



## Item No. 14 Town of Atherton

### **CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER**

**DATE: JANUARY 19, 2022**

**SUBJECT: REVIEW AND DISCUSS A TOWN CENTER MASTER PLAN UPDATE,  
TOWN CENTER ACTIVITIES, AND OPPORTUNITIES FOR THE CAFÉ**

### **RECOMMENDATION**

Review and discuss a Town Center Master Plan Update, Town Center activities, and opportunities for the Café.

### **BACKGROUND | ANALYSIS**

The original Town Center Master Plan was adopted by the City Council in March 2014. The Master Plan envisioned construction of new buildings within a “Town Center” that included a new City Council Chambers, a new Library, and new facilities for Town Administration, Police, Building, Planning, and Public Works. The new public services and public spaces created would create a “there there” to achieve a balance between meeting the community’s service needs at one location and providing a space civic pride and engagement. The overall objective being that the new functional and attractive Town Center provide a welcoming environment for Atherton residents to conduct Town business. While the design evolved over the time from conceptual to physical construction the intent remained – creating a “there there” for the community.

The City Hall and Police Department portions of the project are complete and operational. The Council Chambers, Library, and Civic Court are nearing completion. As these new areas come online, it would be appropriate for the Council to begin discussion around what you would like to see examined in an update to the Town Center Master Plan that focuses on uses and opportunities for the site.

### **On Site Café**

As the Council is aware, in March 2021 the Town released a Request for Proposals (RFP) for Café Services in the Town Center. The Café/Warming Kitchen space is an unfinished space in the East Wing of the Historic Town Hall building. Proposers were asked to submit a proposal to finish and operate the café space within the building, including the furnishing of any necessary equipment,

supplies, and furniture. The Town asked proposers to operate the café for an initial term of 3 years (renewable). Rent would be paid to the Town on a monthly basis in the form of a percentage of gross receipts or some combination of rent plus percentage. Staff (and others) solicited specific vendors directly as well as the public release of the formal RFP. Staff also provided in-person tours to several vendors interested in the space. Nevertheless, despite the interested inquiry, the solicitation period for the RFP closed on May 4, 2021 without formal submitted proposals.

However, since that time, staff has received deeper inquiry from several interested parties regarding the potential of the café space. In addition, during the Town's Ribbon Cutting event, an opportunity to see more of the completed site, there were several ad hoc discussions from a potential vendor that attended the ribbon cutting as well as renewed interest from the Town's Park Event Manager. This renewed interest from multiple may prompt formal responses to a re-issued RFP. Because there are multiple vendors now interested, staff recommends a targeted reissuance of the RFP with a shorter response window.

The RFP is included as the next item on the Council's agenda this evening and can be re-issued upon Council direction. If there are specific modifications that the Council would like to the RFP, it would be appropriate to so direct this evening so that staff can incorporate those revisions in its release.

### Town Center Use and Opportunities Master Plan

As mentioned above, one of the key components of the new Town Center was the creation of a sense of space and place for the community – the “there there”. While the creation of that space is critical and once the Town Center Project is fully complete, the Town will *have* that space; it will be equally important to create a vision for how that space will be used.

In 2013, HMC Architects led the community through the numerous community meetings centered around development of the Town Center. Several themes emerged as to how the public saw the space being utilized. Some of the ideas that came from these meetings include:

- more green space
- park-like atmosphere
- a community coffee shop
- open plaza for performances and shows
- dedicated children's area
- walking paths
- rooms for the community to use as meeting spaces

Attached is a copy of the November 2013 Master Plan Presentation to the City Council.

Some of the ideas were achieved simply by creating the space and place. However, other ideas will need to be achieved by developing a use and opportunities plan for the space provided. These include:

- a café space
- community events / activities
  - o a regular Farmer's Market
  - o Civic Court Music
  - o annual Town Dinner and/or other community gatherings
  - o Plein Air Art in the Court
  - o Open Air Art Shows
  - o Social mixers

The above are just examples of possible Town-related events, activities and uses. The Library, which has its own focus, will have its own set of events and activities geared toward its patrons and services (children's programs, heritage spaces, digital makers' space, etc.).

Staff is seeking Council feedback on the creation of a Use and Opportunities Plan for the Town Center that will provide a high-level expectation for the site. For outside events, for example, it will be important for the Council to consider whether such activities can only be associated with Library and Town sponsored functions; and/or could such spaces (such as the Deck, Civic Court or Council Chambers) be rented for private uses similar to the Park.

From that Plan, staff can craft use rules and guidelines, inclusive of rental fees, that will be compatible with those uses. These rules and guidelines will need to address fees, types of uses, parking, noise, authorized user groups, etc.

### Physical Plant

Long term, there are also opportunities for additional site development. These include the possibility of further green building opportunities (solar, additional EV Charging, Micro-Grid, etc.) and the Corporation Yard. In the near future, the Town's Corporation Yard at the site will need to be refurbished. As part of that analysis, the uses at the Corporation Yard should be evaluated for site compatibility and possible relocation of some of the uses. Relocating the entirety of the Corporation Yard to the Park (the Town's only other property), may not be possible; but some of the uses could be relocated to diminish the site use at the Town Center location.

### Oversight

Lastly, there has been some discussion of treating the Town Center rental uses (if any and *outside* of those managed by the Library) as Park uses. This would put these activities under the Town's Park Events Manager and could also pull in the Park & Recreation Committee as oversight of the Civic Court area(s).

Staff would submit that the Town Center should *not be* considered a Park or Park use.

The Library Building is owned by the Town but services and programs are managed and operated by the County of San Mateo. The services and programs (internal and external) operated by the Library are not run through the Town for approval or review before they are conducted. They operate independently (children's reading programs, art programs, adult programs, community programs, senior programming, etc.). In the past, when the Library needed to use Town venues (such as the Council Chambers or Park), they coordinated with the Town directly (the Park Manager and City Manager) to reserve and rent the space. If the venue spaces were managed by the Park vendor, not only would that add an additional layer of review and approval (processing and permitting), but it would also dictate that the County and any associated programs and services use the catering services of the vendor for their events and activities.

The Civic Court and surrounds (Council Chambers, Lobby, Deck and Community Room) would be primarily used as a public space for public meetings and activities (Library and Town) and/or general public use as open space. Placing the space (interior and exterior) under the Park vendor could create conflict when there are private rental activities planned for the space that are in conflict with governmental needs for the space. Since the governmental needs automatically override any private venue reservation, there is a significantly higher potential for conflict given that the spaces are directly connected to City Hall and the Library.

