

Existing Conditions Analysis



The City of Los Altos
Community Center Master Plan



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ARCHITECTS, INC.

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The City of Los Altos Community Center Master Plan

Existing Conditions Analysis



Introduction

Introduction



This Existing Conditions Analysis has been prepared in conjunction with the Los Altos Community Center Master Planning Process. The intent of this report is to establish an overview analysis of existing Civic Facilities located on the Community Center campus. Analysis by ABA and engineers was developed in the following disciplines: building structure, building systems, (mechanical, electrical, and plumbing) and site infrastructure (civil engineering and landscape architecture). Information was gathered by review of existing documentation on the facility, (when available) and visual observations during a walkthrough of each structure.

The following analysis includes a description and overview of each facility followed by the observational analysis by discipline. Through the course of this analysis, a number of key issues were identified which will need to be addressed in the Master Planning Process. In some cases, a greater depth of analysis will be required to determine cost and feasibility of different approaches to facility reconfiguration, adaptive reuse or expansion.

Key Issues:

1. In all cases, the structures do not meet current seismic code requirements. In some cases, seismic upgrades to meet current life safety standards would be prudent for continued long-term use of facilities, with expansion or changes in use requiring upgrades to meet current code requirements.
2. The Police Station building does not meet the structural requirements for an Essential Services Facility as required by the current Building Code. In addition, the building does not meet the structural or fire separation requirements for the Emergency Operations Center (EOC) housed therein. These significant deficiencies require new construction.
3. In many cases, building mechanical systems have exceeded or are reaching the end of their anticipated life span. Replacement of these aging systems with new energy efficient equipment may have a significant impact on the existing building operations.
4. In general, none of the facilities meets current accessibility requirements. Although remedial efforts have been undertaken to provide access to facilities, they do not meet the current legislated goal of providing equal levels of access to all members of the public.
5. None of the major facilities has the flexibility to readily accept new technology infrastructure or easily adapt to new use configurations.
6. All of the facilities seem to suffer from a functional parking shortfall during peak usage times. A comprehensive traffic analysis would be required to provide specific data.



Introduction

Introduction

7. The age of the existing buildings ranges from 40 to 60 years, which is well beyond the typical beneficial life for buildings of similar construction. As such, the costs of the necessary upgrades and renovations to bring these facilities to current codes and standards requirements are likely to equal or exceed that of new construction.
8. The locations of the City Hall and Library buildings on the site may present significant challenges in providing required adjacencies of future services. In addition, a Plan of Service goal for alignment of the Community Center site entry with the San Antonio / Main / Edith intersection would require demolition of the City Hall building and, potentially, the Library.
9. The Library Needs Assessment document suggests a large expansion of the Library building. Due to previously stated deficiencies, a facility expansion of this size would require significant reconstruction or replacement of the existing building.



Introduction

Introduction



Information for the existing conditions analysis was gathered by a review of the existing facilities comprised of one site visit, non-destructive visual observations of key features, and preparation of a narrative description of existing conditions. A team of engineering consultants who focused on site infrastructure, building structure and mechanical, electrical and plumbing systems evaluated the facilities.

The Los Altos Community Center existing conditions walk-through occurred on Thursday, April 24th from 1:00 - 5:00 with representatives from the Design Team:

- Craig Blackhurst, Anderson Brulé Architects
- Aaron Kvamme, Rinne & Peterson Structural Engineers
- Robert Trifunovic, P.E., Encon Consulting Engineers (mechanical)
- Ronald Sato, Encon Consulting Engineers (plumbing)
- Romeo Del Rosario, Encon Consulting Engineers (electrical)
- Kimmy Chen, Gates + Associates Landscape Architects
- Gary Black, Hexagon Transportation Consultants

Accompanying the Design Team were representatives from the City of Los Altos:

- Kirk Ballard, Building Official
- Brian McCarthy, Maintenance Services Manager
- James Gustafson, P.E., Engineering Services Manager

Chad Browning, of Sandis Civil Engineers conducted site grading and utilities assessments on Tuesday, April 29 and Monday, May 5, 2008.

The facilities examined are located on a single site within the City of Los Altos. These include the Los Altos City Hall and Council Chambers Building, Hillview Community Center Complex, Los Altos Library Building, Police Department, Youth Center, Bus Barn Theater, History House and Museum, Soccer Field, Baseball Field, Orchards, Playgrounds and associated parking and vehicular circulation areas.

The following page shows a matrix, which summarizes the approximate age of the buildings and systems, as well as the most recent alterations or improvements.



Introduction

Assessment Category	City Hall	Hillview Community Center	Library	Police Department	Youth Center	Bus Barn Theater	Remarks
Age of Structure							
> 40 Years	X		X		X		
> 50 Years		X				X	Bus Barn age is approximate
> 60 Years		X					Hillview buildings built approx. 1940's - 50's
Type of Construction							
Steel Frame	X		X	X	X		Steel framed buildings with wood roofs
Wood Frame		X					
Concrete				X			Police building includes concrete basement
Metal / Pre-fabricated						X	
Age of Most Recent Renovation / Repair							
10 Years		X	X			X	Hillview - roof repair within 10 yrs Bus Barn - new roof & HVAC within 10 yrs
20+ Years	X	X		X	X	X	All buildings (other than Hillview) have been painted recently and routinely
Age of HVAC Systems							
> 10 Years			X			X	Library HVAC system upgraded approx. 1996 Bus Barn HVAC system is inadequate for use
> 20 Years	X						Past improvements to City Hall HVAC system have reached end of serviceable life
> 30 Years	X						
> 40 Years		X		X	X		Youth center is equipped with heating only Hillview radiant system has failed



I. City Hall

Observations

Key Issues

- The building is approximately 50 years old, which is much longer than expected for the type of construction.
- The HVAC equipment has exceeded its serviceable life and needs to be replaced.
- Major structural upgrades are required for expansion and/or renovation.
- The building does not meet current ADA Accessibility Standards or California Title 24 Energy Code requirements.

These issues raise significant concerns about the possibility for renovation and expansion of the City Hall Building. Due to the age of the building and the extent of upgrades required, it is likely that the cost of renovation would exceed that of new construction.

Architectural Observations

Due to the age of the facility, a series of comprehensive tests should be performed by a qualified and licensed abatement company to determine the presence, if any, of carcinogenic building materials (asbestos, etc.).



The architectural finishes of the City Hall Building have been well-maintained, though some areas show signs of deterioration. The roof appeared to be in good condition, and there was no specific evidence of recent roof leaks. Staff mentioned that rain- and irrigation-water often ponds at the Staff Patio, due to poor grading at the edge of the adjacent orchard.



While some remedial efforts have been made to provide a greater level of accessibility, the building is not in full compliance with the requirements of the Americans with Disabilities Act and the accessibility requirements of the 2007 California Building Code. Upgrading the existing facility to current standards is possible. If the building is to be renovated, an assessment must be made as to the extent of required and/or voluntary ADA upgrades. Areas requiring such a comprehensive ADA accessibility assessment include: quantity, configuration and location of accessible parking stalls (including van stalls); entrances, exits and paths of travel (including door width, operating hardware and thresholds); public and staff restrooms; public interface counters (permit counter area); hallways and aisles (open office areas); staff break room; etc. If a substantial amount of renovation occurs, the building will be required to meet all of the accessibility requirements of the ADA and the Building Code in effect at time of permit submittal.

It was observed that the existing windows and storefront doors consist of single-pane glass, which may not comply with the current California



I. City Hall

Observations



Energy Code Standards for fenestration. Additional analysis must be done to determine the extent of upgrade required, if the building is to be renovated. The exterior walls are also very thin, and appeared to be simply infill panels within the aluminum framework of the storefront system. While the walls were not opened-up for observation, it is unlikely that a meaningful amount of insulation exists within the wall panels. As such, it is likely that the building envelope will not meet the current R-value required by the California Energy Code. The roof insulation was not visible during the walkthrough, as it was concealed by architectural finishes.

The staff members present at the walkthrough indicated that the Permit Center area does not function efficiently, primarily due to layout. It was observed the area can become very congested with public visitors, and that more efficient space planning methods could be investigated.

It was observed that the current number of staff has filled the building beyond its intended capacity. Additional space is needed for staff to work more effectively.



I. City Hall

Observations

Structural Site Visit

The observable portions of the building appear to be in good condition. Per Brian McCarthy, the City of Los Altos Maintenance Services Manager, the city buildings were recently painted. There were no notable conditions of structural disrepair observed during the site visit. However, it should be noted that the majority of the building structural system was not observed during the site visit since these systems are covered with architectural finishes.

Structural Document Review

The City Hall building is a rectangular, single story building with a footprint of approximately 224 feet by 46 feet. The computer scan copies of the original building structural drawings are of poor quality and difficult to read. These documents appear to be dated 1958. Fortunately, the original designs for both the City Hall and Youth Center buildings were completed by the same design team and utilize similar structural systems and detailing. The Youth Center drawings are dated 1960 and are much easier to read. Therefore, it can be surmised that similar structural design logic can be applied to the analysis of both buildings.

The building has a wood shake gabled roof with a 3-in-12 pitch and long stucco-soffited eaves. The roof has wood diagonal sheathing supported by wood joists spanning 16 feet between structural steel wide flange girders that are part of gabled steel wide-flange moment frame bents that span the width of the building. The moment frames are spaced at 16 feet on center along the length of the building and are interconnected by steel wide-flange members at the ridge and at the wide-flange columns. The wide-flange columns are exposed on the exterior of the building with the building walls inset.

The exterior longitudinal walls have windows for almost the entire length of the building. A continuous perimeter concrete footing supports the columns. The floor is concrete slab-on-grade with thickened areas for mechanical ducts in the slab.

The original building had a footprint length of 176 feet. In 1987 the building was extended 48 feet to the south. The construction type for the addition is similar to the original structure. The north end of the building also had interior renovations for the council chambers.

The lateral system for the building consists of the diagonally sheathed wood roof diaphragm and the structural steel ordinary moment-resisting frames in both the transverse and longitudinal directions.



I. City Hall

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Structural Discussion

The original building would have been designed per the requirements of either the 1955 or 1958 Uniform Building Code. Many changes have been made to the building code over the last 50 years. Some of the changes are due to changes in construction material and practices. Other changes are due to lessons learned from the performance of buildings during earthquakes and other events. It is important to note that the building is not required to meet the requirements of the current building code unless modifications are made to the building trigger a mandatory seismic upgrade. Some examples of conditions that might require mandatory upgrades include: changing the building's use or making significant modifications to the building's lateral-force-resisting system.

Although structural upgrades are only required with substantial renovation or change in use, many cities have prudently elected to upgrade their aging existing structures in the interest of public safety. We understand that the City of Los Altos shares these values and intends to implement a similar public safety strategy with their facilities.

Structural Considerations

The 2007 California Building Code (CBC) seismic base shear design force for this building is 130% higher than the design force that would have been used to design the original building. In addition, detailing requirements for all structural systems have also been significantly changed.

Steel ordinary moment-resisting frame lateral systems have a recent history of not performing well in earthquake events and studies. As a result, the CBC has greatly restricted the use of ordinary moment-resisting frames in high seismic regions in California.

