



CITY OF NEWPORT BEACH LIBRARY LECTURE HALL DESIGN COMMITTEE MINUTES

**100 Civic Center Drive, Crystal Cove Room (Bay 2D)
Monday, January 6, 2020 3:00 PM**

I. CALL MEETING TO ORDER

Chair Jill Johnson-Tucker called the meeting to order at 3:00 p.m.

II. ROLL CALL

Present: Chair Jill Johnson-Tucker, Vice Chair Janet Ray, Mayor Diane Dixon, Karen Clark

Absent: Matthew Witte

III. NOTICE TO THE PUBLIC/ PUBLIC COMMENT

Mr. Jim Mosher noted that he submitted some possible corrections to the minutes. He made some remarks regarding the architect's plans and adding an entry to the library parking lot along Avocado Avenue.

Chair Johnson-Tucker thanked Mr. Mosher for his research and mentioned that the Board of Library Trustees had discussed this matter at one time. Library Director Tim Hetherton confirmed that the City determined that it would conflict with the bus stop and the bike lane, and that it would be located too close to the stoplight.

Mr. Peter Tauscher noted there could be some problems with people crossing there.

IV. CONSENT CALENDAR

1. Approval of Minutes

A motion was made by Vice Chair Ray, and was seconded by Committee Member Clark to approve the *Draft Minutes of the October 8, 2019, Library Lecture Hall Design Committee Meeting*.

The motion carried unanimously with the following vote:

AYES: Chair Jill Johnson-Tucker, Vice Chair Janet Ray,
Mayor Diane Dixon, Karen Clark

NOES: None

ABSENT: Matthew Witte

ABSTAIN: None

V. CURRENT BUSINESS

1. Introduction of Robert A. Coffee Architects & Associates to the Library Lecture Hall Design Committee

Chair Johnson-Tucker pointed out that Mr. Coffee and his team would mainly determine the agenda and timing of future LLHDC meetings. She stated that Mr. Coffee knows best what his team needs and will be charged with moving the project forward keeping with the funding budgeted by the City.

Chair Johnson-Tucker then turned the discussion over to Mr. Coffee.

Mr. Coffee passed out a handout.

Mr. Coffee noted the discussion would be centered around introducing staff members, discussing the process, various other topics of discussion, and reviewing a few simple issues.

Mr. Coffee introduced the primary members of the design team. He noted the majority will be present at meetings when relevant.

Mr. Coffee first introduced Mr. Bill Rabben, Landscape Architect. He noted Mr. Rabben has worked on a number of projects in Newport Beach such as on Marina Park. Mr. Coffee stated that Mr. Rabben was selected because he is creative and is familiar with the City.

Mr. Coffee introduced Mr. John Von Szeliski, Architect. Mr. Von Szeliski was selected for his theatre and performing arts experience. Mr. Coffee opined his experience would be very appropriate for the project.

Mr. Coffee introduced Mr. Terry Jacobson who will shadow Mr. Coffee. Mr. Jacobson has shared an office with Mr. Coffee for over 20 years.

Mr. Coffee introduced Mr. Jeff Miller, Audiovisual and Acoustical Consultant from IDIBRI (a company in San Diego). He noted this composes the core design members.

Mr. Coffee then asked Mr. Tauscher how information can be distributed so he can provide a list of team members so the community can be involved.

Information is to be sent to Mr. Tauscher and Chair Johnson-Tucker.

2. Discuss project schedule, programming and concepts

Mr. Coffee spoke about the big picture for the project. He noted the team will move up the design planning approval phase into the schematic design approval phase, which hinges on Irvine Company's approval of the project. They would like to meet all jurisdictional approvals before they take the project to Council. This has turned the five to the seven months.

He noted the group has mapped out some of the issues with utilities, but today's conversation will primarily be focused on the programming phase which includes discussing goals, needs, and wants. For example, goals to determine what the Committee wants to fulfill through the project.

Mr. Coffee noted that it will be an interactive process with the Committee, divided into two meetings. One meeting will revolve around the building and the second meeting will revolve around the exterior spaces. Additionally, after the programming phase, there will be the planning phase where the Committee will discuss needs versus wants.

He commented the Committee will be talking about some three-dimensional concepts. He also stated that planning sometimes evolves into design and solving design issues and that even though they will try to isolate the two, they might merge.

