



**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE**

**August 8, 2018
6:30 – 8:00 P.M.**

**Sharp Park Library
104 Hilton Way**

Call to Order

- 1. Approval of May 9 and June 13, 2018 Meeting Minutes**
- 2. Oral Communications**
This portion of the agenda is available to the public to address the Committee on any issue within the subject matter jurisdiction of the Committee that is not on the agenda.
- 3. Sanchez Library Operational Model**
- 4. Sharp Park Library**
 - a. Updated Building Program and Service Levels**
 - b. Updated Program Bubble Diagrams**
 - c. Updated Massing Strategies**
 - d. Evaluation Criteria**
- 5. Update on Project Schedule**
- 6. Committee and Staff Communications**

Adjourn

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DRAFT

MINUTES May 9, 2018

CITY OF PACIFICA LIBRARY ADVISORY COMMITTEE PACIFICA SANCHEZ LIBRARY 1111 TERRA NOVA BLVD., PACIFICA

COMMITTEE PRESENT:	Cindy Abbott (CA); Tom Clifford (TC); Barbara Eikenberry (BE); Anne Evers-Hitz (AH); David Leal (DL); Kathy Long (KL); Eric Ruchames (ER); Kathy Shiokari (KS)
CITY COUNCIL LIAISONS PRESENT:	Deirdre Martin (DMa); Sue Vaterlaus (SV)
COMMITTEE ABSENT:	Caroline Barba (CB); Jerry Crow (JC); Kellie Samson (KS);
CITY STAFF PRESENT:	Planning Director Tina Wehrmeister (TW); Exec. Asst. Sarah Coffey (SC);
CONSULTANT TEAM:	Dawn Merkes, Group 4 Architects (DM) Andrea Gifford (AG); Daheen Maeng (DMg)
SMCL STAFF:	Julie Finklang (JF)

CALL TO ORDER

Chair Cindy Abbott called the meeting to order at 6:41 PM.
Approval of April 11, 2018 meeting minutes will be moved to the end of the agenda.

- 1. ORAL COMMUNICATIONS – None.**
- 2. Review Project Schedule, Project Goals and Community Outreach**

AG: First PMT meeting and Library Technical meeting have been held, as indicated on the project schedule in the presentation handout. We are concurrently working on exploring library programs and massing / site strategy options and preparing for the first round of outreach, which will kick off in summer months (July / August).

TW: Staff is expecting additional information from the Library in June. The outreach schedule may shift depending on the information received from SMCL. We still need to get clear direction from Council on what can happen with the Sanchez Library.

TC: Eggs & Issues event at Chamber of Commerce is set for discussion of library project as part of outreach. Date may need to be pushed back depending on when outreach is ready to be launched.

AG: We will hopefully have more on the outreach schedule at the next LAC meeting on June 13. We are working towards outreach / intercept kiosks at the 4th of July event on 7/4, Senior Lunch Program on 7/10, Farmers Market on 7/11. Outreach during the Friends of the Library book sale on 6/8 – 6/9 may be too soon, so it could be a modified outreach or may pull back from outreach at this event. A community meeting at Sharp Park Library and a public meeting are planned as part of outreach. Round 2 of outreach is planned for September / October. Library update / further discussion is scheduled for City Council meeting in November.

AG: There was a good turnout of ideas for speaker forums with different community organizations from the last LAC meeting. The list will be passed around again for more input / sign-ups for participation from LAC members. Group 4 can support the outreach planned for these community groups.

ER: What action is planned for the library item going to the City Council in November? There will be an election, and this will be a period of transition on the Council. There will be at least one new Councilmember, as Sue Digre's term will be expiring / termed out.

AG: It is planned for Council action / direction.

TW: The point about timing and Council transition is good. Will talk to City Manager about this. The City Council reorganization is the 2nd week of December.

JF: Outreach update – Sunset Ridge School pop-up library at the regular food distribution is scheduled from 8am – 10am on Thursday mornings. The next is in May, so that is too soon for outreach. The pop-up library has been extended from June 21 – August 9, so that will provide additional opportunity for outreach to participants. The Bookmobile visits. A Spanish-speaking staff member is recommended.

