



**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE**

**May 8, 2019
6:30 – 8:00 P.M.**

**Sanchez Library
1111 Terra Nova Blvd.**

Call to Order

- 1. Approval of March 13, 2019 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. Conceptual Design Report and Recommendations**
 - a. Review Draft Conceptual Design Report and Consider Recommending that the City Council Approve the Report**
 - b. Receive Voter Survey Results and Consider Recommending a Citizen Outreach Program to the City Council**
- 4. May 28, 2019 City Council Meeting Preparation**
- 5. LAC Member Presentation Outreach Report-out**
- 6. Committee and Staff Communication**

Adjourn

THE CITY OF PACIFICA WILL PROVIDE SPECIAL ASSISTANCE FOR DISABLED CITIZENS UPON AT LEAST 24 HOUR ADVANCE NOTICE TO THE CITY MANAGER'S OFFICE (738-7301). IF YOU NEED SIGN LANGUAGE ASSISTANCE OR WRITTEN MATERIAL PRINTED IN A LARGER FONT OR TAPED, ADVANCED NOTICE IS NECESSARY. ALL MEETING ROOMS ARE ACCESSIBLE TO THE DISABLED.



DRAFT

MINUTES

March 13, 2019

6:30 P.M.

**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE
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); David Leal (DL); Kathy Long (KL); Eric Ruchames (ER);
CITY COUNCIL LIAISONS PRESENT:	Sue Beckmeyer (SB); Mary Bier (MB)
COMMITTEE ABSENT:	Ryan Kraske (RK); Andy Lie (AL); Kellie Samson (KS);
CITY STAFF PRESENT:	Planning Director Tina Wehrmeister (TW);
CONSULTANT TEAM:	Dawn Merkes, Group 4 Architects (DM) Daheen Maeng (DMg)
SMCL STAFF:	Julie Finklang (JF); Carine Risley (CR)

CALL TO ORDER

Chair Cindy Abbott called the meeting to order.

1. Approval of November 14, 2018 and January 9, 2019 Meeting Minutes

Eric moved to approve November 14, 2018 and January 9, 2019 Meeting Minutes, Kathy seconded. Approved.

2. Oral Communications - None

3. Project Work Plan Update

- a. Last scheduled LAC meeting for this portion of the project
- b. City council - April 8th scheduled for update to City Council on Library project

4. Summary of LAC Member Presentation Outreach Results

- a. Kathy and Anne - Feb 12, Pedro Point Firehouse and publication through NextDoor
 - a. 15-16 people attended
 - b. Positive reaction, one major feedback was to include design options for both libraries
 - c. People didn't really know about the self-serve and open-access library model for the Sanchez branch
 - d. Very informative in general
- b. David - Chamber of Commerce Board Meeting agenda, next Thursday
- c. Cindy - Pacifica AAUW
 - a. Several AAUW members are long-time library supporters
 - b. 13 additional surveys completed
 - c. Very supportive overall
 - d. Comments
 - i. This time around seems to be a different approach than in the past (and those past approaches did not succeed).
 - ii. Instead of "telling" the community what was going to take place, they felt that the numerous outreach occasions and making these presentations is a very positive approach.
 - iii. The message that "we heard you - the community wants a new full service library and Sanchez Library" is key to messaging. People thought that this was a good strategy
 - 1. Listening to the community and acknowledging that community feedback in next steps.
 - iv. They felt more people need to hear the presentation.
 - v. Data showing the increase in key library usage statistics for Half Moon Bay were viewed as very important to the messaging
 - vi. Today's libraries user groups - current library for all age groups
- d. Julie - pop-up library - seniors concerns about open-access library causing loss of job opportunities
 - a. High-level presentation for seniors that could alleviate the concerns
- e. Cindy - need to reach out to and engage the Sharp Park neighborhood
- f. Eric - in conversation with school board to go out for the presentation
- g. Cindy - all positive, informative

5. Conceptual Design

- a. **City Council Direction**
 - a. **Sanchez Library**
 - i. Technical meeting was held with PB&R and Library to develop and vet Sanchez Library strategies and potential partnership and programming (decided to keep both options, since lacking information to make a decision)
 - 1. Cindy - any ideas on the future addition, when would happen, cost estimates and strategies
 - a. Sue B - comments from City Council - future addition should be included in the budget
 - b. **Sharp Park Library**
 - i. Strong preference on the Town Commons design from the City Council

1. Library level and the community level
 - a. Minimal changes have been made to the library level - adding ext. book return and staff area (amh and sorting, staff area), community level -
 - b. Nice opportunities for the plaza and terrace area - nice amenities for the community, only protected terrace would be the children's area
 - c. Simplified the roof on the second for the staff area - lower volume and flat roof - more efficiency
 - d. Opportunities for the skylights
 2. Caroline - is entry area tucked away? Concerns about the sea air destroying hinges and building
 - a. Dawn - perhaps we can create a vestibule
 3. Eric - need clarification on the back plaza
 4. Hilton circle -very low profile, considering adjacent neighbors
 5. Jerry - impressed
 6. Julie - overall it looks good and happy about the automated material handler
 7. David - views from the east - small home adjacent to the library on pacific, should be considerate of the neighborhood
 8. Kathy - like the towns commons model, feels more friendly than the cannery row
 9. Mary - direct connection to the hotel development across the street
 - a. Dawn - pedestrian friendly crossing that connects to the beach
 10. Barbara - looks good
 11. Caroline - like the towns commons better than the cannery row and glad to have amh
 12. Public comments
 - a. Apartment owner - location of the building and the trash location
 - b. Ellen - Clarification on parking, Hilton Way still being one-way
 - c. Cindy - for the future presentations, we should use and present the towns commons design only not getting any design feedback
- b. Updated Conceptual Design Options**
- a. Budget update
 - i. Tribune
 1. Kathy - summary was pretty accurate but the headline was misleading
 - ii. Dawn explained cost, quantity, and quality
 - iii. Kathy - Sanchez's escalation is still showing at 14%
 - iv. Dawn - not a public information, haven't been shared with the City Council

6. Schedule and Process for Preferred Conceptual Design and Implementation Plan

- a. Tina - poll has been completed, but haven't received an official results
 - a. Sounds like it is moving towards a positive direction
- b. Group 4 is putting together a report; can LAC help out?
 - a. Kathy, Cindy, Eric, Anne,..?
 - b. Group 4 / Tina to share a Doodle poll

7. Next Steps

8. Committee and Staff Communication

- a. April LAC will not meet
- b. Home For All grants – Community event on April 13th at the Community Center @10am
- c. Sue B - use of the NextDoor

MEETING ADJOURNED

Cindy Abbott
Library Advisory Committee Chair



Memorandum

Planning Department

TO: Library Advisory Committee

FROM: Tina Wehrmeister, Planning Director
Dawn Merkes, Group 4 – Project Architectural Consultant

DATE: May 3, 2019

SUBJECT: Item 3.a. Review Draft Conceptual Design Report and Consider Recommending that the City Council Approve the Report

On February 25, 2019 City Council held a study session on conceptual design options for the libraries informed by extensive community outreach and developed by the Library Advisory Committee (LAC) and Group 4. At this study session, the Council selected Pacifica's Town Commons as the preferred design option for Sharp Park Library and received an update on floor plan and possible expansion options at Sanchez Library.

On March 13, 2019, the LAC received a report on the outcome of the Council study session and provided input on design refinement for the Conceptual Design Report. The LAC also authorized the report editing subcommittee to meet with City and SMCL staff and Group 4 to prepare a final administrative draft report for review by the full LAC.

The final administrative draft report is attached to this memo. It is requested that the LAC recommend that the City Council approve the report at their May 28, 2019 meeting.



City of Pacifica

Pacifica Libraries Conceptual Design Report

DRAFT May 2019



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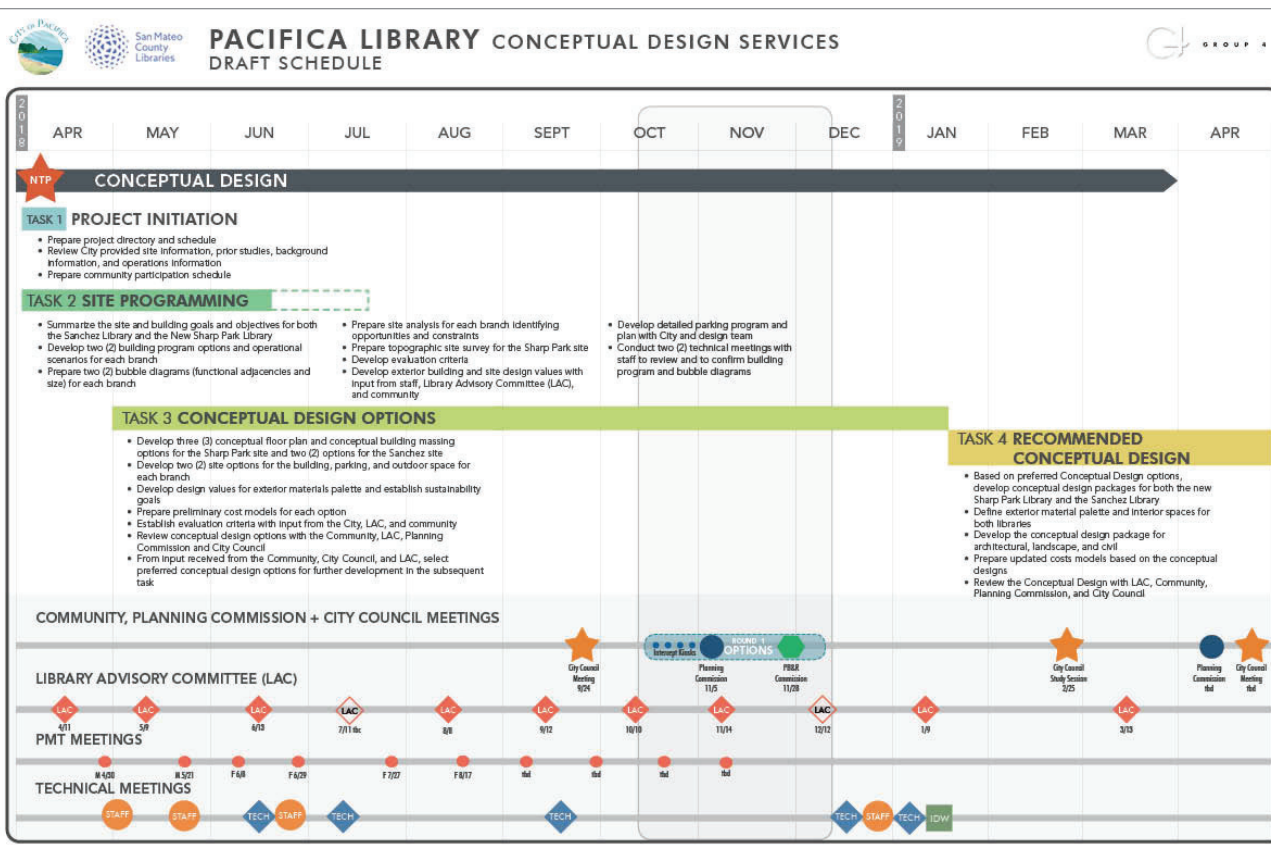
Town Commons Design Option for Sharp Park Library – Bird’s-eye View from Palmetto Avenue

EXECUTIVE SUMMARY

BACKGROUND AND OVERVIEW

This report summarizes the recommendations developed by Pacifica’s Library Advisory Committee (LAC), City staff, San Mateo County Libraries (SMCL), and Group 4 Architecture, Research and Planning, Inc., for the conceptual design options for Pacifica’s Libraries, and accepted by the City Council for the Conceptual Design.

