



City of Belmont

# Belmont Community Center Conceptual Design Report

February 2020



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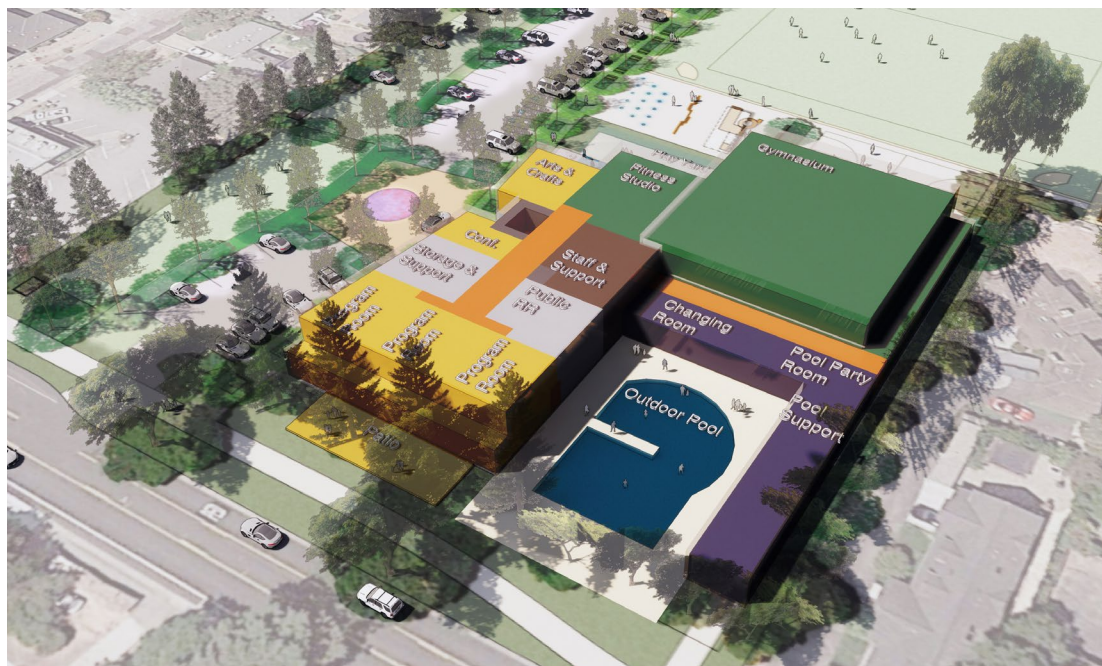
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Conceptual Design Preliminary Massing Diagram – Bird's-eye View from Ralston Avenue

## EXECUTIVE SUMMARY

The Belmont Parks and Recreation Department serves the community year-round with a rich variety of classes, programs, and events for seniors, adults, youth, and children. Adult programs include tai chi, Zumba, yoga, meditation, table tennis, arts and crafts classes, international language groups, and other unique programming. Youth and teens' programming includes dance classes, team sports, STEAM (science, technology, engineering, art, and mathematics) classes, public speaking classes, and numerous summer camp opportunities. The Belmont Parks and Recreation Department operates afterschool care programs and a licensed childcare preschool program. Additionally, the department maintains many close partnerships to provide an even broader range of activities throughout the year for Belmont's youth.

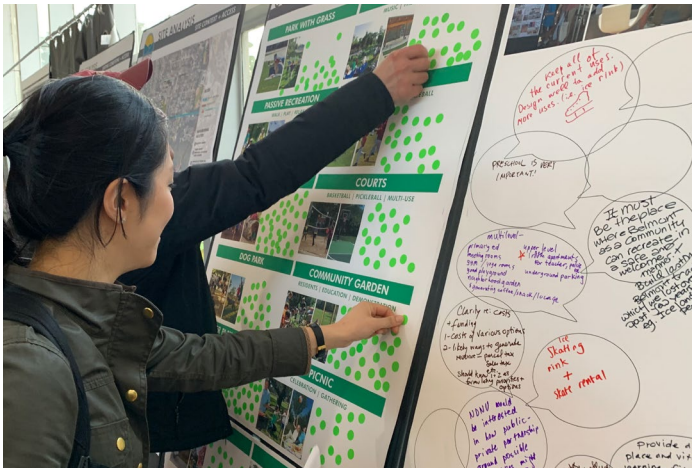
The Barrett Community Center is one of two primary city facilities where recreation services are provided; the second facility is the Twin Pines Senior Center, constructed in 1986, which primarily supports senior activities and services. The Barrett Community Center building and site have supported diverse community uses for almost 70 years and have been the backdrop for countless collective memories for the community. The site and building were originally designed and built as the Barrett Elementary School. It served as an elementary school from 1948 until 1983, at which time the City leased the site from the School District due to declining student enrollment and constrained budgets. Since 1983, the building and site have continuously been programmed and used to provide a variety of indoor and outdoor recreational and creative activities and programs for the Belmont community. These activities have primarily focused on youth services. In 1992, the city of Belmont purchased the building from the School District, and over the years, the use of the building and site by the community has continued to increase. It is estimated that in 2019, the number of visits to the site will reach approximately 100,000.

After nearly 70 years of extensive use, the aged facility is in dire need of replacement. The City and the Council have been struggling for years to keep the antiquated and deteriorating building systems and envelope operational, accessible, and safe for the community – the need for an improved facility is indisputable. Early in 2019, the City embarked on a highly interactive community engagement effort to develop a plan to provide an improved facility and site to support both the current and expanded future recreational needs of the diverse Belmont community.

The purpose of this study was to: 1) conduct a highly interactive community planning process; 2) assess Belmont’s current and future recreation needs and identify opportunities to meet those needs at the Barrett site; 3) develop program, building, and site options at the Barrett site for community leaders and members to comment on; 4) refine the preferred strategy based on the input collected; and 5) present a building and site concept plan to the City Council that reflects the community’s priorities and will provide a path forward for creating a new Belmont Community Center\* and Park at the current Barrett site. The following project goals were established through the planning process:

- Enhance the existing park by improving user experience and park amenities;
- Encourage an active and healthy lifestyle;
- Create vibrant community places and spaces;
- Be operationally efficient and flexible;
- Be universally accessible and support multi-generational programs and services; and
- Integrate sustainable strategies.

\* This document refers to the existing site as the Barrett Community Center and Park and the proposed new Community Center as the Belmont Community Center and Park- purposely differentiating the new vision from the existing.



Community Workshop Intercept Kiosks



Park Booster Concerts Outreach



Community Workshop Presentation

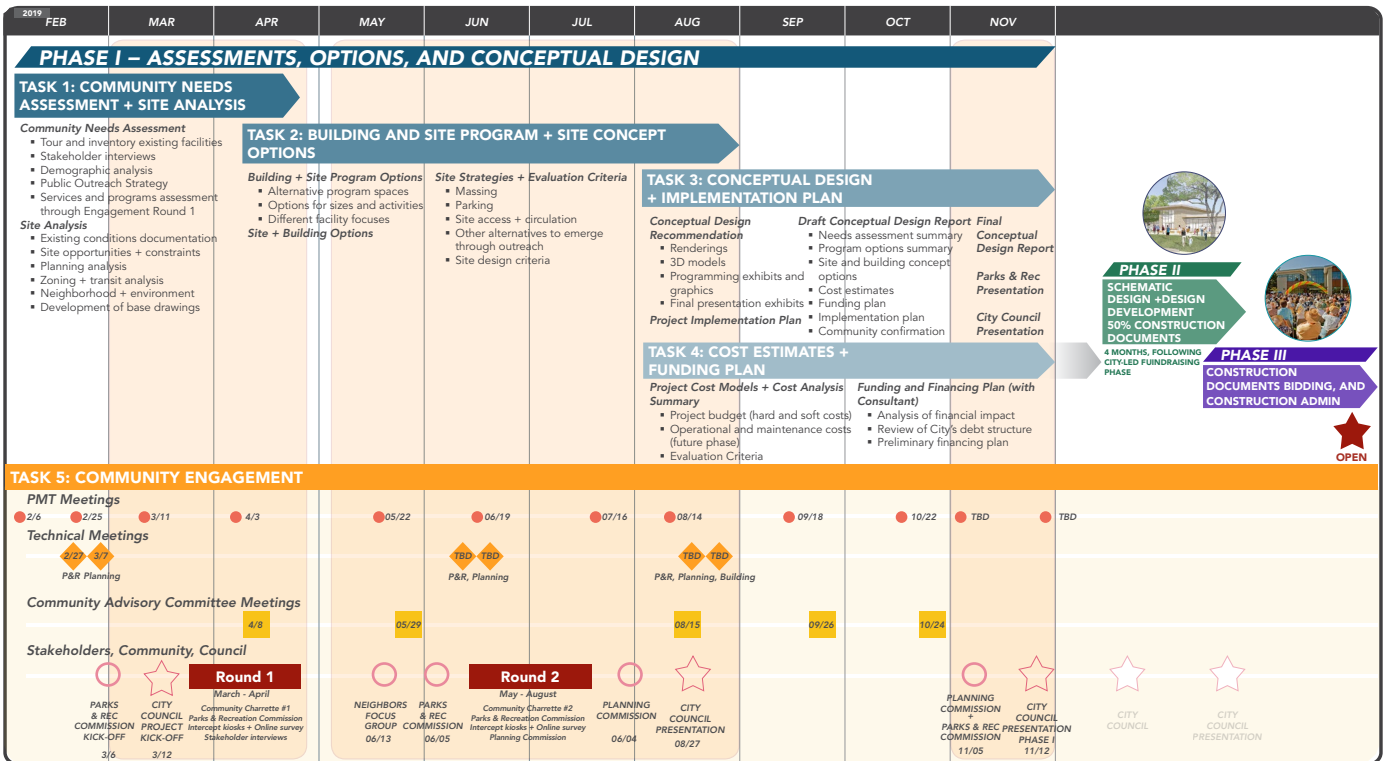


Easter Egg Hunt Outreach



# BELMONT COMMUNITY CENTER

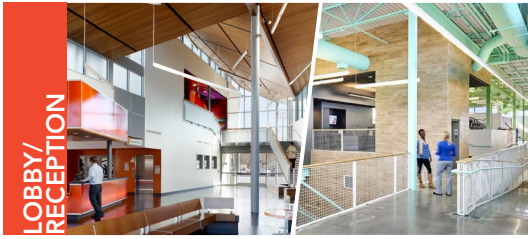
## PHASE I – ASSESSMENTS, OPTIONS, & CONCEPTUAL DESIGN



Project Work Plan

The Project Management Team (composed of the Park and Recreation Director, the City Manager, the Finance Director, and Group 4’s lead architects) worked closely with the Community Advisory Committee (CAC) that was formed to help guide the project. The CAC was comprised of a wide range of community leaders (City Council members, School District representatives, Park and Recreation Commissioners, Planning Commissioners, youth sports advocates, other stakeholder representatives, and community members at large). The City Council, the Parks and Recreation Commission, and the Planning Commission were consulted at each step of the project and the recommended plan has benefited from their thoughtful input. Focus group and stakeholder meetings were conducted with neighbors, service provider partners, potential partners, and special interest groups. At the heart of the planning process was the community – they shared their insights and preferences at the community charrettes and open houses, at numerous intercept kiosks (Girls’ Softball Opening Night, Earth Day, Egg Adventure Hunt, Senior Center events, Farmer’s Market, middle school events, State of the City, Starbucks pop-ups, Youth Advisory Committee, Park Booster concerts, and Movies in the Park), and by heavy participation in two online surveys. In total, the planning team had the benefit of over 3,000 community members sharing their input.

The community-wide needs assessment researched the need for both indoor and outdoor recreation activities, programs, and spaces at the Barrett site. The recommended design takes into consideration the availability of existing program spaces, current and future needs for space, the capacity and appropriateness of activities at the site, site constraints and construction costs, operational costs, and most importantly, the community’s preferences. The base and enhanced building and site program was designed to incorporate all of the high-priority spaces and activities identified by the community and to meet best planning and design practices for 21st century community centers. Where the existing Barrett Center and site have had primarily had a youth services focus, the vision for new community center and site is for a full service multi-generational, state-of-the-art facility that will serve the entire community.



LOBBY/  
RECEPTION



COMMUNITY  
LOUNGE



FITNESS &  
WELLNESS STUDIO



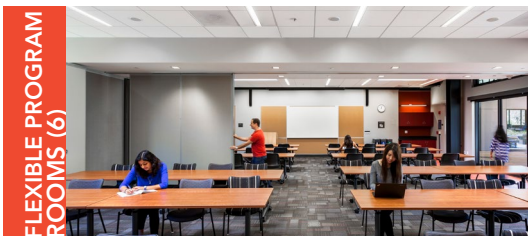
ARTS & CRAFTS  
PROGRAM ROOM



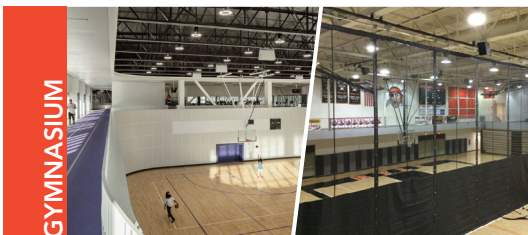
CONFERENCE  
ROOM



BCLC PRESCHOOL  
CLASSROOMS (3)



FLEXIBLE PROGRAM  
ROOMS (6)



GYMNASIUM

## RECOMMENDED COMMUNITY CENTER BUILDING PROGRAM

The building program recommendations include a lobby and reception space, a community lounge, a fitness and wellness studio, an arts and crafts program room, a conference room, three preschool classrooms (designed to support licensed daycare), six multi-use flexible program spaces, office space for Parks and Recreation staff and community based organizations (CBO's), pool support spaces, building restrooms, park restrooms, and building support spaces such as mechanical, electrical, and telecommunication rooms. Three of the new center's multi-use program spaces will be able to be combined into a large multi-use room with an extended outdoor patio and adjacent catering kitchen. All program spaces will have adjacent storage and appropriate finishes for maximum programming flexibility.

A 10,000-square-foot (SF) gymnasium is also included in the program recommendation. It is sized to accommodate either a high school regulation court or two junior high cross courts. The gym will be divisible, able to support a wide variety of multi-generational programming, and attractive for rentals to maximize revenue generation opportunities.

The facility will be designed for efficient operation for maximum accessibility and flexibility of community programs and services, such as early morning access only to the preschool classrooms or afterhours access to the multi-use rooms.

A variety of outdoor spaces adjacent to the building, such as the childcare play yard, a patio off the combinable program spaces, and an entry plaza, will complement the indoor programming spaces. An outdoor pool that can support both leisure and recreational aquatics programs is also recommended and would be directly adjacent to the building and the pool support spaces (locker rooms, lifeguard room, and pool party room).

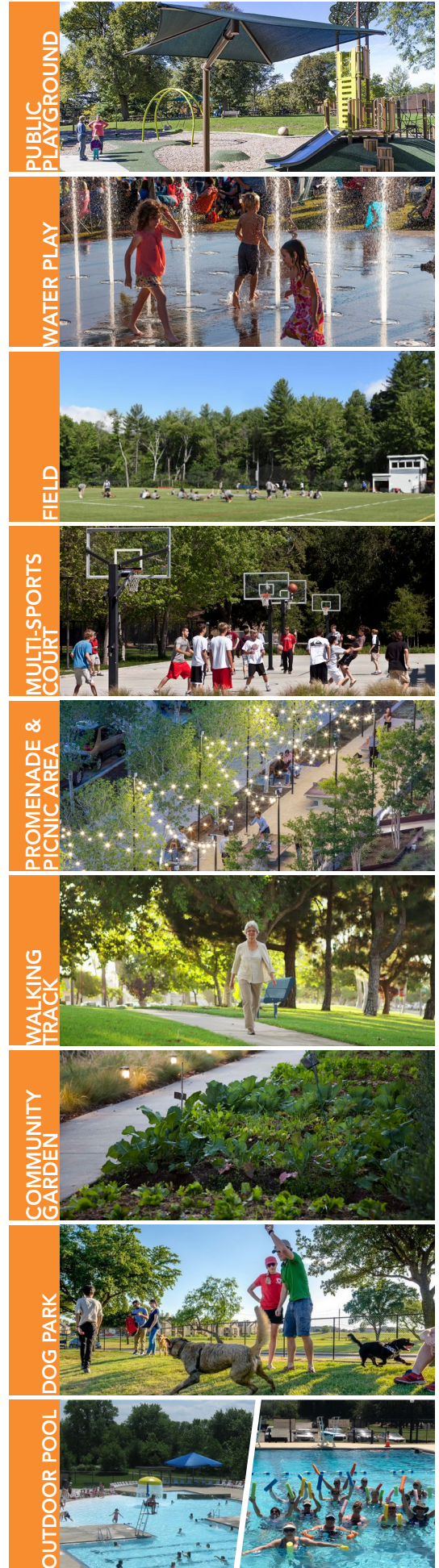
## RECOMMENDED SITE PROGRAM

The recommended site program includes a public playground with integrated water play elements, a sports field that support softball and soccer, a multi-sports court, a promenade with picnic tables, a walking path/track around the perimeter of the fields, the existing community garden, a dedicated dog park, a trash enclosure, and a new park maintenance shed.

Parking recommendations are based on the proposed building and site program and have been calculated both by using the City's current zoning code as well as the 2019 Institute of Transportation Engineers' manual (ITE); the parking demand is calculated to be a range of 149 – 201 parking spaces. Additional parking elements that should be included are an internal roundabout for easy drop-off at the building and to enhance internal circulation, pedestrian collectors in the parking lot, as well as an additional drop-off zone adjacent to the fields.

Improved driveway access off of Ralston Avenue and an improved crosswalk on Ralston are also included in the recommendations in order to provide safer access in and out of the site by pedestrians, bicycles, and vehicles.

The site will also include bicycle parking, electric vehicle charging station infrastructure, and other transportation enhancements, as deemed feasible at the time of construction.





## RECOMMENDED BUILDING AND SITE CONCEPT PLAN

Multiple site and building options were developed to explore relationships and adjacencies between the program spaces and the site. As a result of the conditions of the existing building, and that a re-use option is neither practical nor cost effective, the design team was able to look at the site as a clean slate and consider 21st Century best planning and design practices in developing the options. These options were vetted through the planning process and have resulted in the following organizational strategies:

- The Community Center should occupy the southwest corner of the site and should have a civic presence on Ralston Avenue. The building entry should be close to the site entry to allow it to function with the roundabout drop-off, and to create an inviting entry plaza.
- The gymnasium should be located adjacent to the outdoor court to allow opportunities for indoor and outdoor connections for programming and other activities.
- The childcare classrooms should be located close to the entry of the building for easy access for early morning drop-off and afternoon pick-up.
- The outdoor pool should be located on the southeast part of the site in order to maximize the southern exposure and to use the building mass to provide wind protection from the prevailing wind.

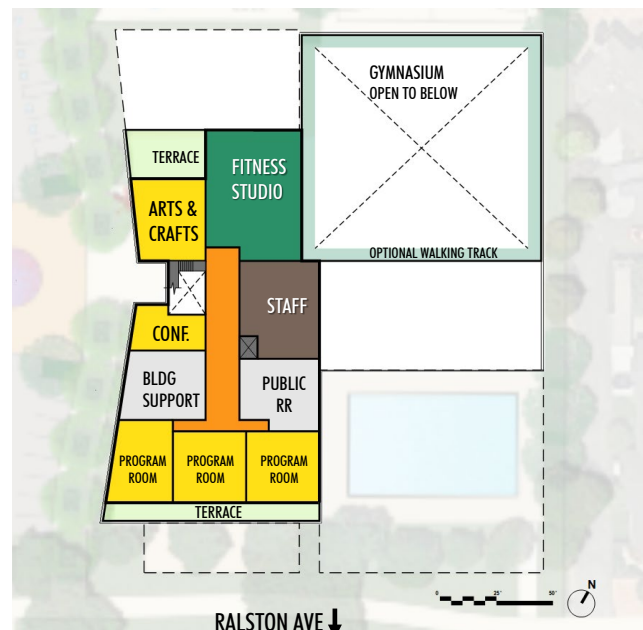
Additional considerations for evaluating the building plan options included:

- Indoor/outdoor relationships;
- Program adjacencies;
- Building operations for preschool, gymnasium, aquatic, and community center services;
- Phasing feasibility; and
- Site considerations including building massing and noise.

The recommended concept plan for the building and the site for the new Belmont Community Center sensitively addresses the community's goals for the building by creating a civic presence on Ralston Avenue while improving and strengthening the park-like setting. The new building will have a civic presence on Ralston Avenue, serve as a gateway to the park, and carefully integrate into the surrounding neighborhood; its goal is to create a landmark community destination given its location in the geographic and residential "heart" of the city, with its proximity to numerous schools and the Belmont Library. The site welcomes the community through convenient and pleasant walking access and inviting outdoor spaces. Indoor spaces flow easily to the outdoor spaces, and their activities will serve as magnets for the community. Special attention has been given to creating visual and contextual buffers to adjacent residential neighbors while strengthening connections to nearby schools and the commercial district.



Building Concept 1st Floor Plan



Building Concept 2nd Floor Plan



Site Concept Plan

Additional site considerations included:

- **Civic Presence.** The layout and design of the Community Center building and surrounding outdoor places should maximize civic presence, provide excellent indoor/outdoor connections, maximize outdoor gathering space, and take advantage of scenic views to surrounding wooded hilly neighborhoods.
- **Climate Responsiveness.** The building massing and landscape treatment should utilize natural daylighting and sun orientation and be designed to create wind-protected outdoor spaces and site amenities.
- **Special Events.** Site programming can add vibrancy to the Community Center, for example by having special events on the promenade, the fields, or the multi-court.
- **Safe Access.** Safe and improved access for pedestrians, bicycles, and vehicles is incorporated into the design with special consideration for alleviating traffic impacts for the adjacent neighborhoods.
- **Entrance.** The entry plaza's features, such as distinct planting, low stone walls, trellises, and public art, create a sense of arrival and embody the spirit and culture of Belmont.
- **Outdoor Places.** The new Community Center will have strong interior-exterior connections with outdoor places such as a multi-purpose room patio, outdoor pool deck, second-story terraces, childcare play yard, and gym-adjacent sports court.
- **Community-focused.** The location is optimal for local Belmont-focused activities. However, it was deemed suboptimal for "regional draw" activities and spaces due to its distance from transit corridors (highways), and the traffic, parking and noise impact that those activities and spaces entail.



