



**CITY OF SOUTH PASADENA
LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE**

A G E N D A
THURSDAY, SEPTEMBER 5, 2024, AT 7:00 P.M.

**SENIOR CENTER ACTIVITY ROOM
1102 OXLEY STREET, SOUTH PASADENA, CA 91030**

South Pasadena Commission Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Library/Community Center Comprehensive Site Plan Ad Hoc Committee Meeting will be conducted in-person from Senior Center Activity Room, located at 1102 Oxley Street, South Pasadena.

Public participation may be made as follows:

- In Person – Senior Center Activity Room, 1102 Oxley Street, South Pasadena, CA 91030.
- Via Zoom – **Meeting ID: 875 1273 0840.**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to library@southpasadenaca.gov.
- Via Phone – (669) 900-9128 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://bit.ly/SitePlanAdHoc>.

CALL TO ORDER: Staff Liaison

ROLL CALL: Committee Members
Evelyn Zneimer (Mayor, City of South Pasadena)
Janet Braun (Councilmember, City of South Pasadena)
Kristen Dubé (Board member, Friends of the South Pasadena Library)
Leslie Albe Field (Member, Community Services Commission)
Alexandria Levitt (President, Senior Citizens' Foundation of S. Pasadena)
Bianca Richards (Member, Library Board of Trustees)
Tom Afschar (At-Large Member)
Rich Elbaum (At-Large Member)

Tony Hou (At-Large Member)
 Gene Kim (At-Large Member)
 Victoria Rocha (At-Large Member)
 Dean Serwin (At-Large Member)
 Julia Wang (At-Large Member)
 Jasmine Wong (At-Large Member)

PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Ad Hoc Committee or on an agenda item. You may participate **by one of the following options:**

Option 1:

Participate in-person at the Senior Center Activity Room.

Option 2:

Participate virtually via Zoom. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to library@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Submit by no later than **12:00 p.m.** on the day of the Ad Hoc Committee meeting. Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.

PLEASE NOTE: The Staff Liaison may exercise their discretion, subject to the approval of the majority of the Committee, to adjust public comment(s) to less than three minutes.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting.

Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

PRESENTATIONS

2. COMMITTEE MEMBER INTRODUCTIONS**ACTION/DISCUSSION****3. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA****4. APPROVAL OF MINUTES OF AUGUST 1, 2024 LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE MEETING**Recommendation

It is recommended that the Committee review and consider approval of the August 1, 2024, Ad Hoc Site Plan Committee Special Meeting Minutes.

5. OVERVIEW OF PAST FUNCTIONAL NEEDS ASSESSMENTS AND EFFORTS TO ADDRESS LIBRARY AND SENIOR CENTER FACILITY SHORTCOMINGSRecommendation

It is recommended that the Ad Hoc Committee receive an overview of the history of past Library and Community Services needs assessments and the resulting recommendations for facility improvements.

6. CONSIDER AND APPROVE SITE PLANNING FIRMS TO BE INVITED TO INTERVIEWRecommendation

It is recommended that the Ad Hoc Committee approve the selection of firms to be interviewed as the next step in the process of selecting a site planning consultant.

COMMUNICATIONS**7. COMMITTEE MEMBER COMMUNICATIONS****8. STAFF COMMUNICATIONS****PUBLIC COMMENT – CONTINUED****9. CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT***FOR YOUR INFORMATION*****FUTURE AD HOC COMMITTEE MEETINGS**

October 3, 2024 Regular Meeting

7:00 p.m.

November 7, 2024	Regular Meeting	7:00 p.m.
December 5, 2024	Regular Meeting	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND RECORDINGS OF MEETINGS


Library/Community Center Site Plan Ad Hoc Committee meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City’s website:

<https://www.southpasadenaca.gov/Your-Government/Committees>

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact the Library via email at library@southpasadenaca.gov or call (626) 403-7330.

ACCOMMODATIONS

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk’s Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **September 5, 2024**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s, website as required by law, on the date listed below.*

9/2/2024

/S/

Date

Cathy Billings, Library Director



Library/Community Center Site Plan Ad Hoc Committee Agenda Report

ITEM NO. 4

DATE: September 5, 2024

FROM: Cathy Billings, Library Director
Lucy Hakobian, Community Services Deputy Director

PREPARED BY: Cathy Billings, Library Director

SUBJECT: **APPROVAL OF MINUTES OF AUGUST 1, 2024
LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN
AD HOC COMMITTEE MEETING**

Recommendation

It is recommended that the Committee review and consider approval of the August 1, 2024, Ad Hoc Site Plan Committee Special Meeting Minutes.