Staff suggests that the Town create the Use and Opportunities Plan for the site; implement the Plan and then evaluate after a period of time if there is a need for or an opportunity for betterment of that Plan by pulling in the Park vendor and/or Park & Recreation Committee. This will also give the Town the time to evaluate the types of activities that are permitted in the Town Center and identification of the best way to address local neighborhood concerns that may arise related to parking and noise.

### **POLICY FOCUS**

The Council discussion should focus the balancing of priorities, uses, and opportunities for the Town Center site.

### **FISCAL IMPACT**

There is no significant cost impact with this item.

### **GOAL ALIGNMENT**

- Goal C – Create and Expand the Town Center and Library

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately

1,200 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

**COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item \_\_\_ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)

**ATTACHMENTS**

1. November 2013 Master Plan Presentation



# TOWN OF ATHERTON CIVIC CENTER MASTER PLAN

NOVEMBER 6, 2013//  
CITY COUNCIL & CCAC PRESENTATION



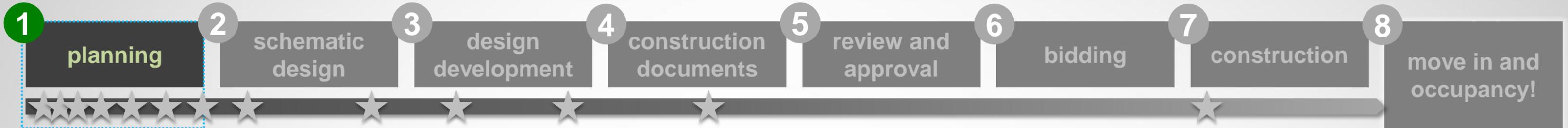
# CITY COUNCIL & CCAC PRESENTATION

- OVERVIEW & PROJECT STATUS
  - OVERVIEW OF PROCESS & SCHEDULE
  - PROGRESS TO DATE
- REVIEW OF DESIGN OPTIONS
  - REVIEW OF EACH OPTION & DISCUSSION AT OUTREACH MEETINGS
  - KEY THEMES AND PREFERENCES
  - DIRECTION FOR FINAL SCHEME DEVELOPMENT
- NEXT STEPS



# CITY COUNCIL & CCAC PRESENTATION

## GETTING FROM HERE TO THERE



**a ANALYSIS**  
Shared Vision \ Goals \ Opportunities

> COMMUNITY WORKSHOPS AND MEETINGS

**b ALTERNATIVES**  
Program \ Site \ Building \ Phasing \ \$

> COMMUNITY WORKSHOPS AND MEETINGS

**c SYNTHESIS**  
Masterplan

> COMMUNITY WORKSHOPS AND MEETINGS

**d PLANNING CONCLUSION**  
Final Presentation

> COMMUNITY WORKSHOPS AND MEETINGS



# CITY COUNCIL & CCAC PRESENTATION – SCHEDULE OF EVENTS

## HELP SHAPE ATHERTON'S CIVIC CENTER!

### CCAC MEETINGS – 4 – 6 PM

9/24 10/15 10/22 12/3 12/18

### NEIGHBORHOOD MEETINGS – MASTER PLAN OPTIONS

MONDAY 10/28 6 – 8 PM TUESDAY 10/29 6 – 8 PM WEDNESDAY 10/30 6 – 8 PM

SUNDAY 11/3 3 – 5 PM TUESDAY 11/5 6 – 8 PM FRIDAY 11/8 6 – 8 PM

### CITY COUNCIL STUDY SESSION

WEDNESDAY 11/6 5 PM

### PUBLIC WORKSHOP #2 – MASTER PLAN REVIEW

12/11 6 – 8 PM

### CITY COUNCIL – FINAL MASTER PLAN PRESENTATION

1/15/14 7 PM



# CITY COUNCIL & CCAC PRESENTATION

## PROGRESS TO DATE

### PROGRAMMING & ANALYSIS:

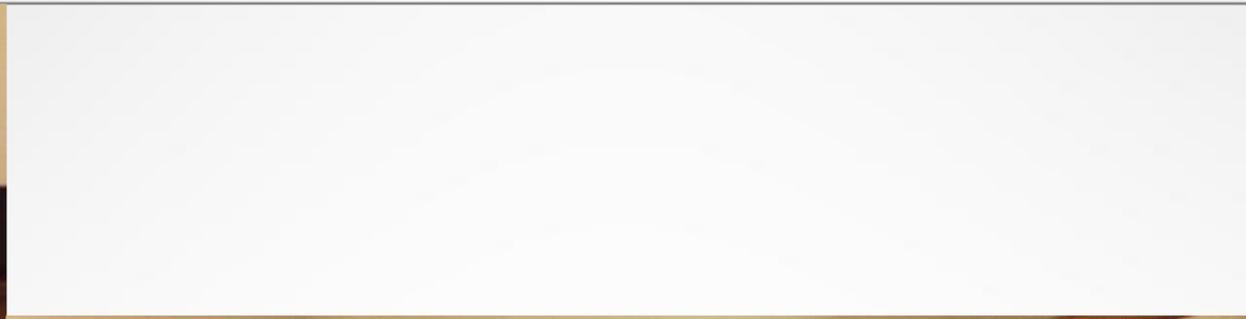
- SPACE NEED REQUIREMENTS UPDATED FOR CITY ADMINISTRATION, BUILDING, PLANNING & PUBLIC WORKS, LIBRARY
- BENCHMARKING AND PROGRAM REVISIONS IN PROCESS FOR POLICE DEPARTMENT – ESTIMATED VALUES USED FOR OPTION DEVELOPMENT
- ARBORIST REPORT, SURVEY COMPLETED/RECEIVED
- TRAFFIC ANALYSIS IN PROCESS; PRELIMINARY INPUT RECEIVED

### COMMUNITY OUTREACH:

- INITIAL PUBLIC MEETING HELD IN SEPTEMBER – GOAL SETTING
- NEIGHBORHOOD OUTREACH MEETINGS - 5 OF 6 COMPLETED – OPTION REVIEW



# CITY COUNCIL & CCAC PRESENTATION – PUBLIC WORKSHOP #1



# CITY COUNCIL & CCAC PRESENTATION

# TOWN OF ATHERTON MASTER PLANNING WORKSHOP

September 17, 2013

We're Site Planning for our Future... to Serve our Citizens

**WE'LL DEVELOP OPTIONS** based on what we hear tonight. You can prioritize the options based on needs & \$.

**NEXT STEP:** WE'LL HAVE ANOTHER PUBLIC WORKSHOP to review progress & priorities.

**NEXT STEP:** "COFFEE TALK" DESIGN OPTIONS coming... hosted by neighbors.

**NEXT STEP:** CONTACT GORDON @ Public Works to sign up for a TOUR

**WHAT IS A MASTER PLAN?**

Current Facilities are inadequate to optimally serve Town Services. Many are OLD and in need of REPAIR. This effort is about planning a better future.

