



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

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

**Thursday, June 26, 2014
5:00 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:

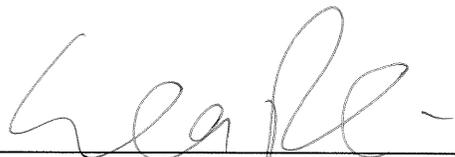
- 1. PRESENTATION: Groundbreaking Ceremony for Hillside Boulevard Improvements**

This will take place in front of the Community Center on Hillside Blvd.

- 2. STUDY SESSION: Town Hall Renovation Project Phase I**

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

Posted: June 20, 2014


Sean Rabé, City Clerk

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1. **PRESENTATION: Groundbreaking Ceremony for Hillside Boulevard Improvements**

There is no staff report for this item.

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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: June 26, 2014

SUBJECT: Town Hall Renovation Project Phase I

RECOMMENDATION

This meeting is a study session only. No action will be taken at this meeting. However, staff seeks comments, questions, impressions and opinions from each individual council member on the preliminary findings that will be presented by the Architect at the meeting.

EXECUTIVE SUMMARY

The contract with Ratcliff and Associates divides the architect's work into two phases. In Phase 1, "Pre-design Services," the architect must evaluate whether there are constraints, such as structural and seismic problems with the building, that would make it impractical to meet the Council's goals, prepare an assessment of the Town's wants and needs, and prepare a conceptual plan for the project. After the Council approves the architect's Phase 1 report, the architect will then begin preparing plans and specifications for the project under Phase 2, "Design and Construction Services."

The purpose of this study session is for the Council and the public to scrutinize the architect's preliminary findings regarding feasibility of the project, wants and needs, and conceptual plans. The meeting will provide an opportunity for the Council members to have an open dialog with the Architect regarding their desires and objectives for the project. The meeting should conclude with the City Council directing the Architect and Staff on how to proceed.

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. If more than two Council workshop are required, work on behalf of the Architectural group will be negotiated and cost out on a time and material basis.

BACKGROUND

The contract calls for the Architect to prepare an analysis and report on the following specific issues during Phase 1 of the contract:

<i>Item</i>	<i>Task</i>
1. Needs and Wants Assessment	<p>Prepare a study that:</p> <ul style="list-style-type: none"> - Identifies the various wants and space needs of the departments that will be occupying the facility - Generally describes the locations of different departments in relation to each other - Identifies if expansion of the building is required - Identifies needed technology upgrades
2. Historical features	Evaluate how to preserve the identified historical components of the existing facility while achieving the other goals.
3. Seismic features	Evaluate the vulnerability of the existing building to earthquake and, if needed, develops a conceptual plan of what it would take to upgrade and seismically stabilize the existing building, at minimum to meet life safety standards in today's code .
4. Structural analysis	Evaluate the structural integrity of the existing building and, if needed, develops conceptual plan of improvements needed to assure that what it would take to make the existing building is structurally sound.
5. Essential Facility	<p>Identify which areas of Town Hall should be constructed to meet "Essential Facility" requirements</p> <p>Define what is needed or required to make those areas of the Town Hall an Essential Facility</p>
6. ADA Compliance	Prepare preliminary plan for an accessible path into and out the building while maintaining the historic look and feel of the exterior to Town Hall
7. Master Site Plan	Prepare a master site plan that shows the locations of the remodeled Town Hall (including an

	expanded footprint, if needed), parking lot, and any excess land area. It is anticipated that the excess land area, if it is large enough to be buildable, will likely be developed either for commercial use or housing.
8. Conceptual Plan and Preliminary Cost Estimate	Prepare a conceptual plan and preliminary cost estimate for the project

DISCUSSION

Staff will open the meeting with a short presentation on its field trips to different City Hall locations. The presentation will focus on what worked and what did not work at the other facilities, department layout, public accessibility and preservation of historical features.

The Architect will then report on:

- Updates in the progress of the various studies required by the contract;
- Assessments of the Needs and Wants;
- Estimated square footage needed or required on the “Needs and Wants”;
- Presentation of a site plan and various options depending on the proposed size of the facility.

At the conclusion of the meeting, staff and Architect will ask City Council to indicate its preferences regarding the site plan, building size, and layout options. Depending on the Council's desires, the Architect could proceed to complete the Phase 1 work or could return at a future study session with different options.

Council Adopted Values

In expressing its preferences, a Councilmember could identify the option(s) that meet his or her values, such as saying that a certain option or feature:

- Is the responsible choice because it best meets the Council's values by taking the long-range consequences into consideration;
- Is the responsible choice because it creates a sustainable facility that meets the goals of the Town's Climate Action Plan;
- Is the responsible choice because it improves access to those with disabilities when visiting or doing business at Town Hall;
- Is visionary because it preserves a certain historical feature of the building while at the same time providing a functional facility;

- Is visionary because it will capture the hearts of the community; or
- Is visionary because it will improve the experience of residents and businesses seeking city services.

CONCLUSION

Staff seeks directions from the City Council that will enable the Architect to move toward completing the Phase I of the contract, "Pre-design Services."

ATTACHMENTS

- A. Town Hall Field Trip Information
- B. Ratcliff Presentation



Memo

TO: Mayor and Members of the City Council

FROM: Michael P. Laughlin, AICP, City Planner

VIA: Sean Rabe', City Manager

DATE: June -- 2014

SUBJECT: Town Hall Field Trip Information

As part of staff's research for the remodel of Town Hall, staff toured the following five facilities:

- Hillsborough Town Hall
- Portola Valley Town Hall
- Foster City City Hall
- Emeryville City Hall
- El Cerrito City Hall

A spreadsheet noting positive aspects of each is attached. The spreadsheet also includes aspects of the buildings that do not work well.

In addition to the spreadsheet, a PowerPoint presentation with photos of each facility is attached. Staff will be providing a brief PowerPoint summary to the Council at the June 26, 2015 meeting that will only focus on the positive take-aways for Colma.

Attachments:

Town Hall Tour Spreadsheet
Town Hall Tour Photos

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Town Hall Tour Notes

Hillsborough – March 5, 2014			
General Layout:	Pros:	Cons:	Positive Take Away for Colma:
<p>U-Shape campus with newer town hall building, separate house (formerly for fire), separate finance division (in remodeled fire dept. offices), fire station and police department in older portion of building. Parking in center of U.</p> <p>Lobby functions as EOC, and has big conference table in the middle.</p> <p>Looking at some sort of addition that could remove two story house and combine all town functions into one building</p>	<ul style="list-style-type: none"> • Newer building that is used for city functions as well as heavily used for community recreation and meetings. • Nice, appropriately sized offices for City Manager, Human Resources Manager etc. • Generally good layout for Planning, PW and Building Departments. • Use of technology in council chambers – each seat has a monitor so that council can see presentation that is projected behind them for the audience to see. • Nice landscaping with seasonal flowers 	<ul style="list-style-type: none"> • Unable to secure City Manager/City Clerk counter area or Planning/Building area • All City functions not in one place. • Sad break room. • Unsure about how file storage works – insufficient space. • City clerk has added awkward extensions to cubicle for more privacy. • Although in remodeled building, Finance Department is nothing special in layout. • Access to conference room by glass door to the side of main entrance problematic - People confuse it for an entrance and knock and interrupt meetings • ADA ramp in council chambers looks like an afterthought 	<ul style="list-style-type: none"> • Attractive Spanish Mediterranean design with clear entrance feature • Nice open lobby with two public windows – generally clear public/private separation • Nice council chambers with public restrooms outside council chambers. • Good dedicated copy and file room • Nice rolling table in council chambers – allows for varied set-up. • Public use computer and research area (although it was an old desk)

Portola Valley – March 5, 2014			
General Layout:	Pros:	Cons:	Positive Take Away for Colma:
<p>New campus with City Hall building, library and community building in a u shape with community lawn area in center. Parking on perimeter (not conveniently oriented to buildings). Rustic design – LEED Platinum with reclaimed materials used from buildings and trees on-site. Appropriate for Potola Valley but aesthetic too modern and rustic for Colma</p> <p>City Council Chambers is located in historic schoolhouse building and is adequate. No elevation of dias – all one floor level. Not sure if ADA accessible. Staff sits at end of dias with council.</p> <p>Newer stand-alone restroom building for public and well used playground area</p> <p>Dumb-waiter to bring file boxes from copy room upstairs</p> <p>Dedicated mechanical room</p>	<ul style="list-style-type: none"> • Very energy efficient. Good re-use of materials from other buildings formerly on-site. Solar panels on library provide power for town hall. • Nice main entrance/lobby space • Good natural light and ventilation in areas of the building • Generally good separation of public and private space. 	<ul style="list-style-type: none"> • Finance area upstairs a complete afterthought – was suppose to be file storage. Not ADA accessible. • File storage is inadequate unfinished space upstairs – an afterthought. • City Manager’s office is dark and in the back corner of the building. • File area in back of building dark and with a low ceiling – like being in a cave. Break room too small • Main conference room and EOC nice space but adjacent to front entrance. Like Hillsborough, there is confusion about entering this room instead of main entrance or with people interrupting meetings to get into building. Paper is used to cover windows when room needs to be darkened or when meeting is private – not good for a new building. 	<ul style="list-style-type: none"> • Only one large public counter and central entry – which may work well for Colma due to comparably low public traffic. • Wonderful work room with copier, printer, mail machine, fax machine, etc. and nice storage cabinets. Space for copier not long enough – not able to upsize copier since it would block door. • Nice cubbies for building plan storage. • Staff restrooms with shower (single person) • Nice access to light/windows from most work stations and skylight • Interesting two story light-well that could be used to bring light into lower part of town hall. • Stand up work station in one office.

