



# City of Larkspur

**ADMINISTRATIVE DRAFT**

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## AGENDA

25 February 2013

LARKSPUR ROSE GARDEN CFP MP  
LARC MEETING #9

@ Twin Cities Police Station Community Room – 6:30 PM-9:30 PM

- |   |             |            |
|---|-------------|------------|
| <b>1. Co-chair Update:</b>  | Co-chair    | 5 minutes  |
| <b>2. Review and Approval of:</b> <ul style="list-style-type: none"><li>▪ February 11, 2013 Meeting Minutes</li></ul>   | Co-chair    | 5 minutes  |
| <b>3. Public Communication:</b> <p>Starting at 6:40 pm, the LARC Committee will hear public comments only on matters over which they are considering. The Chair will allot no more than three minutes to any individual. The total amount of time allocated to this agenda item will be 15 minutes.</p>   | Co-chair    | 15 minutes |
| <b>4. Committee Communications:</b> <ul style="list-style-type: none"><li>▪ Emails from the community</li><li>▪ Committee Guests:<ul style="list-style-type: none"><li>- Valerie Pitts, Superintendent, Larkspur-Corte Madera School District</li><li>- James Fester, Hall Middle School Teacher</li><li>- Carol Halpern, Hall Middle School Librarian</li><li>- Mary Clyde, Lauren Knott, and Nathan Stern, Hall Middle School Students</li></ul></li><li>▪ Summary of Joint Meeting with the Larkspur Library Board and the Parks and Recreation Commission</li></ul> | Co-chair    | 30 minutes |
| <b>5. Committee Homework:</b> <ul style="list-style-type: none"><li>▪ Master Plan recommendations via Google Document – summarized below</li></ul>  | -           | -          |
| <b>6. Work Plan:</b>  |             |            |
| <b>6a.</b> <ul style="list-style-type: none"><li>▪ Rose Garden Community Facilities Parcel &amp; City Hall Master Plan recommendations<ul style="list-style-type: none"><li>▪ Vision<ul style="list-style-type: none"><li>▪ CFP vision statement</li></ul></li></ul></li></ul>  | Dawn Merkes | 45 minutes |

- Building Program
    - Building program and summary of community input
  - Parking
    - Parking summary confirmation
- Discussion & Action*

- |            |   |  |  |
|------------|---|--|--|
| <b>6b</b>  | <ul style="list-style-type: none"> <li>▪ Costs Models           <ul style="list-style-type: none"> <li>▪ Review Draft Cost Models<br/><i>Discussion</i></li> </ul> </li> </ul>  | Dawn Merkes  | 15 minutes                                     |
| <b>6c.</b> | <ul style="list-style-type: none"> <li>▪ Next Steps           <ul style="list-style-type: none"> <li>▪ Funding Strategies and Next Steps<br/><i>Discussion</i></li> <li>▪ Committee Members and Next Steps<br/><i>Discussion</i></li> <li>▪ Master Plan Next Steps<br/><i>Discussion</i></li> </ul> </li> </ul>   | Dan Schwarz<br><br>Dan Schwarz<br><br>Brad Marsh<br>Ann Morrison | 30 minutes<br><br>10 minutes<br><br>10 minutes |
| <b>7.</b>  | <p><b>Committee Homework:</b></p> <ul style="list-style-type: none"> <li>▪ Attend City Council Meeting – April 17 TBD</li> </ul>  | Carolyn Carlberg   | 5 minutes                                      |
| <b>8.</b>  | <p><b>Upcoming Project Meetings</b></p> <ul style="list-style-type: none"> <li>▪ Planning Commission Meeting – March 26           <ul style="list-style-type: none"> <li>▪ Initial Study/draft Master Plan review</li> </ul> </li> <li>▪ City Council Meeting – April 17 TBD           <ul style="list-style-type: none"> <li>▪ Rose Garden Community Facilities Parcel Master Plan recommendation to City Council</li> </ul> </li> </ul> | Dawn Merkes  | 5 minutes                                      |
| <b>9.</b>  | <b>Adjourn</b>  | Co-chair   |  |

END



City of Larkspur

Rose Garden  
Community  
Facilities Parcel

# Master Plan

LARC Planning Meeting #9

2.25.2013





# AGENDA

1. Co-chair Updates
2. Review and Approval of Minutes (LARC#8)
3. Public Communication
4. Committee Communications
5. Committee Homework
6. Work Plan
  - a. Rose Garden CFP & City Hall Master Plan Recommendations
  - b. Cost Models
    - Review draft cost models
    - Funding strategies and next steps
  - c. Next Steps
7. Committee Homework
8. Upcoming Project Meetings  
~ Adjourn



# 1. Co-chair Updates

Welcome to:

- **Valerie Pitts**, Superintendent, Larkspur-Corte Madera School District
- **James Fester**, Hall Middle School Teacher
- **Carol Halpern**, Hall Middle School Librarian
- **Rachel Clyde, Lauren Knott, and Nathan Sterne**, Hall Middle School Students



## 2. Review and Approval of Meeting Minutes

- LARC #8 February 11, 2013



### **3. Public Communications**

**6:40 pm: the Committee will hear public comments on matters over which they are considering. The Chair will allot no more than three minutes to any individual. The total amount of time allocated to this agenda item will be 15 minutes.**



## 4. **Committee Communications**

- **Emails from the community**
- **Input from committee guests**
- **Summary of Joint Meeting with the Larkspur Library Board and the Parks and Recreation Commission**

# EMAILS FROM THE COMMUNITY

**From Nadine (summarized):**

- **Excited about the project and seeing the site plans, going to be great!**
- **Lawn in the rear may be more popular with families and young kids while lawn in the front will be more popular as a hangout for Redwood/Hall students; prefer lawn in the back**
- **Handicapped parking should be close to a library entry; maybe library should be on west side**
- **Love ideas for outdoor activities around the lawn – sculptures, water feature for little kids, etc.**
- **Strong proponent of preventing vehicular traffic between the community center parking lot and the shopping center (should be pedestrian/bike access only); vehicular access here is unnecessary and potentially dangerous for pedestrians and bikes, which should be encouraged**



# **JOINT MEETING SUMMARY**

## **LARKSPUR LIBRARY BOARD AND PARKS & RECREATION COMMISSION**

- **Confirmed support for a joint-use library/community center facility**
- **Support all master plan recommendations – the LARC is doing a great job!**
- **Support joint programming and shared uses between the library and community center**
- **Support both site options; Parks & Recreation Commissioners prefer southwest site option**
- **Support passive outdoor programming**
- **Discussed ways to schedule program rooms for Library or Parks & Recreation functions**



## **5. Committee Homework**

**The LARC homework was to revise the Master Plan statements from the last meeting – this will be addressed in the work plan**



## 6. Work Plan

- a. **Rose Garden CFP & City Hall  
Master Plan Recommendations**
- b. **Cost Models**
- c. **Next Steps**



## 6a. Rose Garden CFP & City Hall Master Plan Recommendations

- Vision
  - Building Program
  - Parking
- ~Discussion and Action*

# ROSE GARDEN CFP MASTER PLAN

## Master Plan Components – Titles & Draft Statements

**VISION – City Hall**

**NEED**

**SITE PROGRAM (components)**

*Building*

*Parking*

*Site Amenities*

**SITE OPTIONS**

**DESIGN VALUES**

*Site*

*Landscape*

*Building*

**VISION – CFP**

**BUILDING PROGRAM**

**SITE PROGRAM – Parking (reconfirmation)**

LARC #7 & #8

LARC #9

current phase

# ROSE GARDEN CFP MASTER PLAN – ACTION

## CFP & City Hall Master Plan Components Titles & Draft Statements

### ✓ VISION – CFP Site (13/13)

We value the City of Larkspur's place in the heart of Marin County, our rich cultural history, our strong sense of community, and the natural beauty of our surrounding landscape. The centrally located Rose Garden Parcel presents an unparalleled opportunity to create a much-needed gathering place that celebrates these shared values and engages the entire community. We envision a new library and community center in a beautiful park setting – a vibrant destination for lifelong learning, social interaction, civic engagement, and local history and culture. At its core, the library/community center will:

**Enrich** – As the heart and crossroads of the community, the library/community center will reflect and enhance the energy and high quality of life of our neighborhoods, schools, and historic downtown.

**Engage** – Drawing a broad spectrum of users across all age groups, the library/community center will create a focal point for collaboration, creativity, and learning – both indoors and outdoors.

**Adapt** – Innovative and forward-looking, the library/community center will embrace changing technologies and community needs while maintaining a cohesive sense of place and shared history.

**Sustain** – The library/community center will be economically, culturally, and environmentally sustainable, providing excellent service through efficient staffing, creative programming, flexible use spaces, and environmental stewardship.

# ROSE GARDEN CFP MASTER PLAN – ACTION

## CFP & City Hall Master Plan Components Titles & Draft Statements

### ✓ BUILDING PROGRAM 13/13

The building program will include a library, community center, and shared spaces. The dedicated core library spaces will include the library collection, adult reading, and children's area. A wide variety of seating will be provided for individuals as well as groups, from chairs and tables with laptop hook up to lounge and reader seating. Shared spaces will include a lobby, group study rooms, technology, teen space, and programming space. The community center will be comprised of multi-use and flexible meeting spaces, including hard and soft classrooms and a large community room with extended outdoor space and adjacent catering kitchen. All meeting spaces will have ample storage for maximum programming flexibility. The building program will also include historical and public art display spaces, informal performance space, food & beverage service, support space for both Library and Parks & Recreation staff, public and staff restrooms, and building support, including mechanical, electrical, and telecommunication rooms.