The vision for Pacifica’s Libraries responds to both the operational and capital costs challenges of providing 21st century library services and facilities for Pacifica, based on its unique geographical challenges and budget constraints, with an innovative two-branch system tailored to meet these needs. The plan for the two-branch system is to: replace the existing Sharp Park Library with a new full-service, 7 days/week branch with all of the amenities of a contemporary 21st century library; and to renovate the Sanchez Library to incorporate an “Open Access” service model and a library/community program space that will allow all of the current Library programming to continue and also support additional community uses, as well as programming and services provided by PB&R (Parks, Beaches and Recreation). The “Open Access” service model will provide extended hours of access totaling ~12 hours/7 days a week, and will grant access to core library services (a browsing collection, holds, access to technology, etc.).



The Conceptual Design phase kicked off with the January 22, 2018 City Council meeting where the City Council took two significant steps towards improving Library services for all Pacificans.

The first step was the acceptance of the recommendations presented by the City’s Library Advisory Committee, summarized in the Pacifica Libraries Opportunities Report (January 2018). The report recommends developing a two-branch system for Pacifica by replacing the existing Sharp Park Library with a new full-service branch, with all of the amenities of a contemporary 21st century library, and retaining library services at the Sanchez Library, as desired by the community. Specifically, the report proposed the following:

- The new Sharp Park Library will be a full-service branch that will provide a complete array of collections, spaces, and services that will include: seating, collections, technology, quiet reading space, library program space, information services, teen/children’s/family spaces, small and large group study spaces, Pacifica Friends of the Library book sale area, collaboration/maker space, etc.
- The Sanchez Library will be renovated to: support an alternative operational service model that will provide core library services (access to a browsing collection, holds, and technology); and create a library/ community program space that will support current library programs, community programming provided by PB&R (Parks, Beaches and Recreation), and other community activities.

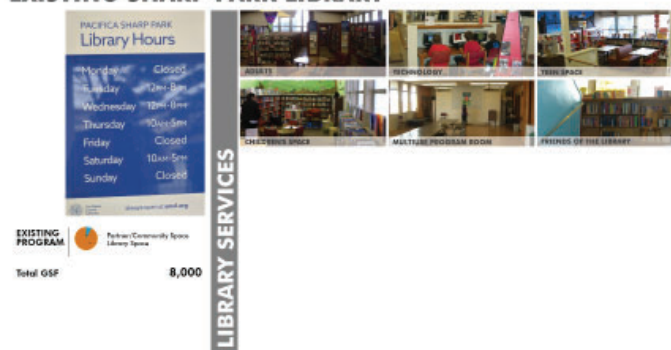
The City Council’s second step was to authorize City staff, the Library Advisory Committee, and Group 4 Architecture to proceed to the next stage of the project. The new task was to develop conceptual designs for both the new Sharp Park Library and the renovation/expansion of the Sanchez Library, following the recommendations in the Pacifica Libraries Opportunities report.

Based on this direction, the Library Advisory Committee, City staff, and the design team, with the community’s input, have worked for the last 12 months to develop the conceptual design for the new Sharp Park Library and the operational vision and plan for a renovated Sanchez Library.

EXISTING SANCHEZ LIBRARY



EXISTING SHARP PARK LIBRARY



VISION FOR PACIFICA – Sanchez Library + Community Center



VISION FOR PACIFICA – Sharp Park Library Large Branch



Conceptual Design Vision

CONCEPTUAL DESIGN OVERVIEW

Conceptual design for the two branches commenced in April 2018 and kicked off with developing site and building programs. Working closely with the LAC, City staff, and the San Mateo County Libraries (SMCL), the design team established site and building objectives and goals, building program options, and operation scenarios. Concurrent with this work was the completion of the site analysis for each branch that identified site opportunities, site constraints, draft evaluation criteria, and building and site design values. Parking programs were developed for each site in collaboration with the City based on current ITE (International Traffic Engineers) standards and best planning practices for libraries. Technical meetings with staff were conducted to review and confirm the preferred building programs and diagrams.

Conceptual floor plan, building massing, and site options for both the Sharp Park and Sanchez site were further refined with guidance from the LAC, City staff, and the San Mateo County Library. The two libraries were envisioned to have different operational service models: as a full-service branch, the Sharp Park Library will be operated similarly to other full-service branches in the SMCL system; the development of the Sanchez Library operational service model was a focus of the LAC’s work during this phase and resulted in the recommendation for the “Open Access” service model. The “Open Access” service model concept embraces current technology and service innovations in order to improve library and community access at Sanchez while addressing the budget limitations faced by the City supporting two libraries with the funding for one, and will be the first of its kind in the San Mateo County.

At the City Council meeting on September 24, 2018, the LAC presented their vision for a two-branch library system, the “Open Access” Library service model concept for Sanchez Library, and proposed design value options for the Sharp Park Library. The Council unanimously supported the LAC’s and City staff’s recommendations and directed them to use Council-adopted parameters to guide them in engaging the community and getting their input on the proposed service model for Sanchez, priorities for Sanchez services and programs, and design values for the new Sharp Park Library.

With this charge, the LAC, with City staff and Group 4's support, began reaching out to the community late in the summer of 2018, and has continued to do so through the spring of 2019. The outreach efforts have included an online survey, intercept kiosks, focus groups, and stakeholder interviews. Feedback was requested on 1) the "Open Access" service model for the Sanchez Library, 2) priorities for library services and library/community programming at the Sanchez Library, and 3) design values for the exterior architectural massing for the Sharp Park Library. To date, more than 700 responses have weighed in on the "Open Access" library concept, library and program service priorities for the Sanchez branch, and design direction for the new Sharp Park Library.

Conceptual design options for the renovation of the Sanchez Library and two conceptual design options for the new Sharp Park Library were presented to the City Council at a study session on February 25, 2019. The alternatives presented were based on the preferences and feedback on the site and building design values, received during the community outreach. Input from the City Council at the February study session was used to refine the preferred design alternative for the new Sharp Park Library and refine the floor plan options for the Sanchez branch which were then reviewed and confirmed by the LAC.



Community Outreach - PEFathon

CONCEPTUAL DESIGN RECOMMENDATIONS

New Sharp Park Library

The recommended design option for the new full-service Sharp Park Library was selected in the February City Council study session, when the Council expressed its preference for the Town Commons design, and LAC concurred with that. The contemporary and modern design of the Town Commons option creates a strong civic presence on Palmetto Avenue at the front of the building, but is sensitively scaled on the residential side of the building, with a smaller massing along Hilton Way. The main reading rooms and the library/community program room are located on the west side of the building with prime ocean views and deck space. In addition, the library’s angled massing is broken down through varied roof lines, which creates a series of protected, cascading outdoor terraces along the sloping site – providing a dedicated outdoor program space terrace and a children’s terrace adjacent to the children’s area.

The proposed 25,000 square foot building would include two stories of library space and a community room. The new building’s first and second stories would be at approximately the same elevation as the current building’s floors. The main entrance will welcome visitors into an airy lobby with vertical circulation created by an elevator and staircase leading all the way from the underground parking levels to the second floor. The landmark entryway will be further accentuated by the adjacent, elevated terrace, where library patrons will be able to return books after hours. All core library spaces will be on the first floor, while the community room, conference room, maker space and the back of house and staff areas will be on the second floor.

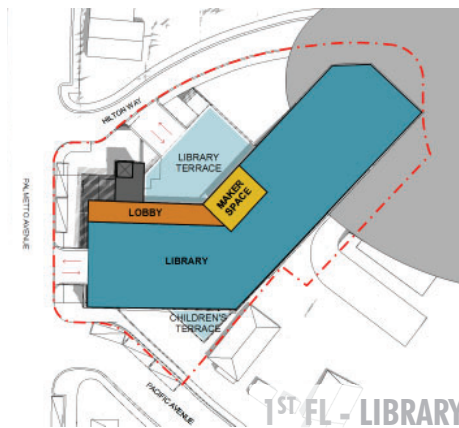
The new library will have a full array of library spaces which will include: a variety of seating for all ages and diverse uses, sufficient space to house an expanded collection with improved browsability, increased access to technology, quiet reading and study spaces, a multi-use program space, centrally located information services, a teen space, a children’s space, a family space, small group study spaces, a collaboration/maker space and a dedicated space for the Pacifica Friends of the Library.



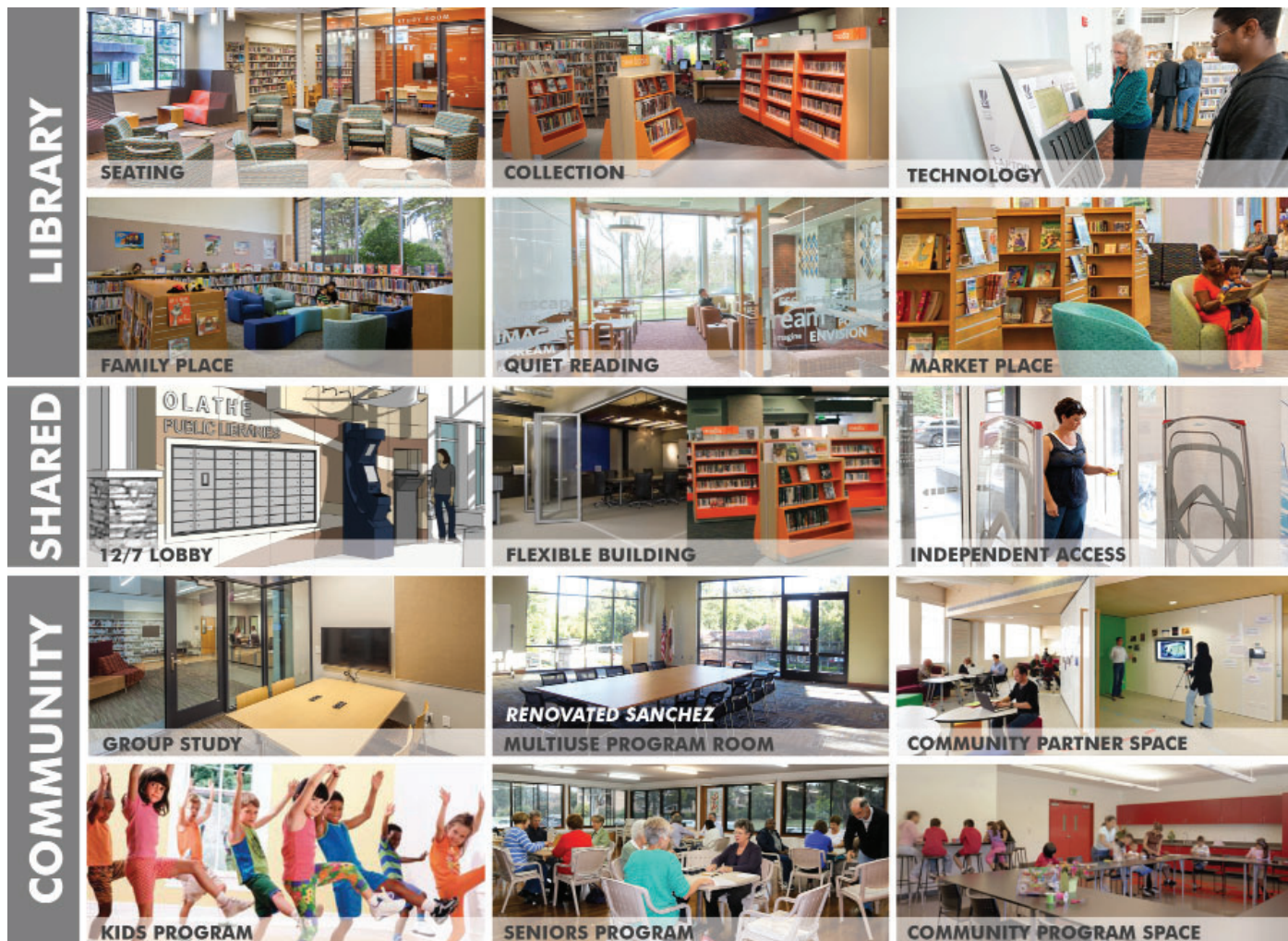
Town Commons – View Looking Southeast from Palmetto Avenue



