2 OF 4

- The new facility aims to be approximately 20,000 square feet.

### Program

- Indoor movie room is not the top priority unless it could also function as a multipurpose space. During the money game, see how this program compares to other ones to determine how important it is to the users.
- There is a need for more offices and administrative space, including a dedicated break room.
- There is a possible need for an indoor pool located in a secondary building. Similar to what was viewed at the Pinnacle. This pool would be a senior only pool.
- There is a need for different flooring dedicated to the use of the space. Possibly two dance rooms, one with more cushioned flooring (yoga or dance) and one with hard flooring (tap dancing and salsa).
- If room dividers are required in the new building, then it is important that these partitions are rated for frequent opening/closing, as well as being acoustically rated for separating the two spaces.
- There needs to be plenty of restrooms. The City liked the idea multiple restrooms with emergency pull switches and a private restroom with an automatic door. There should be restrooms throughout the facility for easy access. Doors are preferred. A specific staff restroom in the admin area would be a wish list item.
- The kitchen should be similar size to the kitchen in Mont Belvieu, but it doesn't need to be as high-end. The current kitchen is used for guests storing food in the fridge, and occasionally there is a cooking class.
- The users showed interest in walking tracks. If it is outdoors then it needs to be heavily shaded, but an indoor one would be used more frequently.
- The new facility needs to be modern and bright with natural daylighting. The design should have a modern and youthful feel with comfortable amenities.
- If there is a pickleball court, outdoor is preferred.

### Site Options for the New Senior Center

- Option 1: Current Site – either an addition to the current building or a new building in the adjacent lot (possibly demoing existing building). Parking is a concern. There is not currently enough parking. If the facility were to grow, parking would need to increase. The Maintenance department might want the building if the Senior Center Moves.
- Option 2: 65 Acre Community Park. This option will require the master plan to be revised. This community park is also in the 2024 Bond Election with the Senior Center. This site has some flexibility with building placement, but the cemetery needs to be avoided. The City is conducting an archaeological study of the area. The City also has a preference for the building to be along Easton. The surrounding HOA will have exterior finish requirements. This site falls into the neighboring airport's runway zone. BRW is permitted to recommend alterations to the Park Master Plan if need be.

# 9

## APPENDIX & ADDITIONAL COMMENTS

MAY 31, 2023

SUGAR LAND SENIOR CENTER

PAGE 3 OF 4

- Option 3: Renovating an empty big box store. BRW to provide a pro cons list for this option. The City is looking to see if there are any empty retail sites that are big enough to hold the required program and square footage.
  - The site adjacent to the softball fields is no longer an option that needs to be assessed.

### Schedule

- The expected length of this study goes from the Kickoff meeting on May 31<sup>st</sup>, to the end of September. This could be extended depending on the needs of the study. BRW proposed 3 Open-House meetings: the Money Game, a review of the Draft, and a meeting to show the final draft.
  - The City would prefer to select the site before BRW begins drafting multiple building concepts. User input on the site and playing the Money Game early in the process is important.
- The City mentioned presenting to council after the 2<sup>nd</sup> public meeting, before finalizing the design.
- The City may be interested in FF&E services by BRW. This will help create a more concrete furniture and fixture cost to fit into their budget. It is important that those needs are planned for in the total budget.
- BRW and the City to meet every two to three weeks during the study. Early afternoons on Wednesdays was proposed.
- The City is currently getting a surface level archeology study for the 65 acre community park. This is to make sure that there are no unlisted burial grounds on the site.

### T.E. Harman Center Tour

- Lessons learned – The sun filters through the entryway during the day and causes a lot of glare for the receptionists. Sun angles are important to consider. A vestibule is a high priority item.
- Plan for at least three at the front desk. This includes dual monitors for each person, the computer for the card reader, and the card printer.
- Beneficial to have a volunteer alcove. A designated spot for the volunteers that keeps their folders and their check in screens away from the general users.
- The Center needs an advertising wall. It can be chalk, digital, or another option.
- There is always a need for more storage. Both operation storage (decorations, tables, supplies, cleaning supplies), and classroom storage (specific materials such as fabric, paints, etc).
- Possibly have the kitchen next to the multipurpose room with a pass-through window. The current kitchen does not get used much, except when the space is rented out for catering. There needs to be an accessible ice maker for the users. Separate fridges for guests and employees would be useful.

**APPENDIX & ADDITIONAL COMMENTS**

9

MAY 31, 2023

SUGAR LAND SENIOR CENTER

PAGE 4 OF 4

- The Center provides free coffee and hot chocolate and will continue to do so at the new location. It could be beneficial to have a small coffee bar/station that is generally accessible to everyone.
- Wall hung quilt racks on the walls to display the user created quilts will add decoration and ownership to the new site. The quilts can be changed out frequently or seasonally.
- Important to have pool tables. Undecided on these being in an open area or an enclosed game room area.
- No need for showers. There are none at the current facility.
- The fitness room is heavily used. It would be nice for the new fitness room to be bigger in size to allow for more equipment. Glass looking into the fitness room will also add transparency. Although, it is important to be aware of seniors running into the glass.
- The books provided by the center do get used, so it would be valuable to create a separate library space that is not combined with the fitness room.
- The game room or classrooms need to have flexible furniture so it can be rearranged easily. There are a lot of board games and card games that get played, but they are scheduled to take place at different times of the week so that none of them overlap. Some of the events that happen in the small classrooms are ESL, health chats, informational talks, and grief counseling.
- Provide wet vs dry classrooms (classrooms with a sink vs without a sink).
- Add mirrors on the walls of the fitness room and the dance rooms.
- More control of airflow between certain rooms. The yoga people want a different temperature than the fitness room people. Rooms could be zoned according to use.
- There needs to be an organized way for seniors to see flyers and grab one. The City does not like the current system of paper organizer on the wall because the papers bend in half and fall out.

