



## DISCUSSION ITEMS

### Agenda Item # 7

## AGENDA REPORT SUMMARY

**Meeting Date:** December 12, 2017

**Subject:** Hillview Community Center Project Task Force Concluding Report

**Prepared by:** J. Logan, Assistant City Manager  
Erica Ray, Public Information Coordinator

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

1. Community Center Task Force Project Goals/Objectives/Principles/Future Considerations
2. Noll & Tam building design concept, selected Concept C1 and narrative (Architectural and Character summary)

**Initiated by:**

City Council

**Previous Council Consideration:**

- April 25, 2017; Approved Capital Improvement Project for design and construction of a new Community Center with a project budget of \$25,000,000; directed City staff to begin selection of a qualified architect to begin design; adopted Resolution 2017-15 establishing the Hillview Community Center Project Task Force
- May 23, 2017; Appointment of Task Force members
- August 22, 2017; Approval of Agreement to retain Noll & Tam Architects Design team
- September 26, 2017; Council and Hillview Community Center Project Task Force Study Session

**Fiscal Impact:**

\$25,000,000: FY 2017-2020 approved Capital Improvement Project fund CF-01002; additional \$7,700,000 for enhanced features and approximately \$2,000,000 site 4 location to total \$34,700,000.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Will Council receive the Hillview Community Center Project Task Force recommendations for interior space allocation, layout and exterior design with additional recommendations; and provide direction to Noll & Tam (N&T) Architects Design team and City staff for next steps in the design process for the new Community Center?

**Summary:**

The information in this report is based on the guidelines put forward at the September 26, 2017 study session with the Hillview Community Center Project Task Force (TF) and City Council. The



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guidelines include an increase in building area that will be determined by the associated budget increase, i.e. 20,000 sq. ft. as shown by Option 4, will increase to approximately 24,500 sq. ft. at a cost of \$34.7M (\$25M CIP Project budget + \$2M site location + \$7.7M enhanced features). N&T presented conceptual design options to the TF based on TF preferences and community survey results that would result in the selection by the TF of a preferred conceptual building design and floor plan. This design, Concept C1, (Attachment 2) includes the final adaptations of this design concept by the TF at the concluding meeting on November 30, 2017.

The focus of this report is to summarize the actions taken and decisions made during the last three (3) TF meetings after the study session with City Council. Public meetings were held on October 18, November 7 and November 30, 2017 allowing the TF to focus on arriving at exterior building design recommendation, Concept C1, to present to City Council at the December 12, 2017 meeting.

The TF and Council did not discuss decisions related to Children's Corner during the study session as this was an item to be reviewed by Council at a future date.

If requested, N&T Architects Design team is prepared to consider downsize options of Concept C1 by reducing square footage and other simplified building features based on future Council direction and budget factors.

City staff team members on the Community Center Project are Erica Ray, Public Information Coordinator, Manny Hernandez, Recreation & Community Services Director, Susanna Chan, Public Works Director, Chris Lamm, Engineering Services Manager, Zachary Dahl, Planning Services Manager, Sarah Henricks, Management Analyst Fellow, Theresa Yee, Project Manager, J. Logan, Assistant City Manager and Chris Jordan, City Manager.

**Recommendation:**

City Council to receive the Hillview Community Center Project Task Force recommendations; provide direction to Noll & Tam Architects Design team and City staff.

Task Force Recommendations

Task Force recommends the (1) interior space allocation, (2) exterior design, and (3) layout as set forth in the proposed Community Center building design Concept C1 presented by architects Noll & Tam, with certain adaptations made by the Task Force at its public meeting on November 30, 2017.

Concept C1 is a conceptual design and is based on the following assumptions and context:

- a. The design principles followed by the Task Force are summarized in the document entitled Project Goals/Objectives/Principles/Future Considerations (See Attachment 1).
- b. The revised project budget is \$34.7M based upon input from the City Council at the Study Session on September 26, 2017. This amount excludes any budget allocation for Children's Corner.



