



ADMINISTRATIVE DRAFT

GROUP 4

LARC PLANNING COMMITTEE MEETING #7  
LARKSPUR ROSE GARDEN CFP MASTER PLAN

MINUTES

ARCHITECTURE  
RESEARCH +  
PLANNING, INC

MEETING ON

28 January 2013  
@ City Council Chamber at City Hall - 6:30 - 9:30 pm

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INVITED ATTENDEES

Name	Initials	Attended	Company or Organization
Adrienne Brown	AB	0	
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	DMY	0	
Joan Lundstrom	JL	X	
Ronald Peluso	RP	X	
Elise Semonian	ES	X	
Matt Smyth	MS	0	
Todd Ziesing	TZ	X	
Brad Marsh	BM	X	Council Member
Ann Morrison	AM	X	Council Member
Dan Schwarz	DSz	0	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
Dawn Merkes	DM	X	Group 4 Architecture Research + Planning
David Schnee	DS	X	Group 4 Architecture Research + Planning
Carolyn Carlberg	CRC	X	Group 4 Architecture Research + Planning

WAYNE GEHRKE  
ARCHITECT

DAWN E. MERKES  
ARCHITECT

DAVID SCHNEE  
ARCHITECT

DAVID M. STURGES  
ARCHITECT

JILL EYRES  
ARCHITECT

JONATHAN HARTMAN  
ARCHITECT

PAUL JAMTGAARD  
ARCHITECT

WILLIAM LIM  
ARCHITECT

ANDREA WILL  
ARCHITECT

DISTRIBUTION

Attendees



A	PROJECT OVERVIEW	who	status
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**A1 CO-CHAIR UPDATE**

- 7.01 BM gave the co-chair update.
- Welcome to Jake and Celeste, two Redwood high school students, to our LARC meeting.
  - Christen Hutton has resigned from the LARC committee due to a new job.

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**A2 REVIEW AND APPROVAL OF:**

- 7.02 The meeting minutes from the 1/14 LARC meeting will be reviewed at the next meeting.

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**A3 COMMITTEE COMMUNICATIONS**

- 7.03 There were no committee communications.

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**A4 PUBLIC COMMUNICATION**

- 7.04 One member of the public attended to comment:  
Laura Lovett
- Interested in landscape
  - Would like the landscape to be more imaginative, have a lot of character
  - Does not want typical bushes and green lawns
  - Can bring in landscape designers
- Native landscaping can be beautiful and low maintenance; would like to use this project as an opportunity to showcase this
- DM: In the current master plan phase, we are just looking at general site programs and design values. The landscape design will become more clarified in the program and conceptual design phase. Please email Neal contacts of landscape designers that you would like to be considered.

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**A5 COMMITTEE HOMEWORK**

- 7.05 The committee homework from the previous session was to attend either the tour of East Bay libraries/community centers (1/18) or the community kiosk (12/8). Committee comments from the tours are list below:

**TOURS**

- All have cafes, all were subsidized
- Having a kitchen is a good idea
- Centralized teen area is a good thing
- Need raised floors
- Must be mobile
- Building can breathe in and out – spaces can expand and contract



depending on needs

- Movable shelves, except in periphery
- Friends of the Library book sales were very active – very vibrant part of the libraries
- Design for staff efficiencies (self checkouts, can operate with reduced local funding)
- Oversight and management are efficient – should be done in the design phase
- With overlay of City and County systems seems to be a more challenging situation – glad that we do not have to deal with the county
- Café cart may be a better option than a full café
- Do not want to design a facility that the City cannot afford to operate
- Need a large amount of storage to support the flexible spaces
- Tech centers seemed very well used
- Learning kitchens were popular

#### East Bay

- All three libraries have too small of children's areas

#### Orinda (12,500 sf)

- Lessons learned – restrictions on shelving and if things could be hung on the ceiling
- Try not to let the funding dictate operations
- Light
- Connected to community facility; nice artwork in between
- Engaging place for all community facilities to be co-located
- Least flexible – planning for a different world and it shows
- A little disjointed and cold
- Ends of stacks had a lot of detailing, but this did not leave room for display space
- Not enough bandwidth; vast majority of patrons use the free wifi
- Issue with teen and children spaces too close together

#### Walnut Creek

- Beautiful
- Very open and airy; love the curved ceiling
- Café not as well used
- Too small of teen area
- Felt prison-like with metal grates down
- Too much wind going through entrance

#### Layfayette

- Liked group study rooms on periphery
- Should go back and discuss to funding with them – they have a great story
- Outgrown story area
- Children's area was great
- Felt good when you walked in

