



PUBLIC WORKS DEPARTMENT

Council Meeting Date: August 31, 2010
Staff Report #: 10-122

Agenda Item #: F2

REGULAR BUSINESS: Update and Approval of the Review Process for the Burgess Gymnastics Center Project

RECOMMENDATION

Staff recommends that the City Council approve the review process for the Burgess Gymnastics Center, including architectural control review by the Planning Commission, and final project architectural control approval by City Council.

BACKGROUND

In 2007, the Parks and Recreation Commission identified the Burgess Gymnasium/Gymnastics Center as a priority project and recommended it as one of the next projects to be undertaken as part of the City's Measure T funding. The City Council unanimously approved the Commission's recommendation on April 3, 2007, which resulted in a programming study of the existing facility and the development of preferred design alternatives for a new building. Through a series of community meetings and input from the programming study, a preferred alternative was selected for the facility that ultimately recommended replacing the existing Gymnasium/Gymnastics Center with two stand alone facilities in order to increase usable space, meet the City's programming demands, and bring the updated facilities to the current building code requirements.

Following the recommendations of the programming study and community meetings, the City began design and development of the first phase of the project: the Burgess Gymnasium. As part of this process, an Environmental Impact Report was prepared and approved that included both the Gymnastics Center and the Gymnasium. During the planning phase of the project, the City identified that the construction costs for the proposed facility were far beyond what was available in Measure T funding. With this information, a donor came forward and offered to provide the financial assistance necessary to complete the design and construction of the Gymnasium project beyond what was budgeted by the City. This generous contribution has resulted in the design and construction of a state of the art gymnasium that is a true asset to the community. Construction of the Gymnasium has been underway since mid-January and is expected to be completed in mid-October.

The construction process for the Gymnasium has been very smooth, and in May 2010 the donor expressed interest in working with the City on the Gymnastics Center in order to complete the City's athletic facility expansion. With this offer, staff recommended a project budget of \$6.2 million (\$4.15 million from Measure T and \$2.05 million from Rec-In-Lieu) for the City's portion of the project cost as part of the 2010/11 fiscal year budget, which was subsequently adopted by Council on June 22, 2010.

ANALYSIS

On August 9, 2010, staff submitted a Development Permit Application for the Burgess Gymnastics Center at 505 Laurel Street, the current site of the Gymnastics Center/Gymnasium, to begin the development review process. A notice of application was sent to residents and businesses in the area bounded to the south by Willow Road, to the east by Waverly Street and E. 4th Street (SRI Campus), to the north by Ravenswood Avenue, and to the west by El Camino Real. A copy of the notice and a map of the mailer area can be found in Attachment B. In addition to the application notice, staff invited these residents to a neighborhood meeting to review and discuss the proposed project. This meeting was held on August 25, 2010 and one person attended. At the meeting, staff presented the architectural plans that are included as Attachment A of this staff report.

Because the Burgess Gymnastics Center is a City project and has been included in the Budget adopted by Council, staff is recommending the following review process for Architectural Control and Planning:

1. **Planning Commission Review:** Staff has scheduled the Gymnastics Project for the September 20, 2010 Planning Commission meeting. At this meeting staff will present project information, plans, material boards and renderings to the Commission. This meeting will give the Commission an opportunity to review the project and provide recommendations for conditions of approval pertaining to the project. Staff will also ask the Commission to determine the project's consistency with the General Plan.
2. **City Council Review:** Following the Planning Commission meeting, staff will return to Council seeking architectural control approval for the project with considerations from the Commission's recommendations.

Following these two public meetings and pending architectural control approval, the project design team will move the project into the building permit phase and complete construction drawings. A final step will be City Council review and approval of a construction contract with the contractor selected by the donor.

This anticipated timeline for the start of the project has been targeted to coincide with the end of the fall gymnastics session, on December 18, 2010. After this date, the gymnastics program will be able to move equipment out of the existing facility so that construction crews can move in for the estimated nine (9) month construction phase.

Gymnastics Center Program Relocation

In preparation for the construction phase of the new Gymnastics Center, several options have been considered to determine if programming for this 100% cost-recovery activity can be continued through the construction period. The options considered include relocating the gymnastics program to an offsite location; offering a reduced gymnastics program at an existing city facility, or discontinuing the gymnastics program until the new facility is completed.