CA: suggest adding 4 & More organization to list of speaker forums for outreach. KL may be able to provide more information.

Ellen Ron (public audience): Recommends for outreach setting up in front of Safeway in Linda Mar or Fairmont Shopping Centers.

AG: Outreach at grocery stores has mixed results. Sometimes people don't take the time to stop for more information.

DMA: For community organization meetings, if targeting their July or August meeting, may need to consider that some take a break for the summer.

CA: Asked KS if it is OK to make presentations to school PTO's.

KS: It is OK before the issue is political / before it is on the ballot.

ER: Should we ask school boards for time to do a formal presentation? Should we ask for an agenda item at the governing board meeting?

KS: Pacifica School District will have a new superintendent. Will need to provide the new superintendent with some background first.

AG: At the April LAC meeting, there was discussion about process goals and messaging for a press release.

AG: In reviewing the Building and Site Goals summaries for Sharp Park and Sanchez, are there any additions needed?

ER: For Sanchez, just take out the reference to "downtown".

3. Sharp Park Library – Confirm LAC Design Values, Site Analysis, Building Program

AG: Handouts were provided at the April LAC meeting showing examples of several categories of design values for an informal vote by LAC members on preferred design values for Sharp Park and Sanchez libraries. There were 9 categories of design values evaluated for Sharp Park Library, focusing on exterior design: Coastal Design, Warm & Inviting, Civic, Modern Traditional, Site Context, Modern California, Small Town, Transparent, Colorful. The Colorful design value was not well received and did not get a lot of votes.

CA: What do the pluses and minuses represent on the design values summary slide?

AG: The pluses and minuses represent the votes / feedback from LAC at the last meeting for each of the design value categories. We may potentially drop the Colorful design value that received negative results.

CA: The Transparent design category did not seem too positively received, either.

AG: It could be that we missed the mark with the images that were presented, and the selected images did not convey the design value well. Is it too soon to drop design categories?

CA: What will be done with the design values that are selected?

AG: These design values will be presented to the community for feedback, then Group 4 will use the design values to develop designs that embody the preferred values. We may use the top 3 – 4 design values rather than selecting just 1 design value.

TC: With the Transparent design value, concerns may be the cost of a lot of glass, cleaning the glass, heating and cooling.

AG: For a 2-story building with steel structure, we can still design for Transparent design with cost-saving features, using sunshades, double insulation and films on glass to control need for heating/cooling and cleaning.

KL: How do you keep people from anchoring on specific pictures instead of the general design value?

AG: Think of it as similar to a Pinterest board, where you may save things you feel / relate to. Which pictures have the right kind of feel that encompass the design value?

DM: Different images will resonate with different people. We don't want to hone in on a narrow style or structure; we want to give the community a range of options. LAC can narrow the design values a bit, but still leave a sufficient range to present to the community.

AG: A positive consideration for the Transparent design value is allowing views of the surrounding area.

DM: Transparency also allows people to see what activities are going on inside of the library.

TC: Because cost is a consideration, we want the “biggest bang for our buck.”

DL: For the Sharp Park site, some of the pictured designs will not work with this site’s footprint, which is narrow and tall.

AG: Rooflines, materials and how the style is implemented would need to be modified and scaled to the design of the specific site, but the architects would take the feel of the image and apply that design value to the specific site.

TW: When the community considers multiple sites, do the community’s design values change depending on the site?

DM: They do change because the scale and context are different at different sites. The context will inform the design. Sharp Park Library along Palmetto will be in the downtown area and serve as an anchor, so it would have different design values. For Sanchez, the question would be how to do an addition. As an example, there are 3 libraries in Palo Alto and each are very different and very much informed by design values.

AG: There are also ways to unify the different designs by branding and still have different design values and styles at different sites.

ER: Agree with DL comments – it is easy to get stuck on the images and wonder how a particular design will sit on the Sharp Park site with 2 levels of parking underneath.

AG: In June, we will come back with some information on massing. We are working on the site survey, and should be done this week or next week.