### POTENTIAL COMMUNITY RECOURSE CENTER

The increased likelihood of natural disasters, such as earthquakes or wildfires, and the impact of either unplanned or preemptive utility outages present ongoing challenges for California communities. The design and construction of a new Community Center is an opportunity for the City to put infrastructure in place to better respond to disasters and emergencies. The Barrett site is ideally located near the geographical center of Belmont and would be an excellent location for an emergency resource center. Resource centers can serve as a place for temporary shelter, family reunification, medical assistance, power stations, etc. The building could provide heating and cooling, showers at the pool locker rooms, and power charging if equipped with an emergency backup generator or batteries. The site could also include a dedicated server room that would provide IT redundancy for the City server located at City Hall. The decision about how to best integrate the function of an emergency resource center into the project can be decided at the next phase of design.

## PROJECT BUDGET

A project budget and cost model has been developed for the recommended plan including the new community center, gymnasium, pool, and park improvements. The comprehensive budgets include both hard costs (e.g., building materials, labor, and contractor overhead and profit) and soft costs (e.g., design and engineering consultant fees, permits, etc.).

The budget shown below has been prepared as a tool for the development of an implementation plan, which shall include a funding strategy and a refined project scope and schedule. The budget does not include escalation cost which is projected to be approximately 5-7% per year.

## IMPLEMENTATION

While building the center and all amenities all at once is the most cost-efficient, there are several reasons to phase a project, including availability of funding – for both construction and operations – and balancing current needs with future needs. The recommended site and building design took into consideration the flexibility required to potentially phase the construction of the project and can be broken out into three phases:

### PHASE 1

Construction of the new 25,000 SF Community Center, demolition of the existing facility, and construction of the new park and parking improvements.

### PHASE 2 OR 3

Construction of the gymnasium and the pool could be done together as a second phase; or one could be constructed as a second phase and the other one as a subsequent third phase. Planning and designing for a future phase of a project is not uncommon; however, it does increase the complexities and coordination requirements of the first phase of a project. The goal is seamless integration upon completion of each phase.

## PROJECT BUDGET SUMMARY

**DRAFT**

BELMONT COMMUNITY CENTER PRELIMINARY OPTIONS	Community Center	Outdoor Pool	Gym	Community Center + Pool + Gym
	Phase 1	Phase 2 or 3	Phase 2 or 3	Single Phase
<b>Total Hard Cost Budget</b>	<b>\$26,381,000</b>	<b>\$4,692,000</b>	<b>\$6,214,000</b>	<b>\$37,286,000</b>
Site Development	\$1,330,960	\$0	\$0	\$1,330,960
Site Construction	\$2,806,800	(\$122,400)	(\$126,000)	\$2,558,400
Building Construction	\$18,620,000	\$4,387,000	\$5,775,000	\$28,782,000
Parking	\$1,224,100	\$0	\$0	\$1,224,100
Design/Estimating Contingency	\$2,398,186	\$426,460	\$564,900	\$3,389,546
<b>Furniture, Technology and Signage</b>	<b>\$1,678,000</b>	<b>\$466,000</b>	<b>\$549,000</b>	<b>\$2,806,000</b>
<b>Total Soft Cost Budget</b>	<b>\$9,568,000</b>	<b>\$1,759,000</b>	<b>\$2,307,000</b>	<b>\$13,672,000</b>
A/E and CM, Permits & Fees	\$8,697,980	\$1,598,670	\$2,096,530	\$12,428,210
Soft Costs Contingency	\$869,798	\$159,867	\$209,653	\$1,242,821
<b>Project Contingency</b>	<b>\$2,805,800</b>	<b>\$515,700</b>	<b>\$676,300</b>	<b>\$4,009,100</b>
Escalation	\$0	\$0	\$0	\$0
<b>PROJECT BUDGET</b>	<b>\$40,432,800*</b>	<b>\$7,432,700*</b>	<b>\$9,746,300*</b>	<b>\$57,773,100*</b>
<b>TOTAL PROJECT BUDGET CC + POOL</b>		<b>\$47,865,500*</b>		
<b>TOTAL PROJECT BUDGET CC + GYM</b>			<b>\$50,179,100*</b>	
<b>TOTAL PROJECT BUDGET CC + POOL + GYM</b>				<b>\$57,773,100*</b>

\*Q4 2019 DOLLARS  
ESCALATION NOT INCLUDED

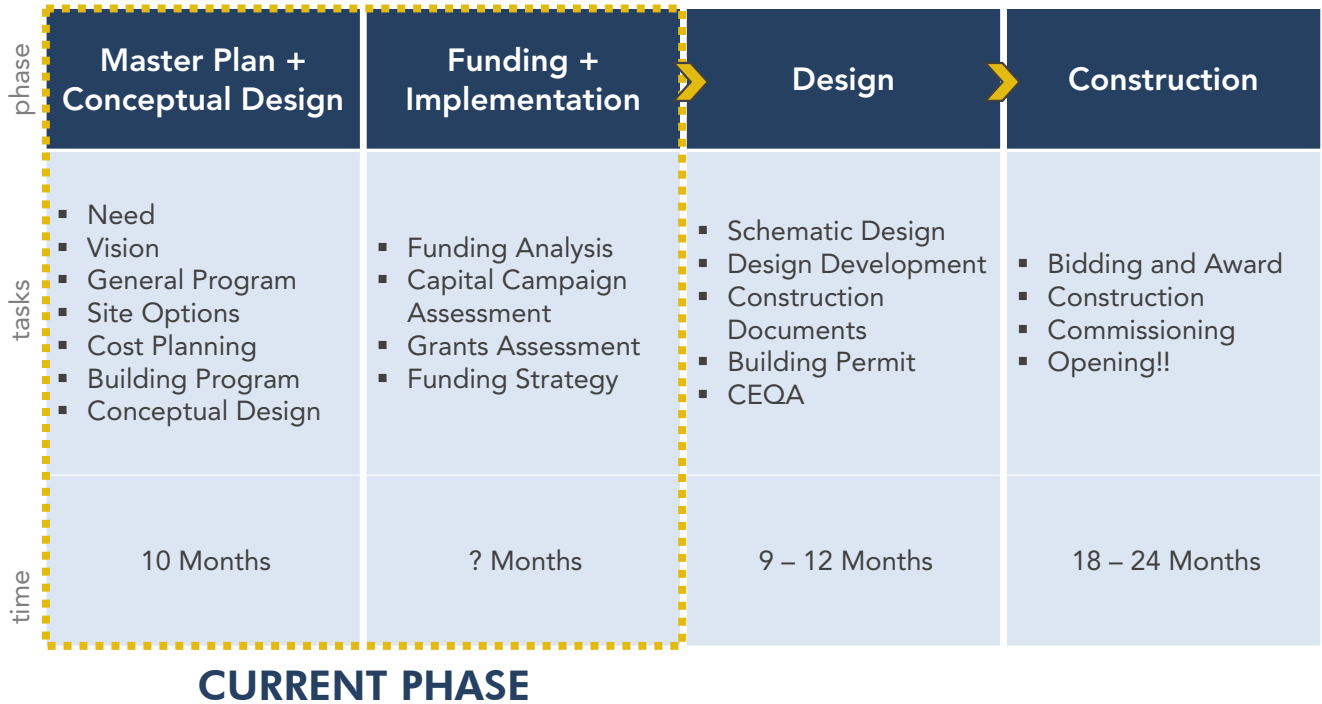
**NEXT STEPS**

Through this planning process, the Project Management Team, City staff, Community Advisory Committee members, City Council, Parks and Recreation Commissioners, Planning Commissioners, and Belmont community members have provided a strong foundation for launching the next phases of the project. During the planning process, the project team reached out to the Belmont community through community meetings, intercept kiosks/surveys, stakeholder interviews. The involvement and support of City Commissions were also critical to the process.

The next steps towards implementation for the new Community Center include:

- City Council’s acceptance of the Conceptual Design for the Belmont Community Center and Park;
- Further analyses of potential funding strategies and the level of community support for the project;
- Identification and implementation of a funding plan;
- Development of an operational plan for the new center;
- Next phases of design for the project, which are Schematic Design - Construction Documents; and
- Bidding and award of the proposed project and construction.

**PROJECT DEVELOPMENT PROCESS**



## CITY BACKGROUND

The City's recorded history begins with Rancho de Las Pulgas, whose subdivision and subsequent development began in the 1850's, involving names that remain deeply ingrained in the City fabric today: McDougal, Mezes, Cipriani, and Ralston. The name, Belmont, from the French "Belle-Mont" (beautiful hill) was first used during this period. Through the turn of the twentieth century, the City continued to grow and develop and with the creation of the Bayshore Highway, incorporated as a City in 1926 with 198 votes cast. With a current population of approximately 27,000, Belmont continues to evolve with the Bay Area, supporting a diverse group of residents and businesses that call the City home.

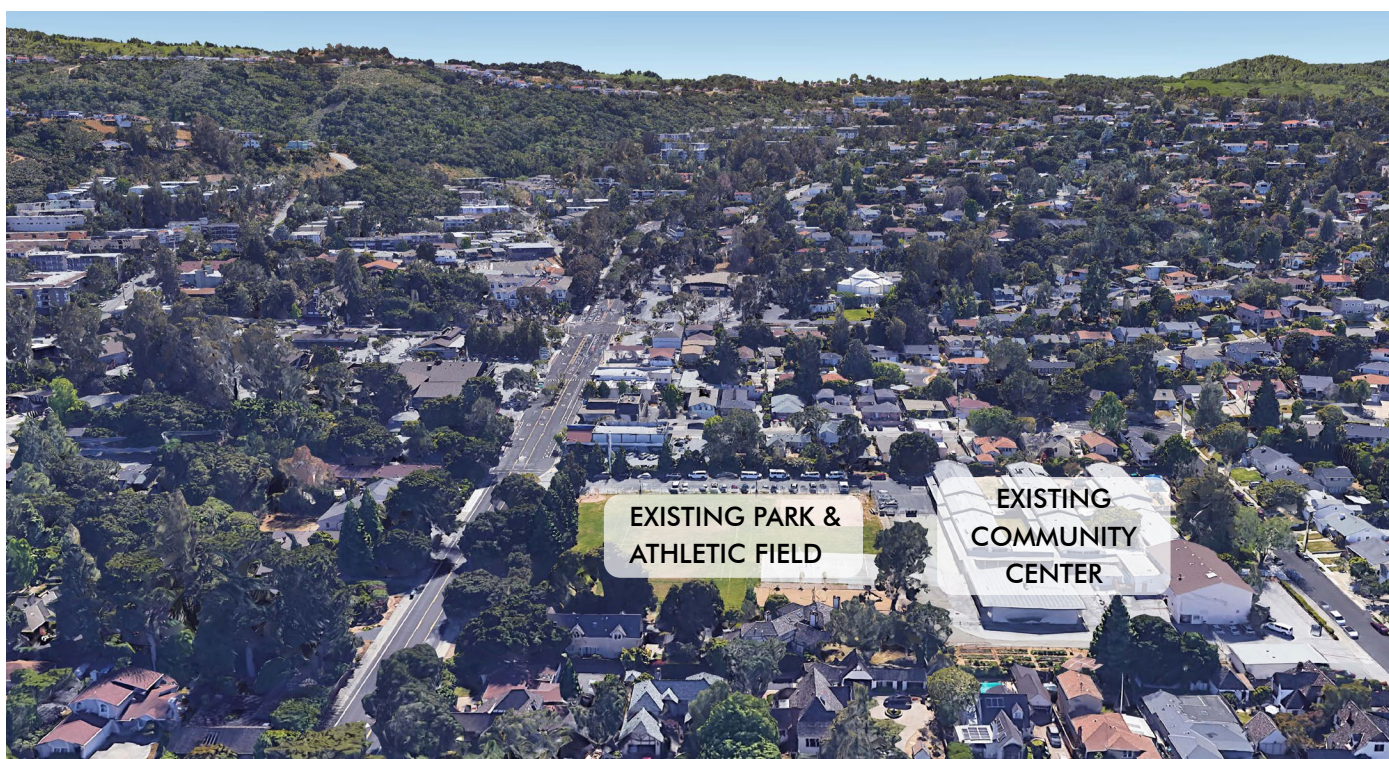
## PROJECT BACKGROUND

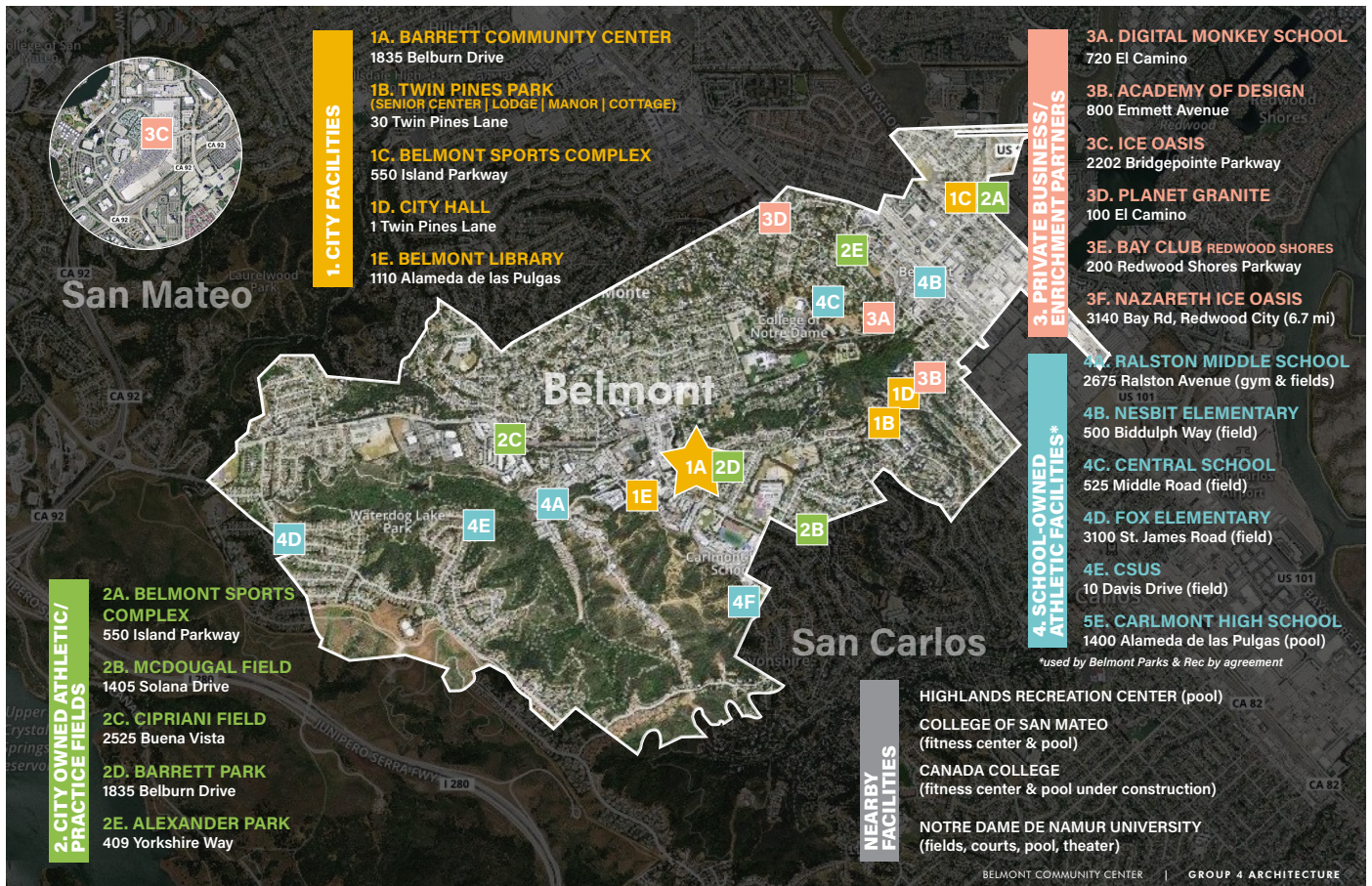
### PARKS AND RECREATION DEPARTMENT

The Belmont Parks and Recreation Department serves the community year-round with classes, programs, and events for seniors, adults, youth, and children. Adult programs include tai chi, Zumba, yoga, meditation, table tennis, arts and crafts classes, international language groups, and other unique programming. The adults' 50+ lunch and a movie program meet weekly to provide lunch and social activities for senior community members. Other senior programming includes meditation sessions, memory workshops, aerobics, dance classes, and a strength training program, among other activities.

Children's programs include tot soccer, gymnastics programs, and other early childhood learning opportunities. Youth and Teens' programming includes dance classes, team sports, STEAM classes, public speaking classes, and many summer camp opportunities. The Belmont Parks and Recreation Department operates afterschool care programs and a licensed childcare preschool program. Additionally, the department maintains many close partnerships to provide an even broader range of activities throughout the year for Belmont's youth.

The existing Barrett Community Center also supports numerous community group meetings, and is the site for many special events including celebrations, performances, and other community gatherings.





Map of Existing Facilities

## EXISTING CITY FACILITIES

### COMMUNITY & RECREATION FACILITIES

Belmont offers indoor recreational and community programming to the community at multiple City facilities including the existing Barrett Community Center, Twin Pines Park facilities, the Belmont Sports Complex Conference Center, spaces within Belmont City Hall, and the program room at the Belmont Library. The Twin Pines Park facilities include the Senior & Community Center, the Lodge, the Manor, and the Cottage.

For outdoor recreation activities, the city offers open spaces and sports fields at the Belmont Sports Complex, Mcdougal Field, Cipriani Field, Barrett Park, and Alexander Park.

The Belmont Parks and Recreation Department also partners with local School Districts to offer sports and aquatic programs at school-owned athletic facilities and, for summers only, the Carlmont High School pool.

### FACILITY CAPACITIES

As part of the planning process, Group 4 conducted a broad assessment of existing community and recreation facilities in Belmont. The assessment includes facilities that are used on a regular basis and their current availability to be used by for the Parks and Recreation Department or the community.

The Barrett Community Center has reached its capacity for weekday programming between 2-9 p.m. Even though the Center could be open between 7 a.m. and 2 p.m. daily, most of the spaces have been designated to specific programs and are not set up to be flexible in order to accommodate multiple diverse uses.

Other city-owned facilities that have program spaces to accommodate recreation classes are close to capacity and have limited availability for additional programming during the peak use hours, or they are not appropriate sizes to support proposed additional programs.

**EXISTING SITE ASSESSMENT**

A site assessment was completed for the Barrett site which included current zoning requirements, site access, site connectivity and context, and an assessment of the existing facility.

**ZONING**

The site is currently zoned “Public Space” with adjacent sites designated as low-density single family residential and neighborhood commercial. West of the site on Ralston Avenue and continuing in the north south direction on Alameda de las Pulgas is one of Belmont’s commercial districts.

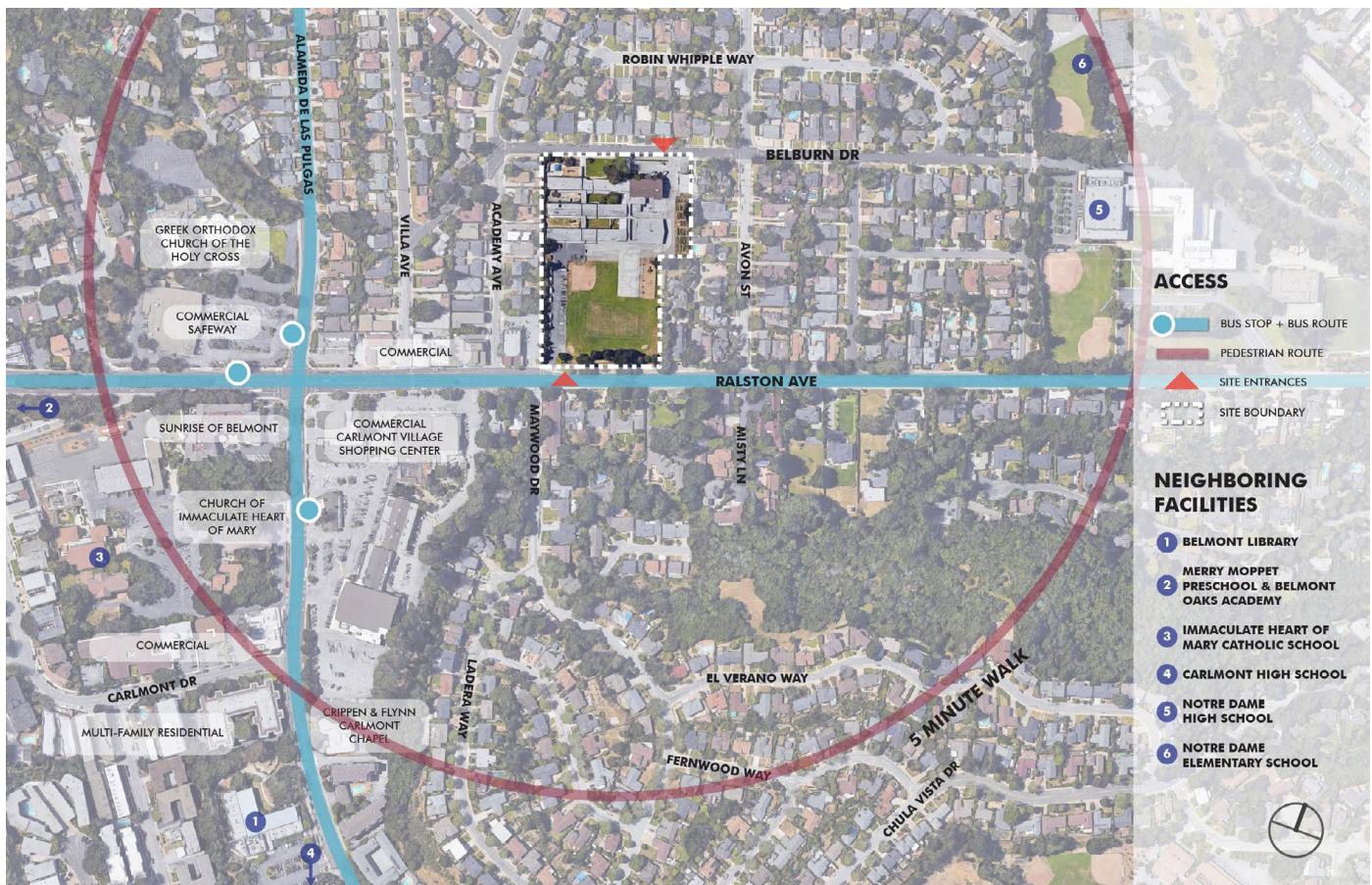
**ACCESS**

The site is advantageously located at approximately the geographical center of the city, on one of the busiest streets in the city – Ralston Avenue. The primary access to the site is from Ralston Avenue, with the secondary entrance from Belburn Drive; each entrance leads to a separate parking lot. With the current community center located on Belburn Drive and the lack of connection between the parking lots, most of the facility users currently approach the site from Belburn Drive.