**WE'RE BUILDING ON PREVIOUS EFFORTS...** MUCH OF IT IS STILL VALID.

**HMC Architects** are independent (not on committee) w/ expertise on facilities for PUBLIC SERVICES.

**INTRODUCTION, DISCUSSION, LIKES and DISLIKES and PRIORITIES**

**KEEP HEALTHY TREES** Especially Heritage Trees

**THE TRAIN...** will be taken into consideration. BOUNDARIES and EASEMENTS will not change. Electrification/Expansion will be within RAIL EASEMENT.

**WE CAN RECONFIGURE THE ROADS...** can optimize circulation and LAND USE.

**ONCE WE FIGURE THIS ALL OUT, WE'LL HAVE A CAPITAL CAMPAIGN TO FUNDRAISE...** It's about developing the **♥** of ATHERTON for future generations.

**WE WANT THIS TO REFLECT OUR HERITAGE AND IDENTITY**

**WE'RE LOOKING AT THE PROPERTY THAT WE HAVE SO WE CAN USE IT EFFECTIVELY**

**LET'S DEMONSTRATE NEW MODERN BUILDINGS** that meet our needs with Environmental Sensitivity like Portola Valley's contemporary Town facility.

**LET'S GIVE GENUINE THOUGHT TO THE LIBRARY OF THE FUTURE.** It's not just books.

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**DISLIKE:** TRAFFIC INTERSECTION

**LIKES:** CONVENIENT SERVICES - Parking Cozy + Nice Consolidated

**DISLIKE:** Our town hall is an EMBARRASSMENT - too small too noisy

**NEED:** MAKE IT USABLE

**DISLIKE:** THE BUDG FEELS LIKE ATHERTON... it's rooted with the trees.

**DISLIKE:** E.O.C. & Maintenance/Corp Yard Impacts

**DISLIKE:** Repurpose Building for Historical Society like Spanish Mediterranean Architecture.

**DISLIKE:** Spanish Touch w/ Red TIKS

**DISLIKE:** UNSAFE TRAFFIC INTERSECTION

**DISLIKE:** This building isn't subtle. It'd be great to reuse it for community space

**DISLIKE:** WE CAN RECONFIGURE THE ROADS... can optimize circulation and LAND USE.

**DISLIKE:** WE CAN RECONFIGURE THE ROADS... can optimize circulation and LAND USE.



# CITY COUNCIL & CCAC PRESENTATION



# CITY COUNCIL & CCAC PRESENTATION

# ATHERTON MASTER PLAN Site Challenge

09/17/2013

**GROUP 1** Conference Room

- IT'S ALL A PARK <sup>for PEDESTRIANS</sup>
- ROAD REMOVALS
- ALL CORP YARDS <sup>w/ACCESS OUTSIDE OF THE PARK (@MADISON STATION WAY)</sup>
- KEEP BUILDING AS CENTRAL JEWEL OF PARK
- INTEGRATE CAMPUS LIKE STANFORD
- NEW 2-STORY
- NO NEW PARKING <sup>via schedule (weekdays for City, weekends for Caltrain)</sup> Share w/Train... until STATION REOPENS.
- EXTEND PARKING @ PERIPHERY AS NEEDED

**GROUP 2** Table Near Doors

- TRAFFIC CIRCLE w/ Public Art Statement



- WALKING PATH: <sup>Garden Walk</sup> w/ Cafe Tables
- 2-STORY BUILDING(S) <sup>Walkway Above Ground for Staff Use</sup> w/ more preservation of OPEN SPACE
- STOP LIGHT TO ADDRESS UNSAFE CONDITION
- TURN PARK INTO PARKING... It's a radical idea... A PARKING GARDEN

**GROUP 3** Table Near Dais

- MINIMIZE NOISE OF TRAIN USING BUDG <sup>AS Sound Buffer</sup>
- 2-story w/ Basement (Police Parking Underneath)
- OPEN PLAZA performances Shows
- TURN ROAD AROUND @ CORNER   
 maybe a community COFFEE SHOP
- HISTORICAL SOCIETY
- COMMUNITY POOL
- CALTRAIN PARKING along tracks and underground.
- PUBLIC WORKS adjacent to Tracks