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- c. The Task Force included in the design seven elements identified by City Council at the September 26, 2017 Study Session
  - i. Increasing building quality
  - ii. Increasing building functionality
  - iii. Upgrading from LEED Silver equivalent to LEED Gold equivalent
  - iv. Providing improved pedestrian connectivity
  - v. Increasing building square footage
  - vi. Increasing outdoor program space
  - vii. Refinishing existing parking lot
- d. Going forward, the City will utilize some members of the Task Force to continue meeting with the architects and staff (1) to complete the first design phase (Conceptual Design) and (2) to provide continuity and assist with the second design phase (Design Development).



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### **Purpose**

The Hillview Community Center Project Task Force (TF) provides its recommendations for interior space allocation, exterior design and layout of the new Community Center Project and budget; offers a Guiding Principles Statement; and suggests utilization of some Task Force members to continue on with N&T Architects Design team and City staff as the Community Center design progresses. The recommendation fulfills the TF mission as stated in Resolution No. 2017-15 and adheres to the timeline that will keep the Community Center Project on schedule.

### **Background**

On February 28, 2017, the Los Altos City Council approved their priorities for 2017, which included a goal to have a new or refurbished community center built by December 2020. On April 25, 2017, the City Council unanimously approved the creation of a Capital Improvement Project for the design and construction of a new Community Center with a project budget of \$25,000,000. In addition, Council unanimously adopted Resolution No. 2017-15 establishing the Hillview Community Center Project Task Force (TF). The mission of the TF is to hold public meetings to gather community input and provide a recommendation to the City Council on the interior space allocation and exterior design and layout of the future Community Center. On August 22, 2017, the City Council approved the selection panel recommendation to award the Community Center project contract to N&T Architects.

The TF initiated its first meeting on June 15, 2017 and concluded on November 30, 2017. The TF held thirteen (13) public meetings including a Study Session with Council. At its meetings, the TF received public comments, engaged all City commissions to receive input from the commissions and gathered feedback from the community on space allocation, exterior design of the building and landscape features. In addition, City staff and TF members (non-quorum) were available to meet with citizens to listen and to discuss ideas for the Community Center.

Each meeting was held subject to all provisions of the Ralph M. Brown Act and the City's Open Government Policy. No subcommittees were appointed. TF meeting agendas, City staff reports, and materials were posted on the City website and the Hillview Community Center Project webpage ([www.losaltosca.gov/CommunityCenter](http://www.losaltosca.gov/CommunityCenter)) and were distributed through email list-serve. A public binder of letters and emails received were available at TF meetings and in City Hall. City staff provided support to the TF, developed organizational processes and ensured the public and City commissions were informed, invited and welcome to attend TF meetings to engage in the planning process.

After the September 26, 2017, Joint Study Session with Council, the TF received direction to proceed with the exterior building design. This is the final step in fulfilling the TF mission to recommend to Council the interior space allocation and exterior design and layout of the Community Center.

The October 18, 2017, TF meeting consisted of a review of architectural building design features and a series of exercises intended for the TF and meeting attendees to identify building design element preferences. These preferences were then incorporated into an Open City Hall community survey to



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allow the public an opportunity to also select the building design elements that would best fit the new Community Center.

At the November 7, 2017, TF meeting, N&T presented three (3) building design concepts. The TF selected one building design, Concept C1, and provided N&T additional comments on the building design for further refinement. At the November 30, 2017 TF meeting, N&T presented two (2) variations to the selected Concept C1 depicting slight variations in roof lines and room layout. Recreation & Community Services Director Manny Hernandez shared his perspective on each of the building designs including pros and cons about the operational aspects and functionality at each meeting as the building design concepts were selected and refined. Following discussion, the TF selected its preferred variation of building Concept C1 and provided additional information to N&T to further refine Concept C1 in advance of the City Council meeting on December 12, 2017.