**Recreation Center Tour**

- Windows into the gym and a highly reflective floor cause a glare problem.
- More private work spaces requested. Individual spaces with a little bit more space between employees. The admin team also requested an individual break room.
- Seniors come to the Rec Center to play table tennis.
- The new center should have lounge-able space where the user can sit and eat and chat.

**Emily Murphy, AIA**  
PROJECT MANAGER

**Attachments:**

N/a

CC:

Attendees

# 9

## APPENDIX & ADDITIONAL COMMENTS



### MEETING NOTES

**BRW PROJECT NO:** 223064.00  
**RE:** Sugar Land Senior Center Study  
**DATE:** June 14, 2023 **TIME:** 2:00 PM  
**LOCATION:** Sugar Land City Hall Annex

| <b>ATTENDEES:</b> | <b>REPRESENTING:</b> |
|-------------------|----------------------|
| Fenglin Du        | City of Sugar Land   |
| Kimberly Terrell  | City of Sugar Land   |
| Jacob Langerud    | City of Sugar Land   |
| Paige Norton      | City of Sugar Land   |
| Emily Murphy      | BRW Architects       |
| Peri Sutton       | BRW Architects       |
| Haleigh Rider     | BRW Architects       |

### **DISCUSSION:**

Meeting between City of Sugar Land and BRW Architects to discuss the Sugar Land Senior Center Study project's programming and site options.

#### **Review Program Document**

- There is only a need for one admin restroom.
- The City expressed a need for only one dedicated office paired with a shared workspace area for the rest of the staff.
- The City is interested in a larger Multipurpose Room than proposed. An area of 2,400 square feet was proposed and the City requested a space of 5,000 square feet. It was requested that this space would be easily accessible for those who rent this space out, without allowing access to the rest of the building.
- The City would like to add an additional space to the program for a dedicated Movie Room.
- There is only a need for two classrooms. One will be fitted with a sink and the other will not.
- An interest was shown in adding a café space that provides prepackaged food for visitors to buy.

## APPENDIX & ADDITIONAL COMMENTS

# 9

MAY 31, 2023

SUGAR LAND SENIOR CENTER

PAGE 2 OF 3

- The City would like the Storage Room to be larger and have double doors.
- The City requested two outdoor pickleball courts.
- There is a possible need for an indoor walking track located on the second floor of the building. This is to be included in the “Money Game”.

### Review Room Diagrams

- There needs to be seating in the vestibule area for seniors to wait on transit or uber. There needs to be visibility so that the seniors can see when transportation arrives.
- A smaller volunteer alcove is preferred, and the City did not want it to be placed adjacent to a major hallway. There is only space necessary for a digital check-in and an area to store folders for the staff.
- The City expressed interest in the larger Breakroom option. They appreciate the flexibility of the space as it allows them to use it for meetings.
- The Library space should be a smaller, open space that has computers or docking stations for the laptops that the T.E. Harman Center currently provides. This room should allow for natural light. There is no need for fireplaces in the facility.
- The City is interested in adding a dishwasher to the coffee bar.
- The Kitchen needs to be open and big enough to have space and seating to host cooking classes. There is a need for a pantry that locks, minimal cabinets, and an island space. The City would prefer wall ovens and there is no need for a commercial range. There needs to be space for a large ice machine.
- The City preferred a longer Fitness Room to allow for more wall space for equipment. There is still a need for some open space for free weight exercises. There was an interest in a more open Fitness Room. The city would like TV's to be on the equipment. Jake from the City of Sugar Land is to provide BRW Architects with the amount and type of equipment desired.
- The City would prefer a larger Dance Room to allow more people to attend the classes. The City would like the same flooring to be used in the Multipurpose Room. The Multipurpose Room will house larger dance classes.
- The Game Room needs to be open and hold more pool tables. The room should not be separate from the rest of the building, but it should not be in the main circulation space either. It could be located adjacent to the Great Room and coffee bar.
- The City would like the Great Room to have a large screen to play trivia on. There is no need for a fireplace in this space.
- The City expressed interest in still having separate utility and janitor closets however, they have no need for a washer and dryer. The utility room will be used for more storage and a place to store and hang linens.

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## APPENDIX & ADDITIONAL COMMENTS

MAY 31, 2023

SUGAR LAND SENIOR CENTER

PAGE 3 OF 3

### **Review Project Site Options**

- BRW Architects will calculate and consider possible parking layouts. The City requested no parking be placed immediately adjacent to the building without bollards. The center has been hit by cars in the past.