Attachment:

1. Library/Community Center Comprehensive Site Plan Ad Hoc Committee Special Meeting Minutes, Thursday, August 1, 2024.

ATTACHMENT

Site Plan Ad Hoc Committee August 1, 2024
Special Meeting Minutes



**CITY OF SOUTH PASADENA
 LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE**

**MINUTES
 THURSDAY, AUGUST 1, 2024, AT 7:00 P.M.**

CALL TO ORDER:

The Special Meeting of the Library/Community Center Comprehensive Site Plan Ad Hoc Committee was called to order by Library Director Cathy Billings on Thursday, August 1, 2024, at 7:07 P.M. The South Pasadena Senior Center is located at 1102 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

Janet Braun	Councilmember, City of South Pasadena
Evelyn Zneimer	Mayor, City of South Pasadena
Kristen Dubé	Board Member, Friends of SP Library
Leslie Albe Field	Member, Community Services Commission
Alexandria Levitt	President, Senior Citizens' Foundation of SP
Bianca Richards	Member, Library Board of Trustees
Tom Afschar	At-Large Member
Rich Elbaum	At-Large Member
Victoria Rocha	At-Large Member
Dean Serwin	At-Large Member

ABSENT

Tony Hou	At-Large Member
Gene Kim	At-Large Member
Julia Wang	At-Large Member
Jasmine Wong	At-Large Member

Cathy Billings, Library Director, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director, Lucy Hakobian, Deputy Community Services Director; Melissa Snyder, Community Services Supervisor were present at Roll Call.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

None

2. BROWN ACT TRAINING PRESENTED BY ASSISTANT CITY ATTORNEY STEPHANIE CAO

Assistant City Attorney Cao provided Brown Act training.

3. PRESENTATION BY PROJECT ADVISOR HARRY CORDER: AN OVERVIEW OF THE SITE PLANNING PROCESS

Project Advisor Harry Corder provided an overview of the site planning process.

ACTION/DISCUSSION**4. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

None

5. CONSIDERATION OF A RESOLUTION TO ESTABLISH THE DAY, TIME, AND LOCATION OF REGULAR LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE MEETINGS**COMMITTEE ACTION AND MOTION**

A motion was made by At-Large Member Rocha, seconded by At-Large Member Serwin, and approved by roll call vote to approve Item No. 5. The motion carried 10-0-3-1, by the following vote:

AYES: Zneimer, Braun, Dubé, Field, Levitt, Richards, Afschar, Elbaum, Rocha, Serwin

NOES: None

ABSENT: Hou, Kim, Wang, Wong

6. RECEIVE AND DISCUSS INSTRUCTIONS FOR REVIEWING PROPOSALS FROM SITE PLANNING CONSULTANTS AND REVIEW NEXT STEPS IN THE SELECTION PROCESS

Library Director Billings provided instructions on the next steps in the selection process. Those who are interested in taking part of the interview should email Library Director Billings.

COMMUNICATIONS**7. COMMITTEE MEMBER COMMUNICATIONS****8. STAFF COMMUNICATIONS****PUBLIC COMMENT-CONTINUED****9. CONTINUED PUBLIC COMMENT-GENERAL**

This item is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT

There being no further matters, Library Director Billings adjourned the Special Meeting of the Library/Community Center Comprehensive Site Plan Ad Hoc Committee at 8:26 P.M. to the next Regular Library/Community Center Comprehensive Site Plan Ad Hoc Committee meeting scheduled for September 5, 2024.

Respectfully submitted:

Lucy Hakobian
Deputy Community Services Director

APPROVED:

Cathy Billings
Library Director

ATTEST:

Lucy Hakobian
Deputy Community Services Director

*Approved at the Library/Community Center Comprehensive Site Plan Ad Hoc Committee:
September 5, 2024*



Library/Community Center Site Plan Ad Hoc Committee Agenda Report

ITEM NO. 5

DATE: September 5, 2024

FROM: Cathy Billings, Library Director
Lucy Hakobian, Community Services Deputy Director

PREPARED BY: Cathy Billings, Library Director

SUBJECT: **OVERVIEW OF PAST FUNCTIONAL NEEDS ASSESSMENTS
AND EFFORTS TO ADDRESS LIBRARY AND SENIOR CENTER
FACILITY SHORTCOMINGS**

Recommendation

It is recommended that the Ad Hoc Committee receive an overview of the history of past Library and Community Services needs assessments and the resulting recommendations for facility improvements.