CA: What do we want to do with the design values Transparent and Modern, which did not rank well in feedback from LAC?

DM: Let’s look at some new sets images for the design values first.

AH: What defines the Coastal design value given the set of images?

AG: Coastal design value features materials such as wood, sun shading.

JF: Can we incorporate solar panels?

AG: We could look at optimizing rooflines for solar.

AG: The Civic design value also seemed to receive some negative feedback.

JF: Consider that the “downtown” location is actually located in a residential neighborhood.

CA: The Civic design value did receive negatives on the first pass.

ER: The name “Civic” may be perceived as negative, but the images may not be seen as negative.

JF: Can’t picture these designs in that neighborhood.

There was a consensus among the group to eliminate the “Civic” design value from further consideration. AG will note Civic as eliminated.

DMA: Confused by the unused space in the images for “Small Town” design value.

AG: Architects can use volume to bring in light (skylights, clear stories), hide mechanical units, storage space.

AG: The new images for the “Transparent” design value also seem to be getting negative feedback.

DL: One positive for “Transparent” is that if you can see in, you can see out. It would be good for views. While I don’t like these specific images, I do like Transparent as a value.

CA: Should we eliminate “Transparent”?

TC: We could eliminate “Transparent” as a separate category, but incorporate it into other design values.

Consensus on Modern Traditional to keep as a design category.

Consensus on Modern California to keep as a design category.

CA: When the design values go out to the community for feedback, will people be given dots to “vote” for their preferences?

AG: Yes, they could vote with dots or choose images or categories in an online survey format.

AG: Considering the Building Program, we look at core spaces together with library opportunity spaces such as a maker space, gallery, program room, partner space. We included feedback from the April LAC meeting in the Other category, also: observation deck, recording room, fishing / surfing gear rental (could pilot a gear rental program).

TC: For the gear rental, may consider checking with local businesses in the area in case the library program would compete with their business.

CA asked about the other core spaces.

AG confirmed we will definitely have the core spaces. The library opportunity spaces represent additional opportunities for spaces in addition to core spaces. We can look at trade-offs if reducing the square footage of the library. For example, could we creatively incorporate the gallery space into another space within the library?

JF: There is opportunity to look at flexible use of spaces, also. For example, study rooms can be used for other activities at different times of day.

CA: Some people in the community had talked about having a café space.

JF: The library café has been a business model that is challenging and often not able to be profitable. Is there a real need for the café space? Other options to consider could be vending machines with options for fancy / customized coffee drinks.

DL: A lot of those businesses are pop-up / mobile type cafes / carts. You can roll in / out a food cart. The bottom left image in the Coastal design value shows are space that could be a 24/7 art space visible from the street. Art lit up at night with a pop-up food / drink vendor could create a vibrant, attractive space. Pop-up / mobile food vendors attract a social media following, often pushing out information on their operating locations in Twitter feeds.

JF: For rentable space in the library, it would be the City collecting the revenue, not the library.

BE: Why would a library need a café?

KL: In a library in an academic setting, people will often want to bring snacks to have while studying. Agreed with JF that the café doesn't really work well at the library. Interior cafes take up too much library space. Cafes in an adjacent location separate from the library are better. Vendors typically do not like captive locations.

ER: Retail / flexible space is a secondary or tertiary priority. This has to be considered only after we get the core spaces in.

CA: What will we be doing with the Library Opportunity Spaces? Are we going to be talking to the community about these?

AG: No, we are not taking these to the community for feedback / discussion.

AG presented the Stacking Bubble diagrams for Sharp Park, and explained each of the options presented. Group 4 will continue to refine these and bring back the options with more detail. We are talking to Library staff about these and how to service / staff the different options. Library service delivery considerations may drive fewer options.

4. Sanchez – Confirm LAC Design Values, Site Analysis, Massing Options

AG: We will review the Sanchez Library information to be sure everything from the April LAC meeting was captured. Sanchez is in a C1 community commercial zoned district. It is a large site with an active utility right-of-way that may present limitations. A building cannot be built over the red line indicated on the diagram. There is an existing one-way loop-through parking lot. The diagram shows access route from Highway 1. There are solar / photovoltaic options, environmental conditions are good for harnessing solar. Several slides show view sheds from the Sanchez site and illustrate the community garden, courtyard area and surrounding neighborhood. The Sanchez library design will be a renovation. The 6 design values under consideration focus on the interior design. LAC members will be given 3 dots to “vote” for the preferred design values for Sanchez interior design.

