

Meeting #: CCAC Design Meeting 1

Date: 09/10/13

Present: CCAC Committee
 Clive Merredew
 Rose Hau
 DiDi Fisher
 Elizabeth Lewis
 Rick DeGolia
 Paul Tonelli
 Jim Dobbie
 Steve Dostart

George Rodericks, City Manager
 Mike Kashiwagi, Community Services Director
 Gordon Siebert, City Engineer
 Tom Fortin, Deputy Library Director

 Cheryl Lentini, HMC
 Frederick Hormann, HMC
 Karen Chan, HMC
 Matthew Gaber, MIG

Project Name: Town of Atherton Civic Center Master Plan

Project #: 2507001000

Items Discussed:

1. Review of Data Collection:

- *Site Analysis*
 Matthew Gaber reviewed site analysis; comments from committee:
 - Important to articulate surrounding residential neighborhoods; show design process will be sensitive to their concerns
 - Existing stone gateway at entry to Dinkelspiel Station Lane was funded by the local ACIL; can be relocated, but should be preserved
 - Caltrain service may be restored within the next few years; trains may be electrified; stops to be daily, up to 6 stops per day planned; anticipate increased parking/traffic impact at station
 - Present understanding of trees and potential removal of trees carefully to public – anticipate sensitivity from the public regarding tree removal
 - Members commented that tree relocation is not always successful and is expensive; may not be best option where trees are in conflict with ultimate plan
 - Concerns expressed about understanding of historic structures: committee requested that the old sheriff house portion of the library building not be identified as one of the potentially historic structures on the site – only the Town Hall and Station (not city property); committee requested that any legends or references to potentially historic structures list them as “potential”

- *Master Plan Program*
 Cheryl Lentini reviewed status of overall program & raised questions regarding shared space potential:
 - Status: draft program completed for all departments except Police Department; 2012 program for PD was incomplete and missing most functional requirements; starting programming process from scratch for PD
 - No growth is predicted for any department; changes in area requirements will be driven by functional needs or changes in mandates for services provided; no growth is assumed in the program
 - Comments from committee:
 - Concerns expressed over values used for grossing factors – desire to minimize total area required for program due to cost concerns
 - Committee was reminded that the master plan is taken at a very high level – detailed programming is not done until the design stage; goal is to have enough space to be able to meet the functional needs and determine appropriate footprints for buildings without being unnecessarily oversized
 - Committee asked how HMC is approaching developing the program – concern that staff is not simply being asked what they want; HMC outlined that process is based also on the team’s expertise and knowledge of each building type and questions are structured around the functions that staff need to perform, rather than asking what space they want

- Library program will be discussed by the CCAC with the Ad Hoc Library Committee and comments will be taken back to the consultant developing the library program
- Community / Multipurpose Spaces
 - HMC presented the number of meeting spaces currently shown in the program across all departments, including 3 larger assembly spaces
 - Committee advised that only 2 large meeting/multipurpose spaces are required: the 100 person space shown in the library program and the council chambers, currently programmed to hold 50 – 60 people (committee noted that, particularly if Town Hall were retained for council chambers, space capacity for seating in chambers could be reduced to around 30)
 - Other conference spaces should be shared where possible to reduce overall count of meeting spaces throughout program; program will identify where conference spaces need to be dedicated

2. **Public Workshop Planning Meeting #1 9/17:**

- 3 Exercises planned:
 - Exercise 1 – Likes/ Dislikes/ Priorities
 - Exercise 2 – Do you know your City Services?
 - Exercise 3 – Site Challenge
- Comments:
 - Committee ok with planned approach to workshop
 - Suggested virtual tour of existing conditions will be part of intro to start meeting; coordinating actual tour before meeting problematic – advertisements sent out with meeting time from 6 – 8 PM; no time for tour; Gordon will have a sign-up sheet for people who want to do actual tour
 - Meeting will take place in Council Chambers with tables/chairs available in side rooms and outdoors if attendance is bigger than room can accommodate

3. **Outreach Meetings / Next Steps:**

- Public Workshop meetings will be 6-8 pm
- CCAC Meetings will be 4-6 pm
- Neighborhood Outreach Meetings will take place 10/28 – 11/7, times to be determined; proposed dates & hosts – to be confirmed:
 - 10/28 – Steve to host
 - 10/29 – Elizabeth to host
 - 10/30 – DeDe to host
 - 11/2 – host TBD
 - Final date TBD
- Complete schedule of upcoming meetings:
 - 9/17 – Public Workshop #1
 - 9/24 – CCAC Meeting
 - 10/15 – CCAC Meeting
 - 10/22 – CCAC Meeting
 - 10/28 – Neighborhood Outreach
 - 10/29 – Neighborhood Outreach
 - 10/30 – Neighborhood Outreach
 - 11/2 – Neighborhood Outreach
 - ?? – Neighborhood Outreach
 - 11/6 – CCAC & City Council Meeting 7:00 PM
 - 12/3 – CCAC Meeting
 - 12/11 – Public Workshop #2
 - 12/18 – CCAC Meeting
 - 1/15 – City Council Presentation

Submitted by,
Cheryl Lentini, Managing Principal, NCARB, LEED®BD+C
HMC Architects

cc

Attendees, Team

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