

CIVIC CENTER MASTER PLAN
1980 - 2000

CITY OF RANCHO PALOS VERDES

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RANCHO PALOS VERDES CIVIC CENTER MASTER PLAN 1980 – 2000



Statement of Intention

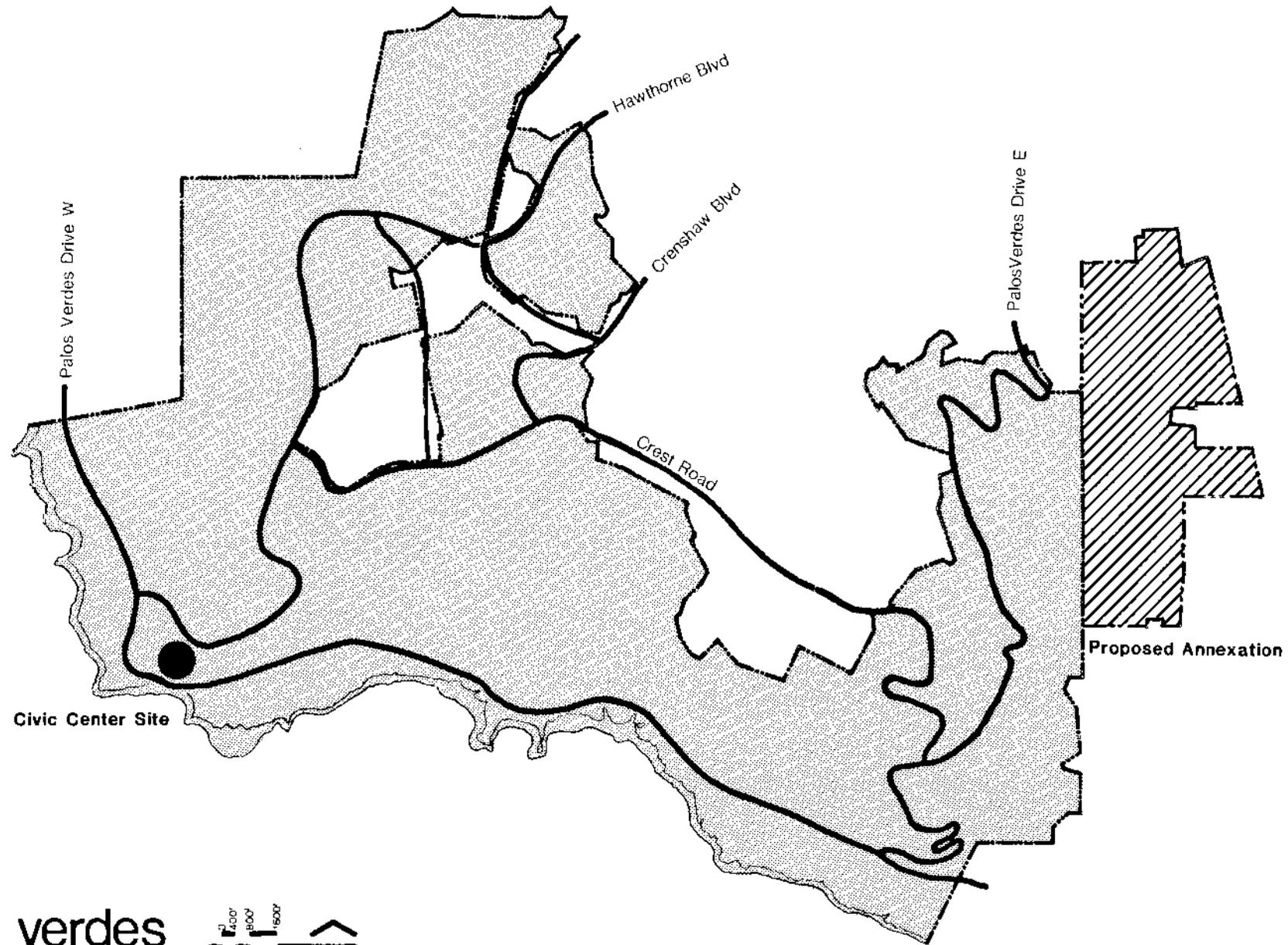
This document is a summary of findings and decisions made during a study of the civic operations of Rancho Palos Verdes. The sense of these findings is that projected growth in the city, and its accompanying demands for more and improved services, will require the development over the next number of years of new facilities to house the city's business. This book, then, is a master plan for the development of a new civic center.

