



ADMINISTRATIVE DRAFT

GROUP 4

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AD HOC MEETING #3
LARKSPUR ROSE GARDEN CFP MASTER PLAN

MINUTES

MEETING ON
12 November 2012
@ City Council Chamber at City Hall - 6:30 - 9:30 pm

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	
Christen Hutton	CH	X	
Doug Mowbray	DMY	0	
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	0	Council Member
Dan Schwarz	DS	X	City Manager
Neal Toft	NT	X	Director of Planning & Building
Frances Gordon	FG	0	Library Director
Dick Whitley	DW	X	Recreation Director
Dick Young	DY	X	Planning Commission
Jeanne Friedel	JF	0	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
Dawn Merkes	DM	X	Group 4 Architecture Research + Planning
Carolyn Wong	CW	X	Group 4 Architecture Research + Planning

DISTRIBUTION

Attendees



A	PROJECT OVERVIEW	who	status
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A1 CO-CHAIR UPDATE

3.01 BM gave the following updates:

- We will post public comments online. We received one public comment at last week’s meeting.
- It is anticipated that Christen Hutton will be the 15th Ad Hoc Committee member, replacing David Sternberg, once Council has approved her position.
- The public comments are scheduled at the end of the meeting so the public can add to what was discussed at the meeting and provide valuable feedback.
 - Committee members felt that it was important to encourage the community to give their input.
 - The importance of giving the community the opportunity to speak at the beginning of the agenda was discussed, as well as establishing a 30 minute time limit to public comments.
 - Advantages: the public would not have to sit through the whole meeting waiting to speak. Since there have not been many members of the public present, it was suggested that having public comments at the beginning would not take a long time.
 - BM: the public comment per person is 3 minutes (this needs to be stated on the agenda).
 - In a show of hands, the majority of the committee preferred to move the public comment to the beginning of the meeting (with the 3 minute rule clearly stated). This will be implemented at next the next meeting.

G4 to add public comment limit per person to agenda

A2 REVIEW AND APPROVAL OF:

- 3.02 ▪ October 29, 2012 Meeting Minutes – these meetings will be reviewed at the next Ad Hoc meeting.

A3 COMMITTEE COMMUNICATIONS

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

A4 COMMITTEE HOMEWORK

- 3.04 ▪ Thanks to everyone who came to the community meeting and/or kiosk event. Between the two events we had about 120-150 people give input.
 - Please fill out your silent ballot for the new Ad Hoc Committee name.



A5 OTHER – COMMUNITY OUTREACH

- 3.05 We are getting a banner made to go on site – this should be up by the end of this week. *(update 11/21/2012: the banner has been hung at the site)*
- If anyone has a good email distribution list to get the word out about the next community meeting, please send it along.
 - Susan Christman and Susan Schmidt can put the flyer out in their weekly bulletin – G4 can reformat as necessary.

B WORK PLAN **who status**

B1 PROGRAMMING NEEDS

3.06 **Dot Exercise**

DS reviewed the dot exercise from Ad Hoc meeting #2, Community meeting #1, and the community kiosk.

- Teens received the most votes of the age groups. People spaces were also a high priority.
- It was recognized that there is also a high need for senior and adult spaces.
- Technology received the highest priority of the library spaces, followed by space for collections.
- A multipurpose room received the highest number of dots for meeting spaces
- A café received the highest in “other spaces”.
- Outdoors spaces were seen as a high priority, especially active gathering spaces.
- Keep in mind that these are top priorities – other components may also be important and may need to be recognized as we move forward.

Questions/comments:

- What defines teens?
 - Teens are really “tweens” (middle school) and 9th graders. Older teens generally gravitate toward the adult spaces.
- Can you explain how the theater is flexible?
 - The theater is giving the community opportunity for performance space. This could be a black box that is meant to be flexible or a raised platform in a flexible multipurpose room.
 - Committee member comment: See Ross commons as a good example.

3.07 **Community Center Programming**

DM presented the programming for the community center:

- Spaces would not be duplicated – for example, we have group study rooms for the library – we would not duplicate group study space in the community center.
- All options include a library – at this point in the presentation, we are just looking at the community center portion of the project.

