



DATE: November 30, 2017

AGENDA ITEM # 1

**TO:** Hillview Community Center Project Task Force

**FROM:** J. Logan, Process Liaison

**SUBJECT:** Receive Information and Announcements from City Staff

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### **BACKGROUND**

Staff will provide information and announcements related to; 1) communications from the public since the last Task Force (TF) meeting that are addressed to the TF; and 2) information requests from the TF that need further clarification. Staff will provide updates to the TF regarding activities that occurred during the period between TF meetings. Staff will also provide updates on processes and procedures related to the organizational efficiencies of the TF.

### **DISCUSSION**

The following items will be reviewed:

1. Communications received from the public that are addressed to the TF
2. Update from TF on the progress made for recording time spent on categories of TF activities. Categories of activities include time spent in meetings; reading reports, materials and research; site visitations; special assignments such as the architect review process and chair position; preparing reports; communications with the community; and other.
3. Commissions were invited to respond to the following inquiry: Within the focus of your Commission, are there considerations for the Hillview Community Center project you would like the Task Force to know? All Commissions responses are on the Hillview Project website in prior agendas, item 1.
4. TF members are encouraged to speak, meet, communicate and engage with their networks, neighborhood groups or individuals in the community to disseminate information about the TF mission and Community Center design process that is currently underway. During these engagement activities, TF members are encouraged to listen to community members' perspectives, invite persons to attend and provide public comment at the TF meetings and report back to the TF ideas and perspectives gained from these outreach activities for public discussion. A guideline, *Task Force Speaker Notes*, was developed to assist TF members. Communication with community members can be recorded on the TF Activities Time-sheet.
5. Noll & Tam architect design team will present final TF recommendations at December 12, 2017 meeting, 7 PM in Community Chambers, City Hall.
6. At the September 26, 2017 Study Session with City Council, the TF received support from the Council on its suggestion for interior space allocation. Council selected Site Option 4 and added \$7.7 million to the budget for the following:

- a. Increasing building quality: \$1.2 million
  - b. Increasing building functionality: \$750,000
  - c. Upgrading from LEED Silver equivalent to LEED Gold equivalent: \$500,000
  - d. Providing improved pedestrian connectivity: \$1,000,000
  - e. Increasing building square footage: \$3 million
  - f. Increasing outdoor program space: \$500,000
  - g. Refinishing parking lot: \$750,000
7. N&T provided a report summary on October 30, 2017 of the architectural design process and materials presented at the October 18, 2017 TF meeting including Site Concepts A, B, and C.
  8. A Community Survey was launched on October 23, 2017 and was completed on Nov. 13, 2017. The survey presented images depicting architectural and landscape characteristics of roofs, windows and walls, outdoor rooms, spaces in between, activity and gathering spaces, entries, cafes, trellises, walkways and overall character of the building. Community members were encouraged to take the survey and select their top choice in each of the categories they believe to be the best fit for the new community center. Over 400 responses were received.
  9. The Commission report, Attachment C, is updated to include the Senior Commission additional remarks received on 11/8/2017.
  10. Include as Attachment B is a memo that describes the ongoing Community Center design review process. This includes approval processes in Planning, Building, Engineering and Fire, a CEQA environmental review, Bicycle and Pedestrian Advisory Commission review, Planning and Transportation Commission review and City Council reviews. In addition, the building must meet various goals, policies and objectives of the Los Altos General Plan and specific plan, design guidelines and ordinance design criteria. Details are stated in Attachment B.

#### **11. Overview of December 12, 2017 report to City Council**

At the September 26, 2017 study session, Council supported the presented Community Center project interior space allocation, site 4 location, all enhancement features and approved the Task Force to proceed to the exterior design phase with a report to Council on December 12, 2017.

The staff report will summarize progress made at meetings on October 18, November 7 and the concluding Task Force meeting on November 30, 2017. During the December 12, 2017 report to Council, N&T will summarize its work with the TF, community survey results and the selection of building design Concept C. Included in the staff report will be the Insights, Themes and Considerations summary from the TF to the Council in addition to the TF Project Goals/Objectives/Principles document that was established by the TF during its initial meetings. The staff report focus will be on completion of the TF mission as assigned by Council.

#### Attachments:

- A. Task Force Process
- B. Hillview Community Center Design Review Process prepared by Zach Dahl
- C. Overview of 12/12 staff report to City Council