



ADMINISTRATIVE DRAFT

GROUP 4

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AD HOC MEETING #2  
LARKSPUR ROSE GARDEN CFP MASTER PLAN

MINUTES

MEETING ON  
29 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       | X        |  |
| 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       | 0        | Heritage Preservation Board              |
| Sallyanne Wilson | SW       | X        | 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                |
| Kathy Page       | KP       | X        | Library Programmer, Page + Moris         |
| Dawn Merkes      | DM       | X        | Group 4 Architecture Research + Planning |
| Carolyn Wong     | CW       | X        | Group 4 Architecture Research + Planning |

DISTRIBUTION

Attendees



| A | INTRODUCTION | who | status |
|---|--------------|-----|--------|
|---|--------------|-----|--------|

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| A1 | UPDATE |  |  |
|----|--------|--|--|

**2.01 Review and Approval of Meeting Minutes**

The minutes were approved with several revisions. The final version of the minutes will be available on the project website.

**2.02 Committee Communications**

Emails – all questions were addressed (see PPT presentation packet).

- The Council and City Manager are in the process of finding a 15<sup>th</sup> Ad Hoc member.
- Several questions were received regarding the current Library – these require some follow up with the Library director and will be addressed through a follow up email.

**2.03 Committee Homework**

- The Ad Hoc Committee presented the facilities they visited (summarized):

*Pickleweed Community Center*

- Big view to outdoors/fields
- Active/multiple uses
- Everything sponsored (possibility for sponsorship/fundraising)
- “huge” gym – was empty when visited (others visited at other times of day and gym was in use)
- Desire for café
- Sports/wedding/volleryball /in-out
- Not busy at 3:00 pm – library closed

*Orange Memorial – South San Francisco*

- Big spaces were empty during week
- Adjacent to community center

*Marina Library – SF*

- Small – nice children’s room
- Natural light and flow
- Nice modern architecture – warm carpet
- Nice proximity to middle school
- No meeting room

*Lafayette Library*

- Has everything under the sun
- Huge – too much for Larkspur
- Lots of laptops/
- Tutoring segregated
- Architecturally impressive

*Tiburon Library*

- Fireplace and comfy chairs
- Big but crowded
- Too small for bookstore across street
- Book drop blocks traffic

*Roosevelt*

- Integrated into community



*Ingleside*

- Well-used meeting room
- Integrated into community
- Small – limited seating – functional staff
- Cold/uninviting
- Great natural light
- Children’s area not flexible
- Had a teen area – but no character to show it was for teens
- Street set-back could be an issues after hours

*Walnut Creek (also Lafayette)*

- Gradient of meeting spaces (variety of sizes)
- Outdoor performance space
- Underground parking
- Books – not crammed stacks

*High School Libraries*

- Their wish list – reduced 40k: low K collection
- Wish list – small study rooms with white boards for students to work together
- Commons glass boxes

*Mill Valley*

- Kids only computers
- No designated computer area, laptops
- Multipurpose room on corner
- Empty level stacks – empty spaces

*Orinda*

- 12 years old – still looks good
- Different sizes of meeting rooms
- Library on 2<sup>nd</sup> level above parking

**2.04 Functions/Activities – Community Voices**

- Historical/Heritage
- Café – MVCC not open
- No parking = a good thing
- Space for small community events
- Flexibility – after hours use
- Maintainability
- Swimming pool desired – even though not an option
- Public plaza desired
- Teen hangout needed – not only a place study
- Indoor/outdoor
- Link auditorium
- Meeting room
- Library/community center – joint facility
- Murray Hill neighbors:
  - Using Corte Madera e-books
  - Would come to Larkspur Library if programs were there
  - Children’s books still needed
- Book Passage



- Excited for benefits to HMS
- Art Display
- Exercise Yoga dance
- Wedding space/hall
- Storage

|          |                         |            |               |
|----------|-------------------------|------------|---------------|
| <b>B</b> | <b>PROJECT OVERVIEW</b> | <b>who</b> | <b>status</b> |
|----------|-------------------------|------------|---------------|

**B1 FACILITATION COMMENTS**

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**2.04 Goals/Criteria**

How will the project be paid for and what should the Ad Hoc committee take into consideration in terms of cost?

- Cost and potential funding will be addressed as we move through the master plan process through comparisons and assist the committee in understanding project costs.
- Group 4 will provide cost models.
- DM: Project cost per sf ranges from \$600/sf to \$1,000/sf (high end); public projects are more expensive than private
- The City manager will be working on potential funding strategies.

What is the impact/integration of the donor/Library Foundation grant?

- The Foundation is proposing to fund a library consistent with needs assessment— this is to be further defined (happening concurrently). The Ad Hoc committee's should consider the donation as part of the process.

|          |                  |            |               |
|----------|------------------|------------|---------------|
| <b>B</b> | <b>WORK PLAN</b> | <b>who</b> | <b>status</b> |
|----------|------------------|------------|---------------|

**B1 WORK PLAN OVERVIEW**

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**2.07 Development Process**

DS presented the concept that the pieces of the CFP (Community facility, park and open space, library) should be thought of as one overlapping whole rather than separate pieces.

**2.08 Draft Project Goals and Evaluation Criteria**

DM presented G4's first pass at the project goals and evaluation criteria, based on the discussions from last week, the blog exercise and what have been hearing from the Ad Hoc committee as important.

G4 to send out project goals and evaluation criteria as a Word document for ease of reading (done). Revision: it will be part of the committee's role to define the "parkland".

*Questions:*

How will the project be paid for and what should the Ad Hoc committee take into consideration in terms of cost?

- Cost and funding will be addressed as we move through the master planning



process through comparisons; we will assist the committee in understanding project costs.