At the November 30, 2017, TF meeting, N&T cost estimator, Scott Lewis presented the conceptual cost estimate for selected building design Concept C1. At this stage, the exterior design and the cost estimates are conceptual. The conceptual cost estimate presented exceeds the allocated budget of \$34,700,000. Mr. Lewis and N&T discussed how the conceptual cost estimate could be reduced, however, discussion of how the project could be revised to meet the stated \$34.7M budget was deferred until Council has an opportunity to confirm or adjust the project budget. This discussion will be part of the presentation and discussion with City Council.

The TF and Council did not discuss decisions related to Children's Corner during the study session as this was an item to be reviewed by Council at a future date.

### **Discussion/Analysis**

During the initial meetings, the TF developed a statement of Project Goals/Objectives/Principles to assist its focus and discussions to reach recommendations pursuant to its mission. During the last two (2) meetings, the TF added a section on Future Considerations (Attachment 1). The statement is offered to the City Council, City staff and N&T Architect Design team to provide ongoing guidelines, values and preferences established by the TF when decision about the Community Center are being discussed, contemplated or determined.

During the last two (2) TF meetings, the community survey was conducted. Over 400 persons responded to the survey. N&T reviewed the survey results and worked with the TF over a series of building design features to determine the character of the new center.

The TF endeavored to present to Council recommendations for the exterior building design, layout and space allocation given the assumptions established at the September study session. If building design options are requested, N&T can provide discussion on downsizing square footage, features and trade-offs. In addition, N&T can provide discussion for possibilities of future expansion of the Community Center.



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For additional details, the choices for the conceptual building designs and architectural features presented to the TF and in the community survey are available on the Hillview Community Center webpage ([www.losaltosca.gov/CommunityCenter](http://www.losaltosca.gov/CommunityCenter)).

### **Options**

1. Receive the Hillview Community Center Project Task Force recommendations; provide direction to Noll & Tam Architects Design team and City staff.

#### Task Force Recommendations

Task Force recommends the (1) interior space allocation, (2) exterior design, and (3) layout as set forth in the proposed Community Center building design Concept C1 presented by architects Noll & Tam, with certain adaptations made by the Task Force at its public meeting on November 30, 2017.

Concept C1 is a conceptual design and is based on the following assumptions and context:

- a. The design principles followed by the Task Force are summarized in the document entitled Project Goals/Objectives/Principles/Future Considerations (See Attachment 1).
- b. The revised project budget is \$34.7M based upon input from the City Council at the Study Session on September 26, 2017. This amount excludes any budget allocation for Children's Corner.
- c. The Task Force included in the design seven elements identified by City Council at the September 26, 2017 Study Session
  - i. Increasing building quality
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  - iv. Providing improved pedestrian connectivity
  - v. Increasing building square footage
  - vi. Increasing outdoor program space
  - vii. Refinishing existing parking lot
- d. Going forward, the City will utilize some members of the Task Force to continue meeting with the architects and staff (1) to complete the first design phase (Conceptual Design) and (2) to provide continuity and assist with the second design phase (Design Development).

**Advantages:** The Task Force has completed its recommendations on space allocation, layout and exterior building design. Council can provide feedback and direction to City staff and N&T Architect Design team as the building design moves forward and keep the project on schedule.

**Disadvantages:** Other options are not included in the Task Force recommendations but may need to be considered with respect to budget allocation and future direction.



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2. Council provide direction to revisit the presented building design of the Community Center in order to address future direction and/or budget constraints

**Advantages:** Use or develop other building design options or features based on future direction or budget constraints.

**Disadvantages:** To avoid delay of Council's timeline and N&T project schedule, adjustments need to occur with expediency.