After examining several relocation sites in Menlo Park, the preferred and most viable option would be to rent or purchase a commercial tent that could temporarily house the program.

Staff has reviewed this option and has found that commercial tents are available in a size that would fit the program and with heating and cooling systems that can create a comfortable environment through the cold months. The proposed location for the tent would be in the unprogrammed field space at the south end of Burgess Park, adjacent to the playground and baseball field near Burgess Drive. This location will also relocate parking demand typically seen in Parking Lot #3 (between the Administration Building and the existing gym) to the underutilized parking along Burgess Drive while construction of the new facility takes place. With this proposed relocation option, the gymnastics program would be able to maintain all existing classes operating during construction with the goal of maintaining the program's 100% cost recovery status.

The option of condensing the gymnastics program and relocating to the new Arrillaga Family Gymnasium, Onetta Harris Community Center's gymnasium, or Burgess Recreation Center have also been considered. The Arrillaga Family Gymnasium is not considered a viable option since existing and proposed sports programs are scheduled to be using the facility as soon as it opens. In addition, staff has concerns about damaging the brand new gymnasium floor with gymnastics equipment and pads. The Onetta Harris Community Center's gymnasium would be an appropriate size to house the gymnastics program, however, this option would limit community access to the youth and adults sports programs in the Belle Haven neighborhood. In addition, the Onetta Harris Community Center's gym floor was just replaced and, like the Arrillaga Family Gymnasium, the installation of gymnastics equipment will damage the new floor. Using one or two rooms in Burgess Recreation Center was also considered, however this option would require a reduction in the gymnastics program capacity by 50% or more and would reduce revenues for the gymnastics program and the Burgess Recreation Center for a combined total loss of approximately \$375,000. External lease options were also considered, but difficulty in finding an adequate space for short term use and obtaining a use permit to operate the facility has proven to be a very challenging prospect.

The final option is discontinuing the gymnastics program until the new facility has been completed. The challenges with this option would be dealing with the fixed expenses during the closure, opening a new facility without a robust customer base, and discontinuing this valuable service to the community and the families it serves which could result in a loss of market share.

Community Services staff is preparing a complete report comparing these alternatives and detailing the costs of the tent option. This report and a recommendation is tentatively scheduled to be presented to Council in late September or early October, as the temporary relocation will require a budget amendment.

IMPACT ON CITY RESOURCES

The Burgess Gymnastics Center project was budgeted for the 2010/11 fiscal year using Measure T and Rec-in-Lieu funds totaling \$6.2 million (\$4.15 million and \$2.05 million, respectively). A portion of these budgeted funds will be used for design services in order to complete the architectural control review and approval process, however the bulk of design cost is being generously provided by the project donor. In addition to these design costs, the City will be paying \$5.0 million toward the estimated \$12 million building construction cost (included in the \$6.2 million budget), while the donor will be funding the remaining expense.

The remaining City funds will be used for construction related activities, including, but not limited to, all utility connections, LEED accreditation, staff time, and contingencies for City initiated changes. Temporary gymnastics facilities and relocation costs were not included in the current budget.

Upon completion of the design and bidding for the tent, staff will return to Council with the construction agreement and a proposed construction budget. At that time, specific relocation and temporary facility related costs will be presented to Council for approval.

POLICY ISSUES

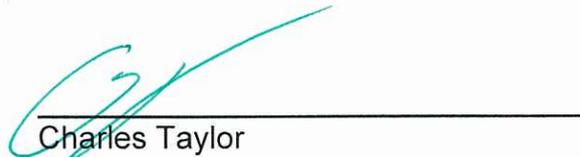
The construction of the Burgess Gymnastics Center is consistent with the City's General Plan goal #I-H to "promote the development and maintenance of adequate public and quasi-public facilities and services to meet the needs of Menlo Park's residents, businesses, workers and visitors." Because this project was not included in the 5-Year CIP that was reviewed by the Planning Commission for General Plan Conformance at their May 17, 2010 meeting, staff will be requesting that the Commission make findings of General Plan Conformance for this project when it is reviewed for Architectural Control.