**GROUP 4** Up on Dais

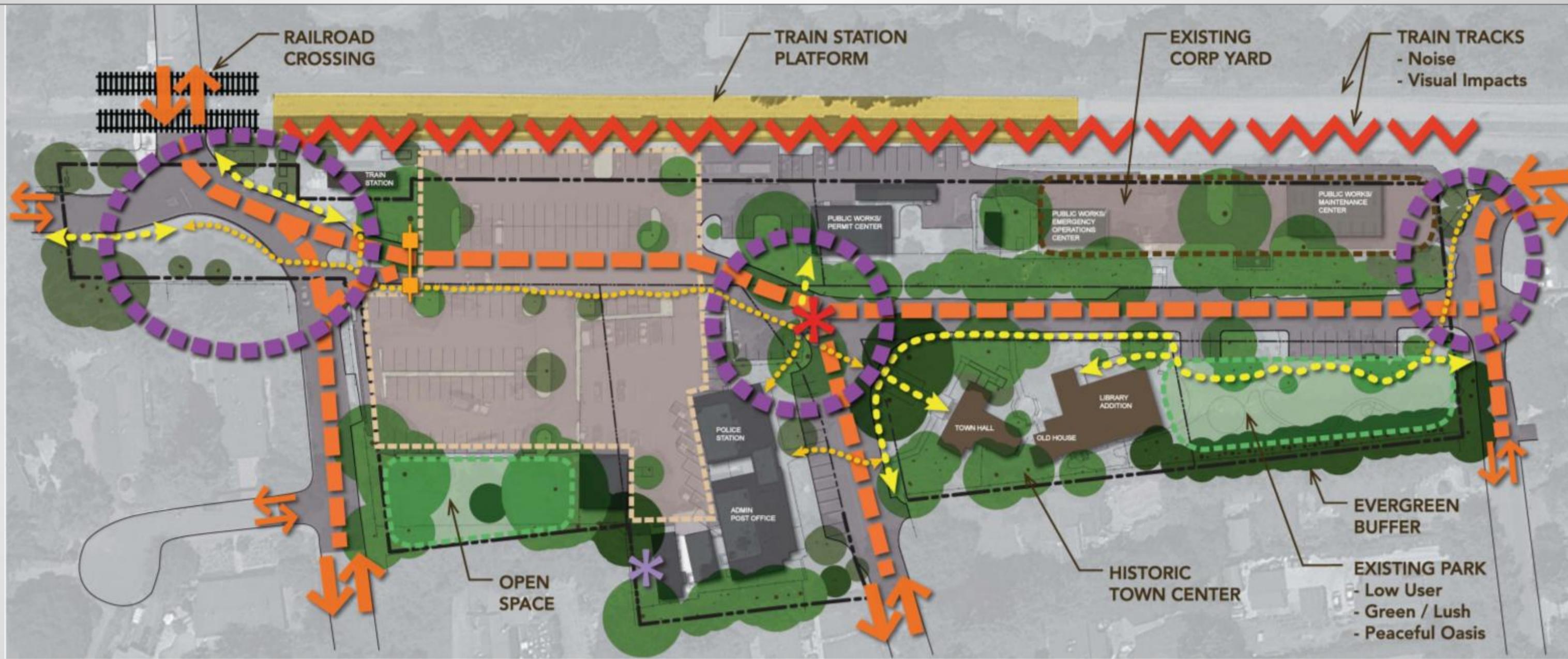
- MOVE STATION LANE near tracks go thru to FAIR OAKS
- TOWN CENTER
  - Position POLICE @ one end
  - 3 Separate Buildings around Central Square
  - Parking Distributed
- LIBRARY Open up to new park
- ADDITIONAL PARKING
- MORE GREEN SPACE

MORE PEOPLE ARE GOING TO LIBRARIES NOW THAN EVER BEFORE  
We need a dedicated CHILDREN'S AREA

HMC Architects



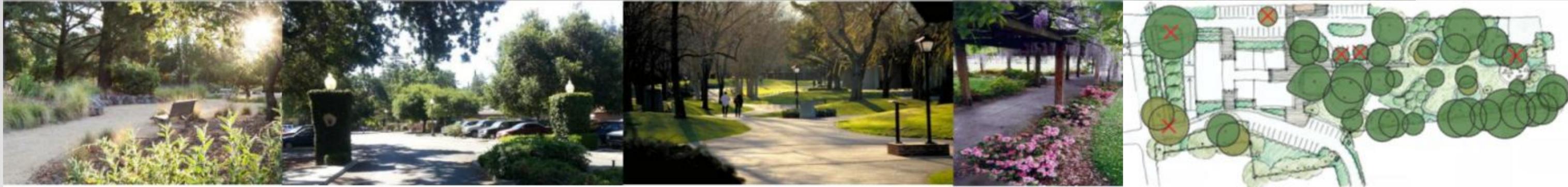
# CITY COUNCIL & CCAC PRESENTATION – EXISTING CONDITIONS ANALYSIS



Noise	Major Vehicular Connection & Circulation	Pedestrian Circulation / Sidewalks	Existing Intersection - Multiple Conflicts - Lacking Hierarchy - Poor Visibility	Existing Gateway	Existing Corp Yard	Existing Park Space / Open Space	Heritage Trees - Conifers
Pedestrian / Vehicle Conflicts	Minor Vehicular Connection & Circulation	Pedestrian Circulation / Casual Path of Travel	Radio Tower	Paved Area with Minimal Tree Cover	Heritage Trees - Oaks	Trees - Other (Includes trees not surveyed)	
Property Line							



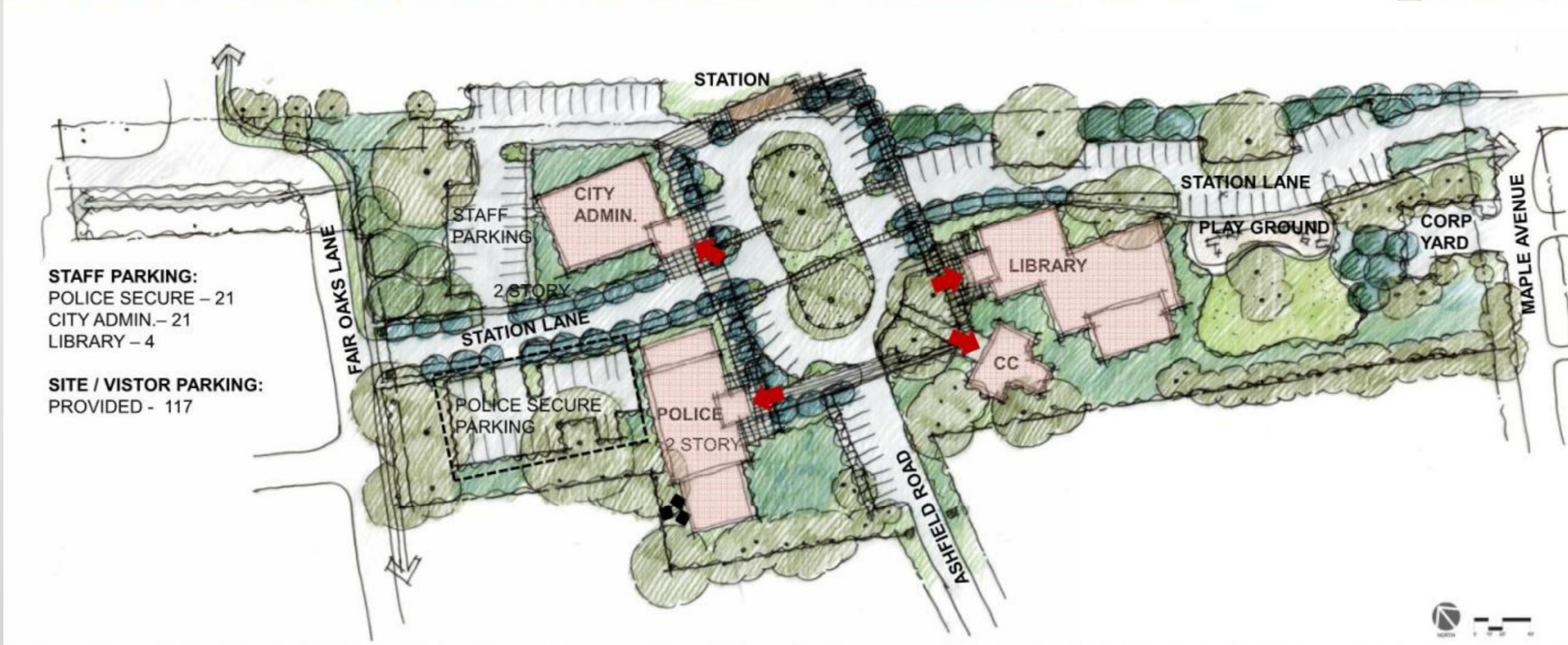
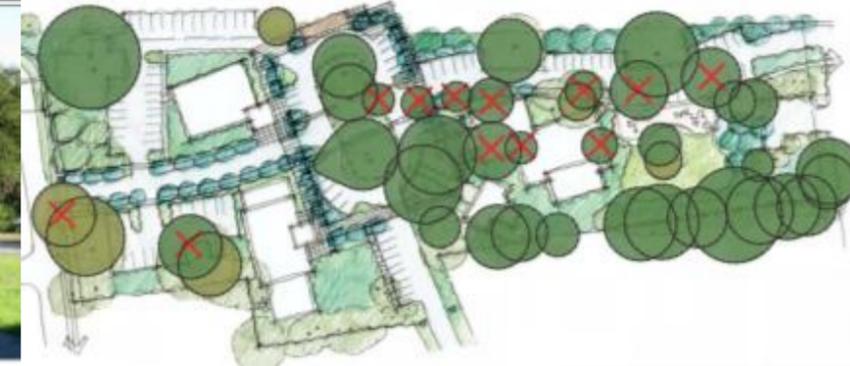
# DESIGN OPTION #1: ONE BUILDING



