

**PLEASANT VALLEY RECREATION & PARK DISTRICT
1605 EAST BURNLEY STREET, CAMARILLO, CONFERENCE ROOM**

**LIAISON COMMITTEE
AGENDA**

**THURSDAY, APRIL 11, 2019
8:00 AM**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES OF THE MARCH 26, 2019 MEETING**
- 4. PUBLIC COMMENTS**
- 5. CONCEPTUAL PLAN 2 SPACE DIAGRAM (Bubble Diagram)**
- 6. CONCEPTUAL SQUARE FOOTAGE**
 - a. Conceptual Program Considerations**
- 7. ORAL COMMUNICATIONS**
- 8. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

PLEASANT VALLEY RECREATION & PARK DISTRICT
MINUTES LIAISON COMMITTEE
Tuesday, March 26, 2019

1. CALL TO ORDER

The Liaison Committee was called to order at 7:07 AM by Director Mishler.

Committee Members Present: Director Neal Dixon and Director Mike Mishler

Staff Present: General Manager Mary Otten, Administrative Analyst Megan Hamlin, Recreation Services Manager Eric Storrie, and Administrative Analyst Anthony Miller.

City Representatives Present: City Councilmember Charlette Craven, City Councilmember Tony Trembley, Assistant City Manager Tully Clifford.

2. APPROVAL OF AGENDA

Director Neal Dixon motioned to approve the agenda which was seconded by Director Mike Mishler

3. PUBLIC COMMENTS

Public present: Art Roberts

Public Comment: *Art Roberts: "Glad to see that LPA and the committee are working to encompass outdoor activities when planning for the facility. The community has a diverse group of interest, both indoor and outdoor."*

4. LPA INTRODUCTIONS

Jeremy Heart - Project Manager

Jeff Schaub - Project Designer

John Courtney - Community Outreach Coordinator

5. GOAL SETTING FOR THE PROJECT

LPA staff lead Liaison Committee with a goal setting discussion

Goals defined by Committee

1. Energy Sustainability
2. Health & Wellness
3. Human Experience
4. Versatility
 - a. Community vs senior center
 - b. Multi-purpose
 - c. maintenance & Cost Effective – durable
 - d. Site planning: thoughtful
5. Amount of Space
 - a. Indoor and Outdoor activity space
 - b. Special Event Opportunities
6. Welcoming: Hub of the community for activities
 - a. Entry space easy to find
7. Accessible for all age's abilities
 - a. Wheel chair & stroller accessible

6. PLAN THE PLAN

A. REVIEW PROJECT SCHEDULE & TIME FRAME

1. LIAISON COMMITTEE MEETINGS

- A. Project timeline and schedule explained
 - a. Pre-Design
 - b. Conceptual Design
- B. Each Liaison Meeting has a different goal to be met.

2. OVERVIEW OF COMMUNITY WORKSHOPS

- A. Community workshops will consist of:
 - a. Site plan explanation
 - b. Group work: allowing community to work as a team to place program spaces/blocks on a site plan and share.
 - c. Visual Listening: allowing the community to share the likes and dislikes of current site.

3. NUMBER OF MEETINGS

4. DATES

- Liaison Committee Kick-Off - 3/26/2019
- Liaison Committee Meeting #1- 4/4/2019
- Staff Coordination Meeting - (TBD)
- Community Workshop #1 - 4/23/2019
- Staff Coordination Meeting - (TBD)
- Liaison Committee Meeting #2 – 5/23/2019
- Community Workshop #2 - 6/6/2019
- Liaison Committee Meeting #3 – 7/22/2019

B. PROGRAM VALIDATION

- 1. LPA walked the committee through Plan 2 square footage bubble diagram from the Phase 1 Needs Assessment.
- 2. LPA and Liaison Committee will have further discussions regarding how numbers are assigned and why programs need the specific square footage for a building.

