



# Park Maintenance Facility Replacement Initiative

**The following excerpts regarding the Park Maintenance Facility Replacement Initiative were published in the publicly available Board of Directors Meeting Agenda Packets and subsequently presented by the District Manager and discussed at the respective public meetings at each date listed. This document will be updated as each initiative update is published and presented.**

**May 8, 2018:**

I have included the most recent renditions of the Park Maintenance Facility Replacement Initiative site layout, building design and artistic rendering as created by architect Bill Hansell of Hansell Design.

Mr. Hansell shared these with the Park & Recreation Commission at their most recent meeting. Additionally, neighbors who live immediately behind the facility area on Quietwood Drive were also personally encouraged to attend.

The current site layout concept calls for the removal of the existing modular building serving as the office area and restroom for the park maintenance staff. These functions have been incorporated into the most recent building design to include a restroom, kitchenette area (microwave, refrigerator) and a space for a computer and telephone. As such, the proposed facility would exist in part on the physical space currently occupied by the modular building thus allowing for maximum space to be preserved for redirection of the trail and open area. It also allows for the maximum setback possible from the creek bank. As currently designed, the total proposed facility, including open courtyard areas, would result in a total footprint reduction of approximately 100 square feet from the total footprint of the existing facility.

Current building design calls for both a fully enclosed “conditioned” area to be used primarily as a workspace and for tools/equipment storage as well as an “open” area to be used primarily for storage of rolling stock but could also be utilized to provide an additional work area if needed. The “open” area would be secured with walls around all sides, however, the walls would not extend all the way to the roof for a fully enclosed environment. Both of the areas would be covered by a single roof.

Mr. Hansell has thoughtfully designed a building exterior intended to blend in to the natural environment while also displaying not only the modern architecture traits found commonly in the neighborhood, but also to recognize the historic and cultural architecture traits common amongst inhabitants prior to development. This is best displayed in the included rendering.

Additionally, I expect to receive our archeological and cultural resources study this week. This study, along with the biological resources report, building design and site plan layout will be included in the District’s Site Plan Review Application submitted to the County Planning Department. We remain with a goal of late June by which to have the application submitted.

**April 10, 2018:**

The District has engaged the services of an archeologist to perform a Cultural Resources Study. This study will be included in the Site Plan Review Application packet submitted to the County of Marin.



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District staff has met with Bill Hansell of Hansell Design to review initial design concept ideas. Our next meeting is scheduled for April 9. As mentioned, Hansell Design is preparing an initial schematic design in preparation to submit with our Site Plan Review Application to the County. The initial schematic design concept, site plan, biological and environmental assessments and the cultural resources study will be included as components of the site plan review application.

We are intending to host another community hearing in mid-June. With that, it is our hopes and goal to have the site plan review application submitted to the County shortly thereafter. It is anticipated that the County could take up to three months to issue a determination.

Additionally, further efforts have been expended determining the feasibility of Site Option 4 on the corner of Miller Creek Road in between Lucas Valley Road and the Firehouse. The following initial infrastructure needs and approximate costs were identified:

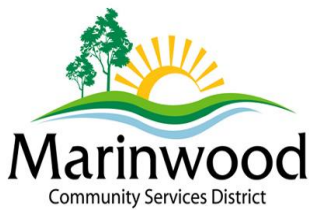
- New curb cut and driveway approach along Miller Creek Road immediately south of the firehouse would be needed. Approximate cost: \$5000
  - Additional concerns include potential safety hazards due to cars exiting Lucas Valley Road, sometimes at high rates of speed.
  - Access to the driveway would only allow for entrance approaching from Lucas Valley Road to Miller Creek Road.
- The existing landscaped screening berm and irrigation lines would need to be removed, possibly including the existing Live Oak trees. This would involve approximately 750 cubic yards of soil that would need to be trucked off site to a legal fill station. Approximate cost: \$19,000.
- A sewer line approximately 290 feet long crossing Miller Creek Road and a manhole would be required. Approximate cost: \$33,000
- Sewer connection fees would be required. Approximate cost: \$6000
- Water meter and service would be required. Approximate cost: \$11,000
- Electric and communication lines would be required. Approximate cost: \$7000
  - Electric connection may require installation of new meter.