ENVIRONMENTAL REVIEW

As part of the development review process for the Gymnasium, an Environmental Impact Report was prepared for both the Gymnasium and the future Gymnastics Center. On July 21, 2009, the City Council adopted a resolution adopting Findings for Certification of the Final Environmental Impact Report (EIR) and a Statement of Overriding Considerations for the Burgess Gymnasium and Gymnastics Center Projects, and approved a Mitigation Monitoring and Reporting Program (MMRP) for the two projects. The adoption of the EIR and the MMRP for the projects allows for a Gymnastics Center to be constructed in the location of the existing Gymnasium/Gymnastics Center on the Burgess Campus, with a maximum footprint of 22,500 sf. containing a "large gymnastics room, a smaller pre-school tumbling room, mechanical and storage rooms, multipurpose room, lobby, [and] restrooms". As a result of the actions taken on July 21, 2009, no further environmental impact analysis is required.



Matheu B. Oscamou
Senior Civil Engineer



Charles Taylor
Engineering Services Manager

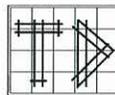
PUBLIC NOTICE: Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

- ATTACHMENTS:**
- A. Burgess Gymnastics Center Preliminary Architectural Drawings
 - B. Neighborhood Notice and Mailer Map



MENLO PARK GYMNASTIC CENTER

JOHN ARRILLAGA
MENLO PARK GYMNASTIC CENTER
CIVIC CENTER LAUREL STREET
MENLO PARK, CA

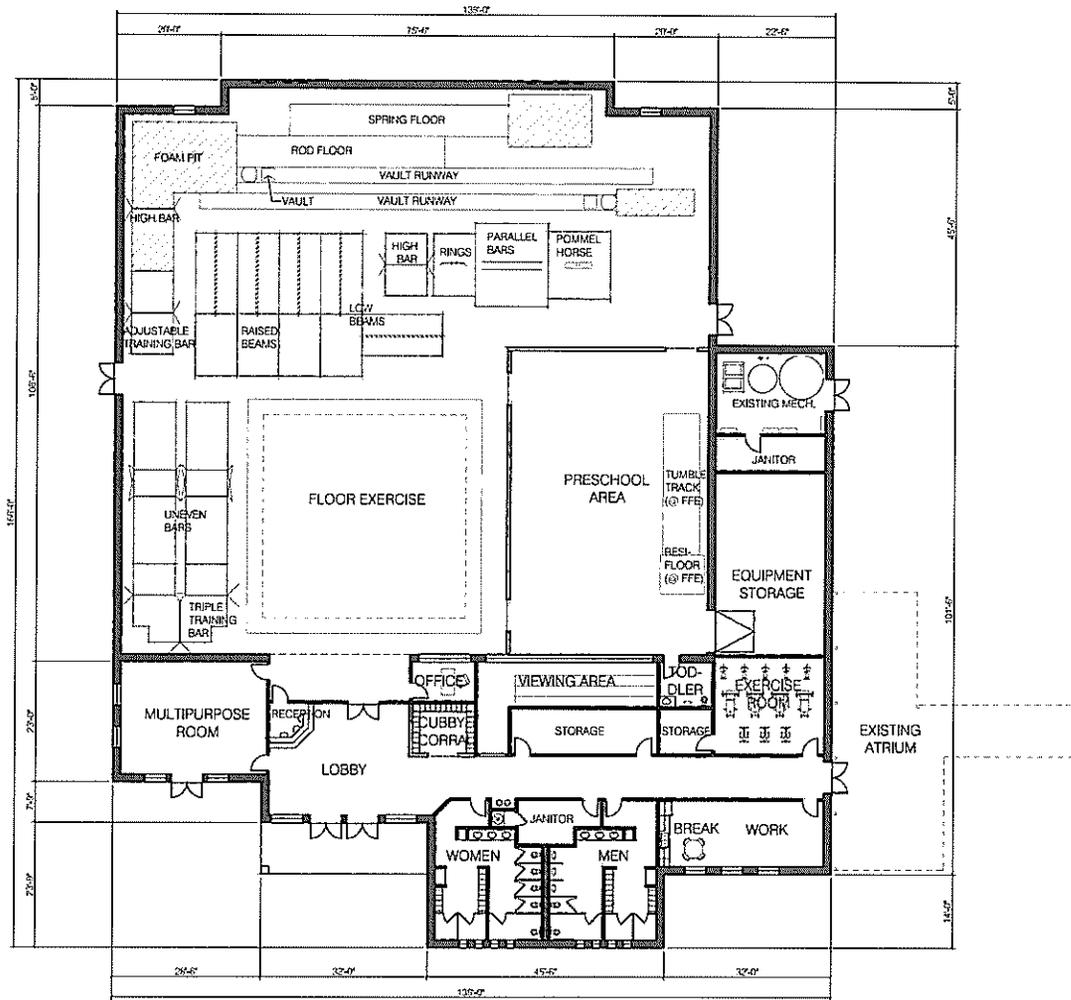


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DESIGNS

COVER SHEET

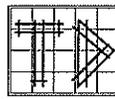
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FLOOR PLAN