Town Commons Design Option for Sharp Park Library – View from Hilton Way



Sharp Park Library: Town Commons Floor Plan



Sanchez Library Building Program

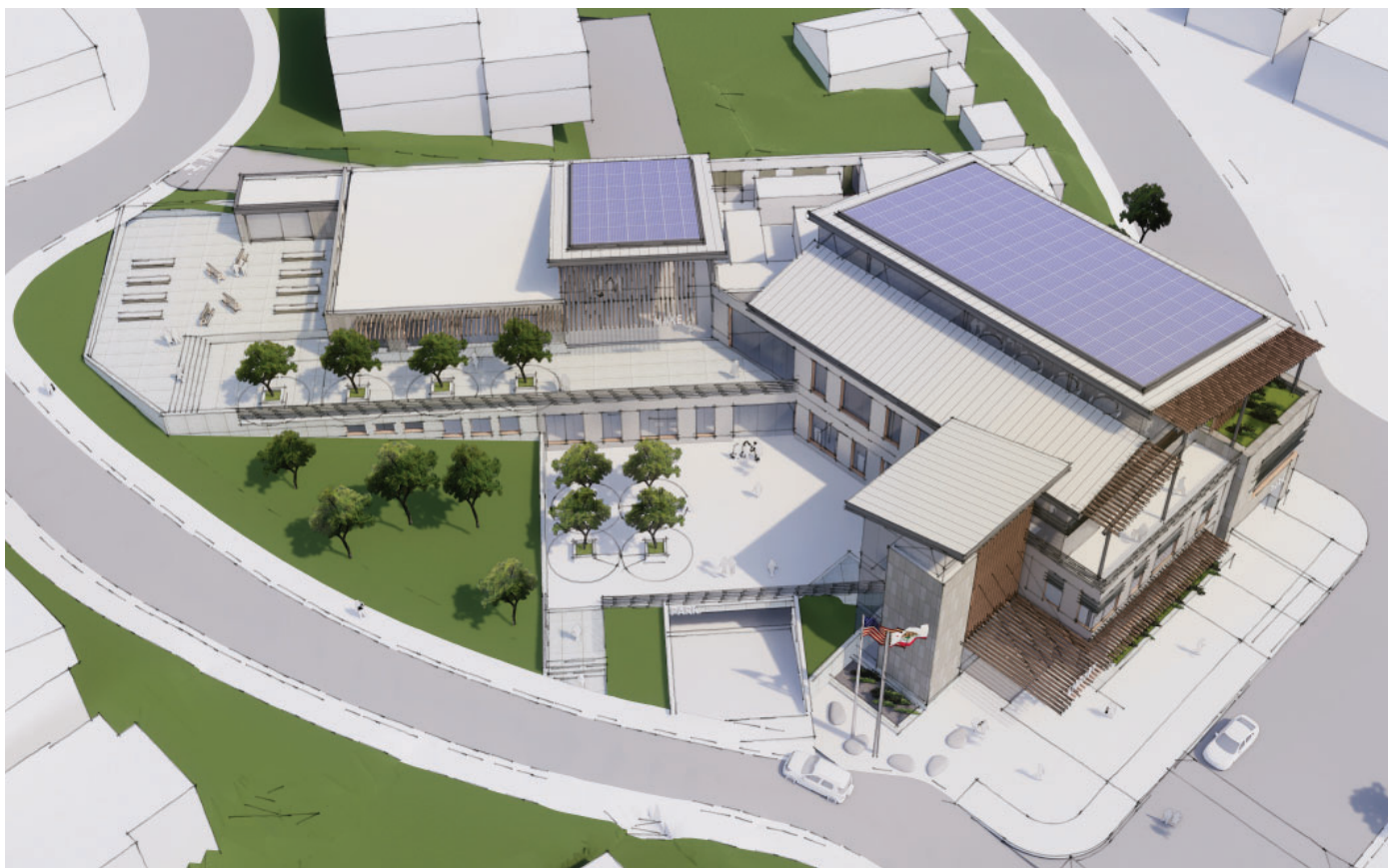
Renovated Sanchez Library

The Sanchez Library program and floor plan options will continue to evolve as the City aligns the project budget and funding strategy, and gains further insight regarding the community's priorities for the project. The ability for the Sanchez Library to expand within and beyond its walls through renovation or expansion, the multi-mode floor plan concept with both a library and community space, the potential partnership with PB&R, and community support for an "Open Access" library model, will allow the City to explore the next steps with a defined set of opportunities that will bring modern and flexible library services to the Sanchez Library. As part of the next steps for the project, there will be a further development of the Sanchez Library floor plans, including the opportunity for a building expansion.

NEXT STEPS

The Pacifica Libraries Conceptual Design Report is anticipated to be accepted in May 2019 by the City Council. The City plans to refine the funding strategy for the project moving forward, and a future ballot measure is anticipated to be required for project funding.

The next phase of implementation for both branches would be Schematic Design, where the site, floor plans, building exterior and interior, and building systems would be designed to the next level of refinement, with continued input from City staff, LAC, and the City Council, and with updates to the Planning Commission, PB&R Commission, and the community. Sustainability goals, ongoing maintenance, and lifecycle recommendations for the new building and systems would also be confirmed during Schematic Design.



Town Commons – Bird's-eye View from Palmetto Avenue

NEW, FULL-SERVICE LIBRARY: SHARP PARK LIBRARY

Overview

Working closely with the community, the LAC, and City staff, more than 10 massing and design options were developed by Group 4. Each option was evaluated based on site and building criteria vetted by both the community and the LAC. The site criteria included accessibility, site capacity, economic impact, synergy/connectivity, and environment.

The proposed conceptual design option for the new Sharp Park Library carefully considers the site context requirements, integrating a prominent main entrance with a smaller-scale massing adjacent to the neighboring residences. The chosen design option features ocean-facing terraces and strong indoor-outdoor connections.

Pacifica's Town Commons

The Town Commons option is a contextual, contemporary design that balances both a prominent civic presence along Palmetto Avenue with a smaller-scale, single-story architecture on Hilton Way. Along Palmetto Avenue, a distinctive stair and elevator tower connect residents from the street level plaza, to the library level, to an expansive top floor community room oriented towards the Pacific Ocean. Varied roof lines break down the library's angled massing. The north side of the building along Hilton Way creates a series of protected, cascading outdoor terraces along the sloping site. Collectively, the entry plaza, the library reading terrace, and maker space terrace create a new community commons. The architectural massing of the building involves a series of angled roofs that provide both indoor-outdoor connections to the terraces, as well as generous, daylit interiors for both community and library public spaces. The shed roofs are oriented to the southwest, maximizing opportunities for the use of photovoltaics. Architectural accents including a wood-look trellis and exterior sunshades further augment the human-scale architecture of the library.



Town Commons – View Looking Southeast from Palmetto Avenue



Town Commons – View Looking North from Palmetto Avenue

SHARP PARK SITE DESIGN, PARKING, AND ACCESS

Sharp Park Site

The Sharp Park Library site is a City-owned site, located in the Palmetto Business District on Hilton Way, and as it is the location of the current Sharp Park Library, it is zoned for public facility use. The site can accommodate a new 25,000 square foot building, which would include two stories of library space and a shared use library/community room. The two stories would be at approximately the same elevation as the current building's floors.

It is an excellent site for a library, located at the start of the business district on Palmetto avenue, in close proximity to the City's only middle school and one of the high schools, near City Hall and the City's landmark Pier. The site transitions from a commercial district on the west edge to a residential area on the east side. Designing the building so that it fits well in the existing context and matches the scale of the neighboring buildings, which are both small residential units and a larger apartment building, was an important goal. The proposed site design takes advantage of the hillside to minimize the library's impact on the small single-family homes on Hilton Way. The rooflines are carefully designed so as not to obstruct the views to the west. Details relating to the building program, floor plan, and conceptual design options are discussed in subsequent sections of this report.

Vehicular Access and Parking

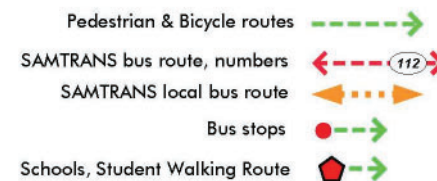
The new Sharp Park Library will offer two levels of underground parking, with about 40 parking spaces on each level. Due to the tight site constraints, the two parking levels will not be connected, which will allow for a more efficient parking layout. One level will be accessible from Hilton Way and the other will be accessible from Palmetto Avenue; digital signage will be used to communicate availability of spaces to visitors in order to improve wayfinding and efficiency. The total number of parking garage spots will amount to 80 and will be supplemented with street parking along Palmetto Avenue.

Pedestrian and Bicycle Access

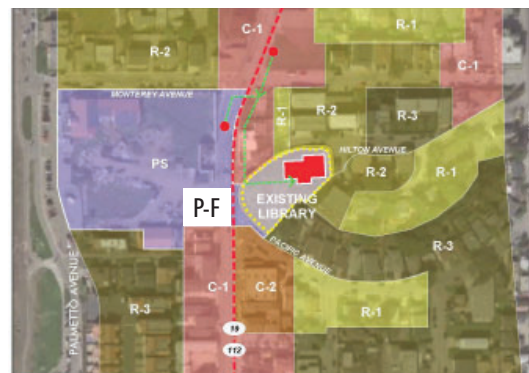
The proposed site for the new Sharp Park Library is easily accessible to pedestrians and bicyclists coming from Palmetto Avenue, Pacific Avenue, and Hilton Way. The library's main entrance will be at the corner of Palmetto Avenue and Hilton Way, adjacent to a welcoming pedestrian plaza. Visitors will enter through a vertical lobby to the library level on the first floor. A second point of access will also be at the library level, from the public plaza.



