



**AGENDA**  
**LIBRARY AD HOC COMMITTEE**  
**REGULAR MEETING**  
**TUESDAY, SEPTEMBER 8, 2015**  
**3:30 PM**  
**COUNCIL CHAMBERS**  
**420 CAPITOLA AVENUE, CAPITOLA, CA 95010**

**CALL TO ORDER AND ROLL CALL**

Committee Members Michael Termini, Dennis Norton, Barbara Gorson, Dave Kraemer, Gayle Ortiz, Lisa Steingrube, Susan Westman, Beau Kayser

**APPROVAL OF MINUTES**

**OTHER BUSINESS**

1. Updates
  - a. Update on regional library Service JPA/LFA changes
2. Review ABA Outreach/Design Scope, consider recommendation to Council
3. Review and confirm upcoming schedule

Activity	Date
Library Committee to review Workshop scope – recommendation to Council	Sept. 8
City Council consider library design/workshop contract	Sept 10.
City Council consider Service JPA and establish standing Library Committee	Sept. 24
Community Design Workshop	Oct. 7 (tentative?)
Polling Contract/form Council committee to develop poll	Oct. 22
Library Party	Oct. 26 – Nov. 16
Polling Results – schedule Council Workshop (if necessary)	Jan. 14
Council Workshop (if necessary)	Feb. 11
Final Decision on Measure	Feb. 25

**ADJOURNMENT**

**Agenda and Agenda Packet Materials:** The Library Ad Hoc Committee is available on the City's website: [www.cityofcapitola.org](http://www.cityofcapitola.org) on Friday prior to the Tuesday meeting. If you need additional information please contact the Community Development Department at (831) 475-7300.

**Americans with Disabilities Act:** Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the City Clerk's office at least 24-hours in advance of the meeting at 831-475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.

**Appeals:** Any person who believes that a final action of this advisory body has been taken in error may appeal that decision to the City Council. Appeals must be in writing and delivered to the City Clerk's Office within ten (10) working days from the time of the board's decision. The notice of appeal shall set forth appellant's name, phone number, address to which notices may be sent to the appellant, and the grounds upon which the appeal is made.



**MINUTES  
LIBRARY AD HOC COMMITTEE  
REGULAR MEETING  
TUESDAY, AUGUST 11, 2015  
3:00 PM  
COUNCIL CHAMBERS  
420 CAPITOLA AVENUE, CAPITOLA, CA 95010**

**PRESENT**

Committee Members Michael Termini, Barbara Gorson, Gayle Ortiz, Lisa Steingrube, Susan Westman, Beau Kayser

**APPROVAL OF MINUTES**

**OTHER BUSINESS**

1. **Updates**
  - a. **Update on regional library JPA/LFA changes**

*Mike and Jamie provided a summary of the library JPA/LFA changes and timelines*

2. Review ABA parking study / land acquisition

*Reviewed ABA parking study. General consensus that acquisition of the entire "lot 1" in the contemplated subdivision made the most sense. Would provide additional space for future needs.*

3. Review Capitola library timeline – deadlines for funding measures
  - a. Outline progress on regional bond
  - b. Review advantages/disadvantages to June/Nov ballot

*Due to the anticipated congestion on the November ballot the Group recommended a June election, should the City consider a local ballot measure. Requested staff invite Council person Harlan to the next meeting, scheduled for September 8, to help coordinate the planned "library birthday party." Examined deadlines to initiate contract for public opinion polling.*

4. Provide direction regarding conceptual graphic(s)

*Suggested holding public process to develop conceptual graphics. Staff to obtain ABA proposal for work. Look for Oct. date for facilitated public workshop*

**ADJOURNMENT**



A N D E R S O N   B R U L É   A R C H I T E C T S

August 21, 2015

**TO: Richard Grunow, *Community Development Director***

City of Capitola - Community Development Department  
420 Capitola Avenue  
Capitola, CA 95010

**RE: Proposal for the City of Capitola Library –  
Community Workshop & Inspirational Graphics**

*(Under the general professional services agreement "As-Needed Architectural Design Services,"  
as executed on January 9, 2015)*

Dear Mr. Grunow,

Anderson Brulé Architects, Inc. (ABA) is pleased to submit this proposal to assist the City in a Community Workshop focused on working with the community to get their input on the desired character and experience of the future Capitola Library. The outcome of this workshop will be used to inform inspirational graphics (a rendered perspective view and an optional rendered site plan) of the Library that will communicate what was heard from the Community, and be used moving forward as the City considers funding mechanisms.

**Scope of Work**

The following outlines our proposal for the Capitola Library Expanded Parking Study:

**Step 1: Planning Meeting with Library Ad Hoc Subcommittee**

- ABA to prepare for and facilitate a planning session with the Library Subcommittee to carefully craft the context, purpose, intended results, and scripted agenda with planned engagement activities for the Community Workshop – targeted date of September 8, 2015 at 3:30 pm
- Follow up phone call/web-teleconference with Staff to finalize details for the Community Workshop

**Step 2: Community Workshop**

- ABA to prepare for and facilitate, with Staff, a single 3 hour community workshop including development of image character boards for planned exercises
- ABA to document community workshop outcome and share outcome in the form of meeting minutes, scanned flipchart notes, photos, etc.

### Step 3: Develop Inspirational Graphics

- ABA to take input received from the community workshop and commence a character design study to develop a design concept as the framework for the rendering
- ABA to prepare a final inspirational perspective color rendering (in watercolor format) of the proposed library
- ABA to review draft wireframes of each graphic with Staff to get input and make revisions
- ABA to finalize graphics based on input from Staff
- ABA to provide a final draft composite of the perspective rendering, rendered site plan (if selected, noted as optional below), and a summary outline of the key programmatic elements of the library
- ABA to finalize any remaining minor adjustments and comments from Staff into the final document

Optional: ABA to develop inspirational site plan, color graphic of the proposed library

### Kick Off Meeting for Public Awareness on Future Library Project

- ABA to attend the educational kick off meeting on the existing library site, celebrating 16 years with the current portable and a focus on looking ahead to the future Library

### SCOPE OF SERVICES

### PROPOSED FEE

Step 1: Planning Meeting with Library Ad Hoc Subcommittee	\$1,800
Step 2: Community Workshop	
Part A: Workshop Attendance	\$2,500
Part B: Workshop Design, Character Boards, Preparation and Follow Up	\$5,500
Step 3: Develop Design for Inspirational Graphics	\$6,000
<hr/>	
<b>Total Base Fixed Fee</b>	<b>\$15,800</b>
Perspective Water Color Rendering	\$5,000
<i>Optional: Color Rendered Site Plan</i>	<i>\$1,500</i>
Kick Off Meeting ("Birthday Party")	ABA to attend at
Public Awareness on Future Library Project	no charge
Reimbursables (estimated only-- to be billed as they occur)	\$1,000

We are committed to the City of Capitola and believe we have brought the approach, resources, and proposal to achieve your goals.

Sincerely,

ANDERSON BRULÉ ARCHITECTS, INC.



Pamela Anderson-Brulé, FAIA  
President

***Assumptions***

This Proposal is based on the following assumptions:

1. Staff will provide the final site area to be considered as a part of the site plan graphic
2. Staff to provide final list of programmatic elements to be included on composite graphic
3. All final graphics are conceptual in nature and intended to provide a sense of the overall character and feel of the future library and site. The renderings are not final designs.

***Exclusions***

1. Additional site plan or perspective renderings beyond what is identified herein
2. Preparation or planning for any community workshop promotional materials
3. Other professional services beyond those provided in this proposal