Questions/comments:

- What is the square footage of the Mill Valley Community Cascade room?
 - The room is 4,095 sf and can support 565 people standing, 400 people for theater-style seating, and 285 for dining.



- The program options show gross square footages.
- Can we get statistics on Mill Valley community room usage?
 - Yes – Dan will provide this information.

3.08 **Community Center Programming – Committee Discussion**

- The committee would like the project team to look at ways to minimize parking and maximize open space on the CFP site.

Adults and Seniors

- The 2000 census shows that there are more seniors than teens; we need flexible spaces – not spaces where we are just waiting for teens to come
- Space for seniors is needed, especially considering the senior condos next door
 - Need wonderful programs for seniors – look at Larkspur demographics
 - Multi-general space that is welcome for all

Flexibility

- Flexibility is absolutely essential! Need to be flexible to accommodate change
- Programming is flexible to accommodate divergent needs

Library as a Community Center

- Seems like an option may evolve that is an “expanded library” – can the community center be part of the library? Meeting rooms, kitchen, would be the most efficient option
- Library expanded to serve community: Would the Foundation support an expanded library program that is all one building?

Community Room

- Currently have smaller community rooms in Larkspur but not a large one for big events:
 - Could support fundraising events
 - At least 300 people
 - Indoor/outdoor connection
 - Need to serve alcohol
 - Have weddings
 - Can be divisible
- Revenue
 - Revenue opportunities for community centers
 - Facilities will not have full cost recovery – staffing would be similar to now; wouldn’t have to triple staff. Some supplements for reception and set-up and breakdown
 - Need large space that can be broken up into smaller rooms for optimal use
 - Supplement with good adjacent space – G4 will come back with some options.

Options

- Want to see two story options
- Important to keep realities of phasing in check
- Make sure we have dedicated or flexible tech spot



- Café

Teens

- Look at teen center in Davis and how it operates
- Idea of “stealth teen center” so teens will want to go there; don’t say that it’s for them; aim at teens without calling it teen space
- In addition to having a recreation space, teens also need a quiet space for after school studying/working on homework (not a party room)

Community Center Has Many Uses for One Trip:

- Multiple things to do in one place – story time, park to play in, get a snack, programmed activities/etc.

Unmet Community Needs

- Community education right now only on weekends due to availability of spaces – could be during week as well
 - Arts and crafts, computer, genealogy, etc. – broader appeal if adults could take advantage of these programs during the day
 - Hard and soft classrooms, including carts with laptop computers

Outdoor Programming

- Outdoor activity is desired.
- Children’s play – possibility of a seasonal water feature.
- Also need passive outdoor activity space.
- Walls that open/slide – indoor/outdoor connection.
- Outdoor spaces can get noisy; concern with use issues and neighborhood as well as parking overflow. It was discussed that off-site parking would be appropriate for peak-use events.
- Would like to consider art pieces, both indoors and outdoors.
- Consider putting some outdoor space along Doherty .

3.09 Library Programming

David presented the programming for the library.

- Collections only make up 25% of the library and a component of each people space.
- What is a modern library? Not just books.
- A library collection is the convergence between digital and physical library – two overlapping circles in a Venn diagram.
- Library collections are highly browsable – often displayed by topics (like bookstores).
- Books are becoming like candles – we still to have them and they are still important. Opportunities to connect with stories (past present and future). Scotts Valley – built a new library – book wall – everyone is invited to contribute book. Lots of examples where books are present.
- Leading libraries are inventing the future – going digital – examples of Columbus and Pierce County. Larkspur – 15% right in the good practice of the future. Same methodology Kathy Page is using.
- A collection continues to evolve, it is important to build in flexibility.