### **Project Schedule**

- Jacob will be asking the seniors for dates and times that work best for them to schedule the Money Game and coordinate that time with BRW.

### **Staffing Analysis and Recommendations**

- The staffing analysis is ongoing and BRW Architects will continue to research this.

### **Next Steps**

- BRW Architects will create a Money Game Draft to provide to the City of Sugar Land for comments.
- BRW Architects will provide LVT flooring samples to present at the Money Game.

**Emily Murphy, AIA**  
PROJECT MANAGER

### **Attachments:**

N/a

CC: Attendees

# APPENDIX & ADDITIONAL COMMENTS



**BROWN REYNOLDS WATFORD  
ARCHITECTS**



175 CENTURY SQUARE DRIVE  
SUITE 350  
COLLEGE STATION, TEXAS 77840  
979-694-1791  
WWW.BRWARCH.COM

## MEETING NOTES

**BRW PROJECT NO:** 223064.00  
**RE:** Sugar Land Senior Center Study  
**DATE:** August 15, 2023 **TIME:** 2:00 PM  
**LOCATION:** Sugar Land City Hall Annex

| <u>ATTENDEES:</u>  | <u>REPRESENTING:</u> |
|--------------------|----------------------|
| Fenglin Du         | City of Sugar Land   |
| Kimberly Terrell   | City of Sugar Land   |
| Jacob Langerud     | City of Sugar Land   |
| Heather Bluejacket | City of Sugar Land   |
| Emily Murphy       | BRW Architects       |
| Peri Sutton        | BRW Architects       |
| Haleigh Rider      | BRW Architects       |

### DISCUSSION:

Meeting between City of Sugar Land and BRW Architects to discuss the Sugar Land Senior Center Study project’s Money Game results and site analysis.

#### Review Money Game Results

- An additional room for yoga is not needed.
- The City expressed an interest in including mirrors in the dance room in order to use the space for dance and yoga classes.
- The “gym” should include a storage closet that is large enough for ping pong tables.
- There is an expressed interest in including small lockers in the dance rooms for visitors to place their personal items in while taking a class.
- The City would like frequent hose bibs for the potential of future gardens.
- Flooring in the dance room needs to be wood-like with no grooves. BRW is to continue to research flooring options.
- The “gym” should be combined with the dance room and designed to be an active multipurpose space. This space would be for pickleball, racquetball, and chair volleyball.

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## APPENDIX & ADDITIONAL COMMENTS

MAY 31, 2023

SUGAR LAND SENIOR CENTER

PAGE 2 OF 2

It would not include basketball, volleyball, etc. There will be another multipurpose room for bingo and large meals.

- The covered patio can be a smaller space.

### Review Site Analysis

- Site Analysis will be presented to the PARCS Board for final site selection.
- BRW may begin creating preliminary design schemes for the 65-acre park site.
- The City requested the pool have a separate line item in cost estimate.

### Next Steps

- The City, along with the PARCS Board, will select a site.
- BRW Architects will provide Money Game data.
- BRW Architects will adjust the programming based on the Money Game results.
- BRW Architects will begin creating preliminary design schemes for the 65-acre park site.

**Emily Murphy, AIA**  
PROJECT MANAGER

### Attachments:

N/a

CC: Attendees

# APPENDIX & ADDITIONAL COMMENTS



## MEETING NOTES

**BRW PROJECT NO:** 223064.00  
**RE:** Sugar Land Senior Center Study  
**DATE:** January 25, 2024 **TIME:** 2:00 PM  
**LOCATION:** Microsoft Teams

| <u>ATTENDEES:</u>  | <u>REPRESENTING:</u> |
|--------------------|----------------------|
| Fenglin Du         | City of Sugar Land   |
| Kimberly Terrell   | City of Sugar Land   |
| Jacob Langerud     | City of Sugar Land   |
| Heather Bluejacket | City of Sugar Land   |
| William C. Hajdik  | City of Sugar Land   |
| Ryan Gilmore       | City of Sugar Land   |
| Emily Murphy       | BRW Architects       |
| Haleigh Rider      | BRW Architects       |

### DISCUSSION:

Meeting between City of Sugar Land and BRW Architects to discuss the Sugar Land Senior Center Study project status and next steps moving forward.

#### **Current Project Status Update**

- The City received feedback on a survey that the residents of Sugar Land would prefer a multi-generational facility as opposed to a senior center.
- Both facilities that the City currently has are now crowded, so a multi-generational facility would help with that.
- Sugar Land airport has not been supportive of the 65-acre plot of land that was chosen. The location has come under scrutiny and the press is aware of it. Although, the press has stayed neutral so far.
- Discussed raising the budget as a multi-generational facility will be bigger and would still need spaces to accommodate seniors. Possible campus design to allow for separate spaces for seniors and younger adults in the community.
- Cost recovery options were discussed but it is not the biggest priority in the design of this project. BRW proposed implementing more green strategies in the new building to help lower operating costs.

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## APPENDIX & ADDITIONAL COMMENTS

JANUARY 25, 2024

SUGAR LAND SENIOR CENTER

PAGE 2 OF 2

- Discussed possible marketing options to raise support for the project.