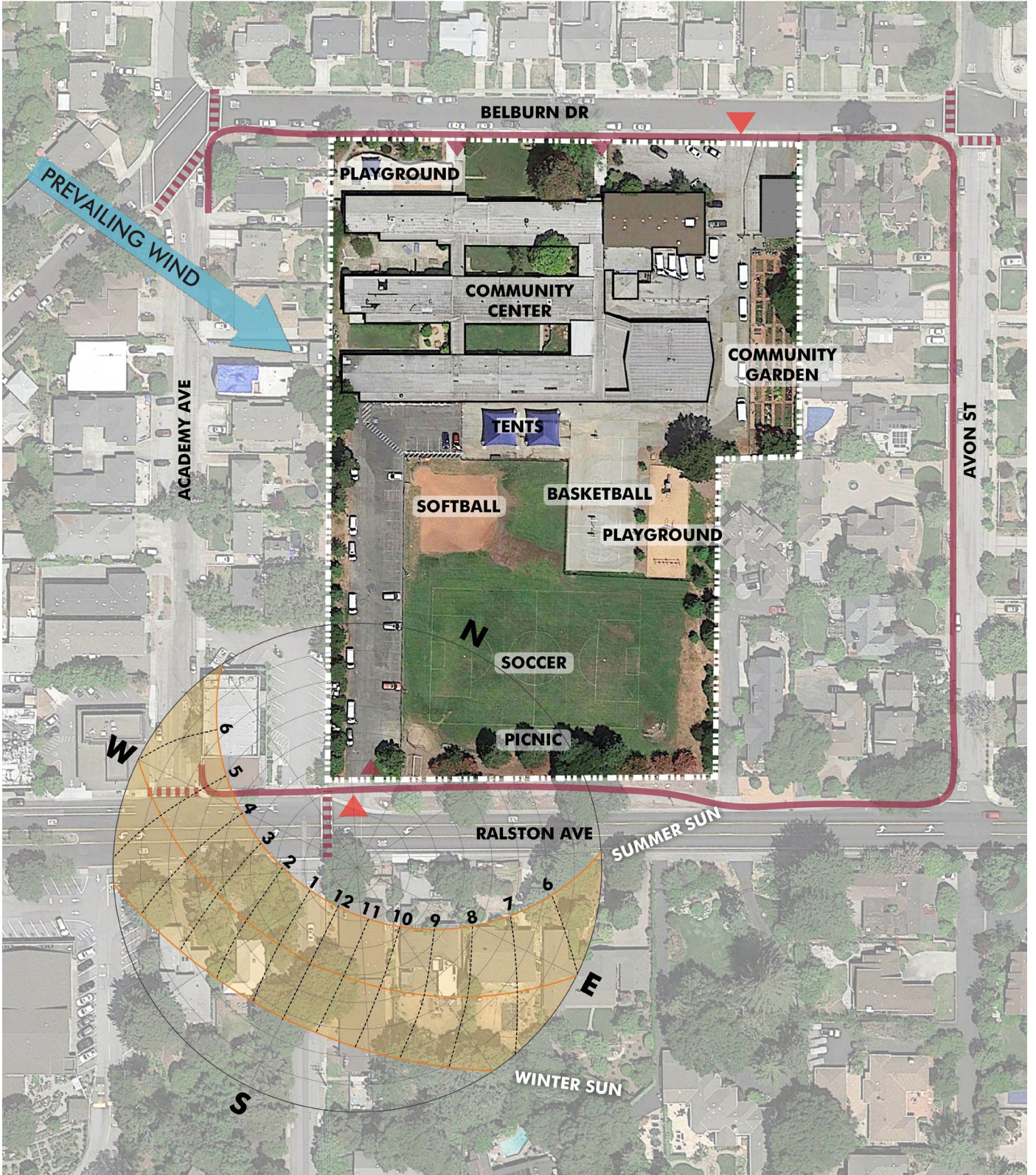
Ralston Avenue is a major corridor for the community, connecting Highway 101 and State Route 92/ Highway 280. Along Ralston Avenue are homes, retail districts, schools, and a Caltrain station. The city of Belmont is currently working on the Ralston Avenue Corridor Improvements Plan whose goal is to create a more friendly and safe street for pedestrians, bicyclists, transit riders, and motorists. The Barrett site is located on segment 3 of the study – South Road to Alameda de las Pulgas.

**CIVIC CONNECTIVITY**

The site is adjacent to one of Belmont’s commercial retail areas which includes the popular Carlmont Shopping Center. The site is within walking distance from the Belmont Library, Merry Poppet Preschool, Belmont Oaks Academy, Immaculate Heart of Mary Catholic School, Notre Dame High School, and Notre Dame Elementary School, and is a short 4-minute drive (1 mile) from City Hall and the Twin Pines Park and facilities.







Existing Site Environmental Assessment

## COMMUNITY SITE ASSESSMENT

The existing site conditions were reviewed to identify current strengths, weaknesses, and opportunities. In addition to standard site assessment tools, such as capacity, environment, traffic and parking. The project team solicited community input on their likes and dislikes of the existing park, athletic fields, and playground areas. The following comments were received from community participants:

### EXISTING SITE LIKES

- Central and convenient location
- Unstructured open spaces
- Abundant mature trees
- Large grass field
- Playgrounds
- Indoor-outdoor connections

### EXISTING SITE DISLIKES

- Run-down and outdated building due to deferred maintenance
- Site was designed as a school, inefficient layout of spaces for current use
- Disconnected parking lots with poor ingress/egress
- Safety concerns at the corner at the southwest entrance to the park (Ralston Avenue driveway)
- The building has poor visibility from Ralston Avenue
- There is inadequate parking
- Lack of space for teens to congregate after school
- Patchy field not usable in the winter
- Field is being used as dog park making it dangerous and unsanitary for other field users
- Lack of park restrooms
- Outdated play structure



*Existing Field*



*Existing Basketball Court*



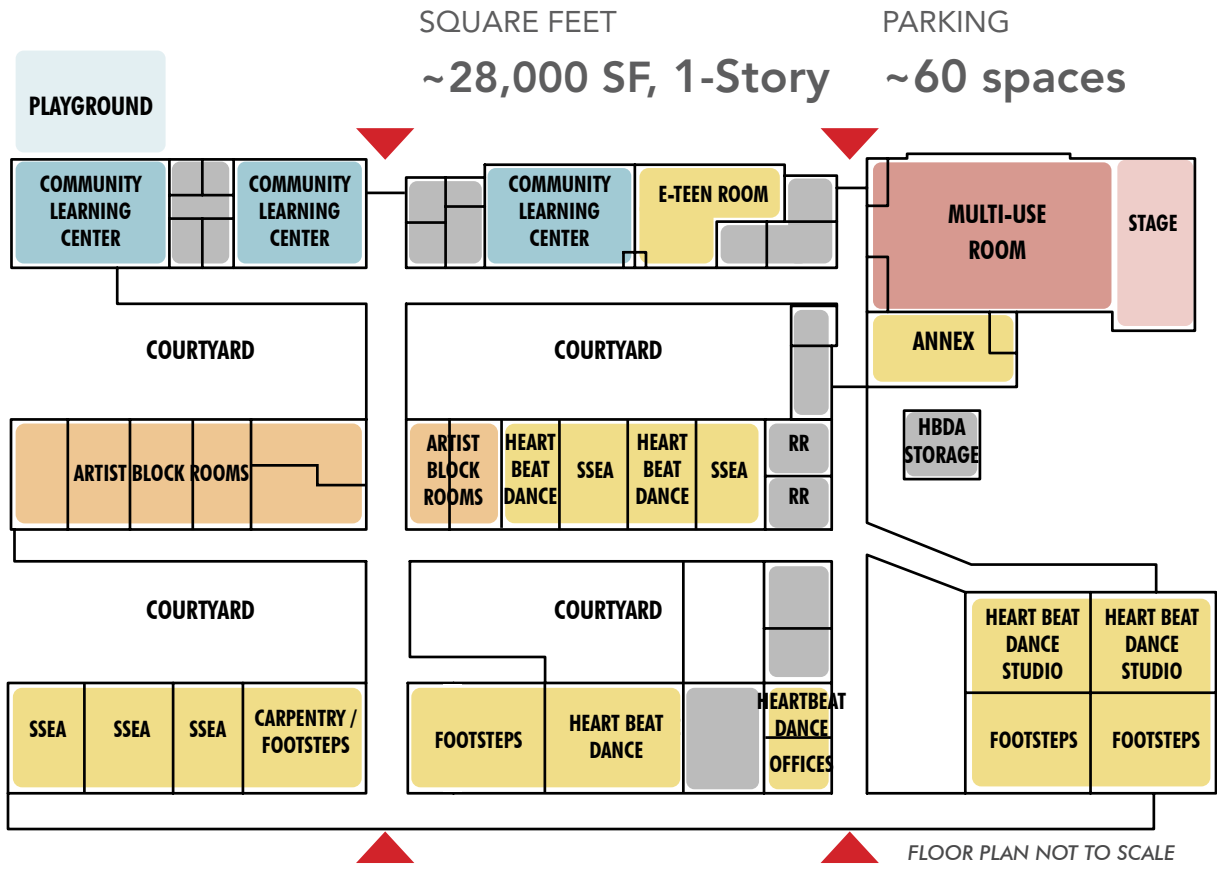
*Existing Courtyard*



*Existing Parking lot off Belburn Drive Entrance*



*Existing Public Playground*



**EXISTING COMMUNITY CENTER ASSESSMENT**

With nearly 70 years of high use, the Barrett Community Center is an aged facility that is in dire need of replacement. The City and the Council have been struggling for years to keep the antiquated building systems and envelope operational, accessible and safe for the community; the need to for an improved facility is indisputable. The site and building were originally designed and built as an elementary school. It was the Belmont Elementary School from 1948 until 1983, at which time the City leased the site from the School District due to declining student enrollment and constrained budgets. Since 1983 the building and site have continuously been programmed and used to provide a variety of indoor and outdoor recreational activities and programs for the Belmont community. In 1992, the city of Belmont purchased the building from the School District and over the years the use of the building and site by the community has continued to increase. It is estimated that in 2019 the number of visits to the site reached about 100,000. The Barrett Community Center building and site have supported community uses for almost 70 years and have been the backdrop for countless collective memories for the community. An overview of the facility assessment follows.

## BUILDING SYSTEMS

The building is extremely run down due to deferred maintenance and age. The building's structural, mechanical, electrical, and plumbing systems are severely dated, making the building environment unpleasant, inconvenient, unhealthy, and non-energy code compliant. One of the most common complaints from both park and building users refer to the outdated, rundown and inadequate restrooms.

## FUNCTIONALITY

The building was originally designed as a school with classrooms of various sizes and configurations connected by covered exterior walkways. The layout of the building results in highly inefficient circulation and lack of flexible, usable spaces. Without controlled and monitored access points, each classroom can be accessed from the street, and there is no central surveillance or security point to oversee the use of the spaces. It is a safety and security concern for the City and parents with children walking to and from various classrooms with little or no oversight.

The current building has evolved reactively from the 1948 school. There has been no significant renovation or modification to the school design to accommodate best practices and designs for community centers. In addition to the dispersed access points for the program rooms, which results in a lack of organizational clarity for the users, the lack of a central gathering place is obvious.

## ACCESSIBILITY & LIFE-SAFETY

Despite the City's efforts to bring the site and building into compliance, with its dated construction, materials, assemblies, systems, design, and layout, the building does not comply with the current building codes and standards for life-safety and accessibility, making it unsafe and not accessible for all community members.

## ARCHITECTUAL

Constructed in 1948, the building's finishes and envelope are antiquated and deteriorating. Building technology from the late 1940's for the walls, roofs, windows and doors is no longer able to function properly and support the heavy use of the facility. Poor lighting, subpar acoustics, and inappropriate flooring are among some of the worst faults of the building.



*Parking lot outside the Multi-Use Room*



*Exterior Covered Walkways*



*Courtyard*



*Non-accessible Walkway Slope*



*Deteriorating Building Exterior*

The total area of the building is ~28,000 SF. Approximately 12,000 SF is rented out for private uses by local artists as studio spaces. The remaining areas are used as community programming and activity spaces. The artist private studios are not included in proposed new center. The main activity spaces in the existing building include the following:

**MULTI-USE ROOM WITH STAGE ~3,400 SF**

The Multi-Use Room (MUR), one of the most used spaces in the current building, hosts various performances and camps, fitness and dance programming for different age groups, and special events. The wood floor is one of the most popular features of the room. The MUR is rarely used as a rental space.



Multi-Use Room with Stage

**ANNEX ROOM ~900 SF**

Being adjacent to the MUR, the Annex Room is frequently used as a service/support space for the MUR. The Annex Room is equipped with a sink and counter to allow for light refreshments to be prepared. When not in use for programming, the Annex room serves as an impromptu lounge/waiting area and sometimes as a conference room for meetings.



Daycare Classroom during Storytime

**TEEN CENTER ~1,000 SF**

Teen center hosts many afterschool programs and camps for middle schoolers. The room is used for teen classes, tutoring, games and socializing and has recently been refreshed with teen-friendly furniture.



Teen Center

**PROGRAM ROOMS**

The building was originally designed as a school, therefore the sizes and configurations of the rooms are not consistently suitable for city-run and privately-run programs. Without appropriate flooring, equipment, and adequate storage, the spaces are inflexible and challenging to use for a variety of programs, thus requiring many of the rooms to be dedicated to single use, resulting in space inefficiencies.



Program Space Primarily Used for Carpentry Classes

**COMMUNITY LEARNING (DAYCARE) CLASSROOMS (3 TOTAL) ~900 SF, 1,100 SF, 1,300 SF**

Due to the high demand for daycare, enrollment for the licensed program is at its capacity (~75 children). The daycare program has adapted well to the spaces that were formerly school classrooms. However, there are still inefficiencies due to the existing floor plan that impact operations and functionality.



Dance Studio

**OFFICES & STAFF SPACE ~400 SF**

The staff space at the existing Center is minimal and has limited capacity for program oversight and facility attendance. The majority of the staff offices are located in Twin Pines Park.



Program Room



*Aerial Image of the Existing Community Center Source: Google Maps*

#### RENOVATE VS. REBUILD?

The existing building no longer complies with today's building, structural and seismic, life safety and ADA codes. To bring the existing building up to current building code requirements will require rebuilding the entire structure: entirely replacing the building envelope and interior finishes and replacing all of the buildings systems (mechanical, electrical, lighting, plumbing, fire safety, data, and low voltage). The cost to rebuild the structure is similar to that of new construction but would require a higher construction contingency because of the additional risk of unknown conditions related to a major renovation project.

The existing footprint was considered optimal for an elementary school in the late 1940's when land was not such a limited commodity and the facility was not intended to support recreational programs. A more compact building design with a smaller building footprint will allow the site to accommodate more of the community's indoor and outdoor recreational space needs.

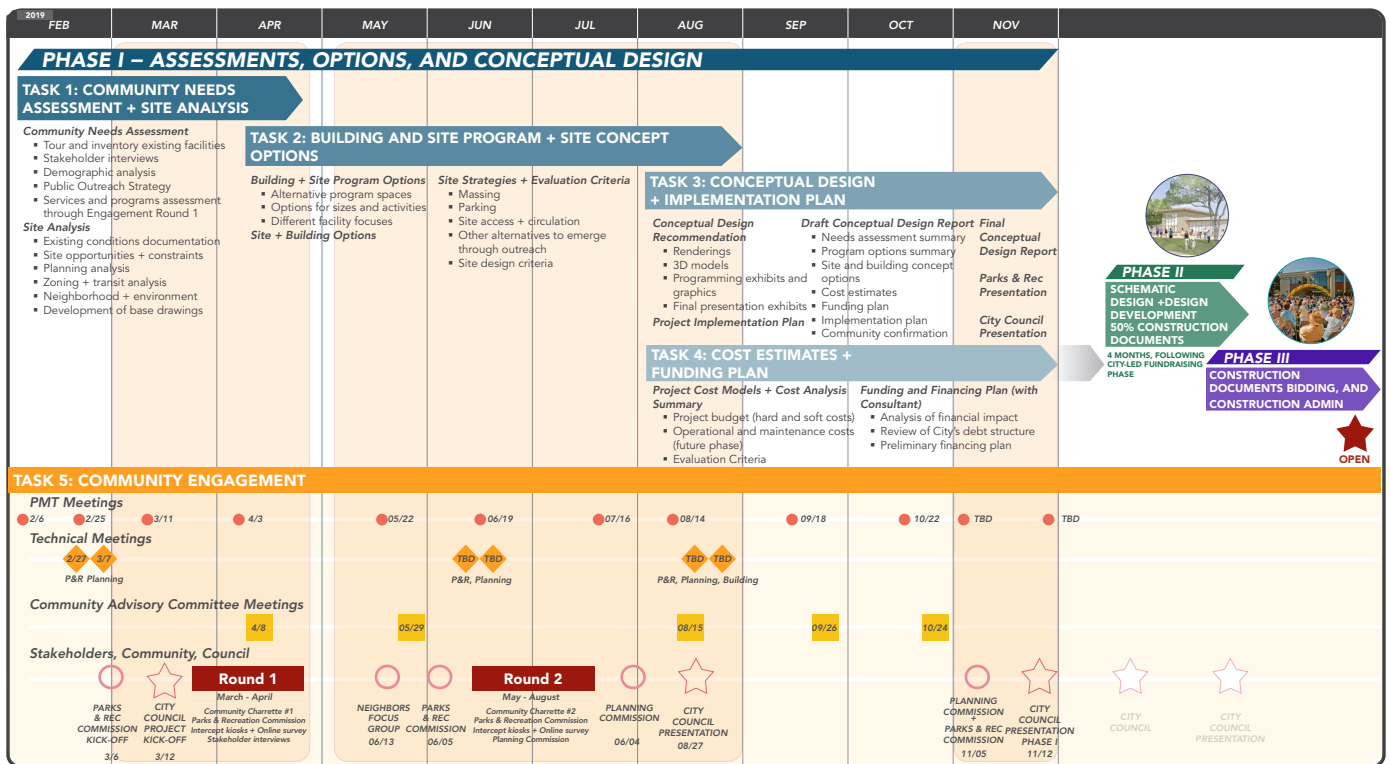
The existing building's floor plan is suboptimal for an operationally efficient 21st century community center. Elements that are critical to achieve efficient operations include a central entrance for a single point of access control, a variety of program spaces to support a wide variety of programs and community needs, and operationally efficient mechanical, electrical, and lighting systems that will provide an energy efficient and sustainable facility.

**MASTER PLAN PURPOSE**

The purpose of this study was to conduct a 1) highly interactive community planning process 2) assess Belmont's current and future recreation needs, and identify opportunities to meet those needs at the Barrett site, 3) develop program and building and site options at the Barrett site for the community leaders and community to consider, 4) refine the preferred strategy based on the input collected, and 5) present a building and site concept plan to the City Council that reflects the community's priorities and will provide a path forward for creating a new Belmont Community Center and Park. The following project goals were established through the planning process:

- Enhance the existing park by improving user experience and park amenities.
- Encourage activity and a healthy lifestyle.
- Create vibrant community places and spaces.
- Be operationally efficient and flexible.
- Be universally accessible and support multi-generational programs and services.
- Integrate sustainable strategies.

The planning team worked closely with the Community Advisory Committee that was formed to help guide the project and comprised of a wide range of community leaders (City Council members, School District representatives, Park and Recreation Commissioners, Planning Commissioners, Youth sports advocates, other stakeholder representatives, and members at large). The City Council, the Parks and Recreation Commission, and the Planning Commission were consulted at each step of the project and the recommended plan has benefitted from their thoughtful input. Focus group and stakeholder meetings were conducted with neighbors, service provider partners, potential partners and special interest groups. At the heart of the planning process was the community; they shared their insights and preferences at the community charrettes and open houses, numerous intercept kiosks (Girls' Softball Opening Night, Earth Day, Easter Egg Adventure Hunt, Senior Center Events, Farmer's Market, Middle School Events, State of The City, Starbucks Pop-Ups, Youth Advisory Committee, Park Booster Concerts, Movies in The Park) and by heavy participation in two online surveys. In total, the planning team had the benefit of 3,148 community members sharing their input.



# IMAGINE



## BELMONT'S NEW COMMUNITY CENTER

*Community Outreach Poster*

The community-wide needs assessment researched the need for both indoor and outdoor recreation activities, programs and spaces at the Barrett site. The recommended program takes into consideration the availability of existing program spaces, current and future needs for space, the capacity and appropriateness of activities at the site, site constraints and construction costs, operational costs, and, most importantly, the community's preferences. The recommended building and site program was designed to incorporate all of the high priority spaces and activities identified by the community and to meet best planning and design practices for 21st century community centers.

The master planning process aimed to:

- Engage the community at all levels of the planning process to gather input on needs, evaluate options, and confirm recommendations.
- Provide a thorough assessment of the community recreation space and program needs, with future trends and best practices integrated into the development of program options that will meet the community's needs today as well as in the future.
- Complete a comprehensive site analysis for the existing site, including an evaluation of opportunities and constraints, and an analysis of other city- and non-city-owned spaces that are being considered as venues for services or programs.
- Develop comprehensive strategies to meet identified needs with both traditional and non-traditional solutions, and conduct a comparison evaluation and analysis of the options.
- Develop a recommendation that has been vetted by the community, the Parks and Recreation and the Planning Commissions, has the support of the City Council, and creates a clear path to move forward with subsequent phases of the project implementation.