Total approximate infrastructure costs for Site Option 4: \$81,000

## **March 13, 2018:**

The District has entered into a time and materials contract with Hansell Design to serve as the architect for the Park Maintenance Facility Replacement Initiative. There will be three primary aspects to the architect's services: Initial Schematic Design, Preparation and Submittal of the Complete Site Plan Review Application; Creation of Construction Plans and Bidding Documents; Construction Oversight.

Hansell Design has been provided all relevant CAD files of the area and is well underway with initial concepts. As mentioned, Hansel Design is preparing an initial schematic design in preparation to submit our Site Plan Review Application to the County. The initial schematic design concept, site plan and biological and environmental assessments will be included as components of the site plan review



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application. We are also considered engaging a Cultural Resources Study to be included in the site plan review application. Efforts to locate potential existing studies of the immediate area have not been successful.

In the immediate term, we are meeting with Hansell this week to provide feedback on progress to date and to discuss timing as it relates to phase one completion. We are intending to host another community presentation meeting in the near future and are gauging the most appropriate balance between submitting what the County needs to provide relevant feedback, our ability to submit revisions prior to final determination and our desire for further community input in final concept. With that, it is our hopes and goal to have the site review application submitted to the County by late April.

## **February 13, 2018:**

I am in process of entering into a time and materials agreement with an architect to work with the District in preparing an initial schematic design in preparation to submit our Site Plan Review Application to the County. The initial schematic design concept, site plan and biological and environmental assessments will be included as components of the site plan review application. There will be three primary aspects to the architect's services: Initial Schematic Design, Preparation and Submittal of the Complete Site Plan Review Application; Creation of Construction Plans and Bidding Documents; Construction Oversight.

## **January 9, 2018:**

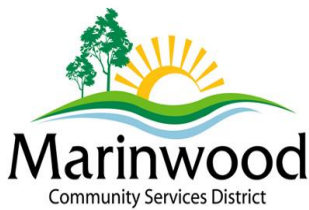
I have contacted three local design architects requesting a proposal for services. I have met with two of the architects on-site and received an initial proposal from one of them. I have not been able to schedule a site visit with the third and do not anticipate doing so despite multiple attempts on my part. Once both proposals are received, they will be reviewed against each other and determination made on how best to proceed.

The District will continue to develop a Site Plan Review Application to be submitted to the County. The initial design concept, site plan and biological assessment will be included as components of the site plan review application.

## **December 12, 2017:**

The District recently received the Biological Site Assessment report performed at the current area of the maintenance facility. It has been provided as a separate attachment to the agenda packet. The report lists environmental considerations and measures that should be undertaken both during removal of the existing facility as well as during construction of the proposed facility. The report also concludes the proposed facility would be consistent with other developed areas on the parcel and states: *"The current building configuration diminishes the habitat functions and values of the riparian corridor along Miller Creek. Removal and replacement of the facility away from the top of the bank would greatly improve the habitat values on the site, reduce the potential for pollutants and debris to enter Miller Creek, and buffer fish and wildlife populations from human disturbance."*

As for next steps, the District will continue to develop a Site Plan Review Application to be submitted to the County. The District has contracted with Willis Land Surveying to create a detailed topographic map



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of the area. I am currently contacting local design architects to submit proposals for initial building design based on the internal needs assessment previously conducted as well as the potential site plan rendering created earlier this year. All of these documents in addition to the biological site assessment will be included as components of the site plan review application.

## **October 10, 2017:**

Director Schwartz and I met with a planner from the County Planning Department for a consultation regarding the four proposed sites. It was advised we submit a Site Plan Review application including a Biological Site Assessment. The District has entered into an agreement with Prunuske Chatham, Inc. to perform the assessment. They are also on the County's "qualified consultant" list for this type of work.