# DESIGN OPTION #2: TOWN GREEN



# DESIGN OPTION #3: TOWN SQUARE



**KEY SITE PLANNING ISSUES**

OUTREACH MEETING #:

DATE:

**BUILDINGS:**➤ **NO. OF BUILDINGS/DENSITY:**

- 1 Building
- 2 Buildings
  - Combinations?
- 3 or More Buildings

➤ **NO. OF LEVELS:**

- All 1 Story
- All 2 Story
  - Combinations?

➤ **COUNCIL CHAMBERS:**

- Yes – keep as chambers
- Yes – keep & repurpose
- No – demolish

➤ **PUBLIC WORKS YARD:**

- On site
- Off site (in park)

**STREETS & PARKING:**➤ **NEED FOR THROUGH STREET (CONNECTING FAIR OAKS TO MAPLE):**

- Yes
  - Best location/route
- No

➤ **UNDERGROUND PARKING:**

- Yes, maximize, minimal surface convenience parking
- No, not at all, maximize surface parking
- Yes, staff/secure only; surface visitor parking

➤ **TRAIN PARKING:**

- Important, include now
- Not important, show areas where could occur in future

**PARK/GREEN SPACE:**➤ **TREES:**

- Key priority to save trees
- OK to remove some trees

➤ **PLAY STRUCTURE:**

- Yes, important
- No, not important

➤ **OUTDOOR GATHERING:**

- Option 1 solves best
- Option 2 solves best
- Option 3 solves best

➤ **PEDESTRIAN CIRCULATION:**

- Bike lane important?
- Best Option

➤ **FRONT DOOR:**

- Where?



# NEIGHBORHOOD OUTREACH MEETINGS 10/28 – 11/5



# NEIGHBORHOOD OUTREACH MEETINGS 10/28 – 11/5



# NEIGHBORHOOD OUTREACH 1 – 10/28 – DOSTART RESIDENCE

- ✓ MINIMIZE SURFACE PKG.
- ✓ WEATHER
- ✓ 2-STORY = MORE GREEN!

ADDRESS BICYCLE CIRCULATION!

SAVE HERITAGE TREES?

YES  NO

**P** UNDERGROUND PARKING

- POLICE
- STAFF
- SOME VISITORS

**P** TRAIN PARKING

- Used for construction vehicles
- continue this policy?

NOISE & VIBRATION

BIKE PATH - Meandering

CORP. YARD ON SITE?

YES  NO

ACCESS OFF FAIR OAKS?

YES  NO

CONTINUING CIRCULATION!

RESIDENCES TRENDING TOWARD THIS

- 49,000 sq BUILDING SPACE
- 4.5 ACRE PARCEL
- TRAIN PARKING

ADDITIONAL SPACE NEEDED IN FUTURE?

NO  YES

- PROBABLY NOT.
- WILL SHOW POTENTIAL EXPANSION
- FLEXIBLE/ OPEN ARCHITECTURE

CENTER ROAD GOING THROUGH?

NO  YES

PLAYGROUND

NO  YES

1-STORY

2-STORY

BOTH

LIBRARY?

9,300 sq ft w/ MULTI-PURPOSE space.

SEPARATION

ADMIN LIBRARY

SAVE CC BUILDING?

YES  NO

MOVE TRAIN STATION?

YES  NO

REPURPOSED

10.28.13



# NEIGHBORHOOD OUTREACH 1 – 10/28 – DOSTART RESIDENCE

## KEY THEMES:

### ➤ BUILDINGS:

- Preference for 2 story buildings as appropriate to increase density, reduce building footprints
- Some building consolidation is ok; prefer not to have all program located in a single building
- No strong feeling either way about preserving existing Town Hall building – comfortable repurposing into the design in some way; also ok with demolishing it
- No strong feeling about Public Works yard on or off site – if retained at civic center site, prefer located adjacent to Fair Oaks

### ➤ STREETS & PARKING:

- Support for underground parking, primarily for staff and secure parking, to reduce surface parking requirements
- Strong opinion for street connection between Maple and Fair Oaks; critical for Ashfield to continue through to Fair Oaks and/or connect to Station Lane which continues to both Maple and Fair Oaks



# NEIGHBORHOOD OUTREACH 1 – 10/28 – DOSTART RESIDENCE

## KEY THEMES:

### ➤ STREETS & PARKING:

- Issue of contractor parking practices continuing brought up – unclear how current practice will impact parking needs or if it will be continued
- Suggestion made to consider whether train parking needs to be provided up front or can be added as required later