**PROJECT PROCESS AND PARTICIPATION**

Completed over a ten-month period from February 2019 to November 2019, the project was fueled by engagement meetings with community members, stakeholders, city staff, council members, commission members, and committee members. After a kickoff and introductory meeting in early February, the highly collaborative process identified community needs, completed site assessments, and collected input on program options, site options, and master plan components.

All input gathered from community meetings and focus groups was summarized and taken into consideration in developing the Master Plan recommendations.

**COMMUNITY ENGAGEMENT**

The project team presented project findings, progress, and inputs from the community at City Council, Planning Commission, and Parks and Recreation Commission meetings at key phases in the project to seek advice, direction, and approval from the council members and commissioners.

Community charrettes and workshops were held as a part of each round of community outreach. They included an afternoon open house, where community members were welcome to drop by for informal discussions with project team members. The open house was followed by an evening meeting with a structured presentation and formal information gathering session with community members.

In addition to the community meetings, intercept and pop-up kiosk events strategically located at active community events aimed to reach a greater sample size of Belmont residents. These informal intercept kiosks generated project excitement and provided additional opportunities for community engagement. Intercept kiosks and pop-up community outreach were set up at the following events and locations:

- Girls’ Softball Opening Night
- Earth Day
- Egg Adventure Hunt
- Senior Center Events
- Farmer’s Market
- Middle School Events
- State of The City
- Starbucks Pop-Ups
- Youth Advisory Committee
- Park Booster Concerts
- Movies in The Park
- Etc.



*Girls’ Softball Opening Night*



*Intercept Kiosks Results*



*Community Workshop Presentation*



*Community Workshop Open House*



*Movies in the Park*



Easter Egg Adventure Hunt



Park Booster Concerts Booth



Staff Workshop



Neighbors Focus Group Meeting



Community Advisory Meeting

In addition to the facilitated meetings and kiosks, an online and printed survey was created for each of the two rounds of input, including: 1) needs, and 2) program and site options. The online survey was promoted on the City's website, through social media, and on community meeting flyers and banners throughout the city. The Belmont Library also hosted the online survey on an iPad kiosk. Printed surveys were available at City Hall, Barrett Community Center, Belmont Library, and at popup outreach events.

Several Neighbor Focus Group meetings were held for adjacent neighbors. Invitations were mailed to neighbors within 1000-foot radius of the site. Neighbors provided valuable and thoughtful input, especially on the site and building strategies, for the project team.

#### COMMUNITY ADVISORY COMMITTEE

A Community Advisory Committee (CAC) was formed to assist in guiding the project, provide oversight, and be a sounding board and resource for the project design team. Another key role for committee members was to be project ambassadors and relay and update the status of the project to their respective committees, councils, organizations, and commissions.

#### STAKEHOLDERS

Phone interviews with the stakeholders of the current community center were conducted to gauge the current use and the future needs of the stakeholders.

#### CITY + PROJECT STAFF

A project management team (PMT) comprising the City Manager, Finance Director, Parks and Recreation Director, and Group 4 team members, met regularly to review project progress and provide day-to-day direction and oversight.

**COMMUNITY + RECREATION FACILITY PLANNING STANDARDS**

The project team reviewed neighboring Peninsula cities to assess the types of indoor community facilities they were providing residents and to assess the square footage (SF) of City-owned indoor recreation space per resident. Since the city of Belmont is looking to serve both current and future residents of Belmont, the 2040 population projection was used for the analysis.

The city of Belmont is currently serving the community with ~1.04 SF of indoor community/recreation space per resident. In addition to Barrett Community Center, the city of Belmont also has the Twin Pines Lodge, Twin Pines Manor, Sports Complex Conference Center, Twin Pines Cottage contributing towards the space availabilities for indoor recreation facilities.

CITY	2018 Population <sup>1</sup>	2040 Population <sup>2</sup>	Citywide Indoor Facilities - SF/ Resident <sup>3</sup>	Citywide Indoor Facilities - Total SF	General Purpose Facilities (Community/Recreation Centers) (SF)	Special Purpose Facilities (Youth/Senior/Early Childhood Recreation/Childcare/Aquatic Centers) (SF)
Redwood City	86,380	102,731	1.53	157,162	47,300   34,800	45,000 <sup>4</sup>   30,000 <sup>4</sup>
South San Francisco	67,082	86,386	1.51	130,900	56,700 <sup>4</sup>   6,400   15,900	3,200   22,400   8,600   3,000   14,700
San Bruno	46,085	57,987	1.03	59,700	45,000 <sup>4</sup>   1,100	12,700   900
Burlingame	30,294	38,006	1.69	39,700	35,900 <sup>4</sup>   24,400	3,800   28,300
San Carlos	29,897	34,290	1.37	35,800	17,000   3,800	15,000   11,300
Millbrae	22,854	30,430	1.46	44,400	25,900 <sup>4</sup>   1,700	1,800   15,000 (future gym)
<b>Belmont</b>	<b>27,388</b>	<b>29,990</b>	<b>1.04</b>	<b>31,238</b>	Barrett <b>10,814<sup>6</sup></b>   Other Spaces <b>7,467<sup>5</sup></b>	Barrett <b>1,380</b>   Barrett <b>7,400</b>   Barrett <b>4,177</b>

Notes:

All indoor facilities noted here are city-owned.

San Mateo and Foster City are in the process of planning for new community facilities.

1 Source: Population: California Dept. of Finances, E-5 Report: January 1, 2018

2 Source: ABAG Projections 2013

3 Based on 2040 population projection

4 City is currently working on future improvements to the facility

5 Includes Twin Pines Lodge (2,500sf), Twin Pines Manor (1,967sf), Sports Complex Conference Center (2,500sf), Twin Pines Cottage (500sf)

6 does not include spaces rented to artists

When assessing the space needs of the new Community Center, the facility should plan to be between ~22,600 SF and 45,100 SF to achieve 1.25 SF – 2.00 SF per resident. This range is comparable to that of similar cities on the Peninsula, many of which are currently undergoing similar community center renovations. This general space needs assessment, in addition to the more detailed community needs outlined on the following pages, was used in guiding the development of the program options in the following phases of the master plan process.

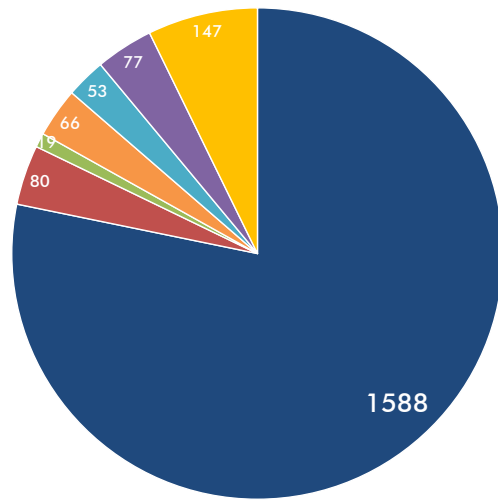
<b>BELMONT</b>	<b>2018 Population</b>	<b>2040 Population</b>
	27,388	29,990

<b>Indoor Community Facilities - SF/ Resident</b>	<b>New Community /Recreation Center (SF)</b>	<b>Citywide Indoor Community Facilities - Total (SF)</b>	<b>Subtotal Area of Other Facilities</b>	<b>Existing Barrett Community Center</b>	<b>Twin Pines Senior &amp; Community Center</b>	<b>Twin Pines Lodge</b>	<b>Twin Pines Manor</b>	<b>Sports Complex Conferen ce Center</b>	<b>Twin Pines Cottage</b>
<b>1.04</b>	-	31,238	14,900	16,371	7,400	2,500	1,967	2,500	500
<b>1.25</b>	<b>22,600</b>	37,500	14,900	-	7,400	2,500	1,967	2,500	500
<b>1.5</b>	<b>30,100</b>	45,000	14,900	-	7,400	2,500	1,967	2,500	500
<b>1.75</b>	<b>37,600</b>	52,500	14,900	-	7,400	2,500	1,967	2,500	500
<b>2.00</b>	<b>45,100</b>	60,000	14,900	-	7,400	2,500	1,967	2,500	500

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COMMUNITY CENTER VISION - COMMUNITY INPUT

~2,030 participants provided input during the Round 1 Needs Assessment Phase



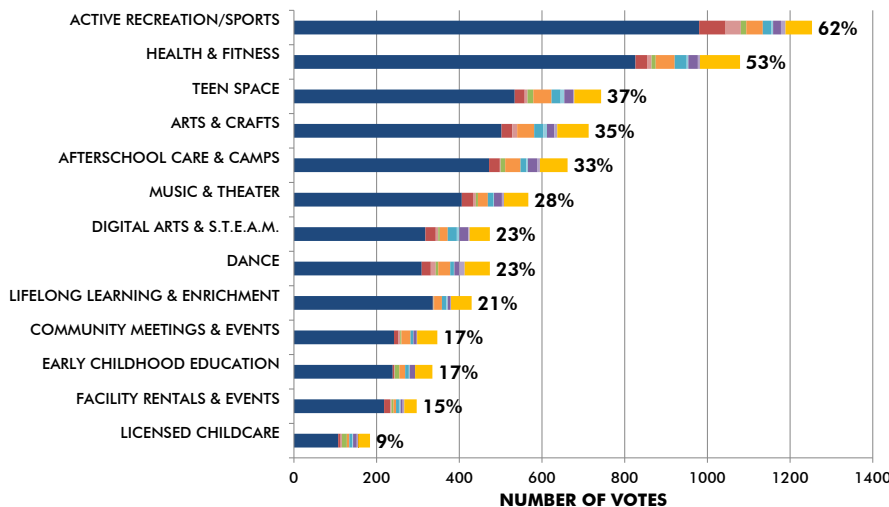
- Online Survey (including Kiosk @ Belmont Library) 3/1 – 5/1
  - Girls' Softball Opening Night 3/1
  - Staff Workshop 2/27
  - Community Charrette\* 03/28
  - Earth Day\* 04/13
  - Easter Egg Adventure Hunt\* 04/20
  - Misc. (includes Senior Center Events, Farmer's Market, Middle School Events State of the City, BCLC Families, P&R Commission Meeting, Starbucks Pop-ups, Youth Advisory Committee, etc.)
- \*attendance was higher, counts are based on survey responses, some completed survey prior to meeting

INDOOR ACTIVITIES

The first round of community meetings focused on the community's priorities for spaces and activities.

- More than half of community survey respondents identified Active Recreation and Health & Fitness activities as high priority activities that should be offered at the new Community Center. Indoor sports activities were frequently mentioned.
- Many survey respondents emphasized the importance of Teen Space for teens to congregate after school. Arts and Crafts continue to be an important activity at the community center.

INDOOR ACTIVITIES



- Online Survey
- Community Workshop
- Easter Egg Hunt (Kids)
- Girls Softball Opening (Adult)
- Girls Softball Opening (Kids)
- Earth Day (Adult)
- Earth Day (Kids)
- Staff Workshop
- Easter Egg Hunt (Adult)
- Misc.

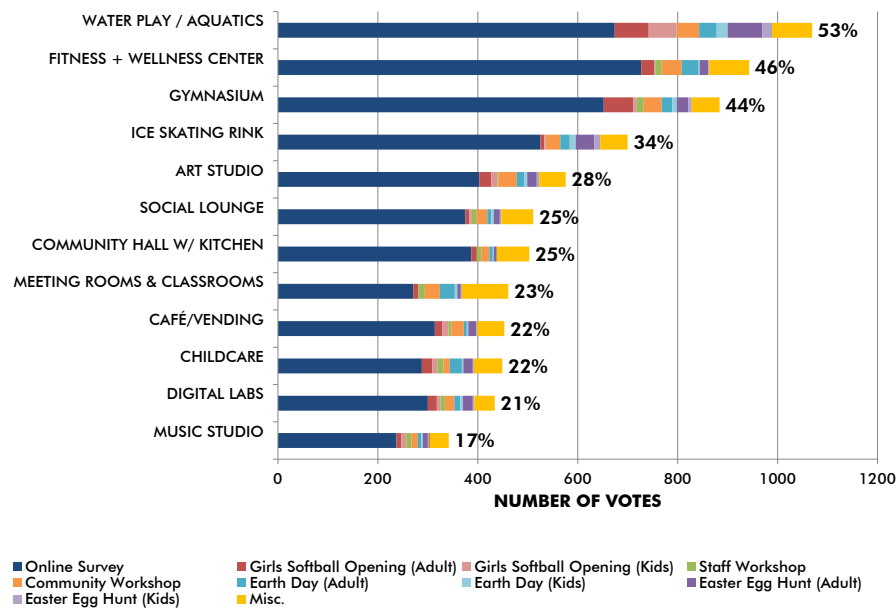


INDOOR SPACES

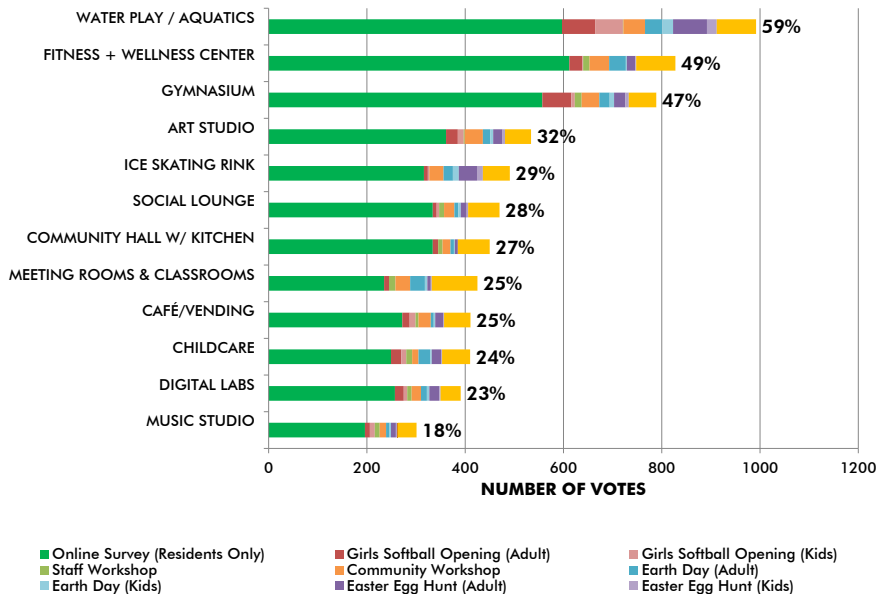
The highly prioritized spaces that the community identified for the new Community Center are all related to active recreation, such as aquatics, fitness and wellness, and a gymnasium.

- More than half of respondents, especially youth participants, prioritized Water Play / Aquatics.
- Almost half of participants, especially online survey respondents, prioritized a Fitness + Wellness Center and Gymnasium – one of the most lacking spaces in the existing Community Center.
- While an Ice-Skating Rink ranked as option #4 in overall survey results, when non-residents' responses are excluded, the ranking for the ice-skating rink dropped from #4 to #5 in the city's preferred indoor space uses.

INDOOR SPACES



RESIDENTS RESULTS ONLY

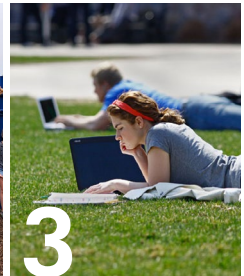
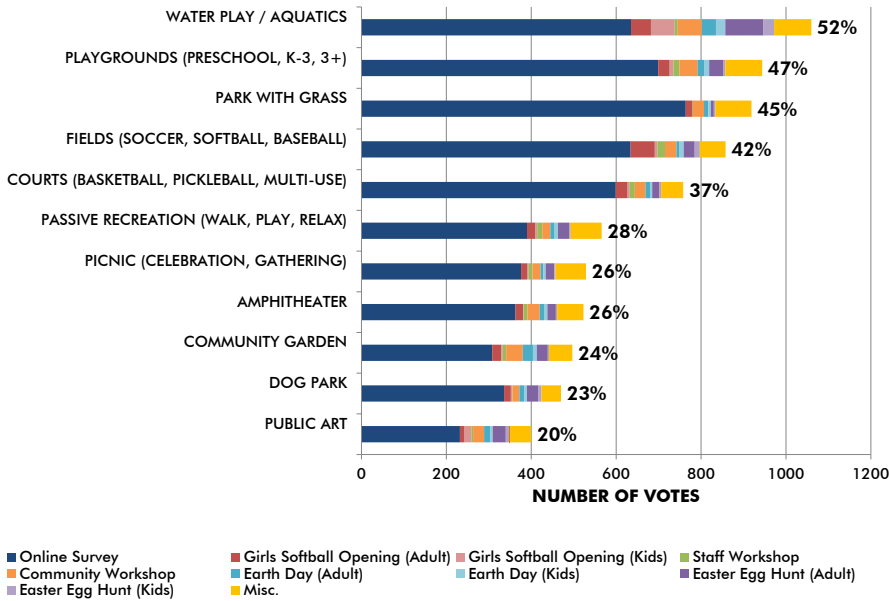


## OUTDOOR ACTIVITIES & SPACES

Participants were asked to prioritize their preference for outdoor activities and spaces.

- Water Play / Aquatics and Playgrounds are the top priorities of residents, followed by Park with Grass, which was the top priority for the online survey respondents.
- Having Fields and Courts at the site continues to be important to Belmont residents.

# OUTDOOR ACTIVITIES & SPACES





**COMMUNITY NEEDS**

The following spaces were identified as a high priority for the community:

**WATER PLAY / AQUATICS**

Water play/aquatics has been the most desired program by the community throughout the outreach for this project. The community will benefit from a pool that serves all ages for both recreational and leisure purposes. In addition to the pool, integrated as a part of the public playground is a water play area.

**FIELD AND COURT**

The existing fields and hard court on site are heavily used by the community primarily for soccer, softball and basketball. The court and the fields are also key outside program areas that are used by the City for summer camps. Flexible outdoor fields and a new multicourt will support multiple sports in addition to basketball will continue to be the key elements on the site (e.g., pickleball).

**PICNIC AREA**

Picnic areas are important amenities for the community park. Using the promenade to organize the picnic tables will provide easy access for users from their cars, the fields, and the Center.

**DOG PARK**

The existing field is used as a dog park during limited hours. Though a dog park is ranked low in the community's priority for outdoor spaces, there are a large number of dog owners in the neighborhood that use the current field within the designated hours. Dog owners appreciate having a place for their dogs to exercise and socialize with other dogs. A dedicated dog park will allow for more extensive hours, increase safety for dogs and field users, and provide for better sanitation.

**GYMNASIUM**

Active recreation/sports were identified as the highest priority for indoor activities by the community. Currently the City does not have a facility that can support year-round programming for activities like basketball, pickleball, volleyball or badminton. Access for general recreation programming at partner sites, such as the schools, is limited. Other activities that can be supported by a gym that the community expressed interest in was open gyms, camps, fitness and dance programs, and youth programming. The gym can also be flexible space and used for community gatherings or events.



Examples of Water Play / Aquatics



Examples of Field & Court



Examples of Picnic Area



Examples of Dog Park

### FLEXIBLE PROGRAM ROOMS

Program rooms that have both hard (resilient), and soft (rubber or carpet) floor finishes and that can be combined or divided are key to support a wide variety of multi-generational programming options for the community. Classrooms should be equipped with sufficient storage to accommodate the variety of programs and community activities and meetings that may occur in the flexible rooms.



Examples of Gymnasium

### FITNESS + WELLNESS STUDIO

A fitness studio that will support a wide variety of fitness classes, such as dance, high and low-impact aerobics, yoga and fitness programs ranked very highly in the community survey.

### COMMUNITY LOUNGE

A multigenerational community lounge could serve the teens after school and other facility users during the day. This will provide a space for all generations to use for gathering, waiting and socializing.



Examples of Flexible Program Rooms

### ARTS AND CRAFTS ROOM

Arts and crafts programs and activities continue to be in the DNA of this vibrant community. A dedicated space for such programs and activities is critical to maintain a creative environment. The arts and crafts room will be appropriately equipped with sinks, cabinetry, ample storage and appropriate finishes to support a variety of arts and crafts activities.



Examples of Fitness & Wellness Studio

### FLEXIBILITY

The community center needs to serve a variety of programs and an extremely diverse community, therefore being flexible to accommodate different uses and users at different times is crucial for an efficient community center.

### TECHNOLOGY

Visitors to the Center will need the capability to “plug-in” and recharge. High speed WiFi, power outlets and easy to use audio visual technology will be available throughout the building and within each of the program spaces. Each of the program rooms should be fully equipped with technology to support digital programs and presentations.

### INDOOR-OUTDOOR CONNECTIONS

Indoor-outdoor connections should be maximized to take advantage of the surrounding park and views. Outdoor rooms, including a Community Room patio, outdoor terraces adjacent to program rooms, a preschool classroom play yard, and a gymnasium that’s adjacent to the outdoor court, will allow indoor recreation programs to spill outside and take advantage of the additional space. An entry plaza and drop off will be included off the lobby area.



Examples of Arts & Crafts Room

## PROGRAM OPTIONS

A base program of indoor and outdoor spaces was developed taking into consideration current community center best planning practices, input received by the community, and information garnered in the needs assessment. In addition to the base program, enhancement program spaces that would allow an expanded range of program opportunities to be offered at the Center were vetted with the community. The City and Community were enlisted to weigh in on the enhancement options and help identify which where the highest priority for Belmont's new Community Center.

### BASE PROGRAM – 25,000 SF

The base program at 25,000 square feet includes a lobby and reception area, a social lounge, a fitness and wellness studio, a conference room, 6 classrooms (flexible program rooms), arts and crafts program room, 3 licensed preschool classrooms and teen room (community lounge).

Outdoor spaces include a public playground, a water play area that's integrated into the playground, sports field, sports court, picnic area, community garden, a dedicated dog park and a walking track around the site.