If seismic improvement to this building is desirable, there are options available to strengthen the building and improve its performance, such as adding plywood shear walls or steel braced frames. This type of strengthening can be very costly, as it typically requires removal and replacement of all architectural finishes.

HVAC

The City Hall is currently served by two HVAC Systems, each system consists of an air handling unit with supply air fan and inlet vans for variable air volume controls, DX cooling coil, hot water preheat coil, return exhaust fan and air economizer dampers. Each temperature control zone is served with a variable volume terminal unit and hot water reheat coil. The cooling is provided by two air cooled condensing units, one for each system, located on the concrete pads on the ground with



I. City Hall

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screened enclosures. The hot water boiler with circulating pump located in the boiler room is a heating source for the building. The temperature control system is a conventional pneumatic type. The systems have ducted return. Toilet rooms have individual fans controlled by wall switches or interlocked with HVAC Systems Time Clocks.

The systems appear to be adequate in capacity for the current use. The systems were installed in 1987 as an improvement to the building originally constructed in 1958 and updated in 1967.



The existing system is 30 years old and all the equipment has exceeded its useful life. The energy usage is high due to low efficiency of the equipment and other building components. With any remodel or expansion of the City Hall, HVAC System and its equipment should be considered a priority in replacement and upgrade.

Plumbing



City Hall has five Restrooms, two at the City Chambers end, two in the hallway just south of the City Council Chambers, and one in the hallway, which is in the middle of the building. One of the two restrooms south of the City Council Chambers seems to have ADA compliant fixtures. All restroom fixtures are currently working adequately, but should be replaced when building renovations are undertaken. The Break Room has a stainless steel single compartment sink, garbage disposal, refrigerator, and a small tank water heater under the sink. The Break Room fixtures seem to be in good working condition.

Electrical

The existing facility is serviced by PG&E via underground primary feeders to an 800A, 120/208VAC, 3 phase, 4 wire NEMA 3R, Main Switchboard, located on the Northeast corner of the building exterior. Distribution panel boards and branch circuit panel boards provide power to

I. City Hall

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mechanical equipment, lighting and all devices and equipment requiring power. An existing 50KW diesel emergency generator provides emergency power to selected loads and areas throughout the facility. The existing lighting is generally provided by T12 fluorescent fixtures and controlled by local dual level switches in private offices and open areas through a switch bank. The City Chambers and a limited area have the more energy efficient T8 fluorescent fixtures. There is no exit and egress lighting. The panel boards do not have any spare circuits. There are several smoke detectors and audio alarms but no ADA required strobes and audio/visual alarms. The lighting system does not have auto-shut-off, an override switch or programmable time switch required by the current energy code. The electrical service capacity is sufficient for the operation of the existing facility and may support minor modifications. A major modification will require a closer study to determine if an upgrade in service will be necessary.

Utilities

A gas vault was observed west of City Hall in the sidewalk along S. San Antonio Road. A water meter is located in the orchard on the west side of City Hall. A sewer cleanout could not be located due to dense vegetation on the east side of City Hall, but sanitary sewer service is currently provided to the building. Storm drain catch basins and storm drain manholes are adjacent to the west side of the building in S. San Antonio Road. The storm drain main also runs just east of the City Hall near the Youth Center.

Site Location



City Hall is located on S. San Antonio Road, just north of the Public Library and the adjoining orchards. It is bounded by S. San Antonio Road on the west, a parking lot on the east and a residential development on the north.

Site Observations

City Hall is accessed by stairs on the front and sides of the building. An accessible ramp was added to the northwest side of the building, but its surface is asphalt concrete with a wooden ramp. The ramp does not meet current requirements to provide equal access to the building. The surface around City Hall is concrete, and in fair condition. The sidewalk to the parking lot on the east side of the building is not appropriately graded or marked as an accessible access to the building from the accessible parking stalls. The accessible parking stall located on the east side of the building is not compliant with the current code, as it does not



I. City Hall

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have a loading zone or a striped path of travel to the building. The asphalt pavement of the parking lot is in fair condition with few cracks or low spots. The concrete curbs in the landscape islands vary in height from 4" to 1", which is likely due to several asphalt overlays. This could cause improper drainage of storm water. The curb on the south side of the parking lot is asphalt, and does not conform to the rest of the site; concrete curbs are standard on site.

Accessibility

As mentioned above, there is an accessible ramp to the front entrance of the building that is not standard. Several accessible ramps with handrails are provided on the east side of the building. An accessible path of travel from these ramps could not be identified.

Site Landscape Observations

The existing Los Altos Community Center complex includes City Hall, a public library, the Hillview Community Center, the History House and Museum, the Bus Barn Theater, a soccer field and a ball field. The site is best described as rural agrarian in style. The building architecture is primarily low and unobtrusive with established landscaping which includes an orchard grid and large specimen oak trees. The site appears to have evolved over time and as a result there is a no clear design style with respect to pedestrian pole lights, paving materials, paving patterns, benches, fences, plant materials and other site elements. In general, the landscaping is well maintained and the plants are healthy and attractive. Several large oak trees are located on site and must be protected during any new construction. The primary deficiency in the existing site is the lack of public gathering spaces, both for the individual buildings as well as for the site as a whole.



The site lacks an entry statement to announce the complex. The entry drive is flanked with a row of Sweet Gum trees on the north and a Coast Live Oak and Camphor tree on the south. The row of Sweet Gum provides screening to the adjacent private property from the Community Center Complex. Sweet Gum is a preferred landscape tree due to its beautiful glossy leaves and brilliant fall color, and it makes a good shade tree. However, use of Sweet Gum could create maintenance issues due to shallow roots and the dropping of spiny ball-like fruits.

City Hall is screened from North San Antonio Road by an orchard grid of trees. The lack of landscaped parkways along San Antonio Road to separate the vehicular traffic from the pedestrian sidewalk causes concern for pedestrian comfort and safety.

An asphalt parking lot serves City Hall, Youth Center and the Police Department. The parking lot lacks shade and becomes a heat island on hot days. The south parking isles are adjacent to the heritage orchard



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but receive little shade from the orchard trees; the middle parking isles receive some shade from Camphor and Magnolia trees. A 6 to 8-foot tall ivy-covered green wall screens the north parking isles from the adjacent residential development.

The pedestrian flow from the parking lot to the City Hall entrance is somewhat awkward, without a well defined path leading directly to the entrance.

A concrete path approximately 5 feet in width connects the City Hall Building to the Library to the south and Youth Center to the east. The path is in fair condition.

A mature, approximately 30-year-old Magnolia tree at the entrance to City Hall is in good condition. A well maintained landscape area with a hedge, shrubs and perennials is located along the east side of the City Hall building.

Site furnishings including a concrete pot, a wood bench with metal arm rests, and pedestrian pole lights are located within the City Hall area. In general, these items appear outdated and should be replaced. A heritage apricot orchard surrounds the City Hall building to the east, west and south. The largest portion of the orchard is bordered by City Hall, Library and Youth Center. A concrete path cuts through the orchard, connecting City Hall and the Youth Center. The trees to the south of the path are smaller in size while those on the north side are fairly mature. The orchard is generally well maintained but may need to be relocated as the new Community Center site develops.

The City has communicated that poor soil conditions have been an issue within the heritage orchard, impacting the health of the trees. Improvement of the soil condition should follow the 2006 Orchard Management Plan and the recommendations regarding improving the irrigation system, dated March 23, 2007.

About 40% of the orchard trees are older than 7 years and 60% are between 1.5 years to 7 years old per the 2006 Orchard Management Report. The exact age of the older trees has not been determined. The life span for Blenheim Apricot is 40 years maximum. The older trees appear to be in fair to poor condition, and appear to be approaching their limit as being trees suitable for landscape use. The branches tend to break when bearing fruit; therefore, it is not recommended that the older orchard trees be located adjacent to parking lots. It is recommended that an Arborist determine which trees shall remain and which trees shall be removed.



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The saplings (young trees) on the site are about 1.5 to 2.5 years old per the 2006 Orchard Management Report. The saplings may be transplanted, as they appear to be vigorous and in good condition. However, it may prove to be more cost effective to replace them with new trees as transplanting the saplings will require re-boxing the trees and storing them in a location before they are replanted.

Numerous dedication plaques exist throughout the campus. These features can be preserved and incorporated into future improvements.

Plants observed in this area include, but are not limited to:

- *Cinnamomum camphora* – Camphor Tree
- *Liquidambar styraciflua* – American Sweet Gum
- *Magnolia grandiflora* – Southern Magnolia
- *Olea europaea* – Olive
- *Pistacia chinensis* – Chinese Pistache
- *Prunus* spp. – Cherry Trees
- Apricot ‘Blenheim’ - Blenheim Apricot Trees
- *Quercus agrifolia* – Coast Live Oak
- *Quercus lobata* – Valley Oak
- *Cotoneaster ‘Lowfast’* – Cotoneaster
- *Lantana montevidensis* – Lantana
- *Raphiolepis indica* – Indian Hawthorne
- *Salvia leucantha* – Mexican Bush Sage

Site and Landscaping Concerns



City Hall is hidden from San Antonio Rd; lack of sidewalk separation raises pedestrian safety concerns.



Poor soil conditions have impacted the health of the existing heritage orchard, but there is well maintained landscaping along City Hall entrance side.





II. Community Center

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Key Issues



- The buildings are least 50 years old, which is much longer than expected for the type of construction.
- The radiant floor heating system has failed, and routinely leaks.
- Plumbing and sewer systems have failed throughout the facility.
- Major structural upgrades are required for rehabilitation and re-use of these buildings.
- The facility does not meet current ADA Accessibility Standards or California Title 24 Energy Code requirements.

Due to the age of the Hillview Community Center buildings and the serious deficiencies indicated above, it is likely that the cost of any renovation would exceed that of new construction.

Architectural Observation



Due to the age of the facility, a series of comprehensive tests should be performed by a qualified and licensed abatement company to determine the presence, if any, of carcinogenic building materials (asbestos, etc.).

It was observed that the existing buildings at Hillview Community Center have outlasted their intended beneficial use. The materials, windows, doors, plumbing fixtures, HVAC and structural components show signs of significant deterioration. The spaces around the facility are wasteful underutilized, and seem isolated from the rest of the services on the site.



II. Community Center

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Structural Building Description



The Hillview Community Center buildings were originally part of an elementary school campus. They are all rectangular single story buildings of similar construction. Original building drawings were not available, but the assumed construction date is the late 1940's or early 1950's.

The buildings are wood framed construction with flat roofs and clerestory windows along the length of each side of the building. Canopies with louvered sunscreens extend off the south side of the buildings and additional canopies connect the walkways of the individual buildings together. The floors in the buildings are concrete slab-on-grade with radiant heating in the slab. The radiant heating system has been abandoned in most of the buildings due to system failure and subsequent damage to the slab-on-grade.

Structural Site Visit

Most of the structural elements for these buildings are not observable since they are covered by architectural finishes. City personnel indicate that the buildings suffer from many roof leaks due to the low slope roofs and the age of the buildings. Damage to the roof/wall sheathing and framing due to roof leaks should be expected with buildings of this age and construction type.