Foster City – March 6, 2014			
General Layout:	Pros:	Cons:	Positive Take Away for Colma:
<p>Beautiful new civic center with surface parking lot, city hall, detached council chamber building (connected by breezeway for staff in case of rain), large EOC/fire department on north side of city hall (part of building).</p> <p>Nice clock tower, statue and civic plaza in front of building.</p> <p>Great sense of entry and clear entrance to building</p> <p>Community Development and Finance public counters on ground floor which can be locked down after hours</p>	<ul style="list-style-type: none"> • Nice open lobby with good natural light. • Great directional signage as you walk in. • Public restrooms in main lobby • Nice second floor conference rooms with window walls with good light – however, participants feel like they are in a fishbowl (per Mike Cully who has had meetings there). Your eyes are immediately drawn up to the conference rooms when you walk in the lobby 	<ul style="list-style-type: none"> • Phone only information center to call people in non-public area (such as City Manager’s office)4/3/2014– not public service friendly. 	<ul style="list-style-type: none"> • Nice publication storage rack in lobby to prevent counter clutter • Good separation of public and private space with two locked doors with keypads on second floor. Although, if you go to second floor not knowing, it is a dead end. • Good directional signage.

Emeryville – May 2, 2014			
General Layout:	Pros:	Cons:	Positive Take Away for Colma:
<p>Historic 1903 town hall has been restored and a contemporary loft-style city hall was added to the building. The contemporary building is connected to the older building by a three level bridge connection. Bottom level leads to meeting space that is unfinished and in the basement of old town hall. Middle level leads to check-in for administrative functions (City Manager, Finance, etc. that are in old building). Top level leads to Council chambers.</p>	<ul style="list-style-type: none"> • Nice open lobby with good natural light. • Public restrooms in main lobby • Bicycle repair station in front of building • Public counter and information/check-in • Clear sense of entrance • Open loft concept interesting. 	<ul style="list-style-type: none"> • Connection between old and new is very stark with heavy white window mullions and overpowers the existing town hall. • Public counter area is cluttered. • Building is experiencing maintenance issues and is energy inefficient. • Water feature in plaza behind building turned off due to costs of running it (\$600/month). • Poor delineation of public and private space. Work areas separated only by awkward half wall structures which appear to be afterthoughts. • Copier is in breakroom, and there is no workspace for the copier • Lack of a true meeting space for public commissions to meet – end up meeting in conference room attached to break room. 	<ul style="list-style-type: none"> • Public counter space comparable to amount of space needed in Colma (two counter spaces and reception). • Bicycle repair station in front of building • Comparable size public counter and reception area to what is needed in Colma. • Update of historic council chambers with technology.

		<ul style="list-style-type: none"> • Layout less than ideal due to need to combine historic building with the new building. • Layout is confusing for public if you aren't stopping at the counter (which you don't have to since there is little delineation of public vs. private space). 	
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El Cerrito – May 2, 2014			
General Layout:	Pros:	Cons:	Positive Take Away for Colma:
<p>Beautiful new civic center with surface parking lot, plaza in front of building separating building from existing police department building across the street. Building is LEED rated, and has an open lobby that connects to the back parking lot. Council chambers opens to lobby and also to plaza. Big screen T.V. allows use of lobby and forecourt of council chambers to be used for overflow. Open first floor counter with pull-down grates to close after hours.</p>	<ul style="list-style-type: none"> • Nice open lobby with good natural light. • Public restrooms in main lobby • Mayor office, conference room and mini-kitchen adjacent to council chambers for closed session (although conference room is too small) • Separate public information area that includes all brochures etc. Public computer workstation no longer in use. • Vehicle charging station in 	<ul style="list-style-type: none"> • Access to ground floor restrooms by employees problematic- through plan check room. • Back door entrance not well defined. • Copy room on ground floor too small. • Separate shower/locker rooms probably too large and underutilized. • Unattractive, exposed electric transformer box behind sidewalk. 	<ul style="list-style-type: none"> • Vehicle charging station in parking lot. • Nice open lobby with good natural light. • Separate public information area that includes all brochures etc. • Welcoming, uncluttered public counter that can be secured after hours. • Main plaza and water feature/main entrance • Glass wall separating hallway from secured administrative

	<p>parking lot.</p> <ul style="list-style-type: none"> • Welcoming, uncluttered public counter that can be secured after hours • Nice plaza and water feature • Nice gallery wall on second floor. • Nice glass wall separating hallway from secured administrative offices to not make them feel as closed off. • Staff break area nicely sized with natural light. • Modern, multi-function council chambers • Combination plan review table with file cabinets under building. • General layout seems well-thought-out. 		<p>offices to not make them feel as closed off.</p> <ul style="list-style-type: none"> • Gallery wall on second floor. • Staff break area nicely sized with natural light. • Layout of departments fits with what Colma likely is looking at – Admin on top floor with less public access; Planning/PW/Building on bottom floor with more public access (where most public interaction will occur). • Size of department spaces comparable to what Colma would need (probably slightly larger than what we need).
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TOWN OF COLMA

Town Hall Remodel
Field Trip Research



TOWN OF COLMA
"It's great to be alive in Colma."



Presentation Overview

- Overview of Five Town Halls
 - Hillsborough
 - Portola Valley
 - Foster City
 - Emeryville
 - El Cerrito



Hillsborough Overview

- ▣ Newer Stand Alone Spanish Structure
- ▣ In “Quad” with Police, Abandoned Fire and Finance Buildings around parking



Hillsborough



- ❑ Strong Sense of Entry
- ❑ Good Scale and Size
- ❑ Departments not Centralized



Hillsborough



- ▣ Central Lobby
- ▣ Lobby Doubles as EOC
- ▣ Administrative Counter – Finance, CM, HR, Clerk
- ▣ Public Works/Planning/Building Counter w/Self Serve Desk
- ▣ Restrooms and Entrance to Council Chambers
- ▣ Counter Cannot be Fully Secured



Hillsborough



❏ Efficient Copy and File Room



Hillsborough



- ❑ Multi-Use Council Chambers
- ❑ Moveable tables
- ❑ Monitors at Council Seats
- ❑ Unattractive Disabled Ramps



Hillsborough Additional Points

- ❑ Side Entrance to Conference Rooms Confusing
- ❑ Appropriate Staff Offices and Meeting Rooms
- ❑ Administrative Counter Too Open (Not Needed)
- ❑ No Private Meeting Space for Council Closed Session



Portola Valley Overview

- ▣ Newer LEED Platinum Certified Campus
- ▣ Town Hall in Civic Center with Library and Community Building
- ▣ Historic Council Chambers and Detached Restrooms



Portola Valley



☐ Central Public Counter



Portola Valley



- ❑ Historic Council Chambers in Separate Building
- ❑ Outdoor Public Restroom Adjacent



Portola Valley



- ❑ Cubicles next to operable windows and skylight



Portola Valley



- ❑ Plan Storage Area



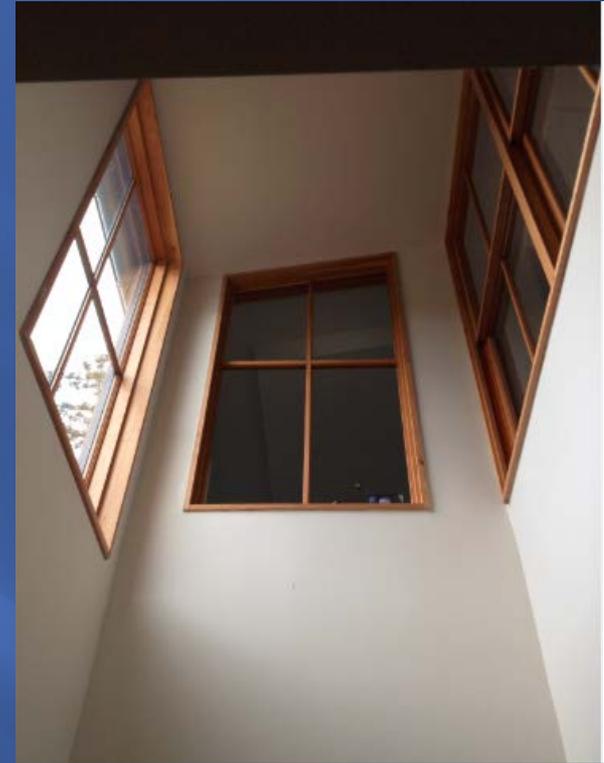
Portola Valley



- Staff restroom with shower



Portola Valley



- ❑ Dark, cave-like file and meeting area
- ❑ Interesting Lightwell design
- ❑ City Manager in back corner of building



Portola Valley



❏ Central Work Room



Portola Valley



- ❑ Finance Offices in File Area (Not ADA Accessible)
- ❑ Files an Afterthought – In Utility Room



Portola Valley Additional Points

- ❑ Poor Building Flow
- ❑ EOC and Main Conference Room Adjacent to Front Door/Lobby – Meetings Interrupted, no curtains or blinds
- ❑ Needs Assessment Failure – Forgot Finance, Files
- ❑ Break Room too small



Foster City Overview

- ❑ Large new campus with surface parking
- ❑ Detached Council Chambers
- ❑ Combined with Fire Station and EOC Room