#### South Bay



- Was able to get a good idea of programs that could be possible from the South Bay libraries

#### Santa Clara

- Very large, beautiful art, custom furniture, diversity of seating and table arrangements
- Too large
- Not as good of an indoor/outdoor quality
- Liked double-height space
- Liked low-key teen space that was integrated into the larger space
- Hundreds of people streaming in
- View of park were great
- Not sure about having a fireplace

#### Almaden

- Impressive on how community center and library were used
- Very large
- Did not take advantage of outdoor space
- Energy created was appealing to everyone
- Great synergy between library and recreation center
- Was disappointed to see that the operational funding did not allow it to be open more
- Tiny tot and senior activity going on simultaneously
- Had a lot of empty rooms on second floor – some redundancy
- Difficult for staff on second floor
- Liked progression of spaces and programming
- Merchandising of books

#### Portola Valley

- Good Scale
- Siting is exquisite
- Peaceful
- One story – connected to nature
- Reused parts of old City buildings
- Three separate buildings
- Good amount of windows and felt that it was dark
- Redwood walls sucked up light
- Welcoming and warm
- Room at entry that could be entered from exterior; can be used after-hours
- Compatible with what
- Outside a little rustic for Larkspur
- Spectacular in terms of feel
- Inside very beautiful
- Would love to have this “wow” factor in Larkspur
- Library is too small
- Central pod of storage accessible from multiple rooms
- Exterior building materials flow to interior



Los Altos

- Vandalism to teen area
- Glass doors that separated teen area from rest of space

*Questions/comments:*

Which libraries are the closest in square footage to what we are proposing?

- Orinda (13,944 sf) and Portola Valley (6,500 sf) are the closest in square footage

Did you find the parking for the facilities the right size?

- Didn't really tour parking
- Walnut Creek Library was having some trouble with misuse since it is located in downtown area and people are parking and riding Bart/using it for downtown shopping, etc.
- Almaden parking is large
- Flow of parking coming and going is important – can do one hour/drop-off parking at the entry
- Can do as much underground parking as you can afford

What is the population of Portola Valley?

DM pending

- The population of Portola Valley is 4,400 people
- Would be curious about usage numbers of Portola Valley – the location of this library makes it purely a destination
- DM: Can get circulation numbers and service area from Portola Valley

<b>B</b>	<b>WORK PLAN</b>	<b>who</b>	<b>status</b>
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**B1 REDWOOD HIGH SCHOOL INPUT**

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7.06 Jake and Celeste gave their input of high school student needs to the LARC committee:

Celeste:

- Importance of natural lighting – bring natural light into as many spaces as possible
- Calling something a teen room can have a negative connotation
- Teen spaces can be too overdone with too many bright colors and crazy patterns
- Like more university style – “student study rooms”
- Tables for everything to be spread out; ability to use laptops
- Creative space looked cool; may be more functional than collaborative space
- Silent study room is needed; somewhere where you can focus in complete silence
- Group study rooms are needed

Jake

- Would like a sport court – basketball half-court or volleyball net
- Computers provided by library – computers should not restrict resources,



often times resources like email and Facebook are used for connecting with study groups/homework resources, etc.

- Café or cart for food and drink would be great; can have a short break from studying

*Questions/comments:*

How often do you foresee students using the City library/community center versus the school library?

- Right after school will be the main time that students would use the new facility (starting at 2:25 or 3:10); parents are working during the afternoon
- Need a place where students can study and hang out
- Hour after 7<sup>th</sup> period and before sports would be a popular time to come to the new library/community center
- Likely to have less usage on weekends – students hanging out at home and doing schoolwork there
- If you are at Redwood on weekends (for sports events), then may use the facility

Should the place to study be next to the library in it?

- Do not want teens to be quarantined
- Teens are people too
- Circular tables are helpful for group work
- Lounge seating or booth for people to sit and chat

Is there a need for a place for school groups to meet, or for performance?

- Most student groups and clubs meet on campus
- The library/community center would be convenient to meet for group projects since it is centrally located
- A performing space would likely be well-used
- Poetry Out Loud competition could be held here with appropriate stage arrangement
- Redwood drama is great, but not a conducive for informal gatherings and performances
- Most of Poetry Out Loud takes place at Hillside Church
- Redwood is putting in a new arts building; not sure if this would affect usage of the library/community center (under construction)

Do students need a place to practice instruments?

- People seem comfortable practicing at their homes
- Don't think it would be necessary; performance places more important

Could you see any school dances taking place in the community room?