Structural Document Review

Original "as-built" structural drawings were not available for review.

Structural Discussion



Many changes have been made to the building code since these buildings were originally constructed. Some of the changes are due to changes in construction material and practices. Other changes are due to lessons learned from the performance of buildings during earthquakes and other events. It is important to note that a building is not required to meet the requirements of the current building code unless modifications are made to the building trigger a mandatory seismic upgrade. Some examples of conditions that might require mandatory upgrades include: changing the building's use or making significant modifications to the building's lateral-force-resisting system.

Structural Considerations

The 2007 California Building Code (CBC) seismic base shear design force for this building is estimated to be 75% higher than the design force that would have been used to design the original building. In addition, detailing requirements for all structural systems have also been significantly changed.

Seismic improvements to this building could include strengthening the



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existing roof diaphragm, strengthening collector elements that deliver forces to the shear walls, and adding and/or strengthening existing shear wall elements and their foundations especially at the longitudinal walls for buildings where the majority of the wall length is made up of clerestory windows.

HVAC

Community Center Buildings have floor radiation heating with a boiler in each building. The pipes in floors have corroded over the years causing repeated leaks, which are very difficult and costly to repair. These systems are practically non functional. Several rooms have gas furnace units installed in one of the corners of the space. This installation is inadequate and very noisy. Short term solutions are not recommended due to the overall poor conditions and prohibitive cost.

Plumbing

The Hillview Community Center plumbing systems are run down and need replacement. It has been reported by city maintenance staff that the domestic water lines have build-up in the piping and as a result there is insufficient water pressure to operate fixtures. Also there are sanitary sewer back-up problems, and roof drains routinely overflow, causing additional problems.

Electrical

The existing building electrical is serviced by PG&E with a 400A, 120/208VAC, 3-phase, 4-wire to a meter and an electrical gutter with five 200A disconnect switches. All the electrical equipment are old and obsolete. Any modification will require an electrical service size upgrade. The lighting system does not have auto-shut-off, an override switch and programmable time switch required by the energy code.

Site Location

The Hillview Community Center is located on Hillview Avenue between North San Antonio Road and Eleanor Avenue in Los Altos California. It is bounded by residential neighborhoods on the north and east sides, the Soccer Fields on the west side and Hillview Avenue on the south. The south side of Hillview Avenue is also a residential neighborhood.

Site Observations

The Community Center facilities have eight buildings, a drop off area, outdoor recreation areas and a parking lot. Currently, the paved surfaces around the building are asphalt, concrete and brick pavers. There are various landscape areas between the buildings and corridors that have well maintained vegetation and mature trees. The parking lot is asphalt pavement with concrete curb and gutter. Landscape islands with plantings, mature trees and site lighting are located in the parking lot.



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	<p>The sidewalks adjacent to the parking lot on the north, south and west sides are concrete, while the sidewalks adjacent to the building on the east side of the parking lot are asphalt concrete. In general, the paved surfaces are uneven, broken and in poor condition. The concrete curb and gutter is broken from tree roots, and the asphalt sidewalks are patched from prior saw-cutting of utilities into the pavement. The asphalt concrete surface in the parking lot is in decent condition with few areas of patchwork. The curb is of varying heights due to consolidation, tree uprooting and likely several paving lifts. The curb varies in height from 3" to 8" throughout the parking lot.</p>
<p><i>Accessibility</i></p>	<p>There are several accessible parking stalls provided in the parking lot and drop off areas on-site. The stalls are striped with the accessible parking stall symbol and have proper signage to denote an accessible parking stall. However, the accessible parking stalls do not have proper loading zones based on the current code requirements. Some stalls have loading zones that are not striped or identified, others have improperly sized loading zones, and some do not have them at all. An accessible path of travel is not properly provided for a majority of the accessible stalls. Some of the paths from parking stall to building are behind vehicles in the parking lot. Ramps that are provided are not accessible based on slope, material, or current code requirements (no detectable warning devices are currently provided on the ramps).</p>
<p><i>Utilities</i></p>	<p>The Hillview Community Center is currently served by water, electric, gas, sanitary sewer and storm drain. The water, storm drain and sanitary sewer connect to existing City of Los Altos utility mains in Hillview Avenue. Currently the parking lot, drop off area and buildings have electrical service from Hillview Avenue.</p> <p>There is a fire hydrant located near the Community Center on Hillview Avenue, an on-site fire hydrant in the parking lot to the west of the buildings and a Fire Department Connection on the side of one of the buildings. The on-site fire services are fed from an existing 6" fire water main running north/south in the parking lot on the west side of the building. There is an existing water meter adjacent to the front building at the drop off area. Water meter boxes were noted at the drop off area adjacent to Hillview Avenue, the parking lot and various locations throughout the site. Irrigation boxes were also located near the planter areas, but it could not be confirmed if there are separate water systems for Irrigation and Domestic water supply.</p> <p>The onsite storm drainage system is linked by several catch basins in the parking lot and area drains in between the buildings. Storm drain manholes could not be field verified, and it is likely that none exist. The</p>



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storm drain catch basins likely connect from drain to drain and then connect in a lateral to the city main. Currently, several rain water leaders and area drains connect to the storm drain from the same lateral, which is not compliant with city standards.

Sanitary sewer laterals and manholes were field verified on site, and connect from the parking lot to the city main in Hillview Avenue. Per as-built plans, an existing below-grade septic system, leach field and sump pump are located in the parking lot to the west of the buildings. It has not been verified that it was removed during subsequent site upgrades, and should be assumed to still remain.

An existing 2" gas main serves the buildings through the central corridor. Per the site utility as-built drawings, the gas service connects to a gas main in Hillview Avenue.

Site Landscape Observations

There are two drop-off areas for the community center - one is at the main entrance; the other is along the western frontage of the building. Neither drop-off zone is ADA compliant due to a lack of access ramps in the 6-inch curb.

The front (south side) of the building is landscaped with lawn and Sweet Gums on the east and Japanese Maples with evergreen groundcover in the raised planter to the west of the entrance. The raised planter incorporates a seat wall that provides a waiting area for the vehicular drop-off. The entry plaza is highlighted with brick pavers; however, they don't seem to blend well with the building color. The building entrance has low visibility because the building overhang creates a dark area at the doorway. The post top lights at the entry plaza seem degraded and need to be updated with more energy efficient models.

The parking lot in front of the Hillview Community Center is separated from the sidewalk by a 3-foot wide planter with trees. The limited distance between the tree trunks and the curb does not provide sufficient space for the car overhang. The parking lot layout creates a safety concern as there is no path linking the parking lot and the building entrance, forcing pedestrians to walk through vehicular traffic.

The courtyards between the buildings are nicely shaded by large mature trees, such as Redwoods, Magnolia and some large Japanese Maples. They are paved either with concrete or brick pavers. Each courtyard contains a variety of seating elements, such as tables/chairs, benches and planters with seat walls. These areas were intended to promote social interaction, but the spaces are not well-utilized and require significant improvements.



II. Community Center

Observations

The asphalt paving at the far north-west side of the building is degraded and will need to be repaved or resurfaced. The existing catch basin near the redwood trees is set too low, creating a large grade difference from the adjacent path leading to the north side of the ball field. The elevation at top of the parking lot curb on the west side of the community center complex is higher than the adjacent building elevation, forcing water to drain toward the building. The cutout for the sycamore tree is too small to accommodate the roots properly and needs to be expanded. The existing wood benches in this area are degraded and should be replaced.

A historic preservation project, "Adaptive Reuse of the Historic Jacqueline Johnston/Clayton Stafford House," is being constructed adjacent to the Hillview Community Center. This house was originally designed by Richard Neutra.

Plants observed in this area include, but are not limited to:

- *Acer palmatum* - Japanese Maple
- *Magnolia grandiflora* - Southern Magnolia
- *Liquidambar styraciflua* - American Sweet Gum
- *Quercus agrifolia* - Coast Live Oak
- *Pinus* sp. - Pines
- *Pistacia chinensis* - Chinese Pistache
- *Platanus* sp. - Sycamore
- *Sequoia sempervirens* - Redwoods
- *Photinia* sp. - Photinia
- *Raphiolepis indica* - Indian Hawthorn
- *Trachelospermum jasminoides* - Star Jasmine



II. Community Center

Observations

Site and Landscaping Concerns



Insufficient planter width for proper car overhang

Improper drainage at west drop-off area.
Tree cut-out undersized.



Excessive grade change at existing catch basin near ballfield





III. Library

Observations

Key Issues



- The building is approximately 40 years old, with additions and renovations ranging from 15 to 30 years in age.
- Major structural upgrades are required for expansion and/or renovation of this building.
- The facility is not in full compliance with current ADA Accessibility Standards or California Title 24 Energy Code requirements.
- Major changes to the services offered would require a complete re-design of the facility.

Due to these issues and the community's goals for the Library services careful consideration should be given to the feasibility of renovation and the extent of re-design required.

Architectural Observations



Due to the age of the facility, a series of comprehensive tests should be performed by a qualified and licensed abatement company to determine the presence, if any, of carcinogenic building materials (asbestos, etc.). Since a series renovations have been completed within the past 15 years, it is possible that the building has been cleared of all such substances. Additional research should be conducted to determine if such documentation exists.

The architectural finishes of the Library Building have been well-maintained, and there are few signs of deterioration. The roof appeared to be in good condition, and there was no specific evidence of recent roof leaks.



The building appears to be in general compliance with the requirements of the Americans with Disabilities Act and the accessibility requirements of the 2007 California Building Code. Minor upgrades may need to occur in order to meet current standards. Major changes to the Library services offered would likely require a substantial re-design of the entire building. If the building is to be renovated, an assessment must be made as to the extent of required ADA upgrades. If a substantial amount of renovation occurs, the building will be required to meet all of the accessibility requirements of the ADA and the Building Code in effect at time of permit submittal.



III. Library

Observations



Structural Building Description

Similar to the other buildings on the site, some of the existing windows and storefront doors consist of single-pane glass, which may not comply with the current California Energy Code Standards for fenestration. Additional analysis must be done to determine the extent of upgrade required, if the building is to be renovated. The roof and wall insulation were concealed by architectural finishes and not visible during the walkthrough. An investigation should be conducted to determine the amount of building insulation and determine if the existing the R-values meet the California Energy Code requirements.

The Library building is an 'L'-shaped, single story building. The original drawings for this building were not available for review, but drawings for the 1976 addition indicate that the construction of the original building is similar to the City Hall and Youth Center buildings. An addition was constructed on the southwest side of the building, but the structural drawings for this addition were not available for our review.

The building has a wood shake hipped roof with a 3-in-12 pitch and long stucco-soffited eaves. The southwest second addition has two main gabled roofs that extend to the south, perpendicular to the ridge of the original building. Based on the 1976 drawings, the original building and first addition roof has plywood sheathing supported by wood joists spanning 16 feet between structural steel wide flange girders that are part of gabled steel wide-flange moment frame bents that span 75 feet across the width of the building. The moment frames are spaced at 16 feet on center along the length of the building and are interconnected by steel wide-flange members at four locations along the span and at the wide-flange columns. The wide-flange columns are exposed on the exterior of the building with the building walls inset. The exterior longitudinal walls have windows for almost the entire length of the building. A continuous perimeter concrete footing supports the columns. The floor is concrete slab-on-grade.