### Next Steps

- BRW will work to compile data and examples of similar centers to provide to the City in order to help offer support for this project and to use as evidence to support proposed cost of the project.
- The City will continue to work internally to solve issues with the airport and will continue to work within the City and community to gain support for the location and the project.
- Feasibility Study is on hold until City can provide BRW with direction on type of facility and location. Once this is provided, timeline can be expedited to meet City's needs.

**Emily Murphy, AIA**  
PROJECT MANAGER

### Attachments:

N/a

CC: Attendees

**APPENDIX & ADDITIONAL COMMENTS**



**BROWN REYNOLDS WATFORD ARCHITECTS**



175 CENTURY SQUARE DRIVE  
SUITE 350  
COLLEGE STATION, TEXAS 77840  
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WWW.BRWARCH.COM

**MEETING MINUTES**

**BRW PROJECT NO:** 223064.00  
**RE:** SUGAR LAND SENIOR CENTER RE-KICKOFF MEETING  
**DATE:** 01/13/2025 **TIME:** 9:00 AM  
**LOCATION:** VIRTUAL

| <b>PARTICIPANT:</b>   | <b>REPRESENTING:</b> | <b>EMAIL:</b>  |
|-----------------------|----------------------|--|
| Fenglin Du            | City of Sugar Land   | <a href="mailto:fenglindu@sugarlandtx.gov">fenglindu@sugarlandtx.gov</a>     |
| Kimberly Terrell      | City of Sugar Land   | <a href="mailto:kterrell@sugarlandtx.gov">kterrell@sugarlandtx.gov</a>       |
| Heather L. Bluejacket | City of Sugar Land   | <a href="mailto:hbluejacket@sugarlandtx.gov">hbluejacket@sugarlandtx.gov</a> |
| Jacob Langerud        | City of Sugar Land   | <a href="mailto:jlangerud@sugarlandtx.gov">jlangerud@sugarlandtx.gov</a>     |
| William Hajdik        | City of Sugar Land   | <a href="mailto:whajdik@sugarlandtx.gov">whajdik@sugarlandtx.gov</a>         |
| Briana Williams       | City of Sugar Land   | <a href="mailto:bwilliams@sugarlandtx.gov">bwilliams@sugarlandtx.gov</a>     |
| Emily Murphy          | BRW Architects       | <a href="mailto:emurphy@brwarch.com">emurphy@brwarch.com</a>                 |
| Peri Sutton           | BRW Architects       | <a href="mailto:psutton@brwarch.com">psutton@brwarch.com</a>                 |

**DISCUSSION:**

1. This meeting served to Re-kickoff the Sugar Land Senior Center Project. BRW met with the City of Sugar Land to re-look at the current Senior Center for the current site and discuss options and goals for the project.
  - A. Options
    - i) The first option is an Addition/Renovation of the current Senior Center
    - ii) Option two is to demolish the existing Senior Center and provide a new construction. In this option, the senior programs would be relocated to another location.
    - iii) The third option is to provide a new construction adjacent to the existing Senior Center.
  - B. Goals
    - i) Overall goal is to determine how to best use the site while maintaining both the Senior Center and Rec Center.
    - ii) Phasing is to be built into the project.
    - iii) There is currently no budget, a future bond election is likely to happen which will reveal more information.
    - iv) There will be a new Mayor in May, changes could affect support for the project.
    - v) BRW to let the City know of any grant programs they're aware of.
    - vi) Cost saving measure of tilt-wall construction is supported
    - vii) The building must be rentable and able to be used after hours or during operating hours.
    - viii) Adding a covered drop off to the existing building was discussed. It is unknown if it is feasible, but it would be ideal. In addition to protection from the elements, blocking the sun at the main entrance would be beneficial.
    - ix) A separate pool building is still desired.

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## APPENDIX & ADDITIONAL COMMENTS

01/13/2025

Re-Kickoff Meeting

Page 2 of 2

- x) Staffing Analysis was reviewed by the group
    - (a) No need for a dedicated person to staff the Treatment Room. They are also not high on the need for the treatment room.
    - (b) Janitor would not be full-time. Contracted through the facilities department.
  - xi) BRW Architects to provide a schedule for moving forward based on the discussions from this meeting.
2. Next Meeting
- i) BRW to follow up with date and time.

The previous minutes are our recollection of the project discussion. Should there be any discrepancies, please notify our office within seven days of receiving this report.

**EMILY MURPHY, AIA**  
**SENIOR ASSOCIATE**

**ATTACHMENTS:**

N/A

CC: Attendees

# APPENDIX & ADDITIONAL COMMENTS

# 9

**BROWN REYNOLDS WATFORD  
ARCHITECTS**



175 CENTURY SQUARE DRI  
SUITE 3  
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979-694-17  
WWW.BRWARCH.CC

## MEETING NOTES

**BRW PROJECT NO:** 223064.00  
**RE:** Sugar Land Senior Center Study  
**DATE:** February 12, 2025 **TIME:** 2:30 PM  
**LOCATION:** VIRTUAL

**ATTENDEES:** \_\_\_\_\_ **REPRESENTING:** \_\_\_\_\_

|                    |                    |
|--------------------|--------------------|
| Fenglin Du         | City of Sugar Land |
| Kimberly Terrell   | City of Sugar Land |
| Heather Bluejacket | City of Sugar Land |
| Jacob Langerud     | City of Sugar Land |
| William Hajdik     | City of Sugar Land |
| Briana Williams    | City of Sugar Land |
| Emily Murphy       | BRW Architects     |
| Peri Sutton        | BRW Architects     |
| Katharine Woehler  | BRW Architects     |

**DISCUSSION:** \_\_\_\_\_

**1. Overview**

The City of Sugar Land met with BRW Architects to discuss the broader context of site interaction and program priorities prior to the development of detailed block diagrams.

