



**NOTICE OF AND AGENDA FOR  
SPECIAL MEETING OF THE CITY COUNCIL  
TOWN OF COLMA**

**Colma Community Center  
1520 Hillside Boulevard  
Colma, CA 94014**

**Wednesday, July 9, 2014  
6:00 p.m.**

**NOTICE IS HEREBY GIVEN** that the City Council of the Town of Colma will hold a Special Meeting at the above time and place for transacting the following business:

**1. STUDY SESSION: Town Hall Renovation Project Phase I**

*This item is for discussion only; no action will be taken at this meeting.*

Posted: July 3, 2014

  
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Sean Rabé, City Clerk

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# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Director of Public Works

VIA: Sean Rabé, City Manager

MEETING DATE: July 9, 2014

SUBJECT: Town Hall Renovation Project Phase I

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## RECOMMENDATION

This meeting is a study session only. No action will be taken at this meeting. However, staff will seek direction, comments, questions, impressions and opinions from each individual council members regarding the renovation of the Town Hall facility and surrounding site layouts.

## EXECUTIVE SUMMARY

At the June 26<sup>th</sup>, 2014 Special Meeting, City Council, members of the public and staff reviewed various options regarding the Town Hall and site layouts options. The Study Session proved to be beneficial because the City Council re-emphasized the need to keep the front entrance of Town Hall as it was originally constructed – as a welcoming feature to the Town and the public. Council also made it clear that the renovation project not diminish the Town Hall facility but enhance it. It was also determined that when entering the facility that the reception/public area should be as open and hospitable to those who visit.

At the study session, the Architect was ask to come back and present to City Council findings regarding accessibility concerns, public areas in the front entrances, Council Chamber modifications and site layouts regarding parking areas to accommodate parking for day to day activities along with Town Hall events such as Council meetings.

## FISCAL IMPACT

Costs associated with Phase I City Council Sessions are part of the agreed contract work that City Council executed in February of 2014 and have already been budgeted.

## BACKGROUND

The results of the Town Hall Phase I Study Session on June 26<sup>th</sup>, 2014 yielded positive results such as:

- Defining the square footage needs for City Council, public common areas and Staff.
- Creating a Town Hall facility that would house all departments and public areas on one floor.
- Strongly emphasizing that the existing front entrance to Town Hall be kept intact and used as the primary entrance for all day to day public services as well as the main entrance for all public events such as City Council meetings.
- That the presence of the historic portion of Town Hall (1941 portion of the building) be kept intact and not altered in any way that would diminish or take away from its original design and functions.
- Once entering the building from the front entrance, City Council wanted to keep a front counter presence to greet and assist the public.
- City Council wanted to explore options in reorientation the Council Chamber if that would assist in mitigating accessibility requirements.
- Explore options on how the exterior site layout will be beneficial to the functions of Town Hall as well as other public functions.

At the conclusion of the June 26<sup>th</sup> meeting, City Council requested that the Architect review the Council's observations regarding the above points. City Council requested a special meeting for July 9, 2014 where the Architect would come back and present building and site layout options, based on the objectives of the City Council.

### **Council Adopted Values**

The City Council is exhibiting *RESPONSIBILITY* to the community and staff by creating a facility that ensures that the history of Colma that is captured in the existing Town Hall will remain intact while also creating a state of the art facility where public, staff and the environment will benefit.

### **CONCLUSION**

Staff seeks directions from the City Council that will direct the Architect to the completion of the Phase I Study of the renovated Town hall Facility. If design option are approved tonight, the Architect will come back to City Council in September 2014 Special Meeting to conclude and finalizing the conceptual plans and authorizing the City Manager to negotiate an agreement with Architect to start Construction Drawings (Phase II).