

PARK & RECREATION COMMISSION MEETING MINUTES

Wed., July 6, 2011

6:30 PM

Holbrook – Palmer Park

150 Watkins Avenue, Atherton

This meeting was called to order at 6:34 pm.

1. **Roll Call**

PRESENT -

Shirley Carlson
Dianne Crittenden
Elizabeth Hammack
Robert Oyster
Marylue Timpson

ABSENT -

Dick Moore
David Wright

Mike Kashiwagi and Jennifer Frew were also present from the Town of Atherton.

2. **Public Comments** –

Representative Davena Gentry from High Energy Homes – 3921 East Bayshore Road, Palo Alto Acterra’s High Energy Homes Program is designed to analyze and reduce energy usage in larger homes. Employing an innovative on-line analysis tool, the HEH software takes data from your PG & E Smart Meter and categorizes your energy usage into base loads, variable loads, winter heating and summer cooling. The software identifies energy leaks that are typically related to electrical plug loads and then provides low-cost specific recommendations to plug those leaks. This can reduce a PG & E bill to a 23% reduction and a homeowner may be eligible as long as their monthly bill is at least \$500 or more.

This program is funded by a grant from the California Energy Commission and is offered at no cost to residents of: Atherton, Los Altos Hills, Monte Sereno, Portola Valley and Woodside.

More information for this company can be found at www.acterra.org.

Atherton Library Building Steering Committee is looking at Holbrook Palmer Park as potential site for new library.

Denise Kupperman – member of ALBSC

Architectural firm for Phase 1 – site selection, environmental review; Phase 2 – schematic design; Phase 3 – Construction documents

June 25 - 10:0 am – 2:30 pm Library Committee meeting; second meeting June 28 – Pavilion – 7 – 9 pm. Flyer will be printed and all members will receive information. Encourage all people to attend at least one of those meetings. Saturday meeting will have a site walk investigating the different possible library sites. At least come for the last few hours as to what the community wishes for the library’s future.

3. **Approval of Meeting Minutes** – June 2011 Meeting Minutes

AYES – 5

NOES: 0

4. **Commission Business** -

Diane Crittenden and Marylue Timpson handed out copies of the Performance Standards for Park Maintenance report for the other commissioners.

Mike Kashiwagi – Interim Public Works Director, reports that the fence around the Main Field should be down by July 10.

5. **Foundation Report** -

Shirley Carlson stated that they have not met for two months and no action has occurred. The Foundation will meet again in September.

6. **Dames Report** -

Marylue Timpson stated they met with the architect to move restrooms in the Carriage House and also took measurements of the staircase.

7. **Regular Agenda – (items moved to the following order)**

c. Atherton Arts Committee - Joan Sanders

Free Concert in the Park – July 7 – 6 – 8 pm

September 9, 2011 – Art Exhibit will be held in the Pavilion – 4:00 – 7:30 pm.

b. Schedules for Little League, Lacrosse and AYSO – moved to Sept. meeting

a. Presentation of the Library Site Selection process and Environmental Sensitivity Assessment by the ALBSC and Group4 Architects and Recommendation by ALBSC and Group 4 Architects for Library Site Selection Process and Response to the Environmental Sensitivity Assessment.

(Text of Presentation below – maps/charts unable to copy).

Town of Atherton Parks + Recreation Commission – by Group 4 Architects

New Atherton Library

Holbrook-Palmer Park Site

Site Evaluation July 7, 2011

- agenda
- project background
- source of project funding
- site selection + building program - next steps

Project background

2009

February Structural Evaluation of existing library

September Safety Evaluation of existing library building completed

San Mateo County Library begins Needs Assessment for a new library

2010

February Council approves Needs Assessment & recommends developing working group to oversee and develop recommendations for the library project

June Council approves establishment of Atherton Library Building Steering Committee (ALBSC)

to oversee the planning and design process for a new library

December Council approves RFP for consultant services for Site Selection and Programming

2011

April Council approves Consultant Contract for Site Selection & Building Programming

Council approves Contract for Environmental and Planning work for the library project

June Council approves Site Selection Criteria and process of community and commission input

Approved by Council, February 2010

Atherton Library

HAS...