The facility will be designed for multiple modes of operation for maximum accessibility and flexibility of community programs and services, such as morning access to the group study rooms for small business users, or evening access to the program rooms for clubs. Consideration should also be given to exploring an integrated service model between Library and Parks & Recreation staff where practical, such as a shared information/service desk in the lobby. (13/13)

# ROSE GARDEN CFP MASTER PLAN – ACTION

## CFP & City Hall Master Plan Components Titles & Draft Statements

### SITE PROGRAM – Parking (reconfirmation)

- ✓ To preserve maximum usable outdoor space, provide 2.5 spaces/1,000 building sf for on-site parking, with a combined total of 3 spaces/1,000 building sf for “convenient” on-site and on-street parking. (13/13)

LARC #9

# ROSE GARDEN CFP MASTER PLAN – ACTION

## CFP & City Hall Master Plan Components Titles & Draft Statements

### ✓ NEXT STEPS – BUILDING & SITE PROGRAM

The City should prepare a building program in consultation with appropriate professionals in the library and recreation fields. The building program should be vetted through a public process to ensure the desires of the community are reflected in the document. (13/13)

LARC #9

# ROSE GARDEN CFP MASTER PLAN

## CFP & City Hall Master Plan Components Titles & Draft Statements

### VISION – City Hall

- ✓ Larkspur City Hall is a beloved historic landmark in the heart of the downtown National Register Historic District. Through renovation and a full restoration, Larkspur City Hall will be able to better serve the public through consolidated and more efficient City operations and flexible meeting spaces for City staff and boards and commissions. In addition, City Hall will become a public destination, providing space for community meetings, programs, and archival records that complement uses at the joint-use library/community center. Renovation and restoration should preserve the architecture and design features of the exterior of the original building. (12/12)

RECOMMENDATIONS

# ROSE GARDEN CFP MASTER PLAN

## CFP & City Hall Master Plan Components Titles & Statements

### NEED

RECOMMENDATIONS

- ✓ 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. (9/9)
- ✓ The City of Larkspur needs a community center because the City currently does not have adequate space for programs, meetings, or events. (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. (10/10)

# ROSE GARDEN CFP MASTER PLAN

## Master Plan Components Titles & Statements

### SITE PROGRAM

#### *Building*

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

RECOMMENDATIONS

# ROSE GARDEN CFP MASTER PLAN

## RECOMMENDED BY LARC ON 1/28/2013

### Master Plan Components Titles & Statements

#### SITE PROGRAM

##### *Access and Parking*

- ✓ Utilize off-site parking strategies for large events and peak use. (10/10)
- ✓ If funding is available, consider under-building parking. (10/10)
- ✓ Encourage pedestrian and bicycle access by providing paths and convenient on-site bicycle parking. (10/10)
- ✓ Encourage good automobile traffic flow by providing drop-off access and a variety of short term and longer term parking. (10/10)

RECOMMENDATIONS

# ROSE GARDEN CFP MASTER PLAN

## Master Plan Components Titles & Draft Statements

### SITE PROGRAM

#### *Site Amenities*

- ✓ The landscape should integrate the site to the downtown and adjacent neighborhoods and reinforce the joint-use library/community center facility as a signature landmark, welcoming the community through pedestrian pathways, inviting entry plazas, and entry features. The site programming should create a vibrant sense of place through outdoor program rooms and passive and active gathering spaces that are compatible with the facility, complement adjacent active recreation areas, and provide activities for all ages. The site should be designed to promote safe access and egress to all pedestrians, bicyclists, and vehicles. (12/12)

RECOMMENDATIONS

# ROSE GARDEN CFP MASTER PLAN

## Master Plan Components Titles & Draft Statements

### SITE OPTIONS

- ✓ The siting of the facility and surrounding landscape should maximize civic presence, provide excellent indoor/outdoor connections, maximize outdoor gathering space, and take advantage of natural lighting and scenic views, especially of Mt. Tamalpais and Blithedale Ridge. (12/12)
- ✓ The location preferences for the joint-use library/community center are on the north or southwest quadrant of the site for compatibility with the neighborhood, site access, functionality, and safety. (12/12)
- ✓ The preferred location for the surface parking lot is on the south quadrant of the site; if economically feasible, understory parking is preferable. (12/12)

RECOMMENDATIONS

# ROSE GARDEN CFP MASTER PLAN

## Master Plan Components Titles & Draft Statements

### DESIGN VALUES – Site Presence (12/12)

- ✓ The library/community facility and surrounding landscape should:
  - Be warm and inviting
  - Be designed with a human scale
  - Have a strong identity and celebrate its civic role in the community

