



ADMINISTRATIVE DRAFT

GROUP 4

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AD HOC MEETING #1
LARKSPUR ROSE GARDEN CFP MASTER PLAN

MINUTES

MEETING ON

15 October 2012
@ City Council Chamber at City Hall - 7PM - 9PM

INVITED ATTENDEES

Name	Initials	Attended	Company or Organization
Adrienne Brown	AB	X	
Mary Clyde	MC	X	
Melissa Dawson	MD	X	
Patti Doherty	PD	X	
Dan Dunn	DD	X	
Michael Folk	MF	X	
Frank Gold	FG	X	
Katherine Green	KG	X	
Doug Mowbray	DM	X	
Joan Lundstrom	JL	X	
Ronald Peluso	RP	X	
Elise Semonian	ES	X	
Matt Smyth	MS		
Todd Ziesing	TZ	X	
Brad Marsh	BM	X	Council Member
Ann Morrison	AM	X	Council Member
Dan Schwarz	DS	X	City Manager
Neal Toft	NT	X	Director of Planning & Building
Frances Gordon	FG	X	Library Director
Dick Whitley	DW	X	Recreation Director
Dick Young	DY	X	Planning Commission
Jeanne Friedel	JF	X	Parks and Recreation Commission
Don Graff	DG	X	Library Board of Trustees
Marilyn River	MR	X	Heritage Preservation Board
Sallyanne Wilson	SW		Heritage Preservation Board
Susan Schmidt	SS	X	Tamalpais UHSD
Susan Christman	SC	X	School District Representative
Kris Wade	KW	X	Library Foundation
Lorraine Weiss	LW	X	Design Development Review
Dawn Merkes	DM	X	Group 4 Architecture Research + Planning
Carolyn Wong	CW	X	Group 4 Architecture Research + Planning

DISTRIBUTION

Attendees

**A INTRODUCTION** **who status****A1 INTRODUCTION**

1.01 Welcome (AM, BM)

Self Introductions: each member introduced themselves with their name, neighborhood of residence, how long they have lived in Larkspur and their area of special community interest or experience.

1.02 Committee Structure (AM)

- Council members Marsh and Morrison will be co-chairs of the committee and are committee liaisons to the City Council. The Community Facility Parcel Ad Hoc Committee is comprised of 15 voting members of the Committee and 9 ex-officio positions to the Committee. The committee consists of people who represent a broad array of stakeholders and interests, and also members who reside in neighborhoods throughout the City.
- The City Manager and Planning Director will support and participate in the Committee discussions and the planning process will be facilitated by Group 4 Architecture, Research + Planning
- There were many interested community members who wanted to participate in the Ad Hoc Committee – all meetings will be open to the public

1.03 Meeting Schedule (AM)

- Monday evening meetings scheduled for 2nd & 4th Monday of the month from 7-9PM. Location of the meetings is still being confirmed. Check next meeting's agenda that will be emailed out to you ahead of the meeting.
- Upcoming meeting dates are listed in the binders
 - Oct. 29, 2012 – Next Ad Hoc Meeting
 - Nov. 12, 2012 – Ad Hoc Meeting (*confirmed*)
 - Nov. 26, 2012 – Ad Hoc Meeting (*confirmed*)
 - Dec. 10, 2012 – Ad Hoc Meeting
- In addition to the Committee meetings, members should plan on attending at least one community meeting

B PROJECT OVERVIEW **who status****B1 PROJECT OVERVIEW**

1.04 How did we get here? (DS)

An overview of the project background was presented to the committee.

