

**DRAFT**  
**MINUTES OF THE MEETING OF THE HILLVIEW COMMUNITY CENTER  
PROJECT TASK FORCE OF THE CITY OF LOS ALTOS, HELD ON TUESDAY, JULY  
25, 2017, AT 7:00 P.M. AT LOS ALTOS YOUTH CENTER (LAYC), 1 NORTH SAN  
ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ROLL CALL**

PRESENT: Claudia Coleman (Chair), Philip Chou, Brian Cilker, Stuart Eckmann, Cathy Lazarus, Barbara Loebner, Dennis Young, Maria Bautista, Katherine Cushing

ABSENT: Stuart Klein and Susan Mensinger

**SPECIAL PRESENTATION**

Contracted architecture firm, Noll & Tam was introduced to the Task Force and public. Noll & Tam's Associate Principal Trina Goodwin and Project Manager James Gwise, and MIG Landscape Architect Matthew Gaber gave a presentation describing their past work, current projects, business model for partnering with the City of Los Altos and Task Force throughout the process. The presentation included a brief FaceTime appearance by Principal Janet Tam. A question and answer session with the Task Force followed, in which the Task Force asked clarifying questions, provided comments, and requested additional information about each of the presenters.

**PUBLIC COMMENTS**

Los Altos resident Gary Hedden expressed importance of informing the public of Task Force activities.

Los Altos resident Nancy Bremeau provided a copy of Town Crier editorial from resident Gary Anderson. She also urged Noll & Tam to connect with the Downtown Vision project consultants and the Task Force to put together a list of recommendations on how to utilize potential donated funds.

Los Altos resident Frank Martin encouraged the Task Force to visit other Senior Centers in the area.

Los Altos resident Maria Lonergan, speaking as Chair of community group Community Center Alliance (CCA), urged the Task Force to a) develop a process to build a successful community center; b) engage with residents; and c) reduce noise and traffic impact.

Los Altos resident Roberta Phillips urged the City to consider senior needs and come up with a building design that fits in with the surrounding neighborhood.

Los Altos resident Al Rooney asked who are the liaisons between Noll & Tam and the City and when the Planning & Transportation Commission would be involved in the project.

**DISCUSSION ITEMS**

1. Receive information and announcements from City staff

Public Information Coordinator Erica Ray noted that the Task Force Processes document had been updated and reminded the Task Force that all written public comments have been forwarded to the Task Force and are available in the Hillview Community Center Task Force Public Correspondence binder, which is available for review by any members of the Task Force or the public during all Task Force meetings and at City Hall during normal business hours.

Ms. Ray also reminded the Task Force to complete time tracking spreadsheet to reflect time spent on Task Force-related activities and to submit time logs to staff to enable metrics reporting and assess time allocation. Some members of the Task Force submitted their June/July time logs and others agreed to submit them at the August meeting.

Los Altos City Manager, Chris Jordan informed the Task Force that he assembled a team to begin exploratory discussions with staff from the Children's Corner program regarding its expressed desire to partner with the City to enable their continued use of the Community Center. The team consists of Recreation & Community Services Director Manny Hernandez, Administrative Services Director Sharif Etman and Task Force Member Dennis Young. Preliminary discussions included options like allocated space, program development and fund contributions, but talks are entirely investigative at this time.

Task Force member Barbara Loebner expressed concern about these discussions as they relate to space allocation or promise of contracted services without inclusion of the rest of the Task Force. Mr. Jordan assured the Task Force that all conversations are investigative and the Task Force will be informed of any actions that may impact their project scope. Task Force member Cathy Lazarus commented that this process was typical in city government and expressed gratitude that Mr. Jordan was pursuing this discussion.

2. Approve minutes of the meeting of July 13, 2017

Upon a motion by Task Force member Dennis Young, seconded by member Cathy Lazarus, the Task Force unanimously approved 9 - 0 the minutes of the July 13, 2017 meeting.

3. Community Center site visitations update and comments- continue discussion

The Task Force held a short discussion of additional site visits and echoed previous praise or concerns from the July 13, 2017 meeting. The main concern addressed was that some of the centers members had visited, like the Roosevelt Community Center (San Jose) and Mitchell Park Library and Community Center (Palo Alto) had dirty windows or cobweb build up on the exterior. Task Force members expressed a desire for a building design that would be easy to maintain to ensure the new community center looked clean and well-kept for years to come.

Additional discussion addressed a desire of some members to visit more centers that had successful senior programming and to have more like-to-like options for visitation. Task Force Members Philip Chou and Cathy Lazarus requested that Recreation & Community Services Director Manny Hernandez provide a list of two or three additional sites to visit that have thriving senior programs and to provide accompanying data regarding existing program offerings square footage of the facilities. Mr. Hernandez recommended interested members visit the Mountain View, Milpitas, Cupertino and Foster City senior centers.

#### 4. Goal setting and vision- continue discussion

##### a. Potential Hillview Community Center Project goals/objectives/guiding principals

Task Force members continued their discussion regarding the core values that would guide them through the project process. Public Information Coordinator Erica Ray provided a Vision Summary document that was developed as part of the 2009 Civic Center Master Plan and updated as part of the 2014/15 Civic Center Master Plan Update as a useful tool for determining their vision. Members agreed that the Vision Summary was a good start for their own process but would need some modifications.

Task Force member Maria Bautista initiated discussion of leaving low-profile as descriptor. Members felt it was too restrictive to do so. Task Force member Katherine Cushing felt “Service” was not part of the Task Force mission and suggested removing. Ms. Cushing also suggested adding language integrating indoor/outdoor space and environmental design.

Noll & Tam prompted a brief discussion of personal values, expertise, and experience from each Task Force member to gain an understanding of the motivations, talents, and attributes each member brings to the Task Force.

Task Force members then had a dialogue about community engagement efforts by the committee and Noll & Tam. Members requested staff share Public Correspondence with Noll & Tam to give them more background on the project.

Task Force member Stuart Eckmann expressed desire to engage seniors and teens. Task Force member Maria Bautista asked when the Task Force would receive input from City Commissions. Ms. Ray confirmed Commission Liaisons would place item on August agendas and send feedback to her in August and September to share with the Task Force.

Task Force member Cathy Lazarus informed the Task Force that while working in Mountain View on similar projects, they worked with the School Districts to encourage youth to participate in planning and engaged with seniors where they were in the community. Task Force member Barbara Loebner expressed desire for City to increase publicity of project and consider a) paid advertisement; b) project website enhancements; and c) public engagement calendar.

#### **FUTURE AGENDA ITEMS**

Task Force members discussed a need for process clarification for presentations on specific topics. Chair Claudia Coleman suggested the Task Force consider:

- What level of community engagement is necessary moving forward?
- What additional data is needed for the Task Force to develop its recommendation for City Council?

- How can the Task Force agree to move forward with the information available or to-be-gathered and make recommendations as educated members of the community?

Noll & Tam requested that the Task Force think about who in the community they needed to reach out to and what information they still needed. This prompted a discussion surrounding stakeholders in the Hillview Community Center. Ms. Ray agreed to agendaize the stakeholder group discussion on a future agenda.

### **FUTURE MEETING DATES**

August 8, 2017, 7 PM, Los Altos Youth Center (LAYC)

August 26, 2017, 9:00 AM until 1:00 PM, Hillview Community Center, Social Hall

September 11, 2017, 7:00 PM, LAYC

September 26, 2017, Time TBD, Study Session with City Council, Community Chambers

### **ADJOURNMENT**

Chair Coleman adjourned the meeting at 9:45 p.m.