JOHN ARRILLAGA
 MENLO PARK GYMNASIIC CENTER
 CIVIC CENTER LAUREL STREET
 MENLO PARK, CA

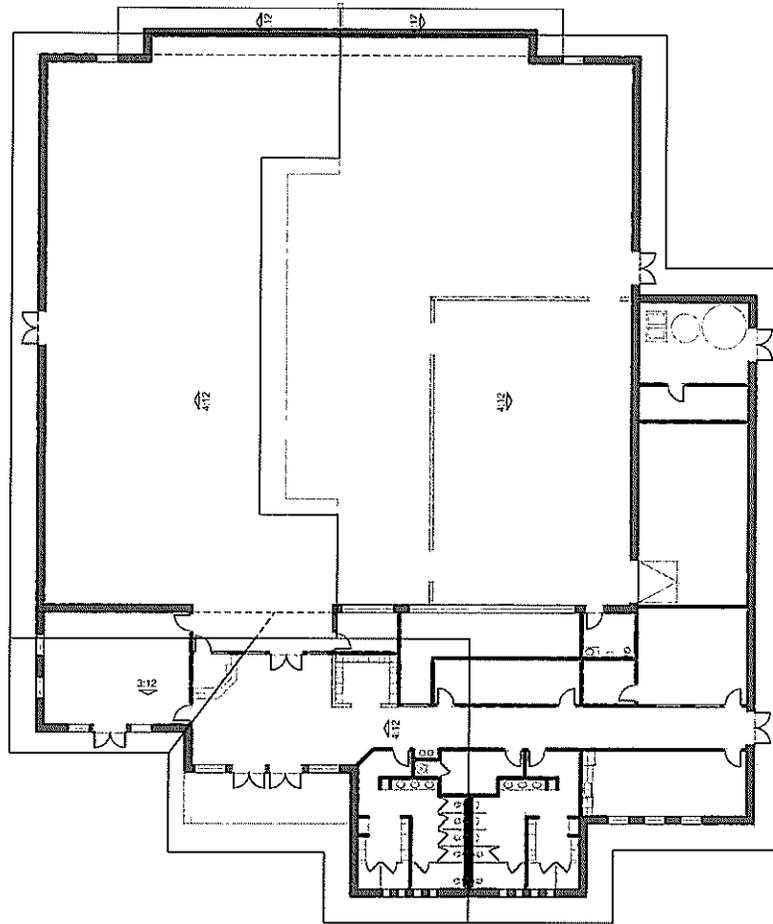


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FLOOR PLAN

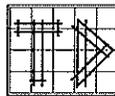
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ROOF PLAN