CA: In trying to expand the space, how do we draw the line for not completely changing and going over budget?

AG: Interior design will focus on moveable elements, not the architecture. We will look at finishes and types of furniture. The 6 design values categories for consideration for Sanchez are: Warm & Welcoming, Colorful & Bold, Indoor / Outdoor, Contemporary, Comfortable & Cozy, Modern California.

AG: We are currently working on programming summaries with the Library to understand how we can operate both libraries. If we were to do an addition at Sanchez, we can consider different ways the addition can be treated: re-create or replicate the style / architecture, complement the existing architecture, or contrast with existing architecture. We would also consider how we could expand with the addition in the massing strategies. Preliminary 3 options include an addition to the northwest, an addition to the southeast or an addition to the north.

JF: The garden is all on raised beds that can be moved, so we don't need to be concerned with interfering with the garden.

SV: What is the utility easement?

AG: It is a large storm drain. We cannot build over this easement due to access requirements.

DM: The parking lot will change, and we can definitely get all the parking needed to an expansion at Sanchez.

AG: For Option B Sanchez addition to the southeast, we can re-create or complement the existing building architecture. For Option C addition to the north, a separate building would be located across the easement with a breezeway or walkway to connect the two buildings. This option would lend more presence to the library building along Terra Nova Boulevard. We are talking with the Library and City about how these might be able to work operationally.

JF: Why did you not consider making a U-shape around the back?

DM: Difficulty of access.

TW: We also do not want to hinder what the City may do with the rest of the site at Sanchez nor commit the City to a particular use of the rest of the site.

5. Approval of April 11, 2018 Meeting Minutes

KL moves to approve the April 11, 2018 meeting minutes as drafted; TC seconds. Unanimous approval of minutes.

6. COMMITTEE AND STAFF COMMUNICATIONS

TC: At the last Planning Commission meeting, one Commissioner had the impression that we had voted on the design for the new library and that TC clarified to the Planning Commission that no specific design had yet been selected and that the design would come to the Planning Commission at the appropriate time.

MEETING ADJOURNED 8:03 PM.

Respectfully submitted,

Sarah Coffey
Executive Assistant

APPROVED:

Cindy Abbott
Library Advisory Committee Chair



DRAFT

MINUTES
June 13, 2018

**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE
PACIFICA SANCHEZ LIBRARY
1111 TERRA NOVA BLVD., PACIFICA**

COMMITTEE PRESENT:	Cindy Abbott (CA); Caroline Barba (CB); Jerry Crow (JC); Barbara Eikenberry (BE); Anne Evers-Hitz (AH); Kathy Long (KL)
CITY COUNCIL LIAISONS PRESENT:	Deirdre Martin (DMa); Sue Vaterlaus (SV)
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CITY STAFF PRESENT:	Planning Director Tina Wehrmeister (TW); Exec. Asst. Sarah Coffey (SC);
CONSULTANT TEAM:	Dawn Merkes, Group 4 Architects (DM) Andrea Gifford (AG); Daheen Maeng (DMg)
SMCL STAFF:	Julie Finklang (JF); Rachel McDonnell (RM); Rachel Evans (RE)

CALL TO ORDER

Chair Cindy Abbott called the meeting to order at 6:35 PM.
Approval of May 9, 2018 meeting minutes will be moved to the end of the agenda.

1. Review Project Schedule, Project Goals and Community Outreach

AG: City and Library staff and working on operational models. We are holding off on community outreach until site service / operational models can be worked out in more detail. We are targeting for outreach to begin in August / September, with conceptual design outreach in October / November. There will be no LAC meeting in July.

TW: Skipping July LAC meeting will allow work on operations discussions to catch up.

CA: Will there be any 4th of July outreach? That was one of the biggest outreach efforts last year.