The original building had a footprint of 144 feet by 75 feet. An addition was constructed in 1976 extending the building 48 feet to the east. The construction type for the addition is similar to the original structure. The construction type for the second condition is unknown. The footprint area of the second edition is approximately one-half that of the original and first addition area.

The lateral system for the original building and first addition consists of the plywood sheathed wood roof diaphragm and the structural steel ordinary moment-resisting frames in both the transverse and longitudinal



III. Library

Observations

Structural Site Visit

directions. The lateral system for the second edition is unknown.

The observable portions of the building appear to be in good condition. The time spent reviewing this building was very limited, so as not to disturb the Library patrons. It should be noted that the majority of the structural system was not observed during the site visit since these systems are covered with architectural finishes.

It should be note that much of this structure has been altered since it was originally built. Some of the structural components may have received upgrades during these renovations. Additional observations can be performed after the extent of future renovations is determined.

Structural Discussion

The date of construction for the original building is unknown, but based on the building structural system and detailing similarities it is assumed that it was designed at the same time or after the City Hall and Youth Center buildings. Many changes have been made to the building code since this building was originally constructed. Some of the changes are due to changes in construction material and practices. Other changes are due to lessons learned from the performance of buildings during earthquakes and other events. It is important to note that the building is not required to meet the requirements of the current building code unless modifications are made to the building trigger a mandatory seismic upgrade. Some examples of conditions that might require mandatory upgrades include: changing the building’s use or making significant modifications to the building’s lateral-force-resisting system.

Structural Considerations

The 2007 California Building Code (CBC) seismic base shear design force for this building is estimated to be 130% higher than the design force that would have been used to design the original building. In addition, detailing requirements for all structural systems have also been significantly changed.

Steel ordinary moment-resisting frame lateral systems have a history of not performing well in recent earthquake events and studies. The CBC has greatly restricted the use of ordinary moment-resisting frames in high seismic regions in California.

If seismic improvement to this building is desirable, there are options available to strengthen the building and improve its performance, such as adding plywood shear walls or steel braced frames. This type of strengthening can be very costly, as it typically requires removal and replacement of all architectural finishes.



III. Library

Observations

HVAC



The library, a 28,500 sf building was remodeled and expanded in 1991, including an upgrade to the HVAC system with new equipment. Variable air volume zone boxes were added with reheat coils and DDC controls.

There are two air handling systems that consist of supply air fan and cooling coil, return air fan and economizer dampers. The cooling and heating sources are provided by a Trane 65 ton air cooled chiller, chilled water distribution and 440 MBH output heating water boiler. Two small dedicated split – DX type systems have been added to serve telephone and server room.

The system appears to be adequate for the anticipated use. However the library needs are increasing, and once future use options are defined, an additional study will be required to define the actual HVAC capacities and requirements

Plumbing



The Library has a Women’s Public Restroom, Men’s Public Restroom, Staff Unisex Restroom, Break Room, Janitor’s Closet, and Program Room which all have plumbing fixtures. Both the Women’s and Men’s Public Restrooms have one toilet that is ADA compliant, and all fixtures seem to be in good working condition. The Staff Unisex Restroom appears to have ADA compliant fixtures, which seem to be in good working condition.

A small electric point-of-use water heater, located under the Break Room sink, currently serves the Staff Unisex Restroom and Break Room, and is not providing sufficient hot water to either location.

The Break Room has a stainless steel single compartment sink with a new faucet, garbage disposal, electric range/stove, refrigerator, and a small water filter system under the sink. All fixtures in the Break Room seem to be in good working condition. The Janitor’s closet has an enameled cast-iron trap/floor mounted service sink, it seems to be in good working condition. The Program Room has one stainless steel single compartment sink, seemingly in good working condition.

Electrical

The existing facility is serviced by PG&E via pad-mounted transformer at the back of the building located at the outdoor mechanical enclosure. The main switchboard with meter and disconnect switch with a 1200A, 120/208VAC, 3 phase, 4 wire to a NEMA 3R, Main Switchboard, is located on the Northeast corner of the building exterior. Distribution panel boards and branch circuit panel boards provide power to mechanical equipment, lighting and all devices and equipment requiring power. The existing lighting are generally provided by T12 fluorescent fixtures controlled by local switches in private offices. The lobby, main library and book stacks are lit by fluorescent pendant light fixtures which appear to



III. Library

Observations



be adequate. The exit and egress lights appear to be sufficient. The panel board circuit breakers have only a few spaces available to add circuit breakers. The electrical service capacity is sufficient for the operation of the existing facility and minor modifications. A major modification will require a closer study to determine if an upgrade in service will be required.

Utilities

A storm drain main runs onto the site perpendicular to S. San Antonio Road, south of the library towards the History House. A sanitary sewer line is located adjacent to the south side of the library, in the brick paved area. An automatic sprinkler riser is located on the southwest corner of the building, providing fire service to the library. Irrigation service is located in the planting areas surrounding the building and utility boxes are located in the planting areas as well. Irrigation mains are also located north of the building, running east/west from the youth center to the orchard on the west side of the Library, south of City Hall. Above ground connections to the irrigation main can be seen at the orchards. The orchards are irrigated by connecting above ground pipes to these irrigation main connections when needed. High voltage electric utility vaults are located near the library, on the northwest corner of the driveway from S. San Antonio Road, in the sidewalk on the west side of the building near the road, and in the orchard on the north side of the library. A telephone/communications utility vault is located on the west side of the library near the sign for the Los Altos Civic Center, Library and History Museum.

Site Location

The public library is located on S. San Antonio Road, just south of City Hall. It is bounded by a parking lot on the east side and drive aisle and parking spaces on the south side. The north and west sides of the building are bounded by orchards, with a fountain and pedestrian access on the south west corner.

Site Observations

The Library is accessed by a parking lot on the east side of the building and a drive aisle and parking spaces on the south side of the building. The parking lot surface is asphalt concrete in fairly good condition, but not of new construction. There is adequate drainage provided for storm water runoff on the south side of the building, including storm drain catch basins and curb and gutter with positive drainage towards the catch basin. The east side of the building does not have adequate drainage; a valley gutter is essentially flat, with a storm drain catch basin that is not at a low point. There is a cart ramp on the west side of the building that is not ADA accessible, but does not appear to be used as public access to the building. Mixed Recyclables are stored in the



III. Library

Observations

parking lot surrounded by cones, and it does not appear to be a functional solution for the Library. The front entry of the library is from the south side, which has brick pavers. The pavers are in good condition, but serve as a generally uneven surface for an accessible path of travel.

The surface slopes around the building are very flat, not the preferred 2% away from the building. The accessible parking stalls located at the front entrance to the library are not compliant with current codes; surface slopes within the stalls are greater than 2% and the ramps are not sufficient in size, type or slope. The ramps also lack detectable warning. A wide concrete sidewalk runs east/west through the orchard, between City hall and the Library. The sidewalk is in good condition, but is not new construction. The orchard is well maintained, with soil and no groundcover. There is no storm drainage provided within the orchard; the soil appears to be well draining and sufficient in area to handle surface water during storms. Runoff from the orchard would overland release to S. San Antonio Road during heavy storm events, if necessary

Accessibility

The front entryway to the library is accessible only via the ramps located within the accessible parking stalls, which are not standard. There is an accessible path of travel from the public right of way, as there is a curb ramp located at the driveway from S. San Antonio Road to the library. This ramp is not per code because it lacks detectable warning strips, but does provide access from the public right of way to the library.

Site Landscape Observations

The Library is not visible from the street and lacks an entry statement. The existing library signage on San Antonio Road is located too far away from the entry drive to be effective. In addition, mature Sweet Gums block the front entrance to the building from the street.

The north side of the entry drive to the complex has no separation between the travel lane and the sidewalk, creating a potential safety issue for pedestrians. The angled parking stalls along the south side of the entry drive create conflicts between cars backing out and incoming traffic.

The southern property boundary is bordered by a wood fence and shrub planting which is insufficient to screen the parking lot from the adjacent property. The planter that is located further east on the south side of the driveway has several gaps in the plant material. An unintended foot path has been cut through this damaged planting area. An outdated style of post top light is located within the planter and is over-grown by shrubs that potentially block the light source.

The Library front entry is paved with interlocking pavers and contains bike



III. Library

Observations

racks and low concrete walls which define a seating area. Except for the single loop bike rack, the other site elements, such as the wood trellis, wood benches, concrete trash receptacles, concrete bollards and interlocking pavers are outdated. Although the existing Sweet Gums and Japanese Maples provide shade to the south-facing patios, there are issues pertaining to each. The Japanese Maples are not suitable in a south-facing condition, as they require more shade than they currently receive in order to thrive. The shallow rooted Sweet Gums have roots rising above grade, affecting the ability to plant groundcover in that area. The low planting area in front of the Library entrance is in poor condition with missing plants. Pedestrian paths have been worn through the planting area, damaging the landscaping.

The parking lot which serves the library is poorly shaded with only a few Sweet Gums. The parking islands have either poor planting or are completely barren.

The Fountain Plaza located at the south-west corner of the library is a place for pausing and gathering. It contains a central granite block water feature in good condition, interlocking pavers, a sculpture element and wood trellises on three sides. The granite fountain acts as a buffer between the seating area behind the fountain and the street. A historic plaque and donor tiles are located on a low concrete wall surrounding the water feature. A seating area is defined by a low concrete wall with an old wood bench on one side. The site elements, such as the faded interlocking pavers, wood bench, wood trellises and concrete trash receptacle appear out-dated and could be improved with more updated/durable materials and patterns.

The plantings are well maintained around the water feature and on the trellis. The hedge behind the seating area is in poor condition and an unintended foot path cuts through the groundcover area on the north side. The linear zone underneath the roof contains no planting and leaves a 3' - 4' gap between the building edge and the groundcover.

The existing Escallonia hedge along the south and east of the Library is healthy; however, it requires regular pruning several times a year to maintain its hedge form, resulting in additional green waste. Given these considerations, Escallonia is not recommended for future plantings

Cherry trees, Camellia, Rhododendron and Ivy provide a nice green edge along the rear side of the Library. The rear patio is also paved with interlocking pavers with a wood trellis, a concrete ash urn, a concrete trash receptacles, bike racks, and a couple of wood benches that are



III. Library

Observations

outdated in both style and materials.

Plants observed in this area include, but are not limited to:

- *Acer palmatum* / Japanese Maple
- *Liquidambar styraciflua* / American Sweet Gum
- *Olea europaea* / Olive
- *Quercus agrifolia* / Coast Live Oak
- *Pinus* sp. / Pine Trees
- *Prunus* sp. / Cherry Trees
- Apricot 'Blenheim' - Blenheim Apricot Trees
- *Photinia 'Standard'* and shrub form / Photinia
- *Camellia* sp. / Camellia
- *Escallonia fradesii* / Escallonia
- *Hemerocallis* sp. / Daylilies
- *Ilex* sp. / Holly
- *Raphiolepis indica* / Indian Hawthorne
- *Rhododendron* sp. / Rhododendron
- *Viburnum* sp. / Viburnum
- *Hedera* sp. / Ivy
- *Trachelospermum jasminoides* / Star Jasmine
- *Lonicera* sp. / Honeysuckle

Site and Landscaping Concerns



No separation between sidewalk and vehicular travel lane.



