



**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE**

**September 13, 2017
6:30 – 8:00 P.M.**

**Sharp Park Library
104 Hilton Way**

Call to Order

- 1. Approval of August 9, 2017 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. Site Analysis**
 - site capacity and system strategies
 - finalize sites for recommendation to City Council
 - public comments regarding the Palmetto and Montecito location
- 4. Library System Strategies**
 - Standards
 - Precedents
 - Service Level
 - Draft Strategy Options
- 5. Planned Outreach Activities and LAC participation**
 - Planning Commission Presentation - September 18th
 - Fog Fest – September 23rd - 24th
 - City Council Presentation – September 25th
 - Community Open House and Workshop – September 28th
 - October 4, 2017 Farmers Market
- 6. Discussion of Website and Public Communications**
 - FAQ document
- 7. Committee and Staff Communications**

Adjourn

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DRAFT

MINUTES

August 9, 2017

**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE
PACIFICA SHARP PARK LIBRARY
104 HILTON WAY, PACIFICA**

COMMITTEE PRESENT:	Cindy Abbott (CA); Caroline Barba (CB); Jerry Crow (JC); Barbara Eikenberry (BE); Kathy Long (KL); Eric Ruchames (ER); Kellie Samson (KS);
CITY COUNCIL LIAISONS PRESENT:	Deirdre Martin (DMa); Sue Vaterlaus (SV);
COMMITTEE ABSENT:	David Leal (DL); Vanessa Powers (VP); Laverne Villalobos (LV); Rosie Tejada (RT);
CITY STAFF PRESENT:	Planning Director Tina Wehrmeister (TW); City Manager Keith Breskin (KB); Assistant Planner Robert Smith (RS); Exec. Asst. Sarah Coffey (SC);
CONSULTANT TEAM:	Dawn Merkes Group 4 Architects (DM); Andrea Gifford (AG);
SMCL STAFF:	Julie Finklang (JF).

CALL TO ORDER

Chair Cindy Abbott called the meeting to order at 6:37PM.

1. APPROVAL OF July 12, 2017 MEETING MINUTES

CB noted a change needed on page 8 of the draft minutes from July 12, 2017 meeting to reference "Item 6" instead of "Item 5" in response to Sharon asking to summarize sites under consideration. CB moved to approve the minutes of the July 12, 2017 meeting with the change noted; KL seconds. Approval of minutes passes unanimously by all members present.

2. ORAL COMMUNICATIONS

Steve Patton introduced himself as the Executive Director of the Pacifica Ocean Discovery Center. CA informed Mr. Patton that the new library location has not yet been decided, and that

this meeting would focus on system strategies. Mr. Patton: The Pacifica Ocean Discovery Center is interested in the Beach Blvd. site, but there is no antagonism between the Discovery Center and library, even if the library is proposed for the Beach Blvd. location. Think of the two as compatible; marine science can be a big part of a new library. See the website at pacificaoceandiscoverycenter.org and the handout provided for more information. Mr. Patton met with a representative for a potential wealthy donor for the Ocean Discovery Center now that it has renewed its 501(c)(3) status. In 1999, the attempt to get the Beach Blvd. site for the Ocean Discovery Center failed with that City Council and the project was abandoned. Now there are new RFP's and new developments along with a change in atmosphere. The Board is almost back in place, with many former Board members getting involved again. There is a new Facebook page with letters of support from the Marine Mammal Center, Steinhart Aquarium and others.

3. PROJECT SCHEDULE

DM: We are wrapping up the 1st phase of library project community outreach. The next phase will focus on site options and system strategies. A final report with recommendations will be presented to City Council before Christmas. There was an addition to the outreach schedule to add the Bagels in the Park event with the Pacifica Mothers' Club at Frontierland Park this Saturday (August 12) from 10:00am to 1:00pm. The project boards will be set up at that event. It is a nice complement to the outreach already done with seniors and at the middle school earlier. The next Library Advisory Committee meeting on September 13 will be very important, as information presented will be prepared for presenting at the Planning Commission on September 18 before going to the City Council for an update at its September 25 meeting. The next community workshop is scheduled for September 28, and we will also put information online in a survey format. A kiosk is being scheduled for the Fog Fest September 23 – 24 in coordination with the City booth.