**2. Review Option 01: Addition and Renovation**

- Site Interaction
  - o The City of Sugar Land had previously not considered both a renovation and addition, but could see the potential benefit of a remodel as both spaces should be cohesive and functional.
    - Renovation would need to be kept to a minimum, as a lot of the spaces are still in good condition.
  - o It was expressed the pool house feels too far away. The City of Sugar Land proposed the pool house to share a restroom with the main building in order to keep construction costs to a minimum, but ultimately separate bathrooms would be the preference.
    - BRW Architects voiced concerns with combining the pool house and new building together due to difficulty of controlling humidity and the corrosion caused by chlorine.
  - o The existing front desk area in the TE Harman Center needs moved around to be more inviting and have space for users to gather.
  - o Gathering space and coffee area have overlap and the two can coexist.
- Program
  - o As renovation is to be kept more to a minimum, the design team may consider keeping

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## APPENDIX & ADDITIONAL COMMENTS

February 12, 2025

Preliminary Design Meeting

Page 2 Of 3

- administrative needs in the existing building.
- The existing kitchen was assessed as adequate for current program needs.
- The fitness space should be an adequate size for the silver sneakers initiative.
- Wellness room should continue to be planned for. No sink is needed in this room.
- Due to the specific requirements of the new active multipurpose space (such as the flooring requests), it is requested that this space is planned for the addition rather than a part of the renovation.
- Place for gathering is an important need.
  - Space can be passive not programmed, but ensure adequate space is given.
- Café
  - Hang out space in the café--coffee bar tucked away
  - Café should be more grab and go—no food prep is to be expected.
    - Similar to “The Summit,” but scaled down.
    - The city referenced the “Starbucks” model of food sales – easily heated, ready to go meals
  - This space could be located by staffed areas, but might be more volunteer staffed.
  - A staffed service model and a self-service (“vending machine”) model were considered. The staffed model will be part of the new build/demolish option, while the self-service model will be part of the renovation/addition or the new build in addition to existing structure options.
- Walking trail
  - The walking trail is less of a new programmatic element and more so connecting to existing walking trail.
  - Indoor walking trail & hallways can become walking space.
- Other
  - The design team must consider how to successfully integrate the existing building with the addition of a new building. The two should be cohesive.
    - Increased cohesion between the two would require a higher level of renovation to the old, which could lead to the existing not remaining operational during construction.
    - The design team must be mindful of potential inter-group dynamics. For instance, prioritizing new facilities for one group, such as dance, could create resentment among other groups, like crafting.

### 3. Review Option 2: Demolish and Build New

- Reviewed Site Interaction
- Program
  - The movie room can double as a classroom, where presentations can be given.
    - This space should be able to fit 30 - 50 people.
  - Storage is requested in active multipurpose.

### 4. Review Option 3: New Build, Keep Existing As Is

- Reviewed Site Interaction
- Program
  - Similarly to Option 1, the dance/active multipurpose room is requested it be planned for in the new building.
  - Multipurpose from the programming sheet in new building should be replaced with active multipurpose
  - Discussions arose of how to navigate a new building with the existing remaining.
    - It was requested to keep this as an option but possibly serve as just classroom or community center space (less staffed, more for infrequent use).
      1. Gathering/Active Space could possibly be in the new.

**APPENDIX & ADDITIONAL COMMENTS****9**

February 12, 2025

Preliminary Design Meeting

Page 3 Of 3

- Other
  - o Similar to Option 1, the design team must consider how to promote successful integration of the new with the old still existing and functioning.
- 5. General Comments**
  - It should be noted that in addition to construction costs, costs of staff and operations/maintenance should be considered with each scheme.
  - It was discussed that potentially Option 3 becomes Option 2, without demolition.
    - o At a previous meeting, it was noted that the existing building could lend itself to serving the Parks and Rec city staff, but the bond has since been approved and that is no longer needed.
    - o The existing facility could be kept entirely as rentable space, possibly serving as a community center.
  - Option 3 could become two levels to preserve site for parking, and existing building becomes rentable.
  - There is the potential of extending parking into league space where batting cages are currently.
  - The design should reflect the multigenerational nature of the campus by fostering shared spaces and enhancing the comfort of outdoor pedestrian connections.

**END OF MEETING**

The previous minutes are our recollection of the project discussion. Should there be any discrepancies, please notify our office within seven days of receiving this report.