### SUPPLEMENTAL ENHANCEMENTS

#### GYMNASIUM

A 10,000 square-foot gymnasium that can accommodate a high school regulation court or two junior high regulation cross courts. The gymnasium would be divisible and could host smaller programs and classes. It would also include rolling bleacher seating and a retractable stage for large performances and events. The facility could complement the existing School District gymnasiums with revenue opportunities from sports team practice spaces.

#### OUTDOOR POOL

A pool that's able to serve both recreational and leisure purposes. The layout of the pool is yet to be determined, but should support areas for children and families to play, recreational swimming, swim lessons, lap swim and water aerobics classes. The pool will be adjacent to locker rooms with controlled access. A pool party room will also be included for party rentals.

#### COMMUNITY ROOM

A large dedicated community room with the capacity for at least 200 people seated at tables for large events and gatherings. Spacious and attractive, the room should be appealing for rentals on weekends when not in use by the Parks and Recreation Department. The room should be divisible for greater flexibility and should have a strong indoor-outdoor connection with an adjacent patio. The room should have exterior access for after-hours use and be supported by an adjacent catering kitchen with service access. Sufficient storage should be provided within the community room to accommodate all furniture needs for the room's various uses.

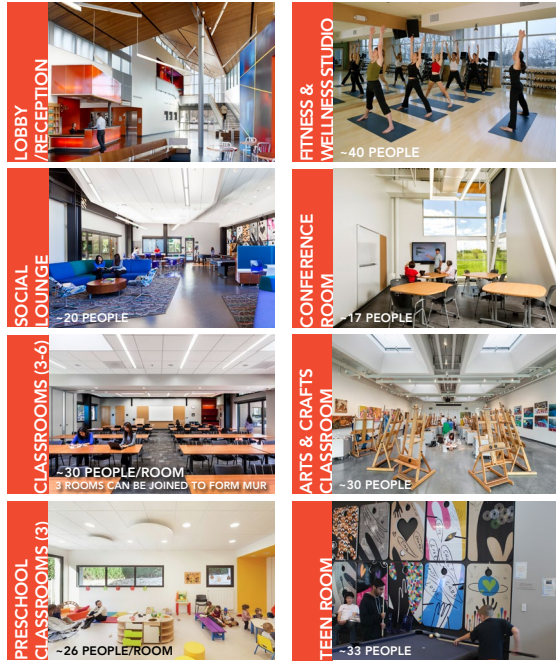
# BASE

INCLUDED IN ALL OPTIONS

BUILDING SQUARE FOOTAGE ~25,000 SF

PARKING REQUIRED ~95 spaces

## INDOOR SPACES



## OUTDOOR SPACES



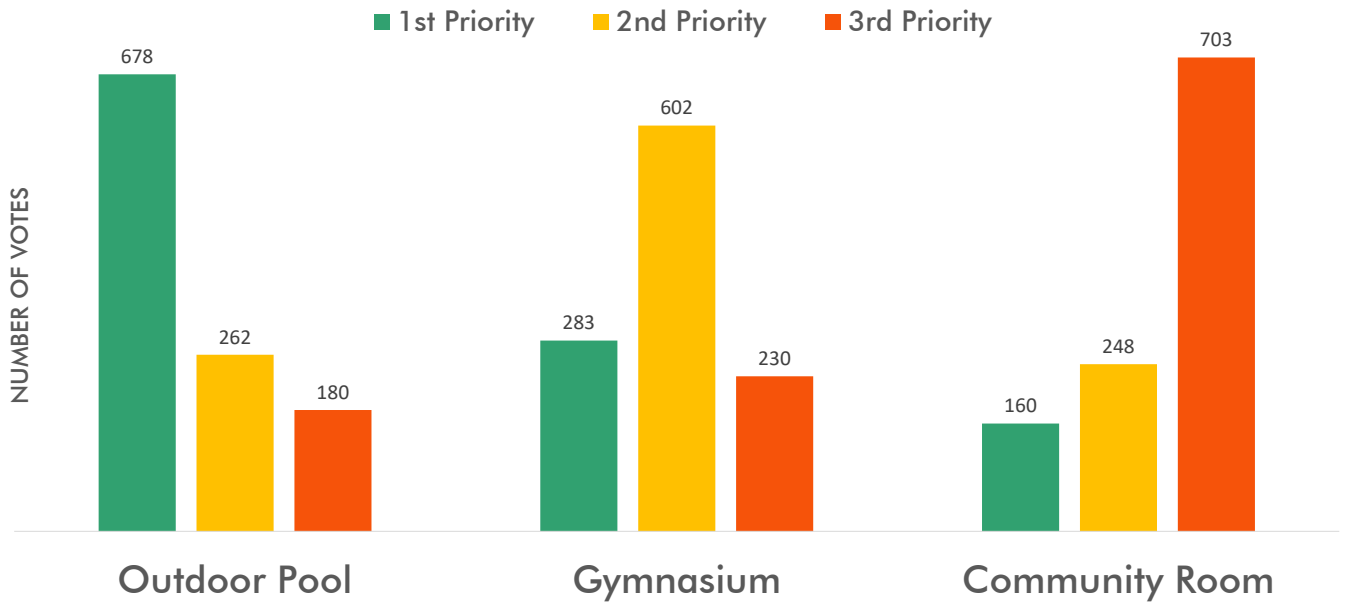
## SUPPLEMENTAL ENHANCEMENTS



The second round of community outreach from June to September of 2019 focused on program and site options. In an informal poll, participants were asked to prioritize the supplemental enhancement programs in addition to the base program. The following input was collected:

COMMUNITY COMMENTS

Consistent with the first round of community outreach, the community expressed a strong interest and support for the outdoor pool followed by the gymnasium. The community room was ranked as the third priority for the new community center.



COMMUNITY ADVISORY COMMITTEE COMMENTS

The committee members’ preferences were the same as those of the community. Comments included:

An outdoor pool and a gymnasium are the preferred additions to the base program for the community. However, operational costs need to be considered as part of the next steps.

Committee members stated that summers were getting warmer each year in Belmont and that a pool would likely be in increasingly high demand.

Based on other community resources and the project management team’s concern with the ability to balance the site uses and the budget, the committee recommended to eliminate the dedicated community room and to design for flexibility to combine 3 classrooms to accommodate larger meetings. The main reasons being:

- The priority on the community room has been consistently ranked lower than aquatics and gymnasium on the community surveys.
- The city of Belmont has a similar sized program space at the Twin Pines Park. The Twin Pines Senior and Community Center has a dedicated community room that can accommodate large events and meetings.
- A dedicated community room has specific spatial qualities that draw afterhours events such as celebrations that will potentially generate additional noise and traffic for the neighborhood. The committee suggested that such a space be eliminated from the program to minimize the impact on the adjacent neighbors.

PLANNING COMMISSION, PARK & RECREATION COMMISSION & CITY COUNCIL COMMENTS

The council and commissions agreed on the priorities of the enhancement program spaces. Comments include:

- The two most needed amenities are outdoor pool and gymnasium.
- Greater variety of resources and program opportunities for current and future Belmont residents.
- Plan for change and ensure that the spaces have built-in flexibility.
- The new facility should be equipped with up-to-date technology to support the programs and activities.
- Further investigate opportunities for a sustainable facility in future phases.

**BASE PROGRAM**

**FLEXIBLE CLASSROOMS (3-6)**

FLEXIBLE DESIGN TO ACCOMMODATE LARGER MEETINGS



**OUTDOOR POOL**

RECREATIONAL & LEISURE POOL

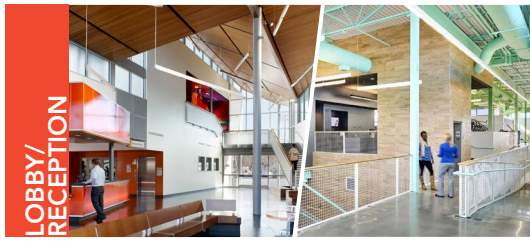
**GYMNASIUM**

10,000 SF HIGH SCHOOL REGULATION COURT

**COMMUNITY ROOM**

DIVISIBLE  
300 ASSEMBLY, 200 BANQUET

**ELIMINATE DEDICATED COMMUNITY ROOM**



LOBBY/  
RECEPTION



COMMUNITY  
LOUNGE



FITNESS &  
WELLNESS STUDIO



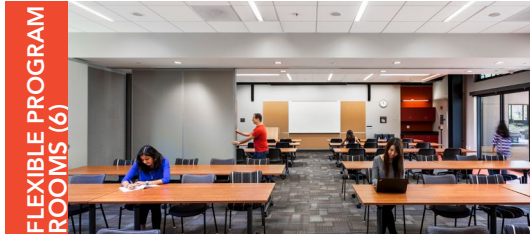
ARTS & CRAFTS  
PROGRAM ROOM



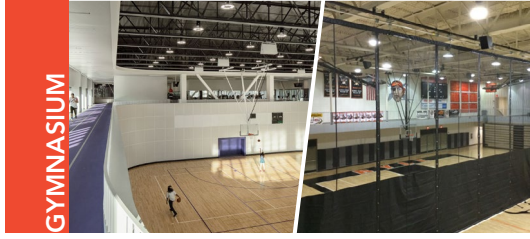
CONFERENCE  
ROOM



BCLC PRESCHOOL  
CLASSROOMS (3)



FLEXIBLE PROGRAM  
ROOMS (6)



GYMNASIUM

## COMMUNITY CENTER PROGRAM RECOMMENDATIONS

### INDOOR SPACES

The new Community Center will be composed of multi-use and flexible spaces including 6 program rooms, 3 of which can be combined into a large multi-use room with an outdoor patio and adjacent catering kitchen for larger meetings and events. All program spaces will have ample storage and appropriate finishes for maximum programming flexibility. The building program will also include a lobby and reception, a flexible community lounge for seniors and teens, a fitness and wellness studio, an arts and craft program room, a conference room, 3 preschool classrooms designed to support licensed daycare, support space for Parks and Recreation, Community Based Organizations (CBO) and pool support staff, public and staff restrooms, and building support, including mechanical, electrical, and telecommunication rooms.

The gymnasium will be a 10,000 SF space with a high school regulation court accommodating two junior high cross courts to support multi-generational programming and attract rental opportunities for revenue generation. The gym will also have sufficient recreation storage capacity for the identified program needs.

The facility will be designed for multiple modes of operation for maximum accessibility and flexibility of community programs and services, such as morning access to the preschool classrooms, or afterhours access to the multi-purpose room.

## OUTDOOR SPACES

A great variety of outdoor spaces will complement the indoor programs nicely. In addition to the dedicated childcare play yard, there will be a public playground with integrated water play elements. Other spaces include a sports field that supports softball and soccer, a multi-sports court for different sports events, a promenade where picnic tables will be provided, walking track around the field and site, the existing community garden that will remain in its current location, and a dedicated dog park.

In addition, there is a seasonal pool that's able to serve both recreational and leisure purposes. The layout of the pool is yet to be determined but should support a variety of uses including play areas for children & families, recreational swimming, swim lessons and water aerobics classes for all ages. Locker rooms and a pool party room will be located adjacent to the pool with controlled access.

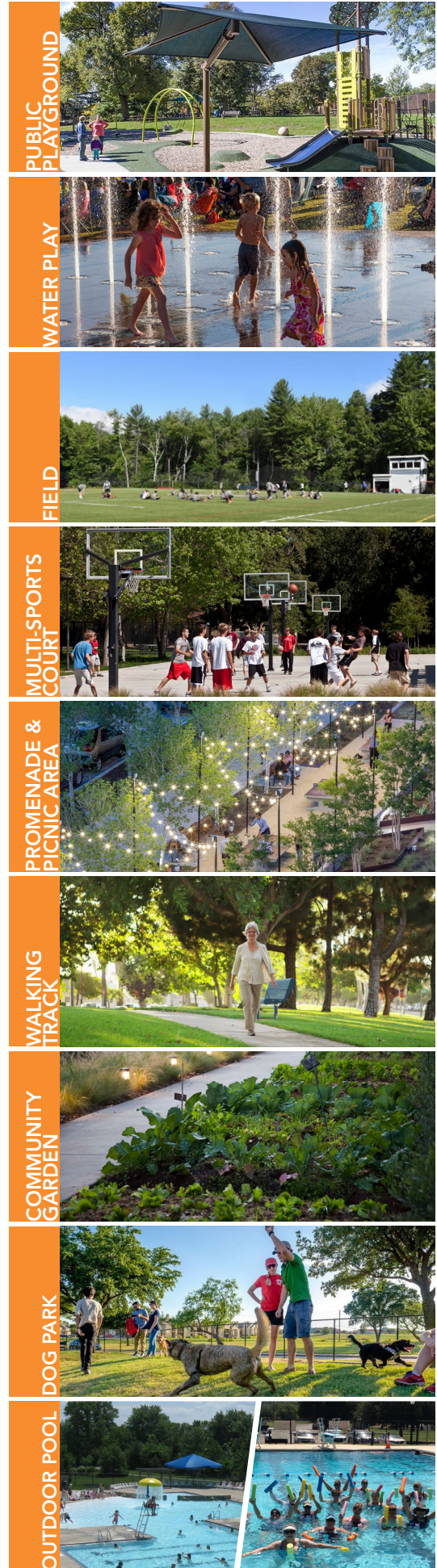
## REQUIRED PARKING

Parking recommendations are based on the proposed building and site program and have been calculated by using the City's current zoning code as well as the 2019 Institute of Transportation Engineers' manual (ITE); the parking demand is calculated in the range of 149 – 201 parking spaces.

Using a combination of City and ITE standards, required parking for the proposed program has been calculated to be 201 spaces. The city's standard for community/recreation centers is outdated and does not reflect today's transportation practices and parking demands; as another consideration for determining the parking demand, we calculated the need at 186 spaces based on the 2019 ITE standards.

If parking is shared by more than one use, current best practices allow for parking reductions since most spaces are only used part time for a particular use. The City of Belmont does include shared parking reduction provisions in its zoning ordinance, similar to many cities on the peninsula. Per the City of Belmont Zoning Ordinance 31.6.6 (9) Shared Parking "where a shared parking facility serving more than one use will be provided, the total number of required parking spaces may be reduced." This is contingent on the Planning Commission's approval.

By including a 20% reduction in the parking calculation, the minimum required parking for the proposed program, using ITE standards, is 149 spaces.



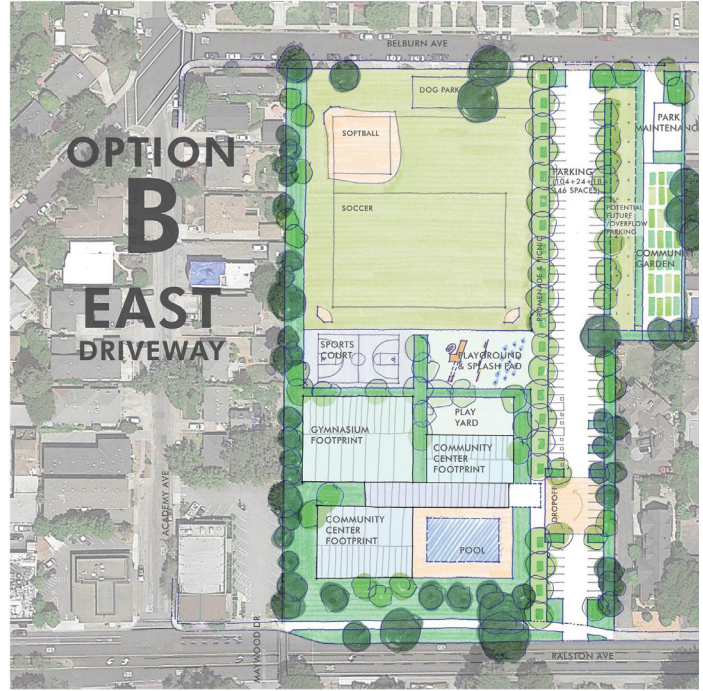


PROGRAM RECOMMENDATIONS – SPACE CAPACITY

The summary building program below indicates the recommended program spaces and their associated occupancy capacity.

1	<b>ENTRY</b>	<b>CAPACITY</b>
	Lobby Reception	
2	<b>PROGRAM CLASSROOMS &amp; MEETING ROOMS</b>	
	Multi-Purpose Room (Divisible x3) + Storage	270 Lecture Seating 180 Banquet Seating
	Catering Kitchen	
	Program Rooms + Storage (x3)	30 people/room
	Arts and Crafts Room + Storage	30 people/room
	Conference Room	17 people/room
3	<b>EARLY CHILDHOOD EDUCATION</b>	
	Preschool Classrooms (x3) Preschool Office + Support	26 people/room
4	<b>COMMUNITY LOUNGE</b>	
	Community Lounge + Storage	33 people/room
5	<b>HEALTH &amp; WELLNESS</b>	
	Fitness & Wellness Studio Fitness & Wellness Studio Storage	40 people/room
6	<b>GYMNASIUM</b>	
	Gymnasium + Storage	High School Regulation w/ 2 Junior High Cross Courts
7	<b>AQUATICS SUPPORT SPACES</b>	
	Pool Offices Locker Rooms Pool Party Room Storage + Support Spaces	
8	<b>STAFF</b>	
	Staff Offices + CBO Offices Staff Lounge & Break Room	
9	<b>SUPPORT SPACES</b>	
	Support Spaces	
10	<b>NON-ASSIGNABLE</b>	
	Circulation & Walls	

SITE AND BUILDING CONCEPT OPTIONS



## PRELIMINARY SITE STRATEGIES

A key consideration in the development of site strategies was creating a balance among the building, parking, and open space. The project team considered various locations and configurations of different schemes before selecting a preferred site option.

### NORTH VS. SOUTH

The NORTH 1 & 2 options placed the building on the northern portion of the site, off Belburn Drive, similar to the current building location with the field/open space located close to Ralston Avenue. Opposite to NORTH 1 & 2, the SOUTH 1 & 2 options placed the building on the southern portion of the site, off Ralston Avenue, with the fields close to Belburn Drive.

The north options create a park presence on Ralston Ave. With the building set behind the park, the Center would have less civic presence. This building location was ideal for a school in a single-family residential neighborhood. However, it is not optimal for a public facility. Alternatively, the south options created a civic presence on Ralston Ave and have a better synergy and connectivity between the center and downtown commercial retail.

As an added benefit, placing the building on the southern portion of the site allows the existing facility and programs to continue at the existing building during construction of the new building on the other side of the site.

### WEST DRIVEWAY VS. EAST DRIVEWAY

The project team also investigated placing the driveway on either the east side of the site or on the west side of the site within the north and south options. The parking connects the entrances off Ralston Avenue and Belburn Drive in order to mitigate neighborhood traffic and to maximize the efficiency of the parking layout.

Locating the driveway on the west side of the site, closer to Alameda de las Pulgas, allows for better connectivity for both vehicular and pedestrian access between the center, nearby schools, the library, and the adjacent commercial retail. Parking is also in closer proximity to continue to support the adjacent commercial retail properties.

With the community garden remaining in its current location, the east driveway options bifurcate the park, separating the garden and the rest of the site with a parking lot. The west driveway options allow all of the park amenities (except for the dog park) to be connected.

### COMMUNITY INPUT

Informed by the evaluation criteria, a majority of the community advisory committee, the Parks and Recreation Commission, the Planning Commission, and the design team preferred locating the building on the southern portion of the site.



## EVALUATION CRITERIA

**NORTH 1**  
WEST DRIVEWAY

**NORTH 2**  
EAST DRIVEWAY

**SOUTH 1**  
WEST DRIVEWAY

**SOUTH 2**  
EAST DRIVEWAY

● POOR ● FAIR ● EXCELLENT

<b>PARK ENHANCEMENTS</b>	●	●	●	●
<b>VISIBILITY</b>	●	●	●	●
<b>OPERATIONAL EFFICIENCY</b>	●	●	●	●
<b>SYNERGY/CONNECTIVITY</b>	●	●	●	●
<b>BLDG/PARK RELATIONSHIP</b>	●	●	●	●
<b>NOISE IMPACT ON NEIGHBORS*</b>	●	●	●	●
<b>TEMPORARY FACILITY COST</b>	\$\$	\$\$	\$	\$

\*Noise Impact subject to neighbors' adjacency

## PREREQUISITES

### FUNCTIONALITY

Recreation and community facility(ies) will prioritize functional design and inherent flexibility to best serve the community, support operational efficiency, and organize spaces now and well into the future.

### SUSTAINABILITY

Sustainability, both environmental and operational, will be fundamental in the location and design of the new Community Center. The building must function efficiently and responsibly to minimize on-going costs and environmental impact.

## EVALUATION CRITERIA

### VISIBILITY

Is the entrance and wayfinding to the park and the Community Center on site clear for visitors? Is the facility visible from the street and easily identifiable?

### SYNERGY/CONNECTIVITY

How does the site organization improve connections to downtown, Carlmont Village Shopping Center, neighboring schools, and other neighborhood amenities? Does it have civic presence? Is there opportunity for the community center to enhance the community and be a dynamic amenity for residents?

### BUILDING/PARK RELATIONSHIP

Does the site organization have the capacity to accommodate the building, parking, and open space being planned? Does the site option expand or improve the park amenities? Is there an opportunity to develop shared parking in order to conserve resources?