**Recommendation**

Option 1 – Receive Task Force recommendations and provide direction to N&T and City staff

## **COMMUNITY CENTER TASK FORCE**

### **PROJECT GOALS/OBJECTIVES/PRINCIPLES/FUTURE CONSIDERATIONS**

#### **Design focused attributes**

- A design the community can be proud of for years to come and that epitomizes Los Altos' unique character and heritage
- Sustainable design that demonstrates good Green Building practices to extent as budget allows
- Design and site layout that blends with neighborhood and surroundings
- A design that anticipates future expansion
- Design finishes that are durable and easy to maintain
- Provide amenities that encourage people to want to stay and linger
- Design that is inclusive, welcoming and creates a sense of space
- Design maximizes adjacencies to other functions on the Civic Center site and builds strong pedestrian connections
- Provides sightlines from San Antonio Road to draw people into the site
- Building footprint that maximizes outdoor recreation and open space; outdoor focused attributes
- Incorporate engaging open space balanced with landscaping that allows for unprogrammed outdoor space
- Maximizes use of outdoor space and takes advantage of outdoor "rooms" for programming
- Provides environmental education to site visitors

#### **Programming focused attributes**

- Flexible indoor spaces that allow the City to adapt programming to changing recreational and community needs
- Interior spaces that reflect best industry practices as identified by City staff (reference M. Hernandez 6/29/2017 presentation handout for detail)
- Equitably considers the space needs of City programming and legacy groups

#### **Community focused attributes**

- A Community Center that serves residents of all ages
- Reflects multicultural richness of Los Altos

#### **Future Considerations**

- After the Task Force, there is a role for a Design Development team reporting to the City Manager to include community participants who can provide ideas and suggestions for program users in the design of interior space and the broader community for exterior elements. Design Development team participants can be from:
  - Staff and architect team
  - Task Force
  - City Commissions
  - Persons invited to participate for specific design expertise
- Convene community meetings to review building and design activities and provide community input during the design development and construction phases i.e. exterior and interior design, neighborhood impact
- Upside is in the details – Design Development; define activities; fill-in the blanks; listen to the comments from the community/constituents' speech to be successful

## **CONCEPT C1-ARCHITECTURAL SUMMARY**

### **Site Plan and Floor Plan layout**

It is of high importance that the new Community Center be part of the synergy of the core of existing community buildings that include the library, Gilbert House, History museum and the Bus Barn Theatre. Concept C1, the Triangle plan, places the main entry at the west side of the site, facing the Library and San Antonio Ave. The entry lobby and outdoor entry plaza are intended to provide a strong visual terminus of a new pedestrian connection to the Library and Museum. The generous lobby wing is flanked by two building wings that comprise interior program spaces all organized around a central, triangular shaped outdoor courtyard. Outdoor covered walkways connect all rooms and activities to the main lobby.

### **Entry**

The entry lobby and café inhabit the space under the main gable, a clear front door to the community center.

### **Lobby, Café and Small Meeting Rooms**

The lobby is intended as a special multifunction space, providing informal seating spaces for hanging out, reading a book or having a quiet conversation or phone call. A glazed wall is envisioned to provide connection between the lobby and the adjacent courtyard space. The Café and unprogrammed meeting rooms are placed with intention to attract users from the library and provide places for socializing, meetings and quiet study. The café would consist of a small indoor space connected to an exterior seating area situated under cover of the main.

### **Administration Offices**

The Administration Offices, placed immediately off the lobby have a reception desk situated to receive and welcome visitors from both the west and south entries. The office and work area are arranged to provide daylighting to the open work area and “borrowed light” to the offices.

### **Seniors**

Seniors are located at the west side of the building, with dedicated outdoor activity space to the west, easy access to kitchen, community room and adjacent lobby. Seniors can easily arrive at the South side entry of the building from the adjacent south parking. Currently a bocce court is part of the adjacent outdoorspace.

### **Community Room**

The Community Room’s position affords opportunity to develop two outdoor spaces, the interior courtyard and an exterior patio to the south. The kitchen is attached directly to the community room with a connecting door. The community room will be divisible into two spaces and will be multi-purpose. It can become a rental space, a dining room for the senior lunch program, or community event space, to name just a few uses.

### **Kinder Prep**

Kinder Prep is placed in the southern wing with an outdoor play space either within the courtyard or on the south side. The placement of Kinder Prep is intended to offer direct access to the parking lot for pickup and drop off.