## **September 12, 2017:**

We recently received our requested planning information packet from the County, containing information regarding projects completed on the Marinwood Park parcel, which encapsulates the entirety of the Community Center & Firehouse, Pool Complex and Panhandle section.

The date for our planning consultation meeting has been set for September 20<sup>th</sup>. Director Schwartz and I will attend this meeting and present all four potential site locations seeking feedback as it relates to various County Planning & Building Codes and Regulations.

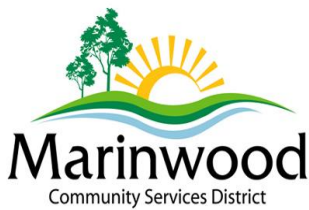
## **August 8, 2017:**

I have submitted the County application and fees requesting a Planning Consultation as well as a Planning Information Packet which will include a complete parcel history review and pull of all prior permits awarded and/or applied for. The County has begun working on the information packet and will contact me when completed to arrange a consultation meeting date in which all four current site layout drafts will be shared and initial feedback provided.

Following last month's meeting, I met with Ray Lorber, Chair of Miller Creek Watershed Stewards. I shared with Mr. Lorber the draft site layouts for all four potential layouts and locations. We also visited the current site so he could see first-hand how the plans nearest the creek might impact area. Mr. Lorber was understanding and supportive of the District's need for a replacement facility and mentioned he felt Option 2 was the most appropriate of the four. (Option 2 involves placing the shed in the same general area while rotating to face south and pulling the facility significantly away from the creek bank).

## **July 11, 2017:**

On July 6, 2017, Shane DeMarta and I presented the Park Maintenance Facility Replacement Initiative to the Marin Project Coordination (MPC) group. MPC meetings "*provide an opportunity for project proponents to meet with environmental regulatory permit agency staff.*" The meeting is non-binding and informal, intended to provide a forum for interaction and input of projects in the early planning phases. Environmental regulatory agencies in attendance included representatives from the Army Corp of Engineers, San Francisco Bay Regional Water Quality Control Board, California Department of Fish & Wildlife, NOAA Fisheries, Marin Resource Conservation District: Urban Streams Coordination (non-



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regulatory), Marin County Department of Public Works: Land Use Division and Marin County Stormwater Pollution Prevention Program (meeting facilitator, non-regulatory).

Due to the fact that the proposed building site options will not be encroaching into the creek as well as the estimated size of the building, several representatives did not believe the permitting process would involve their respective agencies. These included the Army Corp of Engineers, Regional Water Quality Control Board and NOAA Fisheries.

The representative from the Dept. of Fish & Wildlife also concurred that he did not believe his respective agency would require permitting due to the reasons stated above, but did mention their “permit season” closes in mid-October until early Spring. He also stated there may be considerations that need to be accounted for with the demolition of the current building, but did not foresee that as a barrier to the project as a whole. He also offered to perform a site visit to view the area and confirm if he believed they would require any permitting.

The representative from Marin County DPW-Land Use Division confirmed the Title 24 setback requirements, citing Marin County Code 24.04.560 which states: *“All structures shall be set back from creeks, channels or other major waterways at least twenty feet from the top of bank or twenty feet plus twice the channel depth measured from the toe of the near embankment, whichever is greater.”* Via MarinMaps, we were also able to confirm the site locations did not encroach into the FEMA flood control zone surrounding Miller Creek.

In summary, the meeting was positive and the respective agency representatives were helpful and informative. The feedback from this meeting will be further considered while we prepare to present all four site options to the Marin County Planning Department for a pre-application consultation meeting.

## **June 13, 2017:**

The outcome of the Community Input meeting resulted in the identification of three potential areas by which to place the Park Maintenance Facility. They are:

1. The general area of the existing facility
2. An area further down the panhandle trail, closer to Miller Creek Road in the vicinity of the horseshoe pits
3. An area between the firehouse and Lucas Valley Road, along Miller Creek Road

Irv Schwartz has generously offered to create site plans for areas 2 and 3 above. I have arranged to meet with various environmental agencies who may have interest in this project due to the proximity of all locations to Miller Creek. The site plans, as well as the initiative as a whole, will be shared with the agencies during these meetings, seeking their critical input as it relates to their specific environmental considerations.