Insufficient screening to adjacent property.



IV. Police

Observations

Key Issues



- The building is approximately 50 years old, well beyond the period of beneficial use for the type of construction.
- The Police Station building does not meet the structural requirements for an Essential Services Facility, as required by the current Building Code. Major upgrades are required for compliance.
- The current Emergency Operations Center (EOC) housed within this building does not comply with the fire and seismic requirements of the current Building Code. Major upgrades to the existing building are required to house an EOC, unless a new, standalone building is provided for this use.
- The HVAC equipment has exceeded its serviceable life. Due to the basement location, major demolition is required to remove and/or replace the equipment.
- Major structural work is required for all of the above.
- The facility does not comply with current ADA Accessibility Standards or California Title 24 Energy Code requirements.

Due to these serious concerns, it is likely that the cost of any renovation would exceed that of new construction.

Architectural Observations



Due to the age of the facility, a series of comprehensive tests should be performed by a qualified and licensed abatement company to determine the presence, if any, of carcinogenic building materials (asbestos, etc.).

The architectural finishes of the Police Building have been well-maintained, though some areas show signs of deterioration. The roof appeared to be in good condition, and there was no specific evidence of recent roof leaks. Staff mentioned that the trellis at the main entrance would be removed in the near future, due to decay and pest infestation (termites).



IV. Police

Observations



While some remedial efforts have been made to provide a greater level of accessibility, the building is not in full compliance with the requirements of the Americans with Disabilities Act and the accessibility requirements of the 2007 California Building Code. Upgrading the existing facility to current standards is possible. If the building is to be renovated, an assessment must be made as to the extent of required and/or voluntary ADA upgrades. Areas requiring such a comprehensive ADA accessibility assessment include: quantity, configuration and location of accessible parking stalls (including van stalls); entrances, exits and paths of travel (including door width, operating hardware and thresholds); public and staff restrooms and locker rooms; countertops accessible to the public (lobby area); etc. If a substantial amount of renovation occurs, the building will be required to meet all of the accessibility requirements of the ADA and the Building Code in effect at time of permit submittal.

The Police Station is considered an Essential Services Facility by the California Building Code. The current building does not meet all of the requirements for such a facility (see structural portion). In addition, the building houses an Emergency Operations Center (EOC). However, the existing construction does not comply with the Building Code requirements of an EOC. If the EOC is to be located within the existing building, the entire building must be upgraded to meet the Building Code requirements. As an alternative, the EOC may be re-located to a separate building, which meets the more stringent requirements, provided an approved separation is maintained between the two buildings.

It was observed that the existing windows and storefront doors consist of single-pane glass, which may not comply with the current California Energy Code Standards for fenestration. Additional analysis must be done to determine the extent of upgrade required, if the building is to be renovated. The exterior walls are also very thin, and appeared to be simply infill panels within the aluminum framework of the storefront system. While the walls were not opened-up for observation, it is unlikely that a meaningful amount of insulation exists within the wall panels. As such, it is likely that the building envelope will not meet the current R-value required by the California Energy Code. The roof insulation was not visible during the walkthrough, as it was concealed by architectural finishes.

It was observed that the current number of staff has filled the building beyond its intended capacity. Additional space is needed for staff to work more effectively.



IV. Police

Observations



Structural Building Description



Staff mentioned that the existing parking lot at the rear of the building does not provide a secure area for the police staff to park vehicles.



The Police Department building is an 'L'-shaped, single story building with a footprint of approximately 10,200 square feet. The original drawings are dated 1967. The exterior features of the building are similar to the City Hall and Youth Center buildings.

The building has a wood shake gabled roof with a 3-in-12 pitch and long stucco-soffited eaves. The roof has plywood sheathing supported by wood joists spanning 16 or 22 feet between structural steel wide flange girders. The girders are spaced 16 to 22 feet apart along the length of the building and are interconnected by steel wide-flange members at the ridge and at the steel columns. The wide-flange columns are exposed on the exterior of the building, similar to the City Hall and Youth Center buildings, with the building walls inset. The interior columns are pipe columns and are located within the interior partition walls. The exterior longitudinal walls have long sections of window, but there are also sections of solid wall.

Concrete spread footings support the columns, except at locations adjacent to the basement where they are supported by caissons. The floor is a 6-inch concrete slab-on-grade.

The basement is approximately 900 square feet and located under the southwest side of the building. The basement has reinforced concrete retaining walls on each side and concrete walls that divide the basement into two areas. The ceiling of the basement (first floor) is a 10-inch thick reinforced concrete suspended slab. The basement houses mechanical, electrical and telecommunications equipment for the building and is accessed by a straight concrete stairway from within the building.

IV. Police

Observations

In 1987 the southeast corner of the building was expanded with a small addition of similar construction to the original building.

The lateral system for the building consists of the plywood sheathed wood roof diaphragm and interior and exterior plywood shear walls.

Structural Site Visit

The observable portions of the building appear to be in good condition. There were no notable conditions of structural disrepair observed during the site visit. The viewable sections of designated plywood shear wall appeared to match the original structural drawings with the following exceptions: the west wall has a window that was not shown on the original structural drawings and the east wall is approximately 8 feet shorter than the wall shown on the original drawings. It should also be noted that the majority of the building structural system was not observed during the site visit since these systems are covered with architectural finishes.

The large mechanical unit in the basement is on spring isolators, but it does not have snubbers or other devices to restrain movement of the unit in an earthquake. In addition, not all of the piping and conduits supported from the basement ceiling are seismically braced.

Structural Discussion



The original building would have been designed per the requirements of either the 1964 or 1967 Uniform Building Code. Many changes have been made to the building code over the last 40 years. Some of the changes are due to changes in construction material and practices. Other changes are due to lessons learned from the performance of buildings during earthquakes and other events.

It is important to note that a building is not required to meet the requirements of the current building code unless modifications are made to the building trigger a mandatory seismic upgrade. Some examples of conditions that might require mandatory upgrades include: changing the building's use or making significant modifications to the building's lateral-force-resisting system. In this case, the addition of the Emergency Operations Center to the building will require the building to be brought into conformance with the current 2007 California Building Code for Essential Facilities.

Structural Considerations

The 2007 California Building Code (CBC) seismic base shear design force for this building is 100% higher than the design force that would have been used to design the original building. In addition, detailing requirements for all structural systems have been significantly adjusted.



IV. Police

Observations

HVAC



Seismic improvements to this building could include strengthening the existing roof diaphragm, strengthening collector elements that deliver forces to the shear walls, and adding and/or strengthening existing shear wall elements and their foundations. This type of strengthening can be very costly, as it typically requires removal and replacement of all architectural finishes.

The Police Department building dates from 1958 with renovations and additions in 1967. The HVAC system consists of a Train air cooled chiller located on the outside concrete pad, piped to the air handling unit in the mechanical room in the basement. The chiller has nominal capacity of 20 tons.

A hot water boiler, manufactured by Ajax, with capacity of 350 MBH input and 280 MBH output is providing building heat. The zone reheat coils are constant volume with duct distribution at the first floor attic space. The return air is at the floor level with ducts below. A 1998 addition of locker room area has a separate split system and exhaust fan.

The Server Room and 911 Emergency Room have split systems with 24/7 operations. Condensing units are located on the roof, and the kitchen and toilet room have exhaust fans.

This facility has severe limitations for expansion, remodel or any updates. The mechanical system is outdated, limited in capacity and not energy efficient. The constant volume reheat system is not allowed within the current California Title 24 code. Replacement of existing equipment in the basement will cause a considerable amount of downtime for the facility. For any future options, detailed HVAC analysis with requirements of a potentially new system will be required.

Plumbing



The Police Department building has a Men's Locker Room, a Women's Locker Room, and one separate Unisex Restroom. There is an existing 50-gallon, 40,000 Btu/h gas input water heater in the basement which seems to be in working condition, although it is not determined what it is serving.

The fixtures in the Locker Rooms are presently working adequately, but should be replaced if building renovations are undertaken. The Unisex Restroom seems to have ADA compliant fixtures that are in good working condition and is about 1-1/2 years old (as of this survey) according to police station staff.

IV. Police

Observations

Electrical



The existing Police Department building is serviced by PG&E via underground primary feeders to an 800A, 120/208VAC, 3 phase, 4 wire to a NEMA 3R, Main Switchboard, located on the Northwest corner of the building exterior. Distribution panel boards and branch circuit panel boards located in the basement and ground floor, provide power to mechanical equipment, lighting and all devices and equipment requiring power. An existing diesel emergency generator provides emergency power to selected loads and areas throughout the facility. The generator enclosure was not accessible during the walk-thru to determine its capacity.



The existing lighting are generally provided by T12 fluorescent fixtures controlled by local switches in private offices. The corridor lighting level appears to be low. The exit and egress lighting fixtures also appear to be inadequate.

The electrical service and panel board circuits are now fully utilized and any modification will require closer study to determine the necessary service size upgrade.

Utilities

Storm drain, sanitary sewer, water and electricity are currently provided to the Police Department building. Stub locations could not be field verified, but manholes and utility vaults in the area indicate that these services are provided to the building.

Site Location

The Police Department building is located north of the History House and northwest of the baseball field and Community Center. It is bounded by residential developments on the north and east sides, and the youth center and History House on the west and south, respectively.

Site Observations

Access to the Police Station is via the City Hall Parking Lot and an access road that leads to the Library and soccer field. The parking lot for the Police Station is located on the east side of the building, and contains only reserved parking for police cars and storage. The asphalt pavement in the parking lot is in poor condition, with a single catch basin that is not at the low point. The asphalt does not properly drain away from the building, although the raised building pad prevents water from draining directly to the building. A small orchard and farm equipment storage area is located northeast of the police station, with the same conditions as the other orchards on site. The west side of the building is a grassy area with well maintained landscaping. The surface slopes on the west side of the Police Station drain away from the building to the access road where storm drain catch basins are located. The access road has concrete curbs and gutters in good condition conveying water to the storm drain catch basins.



IV. Police

Observations

Accessibility

An existing accessible ramp is located on the northwest side of the building, adjacent to the parking lot and front entry.

Site Landscape Observations

The Police Department is located on the eastern side of the community center complex. It is surrounded by a staff parking lot and the heritage orchard to the east, a public parking lot to the north-west and maintenance yards to the south and to the north.

The west side of the building is well landscaped with a green lawn area and lush shrub plantings. A Magnolia specimen tree with wood trellis underneath anchors the entrance to the Police Department; however, the building entry is blocked by the rose planter and is not very visible from the public parking lot. The tree and shrub plantings on the north side are in fair condition. A gap in the shrub planting along the entry walkway should be filled at the building corner, because the approximately 12" drop between the walkway finish grade and the planting area creates a safety problem.