JOHN ARRILLAGA
 MENLO PARK GYMNASIAC CENTER
 CIVIC CENTER LAUREL STREET
 MENLO PARK, CA

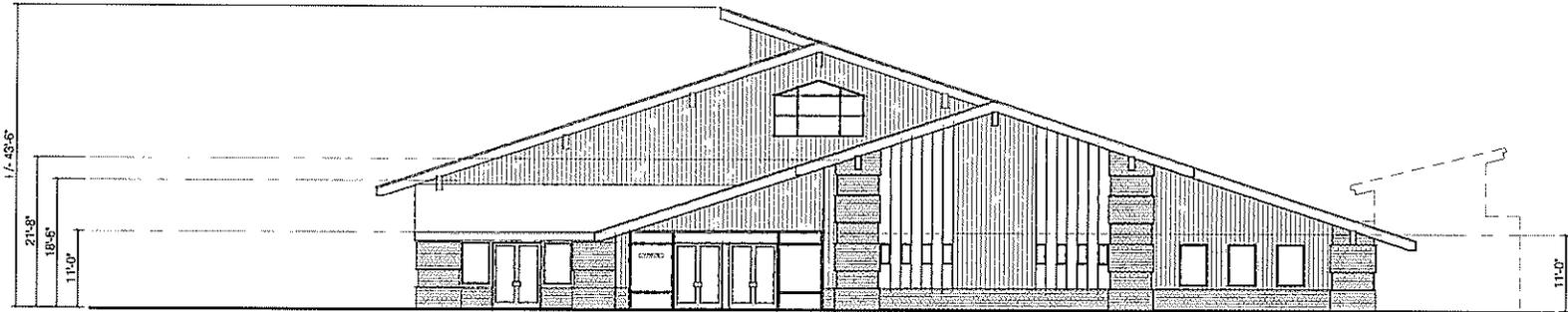


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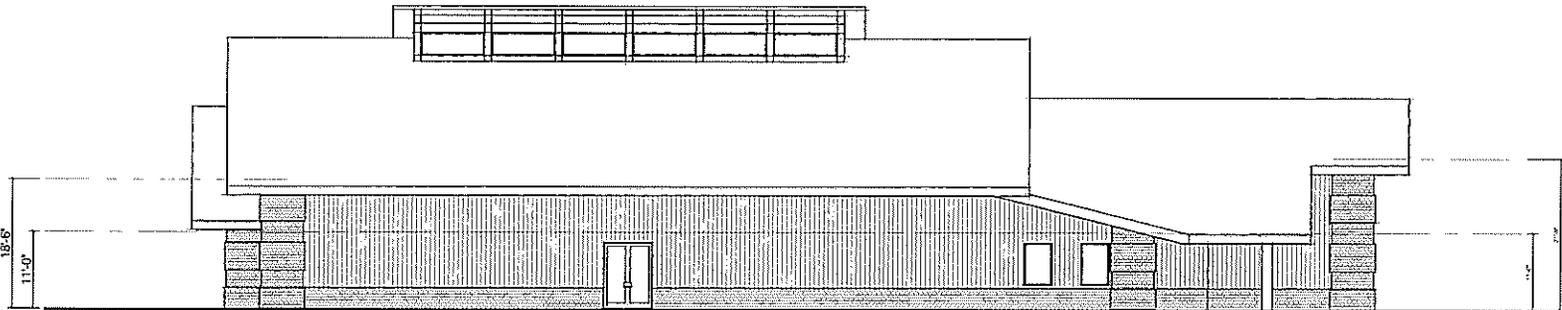
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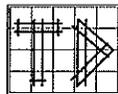