**EMILY MURPHY, AIA**  
PROJECT MANAGER

**KATHARINE WOHLER, ASSOC. AIA**  
PROJECT COORDINATOR

# 9

## APPENDIX & ADDITIONAL COMMENTS

**BROWN REYNOLDS WATFORD  
ARCHITECTS**



175 CENTURY SQUARE DRIVE  
SUITE 350  
COLLEGE STATION, TEXAS 77840  
979-694-1791  
WWW.BRWARCH.COM

### MEETING NOTES

**BRW PROJECT NO:** 223064.00  
**RE:** Sugar Land Senior Center Study  
**DATE:** March 5, 2025 **TIME:** 3:00 PM  
**LOCATION:** Parks Conference Room

**ATTENDEES:**

**REPRESENTING:**

Fenglin Du  
Jacob Langerud  
William Hajdik  
Briana Williams  
Emily Murphy  
Katharine Woehler

City of Sugar Land  
City of Sugar Land  
City of Sugar Land  
City of Sugar Land  
BRW Architects  
BRW Architects

**DISCUSSION:**

**1. Overview**

The City of Sugar Land met with BRW Architects to discuss adjacencies of spaces and vision boards for the aesthetics of varying spaces.

**2. Review and Discuss Adjacency Layouts**

- Option 2A
  - o Site
    - The City expressed concern that users of the rentable space may primarily utilize the main entrance, regardless of a separate entry. The private entry should be considered for loading and maintenance.
    - Design team is to ensure building is feasible considering site constraints such as utility easements and setbacks. This option would likely need to shift to accommodate easements for Matlage Way.
    - The city liked the building entry mirroring that of the recreation center, extending the existing path connector to the new.
    - The City is to clarify the pool's user group (seniors only or community-wide) as this will impact optimal location.
  - o Interior
    - The City of Sugarland liked the large open entry space.
    - The game room should be relocated away from the rentable space and public areas. If moved, a coffee station should be considered to supplement the main coffee bar.
      - The game room must accommodate three pool tables and address acoustics to mitigate noise.

## APPENDIX & ADDITIONAL COMMENTS

# 9

March 04, 2025

Adjacency Layouts and Vision Boards

Page 2 Of 3

- It is acceptable if the gathering space is accessible from rentable multipurpose space, in case someone needs a place to make a phone call, etc.
    - The cafe should have the ability to be closed off, potentially with a roll-down door, during private rentals.
    - Jacob Langerud noted this option has good sight lines and good flow between spaces.
  - Option 2B
    - Interior
      - The City suggested game room users, being a more active group, would likely utilize the elevator.
      - The atrium with an elevated walking path above the gathering space was favored for its grand and open feel
    - Site
      - The building should be rotated to mirror the Imperial Park Recreation Center's entrance.
      - Pavillion and pool could be located west of site.
  - Option 1A
    - This scheme is feasible, but not the preferred option.
    - Senior activity displacement during construction is a concern with both Option 1 schemes.
  - Option 1B
    - Interior
      - The City liked the gathering space's proximity to the kitchen.
      - This scheme is preferred when compared to 1A.
      - Gathering space looks small, consider ways to enlarge this space to create the "grand entrance"
      - To move the fitness space closer to the lobby, consider switching with movie room.
    - Site
      - The City questioned if there is a need for a covered patio if the pavilion is in close proximity.
  - Option 3A
    - Interior
      - Jacob Langerud noted favorable sight lines.
      - It was determined that storage should be switched with classroom so that the dance room has easy access to large storage space.
      - The cafe isn't close to game room, consider adding coffee to the space.
    - The City of Sugarland favored this option opposed to 3B.
  - Option 3B
    - The City did not prefer the linear organization of spaces along a single corridor.
- 3. Review and Discuss Vision Boards**
  - The City prefers stone over brick for the center's exterior.
  - Material transparency is a key design consideration. City prefers contrast, and would like the building to feel modern but warm and homey.
  - Integration with the existing recreation center is a primary objective.
- 4. General Comments**
  - The City would like the design team to continue to explore this site as a "multigenerational" campus as we move forward with the design
  - The three schemes to be developed further are Option 1B, Option 2B, and Option 3A. The schemes not selected will be documented for the process of the study, but not developed further.
  - Kimberly and Heather will provide feedback on the proposed schemes when they have had time to review. The next meeting will be scheduled after that feedback is provided.

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## APPENDIX & ADDITIONAL COMMENTS

March 04, 2025

Adjacency Layouts and Vision Boards

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### END OF MEETING

The previous minutes are our recollection of the project discussion. Should there be any discrepancies, please notify our office within seven days of receiving this report.

**EMILY MURPHY, AIA**  
PROJECT MANAGER

**KATHARINE WOHLER, ASSOC. AIA**  
PROJECT COORDINATOR

# APPENDIX & ADDITIONAL COMMENTS 9



## SUGAR LAND SENIOR CENTER MEETING MINUTES

**BRW PROJECT NO:** 223064.00  
**RE:** Floor Plan Site Plan Render Meeting  
**DATE:** 08/12/25 **TIME:** 10:00 AM  
**LOCATION:** 10405 Corporate Dr, Sugar Land, TX, 77478

| <u>REPRESENTING:</u>                           | <u>ATTENDEES:</u>   |
|--|---|
| City of Sugar Land Parks and Rec (Parks Dept.) | William Hajdik<br>Fenglin Du<br>Kimberly Terrell<br>Briana Williams<br>Jacob Langerud |
| BRW Architects (BRW)                           | Emily Murphy<br>Caden Garbaccio   |

### DISCUSSION:

#### Overview

- The City of Sugar Land Parks and Rec Department and BRW Architects met to reconnect on the state of the study and for BRW to present the three schemes for the T.E. Harman Center.