### ➤ PARK / GREEN SPACE:

- Preference for more of a park feel to the site, prefer the central pedestrian green space shown in Option 2, instead of streets circulating through the center of the site
- Identified Fair Oaks as the “front door” of the project, but could see a successful approach from the perimeter and then walk to the town center (similar to Menlo Park’s Civic Center)
- No strong feelings about playground or play structures on site – agreed that the green space or park area needed to be successfully programmed to create interest
- About one third of the group did not prioritize maximizing preservation of heritage trees; some tree removal acceptable



# NEIGHBORHOOD OUTREACH 2 – 10/29 – LEWIS RESIDENCE

**"PARK OPTION"**

**OPTION 1**

- MORE GREEN SPACE BY MOVING ASHFIELD CURVE FURTHER WEST?
- LIBRARY INCLUDES A MULTIPURPOSE SPACE ... ALSO CC CHAMBERS
- MINIMIZE BUILDING → MAXIMIZE PARK
- ✓ UNDERGROUND PKG.
- ✓ TWO STORY.

**OPTION 2**

- ▷ STAFF PREFERENCE?
- ▷ VISITOR COUNTS TO EACH DEPT.?
- ▷ LIGHTING? POWER?
- ▷ ASHFIELD TRAFFIC SAFETY ISSUES!
- ▷ PARKING NEEDS 33 SPACES FOR TRAIN?

**OPTION 3**

- LIKE MENLO PARK
- CONSIDER COMMUNITY USE IN CO. - DRAW PEOPLE INTO CIVIC CTR.!!
- LIBRARY + PLAY AREA EXPLORATION (some programmed space)
- FLIP ADMIN + POLICE BUILDINGS

**Handwritten Notes:**

- TRAFFIC
- MORE BUILDINGS = MORE COMMUNITY INTERACTION
- LIFE SPAN OF HERITAGE TREES? ... "Judicious removal"
- CONSIDER FENG SHUI
- ALL SCHEMES ARE GOOD AND COULD WORK!
- ENHANCE SENSE OF Community



# NEIGHBORHOOD OUTREACH 2 – 10/29 – LEWIS RESIDENCE

## KEY THEMES:

### ➤ BUILDINGS:

- Preference for 2 story buildings as appropriate to increase density, reduce building footprints
- About half the group preferred a single building with all functions in it
- Strong feeling about preserving existing Town Hall building – comfortable repurposing into the design in some way
- Prefer Public Works yard off site (combined with yard at Holbrook Park); however, concerns raised about impact to park

### ➤ STREETS & PARKING:

- Support for underground parking, primarily for staff and secure parking, to reduce surface parking requirements
- Strong opinion for street connection between Maple and Fair Oaks; critical for Ashfield to continue through to Fair Oaks and/or connect to Station Lane which continues to both Maple and Fair Oaks – preference expressed for Option 3 layout almost unanimously



# NEIGHBORHOOD OUTREACH 2 – 10/29 – LEWIS RESIDENCE

## KEY THEMES:

### ➤ STREETS & PARKING:

- Issue of contractor parking practices continuing brought up – unclear how current practice will impact parking needs or if it will be continued
- Concern about overall amount of parking provided – want to ensure adequate visitor and train parking, but maximize space available for green space and pedestrians

### ➤ PARK / GREEN SPACE:

- General consensus around maximizing green / park space
- Felt that Option 3 best captured town square idea and sense of place
- No strong feelings about playground or play structures on site – agreed that the green space or park area needed to be successfully programmed to create interest
- High priority for maximizing preservation of heritage trees
- Concerns expressed about where “back door” functions are located and screened



# NEIGHBORHOOD OUTREACH 3 – 10/30 – SCHROEDER RESIDENCE

**OPTION 1**

- TWO STORY BLDG.
- WHAT ABOUT PIKE DEMAND FOR FUTURE TRAIN SERVICE?
- ADDRESS CONTRACTOR PIKE.
- LOSE HISTORICAL CHARACTER

**OPTION 2**

- BLDG. ONE STORY.
- CC HISTORIC VALUE.
- Recycle elements!
- ARCHITECTURAL CHARACTER... spanish style

**OPTION 3**

- WHY KEEP CORP YARD? HERE!
- ↳ concern about large equipment.
- CONCERN FOR PIKE SAFETY.

**FUNDING**

- Library FUNDS
- Bldg. Dept. FUNDS
- Private CAPITAL CAMPAIGN

**FAIR OAKS**

• outdoor area.

• parking.

• Tax-deductible?

• BICIC SAFETY SERVICES

• CREATE A HEART OF THE Community

• UNDERGROUND PIKE COST?

• TRAFFIC

• "marmite" CONCRETE LIGHT FIXTURES

• FRIENDLIER

• 4WAY STOP

• ss won't be enough!

• they were much more square-footage than current

• (same square footage across all schemes)



## KEY THEMES:

### ➤ BUILDINGS:

- Preference for 2 story buildings as appropriate to increase density, reduce building footprints; some expressed desire for maintaining some one story buildings/scale
- Some building consolidation is ok; prefer not to have all program located in a single building
- Strong preference for preserving existing Town Hall; do not feel appropriate to continue as Council Chambers; acceptable to relocate elsewhere on civic center site and repurpose
- Strong preference for moving Public Works yard to park (if acceptable to staff and if does not adversely impact park)

### ➤ STREETS & PARKING:

- Support for underground parking, primarily for staff and secure parking, to reduce surface parking requirements if affordable
- Strong opinion for street connection between Maple and Fair Oaks; critical for Ashfield to continue through to Fair Oaks and/or connect to Station Lane which continues to both Maple and Fair Oaks; about one third to one half the group liked Option 3 street arrangement



## KEY THEMES:

### ➤ STREETS & PARKING:

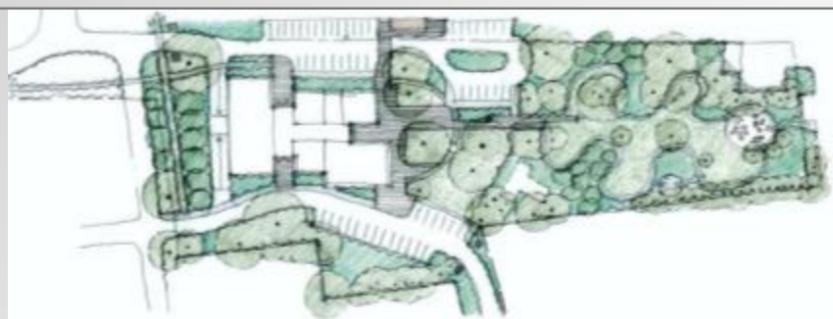
- Issue of contractor parking practices continuing brought up – unclear how current practice will impact parking needs or if it will be continued
- Concerns expressed if there will be sufficient train parking, particularly if weekly service resumes