Mr. Coffee discussed his proposed schedule. He anticipates the planning phase will take place during January and February, and the Concept design phase will take place in February, March and early April. He discussed the community will be able to see the building concepts by April, which will be collectively designed by everyone. Mr. Coffee anticipates submitting the project for approval to The Irvine Company around May and receive approvals by the end of June. Finally, he would like to present the project to Council in July.

He noted somewhere in that schedule, two community meetings are necessary, one being around the time they take the project to The Irvine Company.

Mr. Coffee also noted the first cost estimator will be around May.

Mayor Dixon asked about the cost of the parking lot and whether the cost will be the City's responsibility.

Mr. Coffee noted that is item three but he asked if now was a good time for questions. He also stressed interaction with the community is regular during the design phase after which construction documents are not as interactive.

Mr. Coffee noted the City's milestones to submit cost estimates at seventy-five percent, ninety-five percent, and one hundred percent. He noted the time needed to submit the project through the Building Department and noted the building would potentially be open and ready by fall 2022.

Chair Johnson-Tucker noted the public can attend meetings at any time and that publicity is important.

Mr. Coffee discussed the need to incorporate the community's comments.

Mayor Dixon noted the positive aspects of involving the communities.

Mr. Coffee opined late March would be an adequate time to involve the community. He discussed having meetings in late March, and late May because at that time, as a Committee, they could show the public why certain decisions were made. Mr. Coffee noted the design team would like to power through the design phase for efficiency.

Chair Johnson-Tucker asked what time would work best for meetings and to involve the community. She suggested to follow up with dates once people can look at their calendars.

Mr. Coffee noted the team will comply with what works best for the Committee. He suggested the last two weeks of March and last two weeks of May.

Chair Johnson-Tucker noted she and Mr. Tauscher will send a request for availability.

Mr. Coffee then moved on to confirmation of project scope and budget which is composed of discussing the building site, the Bamboo Courtyard, the parking lot, and the project budget versus project and construction costs. He explained in detail the difference between project costs and budget.

Chair Johnson-Tucker noted the discussion has expanded to parking lot and the courtyard. She would like to know if the City has any money in the budget for costs not related to the construction of the building.

Mayor Dixon stated the City had not discussed the issue. She spoke of how costs will have to be divided into project costs versus costs attributed to the overall operation of the City.

The Committee discussed the eight-million-dollar budget, project costs and other miscellaneous fees and the need to discuss with the City Attorney's Office and the Foundation.

Mr. Tauscher noted the original budget did not include the parking lot; it was assumed it would be paid for by the City. He said the work could probably be done for around \$200,000.00.

Mr. Coffee noted he believed the original project would include the Bamboo Courtyard but not the parking lot. He noted it is helpful for the design team to know whether it is included in the budget or not.

Mayor Dixon asked what kind of work is needed for the Bamboo Courtyard.

Mr. Coffee stated the design team would like for the space to be better integrated and expanded into the swale to accommodate outdoor activities.

Chair Johnson-Tucker noted the City Attorney is drafting the Memorandum of Understanding and she stated they will discuss these issues with the City Attorney.

Mr. Coffee then directed the Committee to the handout to converse about the various spaces. First, Mr. Coffee asked whether the Committee would like to see any of the aspects of any of the other proposals or the instant proposal in this project. He asked the Committee to write down goals for the projects.

Vice Chair Ray noted she would like to see an inviting building that sits like a jewel.

Mayor Dixon would like to focus on flexibility so additional seats can be incorporated if needed. She would like to expand into the bamboo courtyard and have an overhang.

Chair Johnson-Tucker noted she would like to discuss overflow seating. She is also concerned with seating layout so they are flexible to have conversations with those around them. She provided an example of the SCR locally and their main stage.

John Von Szeliski asked whether they will be content with regular theatre seats, and to consider comfort, space, and interaction.

Chair Johnson-Tucker asked who would be involved in the next meeting.

Mayor Dixon spoke about the difference between an elegant and a functional design.

Mayor Dixon then asked whether it is a lecture hall or a theatre.

Vice Chair Ray asked whether it would be a stationary stage or whether it will move.

Committee Member Clark noted there are different groups who use the space.

Mr. Coffee opined the individuals need to be present for the programming meetings to be successful. He asked whether they would like questionnaires to disseminate.

Mayor Dixon also asked that the plaza space be a gathering space even when there are no performances.

Mr. Coffee noted a critical question is whether access will be through the library. He stated the Bamboo Courtyard and the library will be connected and the plaza space would be between the lecture hall and the entry to the library. He noted some concerns with hidden spaces. He suggested an outdoor reading court for the library.