#### Project Overview

- BRW confirmed that the options have been narrowed down from three schemes with two options each, to just three schemes, after the previous meeting discussion. The schemes have been refined to be an Addition/Renovation, a one-story new build, and a two-story new build.
- BRW confirmed that the final report can be packaged as soon as the comments from the Parks Department have been received and the Parks Department provides the NTP.
- The decision was made by the Parks Department for BRW to package the study after the Parks Department and BRW have met with the Seniors and the Parks Board. The packaged study will then be presented at a City Council meeting.
- Parks Department requested BRW to present the study and three schemes at a Town Hall Meeting where the seniors could provide input.
- Parks Department requested for BRW to attend the Parks Board meeting to help present the

# 9

## APPENDIX & ADDITIONAL COMMENTS

August 12<sup>th</sup>, 2025

Render Site Plan Floor Plan Meeting

Page 2 Of 3

study.

- Parks Department requested for BRW to attend the City Council meeting that the T.E. Harman Community Center Study Report is presented at.
- The Parks Department requested for the Report to show the complete out-the-door cost of each scheme. The out-the-door cost should break out to show each element that is contributing to the final cost. The Parks Department requested for the total cost and breakout to include construction costs, BRW's contingency percentage, BRW's future cost growth prediction, FF&E cost, pool and pavilion cost, pickleball courts cost, consultant fees, design fee, construction administration fee, demolition costs, signage cost, and BRW's full-time-employee count estimation for the new facility.
- Parks Department general requests:
  - For BRW to add the new EV parking canopy, that is currently under construction, to the Site Plan.
  - to call the "Movie Room" the "Auditorium" or "Classroom" instead. Parks Department to decide on fixed or moveable furniture for the Auditorium/Classroom.
  - for BRW to provide an estimate of demolition cost for the T.E. Harman Senior Center.
  - for BRW to change the naming of the building from "Senior Center" to "T.E. Harman Center".
  - For BRW to show the pool and pavilion more realistically on the Site Plan as opposed to programmatically. BRW to include renders of the Pool Pavilion at the Town Hall Meeting and Parks Board Meeting.
  - Interior renderings.
  - Each scheme renders to show same material and finish quality.
  - For the room square footages to be shown in floor plans. Parks Department confirmed the most important room sizes are the multipurpose rooms. Each needs to grow beyond the current size.

### **Scheme 1: Addition/Renovation of T.E. Harman Senior Center**

- OPCC value of \$11 million has been generated based off construction and renovation costs that BRW has been tracking. BRW confirmed that the OPCC does not include the pool pavilion or pickleball courts.
- Parks Department stated that placing parking in the north lot designated for future development is acceptable.
- Parks Department confirmed that partitioning the multipurpose room in half, not thirds is desired.
- BRW confirmed adding exterior access door near Kitchen.

### **Scheme 2: New Build Two-Story**

## APPENDIX & ADDITIONAL COMMENTS

# 9

August 12<sup>th</sup>, 2025

Render Site Plan Floor Plan Meeting

Page 3 Of 3

- OPCC value of \$18.3 million.
- Parks Department requested for more storage. Each multipurpose room needs a dedicated storage room.
- Parks Department requested an overhang roof over the drop off zone.
- Parks Department requested a more open and connected Kitchen space.
- Parks Department requested for a designed staircase that is more central and functional for the building.

### Scheme 3: New Build One-Story

- OPCC value of \$11.9 million.
- Parks Department requested a sound barrier along Guenther St. to protect the courtyard.
- Parks Department requested for the multipurpose spaces to grow. They need to be larger than what the existing facility can provide.

### Next Steps

- BRW to provide the pdf set from this meeting with floor plans having room square footage added in.
- Jacob Langerud to review the floor plans in depth and provide additional comments if needed.
- BRW to pick up all of the comments from the meeting and package the three schemes into a presentation for the town hall meeting. BRW to print on big boards and send to the Parks Department prior to the town hall meeting.
- Parks Department confirmed that there is not a specific meeting date required.

### END OF MEETING

The previous minutes are our recollection of the project discussion. Should there be any discrepancies, please notify our office within seven days of receiving this report.

**EMILY MURPHY, AIA**  
PROJECT MANAGER

**CADEN GARBACCIO, ASSOC. AIA**  
ARCHITECT-IN-TRAINING

CC: Attendees

# 9

## APPENDIX & ADDITIONAL COMMENTS



175 CENTURY SQUARE DRIVE  
SUITE 350  
COLLEGE STATION, TEXAS 77840  
979-694-1791  
WWW.BRWARCH.COM

### SUGAR LAND SENIOR CENTER MEETING MINUTES

**BRW PROJECT NO:** 223064.00  
**RE:** Parks Department Meeting  
**DATE:** 09/04/25 **TIME:** 11:00 AM  
**LOCATION:** Virtual

**REPRESENTING:**

City of Sugar Land Parks and Rec (Parks Dept.)