- One of the most popular dance (Back to School Dance) takes place in the quad – this will likely not change
- Prom is not held at school – usually go to a place in San Francisco
- Not sure that we should plan that students would have dances there
- That being said, attended a dance at a community center that was very cool
- If you put in a space that is a cool that people will be more likely to find



uses for it

What is Friday Night Live?

- Friday Night Live is a student-run organization gets high school students together for safe, fun events on weekends
- Would really use a large program room

## B2 MASTER PLAN COMPONENTS

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7.07 The LARC Planning Committee discussed, revised and voted on components of the master plan. Only voting members participated in the vote, but all participated in the discussion. Nine/ten out of fourteen voting members were present.

### 7.08 NEED

- The City of Larkspur needs a new library facility because the existing library is not seismically safe, not handicapped accessible, is cramped, located in a historic building on a site that is not suited for expansion, and does not contain sufficient space for learning, technology, or cultural activities for all age groups. (vote: 9/9)
- The City of Larkspur needs a community center because the City currently does not have adequate space for programs, meetings, or events. (vote: 9/9)
- The City of Larkspur needs to renovate its historic City Hall because it is not seismically safe, not handicapped accessible, lacks flexibility, and is operationally inefficient. (vote: 10/10)

### 7.09 SITE PROGRAM (Components) – Building

- Provide 20,000 sf – 24,000 sf interior space for a joint use library/community center. (vote:10/10)
- One building is recommended for maximum flexibility, shared use, operational efficiency, and construction efficiencies and costs. (vote: 9/10)
- For a program of up to approximately 20,000 sf, the building should be a single story. (vote: 10/10)
- If financially feasible, a single construction phase is preferable for economies of scale, cost, and schedule implications. (vote: 10/10)

### 7.10 SITE PROGRAM (Components) – Access and Parking

- To preserve maximum usable outdoor space, provide 2.5-3 spaces/1,000 building sf on-site surface and street parking. (vote: 10/10)
- Utilize off-site parking strategies for large events and peak use. (vote: 10/10)
- If funding is available, consider under-building parking. (vote: 10/10)
- Encourage pedestrian and bicycle access by providing paths and convenient on-site bicycle parking. (vote: 10/10)
- Encourage good automobile traffic flow by providing drop-off access and a variety of short term and longer term parking. (vote: 10/10)

### 7.11 VISION

The LARC committee will refine the vision as part of their homework. CRC will work on a revised vision incorporating the comments from the LARC and send a link to everyone for comment.



CFP Site:

- Celebrates history of Larkspur
- In heart of downtown Larkspur
- Downtown historic district
- Cultural and civic groups
- Welcoming to public
- Staff and community
- Public community space
- Complementary spaces to library
- Historic displays
- Natural beauty of Larkspur
- Strong community bonds
- Sustainability
- Broad to narrow approach – start with what Larkspur values, then state what we want to do, and how it will meet Larkspur’s values and provided for the community

City Hall:

- Celebrates history of Larkspur
- Highlighting character
- Anchor downtown historic district and identity
- FOL, heritage board, interactive displays?
- City staff boards commissions
- Complementary spaces to community center
- Renovation
- Functional for City departments

*Comments/questions:*

- It might be useful to create a mission statement – this is different than the vision in that it explains how the vision is accomplished.

7.12 SITE PROGRAM – Site Amenities

The LARC committee will refine the site amenities as part of their homework. CRC will send a link to everyone for comment.

*Comments/questions:*

- Would like to define activity spaces and features (water feature, sculpture garden, public art, etc.)
- Would like some active recreation, like a half basketball court where teens can let off steam after school; others would like to keep site amenities as purely passive recreation (Piper Park and schools have active recreation)
- May need to refer back to the City Council resolution for the definition of active and passive to determine what can go on the site
- Would like this to be a City gateway

7.13 SITE OPTIONS

An informal poll was taken by the voting members to see if one scheme was preferred; six voting members preferred the North option, and three preferred the Southwest option. Six members indicated that they are interested in coming to a





single recommendation.

- BM: The LARC does not need to decide on a preferred option for the master plan. City Council is comfortable with moving forward with two preferred site options.
- We will come back to the site options next time.

*Comments/questions:*

Is it possible to have a drop-off on Doherty?

- NT: No, it is not possible to have drop-off on Doherty.

#### 7.14 DESIGN VALUES

The LARC committee will review the design values as part of their homework. CRC will send a link to everyone for comment.

C	WRAP-UP	who	status
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#### B5 HOMEWORK

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- 7.15 LARC committee members should review and comment on the revised Master Plan statements that CRC will post. She will send a link to everyone as well as send it in email format for those who have trouble opening the link.

These minutes were prepared on 8 February 2013.

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

GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Dawn Merkes  
Principal

DM/crc