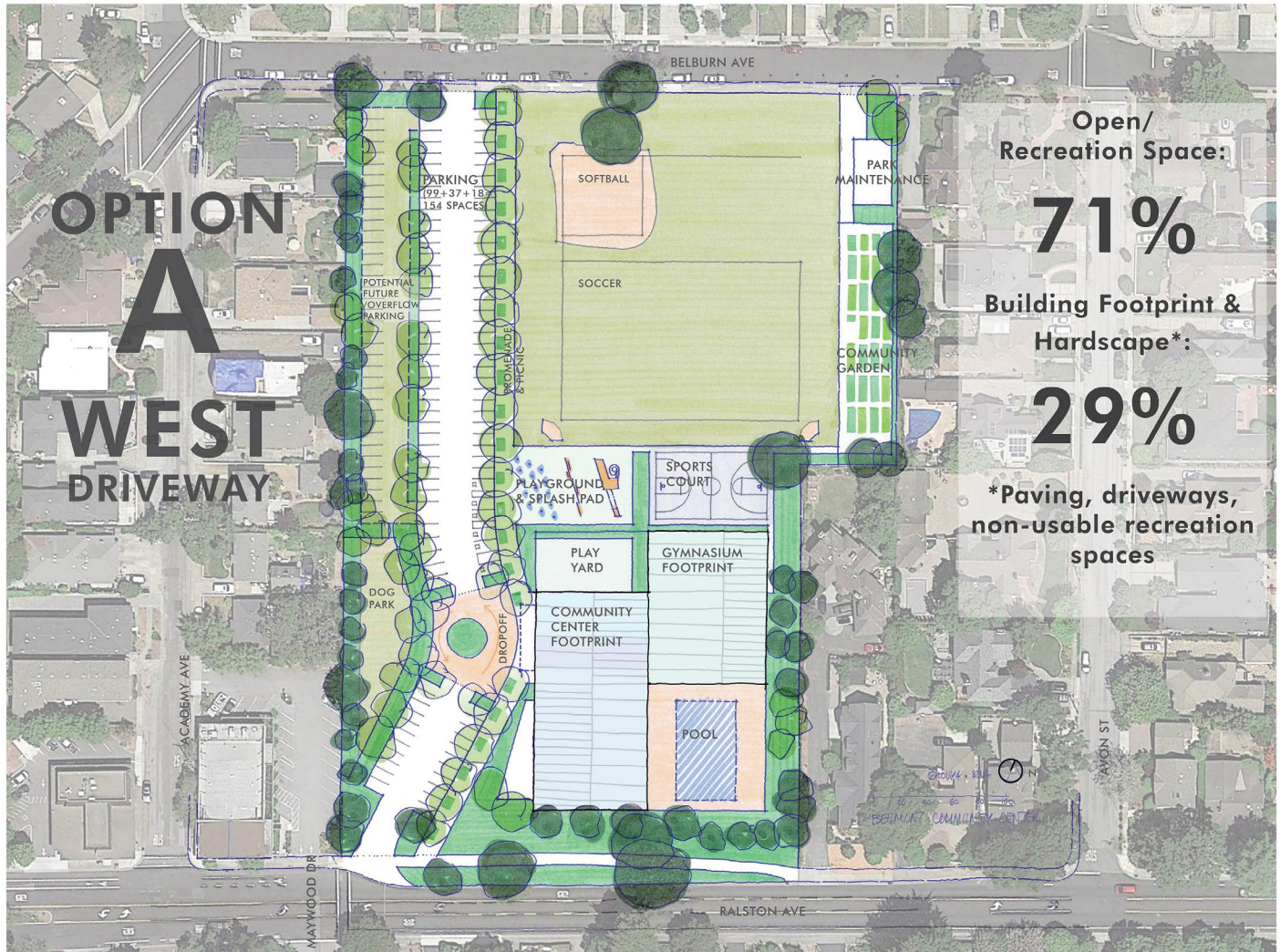
### OTHER

**SITE OPTIONS**

Based on the preference for the building to be located on the south side of the site the design team developed two site options -- West Drive and East Drive. Both site options establish the new Community Center building as a civic landmark along Ralston Avenue, relocate the Sports Field towards Belburn Drive, efficiently place parking along either the east or west edge of the property, maintain the existing Community Garden, and enhance the character of the park. Both site options accommodate all of the building spaces and optimal adjacency requirements.

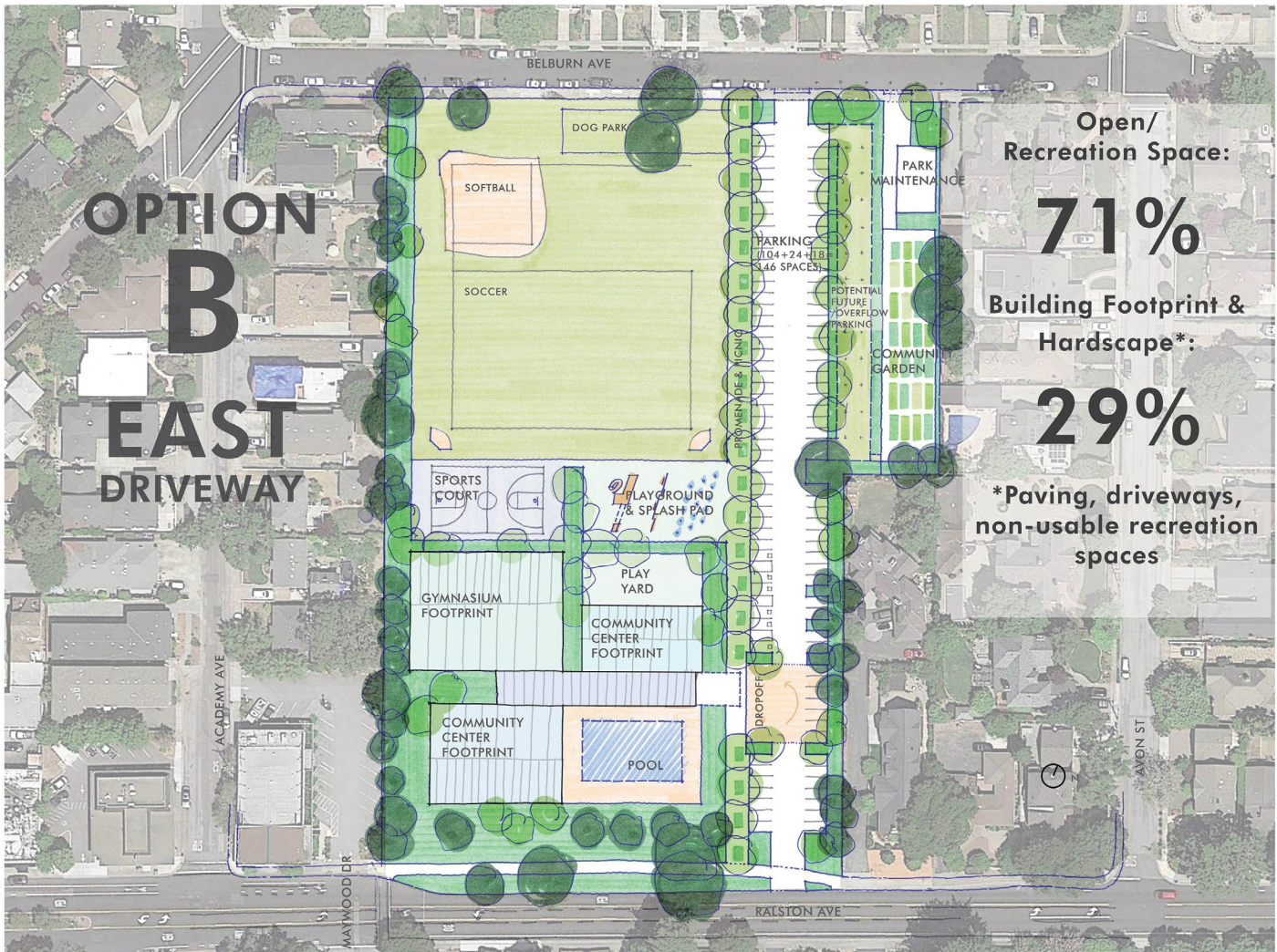
**OPTION A – WEST DRIVEWAY**

Option A locates the entrances and parking along on the west side of the property, similar to the existing condition on Ralston, with a new drop-off court and entry plaza at the Community Center entrance. A promenade that runs along the east side of the parking and driveway is the major site organizational gesture which stitches all of the components together with a pleasant walking connector that is enhanced with seating and tables as it touches the site elements along its journey. Shade trees, furniture and flexible space possibly for event booths, that extend from Ralston to Belburn are envisioned to create an attractive and engaging path. The Community Center is set back from Ralston to preserve existing trees and accommodate indoor-outdoor uses such as a Multipurpose Room Patio and the Outdoor Pool. The north side of the Community Center includes a dedicated play yard for Childcare. An adjacent Playground is planned to include a water play element, and is adjacent to a multi-use Sports Court that will have indoor-outdoor connections to the Gymnasium. North of the Playground and Sports Court, the Sports Field includes soccer and softball fields and a perimeter walking track. The existing Community Garden and adjacent park maintenance shed are improved and enhanced along the east edge of the property. A Dog Park and overflow parking are located along the west edge.



OPTION B – EAST DRIVEWAY

Option B places the driveway and parking on the east side of the property, further from the Ralston & Maywood intersection. The site organization is a mirror of the West Drive’s layout, with the Promenade located towards the east, and the building/field and park elements on the west, with the exception of the Community Garden which remains where it is and is separated from other uses by the parking. The Dog Park is north of the Sports Field along Belburn.



COMMUNITY INPUT

Outreach for the site options was conducted from June-September 2019. The community was asked for their preference on the two options, and for their likes and dislikes about the site options in general. The following feedback was collected:

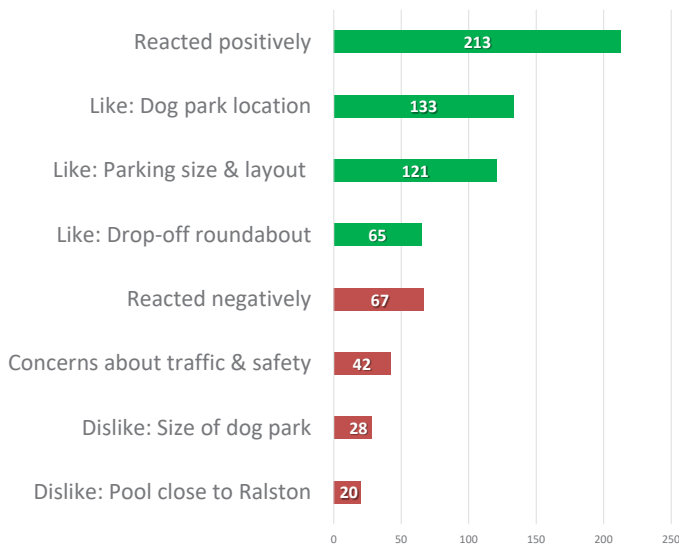
**BELMONT COMMUNITY COMMENTS**

The community expressed a clear preference for Option A – West Driveway. Following is a summary of comments that the community shared on this option:

- Separation of the dog park and the sports fields is preferred. The community is concerned about safety and sanitation for the field users if the dog park is directly adjacent to the fields.
- Desire for larger dog park.
- Concerned about the safety for vehicles and pedestrians at the entry driveway.
- Concerned about driveway/parking through site and the potential to increase traffic on Belburn Drive.
- Ensure that parking is adequately provided for the new facility.
- Having a drop-off roundabout is strongly preferred to direct traffic back to Ralston.
- Concerned about locating the pool close to Ralston and the impact on the adjacent neighbors, mitigate impact from pool noise on neighbors.
- Minimize impact of building mass on neighbors.

## OPTION A WEST DRIVEWAY

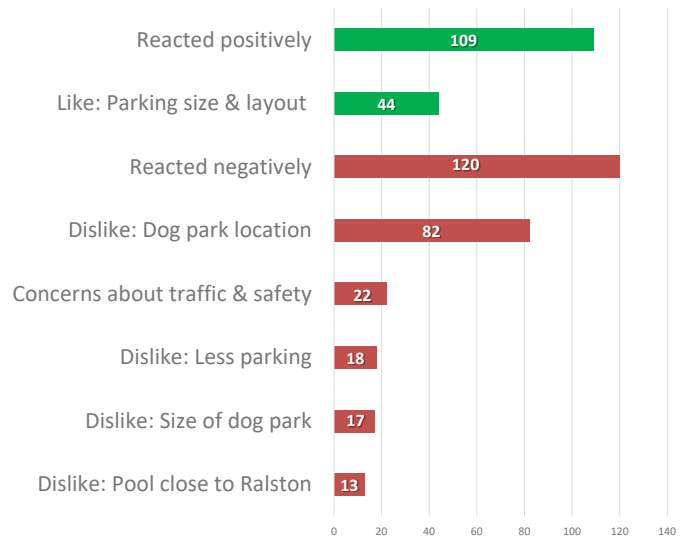
Summary of Comments Received Online\*:



\* Out of 489 online comments received

## OPTION B EAST DRIVEWAY

Summary of Comments Received Online\*:



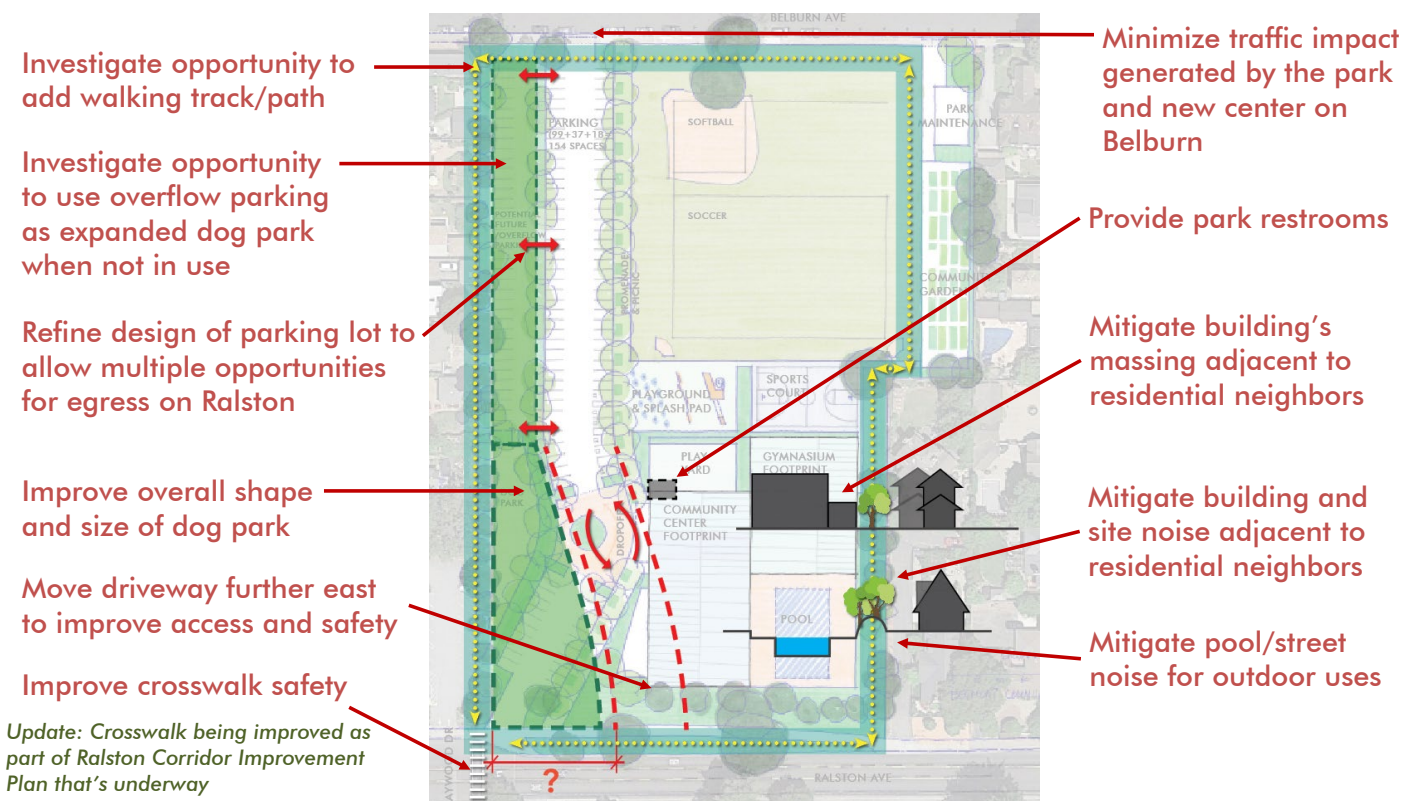
\* Out of 458 online comments received

**COMMUNITY ADVISORY COMMITTEE, PLANNING COMMISSION, CITY COUNCIL,  
PARK & RECREATION COMMISSION COMMENTS**

The committee, the commissions and the council echoed the community’s input indicating a preference for Option A – West Driveway. Below are additional comments summarized from their direction:

- The pool should be protected from the prevailing wind.
- Provide noise buffers between the pool and the adjacent neighbors.
- Site access should be driven by the traffic engineer’s analysis.
- Safety concerns regarding the crosswalk, offset intersection and queuing/backup traffic on Ralston.
- The driveway in Option A doesn’t bifurcate the park.
- Parking on the west better supports adjacent commercial retail.
- Add walking track around the site.
- Provide park restrooms for the outdoor spaces.

The following diagram summarizes proposed refinements to the site plan based on the input that was received.





## SITE ACCESS, TRAFFIC, PARKING & SAFETY ASSESSMENT

The project team engaged CSG consultants, who are currently working on the Ralston Avenue Corridor Improvement Plan, to provide input to the design team on the site design based on current and projected facility use and demand. The traffic engineers' assessment addressed the following areas of concern:

### Ingress/Egress on Ralston Avenue and on Belburn Drive

- Driveway location on Ralston Avenue, how to minimize queuing conflicts, and conflicts with other driveways and streets.
- Visibility of the entry.

### Parking Lot Design

- Internal vehicle circulation and parking configuration.

### Crosswalk Safety

- How to address the safety for crosswalk, turn lane and offset intersection at Maywood.

### Overall Traffic Circulation

- Minimize traffic impact generated by the park and new center on neighborhood streets

CSG's assessment which is on projected traffic conditions, made the following recommendations:

- The site plan design should focus on maximizing parking spaces to minimize demand for on-street parking on Belburn Drive.
- The provision of drop-off areas and turn around in the parking lot facilitates quick drop offs and provides efficient internal circulation. The round-about drop off circle also acts as a traffic calming measure and discourages cut-through traffic through the parking lot.
- Additional designated drop off areas closer to Belburn Drive are suggested to reduce internal circulation.
- A traffic signal is not warranted at Ralston Avenue and Maywood Drive intersection.
- The Ralston driveway location should be kept as shown in the site plan, the distance between Maywood Drive and project driveway should be at least 90 feet, 150 feet recommended.
- New crosswalk location improves crosswalk safety. Additional measures such as "Keep Clear" markings in the intersection area, high visibility crosswalk and rapid flashing beacons are suggested to improve the rate of drivers yielding to the crosswalk.

Provide Pedestrian Collectors in parking lot with textured finish for slowing down cars.

The provision of drop-off areas and turn around provided north of Ralston Avenue driveway facilitates quick drop offs and provides efficient internal circulation. This measure also acts as a traffic calming measure and discourages cut-through traffic through the parking lot.



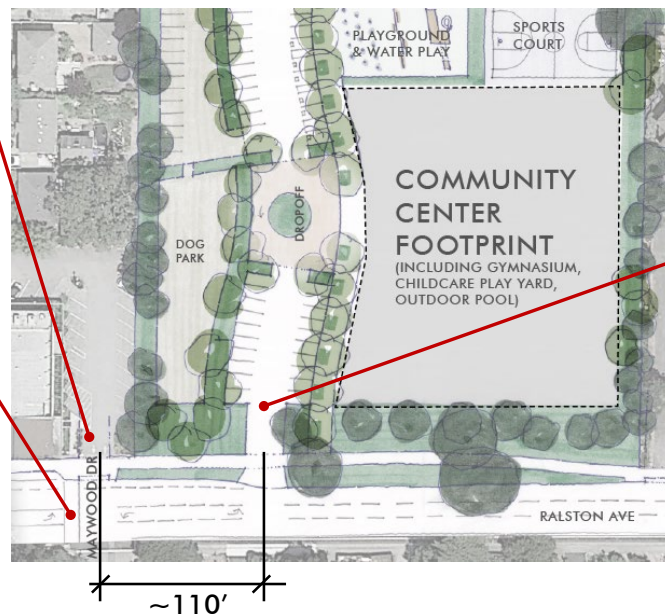
No need to increase parking along Belburn Dr.

Designated drop off areas closer to Belburn Drive are suggested to reduce internal circulation.

Site design should focus on maximizing parking spaces to minimize demand for on-street parking on Belburn Dr.

Traffic signal is not warranted at Ralston Ave & Maywood Dr intersection.

New crosswalk location improves crosswalk safety. Additional measures such as "Keep Clear" markings, high visibility crosswalk and Rapid flashing beacons are suggested to improve the rate of drivers yielding to the crosswalk.



Keep the driveway location on Ralston as shown in the site plan, the distance between Maywood Drive and project driveway should be at least 90 feet, 150 feet optimal.

## BUILDING PLAN OPTIONS

From September through November 2019, the project team developed preliminary space and adjacency diagrams for the building, completed detailed analysis on how to optimize their functionality within the footprint of the building. The process included exploring options for space relationships and adjacencies, and soliciting input on the preferred strategies for organizing the program elements including the Gymnasium, the Outdoor Pool, the Multi-Purpose Room, the Childcare Classrooms and the other program spaces.

The high-level organization strategies for the primary program elements remain the same for all options, and are as follows:

### Community Center

- Occupying the southwest corner of the facility, having a strong presence on Ralston Avenue. Building entry is close to site entry, working well with the drop-off turnaround, creating an inviting entry plaza.

### Gymnasium

- Located adjacent to the outdoor court allowing opportunities for indoor & outdoor connections for programming and other activities

### Childcare Classrooms

- Located close to the entry of the building for easy access for drop-off and pick-up, with exterior entry to each classroom.

### Outdoor Pool

- Located to the southeast side of the 2-story community center, maximizing the southern exposure and protection from the wind. The prevailing wind is from the northwest corner of the site. The configuration of the pool, lap verses leisure, or a combination, is yet to be determined; thus, various layouts are shown to reinforce that this has yet to be determined.

### Criteria used for evaluating the building plan options included:

- Indoor Outdoor Relationships
- Program Adjacencies
- Building operations for preschool, gymnasium, aquatics and the community center
- Ralston presence
- Phasing feasibility
- Site impacts- building massing and noise

## BUILDING PLANS – COURTYARD OPTIONS A1 AND A2

The Courtyard options are organized on the north-south orientation of the Outdoor Pool. The pool's support spaces "embrace" the pool and create a buffer along the east edge of the pool by wrapping the pool support areas of the building along the edge of the pool. The pool is enclosed by the building on three sides, open on the south side facing Ralston, hence the name "Courtyard".

The differences between Option A1 and A2 is the location of the divisible Multi-Purpose Room, the Teen Room and the Fitness Studio.