Site Access



Sharp Park Library Access

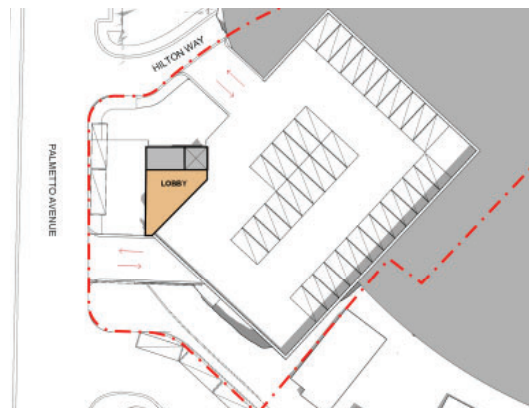


Site Zoning

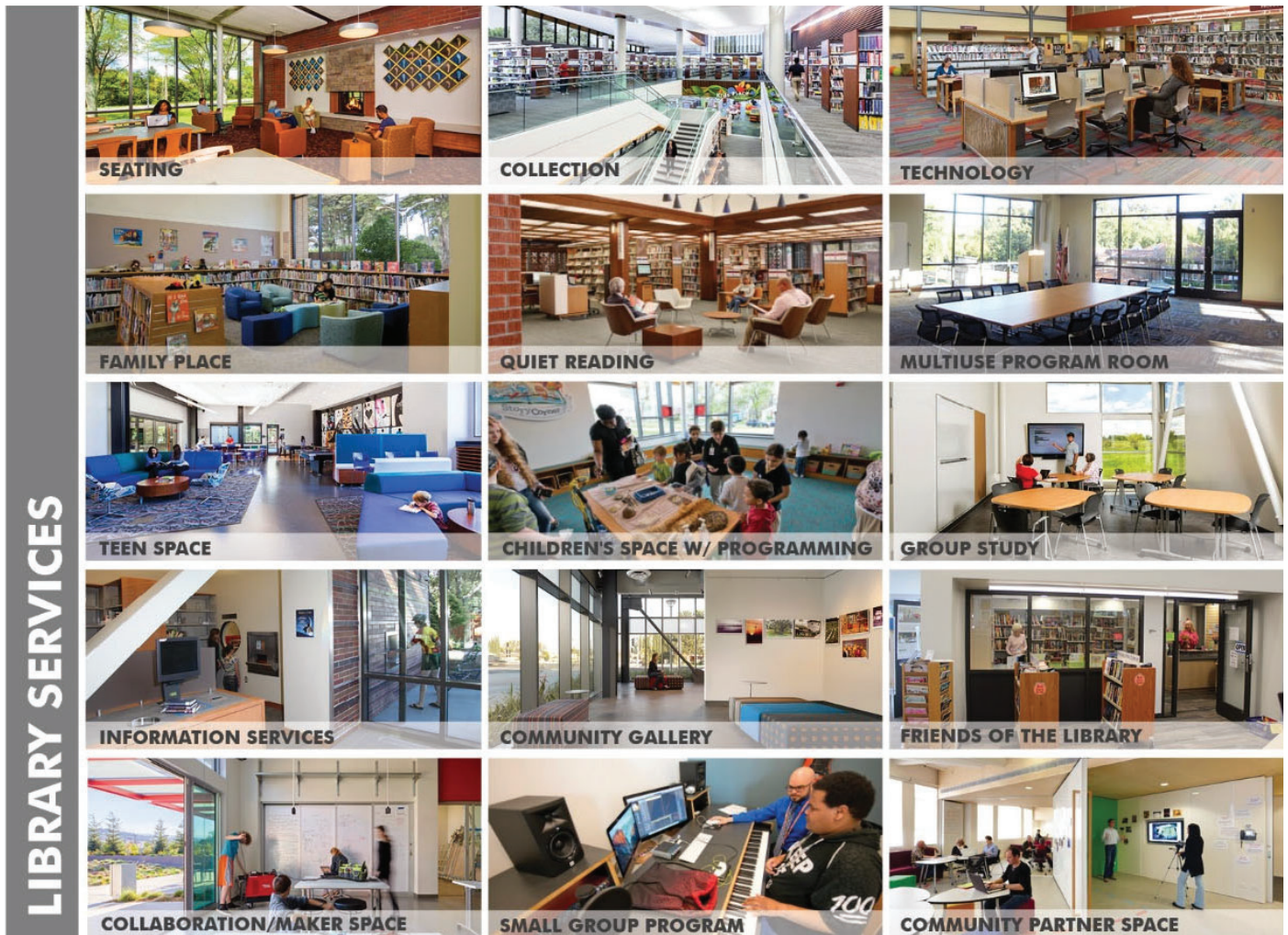
Pacifica Sharp Park Library
 104 Hilton Way
 Pacifico, CA 94044
 Zoning: P-F Public Facilities
 Site Area: 31.2363F



Sharp Park Library Site Zoning



Sharp Library Parking Garage - Level 2, Hilton Way Access



Sharp Park Library Building Program

SHARP PARK BUILDING PROGRAM AND FLOOR PLANS

Sharp Park Building Program

A new, full-service Sharp Park Library will provide significantly improved facilities and services compared to what the existing small, outdated libraries provide. The new library will offer a complete array of collections, spaces, and services that will include:

- **Seating** – A larger quantity and diversity of seating for all ages, with an increased variety of choices appropriate for reading, work, and collaboration
- **Collection** – Space not only to expand the overall collection size, but also to improve browsability – the ability of customers to see materials and find titles of interest
- **Technology** – Increased access to new technologies from computer stations to 3D printers and more
- **Quiet reading** – A seating and study space for adults or teens who desire a quiet place for focused individual work
- **Information services** – A location where patrons will be able to easily get help from library staff
- **Teen space** – A vibrant, welcoming space that engages teens with technology, games, collection materials, and cool, comfortable furnishings that support socializing and studying
- **Children's space with programming** – A lively, colorful, and family-friendly area designed to support programs and events for Pacifica's youngest residents
- **Family place** – Space that allows families and groups to meet, gather, socialize, and learn together

- **Group study spaces** – Ample, well-equipped spaces to support collaboration at all scales, from tutoring pairs to large group work sessions
- **Library/community meeting and programming space with art gallery** – A large, multipurpose, flexible meeting space to accommodate the wide variety of library programs as well as support a small community gallery for art and rotating exhibits
- **Pacifica Friends of the Library (PFL)** – A collaborative space dedicated to the PFL to support its efforts to generate funding for ongoing library operations through book sales
- **Collaboration/maker space** – A flexible, well-equipped space for creative and experiential learning for Pacificans of all ages

Sharp Park Floor Plans

Based on the building program outlined above, multiple floor plan options were developed and vetted with SMCL, City staff, and the design team to select the option that would provide the best solution - programmatically, spatially, and operationally.

The main entrance will welcome visitors into an airy, vertical lobby with an elevator and staircase connecting the floors of the building, from the parking levels to the library level to the second floor. The building’s entry tower massing will be a landmark along Palmetto Avenue for both visitors approaching from the north and the south. The main entrance will be accentuated by a public plaza on the corner of Hilton Way and Palmetto; the plaza will cascade down the hill from the library level. The cascading plaza is envisioned as an informal seating and programming space for the community. All core library spaces will be on the first floor, and the community room, conference room, and the back of house and staff areas will be on the top level. The community room will be located on the west side of the building facing Palmetto Avenue, which is a prime location that looks out onto the ocean with an adjacent deck area.

The library’s angled massing is broken down through varied roof lines, which creates a series of protected, cascading outdoor terraces along the sloping site – providing a dedicated maker space terrace and a children’s terrace adjacent to the children’s area.