1.06 Where are we going?

- Committee Purpose (AM)
 - Council desires that the master plan be evaluated by the Community Facility Parcel Ad Hoc Committee through public meetings; the Committee will make recommendations to the Council for the master plan for Community Facilities Parcel
 - The Ad Hoc Committee will work closely with the planning/design team on the development of the CFP master plan and the recommendations for City



Hall

- The Committee will review and provide input to the planning/design team on all phases of the project which will include:
 - o The site analysis of the CFP and the existing facility analysis of City Hall
 - o The recreation and library needs assessment
 - o Community Facility Parcel and City Hall layout alternatives
 - o The preferred alternatives and development of the design standards
 - o The Master Plan for the CFP and recommended alternative for City Hall
- Project Parameters (BM)
 - City Council Resolution and background information (available in the Background Resources section of the binders) briefly reviewed
 - o Community Facilities Parcel is not designated for “active uses”
 - o 2.34 acres of parcel land; 1.59 allocated for a Community Facility; .84 acres required to be used as a public park
 - o Site to be a mixed use facility, which shall include a library, or related services, and a community center in some combination thereof

1.07 How are we going to get there?

- Project Schedule
 - o Review of timeline and milestones
 - o Project next steps
- Ad Hoc Committee
 - o Working Group Guidelines
- Community Participation
 - o Focus Groups
 - o Heritage Preservation Board, Oct. 11, 2012
 - o Parks & Recreation Commission, Oct. 18, 2012
 - o Library Board (*update: Library Board met on 10/24/12*)
 - o Educators Forum, TBD
 - o Community Meetings (3 rounds – 2 Meetings each + Saturday Kiosk)
 - Community Needs – Nov. 1, 2012
 - Community Charrette – Dec. 6, 2012
 - Community Vision – Jan. 17, 2013
 - Community Kiosk following the Community meetings (Farmers Market, City Hall & Bon Air Shopping Center)
 - o Public Hearings – Planning Commission & City Council

C	WORK PLAN	who	status
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C1 WORK PLAN OVERVIEW

1.08 Schedule & Tasks

Group 4 reviewed the project schedule with the committee (handout in the binder)

1.09 Homework Assignment Blog exercise

Each committee member shared one piece of their blog exercise, on their goals for



the planning process, and the impact of the master plan. Samples of shared thoughts (summarized):

I love Larkspur because:

- Historic downtown district
- Strong sense of community
- Great schools
- Small-town feel
- Picturesque setting (Mt. Tam, Bay) and location in the Bay Area
- Safe and dedicated bike paths, recreation

Goals and process:

- Listen with an open mind
- Come together to create a vision
- Listen and implement community needs
- Highly productive and collaborative
- Synthesize information and opinions to make an informed recommendation

Impact:

- Place for the community
- Heavily used by all generations (and for generations to come)
- Outdoor space
- Reflects needs and values of community
- Views of Mt. Tam
- Something for everyone (children, teens, adults, seniors)
- Restored City Hall
- Rose Garden (honoring history of parcel)

C2 WORK PLAN – ANALYSIS & NEEDS ASSESSMENT

1.10 Draft Site Analysis

Group 4 presented a Draft Site Analysis of the Rose Garden Community Facilities Parcel (CFP). Committee members gave initial input on the site analysis.

- Concern about kids crossing Doherty not at the intersection
- A couple of the new roads in the New Homes Development plan have been renamed – Group 4 to update plans
- Police Station – built on a former dump and required pilings; CFP site will not require pilings
- Bike path clarified – G4 to update plans

1.11 Draft Existing Facility Analysis: City Hall

Committee members gave input on current City Hall conditions:

Council Chambers room

- Currently serves as library community room (not ideal for library programs)
- Not large enough
- Not flexible or divisible
- Outdated décor
- Lack of storage space = limited flexibility
- Integrated A/V system needed (currently a lot of manual set-up)
- Lights cannot be dimmed

City Hall Facilities



- Deteriorating – in need of renovation
- Parking and safety concerns
- Lack of “civic presence”
- Inefficient for City staff – not all at one location
- Current layout is disconnected, lack of cohesion
- Difficult wayfinding (public doesn’t know where to go)
- Historic pieces not shown off – limited display space
- Larger elevator needed
- Issues with heating/cooling

1.12 Library Analysis

Group 4 gave a brief presentation of the existing facility analysis by Page + Moris for the Library Foundation