The decisions involved with planning a civic center and proceeding with the design and construction of the buildings are monumental, even if the buildings are not. It requires not only good budgeting and implementation strategies, but also imagination and foresight. A civic center is very important to a city — expensive and long-lasting. With increasing costs and inflation, shortsightedness and mistakes made now can be very expensive and difficult to rectify in the future. In many other cities, facilities have been constructed without proper consideration for expansion potential and changing demands, and have become obsolete within a few years. Consequently, we are committed in the City of Rancho Palos Verdes to proceeding carefully and objectively throughout this important endeavor.

There are two reasons that this document has been produced at this particular time. First, it is for those citizens of Rancho Palos Verdes who may want to understand what is being proposed for development at the civic center site. The second reason is to assist the architects who have been invited to submit proposals for the design of the new facilities to develop ideas and plans that are *specific* to the situation in Rancho Palos Verdes. Both parties will find in this document a concise statement of the city's intentions.

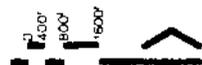


EXISTING CONDITIONS



rancho palos verdes

SOURCE: Rancho Palos Verdes Environmental Services Department



History and Growth

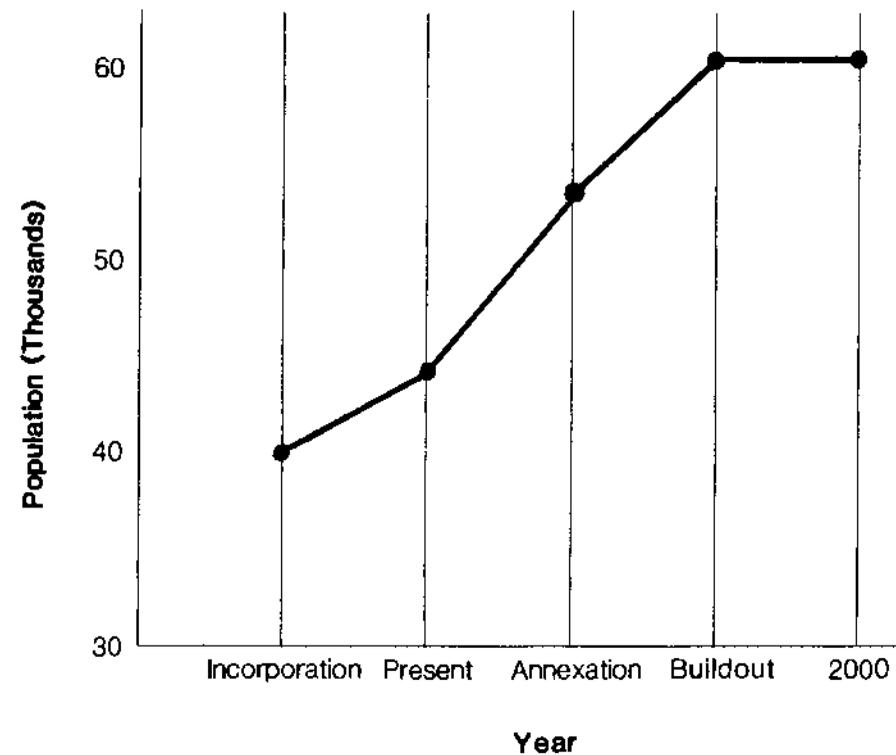
The City of Rancho Palos Verdes is located on the Palos Verdes Peninsula in the southwest tip of Los Angeles County. The city includes 12.3 square miles of land and 7½ miles of coastline. Primarily a residential community, much of the land area is vacant, especially in the coastal areas where development has been carefully planned.