The accessible parking stall near the building entrance is well defined by signage, striping and plantings, however, its location forces the vehicle to back out into the driveway, creating an unsafe condition.

The maintenance yards to the north and south should be screened from public areas.

The handrails at the front stairs and the accessible ramp should be updated to comply with the current ADA code standards.

Plants observed in this area include, but are not limited to:

- Liquidambar styraciflua / American Sweet Gum
- Magnolia grandiflora / Southern Magnolia
- Agapanthus spp. / Lily of the Nile
- Hemerocallis hybrids / Evergreen Daylily
- Pittosporum tobira
- Raphiolepis indica / Indian Hawthorne
- Rosa spp. / Rose
- Trachelospermum jasminoides / Star Jasmine
- Apricot 'Blenheim' - Blenheim Apricot Trees
- Ivy



IV. Police

Observations

Site and Landscaping Concerns



Grade drop along the walkway at building corner is a safety concern.

Accessible parking stall is in an unsafe location.



Maintenance yards lack screening from public areas.



Handrails do not meet current ADA code standards.



V. Youth Center

Observations

Key Issues

- The building is nearly 50 years old, well beyond the period of beneficial use for the type of construction. A storage room addition was constructed approximately 20 years ago.
- The building lacks an air conditioning system, and the heating system is inadequate.
- The electrical system has exceeded its serviceable life and needs to be replaced.
- Major structural upgrades are required for expansion or renovation.
- The facility is not in full compliance with current ADA Accessibility Standards or California Title 24 Energy Code requirements.

Due to these serious concerns, it is likely that the cost of any renovation would exceed that of new construction.

Architectural Observations



Due to the age of the facility, a series of comprehensive tests should be performed by a qualified and licensed abatement company to determine the presence, if any, of carcinogenic building materials (asbestos, etc.).

The architectural finishes of the Youth Center Building have been well-maintained, though some areas show signs of deterioration. The roof appeared to be in good condition, and there was no specific evidence of recent roof leaks.

The existing “see-through” fireplace did not have closeable glass doors on either side, which could be a safety concern. The existing masonry fireplace and chimney exhibited no evidence of substantial cracking. If the fireplace is to be maintained as an architectural feature, a more detailed investigation of the existing reinforcing is recommended. Masonry fireplaces and chimneys were commonly built without adequate reinforcing during this period.

While some remedial efforts have been made to provide a greater level of accessibility, the building is not in full compliance with the requirements of the Americans with Disabilities Act and the accessibility requirements of the 2007 California Building Code. Upgrading the existing facility to current standards is possible. If the building is to be renovated, an assessment must be made as to the extent of required and/or voluntary ADA upgrades. Areas requiring such a comprehensive ADA accessibility assessment include: quantity, configuration and location of accessible parking stalls (including van stalls); entrances, exits and paths of travel (including door width, operating hardware and thresholds); public and staff restrooms; countertops accessible to the public (kitchen area); etc. If a substantial amount of renovation occurs, the building will



V. Youth Center

Observations

be required to meet all of the accessibility requirements of the ADA and the Building Code in effect at time of permit submittal.

It was observed that the existing windows and storefront doors consist of single-pane glass, which may not comply with the current California Energy Code Standards for fenestration. Additional analysis must be done to determine the extent of upgrade required, if the building is to be renovated. The exterior walls are also very thin, and appeared to be simply infill panels within the aluminum framework of the storefront system. While the walls were not opened-up for observation, it is unlikely that a meaningful amount of insulation exists within the wall panels. As such, it is likely that the building envelope will not meet the current R-value required by the California Energy Code. The roof insulation was not visible during the walkthrough, as it was concealed by architectural finishes.

Structural Building Description

The Youth Center building is a rectangular, single story building with a footprint of approximately 102 feet by 46 feet. The original Youth Center drawings are dated 1960. The building was designed by the same design team as the City Hal Building and utilizes similar structural systems and detailing.



The building has a wood shake gabled roof with a 3-in-12 pitch and long stucco-soffited eaves. The roof has wood diagonal sheathing supported by wood joists spanning 16 feet between structural steel wide flange girders that are part of gabled steel wide-flange moment frame bents that span the width of the building. The moment frames are spaced at 16 feet on center along the length of the building and are interconnected by steel wide-flange members at the ridge and at the wide-flange columns. The wide-flange columns are exposed on the exterior of the building with the building walls inset.



The exterior longitudinal walls have windows for almost the entire length of the building. The south end of the building has a solid exterior wall and the north end of the building has solid portions of wall on each side of the main entrance. Per the original design drawings it does not appear that these walls were designed as shear walls. A continuous perimeter concrete footing supports the columns. The floor is concrete slab-on-grade with thickened areas for mechanical ducts in the slab. The building also has a fireplace located at the ridge of the roof with tall clay brick end walls, two brick widths thick, that span from the floor to the roof and then extend approximately two feet above the ridge.



V. Youth Center

Observations

In 1987 a 21 foot by 29 foot addition was added off the southwest corner of the building for storage. The addition has wood roof framing with some structural steel beams and plywood sheathed exterior walls with no openings.

The lateral system for the building consists of the diagonally sheathed wood roof diaphragm and the structural steel ordinary moment-resisting frames in both the transverse and longitudinal directions.

Structural Site Visit

The observable portions of the building appear to be in good condition. There were no notable conditions of structural disrepair observed during the site visit. However, it should be noted that the majority of the building structural system was not observed during the site visit since these systems are covered with architectural finishes.

Structural Discussion

The original building would have been designed per the requirements of the 1958 Uniform Building Code. Many changes have been made to the building code over the last 50 years. Some of the changes are due to changes in construction material and practices. Other changes are due to lessons learned from the performance of buildings during earthquakes and other events. It is important to note that the building is not required to meet the requirements of the current building code unless modifications are made to the building trigger a mandatory seismic upgrade. Some examples of conditions that might require mandatory upgrades include: changing the building's use or making significant modifications to the building's lateral-force-resisting system.

Structural Considerations

The 2007 California Building Code (CBC) seismic base shear design force for this building is 130% higher than the design force that would have been used to design the original building. In addition, detailing requirements for all structural systems have also been significantly changed.

Steel ordinary moment-resisting frame lateral systems have a history of not performing well in recent earthquake events and studies. The CBC has greatly restricted the use of ordinary moment-resisting frames in high seismic regions in California.

The fireplace brick walls should be reviewed to determine if they are adequately reinforced and braced at the roof so that they do not pose a falling hazard during an earthquake.

If seismic improvement to this building is desirable, there are options



V. Youth Center

Observations

HVAC

available to strengthen the building and improve its performance, such as adding plywood shear walls or steel braced frames. The existing walls at the north and south end of the building could also be changed to shear walls. This type of strengthening can be very costly, as it typically requires removal and replacement of all architectural finishes.

The Youth Center has a heating system with air distribution only at the floor level. The gas fired counter flow furnace is ducted along the perimeter of the building below the slab with baseboard registers. Outside air for ventilation relays on operable windows. This multifunction facility needs air conditioning properly sized for a large occupancy load. This facility has irregular use for different functions. For this application, an energy monitoring system should be provided to operate the system as needed.

Plumbing

The Youth Center has a Kitchen and two restrooms, one a Unisex Restroom that seems to have ADA compliant fixtures, and the other restroom is a Men's Restroom.



The Unisex Restroom's interior seems to be newer, and fixtures are presently working/adequate, however should be replaced when building renovations are done. The fixtures in the Men's Restroom are also presently working/adequate, but should be replaced when building renovations are done.

The Kitchen has a stainless steel double compartment sink, garbage disposal, refrigerator, and electric stove/range with exhaust hood. The kitchen fixtures all seem to be in good working condition.



Electrical

The existing facility is serviced by PG&E via pad-mounted transformer at the back of the building. The main meter and disconnect switch has a rating of 225A, 120/240VAC, 1 phase, 3-wire and an adjacent panel board. The main auditorium is lit by recessed ceiling mounted incandescent and controlled by a dimming device. The lobby and small kitchen are lit with wraparound fluorescent fixtures and controlled with local dual level switches. The exit and egress lights appear to be



V. Youth Center

Observations



inadequate.

The electrical equipment are operational and at the end of its life expectancy. Any minor modification will require an upgrade in electrical service size. The lighting system does not have auto-shut-off, an override switch and programmable time switch required by the energy code.

Utilities

A storm drain main is located in the drive aisle on the east side of the Youth Center, with catch basins located near the northwest corner of the police station. Sanitary sewer cleanouts or manholes could not be identified in the field. A storm drain cleanout was observed at the Police station adjacent to the Youth Center, so it is feasible to supply the Youth center with a sanitary sewer connection, if required.

Site Location

The Youth Center is located east of City Hall, just west of the Police Station and northwest of the History House. The Youth Center is bounded by the City Hall parking lot on the north side, an access road and Police Station on the east side, the library on the south side and an orchard on the west side.

Site Observations

Between the Youth Center and the City Hall parking lot is a tot lot (playground) with mulch surface. The tot lot is surrounded by a concrete curb, and does not provide accessible entrance to the play area. A grassy area bounds the youth center on the northeast and east sides of the building. A loading ramp is located on the northeast side of the building to access the large room inside the Youth Center. Currently, the loading area has a small, steep ramp adjacent to stairs to access the building. A delivery truck was observed having a difficult time unloading the furniture to the Youth Center at the time of the site walk. The ramp and loading area seem ineffective for the use observed. The south and west side of the building are dirt areas, which back up to the orchard. The surrounding grades seem to slope away from the building; no low spots were observed at the time of the site walk.

Accessibility

An accessible ramp is located on the north side of the Youth Center. It appears to be in conformance with current codes, although the placement is not desirable. Accessible parking stalls are located in the



V. Youth Center

Observations

Site Landscape Observations

City Hall parking lot north of the Youth Center. Loading zones and signage for the accessible stalls are provided, but the accessible ramp does not have detectable warning devices per current code.

The Youth Center is located in the middle of the existing community center complex, with the heritage orchard on the north-west, west and south sides, a courtyard and lawn on the east and a tot-lot and a lawn area on the north.

The eastern courtyard is enclosed with chain link fence with black slats and is surfaced with mostly concrete paving with little landscaping. It is suitable for afternoon use as it is located on the east side of the building and receives afternoon shade from the building. The east side of the building is landscaped with an open lawn area with a small tree in it. A six-foot wide concrete path from Library passes along the east and north sides of the Youth Center, connecting to the tot-lot. The utility boxes seem to float in the southern orchard and should be provided with adequate screening. A new row of trees can be added to complete the orchard grid in the south.

The tot-lot is enclosed by 3' to 4' tall black chain link fence with an opening on the south side. The tot-lot and parents' seating area with picnic tables are nicely shaded by the existing large mature pine tree to the south. The tot-lot is frequently in use and the play structures are in good condition; however, it is not currently accessible from the adjacent seating area and will need to be upgraded to be ADA compliant. The fir bark safety surfacing is degraded and will need to be re-filled to provide adequate depth to meet safety standards.

