



ADMINISTRATIVE DRAFT

**GROUP 4**  
ARCHITECTURE  
RESEARCH +  
PLANNING, INC

**FOCUS GROUP –  
PARKS & RECREATION COMMISSION**  
LARKSPUR LIBRARY CFP Master Plan

**MINUTES**

**MEETING ON**  
18 October 2012

211 LINDEN AVENUE  
SO. SAN FRANCISCO  
CA 94080 USA  
**T: 650-871-0709**  
F: 650-871-7911  
www.g4arch.com

**INVITED ATTENDEES**

Name	Initials	Attended	Company or Organization
Sandy Blauvelt	SB	X	Parks and Recreation Commission, Chair
Tom McNally	TM	X	Parks and Recreation Commission, Vice Chair
Jeanne Friedel*	JF	X	Parks and Recreation Commission
Jerry Hauser	JH		Parks and Recreation Commission
Bob Matteo	BM	X	Parks and Recreation Commission
Dick Whitley	DW	X	Recreation Director
Shannon Clegg	SC	X	Recreation Supervisor
Ann Morrison	AM	X	City Council member
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)
  - Community Meeting Space Needs
  - Recreation Programs & Space Needs
  - Library
  - Historic
  - 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	PARKS AND RECREATION	who	status
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A1 COMMUNITY NEEDS ASSESSMENT

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1.01 **High Priority**

- Teen/tweens
- Digital lab
- Dance/exercise space
- Café
- Outdoor rooms
- Space to hold events

1.02 **Other Priorities**

- Early childhood recreation
- Serving seniors
- Gallery/public art spaces
- Local history
- Community meeting room with adjacent catering kitchen
- Conference/collaboration space
- Classrooms (hard and soft)

1.03 **Not a Priority**

- Fitness/weights room
  - Costly to furnish with equipment and maintain
  - Will not be able to compete with other private fitness centers in the area

1.04 **Library is a Community Center**

- How can we enhance the Library program to be even more of a community center?

1.05 **Community Meeting Room**

- Enhance (rental) community use
- Flexibility – adaptable uses

1.06 **Classrooms**

- After school programs

1.07 **Dance Room**

- Multi use space
- Hard dance flooring

1.08 **Teens/tweens**

- Teens and tweens are not as well served – this is an opportunity to engage & serve them

1.09 **Outdoor Rooms**

- Indoor/outdoor spaces
- Patio
- Smaller outdoor venue/amphitheater
- Outdoor programming
- Music – portable stage
- Compatibility with new homes



- Large community inside/outside events

#### 1.10 Summary

The P&R Board summarized for the AD Hoc Committee that their goal for the CFP would be to “enhance the Community Center aspects of the Library program, so that library would be even more of a community center”.

### A2 PROCESS

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#### 1.11 Process

- As master plan recommendation is developing, check back in with boards and commissions for support of recommendations prior to going to City Council

#### 1.12 Youth Participation

- Engage Middle school and High school participation
- Opportunity for student involvement on Ad Hoc Committee or youth focus group?

## **B CITY HALL** **who status**

### B1 CITY HALL NEEDS

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#### 1.13 City Departments located together

- Would be great if Public Works/Engineering could move back to City Hall
- City Hall good location for City departments/administrative work

#### 1.14 Parking

- Lack of parking is extremely challenging

#### 1.15 City Council Chambers

- Need storage for tables and chairs, equipment, etc.
- Updated A/V system
- Current room is not flexible

## **C LIBRARY** **who status**

### C1 LIBRARY NEEDS

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#### 1.16 Location

- Would be great for Library to move to new site
- Good connection with Middle and High School
- What happens to St. Pat’s kids (they are currently heavy library users) – need to find a way to engage them if the library relocates



These minutes were prepared on 23 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