### ➤ PARK / GREEN SPACE:

- Strong preference for more of a park or “bucolic” feel to the site, prefer the central pedestrian green space shown in Option 2, instead of streets circulating through the center of the site
- Recognized both Fair Oaks and Ashfield as two approaches or “front doors” of the project; like creating pedestrian center
- Most felt that civic center should not duplicate park functions located at Holbrook Palmer park and there was no need to create play space; some felt play space near Library was important
- Maximizing preservation of heritage trees important; some judicious tree removal acceptable; also wanted to preserve existing street lamps



# NEIGHBORHOOD OUTREACH 4 – 11/03 – NACHTSHEIM RESIDENCE



OPTION 1

- ▶ ACCESS TO POLICE?
- ▶ ASSUMES RETAINING CALTRAIN PARKING. **33 spaces**

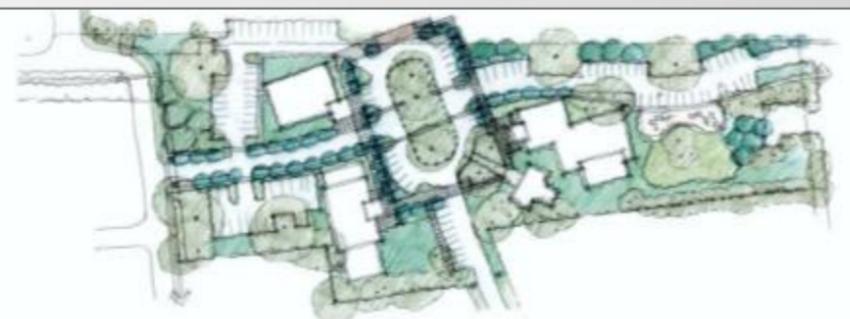
- How do staff feel about sharing space? — Definitely amenable!
- ONE BUILDING GIVES MORE FLEXIBILITY FOR EVOLUTION OF LOCAL GOVT. — Build largest we can to allow for growth.
- MAKE LIBRARY SEPARATE BLDG. — size?
- GREEN SPACE = Garden — Many schools/parks in the area.



OPTION 2

- ▶ DOES ONE STORY BLDG. PRECLUDE UNDERGROUND PKG.? — No! still possible!

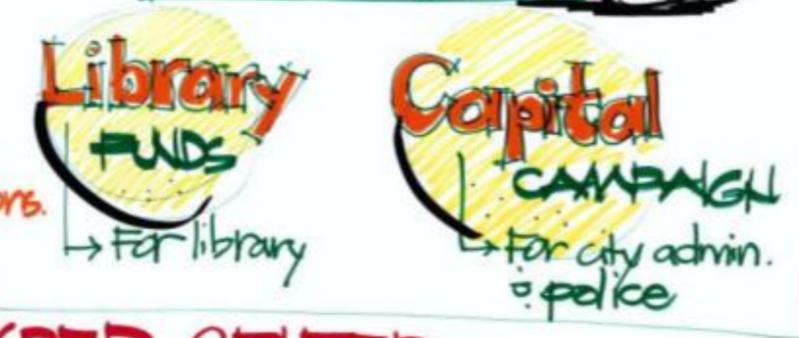
- LIKE PEDESTRIAN CENTER
- TRAFFIC COUNTS ARE IN... — Will present at 1/6 City Council mtg.
- ARE WE UPDATING AN ADMIN. CENTER or CREATING A HEART OF THE TOWN? — local organizations.
- NEED COMMUNITY ROOM? COMMUNITY GATHERING SPOT. — could be atrium of one building.
- CONSIDER CYCLES OF IN-SOURCING & OUTSOURCING.



OPTION 3

- ATTRACTION SOUND WALL?
- KEEP COUNCIL CHAMBERS -- OK to move and re-purpose
- COST OF UNDERGROUND PKG. — Yes, if affordable

### FUNDING



- ✓ PED CENTER ...
- ✓ TREES — comply with the town's own ordinance.
- ✓ ARRIVAL: Fair Oaks

11-3-2012



## KEY THEMES:

### ➤ BUILDINGS:

- Preference for 2 story buildings as appropriate to increase density, reduce building footprints
- Some attendees preferred the single building approach due to its economy and efficiency; others felt the library should be its own building
- General agreement around preserving the existing Town Hall building, repurposing it to another use; most felt that it was acceptable to preserve the façade or a portion of the building and also acceptable to move it
- Consensus that staff should determine the best location for the Public Works yard

### ➤ STREETS & PARKING:

- Support for underground parking, primarily for staff and secure parking, to reduce surface parking requirements, if affordable
- Street connection between Maple and Fair Oaks critical; critical for Ashfield to continue through to Fair Oaks and/or connect to Station Lane which continues to both Maple and Fair Oaks



## KEY THEMES:

### ➤ **PARK / GREEN SPACE:**

- General preference for more of a park feel to the site, prefer the central pedestrian green space shown in Option 2, instead of streets circulating through the center of the site
- Identified Fair Oaks as the “front door” of the project, but could see a successful approach from the perimeter and then walk to the town center
- Did not feel it was appropriate to spend effort or \$ on creating major gathering spaces or park spaces – felt that the civic center’s primary purpose is to provide a dignified location for city services and places for community groups to meet (indoor/outdoor) where there is currently no other venue serving those needs; the town already has other venues that provide park and recreation and large meeting/gathering spaces
- Preservation of heritage trees is important, but should not compromise an ability to achieve the best plan on the site; any removals proposed should be carefully considered along with replacement trees and should be compliant with the Town of Atherton’s requirements for tree removals and protection of existing heritage trees



# NEIGHBORHOOD OUTREACH 5 – 11/05 – SOCKOLOV RESIDENCE

**OPTION 1** (4)

SAFE PED. X-ING.

NEED SIGNAL LIGHT @ MIDDLEFIELD

DO WE NEED A LIBRARY?