Adjacent to the tot-lot to the north is an open lawn area with two hopscotch and a bronze dog sculpture. The lawn is maintained in a good condition. Screening should be provided between the lawn and the parking stalls adjacent to the north.

The concrete path on the north of the building connects the Youth Center, tot-lot, orchard grid and the parking lot; however, it is not clearly defined for each use zone. A better circulation design or separation with plantings can improve the situation.

The ramps at the eastern and northern entrances do not meet the current code for ADA compliance, and should be updated.

The post-top pole lights along the perimeter of the building are dated, and should be replaced with a more energy efficient model.



V. Youth Center

Observations

Site and Landscaping Concerns



Plants observed in this area include, but are not limited to:

- Pinus spp./Pine
- Pistacia chinensis/Chinese Pistache
- Apricot 'Blenheim' - Blenheim Apricot Trees

Existing ramps do not meet the current code for ADA compliance



Different use zones not clearly defined.



Existing play area does not meet current code for ADA compliance



Orchard is missing trees to complete grid, resulting in lack of screening at utility boxes





VI. Bus Barn Theater

Observations

Key Issues

- The building is at least 60 years old, and has far outlasted the intended use for a prefabricated metal building.
- The size of the HVAC equipment is insufficient for the building, and the system does not comply with the Mechanical Code.
- The building lacks domestic water and sewer systems. Restrooms are in an adjacent building, and do not meet the Plumbing Code minimum fixture requirements for a theater.
- The electrical system is undersized and has exceeded its serviceable life.
- The lighting and HVAC systems are suspended from the roof structure, which was likely not designed to support such loads.
- The facility is not in full compliance with current ADA Accessibility Standards or California Title 24 Energy Code requirements.
- The theater seats 99 patrons. Any increase in the seating capacity would require a new facility.

Due to these serious concerns, it is likely the costs to rehabilitate this building for future use would exceed that of new construction.

Architectural Observations

Due to the age of the facility, a series of comprehensive tests should be performed by a qualified and licensed abatement company to determine the presence, if any, of carcinogenic building materials (asbestos, etc.).

The Bus Barn Building is a metal structure originally built to garage and repair school buses. Approximately 30 years ago, it was adapted for re-use as a theater, and now has a seated capacity of 99 patrons. Staff indicated that the roof was recently replaced. The building is not equipped with an adequate HVAC system, and does not have an adequate amount of insulation to meet the requirements of the California Energy Code. The building does not fully comply with ADA accessibility requirements, and there are no public restrooms in the building.

A temporary building (trailer) for theater offices was erected immediately adjacent to the Bus Barn. The required fire/occupancy separation between these buildings could not be confirmed at the time of the walkthrough. If the building is to be retained, additional investigation is necessary to determine if a remedy is necessary.



VI. Bus Barn Theater

Observations



Structural Building Description

It was observed that the existing building has outlasted the intended beneficial use. The materials, doors, plumbing fixtures, HVAC and structural components show signs of significant deterioration. Based on the observations and staff input, it was agreed that salvaging any portion of this building for renovation and re-use would likely be cost-prohibitive.

The Bus Barn Theater is a rectangular single story manufactured metal building that was originally used for bus maintenance. Original building drawings were not available for this structure.

The building roof has a metal deck spanning between 'Z'-shaped steel roof purlins that are supported by the structural steel girders and columns. The exterior skin for the building is corrugated metal siding.

The lateral system for the building consists of the metal deck roof diaphragm and the structural steel moment frames. In addition the building may have tension-only diagonal bracing that is common for this kind of structure, but this was not observable during the site visit.

Structural Site Visit

The building structure is typical for a manufactured metal building. Observation of the condition of the structural elements was difficult due to the dark conditions in the building and the fact that the majority of the exposed structural elements have been painted black.

There are many theater light bars and other elements suspended from the roof framing. It is likely that the original structure was not designed to support the weight of this suspended load.

Structural Discussion and Considerations

It is unlikely that major modifications will be made to this building and therefore the structural discussion for the building has been omitted. However, if the building is to continue its use as a theater, a review should be made of the suspended theatrical elements and the supporting roof structure.



VI. Bus Barn Theater

Observations

<i>HVAC</i>	<p>This metal structure appears to be a temporary – permanent building used as a theater with a stage and seating area for 99 people. The existing two AC split systems, each with 5 ton capacity, are each serving the building. In addition to insufficient capacity, these systems do not supply outside air. This deficiency should be corrected, as the code requirement is 15 CFM per person. Any other recommendations can be evaluated once future options are defined. A larger community theater with an assumed seating capacity of 250 people would require a new building.</p>
<i>Plumbing</i>	<p>There is no existing domestic water or plumbing fixtures in the Bus Barn (Theater). The minimum code compliant plumbing fixtures should be provided for theater usage/occupancy</p>
<i>Electrical</i>	<p>The existing building is serviced by PG&E with a 2- 200A, 120/240VAC, 1-phase, 3-wire meters located on the North east corner of the building exterior. Branch circuit panel boards provide power to mechanical equipment, lighting devices and equipment requiring power. Any modification on the mechanical system may require an electrical service size upgrade. The lighting system does not have auto-shut-off, override switch and programmable time switch required by the energy code.</p>
<i>Utilities</i>	<p>As mentioned above, the storm drain system is located adjacent to the southwest and east sides of the building. Sanitary sewer service is located on the northwest corner of the building. Site lighting is located continuously throughout the site, and as such, electricity is available to the building as well.</p>
<i>Site Location</i>	<p>The Bus Barn is located north of the soccer fields and west of the community center parking lot, just south of the History Museum.</p>
<i>Site Observations</i>	<p>The Bus Barn is surrounded by well maintained facilities and landscape. The sidewalk adjacent to the east side of the building is in fair condition, with no clear problems. Likewise, the north side of the Bus Barn is a parking lot that is also in good condition. The south and west sides of the building are in the worst condition, with asphalt pavement in poor condition and inadequate drainage patterns. The concrete apron on the west side of the building is very flat, and does not have positive drainage away from the building. The concrete apron transitions to asphalt pavement that appears to slope towards the building, despite the adjacent storm drain catch basin at a local low point. Recycling bins are also located on the west side of the bus barn in the paved area that serves as the only drive up location adjacent to the soccer fields, and appears to serve as a small loading area.</p>



VI. Bus Barn Theater

Observations

Accessibility

The bus barn has acceptable accessible access from the parking lot on the north side to the building.

*Site Landscape
Observations*

See observations for Soccer Field area.



VII. History House and Museum

Observations

Architectural Observations



The History House and Museum buildings were not part of the existing conditions assessment. Within the scope of this study, these buildings were intended to remain intact and in their current location. Only issues related to parking, landscaping, site accessibility and future adjacent work have been assessed.

Site Landscape Observations



The re-configured parking lot adjacent to the History House and Museum is very well landscaped with a variety of planting materials, including Ornamental Pear trees, Japanese Maples and a large variety of flowering shrubs, perennials, and annuals that provide rich colors throughout the year. The planting strip between the sidewalk and parking lot provides a good separation from the vehicular traffic. Flagstone pavers provide easy access from the parking lot to the sidewalk and preserve the plant materials. The Ornamental Pears provide shade for the parking lot and provide beautiful spring blossoms and fall colors. The landscape creates a garden-like setting landscape on either side of the meandering concrete sidewalk, which makes the walking experience more enjoyable.

The post top pole lights along the parking should be updated with a more energy efficient model.

Plants observed in this area include, but are not limited to:

- Acer palmatum/Japanese Maple
- Lagerstroemia indica/Crape Myrtle
- Pistacia chinensis/Chinese Pistache
- Pyrus calleryana/Ornamental Pear
- Rosa so./Rose trees
- Dietes vegeta/Fortnight Lily
- Hemerocallis hybrids/Daylilies
- Lavendula English Lavender
- Phormium sp./New Zealand Flex
- Raphiolepis indica/Indian Hawthorn
- Common Lilac
- Cosmos
- Annual colors

VII. History House and Museum

Observations



Well-maintained landscaping along the meandering path creates a garden-like setting.



Inviting landscaping at side entrance to courtyard.



Flagstone pavers provide easy access from the parking lot to the sidewalk.



Pear trees shade parking.



VIII. Soccer Fields

Observations

<i>Key Issues</i>	<ul style="list-style-type: none"> ▪ Drainage adjacent to the Bus Barn requires improvement. ▪ Meeting spaces for sports groups are needed nearby.
<i>Architectural Observations</i>	<p>The soccer field area was assessed for site and landscape issues only.</p>
<i>Site Location</i>	<p>The soccer field is located on Hillview Avenue between North San Antonio Road and the Hillview Community Center in Los Altos California. It is bounded the Community Center parking lot on the east, the Bus Barn and parking lot on the North, commercial buildings on the west and Hillview Avenue on the south. The soccer field is part of a campus of City of Los Altos buildings.</p>
<i>Site Observations</i>	<p>The soccer field is a well maintained grass recreation field in good condition. The site slopes from southwest to northeast towards the Bus Barn and parking lot of the community center. There are chain link fences surrounding the soccer field on all sides, with curb, gutter and sidewalk adjacent to Hillview Avenue on the south and the parking lot on the east. There is a concrete apron around the Bus Barn on the north east side of the soccer field, and an asphalt concrete sidewalk running parallel to the north side of the soccer field. The pavement is in poor condition, with steep slopes and an awkward drainage pattern sloping in the opposite direction of the field to a storm drain catch basin at the southwest corner of the Bus Barn. The north west side of the soccer field is a picnic area under two very large heritage trees. The picnic center is covered with mulch and drains towards the catch basin located near the Bus Barn. There is no accessible path of travel to the picnic area or the soccer fields from the north side. The vegetation on the west side of the soccer field is in good condition, and runs the width of the field from Hillview Avenue on the south to the Library on the north. The east side of the soccer field connects to the Hillview Community Center parking lot from a concrete sidewalk. The sidewalk is in decent shape and connects to an adjacent accessible parking space. The concrete ramp to the accessible parking space is not per current standards, and the concrete sidewalk adjacent to the ramp has been uprooted and is uneven and broken.</p>
<i>Accessibility</i>	<p>As mentioned above, the soccer field does not have a clear path of travel from either adjacent parking lot. The field lacks a designated concrete area for accessible access.</p>
<i>Utilities</i>	<p>The soccer field is fed by irrigation water service, as an irrigation box was noted on the south side of the fence near the curb and gutter on Hillview Avenue. A fire hydrant is located at Hillview Avenue on the southwest corner of the soccer field. A storm drain catch basin is</p>



VIII. Soccer Fields

Observations

Site Landscape Observations

located adjacent to the bus barn theatre on the north side of the field and another catch basin is located at the north east most corner of the field.

The soccer field is bordered by Hillview Avenue to the south, a parking lot to the east, Bus Barn (theater), a picnic area and a small parking lot to the north and a private office complex to the west. In general, the soccer field is well maintained, and the lawn appears healthy. It is irrigated with an automatic irrigation system.