Foster City



 Clear Entrance



TOWN OF COLMA

Foster City



- ❑ Detached Council Chambers allows for public use without opening City Hall



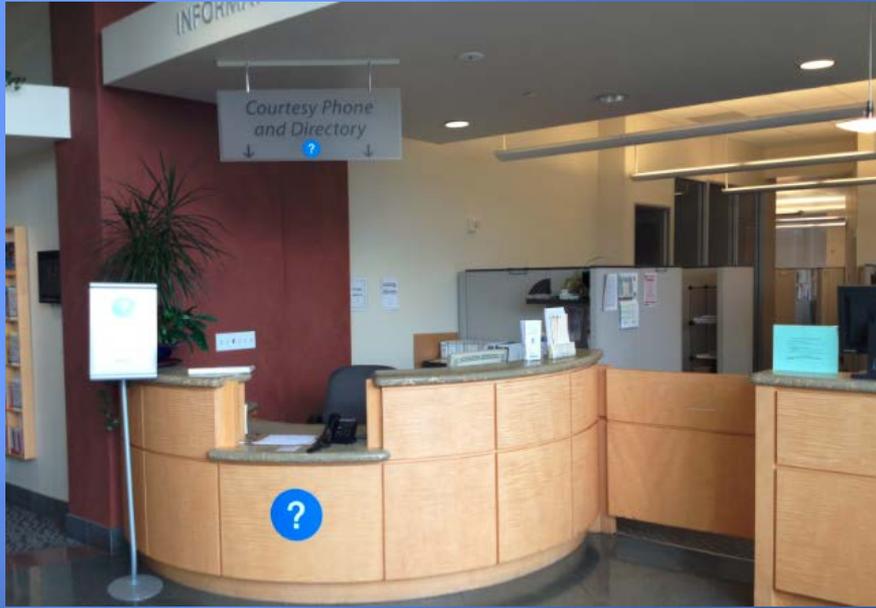
Foster City



- Open 2 Story Lobby with good signage



Foster City



- ❑ Finance, Community Development and unmanned information desk on ground floor
- ❑ Second floor glass wall conference room a “fishbowl”
- ❑ Good Brochure Storage Rack



Foster City



- ❑ Second floor dead ends to Public Works and Administrative Offices (dead end)



Foster City Additional Points

- ❑ Unmanned counter to contact upstairs staff not public service friendly
- ❑ Second floor a dead end and anti-climatic
- ❑ Meeting participants complain of “fishbowl” affect when using second floor conference room



Emeryville Overview

- ▣ Historic Town Hall with council chambers and administrative offices
- ▣ New City Hall connected to old town hall via 3 level breezeway



Emeryville



- ❑ Council Chambers in historic building (ADA access and restrooms in new building)
- ❑ Upgraded technology – monitors at each council position for presentation viewing



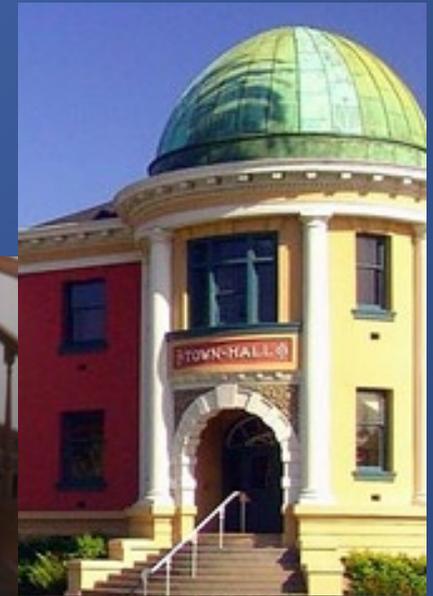
Emeryville



- ▣ Adjacent conference room for City Council closed session



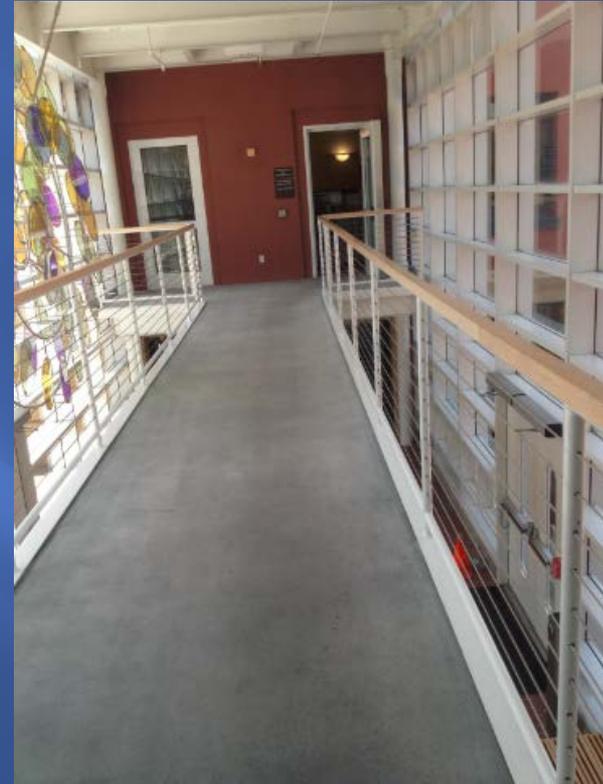
Emeryville



- ❑ Administrative offices in historic building – public access through new building



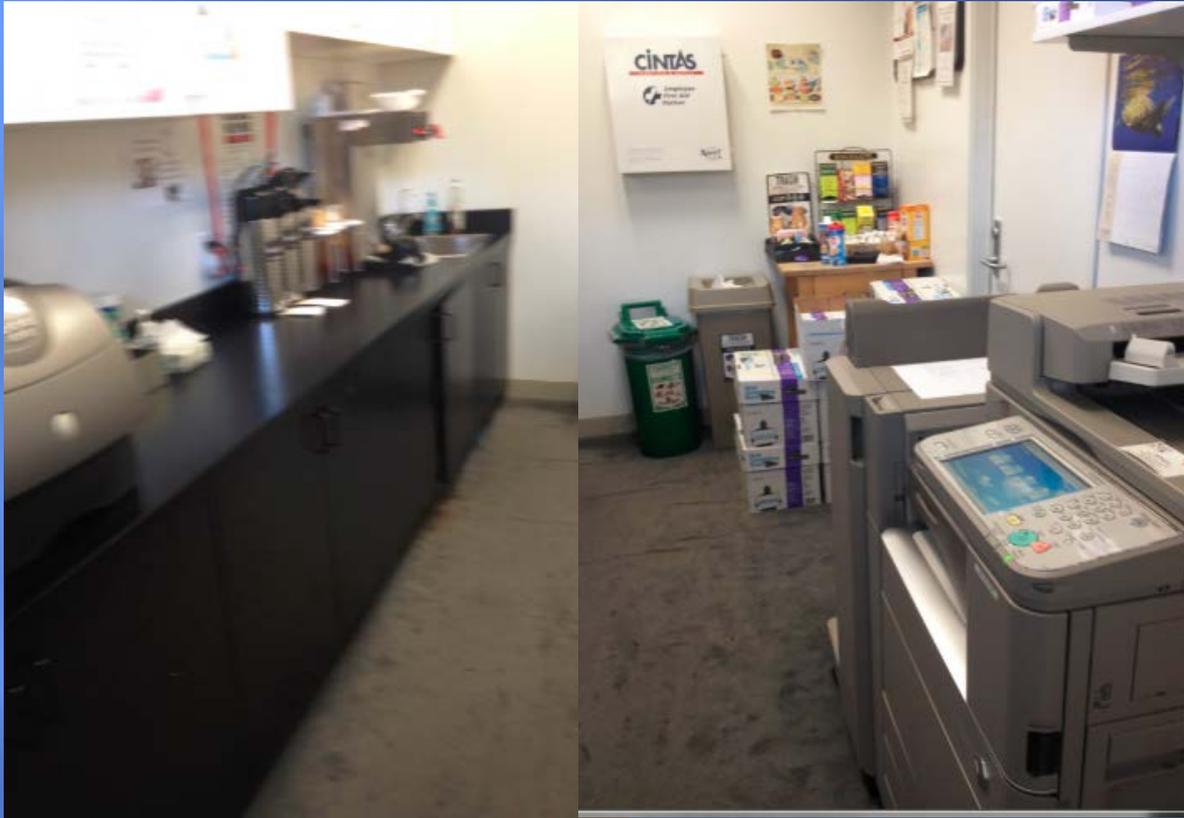
Emeryville



- Breezeway connections to breakroom (1st fl.), administrative offices (2nd fl.), and Council chambers (3rd fl.)



Emeryville



- ❑ Shared coffee and copier area on 2nd floor without enough storage or work area



Emeryville



- ❑ Open lobby with information desk in center
- ❑ Cluttered appearance



Emeryville



- ❑ Open lobby with restrooms, stairs and elevator
- ❑ Limited separation from public lobby and work areas