7. REVIEW OF POTENTIAL ADDITIONAL SERVICES

a. ADDITIONAL COMMUNITY WORKSHOPS

- No additional community workshops authorized

b. STRUCTURAL EVALUATION OF THE EXISTING BUILDING

- YES; Liaison Committee authorizes LPA for this additional service. Costing: \$8,500

c. UTILITY SURVEY (UTILITY MAPPING & PIPE INSPECTION)

- Utility study not authorized at this time

d. OPERATIONAL & MAINTENANCE ANALYSIS

- YES; Liaison Committee authorizes LPA for this additional service. Costing: \$17,500

8. TOUR OF EXISTING FACILITIES

The Liaison Committee, District staff, and LPA staff toured the facility at 1605 E Burnley Street, Camarillo CA 93010.

9. ORAL COMMUNICATIONS

No oral communiterians

10. ADJOURNMENT

Meeting was adjourned at 8:55 AM

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Conceptual Program Considerations:

- **Entry Lobby – 1,000 SF**
 - How many people would you like to seat?
 - Food opportunities within this space? Vending not included in Plan 2 but other options have such
 - How is this space different from Lounge?
 - Is this space envisioned in front or behind Access Control?

- **Reception/Access Control/Registration – 300 SF**
 - Equipment (basketballs, pickleball paddles, etc) issued at this location? Additional space may be necessary for this function
 - More space may be necessary as there is no staff workroom

- **Waiting Area – 300 SF**
 - According to the conceptual plan, this space is behind Access Control. How is this space different than Entry Lobby or Lounge? May be redundant?
 - Was this space related to Exam/Consultation?

- **Locker Rooms – 1,000 SF**
 - This SF will accommodate approximately 30 full height 12" x 18"D lockers for each gender. Is this adequate?
 - ROT for Locker facilities is 10-12% of overall facility SF. 30,000 SF = 3,000 SF for Lockers. This is trending downward.
 - No aquatics is a consideration in ROT above
 - Climate will have an impact...users may come in fitness attire
 - Senior demographics have an impact on usage?
 - Club-like higher end finishes and more spacious accommodations desirable?
 - Day Lockers out in recreation spaces? Open Cubbies?
 - Separate Family Locker Room recommended

- **Office – 120 SF**
 - Program description calls for 2 staff? 120 SF is tight
 - Plan illustrates this space separated from Access Control?

- **Multi-purpose Gymnasium – 12,000 SF**
 - Number of spectators for recreation events such as basketball tournaments?
 - What other events might take place within this space? Small Concerts? Community Fairs? Lectures?
 - 84' court dimension recommended (94' is a collegiate length). 2 courts at 50' x 94' need 14,000 SF. 2 courts at 50' x 84' need 13,000 SF

- **Lounge (Multi-generational) – 1,200 SF**

- How is this space related to Entry Lobby?
 - What are the primary and secondary uses of this space?
 - Is this an open setting along a common area or a more enclosed room?
 - Is it best to have this space on the front or back side of Control? Both?
 - Storage space directly connected is recommended
- **Game Room (Multi-generational) – 1,200 SF**
 - How is this space related to Entry Lobby? Lounge? Activity Room?
 - What are the primary and secondary uses of this space?
 - Is this an open setting along a common area or a more enclosed room?
 - Is it best to have this space on the front or back side of Control? Both?
 - Storage space directly connected is recommended
- **Activity Room (Multi-generational) – 3,200 SF**
 - How is this space related to Entry Lobby? Game Room? Lounge?
 - What are the primary and secondary uses of this space?
 - Is this an open setting along a common area or a more enclosed room?
 - Does this space need to be subdivided?
 - Is it best to have this space on the front or back side of Control? Both?
 - The existing Community Center has a full-service Kitchen. Is this desirable in the new facility? This might also be a Demonstration Kitchen
 - Storage space directly connected is recommended
- **Large Multi-Purpose Fitness Room – 3,200 SF**
 - This is the number one destination. How is it located within the building? For convenience or exposure?
- **Other Program Considerations...**
 - Indoor Walking/Running Track?
 - Outdoor Fitness Space?
 - Outdoor Pickleball Courts?
 - Sauna, Steam or Jacuzzi?
 - Partnership Opportunities?
 - Physical Therapy/Hospital Clinic
 - Café