TW: 4th of July outreach is on hold.

AG: We are hoping to do outreach at Fog Fest in September.

CA: Can we do so any earlier outreach?

The Committee discussed additional event ideas for outreach.

JF: The Sunset Ridge Food Sharing program occurs on Thursdays in the summer from 11am – 2pm. Upcoming dates are June 21, 28, skipping 4th of July week, then weekly until August 9. It is advertised on Second Harvest website, KRON4 news and website. This is an opportunity for outreach to a lower income and more diverse demographic.

DMa: The Pacifica Beach Coalition will have a Whale Town event / presentation on August 24 at the Community Center, including booths, artwork, representatives from the Marine Mammal Center and expects to attract around 200 people. There will be a movie night focused on Sea Stars. Coastal Cleanup Day is the 3rd week of September – the week before Fog Fest, and the library will have a booth there.

AG: Is there a library movie night?

SV: That is on Saturday, July 14th.

DMa: Regarding the movie night, isn't that already the library crowd?

JF: The Half Moon Bay Library Grand Opening is on August 18. There will also be a library movie night in August. We typically get 50 or more people. What about the Pacifica Democrats meeting?

AG: Additional ideas can be emailed to TW.

JF: The Rockaway Tree Lighting is well-attended, rivaling the attendance at the 4th of July event. At the last Tree Lighting, the library gave away 300 books, and we could have easily doubled that.

KL: The Pedro Point Chili Cook-Off is August 12 and draws a crowd. We could set up outside.

2. Sharp Park Library –

Confirm LAC Design Value Results

AG: New images were added at last meeting. LAC input on design values was confirmed.

Evaluation Criteria

AG: Evaluation criteria for the building is in progress. We will refine those criteria and bring them to the next LAC meeting in August. We are working on criteria for massing like we did for the sites. For prerequisites: functional as a library building; sustainability / LEED Silver; accessibility – consider site accessibility, parking; economic impact – consider downtown district, synergy, library as a catalyst, connectivity; environment – design for the coastal environment.

Site Options, Massing, and Parking Strategies

AG: For massing strategies, consider architecture a little, but also look at how the library can function and fit on the site from a massing standpoint and how to fit it into a downtown and

residential area. We will not bring in input from the community yet until we get confirmation of the scale and rooflines. We will consider 2 levels of garage for parking. The pink line in the diagram on the handout is the proposed easement for access to the adjacent apartment building through the garage for parking and garbage pickup.

CA: The street grade is much steeper than it is shown in the diagram.

AG: It may be that the angle is hard to tell in the diagram, but the topography is correct. The lobby would be Palmetto-facing.

JF: How will the building affect the lighting to the house adjacent?

AG: The building will be on the north, and the house on the south. The library building would cast a shadow onto Hilton. In winter, it could potentially impact lighting to some houses next to it.

CA: Is the height above what the current building is?

AG: Yes. There will be parking on 2 levels and 2 floors to the library.

CA: Are we blocking the views from Hilton homes now?

AG: All of the homes are one-story homes, and they may not be looking over the library now.

JF: What about the apartment building?

AG: We will note the surrounding buildings and check if any views are impacted. In Option A in the diagram, the 2nd floor of the garage is higher (10 feet taller) than in Option B.

DMg: The height for both should be about the same. The 2nd floor community room would be on the hill.

AG: Square footage would be an event split of 15,000 square-feet per floor. In Option 2, there is a 2-level garage, but the square footage would not be evenly split between the 2 library floors: 20,000 square-feet would be used for a full build-out of the 1st floor and we would minimize the 2nd floor using only 10,000 square-feet. This would impact the Hilton neighborhood less. Option B is a very rough draft and includes a small terrace. In Option A2, there is little room for outdoor space, as we would be building out the full site.

Ellen Ron (public comment): For the easement, do the garbage trucks go through the easement?

AG: The garbage collection trucks would go through the garage.

DM: May consider relocating the trash enclosure for the apartment off of Hilton instead.

Ellen Ron: Is there no flat, street-level opening?

AG: There will be a grade change and a ramp / stairs.