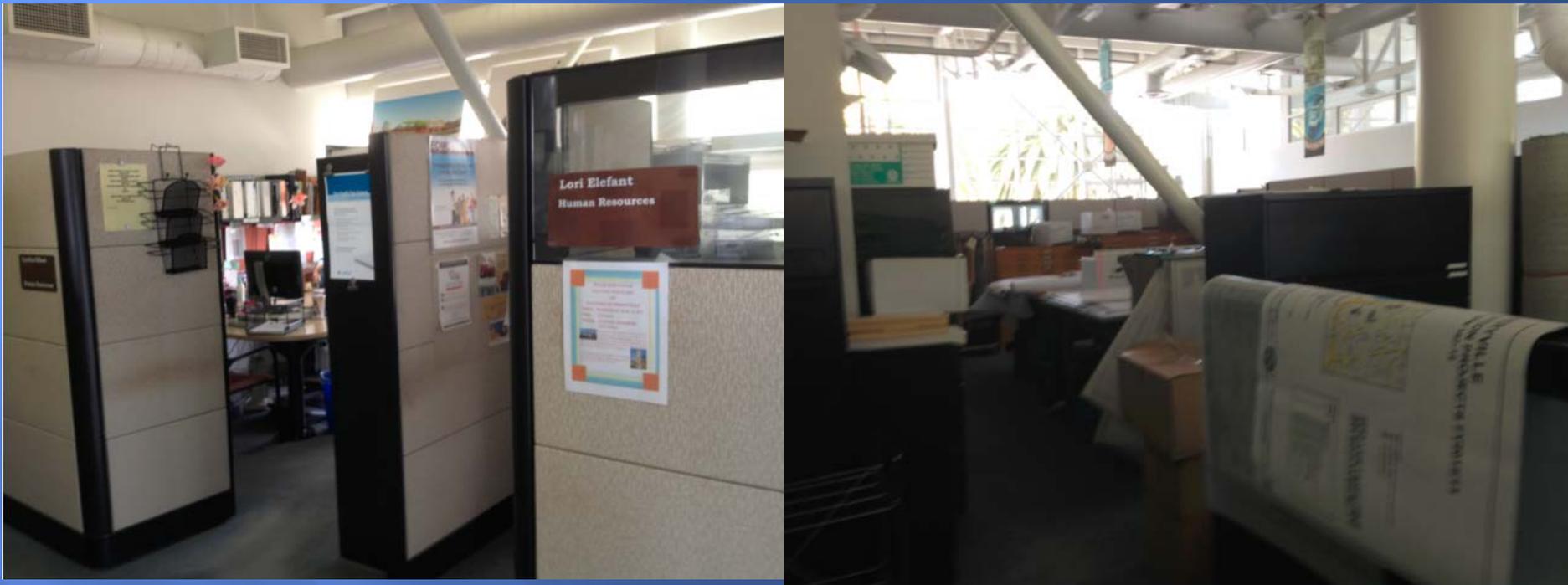
Emeryville



- Public Works conference room with white board cabinet



Emeryville



- ❑ Cubicles on open floor with some enclosed or semi-enclosed offices



Emeryville Additional Points

- ❑ High contrast between new and old
- ❑ Layout inefficient due to use of new and old facilities
- ❑ Separation between public and private spaces not well thought out
- ❑ Breezeway connection could have been shorter for efficiency



El Cerrito Overview

- ▣ New, ground up LEED certified city hall
- ▣ Clear main entrance with water feature



TOWN OF COLMA

El Cerrito



- ❑ Surface parking and rear entrance
- ❑ Rear entrance could be better marked
- ❑ Electric vehicle charging station in parking lot



El Cerrito



- ❑ Two story entry
- ❑ Public works, planning, engineering and information on ground floor



El Cerrito



- ❑ Dedicated publication areas
- ❑ Clean, well organized counter area w/screened technician desks



El Cerrito



- ❑ Conference room, kitchenette and office for City Council use – access from Council Chambers



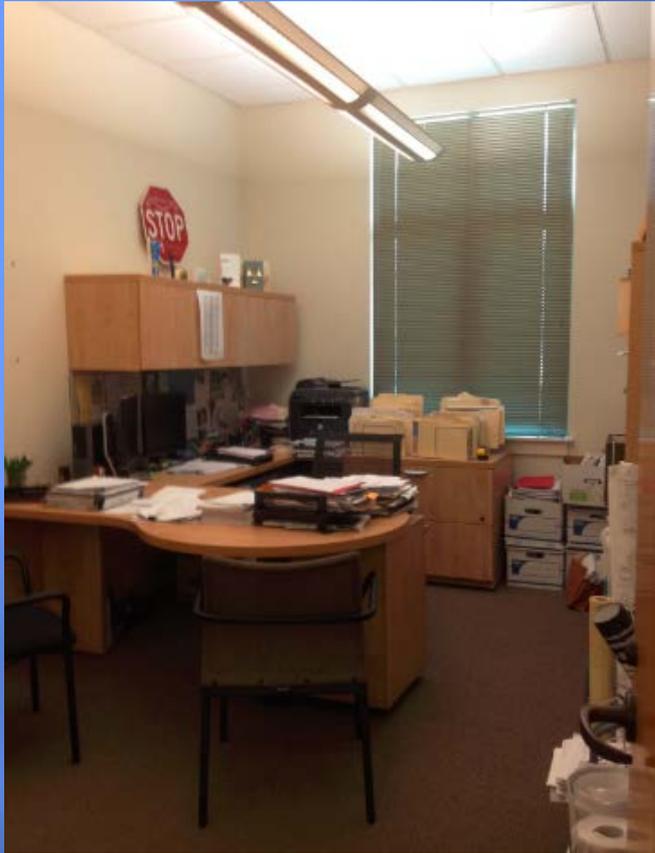
El Cerrito



- Public works, building and planning work area



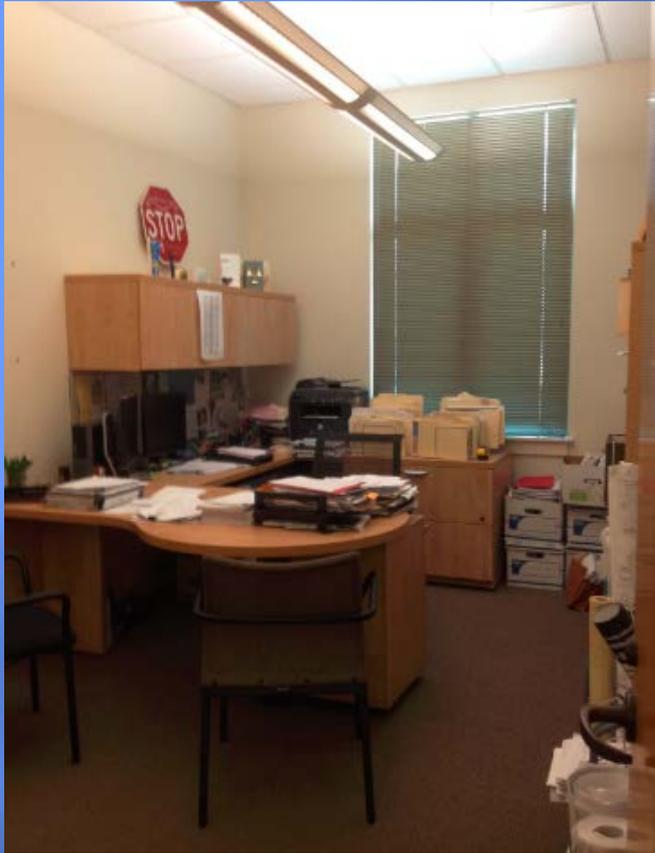
El Cerrito



- Public works, building and planning work area



El Cerrito



- Public works, building and planning work area



El Cerrito



- ❑ Public works, building and planning work area
- ❑ Access to restroom through plan check room