JF: Will outreach be done at the next Farmer's Market?

DM: The Farmer's Market may be problematic as it is on the same day as the next Library Advisory Committee Meeting.

CA: What is the format for the study session with the Planning Commission?

TW: The format is still under discussion.

ER: Do you want Library Advisory Committee members to attend the Planning Commission meeting / study session?

TW: Attendance is optional. It will not be a joint study session format; it will only be the Planning Commission. Planning Commission meetings are televised, so those who cannot attend can watch.

4. COMMUNITY OUTREACH UPDATE

DM summarized outreach done to date with a PowerPoint summary of the feedback received from events and the online survey (which is now closed) focused on prioritizing activities and spaces in a new library, how and why the Sanchez and Sharp Park branch libraries are used, and likes / dislikes for each branch. The summary showed 680 participants offering input to-date in Round 1 of the outreach. The primary reason for use of Sanchez library was consistently stated as convenience to the neighborhood where it is located.

5. LIBRARY SITE ANALYSIS

DM summarized library site analysis considerations to-date, including site pre-requisites, evaluation criteria, summary of ratings of sites from the committee, and sites that were eliminated from further consideration. Per ER suggestion, there will be a document summarizing reasons for eliminating sites from further consideration. CA asked if that summary would be available for the Planning Commission meeting, and DM responded affirmatively. JF asked what entitlements means under the "Costs" criteria; DM clarified that these would be CEQA, Coastal Commission approval, some sites can get MND easier than others. To the sites that remained under consideration by the committee, a site capacity analysis was added to the summary for all City-owned sites, Oceana High School site and U.S. Bank site. CA asked if any further contact had been made regarding the U.S. Bank or Oceana High School sites. DM: Emailed the owner of the bank again, but have not heard back. The high school district has not named a new superintendent yet. DMA: The new superintendent is expected to be appointed at the board meeting next Tuesday (August 15) night. CA asked about opportunities for public / private partnership at the sites.

DM presented site plan / build-out options specific to each site, noting that this is an opportunity for the committee to review and comment on the ideas presented. It will be an iterative process. Options will be presented for small (4,000 – 9,000 sq. ft.), medium (10,000 – 26,000 sq. ft.) or large (27,000 – 36,000 sq. ft.) library.

Summary of site options:

(1A) City Hall (redevelopment of City Hall)

AG presented 2 possible plans for City Hall location. The first option 3-level building with 2 levels of below building parking (156 parking spaces). This option included City Hall on first level, library program on second level and community room on third level. Additional funds would be needed to support a rebuild of City Hall. The site has capacity of building a large 36,000 sq. ft. library. The site is City-owned, so there would be no additional land cost. It is in a convenient downtown location.

ER: For parking, have you included space across the street? AG: No. DM: It did not make sense to add another half-bay of parking when one can easily make the case for a 20% reduction in demand for parking at this location.

CA: Would this plan include City Council Chambers? DM: The 5,000 sq. ft. community room could be used for City Council Chambers.

(1B) City Hall (relocation of City Hall)

AG: The second option presented is a plan for the library at the City Hall site and does not include City Hall services. Would need to consider relocation of City Hall. This option plans 1 level of underground parking.

SV: Are there cost estimates for the plans? DM: No estimates of costs yet. In considering costs, consider construction costs, FF&E range \$1,000 - \$1,100 per sq. ft. Under-building parking can range from \$125,000 - \$150,000 per parking space. On the low-cost end, \$50,000 per parking

space can now be achieved in some parking structures that cities are now doing. An inefficient design / space could cost up to \$450,000 per space. Underground parking is about ten times the cost of surface parking.