1.13 Committee Questions & Discussion (summarized)

- Is the library definitely part of the CFP project?
 - Yes, a new library is part of the CFP project, per the Larkspur City Council Resolution No. 41/12 (see excerpts below):
 - **WHEREAS**, the Foundation has predicated its offer to enter into an agreement to fund a new library on a formal declaration by the City Council that a library will be constructed on the Community Facility Parcel;
 - **WHEREAS**, a new library on the Community Facility Parcel is consistent with the City’s policy on infrastructure needs, the 2050 Plan, and the declaration of intended uses in Resolution 27/12;
 - **WHEREAS**, the most popular suggestions for the Community Facility Parcel are a library, a community center, or some combination of these two uses;
 - **NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Larkspur declares that the master planning process will include a library on the Community Facility Parcel”.
 - Part of the committee’s role is to identify and assess the needs of the community and which needs are appropriate for the community facilities parcel.
- Is the 2010 Needs assessment still valid? Concern that the assessment does not provide for a library of the future (less stacks, more e-books, and people spaces)
 - Kathy Page has done an update of the 2010 Needs Assessment – the project team will make it available to the Ad Hoc committee (*update: Kathy Page gave a presentation of the updated 2010 Needs Assessment at Ad Hoc Meeting #2 on 10/29; the update was included in committee handouts*)
 - The Committee indicated that it would be helpful for the library programmer (Kathy Page) to go over the Needs Assessment and updates, and address the future of libraries
- What is the scope of work for the master plan? What will the committee be recommending to City Council for approval?
 - The committee will be recommending a preferred master plan. The master plan will include a site plan with a general massing of facilities and site work, and recommended programming (square footages of



rooms, etc.). The master plan will also include a recommendation for the possible repurposing of City Hall. The master plan will not include architectural design (ie. what the facility or facilities will look like); that work will be done in the next phase of the project.

- How tied is the committee to the requests of the library donor, and what are those requests?
 - The committee will be making a recommendation about the library with the donor in mind, but with the needs of the community in the forefront
 - The requests of the donor are being made through the Library Foundation. The 2010 Needs Assessment is the most concrete document of the Library Foundation's vision for a new library
 - This could be a great opportunity for a win-win situation with the Library and other community uses
- What are the funding strategies?
 - The City is considering citywide funding strategies including a possible bond measure
- What is the difference between "active" and non-active recreation?
 - Active recreation includes team sports, playing fields and facilities with courts, swimming pools, gymnasiums, etc. Part of the committee's role will be to define what activities should be supported on the Community Facilities Parcel.
 - Recreation that is not considered "active" may include dance, fitness, aerobics, yoga, karate, arts and crafts classes, computer classes, performing arts, and many more.
- A request was made for previous community email comments from the previous planning process be made available to the committee. A request was also made to make the Marin Magazine "Future of Libraries" article available to committee members.
 - Links to this information will be posted on the website as background research, along with links to the CLASP, 2050 Plan

C3 PUBLIC COMMENT

- 1.14 There were no public comments.

C4 COMMITTEE HOMEWORK

- 1.15 Committee members were assigned with the following homework assignments:
1. Brainstorm a committee name – "what do we want to call ourselves?"
 2. Visit at least two recently built/renovated public facilities.
 3. Talk to at least three people about what they think is needed in the community in regards to community gathering/programming space and about the library

C1 UPCOMING PROJECT MEETINGS

- 1.16 Ad Hoc Meeting #2 – Oct. 29, 2012 @ city Council Chambers, 7PM – 9PM

Agenda

1. Homework Report back
2. Focus Group Meetings Summary
3. Project Goals & Objectives
4. Site & Existing Facility Analysis



5. Needs Assessment
6. Public Comment

These minutes were prepared on 17 October 2012.

Discussion of this meeting has been recorded as understood by the recorder noted below. If there are any omissions or corrections, please contact this office within 5 days. Unless notified to the contrary, these notes are assumed to be accurate.

GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Dawn Merkes
Principal

DM/mm