El Cerrito



- ❑ First floor copier area too small



El Cerrito



- ❑ Glass wall on 2nd floor to provide view to locked administrative offices



El Cerrito



2nd floor conference room and gallery



El Cerrito



- ▣ Administrative office files and halls



El Cerrito



- City Manager's office



El Cerrito

- ▣ Ample sized 2nd floor breakroom



El Cerrito



- ▣ Administrative staff work station

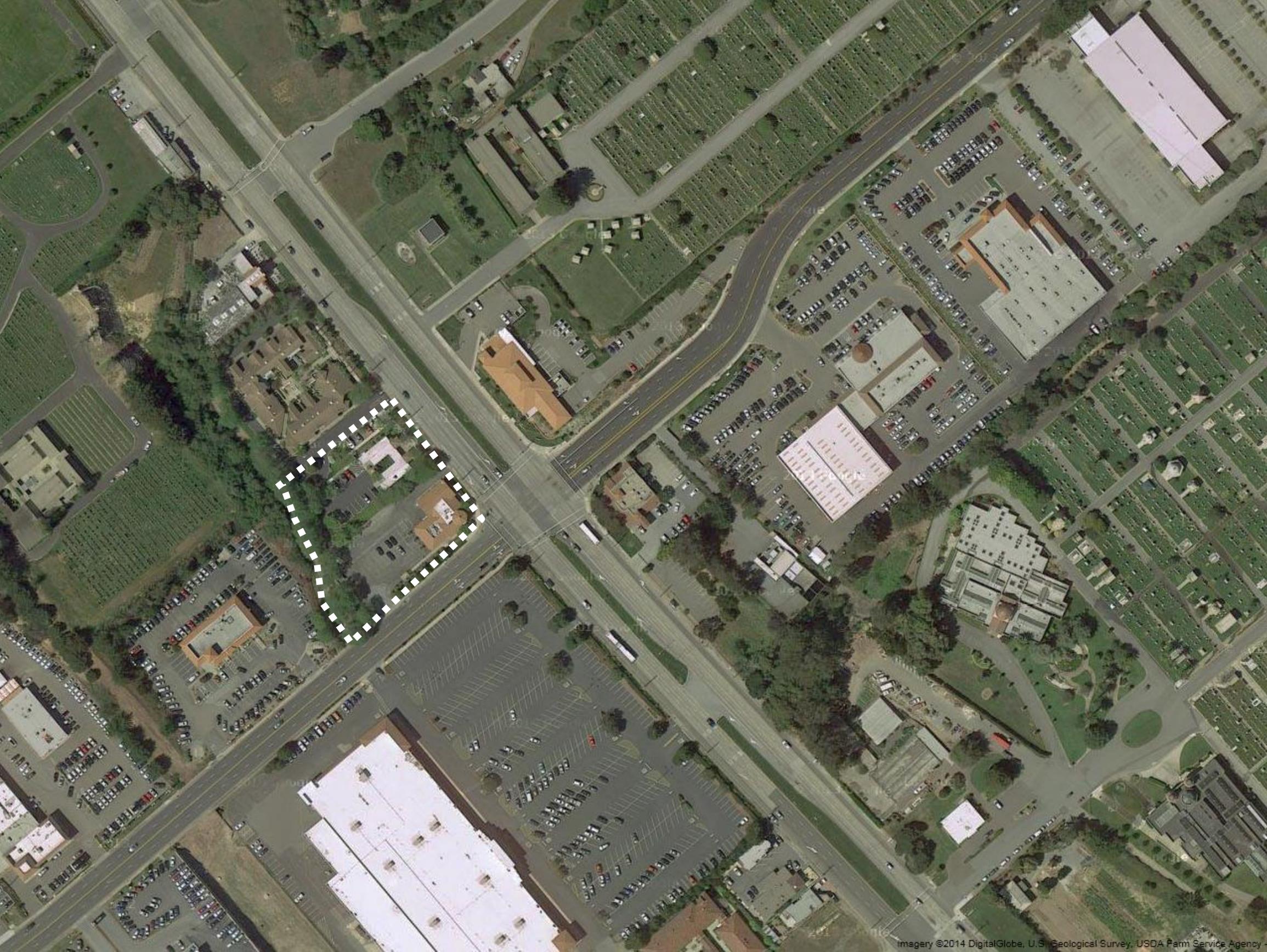


El Cerrito Additional Points

- ❑ Council Chambers has additional entrance adjacent to main entrance
- ❑ Nice foyer to Council Chambers with big screen t.v. for overflow crowd
- ❑ Nice multi-use Council Chambers with current technology
- ❑ Men's and Women's staff locker/shower rooms on 2nd floor
- ❑ Historical Association has a small history room



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TOWN HALL RENOVATION

CITY COUNCIL STUDY SESSION JUNE 26, 2014

RATCLIFF



AGENDA

- **Schedule update**
- **Project goals**
- **Tours**
- **Program**
- **Site and Building assessment**
- **Site Development**
- **Q & A**

GOAL FOR STUDY SESSION

The main focus of our study session will be to review site planning options (as opposed to building planning) with the goal of selecting a site approach for continued development.

SCHEDULE

Phase I: Programming & Pre-Design	APRIL					MAY				JUNE					JULY				AUGUST			
	4/1	4/7	4/14	4/21	4/28	5/5	5/12	5/19	5/26	6/2	6/9	6/16	6/23	6/30	7/7	7/14	7/21	7/28	8/4	8/11	8/18	8/25
Ongoing Monitoring/Coordination	[Red bar spanning all dates]																					
Project Kick-Off Meeting (03/06)	★																					
<i>Approach/ Schedule/ Visioning & Goal Setting</i>	[Red bar spanning all dates]																					
Data Gathering	[Green bar spanning all dates]																					
<i>A&E Site Visit</i>	★																					
<i>Review Existing Documents</i>																						
<i>Review Existing Studies & Reports</i>																						
<i>Site Documentation</i>																						
<i>Touring</i>					★																	
Programming - Workshop #1	★																					
<i>User Interviews/ Space Requirements</i>																						
<i>Adjacency & Flow Requirements</i>																						
Programming - Workshop #2										★												
<i>Review Draft Program</i>																						
<i>Site Master Planning</i>																						
Site Master Planning																						
<i>City Council Study Session (06/26)</i>													★									
Conceptual Design																						
<i>Prepare Conceptual Plans</i>																						
<i>Review with City Council (07/09)</i>															★							
Building & Systems Evaluation																						
<i>Evaluate existing: Structural, HVAC, Historical, ADA</i>																						
<i>Prepare recommended design criteria</i>																						
<i>Review findings with City Council (06/26)</i>													★									
Cost Modeling																						
<i>Prepare cost model of concept options</i>																						
Preferred Concept																						
<i>Prepare revised concept & cost model</i>																						
<i>Prepare DRAFT Programming Document</i>																						
<i>Review with Core Team (date TBD)</i>																					★	
Programming Document																						
<i>Address/ incorporate Comments</i>																						
<i>Submit Final Programming Document</i>																						★
<i>Present to City Council (date TBD)</i>																						★
<i>Approval and Authorization to Proceed with Phase II</i>																						★



PROJECT GOALS

Develop creative solution for “one-roof” concept

Improve efficiency and flow

Maintain historic integrity

Incorporate technology

Support sustainability goals

Identify opportunities for site development

Tours



EL CERRITO TOWN HALL

- **Dual entry from the street and from the parking lot**
- **Option to close off street and create public plaza**
- **Welcoming public counter on ground floor**
- **Clear departmental organization on each floor**



EL CERRITO TOWN HALL

Council Chamber also functions as community meeting space

Full AV capacity at chamber with screen at lobby for overflow

Council Chamber opens up to public plaza



EMERYVILLE CITY HALL

- **Historic building with modern addition**
- **Differentiated expression for new addition**
- **Maintain integrity of existing historic resource**

Program

PROGRAM

The building program is a summary of spaces per function and areas. It was developed after a series of user interviews, and with knowledge gained from site tours. Please refer to attached program spreadsheet for detailed program information. We will review this in more detail at Study Session.

COLMA TOWN HALL RENOVATION & ADDITION

DRAFT PROGRAM: CITY ADMINISTRATION

Prepared by: RATCLIFF

Date: 20-Jun-14

DEPARTMENT/USER	EXISTING AREA (NSF)	PROPOSED AREA (NSF)	ADJACENCY	REMARKS
CITY COUNCIL				
Council Chamber	1,300	1,300	Adjacent to Council Office	<i>Existing to remain. Needs ADA/AV/ telecom & lighting upgrades. Security: safety glass at dais & panic button</i>
Lobby/ Foyer	260	260	Adjacent to Council Chamber	<i>Use historic rotunda</i>
Public Restrooms				Review CPC for requirements
Council Office/ Conf. Rm.	285	350	Adjacent to Council Chamber & CM office	Seating for (12), not exclusive to Council use
CITY MANAGER				
City Manager's Office	260	240	Adjacent to Council Conference Room	Desk area + small meeting table for 4 people
Assist. CM Office		100		Private office
City Manager's Conf. Rm		350		<i>(Same as Council Conference Room)</i>
HUMAN RESOURCES				
HR Office	215	200	Close to admin staff, no adjacency to finance or CM	Private office with room for storage of personnel files & table for 3-4 people
FINANCE				
Finance Director	225	120		Private office
Finance Office-1	150	100		Open office/ hoteling station
Finance Office-2		100		Open office/ hoteling station
CITY ATTORNEY				
City Attorney's Office		120		Private office
MISCELLANEOUS				
Hotelling station (x3)		300		Open office
ADMINISTRATIVE STAFF				
Tech work station	350	100		Open office
Tech work station	<i>incl. above.</i>	100		Open office
Clerk/ Public Counter		100		Open office
ADMINISTRATIVE SUPPORT				
Copy/Printer/ Mail Room	150	250	Should be centrally located	Could be shared resource by all departments
Admin central file				Included above; Currently, 48 linear feet
Work Room				Included above; Include work table/island 42" x 6'
Staff restrooms	95			Review CPC for requirements
DEPARTMENT SUBTOTAL		(NSF)		
		2,530		
Grossing factor		1.25		
DEPARTMENT GROSS AREA		(GSF)		
		3,162.5		<i>*excludes Council Chamber & Lobby, existing to remain</i>

COLMA TOWN HALL RENOVATION & ADDITION
DRAFT PROGRAM: PW/PLANNING & BUILDING

Prepared by: RATCLIFF

Date: 20-Jun-14

DEPARTMENT/USER	EXISTING AREA (NSF)	PROPOSED AREA (NSF)	ADJACENCY	REMARKS
PLN/BLDG/PW PUBLIC COUNTER				
(2) open work stations	220	250	Near public entrance, doubles as reception	One station for permit technician, include layout space. No seating/waiting area required.
PUBLIC WORKS				
Director's Office	135	120		Private office
Engineer Office 1	110	100		Open office
Engineer Office 2	110	100		Open office
Engineer Office 3		100		Open office
BUILDING				
Building Inspector Office	130	120		Private office, include plan review table
PLANNING				
City Planner Office	180	120		Private office
Associate Planner Office	110	100	Adjacent to Public Counter	Open office
MISCELLANEOUS				
Hotelling stations (x2)		200		2 open work-stations
PLN/BLDG/ PW SUPPORT				
Library	335	50	Could be within a conference room	Currently, 37 linear feet
Copier/ Scanner	<i>incl. abv.</i>	250		Could be shared resource by all departments
PLN/PW non permanent file storage	<i>incl. abv.</i>			Currently, 206 linear feet
PLN/PW central filing		300		
Supply Storage	160	100		
Large conference room		350		<i>Same as Council Conference Room, for (10-12) people</i>
Large conference room		350		For (10-12) people
Medium meeting room		180		For (4-6) people
Staff restrooms	90			Review CPC for requirements
RECORDS MANAGER				
Office	85	100	Near records/file storage	Open office, dedicated
Records work counter		50	Near records/file storage	Area to process or temporarily hold record boxes
Records storage/ files	135 260 30 30 135 675			Records room, in basement of existing Evidence Room Holding Cell Vault Storage in Annex Bldg Total existing
Permanent file storage, not plans		300		Currently, 45 linear feet, needs to be climate controlled
Permanent file storage, plans				Included above; Currently, 20 linear feet, needs to be climate controlled
Inactive file storage room		180		Currently, 40 linear feet of boxes in garage
DEPARTMENT SUBTOTAL				
		(NSF)		
		2,440		
Grossing factor		1.25		
DEPARTMENT GROSS AREA				
		(GSF)		
		3,050.0		