### **Teens**

Teen space will be located at the north wing where there will be adjacent teen outdoor activity and a multipurpose activity room. This location is intended to create a sense of teen autonomy, while at the same time having proximity to the café and lobby.

**Flexible program spaces**

The intent of the space allotment is to maximize spaces that can serve as many different functions as possible for all age groups. Larger spaces will be divisible into two space by a folding wall.

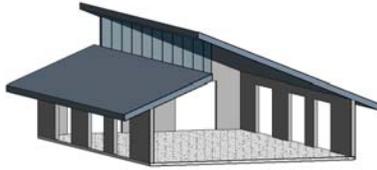
**Outdoor spaces**

The intent of the concept design is to maximize the amount of programmable outdoor space that the budget can afford. The mild climate of Los Altos encourages the use of outdoor spaces as extensions of indoor activity spaces and will in fact, serve to increase the useable program area. The Community room, senior space and teen space will have patio spaces that are adjacent to those spaces. The courtyard will be a visual focal point bringing daylight and views to all spaces. It will also provide a balance of paved areas for gathering as well as soft landscape , perhaps a featured Oak tree as shown. The existing trees along the north and east property lines will continue to provide a buffer to the adjacent neighbors.

**Parking**

The parking lot has been largely reconfigured in order to provide more efficient parking, keeping locations of existing driveways along Hillview Ave. The intent of the design is to maintain the number of parking spaces in the lot, which is 144 west and south of the community center. This will be confirmed by the City planning department.

## **C1- ARCHITECTURAL CHARACTER**



Example of Split gable roof

The architectural character of the new Los Altos Community Center is a blend of traditional roof forms with contemporary materials to create a warm, welcoming and comfortable environment that will be compatible with the existing civic center context. With this combination of form and materials, the intent is to create a Community Center that fits into the architectural traditions of Los Altos, but designed in a contemporary and sustainable way that speaks to the sophistication of Los Altos residents, and to the future rather than the past. It is important to acknowledge that the community center is a public building, and its scale and

proportions must be civic in character, not residential, yet must also be intimate and accessible, rather than too formal or grand in scale.

The community center as shown in the drawings is shaped by a collection of peaked gable and "split gable" roofs. Important spaces such as the entry and the community room are capped with a taller more prominent gable roof. Senior rooms, multipurpose rooms and other spaces have a "split gabled" roof, a roof that has clerestories bringing daylight to the center of the building and providing opportunity for improved natural ventilation through operable windows

The roofing material is envisioned to be a standing seam metal roof or a cementitious shingle (appearance of slate or cedar shakes). The visible underside of the roof at soffits would be wood or materials similar in character to wood to give a warm feeling.