Atherton Library

NEEDS...

Needs assessment findings -	HAS	NEEDS
books + media collection	30,676 items	50,000 items
seating	37 seats	90 seats
technology	8 computers	33 computers
group study	0	2 group study rooms w/8seats
program room	0	1 program room w/50-75 seats

- children, teen, quiet study, and browsing spaces are inadequate

Needs Assessment Findings:

- size of library needs to grow from 4,790 SF to approximately 11,100 SF

Project funding

Funding for the new library will be from Atherton Library Donor City Funds. The accrued funds come from a legislated portion of our property taxes. These funds are restricted for library purposes only, and pay for the operation, maintenance, and building of libraries. Atherton Library Donor City Funds will cover the construction costs of a new library and associated landscape improvements. Atherton Library Donor City Funds will cover the ongoing operating and maintenance costs of a new library and associated landscape improvements.

As of June 2011 the fund balance is approximately \$5,600,000 with a steadily increasing approximate annual revenue stream of \$750,000. These funds are paying for the planning and design activities.

Site selection + building program

Site Analysis and Building Programming are being done concurrently

Community Input May – September

Community Meeting – June 25, 2011

Community Meeting – June 28, 2011

Park & Recreation Commission Meeting – July 6, 2011 – Update/Process

Park & Recreation Commission Meeting – September 7, 2011 – Report Review

Community Meeting – September 8, 2011

Park & Recreation Commission Meeting – October 5, 2011 – Site Recommendation

Town Council – October 19th – Proposed Action on Site Selection

Site selection + building program

Building Program

Recommendation for the size of the new library is being developed by the ALBSC based on:

- the 2010 Needs Assessment
- focus groups met May and June 2011
- input from the County Library
- recommendations of the Library Building Programmer
- and input from community meetings

Site Selection

Council approved the ALBSC to evaluate locating the new library at:

Existing Site

Holbrook-Palmer Park

Site selection + building program

Evaluation Criteria

Prerequisites

Criteria Categories:

- Context
- Experience/Opportunities
- Function

Site selection + building program

Prerequisites

PLANNING/ZONING CODE:

- Site feasibility in regards to receiving required planning and zoning revisions/approvals for library development

SITE CHARACTER:

- Ability to retain existing site character for either the library or Holbrook-Palmer Park

COST + SCHEDULE:

- Reasonable site development costs relative to overall project budget
- Ability to maintain a reasonable project schedule based upon the anticipated site approval process

Summary of community input

ON SITE B: HOLBROOK-PALMER PARK, MAIN HOUSE

- library helps create a cultural recreation core
- makes a valuable asset more useful
- great for indoor/outdoor flow
- more convenient for families
- potential conflict with other park users
- more traffic in the park
- minimize building footprint
- do proposed library spaces duplicate existing HPP or proposed town center spaces

Work in progress HPP main house site:

- parking and traffic
- impact with other park activities
- minimize building footprint
- preserving pastoral qualities
- how will the library enhance the park
- other

8. Staff Report – M. Kashiwagi

Michael Kashiwagi, Interim Public Works Director, stated the trash enclosure was budgeted thru CIP, but was de-funded at a later time. They will re-visit again at a later date.

Credit card fee update -

Kashiwagi explained that the Town has a credit card machine for those who wish to pay for their Park usage by the machine, which does cost the Town each month.

PODS – currently the PODS hold some Park items and also those for an upcoming event. The Town rents these each month. Commissioner asked if these will be removed at the end of 2011 if there are no more events at the Park.

Kashiwagi provided information from last year re: Revenues vs. Expenditures in the Park. Revenue was \$260,000 and expenditures was \$384,000, which includes staffing, maintenance, temp. help and non-labor.

9. **Adjournment:**

The meeting was adjourned at 8:22 P.M. by Shirley Carlson

AYES: 5

NOES: 0

Respectfully submitted,

Jennifer J. Frew