COLMA TOWN HALL RENOVATION & ADDITION

DRAFT PROGRAM: SHARED FUNCTIONS

Prepared by: RATCLIFF

Date: 20-Jun-14

	EXISTING AREA (NSF)	PROPOSED AREA (NSF)	ADJACENCY	REMARKS
STAFF SUPPORT				
Staff Kitchen	100	160		Full kitchen
Staff lounge	60			Included above; Includes seating for 4-6
Staff shower/lockers x2		160		
Staff restrooms				Review CPC for requirements
BUILDING SUPPORT				
Elevator		50		
Elevator lobby		150-200		Could be part of greater lobby area
Elevator mechanical room		50		
Electrical room				As required
Mech room	75			As required
IT Server room				As required
Janitor's Closet x2	50	100		
Miscellaneous storage	200	200		Include in lower level of existing
Garage	1,230	1,230		Existing, may be repurposed
DEPARTMENT SUBTOTAL				
		(NSF)		
		520		
Grossing factor		1.25		
DEPARTMENT GROSS AREA				
		(GSF)		
		650.00		

NEW ADDITION AREA SUBTOTALS	(GSF)
City Administration	3,162.5
DPW/ Planning/ Building	3,050.0
Shared Functions	650.0
NEW ADDITION AREA TOTAL	6,862.5

Assessment



LANDSCAPE

- Retaining wall and change in elevation bisect the site
- Opportunity to preserve and enhance creek interface
- Opportunity for ecological storm water management





ARCHITECTURAL

- Historic building maintains much of its character, but poses challenges with accessibility
- Work stations are oversized and crowd existing space
- Access/ security is of concern and should be addressed
- Lower level has low ceiling height (8'-2" or less) and not much access to day light (not optimal for modern day work environment)



ARCHITECTURAL

- The council chamber is the “heart” of the historic building
- It has strong axis with large windows (and new door) on either end
- Exposed wood trusses and ceiling contribute to character
- Raised dais poses accessibility challenge
- Room is not adequately equipped for new technology
- Insufficient lighting



HISTORICAL

- Main lobby, the council chambers, and the connecting hallway require preserving
- Light fixtures in these locations are original and should be retained
- Secretary of the Interior's *Standards for Rehabilitation* would apply: "...new work shall be differentiated from the old and shall be compatible..."



STRUCTURAL SYSTEMS

- Walls, roof, and floors require strengthening with plywood
- Hold-down anchors and sill-bolts need to be added
- Uncovering structure may expose more conditions requiring remediation

PLUMBING

- Fixtures should be upgraded to be more water efficient
- Piping is in good condition, water heater serviceable



MECHANICAL/ INDOOR CLIMATE

- Existing furnaces are inefficient, but could be re-used
- HVAC serving 1986 addition is ineffective and should be replaced entirely
- Opportunity to use natural ventilation, due to mild Bay climate
- Single HVAC concept serving entire facility would improve operations and maintenance



ELECTRICAL SYSTEMS

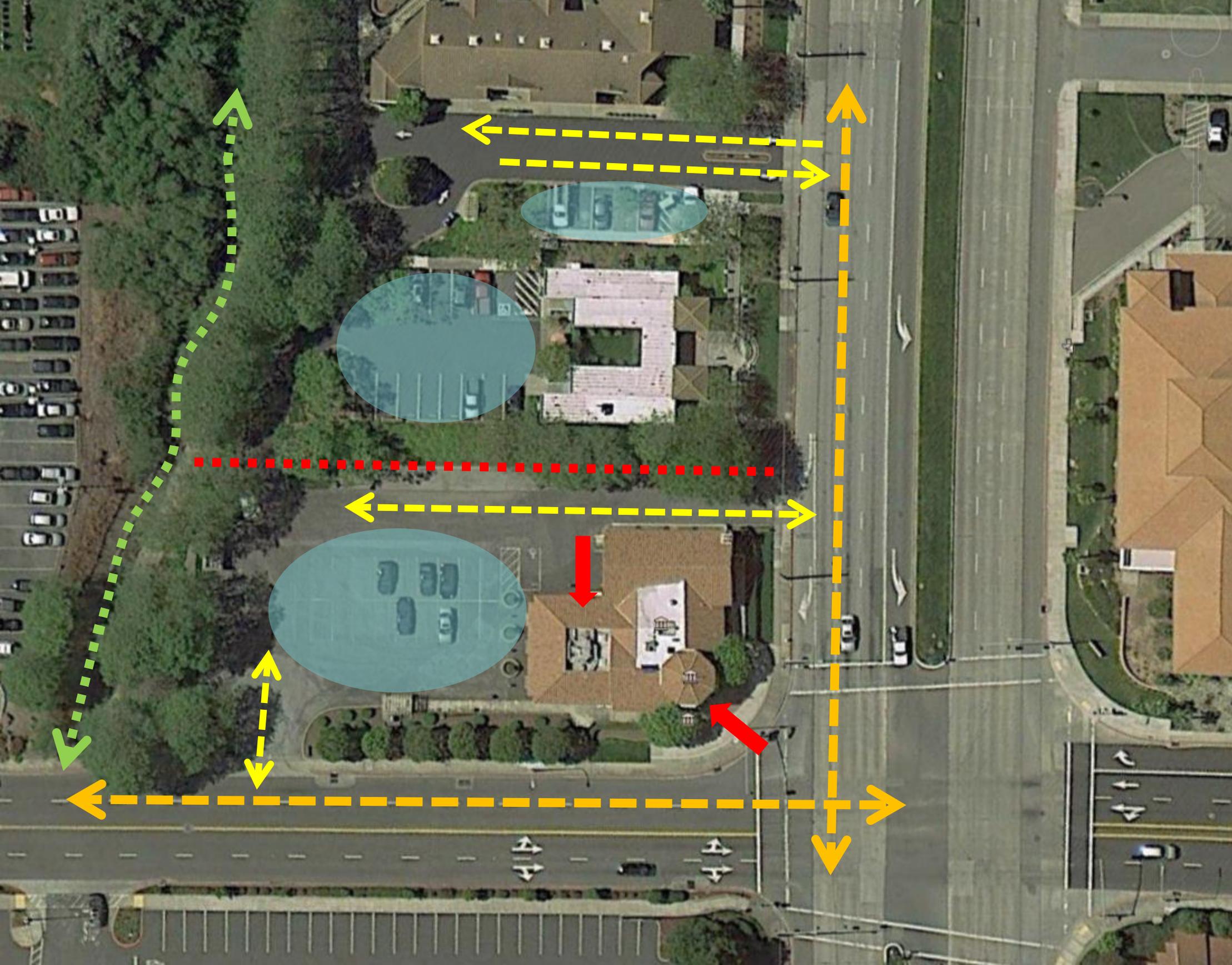
- Existing power, lighting, and signal systems are past their expected life. Recommend replacement.
- Recommend upgrading transformer, indoor electrical room, breaker panels, and a new emergency generator
- Replace public address, video, telephone service, fire alarm, wireless data, and security systems
- Replace lighting with efficient lamps (LED) and current controls

Site Analysis



SITE BOUNDARIES

- El Camino
- Serramonte
- Shared driveway
- Stream



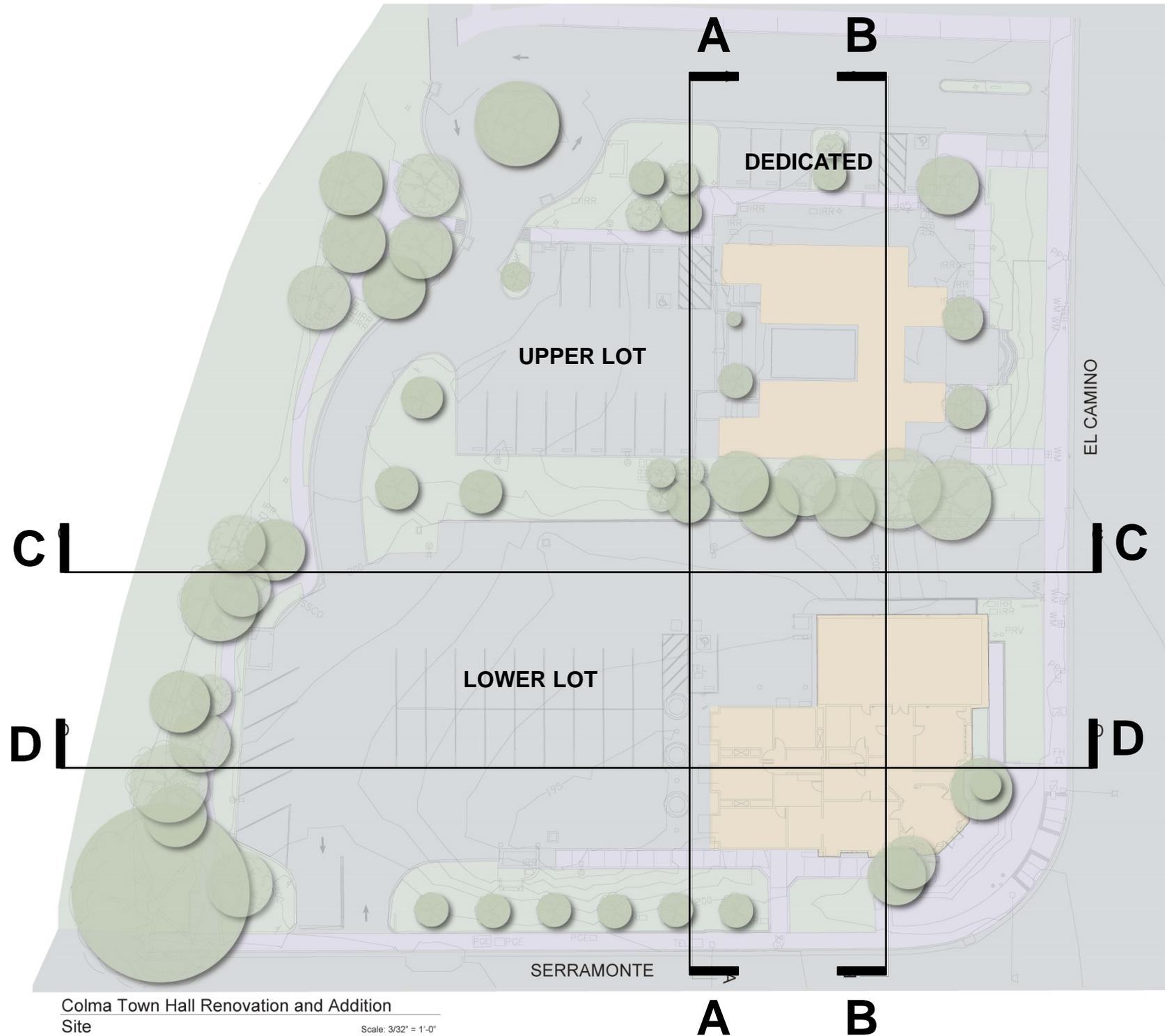
SITE CIRCULATION

- Vehicular access
- Pedestrian access
- Main entry points
- Parking
- Street edge buffer