*Questions:*

- Are there issues with publishing and going digital? Worried about cost and how it is managed.
 - General optimistic viewpoint – as long as there is a commercial marketplace for books, analog to digital will work itself out (synergy with commercial and public libraries).
- What is the cost difference b/t physical book and digital?
 - Trending toward less if the material is digital.
 - MARINet looking at scanning books for free.
- Will we be digital by 2020?
 - Each community and library system needs to consider their community specifically
 - Kathy Page's Needs Assessment is well within best practices
- Other libraries in MARINnet have grown at a similar rate as Larkspur. Buying at about the same pace in consortium – now it is merging
- Castro Valley Library – The committee would like more information about this library.
- In a small geographic area we have 6 libraries within 6 miles radius. Have we taken into consideration other libraries?
- Academic books are going digital and making copies available to the public library – typically good partnership that serves libraries; Larkspur could provide this service to Hall Middle School
- Is Corte Madera relocating their library? Presently looking to funding (no timeline, and no sites chosen; challenges on hill).

B2 SITE OPTIONS

3.10 Access and Parking

- We are working with David Parisi, CSW/Stuber Stroeh engineers, and the City for parking.
- This is a City project – not a lot of specific regulations. Some planning regulations (these can be reconsidered, per Larkspur Planning).
- DS presented the access and parking strategies (see PPT packet).
 - On-site, on-street, and off-site.
 - DS presented the difference between underground and podium parking
- The committee would like to see more parking options and would like to consider underground parking. The committee would like to see pricing comparisons of at grade and underground parking: At this scale we would need to extend underground parking beyond under building.
- We are using 3 spaces per 1,000 sf for these diagrams (best practices are between 2 and 5).

3.11 Site Options

- Single story building/s are needed for phasing.
- The committee would like to consider a two story option with the understanding that this option could not be phased.
- The committee would like to explore the idea of phasing parking.



- The committee would like to see alternate parking and site options.
- The committee would like to keep a running list of open-ended questions that should be considered/answered.

B3 CITY HALL

- 3.12
- 1st floor – still working on second floor (getting input from City departments).
 - Will be developing other options.
 - Need to look at – need to bring up to current code.
 - Upstairs – all departments on second floor – goal is to get all staff on second floor.
 - What is shared workspace – heritage and friends of library/volunteer
 - Should be thinking about this in relation to meeting space not as much flexibility.
 - Fire station? Meeting spaces not ADA compliant. Two separate buildings. Are we looking at fire station? What will that be? Needs to remain a fire station.
 - Who would offer oversight for these spaces? Could be a service point for city hall staff?
 - Security camera; add technology for that.
 - Scheduling – scheduling software program through central system.

C PUBLIC COMMENT AND WRAP-UP

who status

C1 PUBLIC COMMENT

3.13 Public Comment 1:

- On Larkspur library steering committee – want to thank G4 and Ad Hoc committee
- Parking is concern – not a very big site.
- There is an EIR report for the Rose Garden Development. The City is in the process of developing an EIR report for the CFP site.
- Need to provide addendum and traffic report for our site; yes – takes some time and money
- General public cannot use school libraries: non-students and adults cannot wander in and out of school libraries.

Public Comment 2:

- Always plan for the future
- Impressed by all the work we've done in short period of time
- Don Graff – asked for what ideas would include – most have been discussed
- Points about current library and moving it into new building
 - When planning, into a purposed building for it (not in City Hall) in order to build
 - Should keep in mind choice for everyone (children and parents), be able to get for public
 - Survey of what they want in terms of program – always looking to improve collection and see what patrons want



- Point to emphasize – keep the spaces flexible – overlap and can be used for many different reasons.
- Used to have bigger children’s space (went smaller in 90s,) that type of flexibility should be taken into consideration too.
- Memorial sculpture.
- Native American display within one building.
- Designated quiet area in the park – not constantly surrounded by noise.

C2 COMMITTEE HOMEWORK

3.14 No homework.

C3 UPCOMING PROJECT MEETINGS

3.15 Next Ad Hoc Meeting: Meeting #4 – November 26, 2012 @ City Council Chambers at City Hall, 6:30PM – 9:30PM

Agenda

- Site Program Options
 - Rose garden CFP Site and Program Options
 - City Hall Plan and program Options
 - Evaluation of Site & Program Options

Public Comment

These minutes were prepared on 29 November 2012.

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

Minutes are reviewed and approved per 11/26/2012 Ad Hoc Meeting.

GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Dawn Merkes
Principal

DM/cw