SOUTH ELEVATION



WEST ELEVATION

JOHN ARRILLAGA
 MENLO PARK GYMNASIIC CENTER
 CIVIC CENTER LAUREL STREET
 MENLO PARK, CA

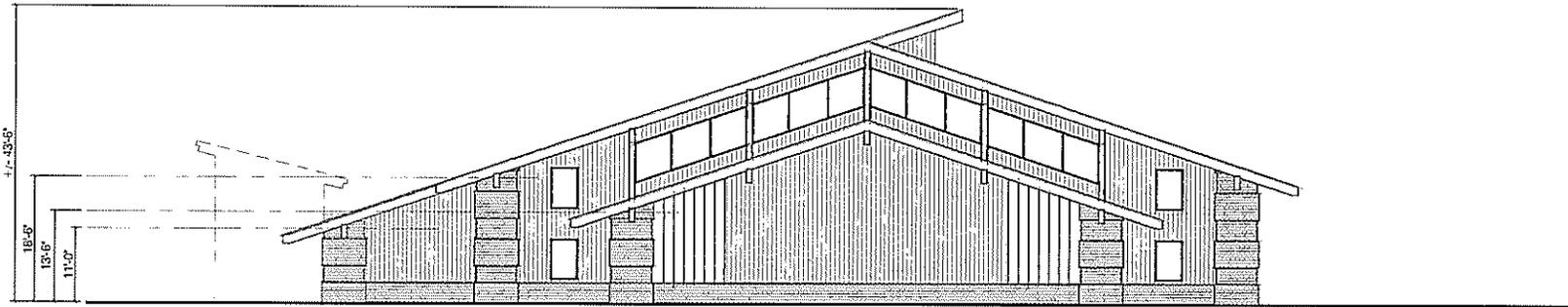


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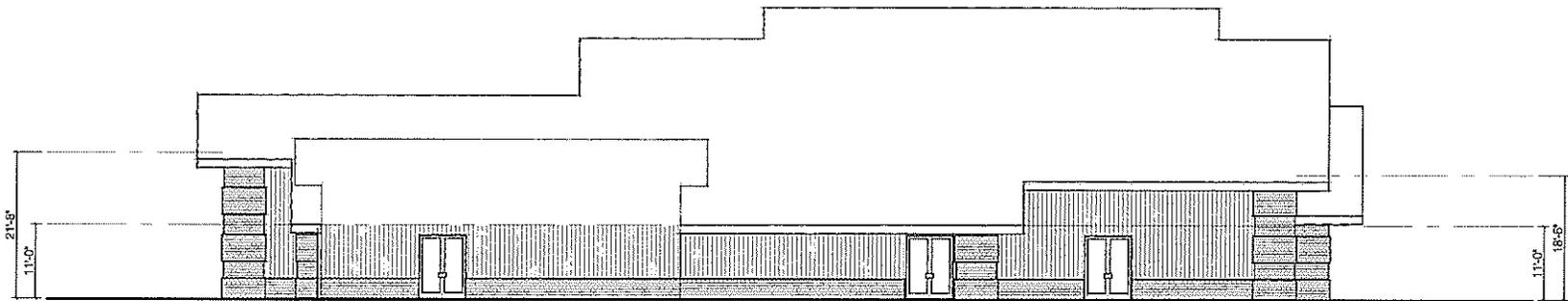
ELEVATIONS

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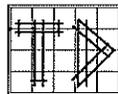


NORTH ELEVATION



EAST ELEVATION

JOHN ARRILLAGA
 MENLO PARK GYMNASIIC CENTER
 CIVIC CENTER LAUREL STREET
 MENLO PARK, CA



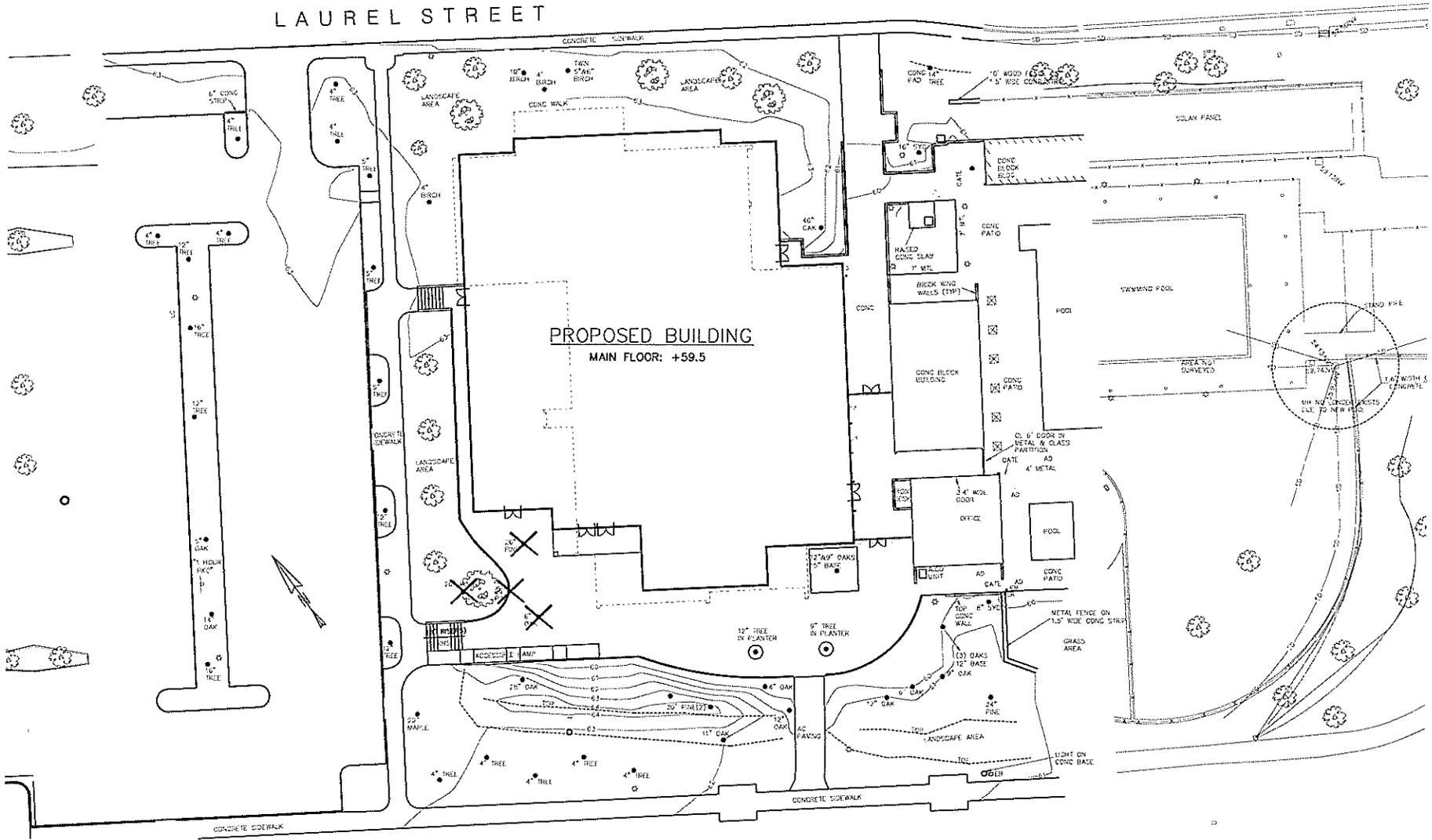
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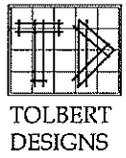
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LAUREL STREET