DM: No more than a 4% grade to get up through the lobby.

AG: Option B would have access through Hilton Way. The garage would be sunken in lower so that the full scale would appear to be a 2 or 3-story building. Access to the lower level of garage would be close to Palmetto and Pacific.

DM: We held the technical meeting with Public Works today, and Option B was the preferred option.

TW: The City would seek to do a lot line adjustment for the apartment to own their own driveway.

DM: The grade is steep and the garbage trucks would not be able to access the area. If the easement is off of Pacific, there is some grade change – 18 feet from bottom to top of the site.

AG: In the East-West view option there is a lot of outdoor rooms & decks. The scale of the building is decreased. We can create an unequal floor option, as in Option B2. Because the garage is sunken in, we cannot put the larger floor on the bottom. We need access to daylight and windows for the LEED Silver rating. The first floor would be 10,000 square feet and the 2nd

(top) floor would be 20,000 square feet. We will come back and create massing options incorporating design values at a later date.

CA: For Option A (both versions), would walk-in public access from North Palmetto / commercial area need to walk past the parking structure? It looks like Option B has a walk-in option closer to where people would be coming from.

AG: We will continue to evaluate access options and preferences.

AG added a correction to an earlier statement to clarify that the garbage trucks would not go through the garage.

DM: We will work with library staff to come up with a functional library plan and it will be vetted through the LAC, but will not go out to the community at this level of detail. We will internally vet the options to find the best options to bring to the community.

Building Program Bubble Diagrams

AG: The stacking bubble diagrams are still preliminary. Option A shows 1st floor childrens, 2nd floor with community room and adult areas. "Xs" indicate elevator circulation corridors oriented towards Palmetto. Option B works more with an uneven split with library services all on one floor. The 2nd floor with smaller footprint (10,000 sq.ft.) would host a suite of meeting rooms, opportunity space and a 5,000 sq.ft. community room. It may need to have some staff. The County Library initial preference is to have library services all on one floor, and more self-service options on the other floor.

JF: Library staff prefers to have adults and children on the same floor. Having these spaces on separate floors is inconvenient and lends itself to parents leaving children unattended.

CA: Could we make the community room have a good view?

AG: The 2nd floor will have views to north and south. The lobby could have a pre-function gallery space.

JF: Is the lobby a 2-story open space?

AG: There is a vertical circulation tower with 2-story circulation space. If Option B is preferred, the community room would be on the 1st floor and all library services would be on the 2nd floor.

CB: How do we not need an elevator?

AG: We can key the elevator to lock down / lock out floors or use gates to close off the 1st floor to the stairs.

RMc: We want to most efficiently operate the library and use of resources, so County Library staff prefers to operate library services on one level.

JC: What is "GSR" in the diagram?

AG: "GSR" = Group Study Room; "RR" = Restroom

CA: Is there no teen space?

AG: Figure A2 should have teen space, too.

DM: We will work on syncing up the bubble diagrams with the massing diagrams. Right now they are independent.

AG: We will also correlate massing options with floor plans.

DM: The site strategies goal for tonight was to put some visuals to the massing and scaling of the library options.

3. Sanchez – Confirm LAC Interior Design Value Results

AG: No additional updates at this time for Sanchez. We have just summarized the Committee's votes on interior design values from last meeting.

4. ORAL COMMUNICATIONS

Ellen Ron: I see the advantage to having all library services on one floor, but I really like Option B1. How do you satisfy both? Can you move the teen space to a separate floor?

5. COMMITTEE AND STAFF COMMUNICATIONS

CB: Friends of the Library Book Sale made \$3,500 and went very well.

CA: I always provide an update on the library project at PB&R Commission meetings, and the Economic Development Committee also gets updates from DL.

CA: No quorum was met to vote on the meeting minutes from the May 9th meeting. Voting to approve the May minutes will be pushed to the August meeting. There will be no July LAC meeting.

MEETING ADJOURNED 7:41 PM.

Respectfully submitted,

Sarah Coffey
Executive Assistant

APPROVED:

Cindy Abbott
Library Advisory Committee Chair