SV: Is there concern about people who might want City Hall recognized as a historical building?
TW: City Hall is not currently listed as a historical building in the municipal code. JC: Believes that it may be listed as historical dating back to David Carmany's time with the city, but agrees that the building condition is beyond feasible to upgrade.

ER: Is the space across the street large enough to consider surface or above-ground parking?
DM: The challenge with that site is that there is not enough width to allow turn-around clearance.

(2) Palmetto & Montecito

AG: This site is a 32,000 sq. ft. site, and can accommodate up to a 36,000 sq. ft. library with parking. Some concern has been voiced about environmental impact and maintenance at this site. The site requires below building parking. There may be a potential loss of revenue associated with the City not selling the land at this site. The site is City-owned and in a convenient downtown location.

ER disputes the potential loss of revenue from sale of the site, noting that the library can generate revenue from economic impact. CA agrees with the synergistic effect of the library on Palmetto. TW: This isn't the only site that has a synergistic impact of locating the library there. It is unfair to only mention the synergy aspect for the Palmetto site; we must consider synergy for other sites as well. ER: Must also consider the difference between one-time revenue versus ongoing revenue. SV: TOT would be ongoing revenue. JF: Extending the hotel TOT gets into a lot of speculation. DM summarized consideration of 3 categories of revenue: (1) sales value, (2) synergy / economic impact, (3) TOT. JF suggested possibly considering meeting rooms as a potential revenue-generator, noting that libraries do not typically generate direct revenue. AG & DM noted the Walnut Creek library model where the City controls scheduling meeting space at the library.

(3) Sharp Park

AG: The plan shown for this site includes 30,000 sq. ft. of library space on 2 levels of building and 2 underground levels of parking with 88 total parking spaces. The site is City-owned and convenient to downtown. There are potential heritage trees on site, which would need to be removed.

DM: The proposed building would have approximately the same elevation as the current building. The site is already zoned for public facilities use. TW pointed out that the zoning makes entitlements easier.

JF asked about the site across the street, and whether it could be used for some type of public parking. TW: The Beach Blvd. hotel project will need to keep the existing free public parking for

beach access, but believes that any parking above what is required for beach access would want to be used for hotel parking.

DM mentioned considering digital signage with sensors that count available parking spaces. The cost of underground parking at the Sharp Park site may be less expensive than underground parking at other sites due to daylighting, ventilation and the plan for 2 separate parking lots in this model.

(4) Parking Lot Across from City Hall

AG: This site does not lend itself to underground parking; the site is not long enough for a ramp to underground parking. There is capacity for 22 parking spaces on-grade at this site, which would limit the library to 8,000 sq. ft. to meet the parking requirements at this site. The conclusion is this site has insufficient capacity to meet library needs. Even if the site was extended into Salada Ave. with closure of the street, it would still be insufficient for underground parking. DM: We looked at whether parking could go under Francisco Blvd., but larger streets usually have utilities underground and this would not be feasible.

CA: Planning Commission and City Council could vote on a parking variance. Climate action considerations could encourage people not to drive to the library and seek other creative ways to get to the library. TW: There would need to be a plan with mitigating factors detailed. DM: Some cities have libraries within close proximity to a bus stop and provide for less parking, but it is not good planning as it limits access to the library. JF: What is the parking requirement? DM: 4 space per 1,000 sq. ft. for the first 10,000 sq. ft. and 2 spaces per 1,000 sq. ft. for additional square footage over 10,000 sq. ft. JF: Is this a City requirement? TW: The City does not have a parking requirement.

DM: ER had a good idea to use the parking lot site in conjunction with the City Hall site. TW: The parking lot site is currently signed for public parking, and is usually pretty empty. ER: That lot was used for the Police Department when it was located in the "Little Brown Church".

(5) Corp Yard

AG: The plan presented for the Corporation Yard site includes a single-level 30,000 sq. ft. library including a community room; this plan would include surface and underground parking. The site is City-owned and has easy highway access. With this site, would need to consider additional costs to relocate the existing Corp Yard.