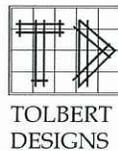
JOHN ARRILLAGA
 MENLO PARK GYMNASIIC CENTER
 CIVIC CENTER LAUREL STREET
 MENLO PARK, CA



SITE PLAN
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 DATE: 08.17.10
 PROJECT: 3001



JOHN ARRILLAGA
 MENLO PARK GYMNASIIC CENTER
 CIVIC CENTER LAUREL STREET
 MENLO PARK, CA



LAUREL STREET ELEVATIONS

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SCALE: NTS
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 PROJECT: 3001



**NOTICE OF APPLICATION SUBMITTAL
AND
COMMUNITY OUTREACH MEETING
CITY OF MENLO PARK PLANNING DIVISION**

NOTICE IS HEREBY GIVEN that the Planning Division of the City of Menlo Park, California has received a formal application in **August, 2010** for the following proposal:

Architectural Control and Heritage Tree Removal/City of Menlo Park/501 Laurel Street: Proposal to demolish the existing 17,400-square-foot gymnasium and gymnastics building and construct a new approximately 19,000-square-foot gymnastics facility at the location of the existing gymnasium and gymnastics building and associated site improvements located at the Civic Center Complex in the P-F (Public Facilities) zoning district. As a result of this proposal, up to six heritage trees may need to be removed.

The City of Menlo Park will hold a **Community Outreach Meeting on the proposed gymnastics center on Wednesday, August 25, 2010 at 6:00 p.m. in the Fireside Room of the Recreation Center located at 700 Alma Street, Menlo Park, CA 94025. For more information, please contact Mat Oscamou at (650) 330-6740.**

The application will require review by the Planning Commission at a scheduled public meeting. The date of the public meeting has not yet been determined. Once the proposal is scheduled for a specific meeting date, a second notice will be mailed with specific information on the meeting date, time and place. The second notice will be mailed 15 days prior to the meeting date.

The project file may be viewed by the public on weekdays between the hours of 7:30 a.m. and 5:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday, with alternate Fridays closed, at the Community Development Department, 701 Laurel Street, Menlo Park.

Please find attached to this notice, preliminary copies of the project plans and site information as submitted by the applicant. City staff has not completed review of the plans and site information as of the date of this notice. **As a result of City staff review and public comment, the preliminary plans may be revised prior to any public meeting on this proposal.** If you are interested in viewing revised project plans, they will be available for review at the City offices one week prior to the Planning Commission meeting, which will be advertised in the public meeting notice, and attached to the hard copy of the staff report which will be available on the Thursday prior to the meeting.

If you have any comments or questions on this proposal, please contact **Megan Fisher**, Associate Planner, at **(650) 330-6737** or email her at **mefisher@menlopark.org**. The Planning Division encourages submittal of comments and questions by **September 9, 2010** in order for staff and the applicant to fully consider all comments and questions prior to the preparation of the staff report.

Si usted necesita más información sobre este proyecto, por favor llame al 650-330-6702, y pregunte por un asistente que hable español.



Mailer Zone

Project site

B1