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Feedback from these meetings will then be considered and any needed revisions can be made at that time. From there, we will arrange a pre-planning consultation meeting with the County, seeking their critical input prior to beginning the formal planning applications and selection process for a design professional.

## **April 11, 2017:**

As you aware, the Board will conduct a special meeting in conjunction with the regular Park & Rec Commission meeting on April 25, 2017 to host a Community Workshop for the Park Maintenance Facility Replacement Initiative. The workshop was discussed at great length at the most recent P&R Commission meeting in an effort to strategize the most effective ways to gather valuable community input to help influence the various aspects of this project moving. These strategies will be shared further at the Board meeting.

Efforts to publicize the Community Workshop as well as the Initiative have included but not limited to:

- a) A dedicated webpage created on our website (<http://www.marinwood.org/park-maintenance-facility-replacement>) containing various information and to be updated as the initiative progresses.
- b) Announcements posted to our website homepage as well NextDoor and via the Neighbors Email group.
- c) Announcements posted near the current maintenance facility.
- d) Word of mouth and personal announcements made to various groups such as the Lions and Waterdevils.

For your reference, I have included the workshop announcement as well as a 1-page information document that were created and distributed. Both of these have been posted to the initiative's website along with the site layout options created by Joe Runco of SWA Group.

## **March 14, 2017:**

Included in this packet are site layout design concepts created by Joe Runco of SWA Group. As discussed at the last meeting, these concepts were created in preparation of a Community Input meeting so as to show the community how the new facility may be incorporated into the existing area.

The next step in this initiative is to set a date for the Community Input meeting. I have provided below a list of dates in which the classroom is available. Please note, many of these dates are the same as those shared for the Special Budget Hearing, which may eliminate one of the dates as a possibility. I have also included dates in which the community center is available should it be determined a larger space may be needed.

## **CLASSROOM:**

Wednesday, April 5, 2017: 6:30pm or later

Thursday, April 6, 2017: 7:30pm or later

Thursday, April 13, 2017: 7:30pm or later

Wednesday, April 19, 2017: 6:30pm or later

Thursday, April 20, 2017: 7:30pm or later

Tuesday, April 25, 2017: 6:00pm or later (Note: P&R Commission occurs at 7:30pm)



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Thursday, April 27, 2017: 7:30pm or later

## **COMMUNITY CENTER:**

Wednesday, April 12, 2017: 7:30pm or later

Wednesday, April 26, 2017: 7:30pm or later

Two other options are:

- Incorporate the Community Input meeting with the regular April board meeting on April 11, 2017
- Incorporate the Community Meeting with the regular Park & Rec Commission meeting on April, 25, 2017. This could also be the sole item of business for the Commission that evening as well.

## **February 14, 2017:**

As we move towards replacement of the current dilapidated maintenance shed located on the northern edge of Marinwood Park, we have identified several items of note and next steps that should be considered in this process. These are listed below.

## **History in Brief:**

The current wooden facility was originally constructed in 1965. In the ensuing years the footprint expanded with the addition of added fencing, small storage areas and eventually a second enclosed structure connecting to the original building. As the years progressed, electricity, water and a phone line were brought to the building.

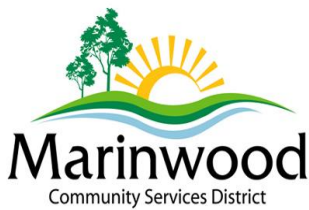
In 2001 the District placed a modular office building directly across the path from the maintenance building. Water, sewer and electricity were brought to this building and the phone line was redirected providing a more appropriate place for park staff to meet and perform administrative work.

Throughout the years, the Maintenance facility has severely deteriorated through use and primarily weather. District staff has applied various fixes and repairs as needed that can best be described as “Band-Aids” intended to extend the useful life of the current facility, not provide a permanent repair. One of the larger temporary repairs performed by staff included adding a pitched roof over the existing roof to assist drainage and prevent a roof collapse from water weight in heavy winters. This occurred at some point approximately mid-2000’s. While the District did explore a complete roof replacement, it was determined by a structural engineer at the time that this was throwing good money after bad and the District should instead opt to replace the entire structure, and the District abandoned this initiative. Rather, the roof was tarped seasonally to prevent leaks and puddling.

