

Introduction

Master Plan Document Overview

The content of this Master Plan document has evolved throughout the development of the Community Center Master Plan. Each chapter documents a portion of the process phase, and this fully compiled Master Plan document narrates the overall process, development and outcome of each part of the project.

Below is a summary of the information found in each chapter of this document. Additional detail can be found in the Executive Summary, the actual reports and the Appendix documents, which include detailed meeting minutes and copies of all presentations given during this process.

Process Map Through a collaborative working relationship with City representatives and the Advisory Committee, a process plan was developed to identify the participants, key stakeholders, phases of work and timeline for the project. This was documented in a Process Map that served as the guide for the entire Master Plan development. This Process Map is attached immediately following this introduction.

Section 1 Executive Summary The Executive Summary gives a brief overview of all of the chapters to follow, including a summary of content and direction given by City Council for proceeding with each of the subsequent phases.

Section 2 Community Needs Assessment The Needs Assessment identifies the current and anticipated service needs of the community through research, data gathering and community outreach. Identification of Los Altos community characteristics and demographic research, as well as information gathered through community forums and stakeholder outreach helped to assess community priorities and service expectations. From this information, service priorities and concepts were identified to further inform the process.

Section 3 Plan of Service The Service Plan documents the mission and goals for City services, and identifies the intended City service delivery model to address the needs of the City's future population. Identification of service goals and concepts, and operational strategies lead to a model that will enhance the provision of community center services to the community.



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*Section 4
Existing Facility Assessment*

An assessment of the condition of the existing facilities and the overall site condition was developed. The current age and expected life span of the facilities and infrastructure was identified and documented by both the architectural team and a team of consultants who reviewed structural, mechanical, plumbing, electrical, civil and landscape conditions both within the existing buildings and on the site. Key issues and concerns were outlined for each facility to illustrate the need for replacement or repair of facilities, as appropriate.

*Section 5
Facility Program*

A Facility Program was developed to document the spaces needed to accommodate the services that are anticipated to be provided on the site. Standard assumptions for the facility construction and infrastructure were established and space types were outlined to identify specific uses and the spaces needed to accommodate them. Detailed assessments of the public spaces and scheduling of anticipated programs were developed collaboratively with City staff to identify an appropriate number and type of public programming spaces. City department representatives also worked in collaboration with the consultant team to identify appropriate spaces to not only fit current departmental needs but also anticipate future ones as well. Conceptual space adjacencies were identified to orient the program elements into facilities that will support the provision of services identified in the community needs assessment.

*Section 6
Facility Scenario*

Through assessment of all of the data collected to date, three initial criteria sets were established for exploration at a Community Charette; multiple options were developed rapidly to identify the most viable directions for each potential criteria set on the site. Three Initial Scenarios for the site layout were developed with consideration for this learning. Conceptual cost impacts were calculated, and phasing strategies for each were developed. Key insights from this study were identified and, with direction from City Council on which scenario to pursue and which program elements to consider, these insights aided in the development of the Preferred Scenario. A Master Plan layout, phasing strategy, conceptual cost model and initial financing and funding strategies were developed and reviewed by the Council and community in relation to how they met the goals and objectives identified in the beginning of the process.



Process Map