CB: It has highway access, but is a traffic congested area at the Manor overcrossing. DM: Northbound has easy access from the highway. Location is convenient to Oceana High School. Are there plans for improving the intersection at Manor? TW: There are plans for Manor intersection improvements, but do not have the details at-hand. SV: Details on those plans would be helpful. JF: There are easily 12 – 15 cars backed up at that intersection during busy times. CB: Ingrid B. Lacy and Ocean Shore School areas get backed up during school drop-off and pick-up times. TW: Positive aspect is that the Corp Yard site is near one of the most pedestrian busy areas of town.

DM: The library and parking at this site is a very efficient design; the design worked out a lot better than initially anticipated. ER asked for clarification on the meaning of below building parking. DM: Below building parking means that it would be underground.

(6) Oceana High School

AG: The Oceana High School site is a large site: 82,000 sq. ft. and can accommodate on-grade parking and a 2-story, large 36,000 sq. ft. library. There is a big cost savings to surface parking. The site is not City-owned, so would need to negotiate with the school district for use of the site. Existing tennis courts could potentially be relocated at additional cost. ER asked if it would just be the tennis courts relocation, and not include the parking lot near the pool. DM answered affirmatively.

(7) Eureka Square / U.S. Bank building

AG: There are 2 options presented for this site – Option 1 plans for reuse of the existing bank building, which is just over 9,000 sq. ft. for a small library with a community room. This small sized library would not meet the community need for a new library; it would be only slightly larger than the existing Sharp Park library. Option 2 for this site would be to plan a new building at the site, and would have the capacity for a 23,000 sq. ft. medium library. The site is not City-owned, and the City would need to negotiate a long-term lease or purchase of the site.

(8) Sanchez Library

AG: The Sanchez site can accommodate up to a 16,000 sq. ft. building for a medium-sized library, or 30,000 sq. ft. to build out the full site. We can either work with the existing building or do a re-build. The site has space for all surface parking. The positives of the site is that it is City-owned and already used as a library, so entitlements would be easy. However, the site is not centrally located.

DM: The site is large enough to include other uses in addition to the library. Plans must consider that there is a large pipe (indicated in orange on the diagram in the presentation) that runs underneath the site, and cannot build over that underground pipe, noting an easement. It could be cost-prohibitive to consider moving the pipe. ER: There is an easement on the Sharp Park library. TW: The easement issue at the Sharp Park library has been resolved; it is a floating easement.

Site Options Wrap-Up

Following discussion of all site options, ER is concerned there would be political push back about adding City Hall to a new library. Would there be different funding streams for construction of the library portion versus City Hall portion? KB: Can draft a bond to fund construction costs for both. ER: Are there different funding requirements for non-City-owned sites?

DM: We will refine the site strategies and combine with system strategy options. The next layer of information will be adding in capital costs and funding strategies.

SMCL Usage Data

SMCL provided refined usage data as was requested at a previous Committee meeting, and is now included in the presentation. Data shows facility sizes and population for each service area in the San Mateo County Library system to compare how Pacifica compares to other communities in the system. Half Moon Bay usage data was from the old library, since a new Half Moon Bay Library is now under construction. Looking at square footage per resident, there is San Carlos on the low-end with 0.6 sf/resident and Brisbane on the high-end at 0.9 sf/resident.

There is a slide showing details on usage data (circulation, walk-in counts, program attendance) from fiscal year 2016-17 for each branch of the Pacifica libraries. JF: Year-by-year comparisons are not reflected here. Interested in seeing how the change in hours (occurred in April 2015) affected usage. Sanchez usage remained stable, but Sharp Park experienced a marked decline in usage.

TW: Is there something else outside of town that may impact usage – for example if there was a new library that opened close to the north end of town. DM: We are still working on getting information on what other libraries Pacificans use and usage data for hours when both Sanchez and Sharp Park branches are open.