The most recent the District formally pursued replacing the maintenance building was in 2010. At this time the District engaged ILS Associates, Inc., a local Civil Engineering and Land Surveying Firm, to complete a Site Plan and Topographic map. However, as the District explored further into this process this initiative too was abandoned for multiple reasons, including cost and, purportedly, neighbor opposition.

## **Current Status and Needs:**

Needless to say, the maintenance facility has continued to deteriorate yet continues to be used to the best of its rapidly degrading functionality. The roof is still tarped seasonally. During heavy rains, the interior of the facility floods due to inadequate grading thus making the facility unusable during these time. It



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continues to store District equipment used for park maintenance purposes as the District has no other place by which to store such equipment and supplies. All the while its structure becomes more unstable and less sound.

The most recent heavy rains and winter weather have caused additional damage beyond the routine flooding, including blowing over the fence surrounding the outside storage area. The fence has since-forth been temporarily repaired by staff.

In short, while our park maintenance staff have been beyond accommodating in making the best use of the current facility as is possible while maintaining a high standard of park and facility maintenance, it is simply no longer adequate for the needs of the District. More importantly as has been the situation for too many years now, it is also presents a significant safety risk. Rather than a District asset, it is a District liability. For the well-being of our dedicated staff alone, this facility should be put out of commission as quickly as possible.

However, the District must have access to and use of a conveniently located maintenance building and facility to continue the functions served by our park maintenance department and staff. While we have conducted a search of other District-owned properties as an alternative site for a new facility, we have been unable to identify a feasible location. As such, it is recommended a new facility be constructed in the same approximate location as present.

Additionally, since 1965 when the original facility was constructed, our needs and requirements have continued to expand in scope and nature while the District has also acquired additional equipment needing to be safely stored and secured. This equipment includes but is not limited to a riding mower, a tractor, two utility vehicles, various supplies including light chemical storage and a soon to arrive new park maintenance truck.

## Current Actions and Next Steps:

With the approval of the fiscal year 2016-2017 budget, the Board allocated \$80,000 in County Measure A Funds to be used specifically towards replacement of the maintenance facility.

District staff, Park & Recreation Commissioners and Board Directors have conducted research while exploring needs and options including the potential use of a premanufactured building versus new construction. In extensive discussion with Park Maintenance staff regarding facility needs, a draft schematic diagram has been produced and is attached for reference. While both options have pros and cons, a firm recommendation has yet to be made. The ability to customize the facility to adequately meet District needs today and into the foreseeable future may ultimately rule out the practicality or any potential cost savings of utilizing a premanufactured building.

Additionally, a significant concern of the District is limiting to the degree possible any current and potential impacts on the surrounding environment. This includes environmental impact to the immediate ecosystem, impact to those who regularly frequent this section of the park for recreational purposes and especially limiting the potential impact to residents located in the immediate vicinity. Considerations have been discussed, with some implemented into the included diagrams. This includes simple yet not often thought about aspects such as the direction vehicles and equipment will be entering/exiting the facility, placing maintenance equipment and machinery in areas of the facility to be as insulated for noise





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as possible and exterior design considerations allowing the facility itself to blend in to the natural environment as seamlessly as possible.

In an effort to keep this moving forward, staff and board have several immediate consideration factors. Notably:

- Community Input:

As mentioned, it will be critical to inform the community in not only the need for a new maintenance facility but also to engage and listen to the community regarding any thoughts and concerns they may have with this initiative. It will be important for the District to accommodate these concerns to all degrees practical while still remaining efficient in terms of cost, design, location and functionality. The board may want to consider scheduling a separate Public Hearing specifically to this topic. As much visual representation as possible should be created including professionally prepared concept plans. Ideally, the District may be able to identify a local resident willing to donate their time and expertise towards the creation of such concept plans and visuals.