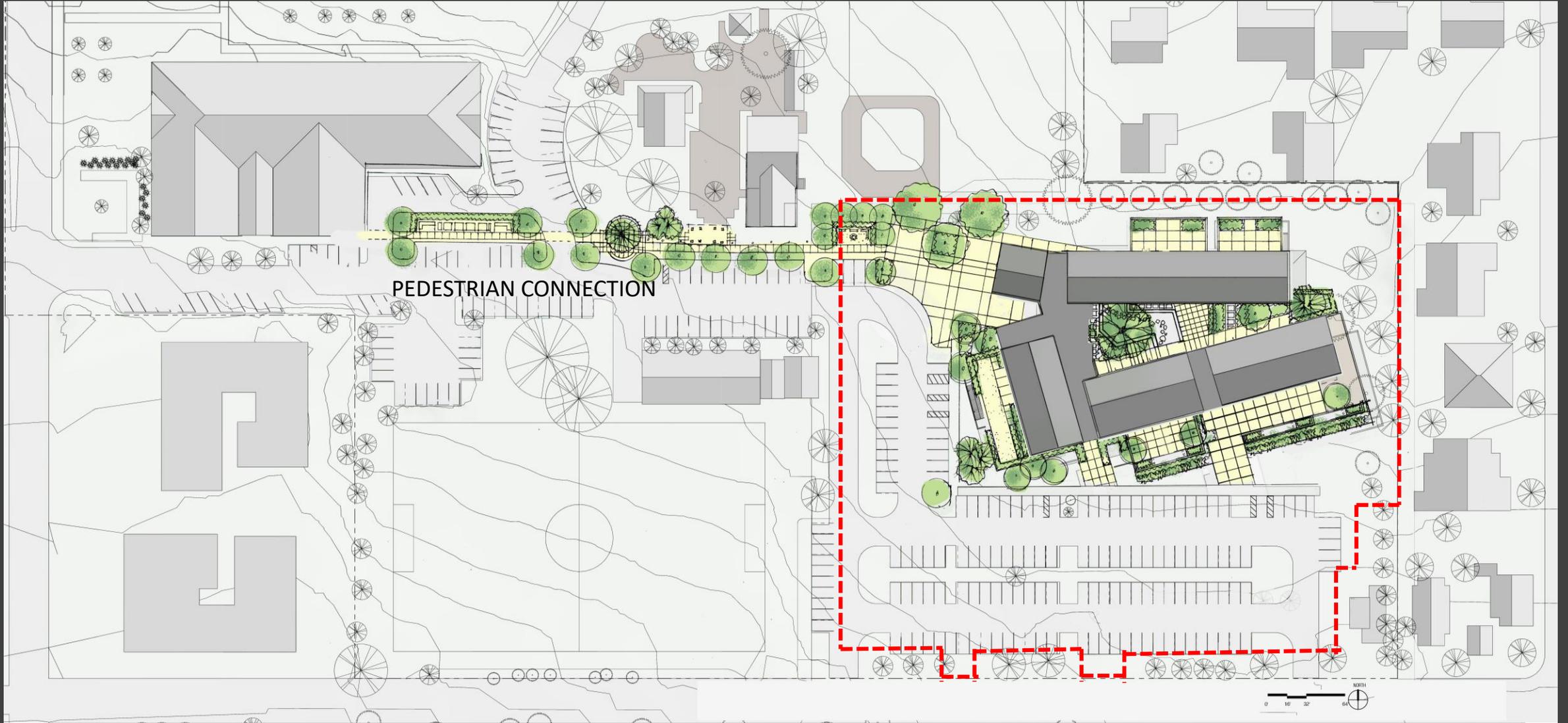
The main entry gable is intended to have exposed wood and steel trusses, bringing excitement and character to the lobby space. There will be visual transparency from the building entry, through the lobby to the courtyard.

Exterior walls will be clad in a combination of contemporary and traditional materials. Contemporary materials such as warm colored, pre-fabricated composite material panels create a durable wall surface which will be complemented with natural cedar or redwood siding in limited and protected areas. Proforma, a manufactured material consisting of natural wood protected by a highly durable clear coat may be substituted for natural wood to minimize maintenance concerns.

Window and doors will be constructed of painted aluminum systems utilizing insulated glass. A color palette harmonious and evocative of the California Landscape (such as deep greens, ochres, burnt umber, terra cotta reds) is envisioned for the exterior.

The building shape and orientation, coupled with deep roof overhangs, provides a degree of solar control minimizing direct exposure to the sun. At locations with large amounts of glazing, sun shades of painted aluminum will be utilized to minimize solar heat gain. The building will have a strong connection to the outdoors- with views, daylight and perhaps whole walls that open to the landscape.