SITE FEATURES

- **Grade differential / retaining wall divides site into upper and lower**
- **Mature trees/ landscaped walk at stream**



SITE PLAN

Parking Summary

Lower lot:

(22) Standard
(1) Accessible

Upper lot:

(12) Standard
(1) Accessible

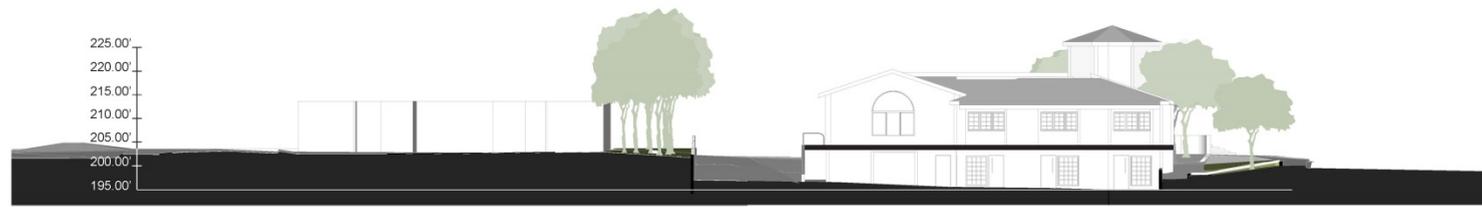
TOTAL:

(34) Standard
(2) Accessible

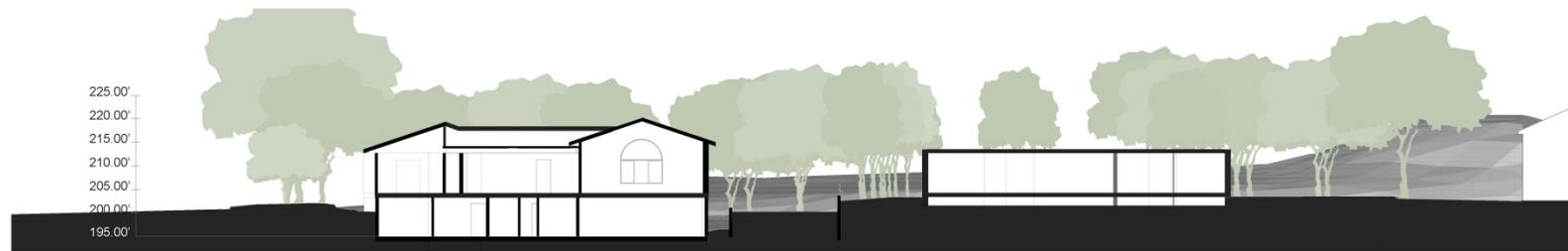
Additional dedicated parking, Senior housing:

(4) Standard
(1) Accessible

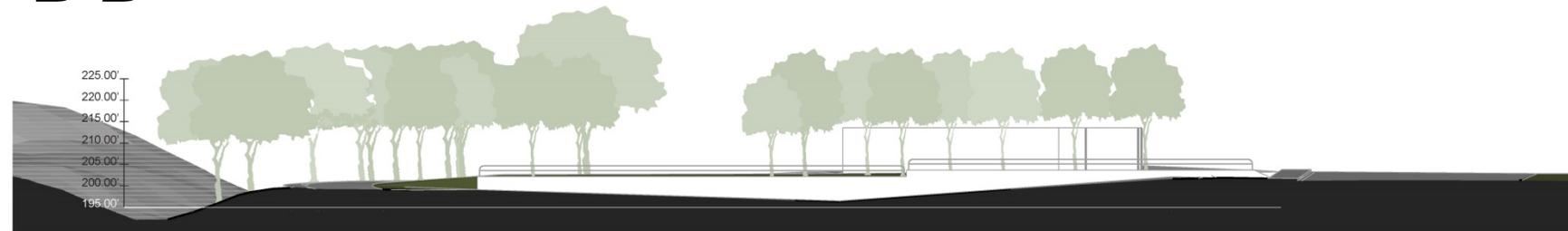




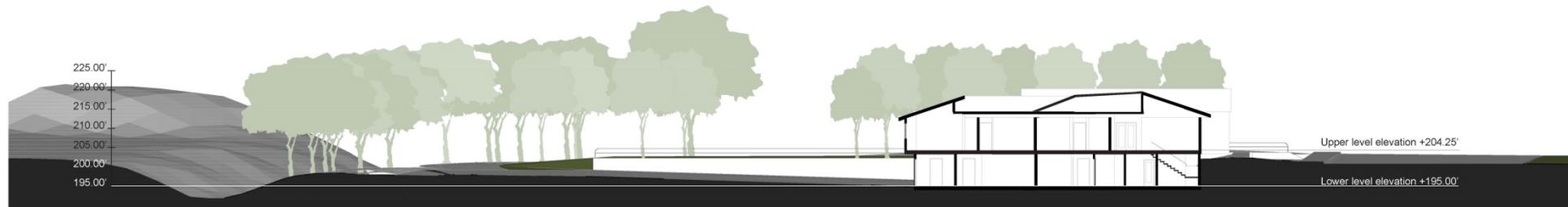
A-A



B-B



C-C



D-D

SITE SECTIONS

Illustrative site sections demonstrate the topography across the site.

Site Planning

SITE OPTION 1

Addition along Serramonte Blvd. Public open space along El Camino Real.

Pros

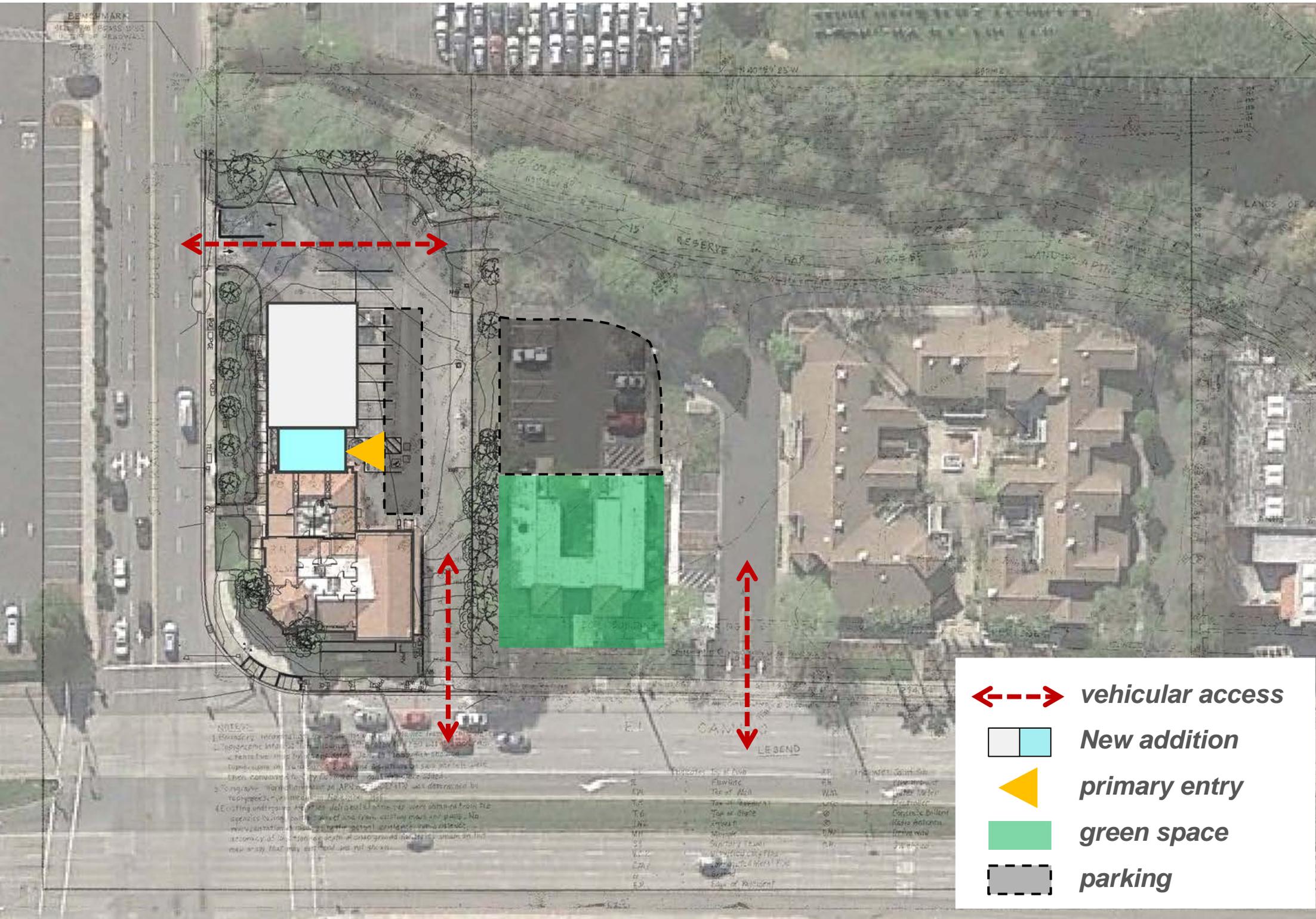
- Opportunity for visible civic open space
- Repurposes all existing built space.