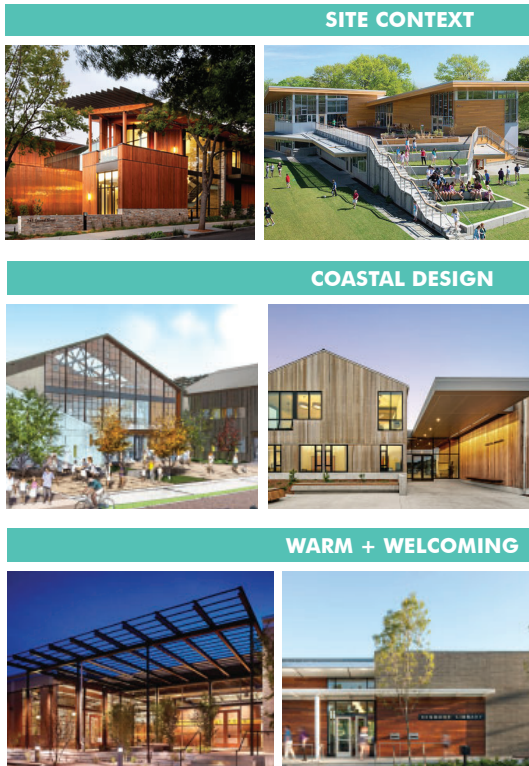
PACIFICA'S TOWN COMMONS COMMUNITY-SCALE

Town Commons Floor Plan

CONCEPTUAL DESIGN OPTIONS

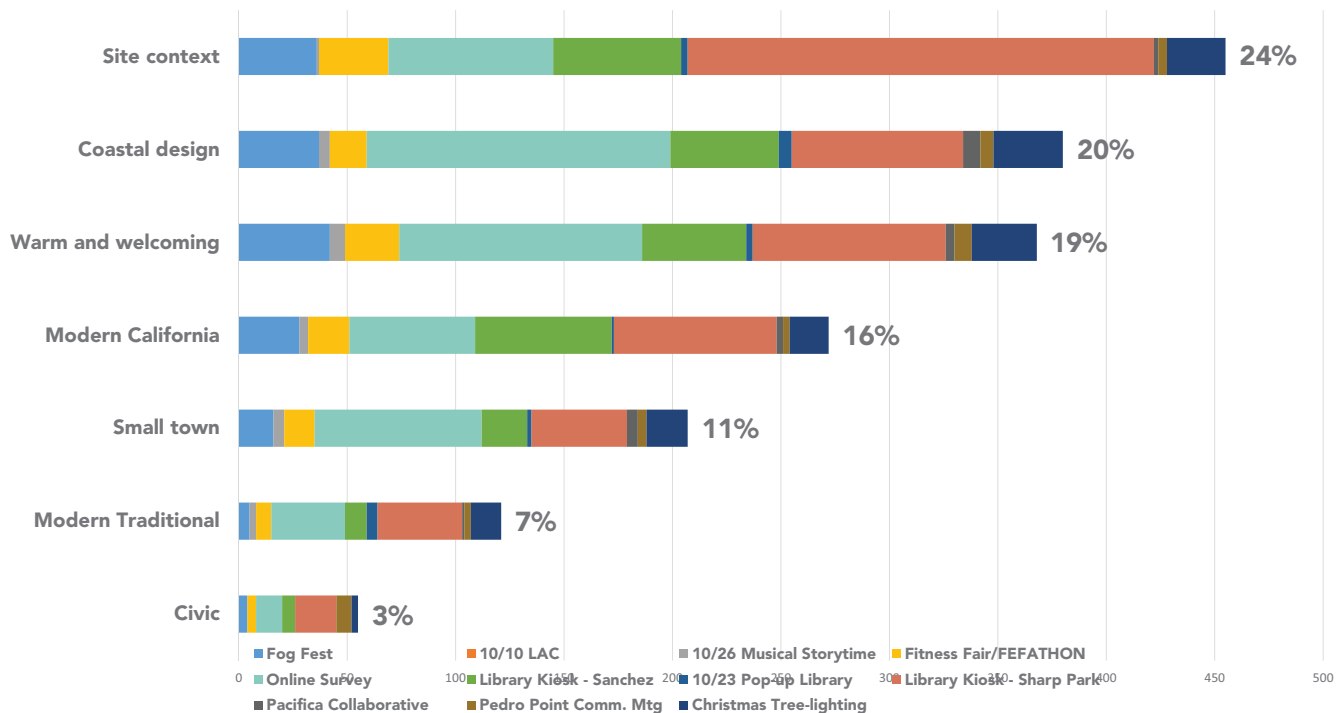
Sharp Park Exterior Design Values

Community members were asked to give their thoughts and input on the exterior building and site design that will guide the future Sharp Park Library construction. In the community survey, Site Context ranked the highest, given the location of the existing library, situated on top of the hill. Coastal Design closely followed as a second priority, due to the site's proximity to the ocean. Also, participants expressed a preference for a warm and welcoming building that reflects a modern Californian design aesthetic. Community members recommended minimizing the building's footprint, while optimizing for functionality and maintenance. Additionally, people suggested including a rental space, and others requested ensuring sufficient parking, well-designed outdoor spaces, seating and work areas with natural light, small meet-up rooms with good soundproofing, and an ocean viewing area.



Exterior Design Values - Preferred Images

Exterior Design Values @ Sharp Park



Sharp Park Exterior Design Values: Community Outreach Outcome

RENOVATED SANCHEZ LIBRARY

SANCHEZ SITE DESIGN, PARKING, AND ACCESS

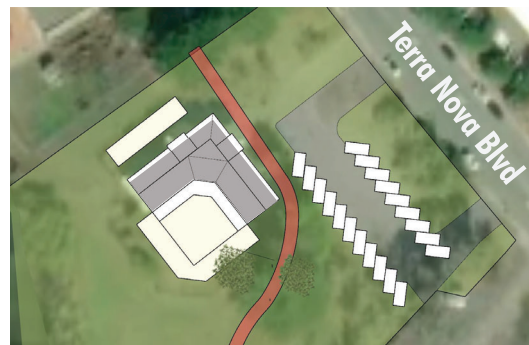
Located at 1111 Terra Nova Blvd in the Linda Mar neighborhood, the Sanchez Library site is about two and a half acres in size and has ample room for a potential future expansion. The parcel map for the Sanchez Library site includes a ten-foot Public Utility Easement that runs across the site, accommodating a large, 54-inch storm drain. Relocating this storm drain could be cost prohibitive. However, it does not impede the renovation and expansion plans for the Sanchez Library.

The existing 4,000 square foot building is in fair condition and can be remodeled to incorporate current building code requirements for seismic improvements and accessibility standards. However, based on recent remodels of similarly aged buildings, approximately 20-25% of the usable area will be reduced in order to bring the building into compliance with accessibility requirements.

At the present time, the Sanchez Library can be easily accessed from Terra Nova Boulevard. The current surface parking lot has 21 parking spaces; however, it is inefficiently laid out and could be improved to accommodate more vehicles in the same site area. For ease of access, the building entrances will continue to directly adjoin the parking lot.

The Sanchez Library is also near the SAMTRANS bus and shuttle routes. Due to the site's relative isolation in the back of the valley, it was not considered as a potential site for the new full-service library. However, the Sanchez Library offers excellent access for local pedestrians and bicyclists coming from Terra Nova Boulevard. Nestled on the border between the Linda Mar and Park Pacifica neighborhoods, it is conveniently close to several senior housing communities and multiple schools.

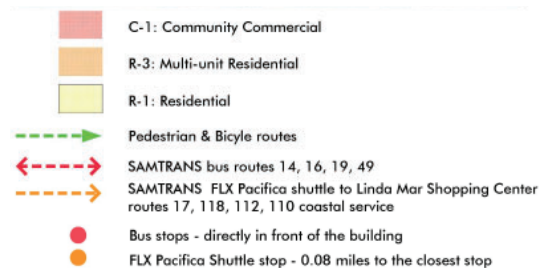
Further development of enrichment activities and programs for children, teens, and the elderly is particularly relevant given the input from the community and the site's proximity to senior housing and schools. The recommended renovation plan includes devoting a significant portion of the building to a library/community program space.



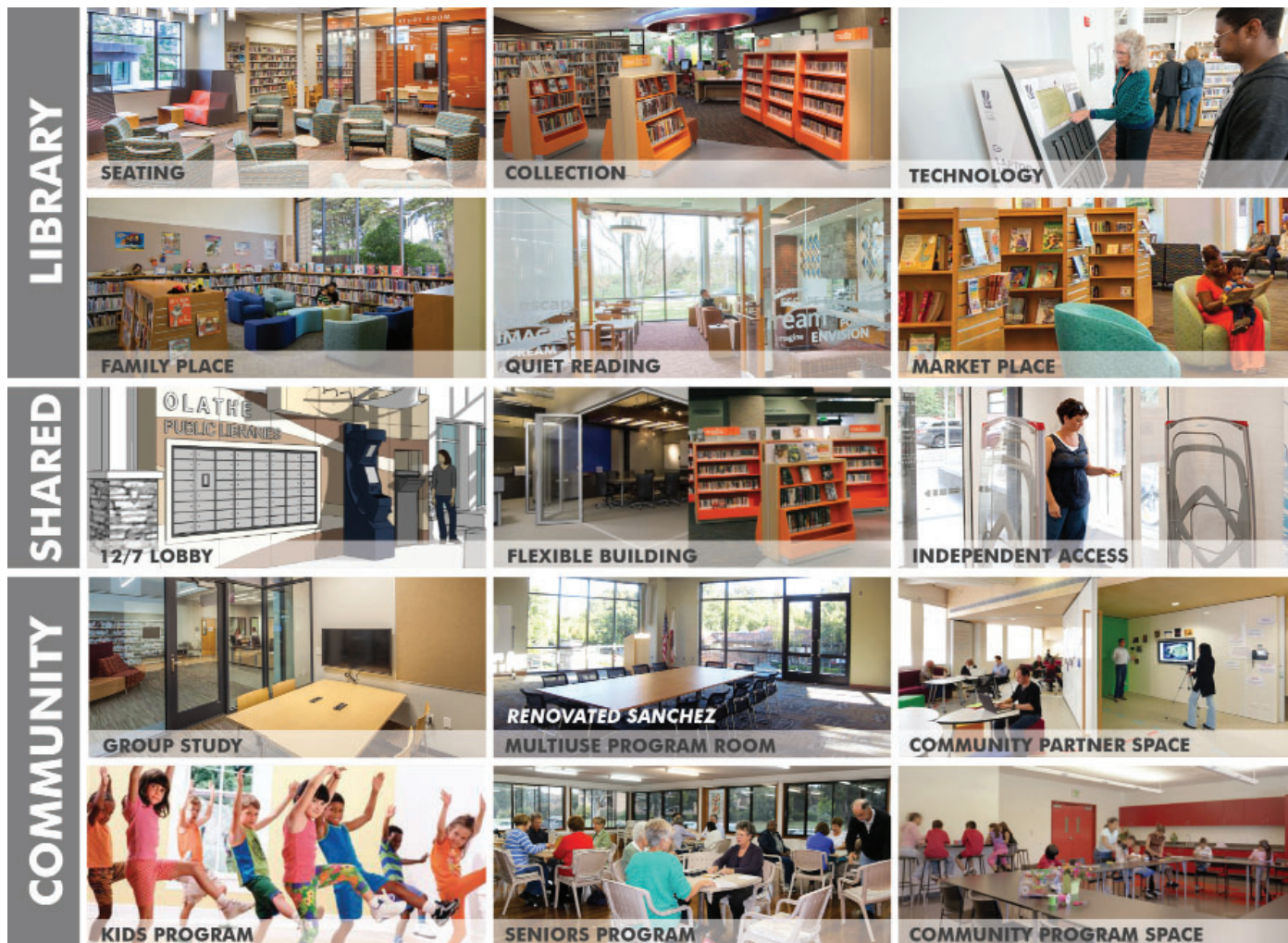
Sanchez Library Site



Sanchez Area Zoning



Sanchez Library Zoning and Access



Sanchez Library Building Program

SANCHEZ BUILDING PROGRAM AND FLOOR PLANS

Sanchez Building Program

Multiple rounds of community outreach supported the new vision of an “Open Access” library with expanded programming options. Consequently, the renovated 4,000 square foot Sanchez site will enhance the small branch library with a library/community program space, serving a variety of community needs simultaneously at one integrated site. The branch renovation will incorporate a new “Open Access” operational model and provide additional community services and programs to supplement the library’s core services. Additional services could potentially be developed in partnership with organizations such as the Pacifica’s Parks, Beaches & Recreation department or other community-based partners.

The proposed programming and “Open Access” operational model for the Sanchez site accommodates the activities and services that the community identified as most important. During community outreach sessions, survey participants prioritized the browsing collection and library programs, emphasizing the importance of continued core library services. The proposed library services will include ample seating, computer and printer access, an inviting space for reading, a multi-use program room, and more library services and spaces as described below:

- **Seating** – A variety of seating for all ages, with choices appropriate for reading, work, and collaboration
- **Collection** – Space for a core collection that is easily browsable, allowing customers to see materials and find titles of interest
- **Technology** – Access to technologies from laptops and desktop computer stations to printers
- **Quiet reading** – A seating and study space for adults or teens who desire a quiet place for focused individual work

- **Multi-use library/community program room** – A flexible multi-purpose space that can accommodate large events – needed not just for library programs, but also for a variety of recreation, civic, and community functions in Pacifica

In addition to core library services, the following innovations are planned at Sanchez Library to maximize resource efficiencies:

- **Independent access** – Both the library and the new library/community program room can be accessed and used separately. Customers will easily manage their transactions independently and will have the support of remote library staff when required.
- **Adaptable building** – A flexible building that can be adapted over time for changing needs will be achieved with different strategies including using movable partitions and mobile furniture

Material vending machines, self-service kiosks, and an alternative staffing model are integral parts of the proposed “Open Access” system that would maximize the availability of services at Sanchez. Community members voiced their concerns about limited library hours and agreed that an “Open Access” system at the Sanchez Library would allow for extended hours of operation, while maintaining full service during ordinary hours. The concept of an “Open Access” library model at the Sanchez Library was well received by City Council and the community. The library would be open additional hours when staff are not present, leveraging the efficiency of the self-service model to extend service hours. Visitors would be able to scan their library cards and/or use a PIN to enter the building and be able to browse the popular collection and collect reserved books and items. Self-service kiosks would allow patrons to check out, return, and renew items. Computers will also be accessible with free Wi-Fi, online e-resources, and printing and photocopying capabilities.

