

CITY OF LARKSPUR
Staff Report

March 4, 2015 City Council Meeting

DATE: February 25, 2015
TO: Honorable Mayor Chu and Members of the City Council
FROM: Mary Grace Houlihan, Director of Public Works
SUBJECT: APPROVE DESIGN CRITERIA FOR THE LARKSPUR LIBRARY AND COMMUNITY FACILITY

ACTION REQUESTED:

For the Larkspur Library and Community Facility, approve (1) the space program of approximately 20,300 square feet (SF), (2) design of a single story building and (3) design of a sixty car parking lot.

BACKGROUND:

In December 2014, Council authorized a consulting services agreement with Leddy, Maytum, Stacy Architects (LMS) to prepare the Preliminary Design and Schematic Design for the Community Facility Parcel.

Over the past two months, LMS and staff have engaged the public seeking input on needs and ideas for the new facility and thoughtful discussion regarding site orientation and access. Two Public Workshops were held, public presentations were given at Library Board Meetings, Council Meetings, Parks & Recreation and Planning Commission meetings and online and paper surveys were gathered. In addition to the technical review by city staff, an advisory committee comprised of representatives from the Planning Commission, Parks & Recreation Commission, Library Board and City Council has been meeting with the consultant team and staff to review progress and provide input on the design.

The results of all the technical work, public outreach and discussions with the advisory committee have resulted in recommendations for the space program for the facility, a single story design and an onsite parking lot for sixty cars.

The Space Program

The Consultant Team used the information in the Master Plan as a launching point for the space plan. An analysis was done of the Library Collection and the historical trend of its circulation, current Recreation & Library programs and attendance, possible future Recreation & Library programs, accessibility requirements, technical and staff operations requirements. This information was then applied to a schedule based on

room availability not only for the proposed facility, but also the available facilities in the Recreation Facility at Hall Middle School, the CMPA Community Room and the Council Chambers. The information was again analyzed based on the input from the community regarding how people envision interacting with and using the facility. The final recommended program resulted in a facility of approximately 20,300 SF. A summary of the areas is attached to this report.

Single Story Option

In order to determine if a one- or two story facility would be suitable for the proposed site and the identified space program, many items were reviewed:

- 1) Space on the Parcel
- 2) Public input on the use of the outdoor space
- 3) Staffing and Operation of the facility
- 4) Cost
- 5) Access and integration of indoor/outdoor space
- 6) Lighting and view lines

The summary of the review of these issues and assessment of the site resulted in a recommendation to design a single story building. A single story building of approximately 20,300 SF will fit comfortably on the site with adequate outdoor space to accommodate the passive uses the public desires for the site. Staffing and operation of the facility are feasible, with staffing levels closer to those currently budgeted for and serving the community. Cost is substantially less. Access to courtyards or promenades, as well as integration of outdoor room areas into meeting areas and throughout the facility, is more readily available. Lighting and view lines can be better achieved through more of the building.

Parking

The project EIR identified parking at a ratio of 3 spots per 1000 SF of building area. A review of the site and the now constructed Rose Lane Development suggests the entire 60 spaces should be accommodated onsite. No parking is permitted on Doherty Drive or on Rose Lane between Orchid Drive and Doherty Drive, thereby limiting on-street parking on the site frontage. Parking on Orchid Drive is only permitted on one side of the street and that space is shared with the residential homes across the street for visitor parking. Designing the site to accommodate all sixty spaces onsite ensures the parking for the Library and Community Center is available for the future users of the facility.

If the Council concurs in staff's recommendation with respect to these elements of the project, the project team will proceed with the next phase of the project; the next phase will focus on the more detailed work that will lead to a final schematic design

FISCAL IMPACT

N/A for this action

ENVIRONMENTAL STATUS

The project is categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in Section 15301 (c), Existing Facilities, of the California Code of Regulations Title 14, Chapter 3.

STAFF RECOMMENDATIONS

Staff recommends Council approve the following design criteria for the Larkspur Library and Community Center project:

- accept the Space Program of approximately 20,300 SF
- approve the concept of a single story design
- approve onsite parking to accommodate sixty vehicles

Respectfully submitted,

Mary Grace Houlihan
Director of Public Works/City Engineer

Attachment: Space Plan Summary

**CITY OF LARKSPUR
RESOLUTION No. 13/15**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR
APPROVING DESIGN CRITERIA
FOR THE LARKSPUR LIBRARY AND COMMUNITY FACILITY**

WHEREAS, In December 2014, Council authorized a consulting services agreement with Leddy, Maytum, Stacy Architects (LMS) to prepare the Preliminary Design and Schematic Design for the Community Facility Parcel;