Construction of homes began in the 1920's and continued at varying rates until the present. The rate increased dramatically in the 1960's and intensified in density, primarily in unincorporated areas. In response to this growth and in order to effect policy to control it, the City of Rancho Palos Verdes was incorporated in 1973. The city's attitude toward development since that time has been strongly guided by the principles of maintaining lower densities, consistent with environmental constraints, and preserving the coastal resources, the canyon and rural resources, and the views.

The city has continued to grow since incorporation, under policies set forth in a general plan adopted in 1975, and now finds itself at a very important point in its history. A number of factors have led the city to an examination of the future role of city government in the provision of services to its residents. First, the city's Department of Environmental Services has projected buildout to occur by 1990, at which time the population will stabilize and Rancho Palos Verdes will have become a mature city. Second, annexation has been instituted, and is under litigation, of a large area of unincorporated land adjacent to the city's eastern boundary, with Western Avenue as its major thoroughfare. Should this annexation occur, it would add nearly 10,000 people to the city's population and require an expansion of the city's existing service levels. Third, development of the city's parks system has begun, giving impetus to plans for increased maintenance services and to more complex programming activities in the Department of Parks and Recreation.

While the city expects to continue to contract for many services, the master plan must consider the possibility of the city becoming full service over time, directly providing those services which are now contracted to other agencies if it becomes more cost effective to do so. The issue of housing the administrative and service components that such a full service plan would require is central to this consideration.

The city's offices are presently located in buildings on a former Nike Missile Site, which it occupied in 1975 and purchased in late 1979. The city has outgrown these facilities and, based on projected service requirements over the next 20 years, has prepared a master plan and building program for the development of the site as the Rancho Palos Verdes Civic Center.