To ensure successful implementation of an “Open Access” library model, continued collaboration with public safety officials will be paramount. The Police Department is engaged on this project and has communicated with other jurisdictions with similar “Open Access” service models. The Police Department found that those communities experienced no law enforcement problems either because of the library branches’ locations and/or the physical security measures employed. The Police Department’s continued feedback on safety features and public communication is critical as the plans for Sanchez Library proceed.

With the “Open Access” system, the Sanchez Library would have multiple modes of operation, including typical “Open Access” model operations where the library could be made available 12/7, designated hours when library staff could be present (self-service will also be available), and also concurrent or additional times when the library/community room will be used for PB&R programming or other community activities.

Creating a shared-use facility with partner organizations would allow the facility to stay open more hours during the week and respond to multiple community needs.



PB&R Partnership Opportunities

Attachment 3a

As trusted centers of the community, libraries are in a unique position to attract potential partners, and to provide resources and benefits to organizations with mutual goals. In a time of diminishing funds and increasing demands, partnerships are essential to meeting community needs and to sustaining an active and engaging environment for customers. The renovated space will facilitate partnerships with organizations such as PB&R and subsequent expansion of multi-generational programs and services, particularly important for the Sanchez site based on community input. Community survey responders highlighted their desire for pre-school/children’s programs, community events, enrichment classes, and teen programming. A PB&R partnership would supplement the programs offered by the Sanchez Library, offering a wider variety of programs in the future, including:

Programming and activities

- Storytime
- Book clubs
- After-school homework help
- Senior activities such as congregate meal outposts, classes, groups, meetings
- Computer coaching
- Teen center, teen programming, Youth Advisory Board, STEAM programs
- Meeting rooms that can be used by community groups, non-profits, residents, parties, and more
- Variety of classes – exercise, special interest, game night/trivia, etc.
- Summer Adventure Camp
- Partnerships and collaborative efforts

Space and usage

- Outside – playground, viewing, picnic, activities, parking, garden, creek, and more
- Inside – rooms, shared space, equipment, etc.

Sanchez Floor Plans

To implement the Sanchez Library building program described above and better serve evolving community needs, two floor plans have been proposed. Both Sanchez options include a

lobby area with two individual spaces for group study, an open-access area with library materials, an indoor program area featuring a kitchen, an outdoor program area, a community garden, and space for a possible future addition.

Both floor plan options allow for a potential future expansion of the Sanchez Library. The new expansion, proposed on the northeast side of the building, would occupy 3,000 square feet, nearly doubling the total size of the building. The Sanchez Library is situated on an approximately 2.6-acre parcel of land that is currently underutilized. The site is bifurcated by a large underground storm drain that runs along the south side of the library building. In order to avoid the relocation of the storm drain and to allow for other potential uses of the site, all proposed improvements for the library are confined to the northern portion of the site that is clear of the storm line. The site plan and project budget take the potential future addition into consideration.

Both library size options of 4,000 square feet of renovated space or 7,000 square feet, comprised of 4,000 square feet of renovated space and 3,000 square feet of new construction, will be carried forward for the City to determine based on available funding and community prioritization.



OPEN 7 DAYS A WEEK



BROWSING COLLECTION



LIBRARY PROGRAMMING

Preferred Library Services



PRE-SCHOOL/KIDS PROGRAM

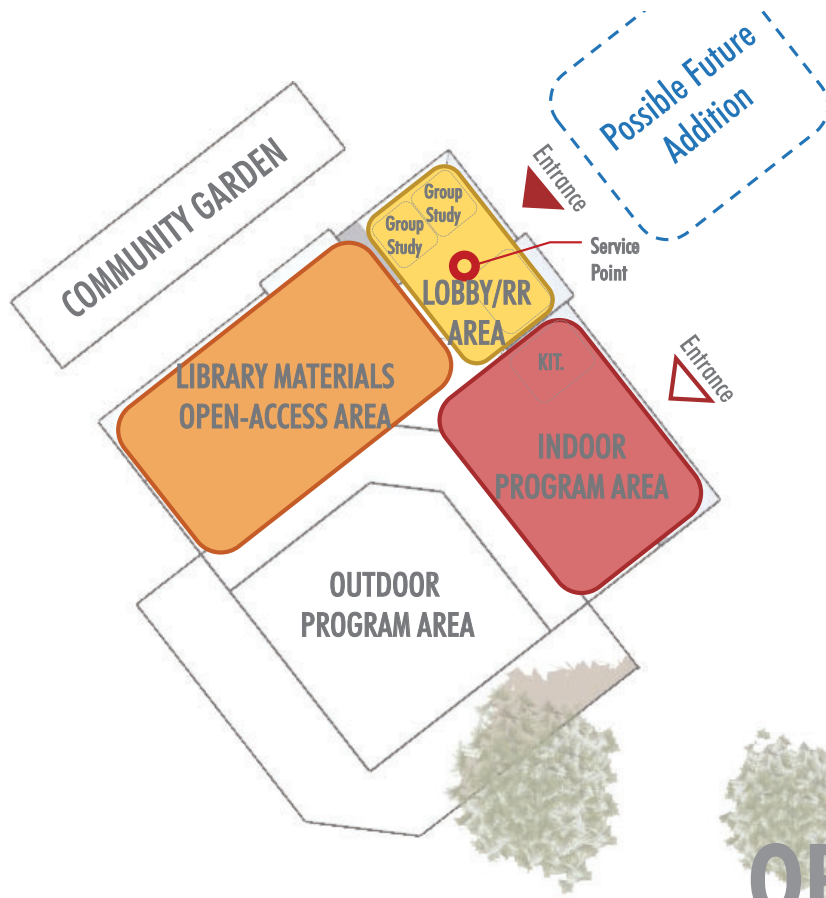


COMMUNITY EVENTS



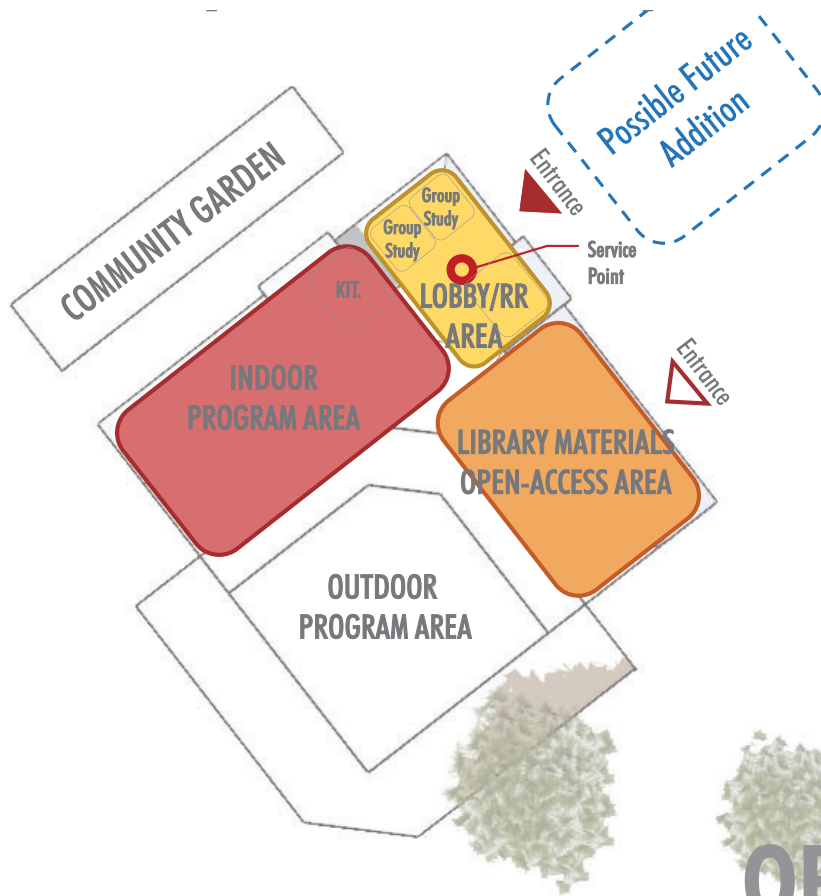
ENRICHMENT CLASSES

Preferred Library Activities



OPTION A

Sanchez Library Floor Plan: Option A



OPTION B

Sanchez Library Floor Plan: Option B



Community Outreach

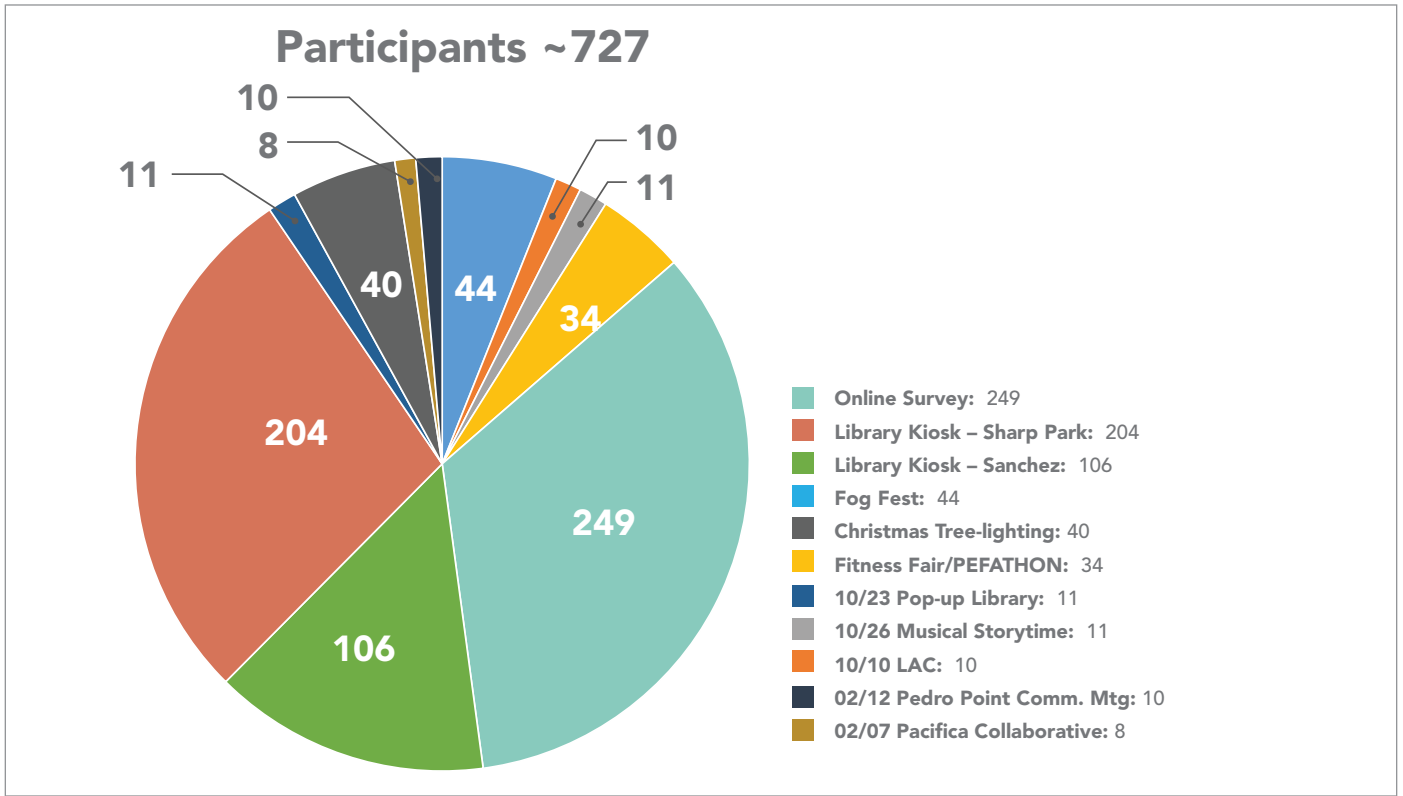
PARTICIPATION

The building programs, floor plans, and conceptual design for the Pacifica Libraries project was developed with broad participation from the community at large, City Council, LAC, PB&R, Planning Commission, and a project management team that included key City and Library leadership.