- County Input:

Once community input has been heard and factored in, it is recommended the District receive and informal review of the concept from the Marin County Community Development Agency. They will be able to provide insight on potential regulations and requirements. The current fee for a Planning Consultation is \$320.

- RFP Process:

In speaking with other local agencies and municipalities, a project of this nature is often separated into phases with multiple RFP's and/or Public Bidding Processes needed to complete the initiative. The Board may want to establish a committee to review the proposals and create selection criteria.

- The first RFP is for Architecture, Design and Permit Processing and Bidding. This would include Design Review Drawings and the County's Design Review Process. This would be followed by the preparation of Construction Drawings and Documents and Building Permit Acquisition.
- The second RFP is for Construction Administration. The same architect could provide construction administration services or a separate RFP could be put out for a construction manager for the last segment.

- Construction:

This will need to be put out to bid for the construction as a public works project.



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In closing, the most recent bout of winter weather has placed an even greater sense of urgency on a project and District need that was already long overdue. Community input, including a potential separate public hearing should be scheduled as soon as feasible upon the creation of concept plans and visuals.

## **November 8, 2016:**

I continue to draft and refine an RFP for this initiative. Utilizing a general contractor will provide a knowledge-base of existing planning and building requirements beyond those readily available amongst the District in addition to the coordination of needed sub-contractors for various scope and stages of this project. The draft specifically requests input and suggestions as to utilizing a pre-manufactured building or new construction. As we have been informed in prior meetings with a local general contractor, utilizing a pre-manufactured building may not actually be as cost advantageous as it seems once you factor in the total project needs – Site Grading/Drainage, Slab Foundation, Electrical Needs, Water & Sewer, Permitting, Aesthetics, etc. Plus, new construction allows for greater customization in design. While there are cost benefits to pre-manufactured, initial internal thoughts on design are to customize it quite a bit to fit our needs (various exterior doors & interior separation walls in addition to items listed above) which start to eat away at the savings achieved by simply going with a standard pre-manufactured model.

## **October 11, 2016:**

Admittedly, I have not been able to make the hoped for progress on this initiative in the past month due to other District needs and time constraints. My priority at this point regarding this initiative is to complete a draft RFP to present to the board and post. I feel this will provide a more accurate estimate of not only potential costs but also potential solutions and ideas as to how to best move forward with design and scope. Utilizing a general contractor will also provide a knowledge-base of existing planning and building requirements beyond those readily available amongst the District in addition to the coordination of needed sub-contractors for various scope and stages of this project. I have obtained additional RFP samples from the County of recent and current public works projects they are undertaking. These will help greatly in the creation of the draft RFP.

## **September 13, 2016:**

As has been discussed at prior board meetings and monthly at Park and Recreation Commission meetings, we continue to explore the feasibility of replacing the current park maintenance building. The intention is to utilize the current footprint of the existing building, if possible.

Park maintenance staff have provided valuable feedback including a draft concept design. Director Naylor has created a project management document that was shared with the P&R Commission at a recent meeting to help keep this initiative on-track and moving forward. We have also had informal conversations with general contractors in an effort to help provide a scope of the project as well as provide ideas and issues we will need to consider.

I have been able to locate a series of documents and notes from the last time this initiative was seriously considered in 2010. Amongst those documents was a site plan and topographic map created by ILS Associates, a civil engineering and land surveying company. ILS has agreed to meet with me to review



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their documents as well as provide historical perspective from their recall of when the documents were created.

As opportunities have allowed I have also spoken with some of the immediate neighbors along Quietwood Drive. Initial feedback has been positive and understanding of not only our imminent need to replace the current structure but also to the lack of other available areas within District properties by which to place this facility. I have been taking note of individual concerns and assured them of future opportunities for public input as this initiative develops.

Finally, I have begun to draft an RFP for this initiative in an effort to obtain complete proposals as well as a better understanding of all potential costs and considerations. As of now, the Board has designated \$80,000 of Measure A funds towards this initiative.