### COURTYARD A1

The Divisible Multi-Purpose Room occupies the southwest corner of the second floor, potentially being a high-volume space with visibility from Ralston Avenue.

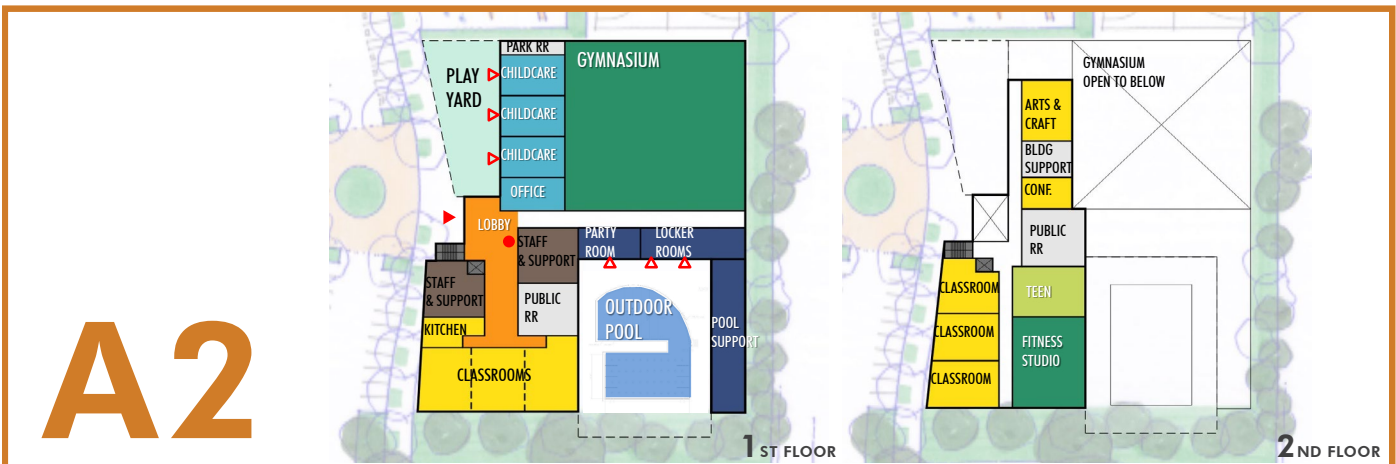
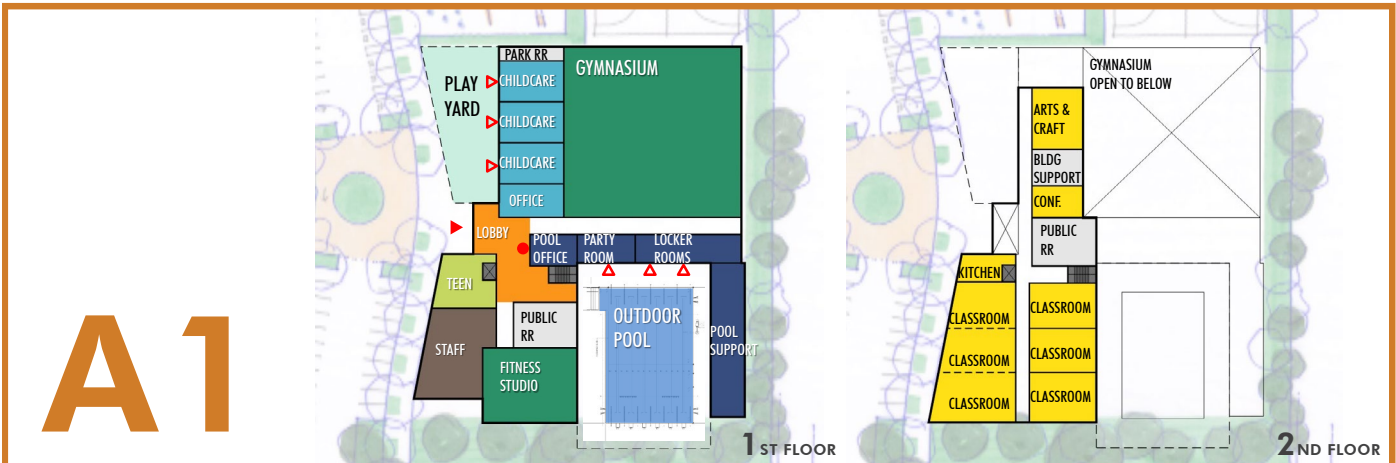
The Fitness Studio is adjacent to the pool, creating opportunities for indoor-outdoor connections.

The Teen Room is off the entry lobby, and will support the vibrant active atmosphere desired there.

### COURTYARD A2

The Divisible Multi-Purpose Room is fronting Ralston Avenue on the first floor, reinforcing the buildings street presence, it also allows for easier access for activities or events that will occur in this space.

The Fitness Studio and Teen Room are located on the second floor with views overlooking the outdoor pool.



BUILDING PLANS – CROSSROADS OPTIONS B1 AND B2

The organization of the second options is based on a linear pool oriented in the east-west direction, resulting in a smaller building frontage on Ralston Avenue. The internal circulation is organized so that there are two crossing hallways that intersect near the entrance, hence the name “crossroads”.

Similar to the A series, the differences between Option B1 and B2 is the location of the divisible Multi-Purpose Room, the Teen Room and the Fitness Studio.

CROSSROADS B1

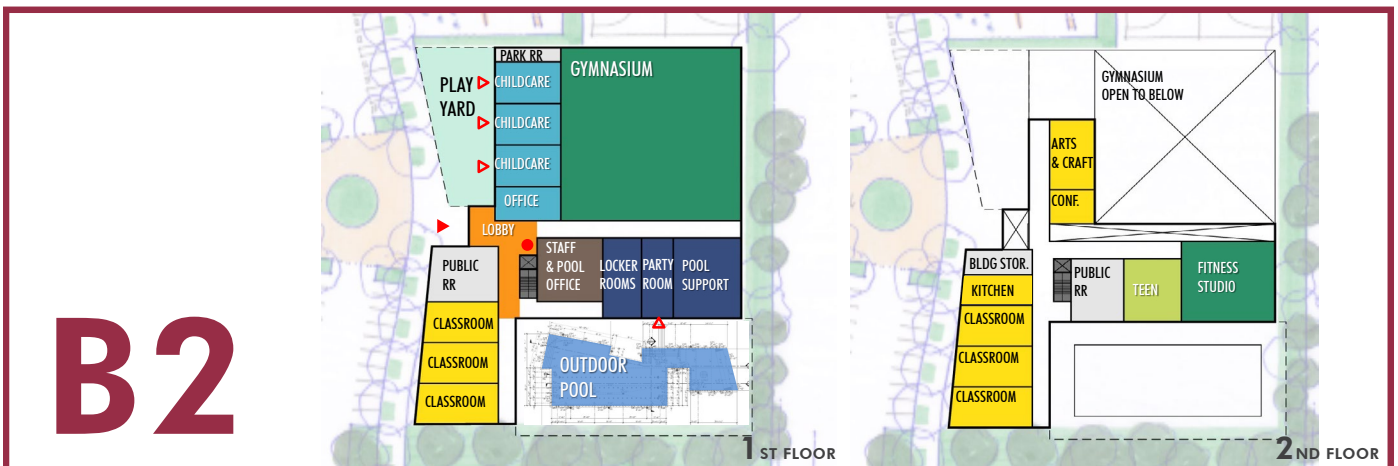
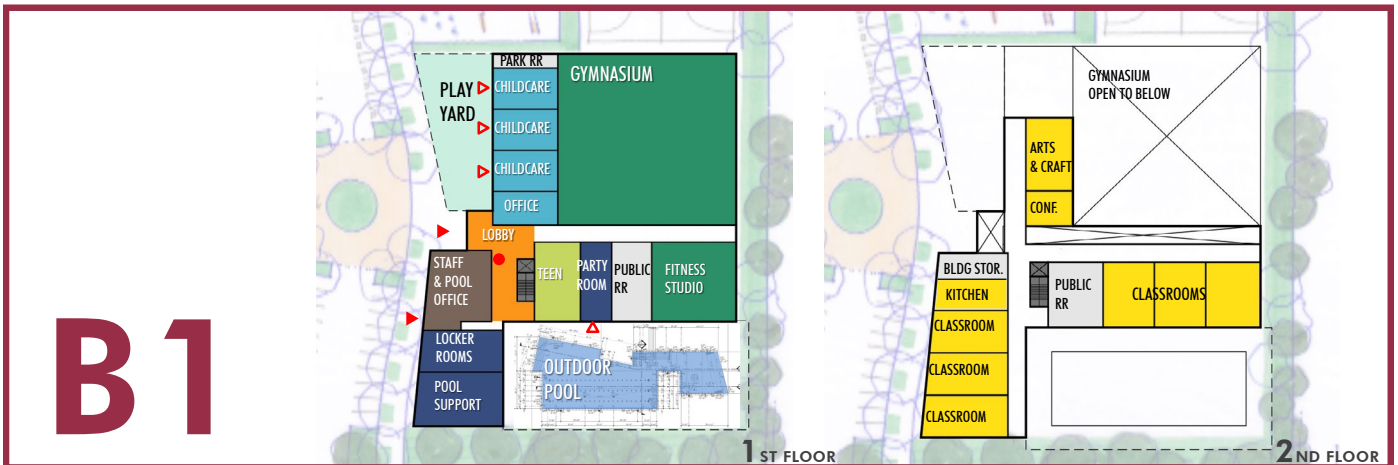
The Teen Room, the Fitness Studio and the Pool Party Room are located alongside the linearly oriented pool, creating strong opportunities for indoor outdoor connections.

All the program rooms including the divisible Multi-Purpose Room occupy the second floor, overlooking the pool and the hills beyond.

CROSSROADS B2

Similar to A2, the divisible Multi-Purpose Room in this option is fronting Ralston Avenue on the first floor, creating a strong street presence, it also allows for easier access for activities or events that will occur in this space.

Fitness Studio and Teen Room are located on the second floor overlooking the outdoor pool.

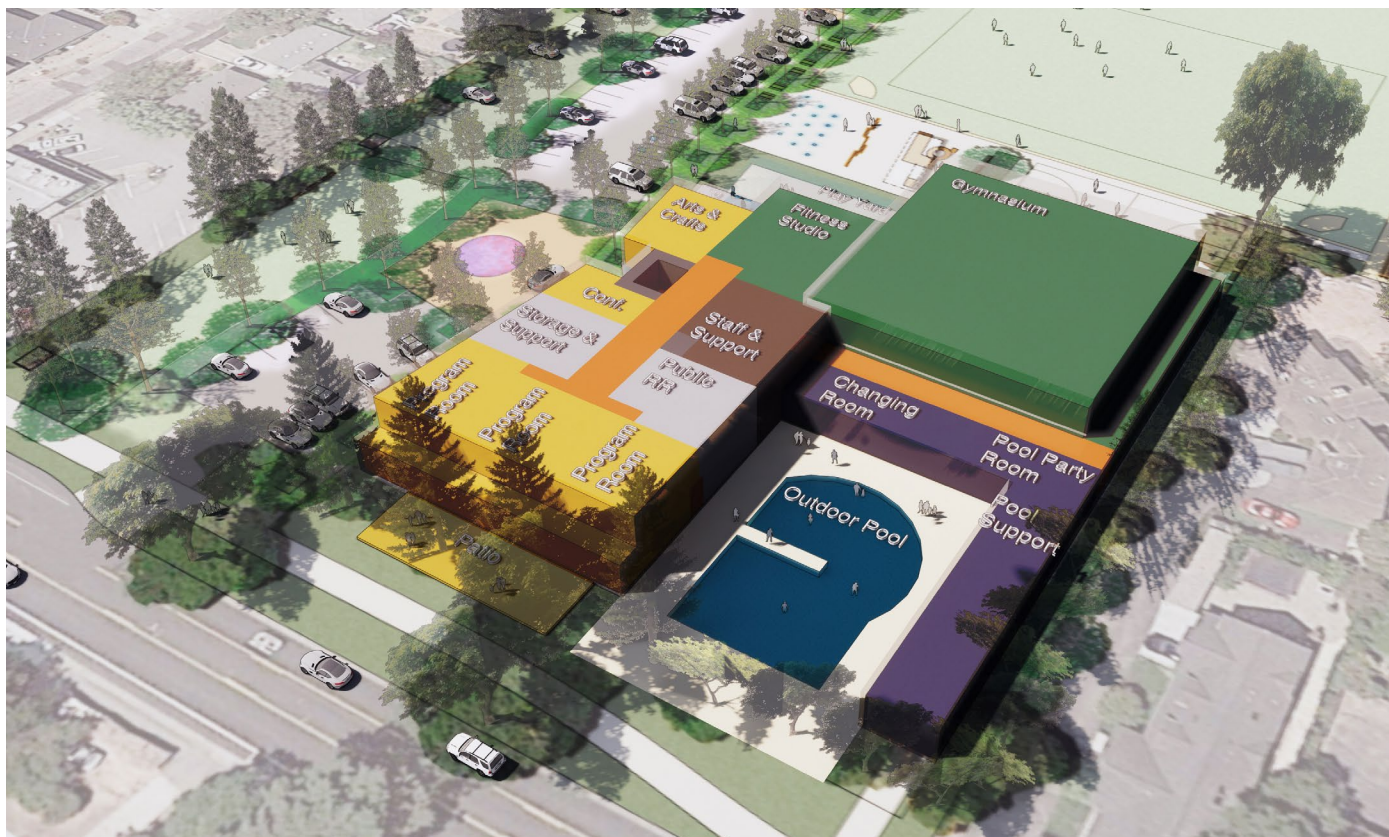


## COMMUNITY INPUT

The Project Management Team and Community Advisory Committee were asked to evaluate the four preliminary building plan options based on the criteria noted above. Their comments include:

- A building and site layout that prioritizes the ability to phase the project.
- A preference for having the community room on the first floor for ease of access for after-hour events.
- That the building massing on Ralston should be sensitive to its context.
- Locating the (teen) lounge on the 1st floor for better access and visibility.
- Locating the fitness studio on the 2nd floor adjacent to the gym, allowing a connection to an optional walking track within the gym.

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Conceptual Design Preliminary Massing Diagram – Bird’s-eye View from Ralston Avenue

## RECOMMENDATIONS OVERVIEW

The master plan recommendation presented in this chapter is for City Council’s review and consideration and would be implemented in the next phases of the project. The recommendation is a culmination of extensive input from City staff, the Project Management Team, Community Advisory Committee, City Council, Planning commissioners, Park and Recreation commissioners, Stakeholders and the community. The recommendation is designed to achieve a unified vision for the Barrett Park and Belmont Community Center to meet near-term and long-term community needs.

### PROJECT GOALS

- Enhance the existing park by improving user experience and park amenities.
- Encourage an active and healthy lifestyle.
- Create vibrant community places and spaces.
- Be operationally efficient and flexible.
- Be universally accessible and support multi-generational programs and services; and
- Integrate sustainable strategies.



**SITE PLAN RECOMMENDATIONS**

Belmont Community Center’s park-like setting and site design can serve to integrate the Community Center within the surrounding neighborhood and create a landmark community destination. The site should welcome the community through convenient and pleasant walking access and inviting outdoor spaces, in some cases flowing from associated indoor uses. Special attention and sensitivity should be given to creating visual and contextual buffers to residential neighbors while strengthening connections to nearby schools, the library and commercial district.

**RECOMMENDED SITE PLAN REVISION**

As the design and plans continue to develop consideration will also be given to the design of the overflow parking adjacent to the neighboring properties. Feedback from the City Council supported parking design goals that will minimize impacts on the neighbors on the west side of the property line. Those impacts include light and noise generated by parking vehicles, and the design of the parking lots will continue to be refined in the next phase of the project.



Additional site recommendations include:

- **Civic Presence.** The layout and design of the Community Center building and surrounding outdoor spaces should maximize the center's civic presence, provide excellent indoor/outdoor connections, maximize outdoor gathering space, and take advantage of scenic views to surrounding tree-covered hilly neighborhoods.
- **Climate Responsive.** The building massing and landscape treatment should utilize natural daylighting and sun orientation and be designed to create wind-protected outdoor spaces and site amenities.
- **Special Events.** Site programming can add vibrancy to the Community Center, for example by having events such as farmers markets and holiday festivals on the promenade and sport field.
- **Safe Access.** The site should be designed to promote safe access for all pedestrians, bicyclists, and vehicles.
- **Entrance.** Features such as distinct planting, low stone walls, trellises, and public art can create a sense of arrival to the Community Center and embody the spirit and culture of Belmont.
- **Entry Plaza.** Located at the building entrance, the drop-off and entry plaza should welcome the community through attractive paving, planting, furniture and potentially public art.
- **Outdoor Places.** The Community Center should have strong indoor/outdoor connections with outdoor places such as a multipurpose room patio, outdoor pool deck, second-story terraces, childcare play yard and the gyms adjacent sports court.



Conceptual Design Preliminary Massing Diagram – View Looking East from Ralston Avenue Entry

## COMMUNITY CENTER FLOOR PLAN RECOMMENDATIONS

After exploring options of organizing relationships and adjacencies between the building programs, and receiving direction from the community, a preferred strategy evolved. The design team synthesized the feedback and developed a floor plan that programmatically, spatially, and operationally fits the needs of the Community. The strategies for the programmatic, spatial, and operational elements are as follows:

### COMMUNITY CENTER

- The Center would occupy the southeast corner of the site and have a strong presence on Ralston Avenue. Create a building entry that is close to the site entry works well with the drop-off turnaround and creates an inviting entry plaza.
- Locate 3 of the flexible classrooms on the first floor so that they can be combined to form a multi-purpose room for larger meetings and events with an adjacent catering kitchen. Having this space on the first floor fronting Ralston Avenue creates a nice street presence and allows for easy access for afterhours events. An outdoor patio for the room is located to the south facing Ralston Avenue, shaded by the existing mature trees.
- A suite of 3 flexible program rooms, conference room, and the arts and crafts program room activate the second floor.
- The Fitness Studio is located on the second floor adjacent to the gymnasium, allowing for the opportunity to connect to an optional walking track on the mezzanine level of the gym.
- The Community Lounge for seniors and teens is located on the first floor near the entrance, create an active and inviting lobby area.

### CHILDCARE CLASSROOMS

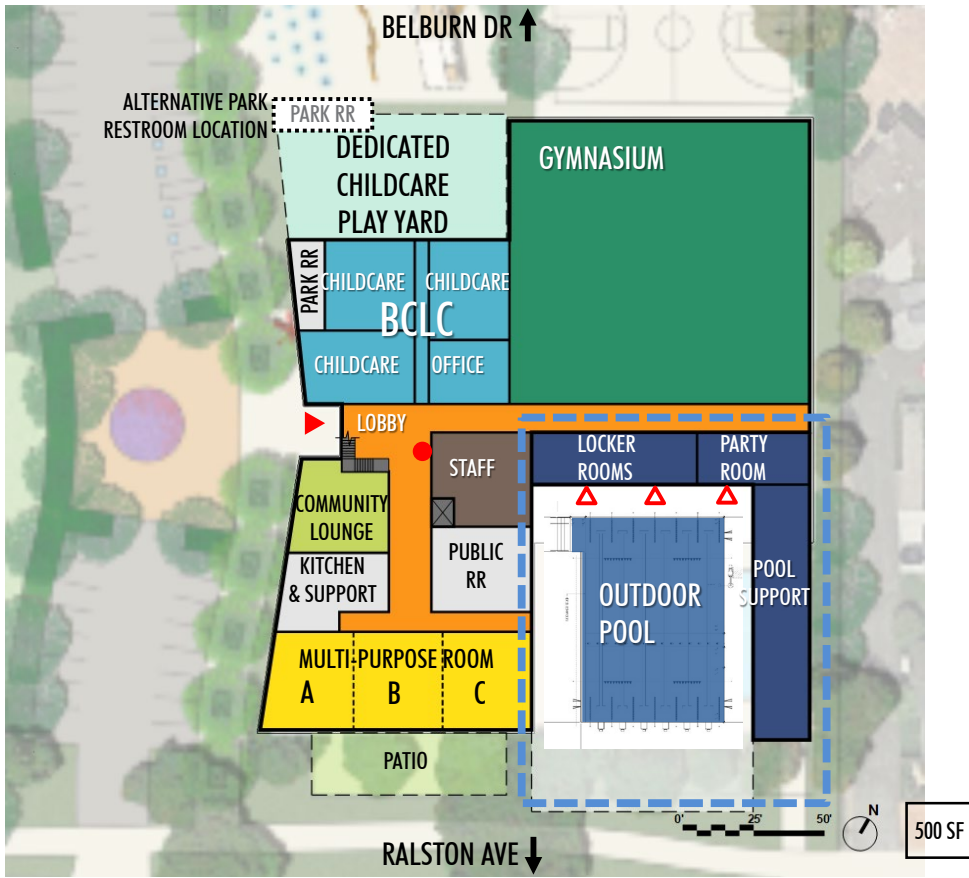
- Located close to the entry of the building for easy access for drop-off and pick-up. The dedicated childcare play yard, located north of the classrooms, allowing for early-hour drop-off and pick-up from the play yard.

### GYMNASIUM

- Located adjacent to the outdoor sports court to allow opportunities for indoor & outdoor connections for programing and other activities.