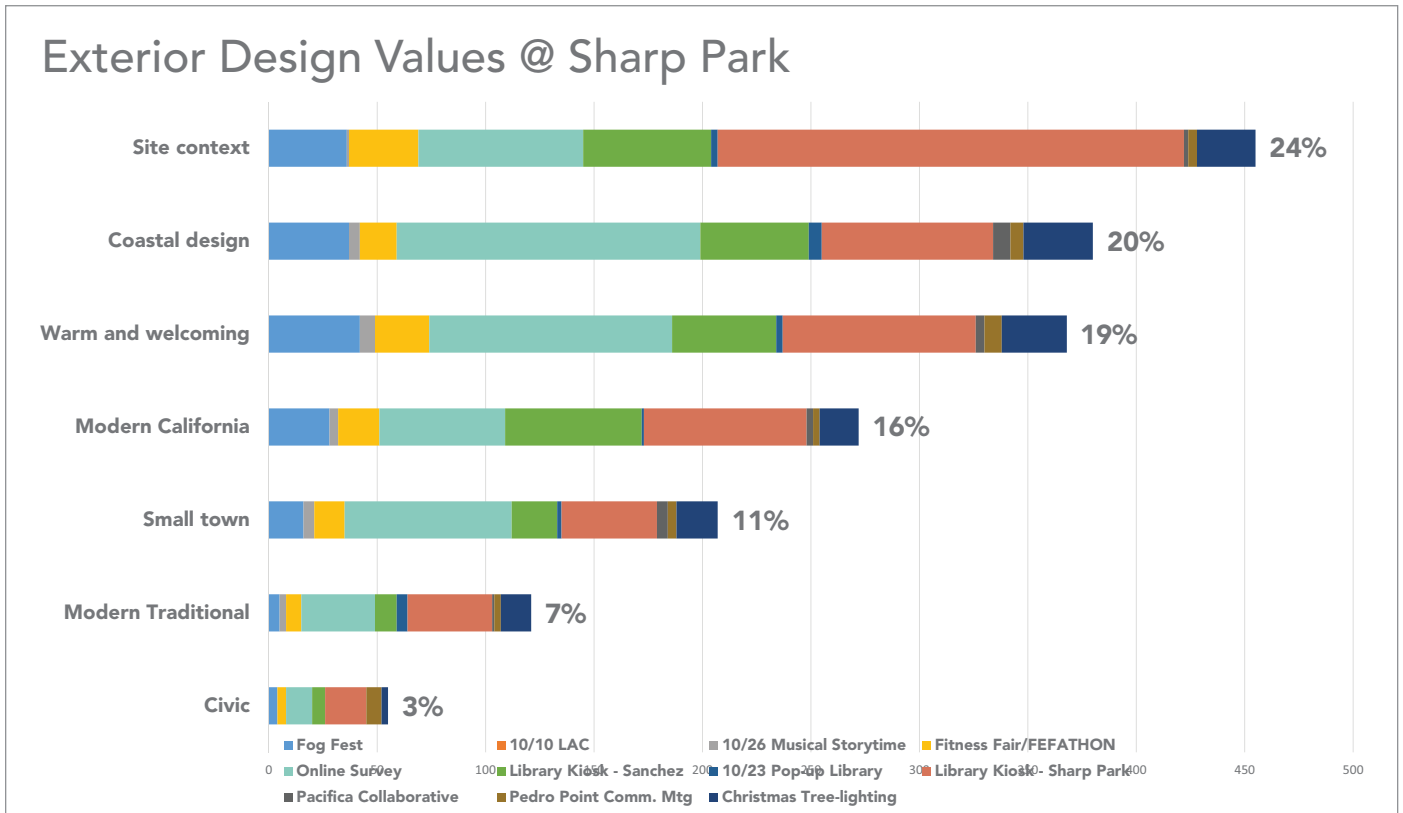
COMMUNITY OUTREACH

As of March 2019, over 700 participants have shared their insights and thoughts through the community outreach efforts. A variety of engagement strategies were used including online surveys, focus groups, speaker forum presentations, and numerous intercept kiosks at community events. Intercept kiosks were located at many destinations and events including the Fog Fest, the senior book group, the Pop-up Library, the Medicare program, the Christmas Tree Lighting at Rockaway Beach, Musical Storytime, the after-school STEAM program, the PEFathon Fitness Fair, the Pedro Point Committee Meeting, the Pacifica Collaborative, the Library Advisory Committee Meeting, and the Sharp Park and Sanchez libraries.

The vision for libraries in Pacifica has emerged from extensive community input gathered over the course of many years. Community members generously gave their time to share their hopes and goals for Pacifica's libraries. Since April 2018, Pacifica community members have been weighing in on site programming and conceptual design options for the proposed Sanchez Library renovation and new Sharp Park Library. The community outreach for the Sanchez site focused on the community's preferred programming and services. Survey participants were asked to identify which three library services are most important at the Sanchez site. For the Sharp Park Library, community members were asked to rate exterior design values. The following tables summarize the community outreach results.

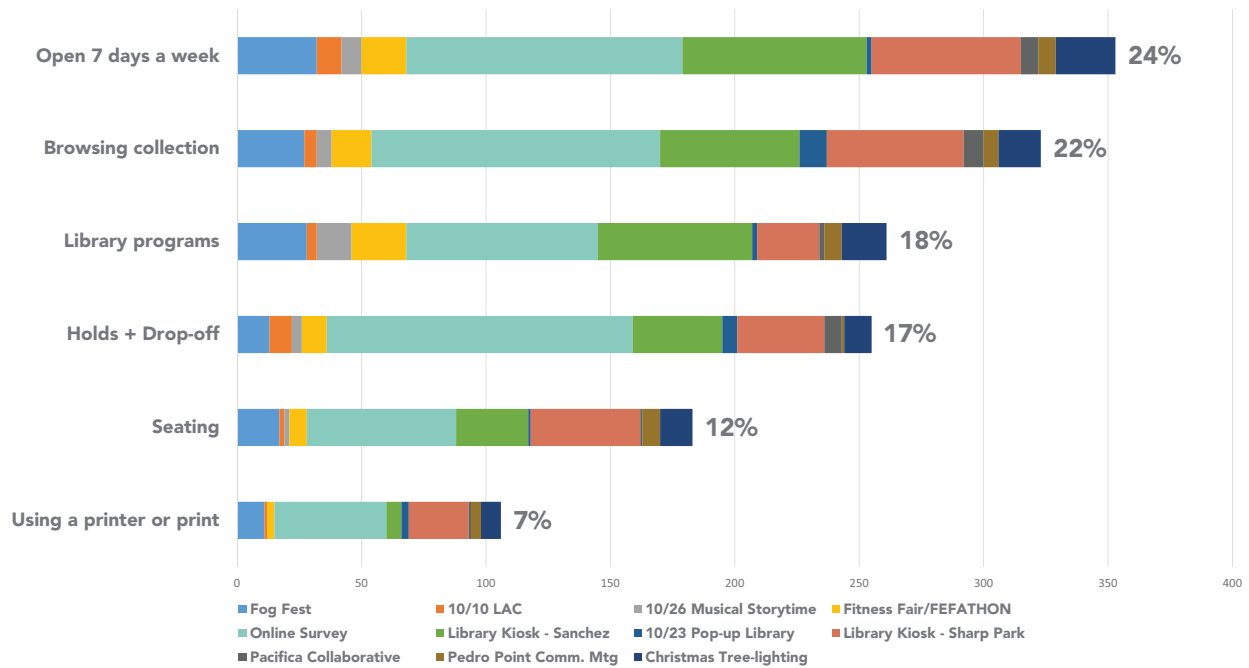


Community Outreach: Participation Summary



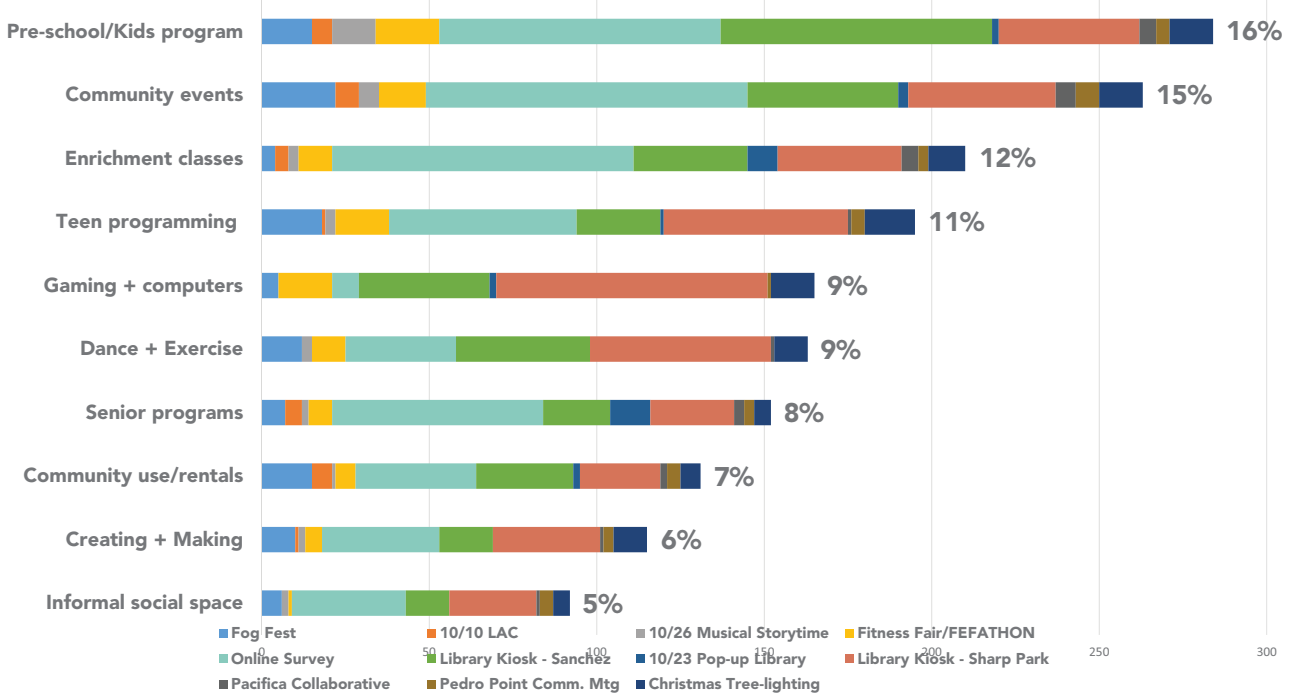
Sharp Park Exterior Design Values: Community Outreach Outcome

Library Services @ Sanchez



Library Services at Sanchez: Community Outreach Outcomes

Community Activities @ Sanchez



Community Activities at Sanchez: Community Outreach Outcomes

ADVISORY COMMITTEE

The Library Advisory Committee; comprised of representatives from City commissions and committees, as well as stakeholder and community representatives; worked with liaisons from the City Council to guide the project, provide oversight, and act as a sounding board and resource for the project design team. Another key role for committee members was to be project ambassadors, relaying and updating the status of the project back to their respective committees, councils, organizations, and commissions.