Along the eastern border, only two large trees (Ash and Tulip Tree) provide shade at the north-east corner. The parking isle along the eastern edge of the field does not receive any shade and will require shade trees and landscape screening from the field. The eastern and southern edges of the field are bounded by a 4-foot high chain link fence that is in disrepair and will require replacement. A concrete path along the east and south sides are in a good condition. The lawn is in poor condition around the base of the light poles. The base of the light poles have sustained damage, most likely caused by a lawn mower. Concrete pads should be added at the base of the light poles to act as a mow band.

The southern border lacks screening from the adjacent residential neighborhood. Three Pines and one Tulip Tree are planted in the parkway that separates the on-street parking from the concrete sidewalk. The parkway does not have any understory planting. Planting shrubs, groundcover and more trees in the parkway will create better screening along this border.

The western border is screened from the adjacent private parking lot by existing mature trees, however, shrub planting is necessary to provide understory screening.

Along the north side of the field, two large heritage Coast Live Oaks provide green and shade all year round and shall be preserved in the new site plan. A picnic area underneath the Oaks is frequently in use. The picnic tables are of various styles and are old and degraded and should be replaced. The new picnic tables should consider ADA accessibility and a new arrangement to increase the usability of the area. The two-rail wood fence separating the picnic area from the adjacent Bus Barn is a nice rural landscape feature; however it needs replacement due to its degraded appearance.

The soccer field is generally sloping north and west with the lowest point at the north-west corner. Two existing catch basins are located at the



VIII. Soccer Fields

Observations

north-east and the north-west corner. Another catch basin is located right off the field in the asphalt paving at south-west of the Bus Barn. A drainage issue was observed at this location where the adjacent field grade is higher than the asphalt path and water is draining towards the building. The asphalt paving along the south side and west side of the Bus Barn is degraded and will need to be repaved.

Three field boulders in this area, with a historic plaque dated in 1967, can be relocated and incorporated into the new site design.

Overhead power lines are located along the eastern and southern borders with the power lines running through the tree canopies. Either the power lines will need to be undergrounded or trees will need to be trimmed to rectify this situation.

The parking lot on the east side serves the soccer field, baseball field and the Hillview Center. Chinese Pistache and Robinia are the two main parking lot tree species. Both are considered as good shade trees. However, Chinese Pistache is moderate to slow grower and will take time to reach its full growth and provide adequate shade for the parking lot. The post top pole lights are located too close to the parking lot trees and are in conflict with the tree canopy at the end parking islands. Either the lights or the trees will need to be relocated.

Plants observed in this area include:

- Quercus agrifolia - Coast Live Oak
- Pinus sp. – Pine Tree
- Robinia sp. – Locust Tree
- Liriodendron tulipifera - Tulip Trees
- Pistachia chinensis - Chinese Pistache
- Eucalyptus sp. – Eucalyptus Tree
- Fraxiuns sp. - Ash
- Color annuals in pots along the south of the Bus Barn

Site and Landscaping Concerns



Degraded chain link fence



VIII. Soccer Fields

Observations



Lack of buffer between parking and field



Improper drainage at south-west of Bus Barn Theater



Sidewalk lacks separation from roadway



IX. Baseball Field

Observations

<i>Key Issues</i>	<ul style="list-style-type: none"> ▪ The baseball field lacks bathroom facilities. ▪ Meeting spaces for sports groups are needed nearby. ▪ The field irrigation and drainage require improvement or replacement. ▪ Walkway lighting is insufficient.
<i>Architectural Observations</i>	<p>The baseball field area was assessed for site and landscape issues only.</p>
<i>Utilities</i>	<p>Irrigation water is provided to the field, as well as storm drain mains, electricity and domestic water. No bathroom facilities are located at the field, and sanitary sewer manholes were not observed in the immediate vicinity.</p>
<i>Site Location</i>	<p>The baseball field is located northwest of the Hillview community center campus, south east of the police station and east of the history museum. Residential neighborhoods bound the field on the north and east sides of the field.</p>
<i>Site Observations</i>	<p>The baseball field gently slopes to the outfield on generally flat terrain. An asphalt pathway surrounds the baseball field on all sides, leading to a pedestrian access path on the northeast corner, the police station and history house on the west and the Community Center parking lot on the south. A small tot lot is located on the south side of the outfield, adjacent to the Hillview parking lot. The play equipment is in good condition, with accessible access to the area. The asphalt pavement east of the tot lot is in very poor condition and not graded properly. Steep slopes and an awkward low spot with storm drain catch basin make the area appear poorly maintained and old. In heavy storms the location of the catch basin does not appear to be advantageous for overall site drainage and field runoff. In the outfield on the west side of the field is a physical fitness course that is aging and in poor condition. It appears to be well used, but has poor ground covering for accessible access.</p>
<i>Accessibility</i>	<p>Although an asphalt path is provided around the perimeter of the field, uneven grades and condition of the surface make accessible access difficult. The lack of appropriate accessible parking stalls and ramps, paired with the poor condition of the asphalt concrete make the access to the site inadequate</p>
<i>Site Landscape Observations</i>	<p>The baseball field is bordered by residential areas on the east and north sides, a parking lot to the south and the Historic House/Museum to the west. The eastern border of the field is screened by a wood fence and densely planted with Redwood and Elm trees. An asphalt path running</p>



IX. Baseball Field

Observations

along the east and north side of the ball field is in poor condition. The pathway header is warping on one side and the path will need to be repaved with new header as edging. Bollard lights along the asphalt path have with chipped paint and discoloration and should be replaced. A pedestrian path on the north side links to the adjacent road to the south.

The existing chain link fence along the northern path is degraded and needs replacement. The two large pepper trees adjacent to fence do not provide sufficient screening to the adjacent residential area. The setback between ball field and the adjacent residential neighborhood is inadequate. The western border is screened by chain link fence with a climbing vine and a few large oak trees.

The lawn area in the field appears to be in poor condition due to an inadequate irrigation system, especially along the base of the perimeter chain link fence and the area at north east side where it is heavily shaded by the pine trees. The irrigation system should be upgraded to improve the condition of the field and ensure its long term health. Header is missing as the border between the lawn area and the asphalt path. A new header should be installed to provide edging for the asphalt path and the field.

Existing site furnishings, such as a drinking fountain, a picnic table, a concrete trash receptacle and a metal trash receptacle, wood bollards, are in fair condition. The styles should be coordinated as the new site plan develops.

There is a heavily used play area for the 2-5 year old age group to the south of the field. A couple of wood benches are provided inside the play area for parent seating. The play area is fenced with 3-foot high chain link fence with a gate and is surfaced with fir bark. Some areas, such as the bottom of the slide, should be refilled with fir bark to ensure sufficient depth for the safety surfacing. The play structures appear quite new and are in a good condition. The Sycamore trees along the south side provide some shade to the play area. A fitness course is located at north-west corner of the ball field and is in a good condition.

Plants observed in this area include:

- *Platanus* sp. – Sycamore Trees
- *Quercus agrifolia* - Coast Live Oak
- *Schinus molle* - California Pepper Trees
- *Sequoia sempervirens* - Redwood
- *Ulmus* sp. - Elm
- *Trachelospermum jasminoides* - Jasmine (vine)



IX. Baseball Field

Observations

Site and Landscaping Concerns



Field is in poor condition due to a failed irrigation system



No edging between field and asphalt path

Chain link fence is degraded.



Insufficient depth of fir bark safety surfacing at adjacent play area

Oak tree branches are too low





X. Traffic

Observations

<i>Vehicular Access</i>	<p>There are two non-signalized full-access driveways to San Antonio Road. These flank the San Antonio Road/Main Street/Edith Avenue intersection, which is signalized. The site also has access to Hillview Avenue via a driveway near the Hillview Community Center. The San Antonio Road/Hillview intersection also is non-signalized. Staff stated that left turns out of the site driveway near the City Hall building are difficult because of a lack of gaps in San Antonio traffic, particularly during the PM peak hour. Hexagon observed queues from the Main/Edith signal blocking the driveway on a regular basis. There is no refuge in the median to facilitate two-stage left turns, although there is room for one. Staff mentioned that thought has been given to constructing a site access driveway opposite Edith Avenue at the San Antonio/Main/Edith intersection. This would require demolition of the existing City Hall and, potentially, the Library.</p>
<i>Pedestrian Access</i>	<p>San Antonio Road has an 8-foot sidewalk on the east side adjacent to the Civic Center. Signalized crosswalks at the San Antonio/Main/Edith intersection provide connections to the downtown. Several pedestrians were observed using the crosswalks. The signalized intersection is complex because of the number of intersecting streets and because of the angle of Main Street. Therefore, the signal cycle length is fairly long, and pedestrians must wait. Also, pedestrians crossing on the south side must negotiate at least two crosswalks, each with a separate signal phase. Despite the complexity, the signal timing appears to be as efficient as possible. The City could consider a double left turn lane on Edith, which might shorten the Edith phase (no pedestrians can cross during the Edith phase).</p>
<i>Vehicular Circulation</i>	<p>The site has good connectivity between the different driveways and parking lots. However, there is a lack of wayfinding signs. First time visitors would experience difficulty finding any particular building. This issue is compounded by the fact that the signs on the buildings are very small and in some cases obscured by vegetation.</p>
<i>Pedestrian Circulation</i>	<p>While there are many pedestrian paths throughout the Civic Center, there are still some areas where no sidewalks exist. In the parking lot near the City Hall building, there is no sidewalk leading from the parking spaces to the building. Similarly, some of the parking areas near the library do not have sidewalks. Also, the connecting road between the City Hall parking lot and the library parking lot does not have a sidewalk on the east side. Pedestrians were observed in this area walking on the dirt. While the site was not observed at night, the lighting for the pathways appears to be inconsistent – some pathways have many light poles, and others have none.</p>



X. Traffic

Observations

Parking

Staff stated that parking is full during certain times around the library and in the City Hall parking lot. To try to maintain as many library parking spaces as possible, there are signs directing soccer field users to park in the Hillview Community Center lot. The Community Center lot is large and appears to have ample parking. The City Hall and Library parking areas were examined and judged to be laid out as efficiently as possible. There does not appear to be any opportunity to restripe the lots to gain additional spaces. While both of these parking areas could be expanded, doing so would require the removal of mature trees. Based on field observations, it appears the Youth Center requires a larger loading area. Vehicles that were unloading were observed parked on the connecting road, blocking one direction of traffic. Staff mentioned that the Police Building parking lot needs to have a gate to prevent unauthorized entry.



XI. Limitations of Structural Review

1. The information given in this report is based on a walkthrough of the existing buildings and a review of the drawings, which were supplied to the RPSE office. The site walkthrough was brief and not intended to be a comprehensive site investigation of the existing structures. In all locations, architectural finishes were not removed to allow a complete review of the structure. The drawings of the structures were sometimes incomplete, difficult to read or nonexistent.
2. Rinne & Peterson Structural Engineers make no warranty either expressed or implied, as to the findings, recommendations, or professional opinions stated in this report.
3. Rinne & Peterson Structural Engineers take no responsibility for the conformance of the as-constructed structure with the intent of the design documents.
4. Rinne & Peterson Structural Engineers has made reasonable efforts to assure that this report is accurate; however, RPSE cannot assume liability for damages, which may result from its use, or any conditions which this report might fail to disclose.