- Group 4 will provide cost models to the Ad Hoc committee as we move into further stages of the project.
- DM: Project cost per sf ranges from \$600/sf to \$1,000/sf (high end); public projects are more expensive than private

What is the impact/integration of the donor/Library Foundation grant?

- The Foundation is proposing to fund a library consistent with needs assessment (currently a project, not a number)— this is to be further defined (happening concurrently). The Ad Hoc committee's should consider the donation as part of the process.
- There was some concern expressed as to how much it be expected for the community to contribute.
- The cost of the facility will be partially dependent on what we can afford to operate

## 2.09 **What is a Community Center/Library for the 21<sup>st</sup> Century?**

Dawn and Kathy Page (Library Programmer of Page + Moris, who authored the 2010 Larkspur Library Needs Assessment presented:

- Key concept is flexibility – rate of evolution and change has escalated
- In planning, usually looking at a 20 year planning period.
- Flexible shell – envelope of space that can be used in ways that can't even imagine now. Spaces can adapt.
- Operate with minimal staff. Unlock staff from desks. Mobile devices so staff can be plugged in. Harness technology so people can help themselves. Self-service for community center. Card key access – heating and cooling only on when room is in use. Less staffing needed.
- “from the grocery store to the kitchen” – Libraries no longer repositories for books – spaces and opportunities for creating. Active and participatory.
- Community “living rooms” – become a destination, place to drop in (used in addition to the programs)
- Libraries need to address needs of whole community (from high-tech to trailing edge). Spectrum of spaces – multigenerational and multifunctional.
- Future is in partnerships.
- Revenue generation
- Reduce shelving needs; make physical collection more available
- Technology-dependent, self service

### *Questions:*

- What does an integrated community center and library look like?
  - Shared programming
  - Cross-trained staff.
  - Shared entry
  - Library with more community center components
  - Gaming in libraries
  - How two departments work together – differ from community to community
  - Recreation?



- Modern facilities – outside space? What would those be?
  - Outdoor book clubs, movie nights, fountains, exterior art walks, etc.

#### 2.10 Other Existing Community Facilities

- Redwood High School – two gymnasiums (one is available for meetings)
- Prep Center
- Greenbrae, Kent schools
- Bascom School (add to map), schools and camps
- Town Center – Corte Madera meeting rooms
- Masonic Center – rentals
- American Legion Lodge (Hall) – rentals
- Carlisle Facility – 2 meeting rooms available for rent
- Lark Theater available for rental
- St. Pat's – rentals (churches and such)
- Marin Catholic Cafeteria
- Redwood's Presbyterian Church (space rental)
- Book Passage? – available to public?

#### OUTDOOR RECREATION

- Mt. Tam Racquet Club. Can rent for community groups
- Redwood High School – tennis courts are not available (or do not seem available; Susan to check on availability to public)
- Corte Madera rec center – outdoor performance
- Running track – High schools
- Playground- Dolliver park
- Creekside Park – water play

#### RECREATION PROGRAMS

- Programs at Hall – summer camp – Alternates between Hall and Kent
- Hall Middle School Gym – summer camps k-6
- Not many programs for teens/tweens
- Larkspur walkers (100) – meet at community room, cpr and trips and falls (35 people)

#### 2.11 What is needed?

DM presented the community space and program needs assessment.

Community space/program needs assessment

- DM presented the findings from the focus groups (Heritage Preservation Board, Parks and Recreation Commission, Tech meeting) with the Ad Hoc committee

## C2 NEEDS ASSESSMENT

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#### 2.12 Library Needs Assessment:

Kathy Page presented the Library Needs Assessment with updates. Best practices. Now and future.

- Circulation growing
- Amount and variety of programming - # of events impressive (children and adult)



- Seating – distributed seating, people sit in cars to use wifi currently because there are no seats available
- Service Levels – very low – as collections are not growing, savings from shelving going to seating (needs lots of places for people to sit and plug in)
- Laptop lending service (for in-library use)

Does the Needs Assessment include dedicated spaces for teens/tweens since near schools?

- KP included dedicated space for teens – was very thoughtful about this. Flexibility is key.
- Cloud infrastructure is critical. Having that availability – being able to handle everyone’s device important; does not have a physical impact
- Need physical space to advertise ebooks

Per the Needs Assessment, is a digital collection of 15% still a valid figure to project to the year 2030?

- Yes, 15% is well within good practice, although it is difficult to predict exactly what the future will hold. The key is to build in flexibility, so that the space for the library’s physical collection can shift/become more merchandising as the digital collection increases.

People still want to use library as place.

### C3 PUBLIC COMMENT

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- 2.12 A member of the community asked about the format of the community meetings. The community meetings will include an open house from 4:30 pm – 6:30 pm and a formal meeting from 7 pm – 9 pm. Community members can either come to the open house or the formal meeting, depending on their schedules – the same information will be presented, just in a different format.

### C4 COMMITTEE HOMEWORK

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- 2.13 Ad Hoc members should plan on attending either the community meeting on 11/1 or the kiosk at the farmers’ market on 11/3.

### C1 UPCOMING PROJECT MEETINGS

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- 2.14 Next Ad Hoc Meeting: Meeting #3 – November 12, 2012 @ City Council Chambers at City Hall, 7:00PM – 9:00PM (*update: meeting time is now 6:30 pm - 9:30 pm*)

#### **Agenda**

1. Project Goals & Objectives
2. Site & Existing Facility Analysis
3. Needs Assessment
4. Site Program Options
  - Recreation
  - Library
  - Park
  - Parking
5. Public Comment



Discussion of this meeting has been recorded as understood by the recorder noted below.

Per the 11/26/2012 Ad Hoc Meeting, minutes are reviewed and approved.

GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Dawn Merkes  
Principal

DM/cw