Executive Summary

The Library and Senior Center facilities are more than 40 years old (construction was completed in 1982). Since that time the inadequacy of the facilities to meet current community needs has been studied and documented on multiple times. Needs assessments have been completed and recommendations for renovations to remedy the shortcomings have been made. More recently input about Library and Community Services facilities has been received from the public through the Library's Strategic Planning process in 2023, and from experts through an Organizational and Operational Assessment of the Community Services Department. The purpose of this staff report is to provide a high-level overview of this history for the benefit of the Ad Hoc Committee should they wish to discuss or ask questions of staff.

Background

As early as 1994 the need for additional space was raised by Friends of the South Pasadena Public Library ("Friends"). The Friends formed a committee to pursue library expansion, but the effort was put on hold in favor of the effort to establish a Library Special Tax. Following this, there were two major efforts to study, document, and address the inadequacies of the Library and Senior Center facilities in terms of space and function, the first from 2000-2004 and the second from 2013-2016. In 2023 additional input about the need for facility improvements was received through the Library's strategic planning process and an organizational and operational assessment of the Community Services Department. These efforts and the needs they identified are summarized below.

2000-2004 - Community Facilities Task Force

A City Council-authorized Task Force was formed to study the space needs for the Library and Senior Center. The Task Force was made up of community at-large members and representatives from City Council, SPUSD, Senior Commission, Parks and Recreation Commission, and Library Board of Trustees. The Task Force hired a consultant to conduct a thorough needs assessment with teens, seniors, library users, and community members. The consultant used surveys and focus groups to gather information from the community and participation was robust. Detailed reports were produced by the consultant, focusing on teen needs (2002) and Community Services Department needs for the adult community and senior citizens.

The consultant's facility-related recommendations were:

- Improve Library and Senior Center Facilities
- Better external and bathroom maintenance
- Appropriate separation by age
- Quiet /reading rooms
- Clearer signage
- Better parking

The Task Force presented what they deemed the highest priority needs based on the assessments completed by the consultant to the City Council on August 20, 2003. The City Council approved the recommendations to proceed with the development of a conceptual plan for the expansion of the existing Library and Senior Center facility, to undertake fundraising to pay for architectural services to develop a conceptual plan.

Library

- Enlarged Friends Bookstore in a more visible location
- Expanded book collection, including more international cultural awareness materials
- A Teen Center or Teen Room
- Additional computers with fast Internet access
- More space in the Children's Room
- A Homework Center

Senior Center

- Fitness room
- Flexible space with moveable walls
- More storage areas
- More classrooms/classes
- Lounge/reading room

Both Facilities

- Computer lab (to be shared by the two facilities)

Past Assessments and Efforts at Redress

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- Increased volunteer opportunities
- Improved parking

The conceptual plans were developed by Ewing Architects, Inc., but no action was taken to move forward with expansion.

2013-2016 - Community Center Ad Hoc Committee

In August 2013, the City Council approved the formation of an advisory committee to explore the feasibility of establishing a community/multipurpose center at the City of South Pasadena Maintenance Yard, adjacent to Orange Grove Park. A consultant was selected to perform needs assessments and make recommendations for addressing facility shortcomings. The Committee consisted of two representatives from the Parks and Recreation Commission, Senior Citizen Commission, Youth Commission, South Pasadena Community Fund, and one member from the Library Board of Trustees. Two Councilmembers served as liaisons to the Committee. The consultant conducted surveys and stakeholder interviews and led focus group meetings for seniors and library patrons, youth and teens, and organizations and clubs.