### DESIGN VALUES – Building Character (12/12)

- ✓ The design of the interior and exterior of the library/community facility should:
  - Be warm and engaging, welcoming the community and drawing people inside
  - Be constructed and furnished with quality long-lasting materials
  - Complement the small-town character of the City of Larkspur
  - Reflect our time but have an enduring, timeless quality
  - Maximize flexibility and be adaptable to change

RECOMMENDATIONS

# ROSE GARDEN CFP MASTER PLAN

## Master Plan Components Titles & Draft Statements

### DESIGN VALUES – Building & Landscape Sustainability (12/12)

- ✓ The library/community facility and the site landscape should:
  - be environmentally, economically, and culturally sustainable
  - reveal sustainable values in its design to educate the community and promote environmental stewardship
  - Aspire to achieve the highest LEED certification that is economically feasible

RECOMMENDATIONS



GROUP 4

# ROSE GARDEN CFP MASTER PLAN

## Master Plan Components Titles & Draft Statements

RECOMMENDATIONS

### DESIGN VALUES – Site Connectivity (12/12)

- ✓ The landscape of the library/community facility should:
  - Have strong indoor/outdoor connections for program flexibility
  - Take advantage of views of Mt. Tamalpais and Blithedale Ridge to the greatest extent possible
  - Create convenient and safe connections with the downtown, nearby schools, and adjacent neighborhoods



## 6b. Cost Models

- Review draft cost models

~*Discussion*

# COSTS – PRELIMINARY MODEL

Cost Model Data	20,000 sf Option	24,000 sf Option
Construction Costs	\$7.9m	\$9.4m
Site Work Costs	\$1.9	\$1.9m
<b>Subtotal Construction Hard Costs</b>	<b>\$9.8M</b>	<b>\$11.2M</b>
15% Construction Contingency	\$1.5	\$1.7m
FFE & Technology	\$1.3m	\$1.6m
15% FFE & Technology Contingency	\$.2m	\$.2m
<b>Total Construction Hard Costs</b>	<b>\$12.7M</b>	<b>\$14.7M</b>
Design, Engineering & Const. Management 27%	\$3.4m	\$4m
5% Soft Costs Contingency	\$0.7m	\$.8m
<b>Total Construction Soft Costs</b>	<b>\$4.1M</b>	<b>\$4.8M</b>
Miscellaneous, CEQA, Collection, Moving	\$0.2m	\$.2m
<b>Project Budget</b> <i>(February 2013 dollars; does not include escalation)</i>	<b>\$17.1M</b>	<b>\$19.7M</b>

**DRAFT**  
**2-25-13**



## 6c. Next Steps

- Funding strategies and next steps
- Committee members and next steps
- Master Plan next steps

*~Discussion*

# FUNDING STRATEGIES AND NEXT STEPS – BAY AREA LIBRARY FUNDING SOURCES

Library	Funding	Notes
Orinda Library	<ul style="list-style-type: none"> <li>▪ \$5m F.O.L.</li> <li>▪ \$2m F.O.L. – book sale</li> <li>▪ \$3m City Developer impact fees</li> </ul>	F.O.L. owns library
Lafayette Library	<ul style="list-style-type: none"> <li>▪ \$9m Foundation (private fundraising)</li> <li>▪ \$11.9m State Grant</li> <li>▪ \$10m Redevelopment Agency</li> </ul>	In order to acquire the site from the local Veterans chapter, the City agreed to construct a new building for them
Walnut Creek Library	<ul style="list-style-type: none"> <li>▪ \$28.8m– Library Reserve</li> <li>▪ \$5m – Private contributions (Library Foundation Fund)</li> <li>▪ \$5.6m– Parking funds</li> <li>▪ \$500,000 – County Operation Savings</li> </ul>	
Portola Library (and Town Center)	<ul style="list-style-type: none"> <li>▪ \$20m – Portola Community Fund (private donations led by citizen’s group)</li> </ul>	Green strategies spurred private donations
Santa Clara	<ul style="list-style-type: none"> <li>▪ \$41m – City’s General Fund</li> </ul>	

# RGCFP PROJECT DEVELOPMENT PROCESS – DRAFT



current phase

input process & duration of future phases to be determined by City Council



## 7. Committee Homework

- Attend City Council meeting  
April 17, TBD



## 8. Upcoming Project Meetings

- **Planning Commission Meeting – March 26**
  - Initial Study/draft Master Plan review
- **City Council Meeting – April 17 TBD**
  - Rose Garden Community Facilities Parcel Master Plan recommendation to City Council

~Thank you to everyone for your participation!