Cons

- Low story of existing has substandard floor-to-ceiling clearance
- No green space adjacent to new addition
- Site remains "divided"

Recommendation

- Further development



SITE OPTION 2

Demolish 1986 addition.
New addition along
Serramonte Blvd. Public
open space along El
Camino Real and east of
new addition

Pros

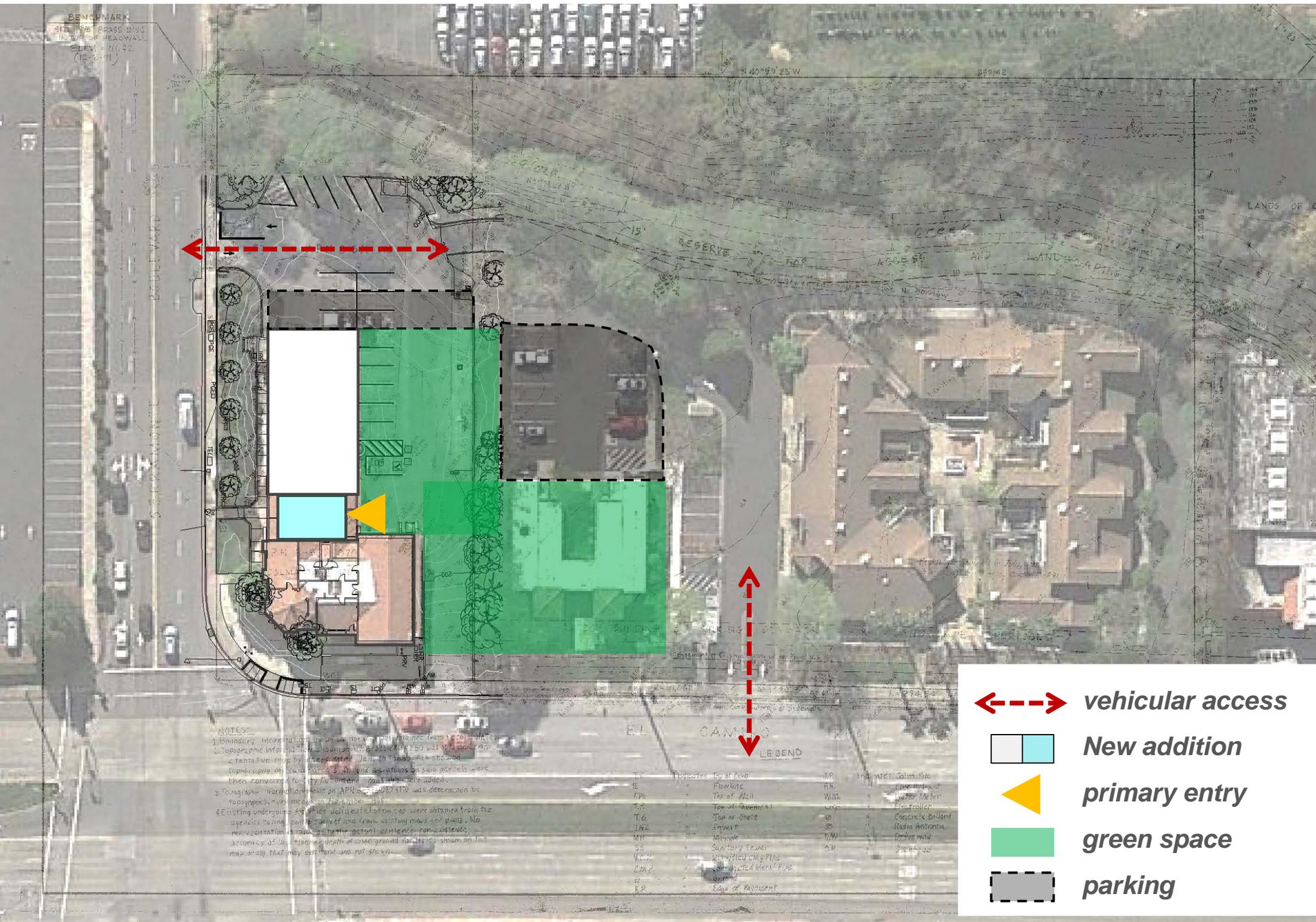
- Opportunity for visible civic open space
- Landscape “stiches” together the site

Cons

- Low story of existing has substandard floor-to-ceiling clearance
- Accessible parking far from entry

Recommendation

- Further development



SITE OPTION 3

New addition perpendicular to Serramonte. Public open space towards creek.

Pros

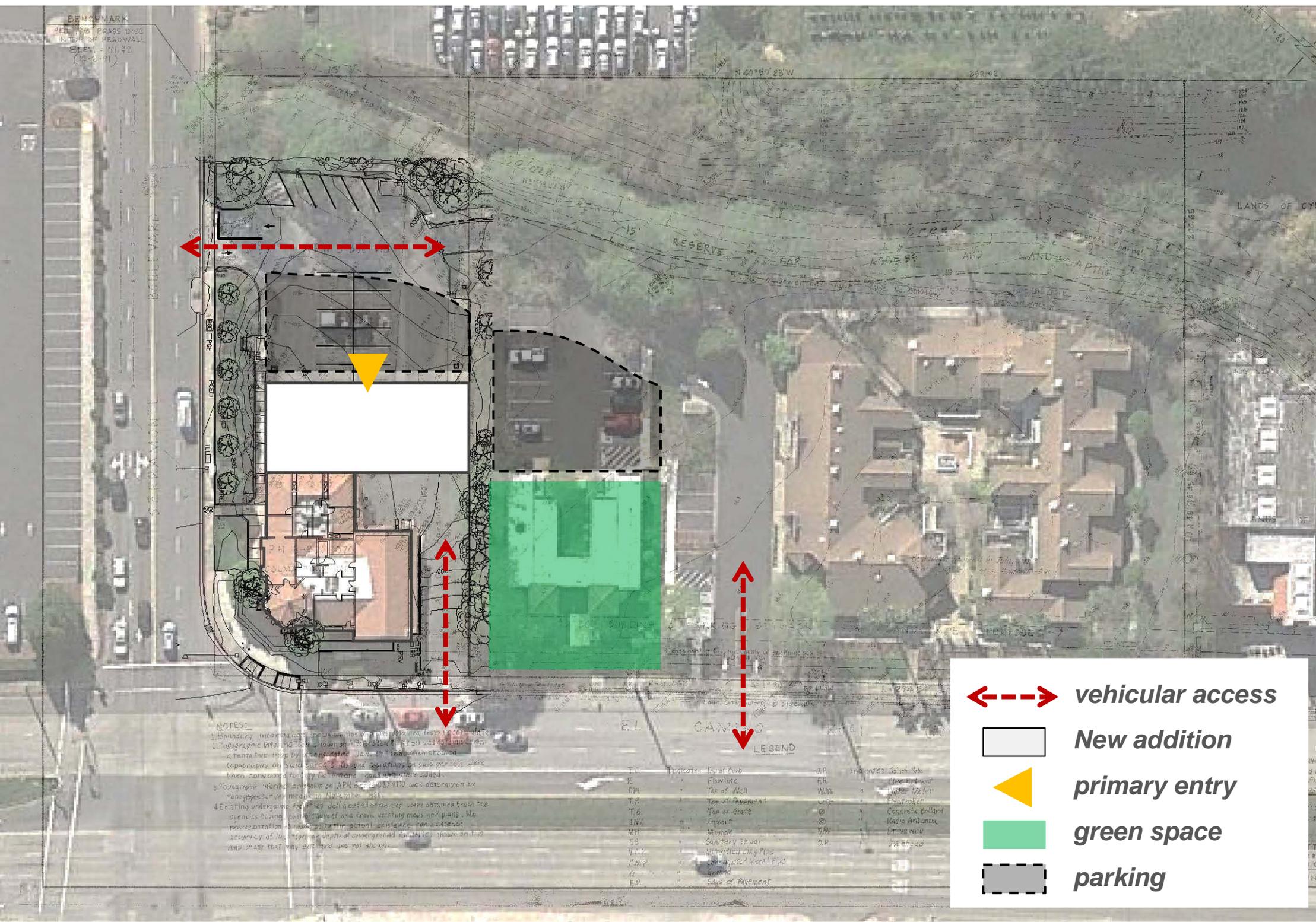
- Opportunity for visible civic open space
- Addition “straddles” site, main level at grade with parking
- Addition could be visible from El Camino (civic presence)

Cons

- Small lower level court could be uninviting

Recommendation

- Further development



SITE OPTION 5

New Building along El Camino Real with bridge to existing. Landscaped edge along El Camino Real.

Pros

- Opportunity for visible civic building
- Direct access from parking to new addition

Cons

- Doesn't provide "one-roof solution"
- Costly bridge solution
- Doesn't solve accessibility

Recommendation

- No further development



STUDY SESSION

We will present these options in more detail at the study session. We are looking forward to an engaging and enlightening session, as we “roll up our sleeves” and get to work!

- Ratcliff team