Needs identified through this process included:

- Classroom and meeting rooms
- Fitness and exercise rooms
- Meeting rooms for clubs and organizations
- Community gym with track
- Large multi-purpose community room for banquets and events
- Full service kitchen with teaching abilities
- Studios for dance, music, arts, and crafts
- Quiet place for relaxing, reading, and socializing
- Card room and game room
- Computer lab/technology center

In March 2016, the City Council was asked to discuss and provide direction regarding the potential South Pasadena Community Center based on the needs assessment/feasibility/design work conducted by the consultant. Council gave direction to proceed to the next level of design on the concept plan, which provided for the restoration and adaptive reuse of the existing Recreation Building and utilizing a portion of Orange Grove Park and the City Yard site to build a new community center for South Pasadena, and further directed staff to return to City Council with the and costs for the next level of design study.

Ultimately, the development of a Community Center did not come to fruition.

Recent Input on Library and Community Services Department Facilities

Most recently the community outreach for the Library's 2023-2027 Strategic Plan and the 2023 the Community Services Department Organizational and Operational Assessment provided additional input from about the space needs of both departments:

2023-2027 Library Strategic Plan

- Worn interior
- Need larger children's room/Children's area is too dated and dark
- Ventilation/Better air conditioning
- Need family bathroom/More restrooms/Bathrooms need a major overhaul
- Meeting rooms/Private study rooms needed/More space to study and work needed
- Better layout needed...everything is so crammed in
- Better area for the teens needed
- Larger Friends of the Library Bookstore needed
- More comfortable seating needed
- Better lighting needed
- Need modernized/More eco-friendly infrastructure
- Need outlets
- Need outdoor seating

2023: Organizational and Operational Assessment of the Community Services Department

- Renovation of the existing Senior Center sorely needed to meet the needs of today's aging adults.
- Orange Grove facility has not had modifications or improvements and does not allow for ADA access. Facility should be considered for a full facility renovation.
- Staff facilities at Orange Grove Park and the Senior Center office are extremely cramped and operationally inefficient.

Analysis

Over twenty plus years, the City has gathered a large amount of data about the shortcomings of the Library and Senior Center facilities. What is unique about the Library/Community Center Comprehensive Site Plan project that is currently underway is that it is the first time that the function and needs the Library and Community Services Department are being looked at holistically. The opportunity for collaboration, increased efficiencies, and better use of space will be thoroughly explored.

Fiscal Impact

The City Council allocated \$150,000 to this Project in Fiscal Year 2024-2025. The exploration of new facilities for library and community services is a multi-phase project and to fully realize a new facility for South Pasadena's library and community services, funding for future Project phases, such as design and construction, would be required.



Library/Community Center Site Plan Ad Hoc Committee Agenda Report

ITEM NO. 6

DATE: September 5, 2024

FROM: Cathy Billings, Library Director
Lucy Hakobian, Community Services Deputy Director

PREPARED BY: Cathy Billings, Library Director

SUBJECT: **CONSIDER AND APPROVE SITE PLANNING FIRMS TO BE INVITED TO INTERVIEW**

Recommendation

It is recommended that the Ad Hoc Committee approve the selection of firms to be interviewed as the next step in the process of selecting a site planning consultant.

Executive Summary

The RFQ soliciting site planning professional services was issued on December 22, 2023. The City received 13 submissions by the deadline in February. An initial review and rating process identified six submissions that the Ad Hoc Committee members were asked to review and provide feedback on. Based on the ratings given in the initial review and the feedback from members of the Ad Hoc Committee, staff are now recommending three firms to be invited to be interviewed.

Background

The six firms reviewed by the Ad Hoc Committee members were:

Group 4 Architecture, Research + Planning, Inc.
Johnson Favaro, LLP
Koning Eizenberg Architecture Inc.
LPA Incorporated
Stayner Architects - Enfilade Partners Inc.
Steinberg Hart

After compiling ratings from the first round of review and the review by members of the Ad Hoc Committee, these three firms are the top firms that staff recommend be invited to interview:

Group 4 Architecture, Research + Planning, Inc.
Johnson Favaro, LLP
Koning Eizenberg Architecture Inc.

Review and Approve Site Planning Firms to Interview

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Next Steps

1. Conduct interviews with selected firms by the end of September.
2. Execute a contract with the firm selected as the finalist as soon as possible but no later than the end of the calendar year.

Fiscal Impact

The City Council allocated \$150,000 to this Project in Fiscal Year 2024-2025. This sum was allocated for the first phase of a multi-phase project. If the selected firm's contract amount is above the \$150,000 currently allocated, the City Council would be asked to consider allocating and appropriating additional funds.