WHEREAS, Over the past two months, LMS and staff have engaged the public seeking input on needs and ideas for the new facility and thoughtful discussion regarding site orientation and access; and

WHEREAS, The results of the public outreach and discussions with the advisory committee have resulted in recommendations for the space program for the facility, a single story design and an onsite parking lot for sixty cars.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Larkspur hereby resolve, declare, determine and order as follows:

1. The recitals above are found to be true and correct and constitute the findings of the City Council made in support of this resolution.
2. The City of Larkspur accept the Space Program of approximately 20,300 SF, approve the concept of a single story design, and approve onsite parking to accommodate sixty vehicles.
- 3.

* * * * *

IT IS HEREBY CERTIFIED that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at a regular meeting held on the 4th day of March, 2015, by the following vote, to wit:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

ABSTAIN: COUNCILMEMBER:

MAYOR

ATTEST:

CITY CLERK

CITY COUNCIL REVIEW ITEMS/ ACTIONS:

1. Approve an approximately 20,000 gsf Community Facility
2. Approve a single story building
3. Approve parking for 60 cars or 3.0 to 1,000 gsf

DESIGN TEAM'S SUMMARY OF ACTIVITIES:

1. 2 Community Workshops: January 29th and February 17th
2. Community Survey Monkey: over 400 respondents
3. Coordination with Technical Committee including: Library Director and Parks and Recreation Director
4. Coordination with Public Works and Planning
5. Development of Building Program including space requirements and relationships
6. Existing Conditions Site Analysis
7. Development of 2 Concept Design Options
8. Development of Probable Cost Target



WHAT WE HAVE HEARD:

- Over 400 respondents on Survey Monkey
- Over 80 community participants at Workshop No. 1 and 2
- Conversations with Staff
- Presentations to Library Board and Recreation Commission
- Some comments we heard are:

Quiet spaces separated from noise/ activity

Place for events for 10- 100 people

Books

Orientation toward views & Tam

Well integrated indoor & outdoor spaces

Be light and airy but with small corners with nice seating

DEVELOPING THE PROGRAM:

- Build off of the Master Plan
- Evaluate Current Facilities
 - Current Library function
 - Current Library usage, circulation and data
 - Current Parks and Recreation programs
- Research
 - Future library programing with City Librarian and Staff
 - Future programming Parks and Recreation
 - Larkspur Census data
 - Comparable library programs
 - Comparable community facilities
 - Through Survey Monkey
 - Through Community Workshop
- Review
 - Program drafts with Technical Committee
 - Program drafts with Advisory Committee



PROGRAM:

Assessment of Current Library- EXISTING/ BENCHMARK/ PROVIDED:

1. **Too small**
 EXISTING: .37 square feet per capita
 BENCHMARK: 1.30
 PROGRAM: 1.1

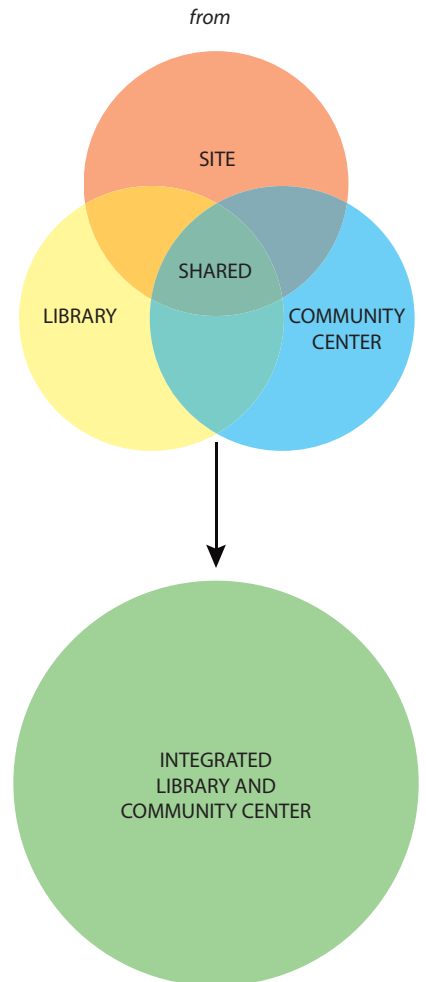
2. **Overcrowded shelving/ too high**
 EXISTING: 4.79 volumes per capita
 BENCHMARK: 5.91
 PROGRAM: 5.5

3. **Insufficient seating**
 EXISTING: 1.33 seats per 1000 residents
 BENCHMARK: 7.7
 PROGRAM: 10