# CONCEPT C1



SITE PLAN

# CONCEPT C1



FLOOR PLAN & OUTDOOR SPACES

# CONCEPT C1

NEW COMMUNITY CENTER

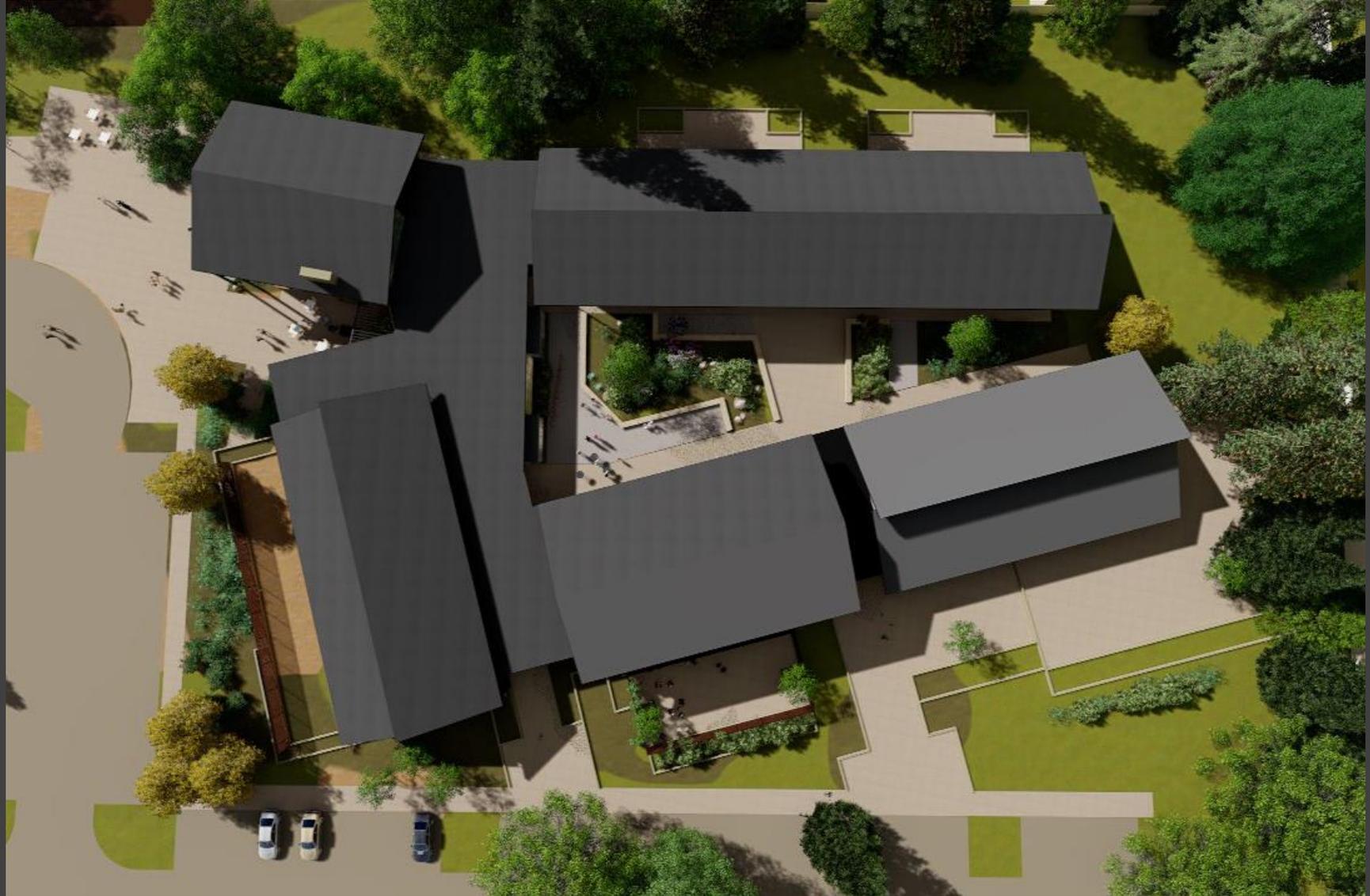
HISTORY MUSEUM

LIBRARY



AERIAL VIEW FROM LIBRARY

# CONCEPT C1



ROOF PLAN

# CONCEPT C1



WEST ENTRY ELEVATION

# CONCEPT C1



COURTYARD

# CONCEPT C1



COMMUNITY ROOM TERRACE

# CONCEPT C2



WEST ENTRY ELEVATION