



ADMINISTRATIVE DRAFT

GROUP 4

ARCHITECTURE
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FOCUS GROUP – HERITAGE PRESERVATION BOARD

LARKSPUR ROSE GARDEN CFP Master Plan

MINUTES

MEETING ON

11 October 2012
@ Larkspur City Council Chambers

INVITED ATTENDEES

Name	Initials	Attended	Company or Organization
Marilyn River*	MR	X	HPB, Chair
Scott Morgan	SM	X	HPB, Vice Chair
Hannah Baker	HB	X	HPB
Richard Cunningham	RC	X	HPB
Grayson Marshall	GM	X	HPB
Lelia Lanctot	LL	X	HPB
Sallyanne Wilson*	SW	X	HPB
Kristin Teiche	KT	X	Planning/Zoning Administrator
Julia Capasso	JC		HPB, Recording Secretary
Neal Toft	NT	X	Director of Planning and Building
Dawn Merkes	DM	X	Group 4 Architecture Research + Planning
Carolyn Wong	CW	X	Group 4 Architecture Research + Planning

*Ad Hoc Committee representative

DISTRIBUTION

Attendees, Ad Hoc Committee

AGENDA

- Project Schedule & Overview
- Community Needs Assessment (discussion topics)
 - Heritage Preservation Board Space Needs
 - Library
 - City Hall
 - Recreation Programs & Space Needs
 - Other
- Community Meeting Dates
 - November 1 – Community Needs
 - December 6 – Community Charrette
 - January 17 – Community Vision
- Next Steps

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



A	HERITAGE PRESERVATION BOARD	who	status
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A1 EXISTING SPACE ANALYSIS

1.01 Council Chambers

- 2nd floor location is not ideal; downstairs would make more sense for public use
- Room in high demand – sometimes hard to get, especially on weekends
- City staff must be present to open up building/close it up before and after events – this makes after-hours use more challenging
- City staff is amazing and accommodating, but the current set-up is not ideal
- A/V is outdated

1.02 Archival Work

- Frequently overlapping with other uses
- Often use display cases as work space

1.03 Storage

- Currently do not have enough storage for artifacts – have been borrowing space in several locations and storing some items at board members' homes
- Concern with artifacts and historical collections becoming damaged without archival temperature/humidity control

A2 SPACE NEEDS

1.04 Location

- Would like historic display space at the new facility (CFP) and City Hall
- Not wedded to either location, but would like dedicated gallery space in the primary location and to have some kind of presence at the secondary location.

1.05 Display Space

- Historic displays that are available to the public during facility hours
- Exhibits should not be manned; a dedicated room for historic exhibits is not necessary – integrated into public spaces
- In addition to the dedicated permanent space they would like the opportunity to participate in a rotating exhibits program
- Versatility of space is important for different types of exhibits/displays

1.06 Meeting Room

- Ability to hold public hearings and events on weekends
 - Inviting for public functions
 - Meeting room can be shared

1.07 Partner with Library

- Potential partnership with the library for local history research & collection

1.08 Storage

- Dedicated archival storage with temperature and humidity control to protect artifacts
- Storage needs:
 - Newspaper clipping files



- 20-30 archive style boxes
- Two 4-drawer file cabinets
- Artifacts currently at members' homes (examples: quilt, brick mold, cast iron traffic marker)
- 4 pallets of books – Larkspur Past and Present; several thousand books; these were stored at City Hall, but there were concerns with temperature/humidity control

1.09 Archival Work

- Secure/safe space to do archival work; can share this space
- Much of the archival work is transferring original documents to digital format

1.10 Fire House Collection

- Would like to make fire house collection accessible to the public

1.11 Short-term space needs

Would like additional display space for the historic gallery

B	LIBRARY	who	status
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B1 EXISTING FACILITY ANALYSIS

1.12 Parking

- Current parking difficult; hazardous

1.13 Fire concern

- No stroller corral for “Baby Bounce” classes

1.14 Programming

- Great programs
- Good access to MARINet system

B2 NEEDS AND OPPORTUNITIES

1.15 Connection to physical place important

- Sense of “place”
- Where community comes together
- Feels like community center, not just quiet

1.16 Kids and Teens

- Welcoming place for kids
- Like “Teen” librarian at Tiburon Library
- Spaces for study, homework

1.17 Seating

- Different kinds of seating for different activities (tables and chairs, lounge seating, etc.)



1.18 **Safety**

- Safe ways for kids to get to the library
- bike and pedestrian paths connecting new facility

1.19 **Adjacency to Middle school and High school**

- Great opportunity
- Kids can walk/bike on their own
- Elementary children – how will they stay connected?

1.20 **Downtown connection**

- Creates urban, downtown feel, easily accessible
- Can walk to there
- Connectivity to rest of town; part of link

1.21 **Seniors**

- Something for everyone
- Different times of day, different generations

1.22 **Library has presence citywide**

- Library programming can also be spread throughout the City by using other venues

1.23 **Parking requirements**

- Would not like to see parking overtaking the CFP site

C CITY HALL **who status**

C1 CITY HALL NEEDS AND OPPORTUNITIES

1.24 **City Departments located together**

- Makes sense to have administrative all together – not spread between facilities.
- Currently challenging having departments off-site (would like more functional shared facility at corp. yard)

D RECREATION **who status**

D1 RECREATION NEEDS AND OPPORTUNITIES

1.25 **Outdoor spaces for public gathering**

- Example at Ross: public, outdoor stage (field is transformed)
- Building stage/platform, facilities
- Rose Garden: integrated, dedicated rose garden (similar to model in Eugene, Oregon)

1.26 **Fields**

- Fields needed, especially on weekends



E	OTHER	who	status
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E1 FUNDING

- 1.27 ▪ Have an open house for City Hall as a way to build funding and support
- Community will know what a historic treasure they have and back improvements

E2 LIBRARY LOCATION DISCUSSION

- 1.28 ▪ Could City Hall become the library?
 - New parcel not for city offices
 - Does not seem to support what is outlined in CLASP
 - Parking is problematic

These minutes were prepared on 17 October 2012.

Discussion of this meeting has been recorded as understood by the recorder noted below. If there are any omissions or corrections, please contact this office within 5 days. Unless notified to the contrary, these notes are assumed to be accurate.

GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Dawn Merkes
Principal

DM/mm