BRW Architects (BRW)

**ATTENDEES:**

William Hajdik  
Fenglin Du  
Heather Bluejacket

Emily Murphy  
Caden Garbaccio

**DISCUSSION:**

**Overview**

- The City of Sugar Land Parks and Rec Department and BRW Architects met to discuss the comments from the Parks Department on the “Floor Plan Site Plan Render” document presented at the previous meeting.

**Parks and Recreation Department Requests Moving Forward**

- Parks Department requested to maximize the programable spaces.
- Parks Department eliminated the Utility Room from the program of this project.
- Parks Department requested for the Director’s office and the Shared office to be swapped so the Shared office can see into the lobby.
- Parks Department requested the total cost of each scheme to include a hard and soft breakdown that includes BRW’s estimates for construction cost, any demolition costs, BRW’s design contingency and construction contingency and the City’s contingency, design fees, consultant fees, construction administration fees, FF&E cost, Pool and Pavilion cost, Pickleball Courts cost, and signage cost.
- Parks Department requested BRW include the employment recommendation, but no salaries are to be assigned by BRW.

## APPENDIX & ADDITIONAL COMMENTS

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September 04, 2025

Parks Department Meeting

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### END OF MEETING

The previous minutes are our recollection of the project discussion. Should there be any discrepancies, please notify our office within seven days of receiving this report.

**EMILY MURPHY, AIA**

**PROJECT MANAGER**

**CADEN GARBACCIO, ASSOC. AIA**

**ARCHITECT-IN-TRAINING**

CC: Attendees

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APPENDIX & ADDITIONAL COMMENTS



October 15, 2024

City of Sugar Land  
Herc Meier, Interim Dir. Public Works  
101A Gillingham Lane  
Sugar Land, Texas 77478

124 N Broadway  
De Pere, WI 54115  
920.336.9929

Herc,

RE:  
TE Harman Center  
226 Matlage Way  
Sugar Land, TX

The City of Sugar Land is considering an expansion to the TE Harman Center. EUA performed a review of the facility on September 11, 2024. Upon review of the existing structural configuration, expansion to either the north or south side of the structure is most feasible. It also appears there is available land on both sides of this facility to accommodate an expansion. Overhead utilities servicing the building are coming in on the NW corner, so this will need to be taken into consideration with any expansion to the north.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd J. Hietpas', is written over a light grey circular watermark.

Todd J. Hietpas, AIA  
Project Development  
[toddh@eua.com](mailto:toddh@eua.com)  
920-278-0377

**APPENDIX & ADDITIONAL COMMENTS**



T.E. HARMAN  
CENTER

**COLLEGE STATION**  
**CENTURY SQUARE - BUILDING B**  
**175 CENTURY SQUARE DRIVE**  
**SUITE 350**  
**COLLEGE STATION, TEXAS 77845**  
**979.694.1791**  
**[www.brwarch.com](http://www.brwarch.com)**



**BRW**  
ARCHITECTS



## City Council Agenda Request June 23, 2026

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**Agenda Request No:** IV.B.

**Agenda of:** City Council Meeting

**Initiated by:** Paula J. Kutchka, Director of People & Culture

**Presented by:** Paula J. Kutchka, Director of People & Culture, Steve Budny, Director of IT, Data, and Security

**Responsible Department:** People and Culture

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**Agenda Caption:**

**CYBERSECURITY AND ARTIFICIAL INTELLIGENCE (AI) AWARENESS TRAINING**

Review of and discussion on the annual cybersecurity and artificial intelligence awareness training requirements under Texas Government Code Sections 2054.5191 and 2054.5193, including DIR-certified training compliance.

**Recommended Action:**

Attend and Participate in Cybersecurity and AI Training, as required by State Law

**Executive Summary:**

In accordance with Texas Government Code Sections 2054.5191 and 2054.5193, all applicable state and local government employees and elected officials are required to complete annual Cybersecurity Awareness Training and Artificial Intelligence (AI) Awareness Training certified by the Texas Department of Information Resources (DIR). The purpose of the training is to strengthen cybersecurity awareness, reduce organizational risk, and promote the responsible and ethical use of emerging technologies within public sector operations.

The Cybersecurity Awareness Training focuses on:

- Recognizing and responding to cybersecurity threats, including phishing, ransomware, and data breaches
- Protecting confidential and sensitive information
- Reinforcing secure technology practices and risk mitigation strategies

The Artificial Intelligence (AI) Awareness Training focuses on:

- Understanding the opportunities and risks associated with AI technologies

- Promoting ethical, transparent, and responsible use of AI in government operations
- Ensuring compliance with applicable laws, policies, and governance standards

Compliance with these training mandates is important not only to support operational excellence and public trust, but also to ensure continued eligibility for certain state funding opportunities. Local government entities that fail to complete or report the required training may be subject to administrative penalties or become ineligible to receive certain state grants.

In support of the City's compliance commitment, the Department of Information Technology (DoIT) and the Department of People & Culture (P&C) collaborate to bring this training to the organization and to City Council annually each summer.

## **Budget**

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**Expenditure Required:** n/a

**Current Budget:** n/a

**Additional Funding:** n/a

**Funding Source:** n/a

**Account Number (ORG-OBJ-Project):** n/a

## **Attachments**

None