Committee Member Clark noted the space is public and it is used by a lot of people.

Vice Chair Ray asked about a plaza space between the library and the lecture hall.

Mr. Coffee explained half of it is covered and half is uncovered and part of it becomes part of the library and the other becomes part of the lecture hall. He noted the building will be a tight fit on the side and will be as close to the library as possible.

Vice Chair Ray noted she envisioned a courtyard and whether there is a wall.

The Committee discussed changing the courtyard to a plaza.

Mr. Coffee asked who manages operations versus maintenance.

Mr. Tauscher noted they do have staff but the City also uses contractors for maintenance.

Mr. Coffee noted he would like input regarding lighting and other features and specifications from maintenance and operations.

Mr. Tauscher stated that usually once the building is functioning, they plan how to operate it.

Mr. Coffee asked whether the building will only be used for scheduled events or whether it will be used by other interest groups such as the Chamber of Commerce.

Mr. Hetherton stated there is a process to use it for other purposes.

Chair Johnson-Tucker noted this process will be figured out through the library.

Mr. Coffee asked the Committee address questions two and three regarding the types of events that will be held at the space and items eight and nine regarding the support space and the various rooms.

Mr. Von Stelinski asked the Council to consider the individual rooms and their use such as the "Friend's Room" and the "Green Room." He stated there are rental opportunities if they create a space that is the correct size and with the correct acoustics.

Mr. Coffee suggested to use some of the space in the "Friend's Room" and whether that is a possibility.

Chair Johnson-Tucker noted the access to the "Friend's Room" could be improved to allow access the lecture hall, and the Committee could consider the matter without sacrificing the square footage.

Mr. Hetherton agreed noting that one of the driving values of public facilities is inclusion. He opined it is easily reconfigured.

Mayor Dixon asked the "Green Room" and/or "changing room" be considered.

Mr. Coffee stated a genderless restroom would be incorporated along with a "Green Room."

John Von Szeliski asked the Committee to consider the types of events that will be supported in order to determine the various spaces that will be incorporated into the facility.

The Committee discussed the acoustics and the required "superior acoustics" per the request for proposal. It also discussed the appropriateness of certain events being held at the center which is connected to the library.

Chair Johnson-Tucker noted she would like to address the slope of the stage and visibility, and incorporating steps.

Mr. Coffee stated the design team would create some diagrams for the next meeting to discuss advantages and disadvantages of the slope, the steps and other features. He asked that the Committee ask questions and show pictures or provide examples for reference.

Mr. Miller asked the Committee to consider operations and what kind of events will be supported so they can be functional and maintainable. He asked the Committee to consider the equipment in the various spaces and rooms including microphones, broadcasting, and other visual and audio technology.

Mr. Coffee stated that Mr. Miller would guide the Committee through what is available.

Mayor Dixon referenced the technology in the Council Chambers and the need for people to operate the equipment.

Chair Johnson-Tucker asked that this topic be placed on the agenda for an upcoming meeting.

Mr. Coffee asked the Committee to come up with a list of topics it would like to discuss.

Mr. Von Stelinski spoke about the one-room concept where the audience and the performers are all united with a corresponding background and backdrop that can either be changed or remains static.

Mr. Coffee asked how many seats the Committee would like with regards to fixed seating.

Chair Johnson-Tucker said 275-300 seats would provide a good range.

Mr. Coffee asked whether 30-50 additional, flexible seats are adequate.

Chair Johnson-Tucker referenced the City of San Diego hall and their stackable chairs, but pointed out that the sightlines are not good.

Committee Member Clark noted some concern with noise created by seats.

Chair Johnson-Tucker asked whether future meetings will be held in the morning.

Mr. Coffee asked the Committee focus on items two and three.

Chair Johnson-Tucker opened the floor for public comment.

Mr. Mosher commented regarding the proposed schedule and the stated goals for each meeting and whether the Council will decide whether they agree with the programming or not. He also asked regarding fundraising and the Foundation's role and whether there are other groups in the City to participate. He also asked that the restrictions regarding using the space as a business center be considered.

Mr. Coffee clarified the goals for each of the proposed future meetings.

VI. MATTERS WHICH COMMITTEE MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

No matters were proposed.

VII. ADJOURNMENT

Chair Johnson-Tucker adjourned the meeting at 5:00 p.m.

APPROVED BY:

Chair Jill Johnson-Tucker