TECHNICAL MEETINGS

Technical meetings with the City's Building Department, Planning Department, Police Department, and Fire Marshal were held at key project milestones to review the site and building for code, fire, and safety compliance. In addition, there were technical meetings with SMCL and PB&R staff to provide guidance on the programmatic, functional, and operational requirements for the building as well as to review the floor plans and adjacencies as they progressed.

PROJECT MANAGEMENT TEAM

At the core of participation, the project management team, composed of key City staff, SMCL and Group 4, met at regular intervals throughout the project to track progress. The project management team took the input gathered from each participatory group and meeting throughout the process to incorporate into the overall site programming and conceptual design.

COST MODEL

OVERVIEW

Preliminary cost models have been prepared for both the new Sharp Park Library and the renovation of the Sanchez Library. Currently, specific funding sources have not been identified for the projects, and therefore multiple options for each project were estimated in order to provide a range of costs that the City could consider. Potential funding sources for the projects include a voter supported ballot measure, low- or no interest loans, support from the San Mateo County Library for furniture and technology funding, as well as other public-private partnerships such as a donor recognition program.

Project costs for public facilities depend on numerous factors which include:

Quality

- Durable, maintainable materials that will withstand the test of time and Pacifica’s harsh marine environment
- Quality systems and finishes that are easy to maintain and support over the life of the building
- Public facilities have a 40- to 50-year life expectancy with major systems designed to provide 20 to 30 years of service

Cost

- The San Francisco Bay Area has some of the highest construction costs in the country, and local construction cost inflation is expected to average 5%-6% per year through 2020.

Quantity

- Multiple options were estimated for both the new Sharp Park Library and the renovated Sanchez Library projects in order to provide a range of strategies and costs that the City could consider in determining their funding strategy.

OVERVIEW: PROJECT COST FACTORS

Costs in the Bay Area

“The fourth quarter outlook for the Northern California Bay Area region is slightly more optimistic than Q3 projections showing the market will “catch its breath” and level off in 2019.”



- SF Bay Area has some of the highest construction costs in the country*
- Escalation for 2017 hit 6.7% and is expected to average 5-6% per year through 2020**

* Cummings Insights- Construction Market Analysis

** TBD Cost estimating Consultants, projected for Jan 2018, & Leland Saylor Assoc. projected for March 2018.

*** Map from SF Business Times, October 23, 2017



Map Key:

Proposed Commercial Projects - Yellow | Approved Commercial Projects - Red | Under Construction Commercial Projects - Orange |

Proposed Residential/Hotel Projects - Blue | Approved Residential/Hotel Projects - Purple | Under Construction Residential/Hotel Projects - Green

PROJECT DRAFT COST MODEL

New Sharp Park Library	Low	High
Building Size	25,000 GSF	30,000 GSF
Hard Costs- Building and Site (Including Site work, preparation, parking, hardscape, landscape, hard cost contingency etc.)	\$31,600,000	\$38,500,000
Escalation - TBD	<i>not included</i>	<i>not included</i>
Total Soft Costs (Incl. A/E fees, CM fees, city fees, permit fees, soft cost contingency, etc.)	\$7,600,000	\$9,300,000
Total New Sharp Park Library Costs	\$39.2M	\$47.8M
Sanchez Library	Renovate (E)	Renovate (E) + Addition
Building Size	4,100 GSF	7,100 GSF
Hard Costs- Building and Site (Including Site work, preparation, parking, hardscape, landscape, hard cost contingency etc.)	\$2,800,000	\$6,200,000
Escalation - TBD	<i>not included</i>	<i>not included</i>
Total Soft Costs (Incl. A/E fees, CM fees, city fees, permit fees, soft cost contingency, etc.)	\$700,000	\$1,500,000
Total Sanchez Library Costs	\$3.6M	\$7.7M
TOTAL PROJECT COSTS	\$42.8M	\$55.0M

*Excluded from project budget – Furniture, FF&E, FF&E design contingency + soft cost

** Cost Models are based on April 2019 dollars

PROJECT COST MODELS

Conceptual level project cost models were developed for both the new Sharp Park Library and the renovation of the Sanchez Library. These models are comprehensive and include both hard costs (e.g. building materials, labor, and contractor overhead and profit) as well as soft costs (e.g. professional fees, construction management fees, City fees/permits, testing, and soft costs contingency). The numbers are in April 2019 dollars. Escalation has not been included in the calculation since an anticipated start date has not been identified for the projects. An overall project contingency and a design contingency have been included in the cost models. The design contingency is included to accommodate potential changes in project scope as the project is designed to a higher level of detail, and the overall project contingency is included to cover unanticipated costs or changes in the project.

COST MODEL INPUTS

Site costs include: the demolition of the existing building foundations and remaining infrastructure, site preparation, site electrical and mechanical utility work, and site improvements, including parking, hardscape, landscape, and site features.

Building costs include the foundation, superstructure, exterior enclosure, roofing, interior construction, vertical circulation, interior finishes, and building systems, including plumbing, HVAC, fire protection, electrical, lighting, equipment, and furnishings. FF&E (fixtures, furnishings, and equipment), signage, and technology costs for the project budgets have been developed on a cost-per-square-foot basis but excluded from these cost models based on the current understanding that the San Mateo County Library JPA will be supporting these costs.



Pacifica's Town Commons

RECOMMENDATIONS AND NEXT STEPS

The recommended design option for the new full-service Sharp Park Library was selected in a City Council study session on February 25, 2019, when the Council expressed its preference for the Town Commons design. The more contemporary and modern feel of the Town Commons design; the strong civic presence on Palmetto Avenue and smaller scale on the residential side along Hilton Way; in addition to the prime location of the community room with an ocean-front view and opportunity for dedicated deck space, led the City Council members to select the Town Commons option.

The Sanchez Library program and floor plan options will continue to evolve as the City aligns the project budget and funding strategy and gains further insight regarding the community's priorities for the project. The ability for the Sanchez Library to expand within and beyond its wall through renovation or expansion, the multi-mode floor plan concept with both a library and community space, the potential partnership with PB&R, and community support for an "Open Access" library model, will allow the City to explore the next steps with a defined set of opportunities that will bring modern and flexible library services to the Sanchez Library. As part of the next steps for the project, there will be a further development of both Sanchez Library floor plan renovation options, including the opportunity for a building expansion.

The Pacifica Libraries Conceptual Design Report is anticipated to be accepted in May 2019 by the City Council. The City plans to refine the funding strategy for the project moving forward, and a future ballot measure is anticipated to be required for project funding.

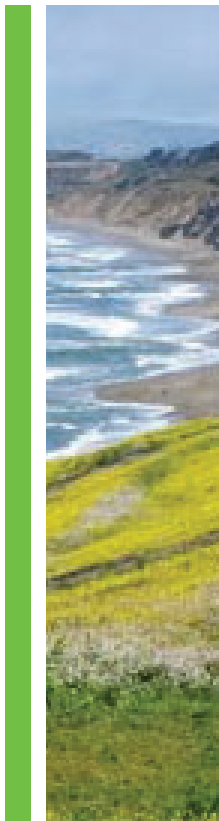
The next phase of implementation for both branches would be Schematic Design, where the site, floor plans, building exterior and interior, and building systems would be designed to the next level of refinement, with continued input from City staff, LAC, and the City Council, and with updates to the Planning Commission, PB&R Commission, and the community. Sustainability goals, ongoing maintenance, and lifecycle recommendations for the new building and systems would also be confirmed during Schematic Design.



G R O U P 4

ARCHITECTURE
RESEARCH +
PLANNING, INC

211 LINDEN AVENUE
SO. SAN FRANCISCO
CA 94080 USA
T: 650.871.0709
F: 650.871.7911





Memorandum

Planning Department

TO: Library Advisory Committee

FROM: Tina Wehrmeister, Planning Director

DATE: May 3, 2019

SUBJECT: Item 3.b. Receive Voter Survey Results and Consider Recommending a Citizen Outreach Program to the City Council

In February a poll of likely Pacifica voters was conducted to determine support levels for a general obligation bond to construct a new Sharp Park Library and renovate the Sanchez Library. The key takeaways from the poll include:

- Support for the proposed library bond measure starts out below the two-thirds threshold (64%), rises to 70% as voters learn more detailed information and positive messages, and then returns to its starting point after a series of common negative arguments.
- A wide number of arguments in favor of a measure were seen as “very convincing,” particularly those focused on repairs, keeping both branches open, and maintaining library hours and accessibility.
- The most compelling negative arguments were the tax impact on seniors and many voters are concerned about other needs in Pacifica that they see as more pressing.
- In order to succeed the measure will require a strong positive communications effort and little opposition.

A more detailed presentation on poll outcomes will be presented at the LAC meeting.

The data indicates that support increases above the two-thirds voter threshold needed to pass a dedicated bond measure after poll respondents were provided more detailed information and positive messages about the Pacifica Libraries Project. Therefore, staff is seeking LAC support for a citizen outreach program to be conducted over the next several months. The City will then re-poll and assess the projected support for a bond measure.

The goal of the outreach program will be to further educate and engage the community about the new libraries project scope. Focus will be placed on identified groups that may need additional information to support the project. General community and stakeholder outreach will also continue. Other key partners would include the Pacifica Library Foundation, Pacifica Friends of the Library, and San Mateo County Libraries. Specifically, outreach will include:

1. Targeted Direct Mailings
2. Print Media
3. Targeted on-line advertising
4. Video and social media campaign development
5. Information station at community events
6. LAC stakeholder outreach presentations
7. Update project website and FAQ document

In addition to participating in in-person outreach opportunities and continuation of stakeholder presentations, the LAC would provide advisory support for the outreach program.

It is requested that the LAC recommend that the City Council direct and authorize the outreach program outlined above at the May 28, 2019 meeting.