4. **Limited technology**
 EXISTING: .17 PCs per 1000 residents
 BENCHMARK: 1 per 1000
 PROGRAM: 1 per 1000

5. **Lack of meeting space(s) to meet current programs**

6. **No disabled accessible**



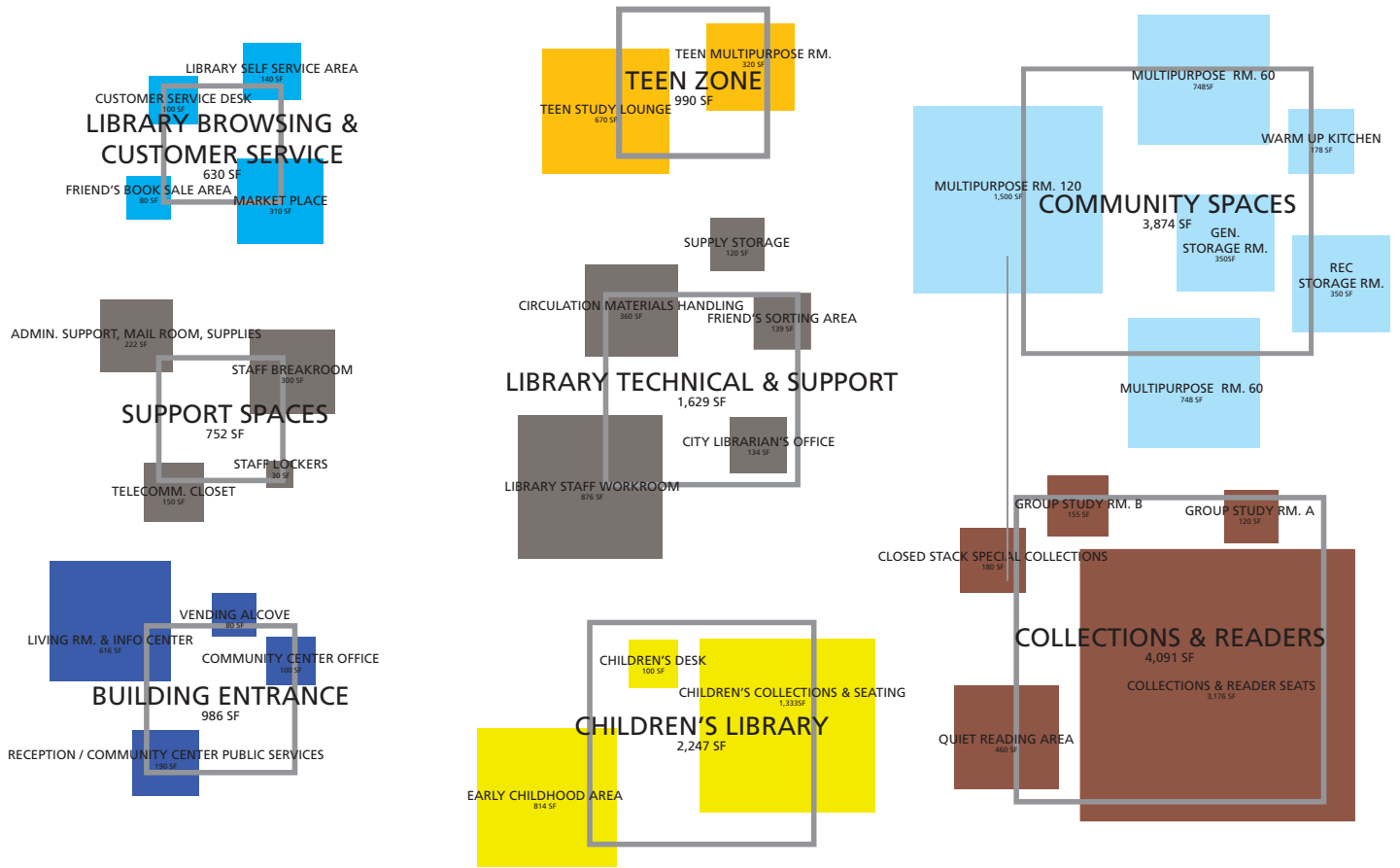
PROGRAM:

<u>LIBRARY DIVISION</u>	SPACE	DIVISION
Space Name	SQ. FT.	SQ. FT.
<u>A.1 Building Entrance</u>		<u>986</u>
Community Center Office	100	
Living Room and Information Center	616	
Maintenance & Custodial	N/A	
Public Rest Rooms(2)	N/A	
Reception / Community Center Public Services	190	
Vending Alcove	80	
Vestibule	N/A	
<u>A.2 Library Browsing and Customer Service</u>		<u>630</u>
Customer service Desk	100	
Friends' Book Sale Area	80	
Library Self Service Area	140	
Market Place	310	
<u>B Support Spaces</u>		<u>752</u>
Administrative Support, Mail Room, Supplies	222	
Staff Breakroom	300	
Staff Lockers	30	
Staff Rest Rooms	N/A	
Telecommunications Closet	200	
<u>C Community Spaces</u>		<u>3,874</u>
AV, Chair & Table Storage Room	350	
Multipurpose Room (60 in stacking chairs)	748	
Multipurpose Room (60 stacking chairs)	748	
Multipurpose Room (120)	1,500	
Public Rest Rooms	N/A	
Recreation Storage	350	
Warm up Kitchen	178	
<u>D Teen Zone</u>		<u>990</u>
Teen Collections and Seating	670	
Teen Multipurpose Room	320	

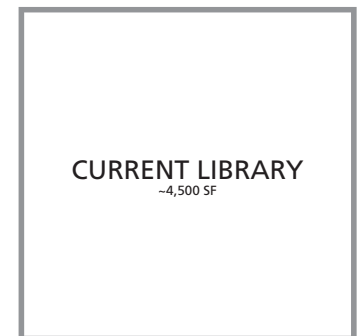
PROGRAM (continued):

<u>LIBRARY DIVISION</u>	SPACE	DIVISION
Space Name	SQ. FT.	SQ. FT.
<u>E Children's Library</u>		<u>2,247</u>
Children's Collections and Seating	1,333	
Children's Desk	100	
Early Childhood Area	814	
Family Rest Room	N/A	
<u>F Collections & Readers</u>		<u>4,091</u>
Closed Stack Special Collections	180	
Collections and Reader Seats	3,176	
Group Study Room A	120	
Group Study Room B	155	
Quiet Reading Area	460	
<u>G Library Technical and Support</u>		<u>1,629</u>
Circulation Materials Handling	360	
City Librarian's Office	134	
Friends Sorting Area	139	
Library Staff Rest Room	N/A	
Library Staff Workroom	876	
Library Supply Storage	120	
	Net Assignable Square Footage:	<u>15,199</u>
	Non-Assignable Square Footage (@ 25% of Gross):	5,066
	Gross Square Footage:	20,265

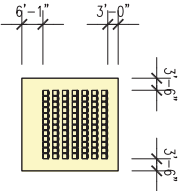
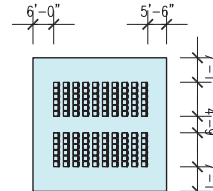
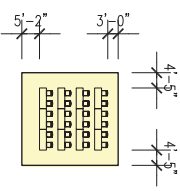
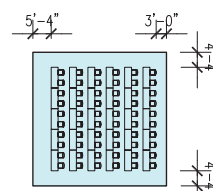
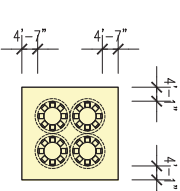
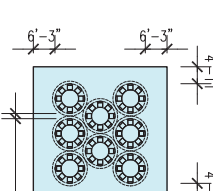
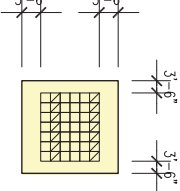
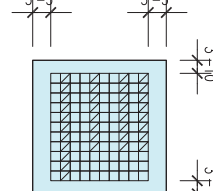
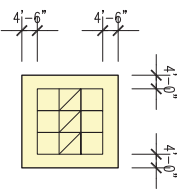
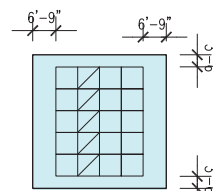
GRAPHIC PROGRAM



EXISTING PROGRAMS: SCALE COMPARISON



MEETING ROOM USES

<p>Multipurpose Room (750 sf) 26'-10" x 27'-11"</p>	<p>Multipurpose Room (1,500 sf) 38'-9" x 38'-9"</p>	<p>Presentation Style Setting</p>
 <p>84 People</p>	 <p>120 People</p>	
 <p>24 People</p>	 <p>60 People</p>	<p>Training Tables</p>
 <p>32 People</p>	 <p>64 People</p>	<p>Banquet Style</p>
 <p>42 People, 8 ASF</p>	 <p>110 People, 8 ASF</p>	<p>Open Floor Setting</p>
 <p>9 People, 40 ASF</p>	 <p>20 People, 40 ASF</p>	<p>Open Floor Setting (Active)</p>



Presentation



Training Tables



Banquet



Open Floor