THIS WILL LOOK DIFFERENT IN THE FUTURE. i.e., fewer books, more media.

SEASIDE UPGRADE ~ \$350K

**OPTION 2** (11)

POST OFFICE IS IN CITY ADMIN SPACE.

PARKING COUNTS BY FUNCTION - SAME ACROSS ALL SCHEMES.

9 ADMIN. STAFF + 27 POLICE DEPT. STAFF

TRAFFIC ENGINEER ANALYSIS? Yes!

FRONT DOOR - like Lindenwood gates!  
- clear articulation  
- easy access to parking.

LIGHTING FOR SAFETY!

ADDRESS CONNECTIONS TO BIKE/PED FACILITIES

**OPTION 3** (3)

IMPACTS OF CONSTRUCTION ON EXISTING FUNCTIONS?

TOWN HAS TO ABIDE BY TREE ORDINANCE!!

CONNECTIONS TO PUBLIC TRANSIT (town shuttle?)

**CIVIC CENTER Funding**

LIBRARY  
→ underground pkg.  
→ prorated costs in a shared bldg.

GENERAL FUND \$2M

CAPITAL CAMPAIGN - Police Found'n

11.5.2013

**QUESTIONS FOR OPTION 1:**

- KEEP ALL FUNCTIONS ON THIS SITE? Yes. Possibly relocate comp. yard.
- WHAT ARE OBJECTIVES/GOALS?
  - Improve access
  - Provide adequate space for future needs
  - Preserve tree canopy.
  - Respect residential neighbors.
- GRADE SEPARATION f/ R/R.?
- COST OF UNDERGROUND PKG.?
- OPPORTUNITY FOR PERFORMANCE SPACE



## KEY THEMES:

### ➤ BUILDINGS:

- Preference for a mix of 1 and 2 story buildings to increase open space, preserve trees and reduce building footprints
- Some building consolidation is ok; prefer not to have all program located in a single building
- No strong consensus about preserving existing Town Hall building – comfortable repurposing into the design in some way; also ok with demolishing it
- No consensus about Public Works yard on or off site – if retained at civic center site, prefer located adjacent to Maple!

### ➤ STREETS & PARKING:

- Support for underground parking, primarily for staff and secure parking, to reduce surface parking requirements and preserve open space
- Strong opinion for street connection between Maple and Fair Oaks; critical for Ashfield to continue through to Fair Oaks and/or connect to Station Lane which continues to both Maple and Fair Oaks



# NEIGHBORHOOD OUTREACH 5 – 11/05 – SOCKOLOV RESIDENCE

## KEY THEMES:

### ➤ STREETS & PARKING:

- Issue of contractor parking practices continuing brought up – unclear how current practice will impact parking needs or if it will be continued
- Parking should be convenient and immediately adjacent to proposed uses
- Suggestion made to consider whether train parking needs to be provided up front or can be added as required later

### ➤ PARK / GREEN SPACE:

- Preference for more of a park feel to the site, prefer the central pedestrian green space shown in Option 2, instead of streets circulating through the center of the site
- Identified Fair Oaks as the “front door” of the project, but could see a successful approach from the perimeter and then walk to the town center (similar to Menlo Park’s Civic Center)
- No strong feelings about playground or play structures on site –program to create interest
- Overall the group did not prioritize maximizing preservation of heritage trees; some tree removal acceptable



# CITY COUNCIL & CCAC PRESENTATION

## SYNTHESIS:

### ➤ BUILDINGS:

- 2 story, 2 buildings (potential alternate option showing single building), retain existing Town Hall in some form – repurposed if feasible or preserve façade/use as entry for another building (relocation acceptable elsewhere on site)
- Move Public Works Yard to Holbrook Palmer park and consolidate with existing maintenance functions in park is preferred, but defer to staff preferences for most efficient solution
- Scheme should not depend on moving the station, but if it enhances final scheme and is possible, general support for its relocation

### ➤ STREETS & PARKING :

- Provide underground parking (assuming affordable) for staff & secure parking and some visitor parking; minimize surface parking to address daily visitor flow and convenience parking
- Verify anticipated train parking needs and propose phased parking approach to providing; locate on train right of way as much as possible
- Provide through street connection between Fair Oaks and Maple; ensure that Ashfield can connect through to Fair Oaks and if possible, to Maple as well



# CITY COUNCIL & CCAC PRESENTATION

## SYNTHESIS

### ➤ PARK / GREEN SPACE:

- Provide central pedestrian gathering/circulation space between buildings (or in front of main building if single building option is successful) as “town green” and central organizing space
- Provide bikeways, pathways, and other experiential green spaces throughout site
- Maximize preservation of heritage trees where practical – focus removal on unhealthy or non-heritage trees where possible: comply with current town ordinances and requirements for heritage tree protection and replacement
- Consider some children’s play area associated with the Library

Preferred direction seeks to blend best components of Options 2 (gathering/green space) & 3 (street flow, arrival/entry), with underground parking captured in Option 1.



# CITY COUNCIL & CCAC PRESENTATION – NEXT STEPS

**CCAC MEETINGS – 4 – 6 PM**

**12/3 12/18**

**NEIGHBORHOOD MEETINGS – MASTER PLAN OPTIONS**

**FRIDAY 11/8 6 – 8 PM**

**PUBLIC WORKSHOP #2 – MASTER PLAN REVIEW**

**12/11 6 – 8 PM**

**CITY COUNCIL – FINAL MASTER PLAN PRESENTATION**

**1/15/14 7 PM**



## NEXT STEPS – LEADING UP TO 12/11 PUBLIC WORKSHOP

### ➤ DEVELOP PREFERRED OPTION:

- Capture discussion from final outreach meeting
- Confirm direction & develop preferred plan layout for civic center site; begin looking at phasing, swing space needs, and costs
- Review revised plan(s) with CCAC 12/3

### ➤ FINALIZE PROGRAM NEEDS:

- Work with staff and CCAC to finalize space needs program for all departments
- Verify distribution of program spaces and appropriate shared space with preferred scheme
- Confirm direction for Public Works yard

### ➤ MEET WITH AGENCIES/STAFF:

- Meet with CalTrain to review project and proposed parking/streets/station layout
- Meet with Town Planning Department to review preferred scheme and discuss EIR issues to address and process following master plan completion
- Review scheme with arborist and traffic consultant



# QUESTIONS + COMMENTS