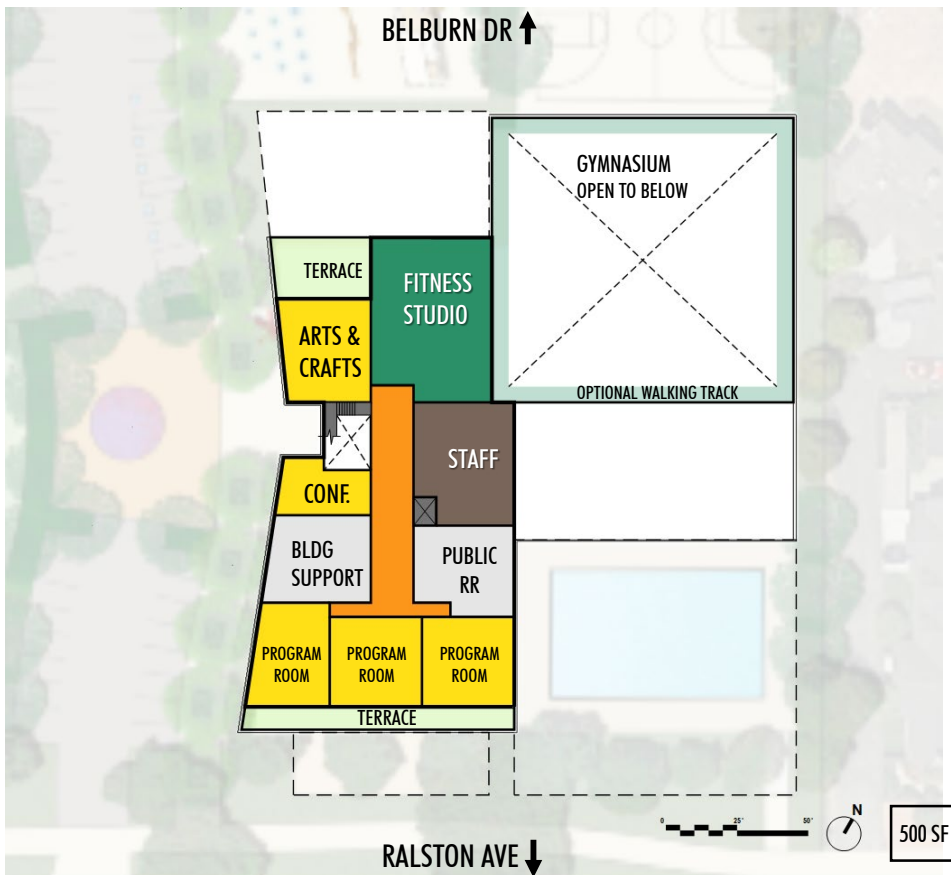
### OUTDOOR POOL

- Located to the southeast side of the 2-story community center to maximize the southern exposure and wind protection, understanding that the prevailing wind is from the northwest corner of the site. The pool support spaces surround the pool to act as a buffer between the pool and adjacent neighbors. The layout of the pool is yet to be determined.



# 1<sup>ST</sup> FLOOR PLAN

## ALTERNATIVE POOL LAYOUT



# 2<sup>ND</sup> FLOOR PLAN

IMPLEMENTATION OVERVIEW

This chapter discusses the costs, phasing, and potential funding strategies associated with the Belmont Community Center Project. The implementation section is intended to establish the parameters for the next phase of development for the Community Center and adjacent park. The implementation plan has been developed to provide general sequencing plan for the development of the new community center and park, however it should not deter or preclude the City from taking advantage of implementation opportunities that may arise "out of sequence" or be funded through alternate avenues than those described in this chapter.

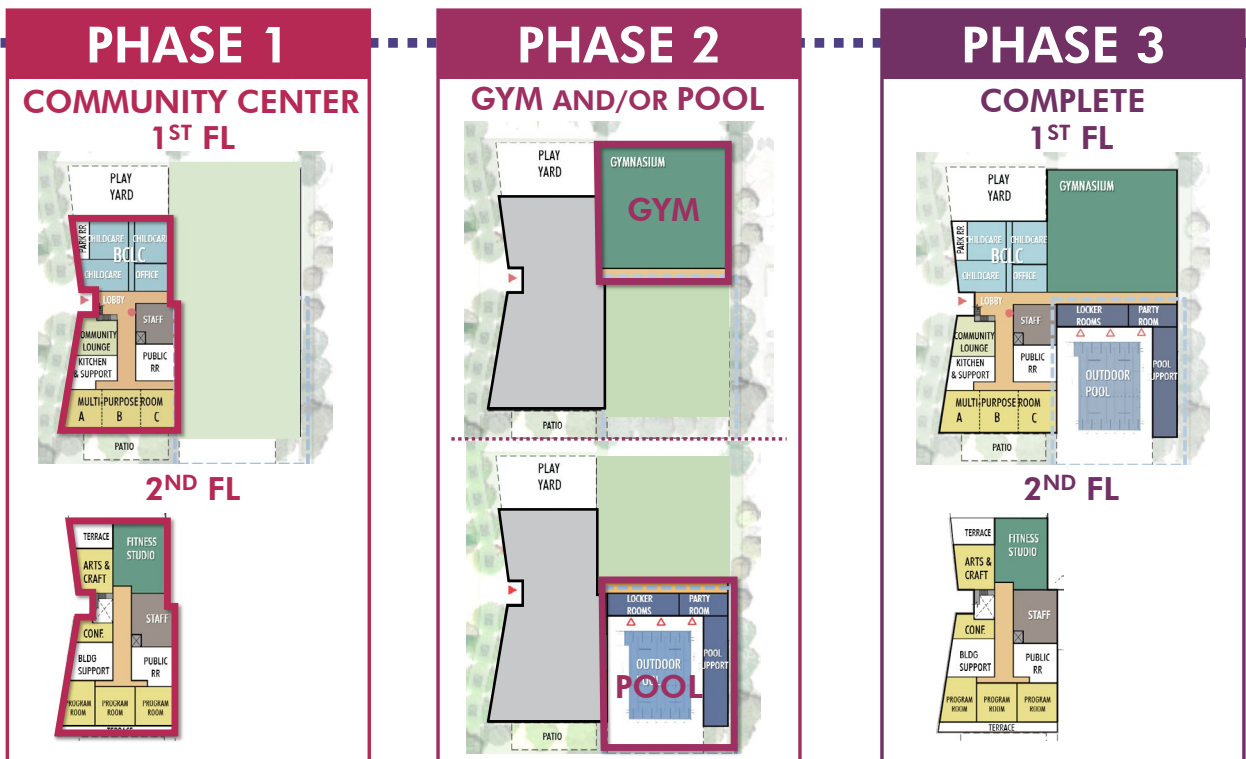
STRATEGIES FOR IMPLEMENTATION - PHASING

While building the center and all amenities all at once is the most cost-efficient, there are several reasons to phase a project, including availability of funding – for both construction and operations – and balancing current needs with future needs. The recommended site and building design took into consideration the flexibility required to phase the construction of the project and can be broken out into three potential phases

If the project requires phasing and cannot all be constructed, then the first phase of the project would be the construction of the new community center, associated site work, and future utility stub outs/infrastructure for the future gym and/or swimming pool phase(s). The proposed location for the new community center facility is on the site of the existing ball fields, to the south and clear of the existing building. Once the new building has been constructed with the southern portion of the site work, the existing building could be demolished and the rest of the site work completed. This sub-phase within the construction schedule in the first phase could allow the City to continue to use the existing building for a good portion of the construction schedule, and potentially move programs over to the new building with minimal interruptions.

The subsequent phase for the project could either be the gymnasium or the pool. Either of these components (gym or pool), or both, could be designed to be a separate and future project from the community center. Planning and designing for a future phase of a project is not uncommon, however it does increase the complexities and coordination requirements of the first phase of a project. Upon completion of each phase the goal is seamless integration. Additional concerns expressed by the Advisory Committee on the challenges of phasing were that: the costs for the future phases would only increase with time; and that the momentum to build the entire project would wane with the completion of a first phase, therefore leaving the next phase of the project uncompleted.

In a multiple-phase approach, design work for all phases should be completed in conceptual and schematic design.





Conceptual Design Preliminary Massing Diagram – View Looking South from Promenade

## PROJECT BUDGETS

Project budgets and costs models have been developed for the recommended plan for the new community center, gymnasium, pool and park and the replacement of the pre-engineered parks maintenance shed. The comprehensive budgets include both hard costs (e.g., building materials, labor, and contractor overhead and profit) and soft costs (e.g., design and engineering consultant fees, permits).

The following budgets have been prepared as a tool for the development of an implementation plan, including a funding strategy and a refined project scope and schedule.

## CONSTRUCTION COST MODELS

The construction cost models include costs for site development, site construction, building construction, parking, and an estimating contingency. In addition to the building and site hard costs, an allowance has been included for FF&E (fixtures, furnishings, and equipment), technology, and signage. As noted previously, the costs are shown in 2019 Q4 dollars.

- Contingencies have been included for both design (to accommodate potential changes in project scope as the project is designed to a higher detail) and construction (to address the inevitable changes and issues that arise while the project is being built). The design contingencies are included in the hard cost budget and the construction contingencies are factored into the soft cost contingency.
- In addition to building costs, the budgets include anticipated costs for site development, parking, building technology, signage and FF&E. The budget does not currently include an allowance for public art.

## PROJECT BUDGETS

The following pages include the budget summaries. The budgets were created based on the site plan and recommended program options. The project budgets are broken into the main components including:

- Site Development. This line item includes all site preparation work including existing building and site demolition, erosion control, stormwater pollution prevention (SWPP) and existing utilities demolition.
- Site Construction. This line item includes all building and park related site development including, hardscape, softscape, multi-use courts, play areas, fields, picnic tables, and park pavilions.
- Building Construction. This line item includes construction of new buildings including the Community Center, Gymnasium, Pool Locker Rooms, Parks Maintenance Shed, and Park Restrooms. This section also includes the utilities cost per new building.
- Parking. This line item includes surface parking, the overflow parking lot, and street right-of-way improvements.
- Professional Fees. This budget item includes architectural and engineering design fees, construction management fees, city fees, permit fees, and other testing and environmental fees.
- Escalation is excluded at this time and all project costs are reflected in 2019 Q4 dollars. Once an anticipated start of construction date can be established the budget will need to be updated to incorporate escalation through the midpoint of construction.

## EXCLUSIONS

The following have been excluded from the project budget scope:

- Feasibility studies
- Environmental Impact Report, and special studies
- Financing costs
- Site surveys
- Existing condition reports
- Soils investigation costs
  - Owner supplied and installed items
  - Hazardous materials investigations and abatement
  - Utility company back charges
  - Deep foundation systems
  - Temporary facilities, staging, or moving

## BELMONT COMMUNITY CENTER BUDGET

This project budget is for the 5.1-acre site that is currently occupied by the Barrett Community Center and Park located at 1835 Belburn Drive, between Belburn Drive and Ralston Avenue. The budget includes site preparation, demolition, construction of the new site and building improvements, adjacent outdoor spaces, on-site parking, and street improvements to Belburn Drive and Ralston Avenue.

## PROJECT BUDGET SUMMARY

DRAFT

BELMONT COMMUNITY CENTER PRELIMINARY OPTIONS	Community Center	Outdoor Pool	Gym	Community Center + Pool + Gym
	Phase 1	Phase 2 or 3	Phase 2 or 3	Single Phase
<b>Total Hard Cost Budget</b>	<b>\$26,381,000</b>	<b>\$4,692,000</b>	<b>\$6,214,000</b>	<b>\$37,286,000</b>
Site Development	\$1,330,960	\$0	\$0	\$1,330,960
Site Construction	\$2,806,800	(\$122,400)	(\$126,000)	\$2,558,400
Building Construction	\$18,620,000	\$4,387,000	\$5,775,000	\$28,782,000
Parking	\$1,224,100	\$0	\$0	\$1,224,100
Design/Estimating Contingency	\$2,398,186	\$426,460	\$564,900	\$3,389,546
<b>Furniture, Technology and Signage</b>	<b>\$1,678,000</b>	<b>\$466,000</b>	<b>\$549,000</b>	<b>\$2,806,000</b>
<b>Total Soft Cost Budget</b>	<b>\$9,568,000</b>	<b>\$1,759,000</b>	<b>\$2,307,000</b>	<b>\$13,672,000</b>
A/E and CM, Permits & Fees	\$8,697,980	\$1,598,670	\$2,096,530	\$12,428,210
Soft Costs Contingency	\$869,798	\$159,867	\$209,653	\$1,242,821
<b>Project Contingency</b>	<b>\$2,805,800</b>	<b>\$515,700</b>	<b>\$676,300</b>	<b>\$4,009,100</b>
Escalation	\$0	\$0	\$0	\$0
<b>PROJECT BUDGET</b>	<b>\$40,432,800*</b>	<b>\$7,432,700*</b>	<b>\$9,746,300*</b>	<b>\$57,773,100*</b>
<b>TOTAL PROJECT BUDGET CC + POOL</b>	<b>\$47,865,500*</b>			
<b>TOTAL PROJECT BUDGET CC + GYM</b>			<b>\$50,179,100*</b>	
<b>TOTAL PROJECT BUDGET CC + POOL + GYM</b>				<b>\$57,773,100*</b>

\*Q4 2019 DOLLARS  
ESCALATION NOT INCLUDED



## STRATEGIES FOR IMPLEMENTATION - FUNDING

Financing options for funding the new Belmont Community Center project will be analyzed by the City in the next phase of this project. Funding for most public projects comes from multiple sources which may include money from general funds, public financing measures, grants, and private donations. Following is a summary of potential funding sources that the City may consider to fund the recommended project:

### GENERAL OBLIGATION BONDS

Since the passage of Proposition 46 in 1986, cities have been able to issue general obligation bonds to acquire, construct or improve real property. General obligation bonds are the most efficient form of long-term debt financing because they require neither a reserve fund nor funded interest (i.e. capitalized interest) during construction or acquisition of the project. Therefore, general obligation bonds are smaller in size and annual total debt is correspondingly lower than for any other form of long-term debt financing. The major challenge of a general obligation bond is that it requires passage by a super-majority (two-thirds) of voters. General obligation bonds cannot be used to pay for operations, furniture, computers, or other non-fixed building components.

### SALES TAXES

A special purpose sales tax could be levied on top of existing local sales taxes. Sales tax revenue can be used for both operations and capital projects, whereas only capital projects can be funded through General obligation bonds. Available revenue through a special sales tax can be harder to predict than with General obligation bonds, as it is dependent on actual sales. Additionally, the city of Belmont is already at the higher end of the potential sales tax bracket with a current combined tax rate of 9.75%.

### CERTIFICATES OF PARTICIPATION

Certificates of participation are a subset of the general financing technique known as lease/purchase or installment sale obligation financing. Within the tax-exempt realm a lease/purchase allows a municipality, in consideration for the use of equipment and/or real property, to make lease payments over a specified period of time. At the conclusion of this contract, the lessee (municipality) has the right to purchase the leased capital items at a nominal amount (usually \$1), or ownership may have already transferred by way of an installment sale contract. If the financing is structured to meet the requirements established by the federal government, the lease payments to the lessor are exempt from federal and state income taxation. The lessor, therefore, requires a lower rate of return from the financial contract (lease), thus lowering the interest costs to the lessee. Through this financial instrument, the city or district has access the tax-exempt debt market. Certificate of participation financing does not require voter approval. In California, the local legislative body (e.g., city council or board of supervisors) is empowered to enter into lease/purchase financing.

### CITY FUNDS

General funds and reserve funds are a potential source of funding. Available general revenue funds are often used for small projects. Larger projects usually require funds to be set aside annually into a reserve account to build sufficient reserves.

### GRANTS

Federal and state grants are available from time to time for community recreation spaces. In 2009, the American Recovery and Reinvestment Act was passed, potentially making funding available for community facility improvements. A subsequent similar program may provide a source of funding for the recommended master plan for either the Community/Recreation Center or Park improvements.

## PARTNERSHIPS

Partnerships with other public or private entities are another way to leverage funds to meet multiple needs efficiently. Many communities in California have shared resources to meet common goals. Partnerships may be established with a school district, a college, another regional agency, another city or county department, and non-profit agencies.

## MELLO-ROOS SPECIAL TAX BONDS

The Mello-Roos Community Facilities Act was enacted by the California Legislature in 1982 to provide all cities, counties, and districts with an alternative method of financing essential public facilities and services. The Act allows cities to create separate public agencies, known as community facilities districts, within their boundaries for the purpose of financing certain public facilities and services. The Mello-Roos financing mechanism uses a special tax to repay the annual debt service and operating costs. The special tax may be based upon benefit to the parcels of land in the district on the cost of making the facilities or services available, or on any other reasonable basis. The tax must not be ad valorem or related to the value of the property.

## BENEFIT ASSESSMENT DISTRICTS

A benefit assessment district taxes property owners in a special district created to provide benefits for those in that area. California Proposition 218, passed in 1996, prohibits the creation of Benefit Assessment Districts based on property values. Rather, parcels in the district are assessed based on the benefit they receive, and potentially based on parcel use (commercial, residential, etc.). Such a measure requires simple majority support (50% + 1) to pass, and votes are weighted based on each property owner's proposed assessment.

## PRIVATE DONATIONS

Because community centers are high-profile and have such a large impact on the residents and communities they serve, they offer an attractive focus for fundraising campaigns. Recreation foundations and other community groups are good leaders and partners in fundraising. One advantage of private donations is that (with the donor's permission) they can be used for any portion of the project, including furniture, art, or construction.

In addition to individuals and private foundations, the business community can be a source of donations for new community centers. Strategies such as naming rights can provide additional incentives for donations.

## DEVELOPMENT IMPACT FEES

Development impact fees are levied by cities and/or counties on new residential and commercial construction in order to pay for the additional infrastructure that will be required to support the new population and uses. Fees are determined by each jurisdiction, typically based on the number of units to be developed, the timing of the build-out of those units, and the anticipated amount of money needed to pay for the required infrastructure improvements.

**NEXT STEPS**

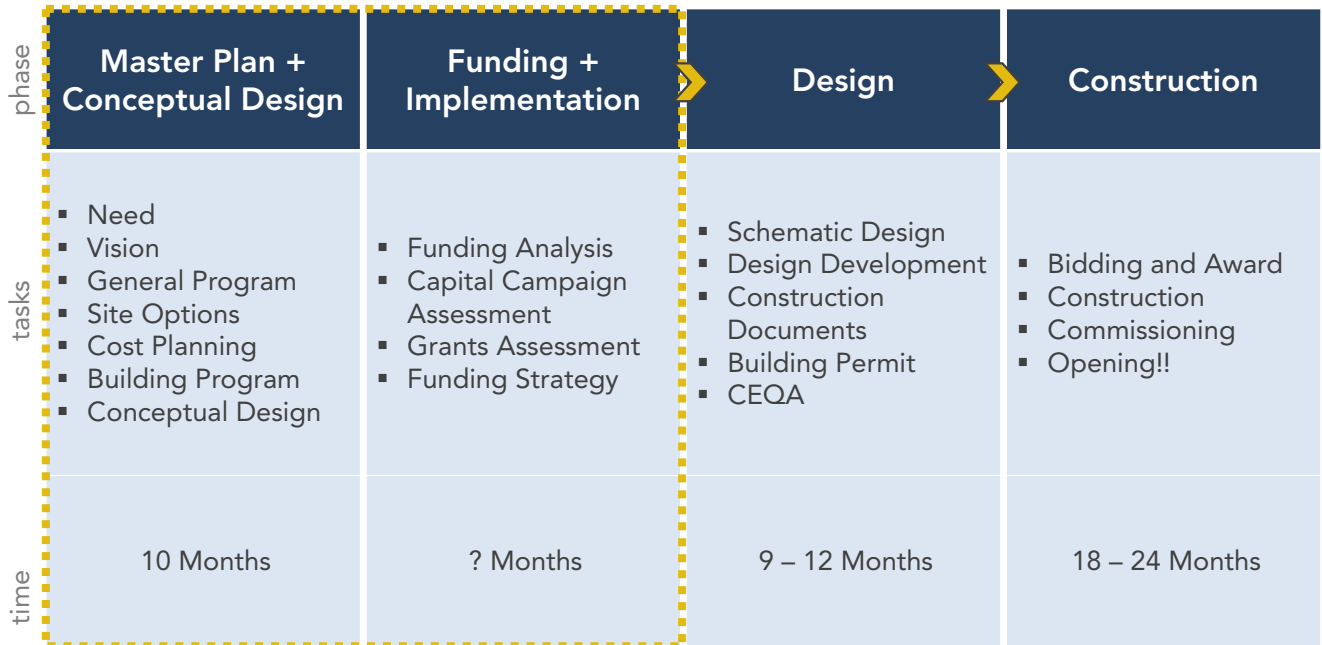
Through this planning process, the Project Management Team, City staff, Advisory Committee members, City Council, Parks and Recreation Commissioners, and Belmont community members have provided a strong foundation for launching the next phases of the project. The planning process reached out to the Belmont community through community meetings, intercept kiosks/surveys, stakeholder interviews, and the involvement and support of City commissions.

The next steps towards implementation for the new Community Center include:

- City Council’s acceptance of the Conceptual Design for the Belmont Community Center and Park
- Further analyses on potential funding strategies and determining the level of community support for the project
- Identifying and implementation of a funding plan
- Developing an operational plan for the new center
- Completing the next phases of design for the project, Schematic – Construction Documents
- Bidding and Award of the proposed project and Construction

It is anticipated that the next project phases will continue to build on the community-based process initiated in this master plan and that the funding strategy would include a participatory process built on existing and new community partnerships.

**PROJECT DEVELOPMENT PROCESS**



**CURRENT PHASE**

## PARTICIPANTS

### PROJECT MANAGEMENT TEAM

- Afshin Oskoui, *City Manager, City of Belmont*
- Thomas Fil, *Finance Director, City of Belmont*
- Brigitte Shearer, *Parks & Recreation Director, City of Belmont*

### ADVISORY COMMITTEE

- Warren Lieberman, *Vice Mayor*
- Julia Mates, *Councilmember*
- Chuck Cotten, *Parks & Rec Commissioner*
- Nicki Fox, *Parks & Rec Commissioner*
- Nathan Majeski, *Planning Commissioner*
- Amy Goldfarb, *Planning Commissioner*
- John Violet, *City Treasurer*
- Tina Hughes, *BRSSD School District Representative*
- Kathleen Beasley, *Belmont Library Representative*
- Alan Sarver, *Sequoia Union HSD Trustee*
- Greg Snow, *Youth Sports Representative*
- Maggie Pavao, *Youth Representative*
- Chelsea Chang, *Youth Representative*
- Rich Bortoli, *Member at Large, Senior Representative*
- Judy King, *Member at Large, Senior Representative*
- Adar Emken, *Member at Large*
- David Braunstein, *Member at Large*
- Becket Feierbach, *Member at Large*
- Harmandeep Madra, *Member at Large*
- Sergey Sergeev, *Member at Large*
- Lillian Svec, *Member at Large*
- Laura Reed, *Member at Large*
- Rev. Michael Barham, *Vicar, Good Shepherd Church*

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- Cheri Handley, *Recreation Supervisor*
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