6. LIBRARY SYSTEM STRATEGIES

DM introduced the site strategies beginning with the detailed information which has been provided and updated in the needs assessment and provided by the library in relation to the usage data. Four strategies exist for comparison.

CA: supplementary services could be available for all four strategies.

BC: This would not overcome the issues of the 60 hour limit.

DM: There may be a way to redistribute hours or add supplementary hours from the City to the County.

KL: It is a challenge to consider a large library in Sharp Park. It really depends on programming for staffing. If the staffing or hours were different it changes how you think about the sites and without that programming information, it makes decision making very difficult.

DM: we can try to seek data on programming for the options.

KL: there is a strong commitment to retaining Sanchez but effectively presenting strategy one is important.

JF: it is essential for people to understand what they could lose in a two library strategy.

ER: is there some way to be explicit about the operational costs? DM responded affirmatively. Any costs attached to a Sanchez renovation is set, but costs for a new Sharp Park library is radically different. Which would be difficult to provide for evaluation of comparative sites.

DM: we can provide detailed costs and separation of facilities – such as relocation – there can be order of magnitude however.

DMA: wouldn't Sanchez be sold?

DM: if the City chose to retain Sanchez and explore other community uses at the site, this could be costed. The options can be unlimited for the site.

DMA: the assumption should not include selling Sanchez.

DM: this would be part of strategy two.

TW: only concern for strategy three would be required funds for expansion are not agreed and concrete, therefore its difficult to provide true expectation of cost.

DM: it influences the size of a larger service.

DM: Strategy four would provide too small Sharp Park site.

JF: the right strategy is the one people can vote for.

DMA: the committee's role is to make a recommendation.

ER: we need to wait for the dollar number to establish which strategy is appropriate.

KL: the cost differential is important for evaluation.

DM: programming options may effect evaluation, for example, would an equal size library in strategy four really be appropriate.

KL: practically sharing hours in untenable. Two equal size libraries does not resolve the limited hours and the duplication of collections. It reflects the current, undesirable situation. Option four should be removed. The hours in strategy two and three also do not become a proxy for operational costs.

CA: dislike of Sanchez from the community responses is shown as the library being too small, with limited collections.

BE: opposition to losing Sanchez revolves around the consideration of Sanchez as a main branch.

KL: 60 hours and the collection needs to be reflected in the strategy evaluation. The City budget would have to be used to supplement the costs.

DMA: do you think people would not want a new library based on hours?

KL: the challenge is using the hours as an operational cost. Community does not appreciate that SMCL pays the operating costs.

KB: 35million for a new library and a refurbished Sanchez.

CA: limited hours for the new library at Sharp Park is not ideal.

SC: If you build a new larger library, it would attract more people. A new library will likely increase demand. The phase 2 may not be desirable or may be even needed.

KL: Phase 2 could be contingent on usage patterns. Studies show a large increase in usage with a new library.

JC: we could have greater level of detail with less strategies.

7. PLANNED OUTREACH ACTIVITIES

CA: there is a mother's club community event this weekend.

DM: 10am-1:00pm at Frontierland

8. DISCUSSION OF WEBSITE AND PUBLIC COMMUNICATIONS

CA: The website is in the process of being updated.

TW: FAQs are being drafted.

DM: next LAC can review the FAQ information.

9. COMMITTEE AND STAFF COMMUNICATIONS

CA: Is there a new member representative from the Planning Commission? TW: It is on the agenda for the next Planning Commission meeting.

JF: Bookmobile service soft-launched in Pacifica – on Aug. 4 and Aug 18 in Manor 12 – 2 and Fairmont 3 – 6. Will adjust schedule based on foot-traffic.

CA called for a moment of silence and adjourned the meeting in honor of Thom Ball.

MEETING ADJOURNED.

Respectfully submitted,

Sarah Coffey,
Executive Assistant

APPROVED:

Cindy Abbott
Library Advisory Committee Chair