



Minutes
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
FEBRUARY 12, 2013
6:00 P.M.
Town Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

ROLL CALL Lewis, Carlson, Dobbie, Widmer, Wiest

PUBLIC COMMENTS

REGULAR

1. CONSIDERATION OF REVISIONS TO RESOLUTION NO. 12-16 GOVERNING COMMITTEES AND COMMISSIONS

- a) Dissemination of information regarding the design and development of a Master Plan and Design for the Community Center;
- b) Provide input during the development of a Master Plan for the Community Center;
- c) Provide input during the design phase of the Community Center, which includes facilities for Administration, Building, Police, Public Works, and the Library;
- d) Assist in discussions about the short-term improvements needed for the Library and Town Center.

2. PROVIDE DIRECTION TO STAFF ON THE SELECTION PROCESS FOR THE COMMUNITY CENTER ADVISORY COMMITTEE

3. PROVIDE DIRECTION TO STAFF ON HOW THE COUNCIL WOULD LIKE THE COMMUNITY CENTER ADVISORY COMMITTEE TO FUNCTION

4. PROVIDE DIRECTION TO STAFF ON THE ARCHITECTURAL FIRM(S)

City Manager Rodericks outlined issues related the size of the committee, the selection process, its method of function, and asked the Council for direction with respect to the use of architects for the project.

After taking comments from the public in attendance and comments from members of the City Council, the Council voted to adopt the following charter for the CCAC:

The Community Center Advisory Committee (CCAC) shall have the following powers and duties:

- a. *Assist staff in the development of a master planning process to determine the key issues that need to be addressed by the community as well as a process for keeping the community at large informed and involved.*
- b. *Work with staff to solicit feedback through tools such as surveys, community gatherings, and workshops to disseminate information regarding the key issues and questions involved in the development of a Master Plan for the proposed new Community Center.*
- c. *Engage in public outreach to solicit substantive feedback and opinions on the Master Plan and the Community Center project and provide Council with a summary of findings for consideration. Support staff with updates for the Town website and periodic updates for residents.*
- d. *The CCAC may form Ad Hoc Subcommittees and/or host community workshops to involve a broader base of residents for the purposes of information gathering on specific issues, thus creating more community involvement and more in-depth visioning.*
- e. *Once the Council adopts a Master Plan, the CCAC will continue to work with staff to coordinate public outreach and collect resident input during the design phase of the Community Center project.*
- f. *Assist in discussion about the short-term improvements needed for the Library and Town Center facilities.*

The Community Center Advisory Committee consists of up to 9 members including two Council members. The Committee is setup for specific purposes listed above and when the purposes are accomplished the Committee will disband. The Community Center Project consists of the Town's Administrative Offices, Police Department, Public Works, Building and Planning Departments, Council Chambers, Library, community meeting rooms and associated outdoor facilities. The

Comments from the public attending the meeting centered on the following issues:

- A determination of funding needs and sources;
- The creation of a master plan and visioning process;
- Assessment of needs;
- Community involvement in the process;
- Development of a true civic center and community center versus town center;
- Level of architect involvement;
- Ensuring a concentration on cohesive design;
- Addressing impacts of high speed rail and inclusion of the depot;
- Inclusion of historic buildings; and
- General process.

Comments from the City Council echoed some of the public's comments but centered on the following:

- Fundraising;
- Use and function questions;
- Assessments of needs;
- The use of subcommittees and workshops;

- The size of the committee;
- A review of committee applicants;
- Recruitment process for volunteers to serve on the committee;
- Designing a framework for the Master Plan;
- The inclusion of library staff as “staff” to the committee; and
- Use and involvement of the prior architectural firms.

Following the discussion, the Council’s direction to staff was to:

- Extend the date for the recruitment to 30 days beyond a mailed postcard to every resident inviting their application to serve on the CCAC;
- Focus on a Master Plan first and foremost;
- Have the CCAC evaluate the issue of the architect and provide a recommendation to the City Council;
- The full Council will review applicants for the CCAC;
- Include the Library Manager as part of the “staff” for the CCAC; and
- Initiate a Request for Proposal (RFP) to solicit consultants to serve as the Master Plan Consultant

Staff will return an item for the February 20 regular City Council meeting to appoint the two City Council representatives to the CCAC and ask that the Council formally authorize the RFP process.

ADJOURN

MOTION by Carlson, second by Widmer to adjourn the meeting. The motion passed and Mayor Lewis adjourned the meeting at 7:28 p.m.

Respectfully submitted,

**Theresa DellaSanta
City Clerk**