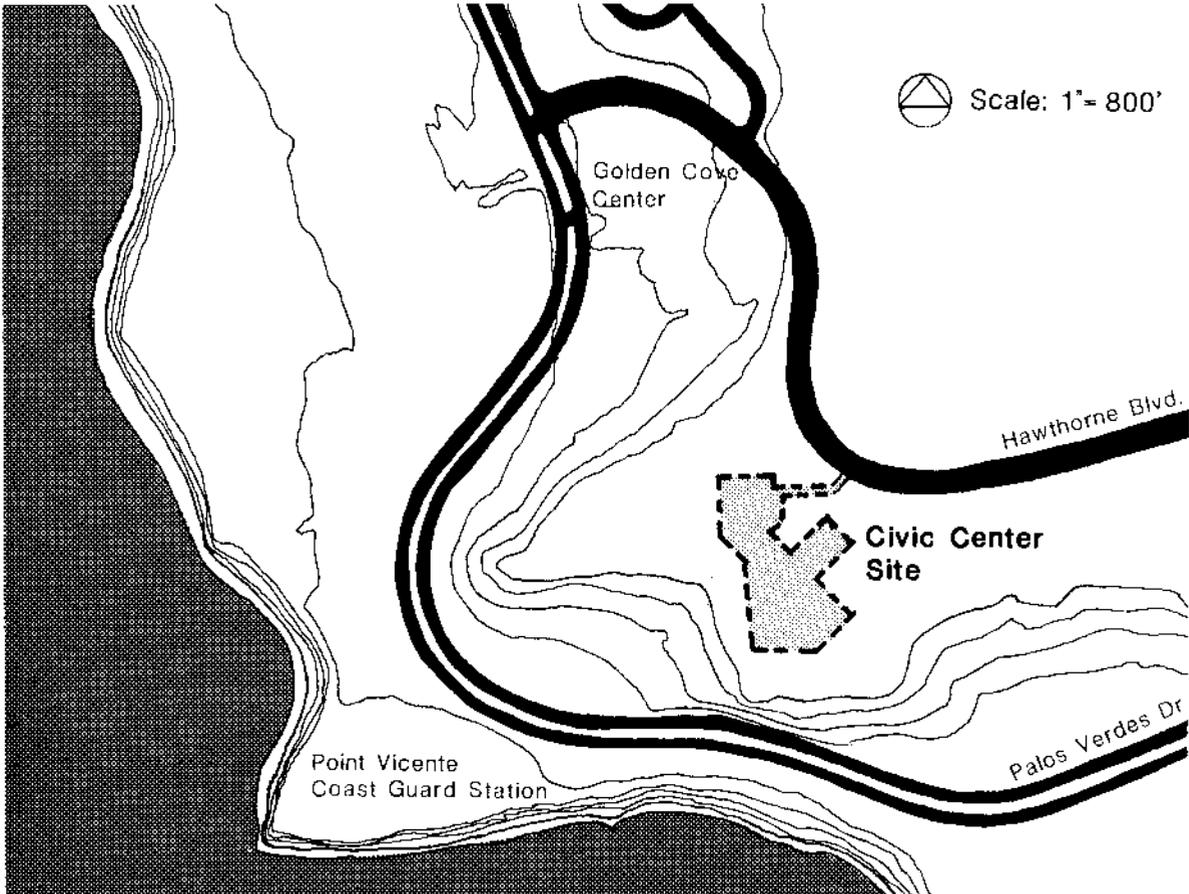
The Civic Center Site



SOURCE: Wiener Photography, WALTERIA, CA

The Rancho Palos Verdes Civic Center will occupy one of the most dramatic and beautiful places on the Peninsula. Acquisition of the civic center site has allowed the city to combine its desire to preserve the open areas along its coast with its need for public recreation space, and to develop a civic center that will truly reflect the city's commitment to excellence in design through harmony with its natural environment. The civic center site is a six-acre parcel, irregular in shape, located on a hilltop overlooking Point Vicente and the Pacific Ocean. It is located in the middle of the 71-acre Point Vicente Park, the

largest of the city's planned parks. The entire site is easily accessible from all parts of the city, and is located near the Golden Cove Center, the city's largest commercial center. The design of the civic center is expected to be carefully coordinated with the planned activity areas in the park, and should take advantage of the great resources which exist on the site. The city is seeking an elegant solution which achieves its elegance not through monumentality or dominance of its surroundings, but through the way it integrates the city's functional needs with a realization of the site's natural potentials.



SOURCE: Wiener Photography, Waleria, CA



THE PROBLEM



The Problem

A master plan is a series of well-reasoned steps which move toward the resolution of a problem at some future time. As with any problem solving approach, the solutions that take form at the end of that process are only as good as the definition of the problem established at the beginning. It is therefore very important for everyone involved in the Rancho Palos Verdes Civic Center Master Plan to understand clearly the goals of the proposed actions.

The city has been occupying its present quarters in surplus buildings on the site for five years, and has now outgrown them. The need to build a new facility for the city is well established, but given that need, what exactly should be built? What role does a civic center play in the life of a community, and what should be planned and designed to enhance that role?

There are many purposes for a civic center, and many ways for those purposes to be met. The first and most obvious purpose is to house the business activities of the city in a setting that facilitates efficiency and productivity by the city's employees, and that is also convenient for the public to use in its official dealings with the city. A civic center should thus be comfortable, accommodating, accessible, and functional, a place where work gets done as effectively and economically as possible.

A civic center may also house all of the services provided by the city besides the office-based ones, for example public safety and city maintenance. While they require many of the same qualities as the office-based functions, such services must be planned and located to serve easily all areas of the city. Such services may also have special requirements, for security or storage for example, that need to be accommodated in such a way that the services can be performed with maximum efficiency without having a negative impact on their immediate neighborhood.

An equally important purpose of a civic center is the role it plays as the symbolic center of the community. A civic center, through its layout, design, and choice of location, reflects the values and aspirations of the city it serves. Each decision in its development must be made with these factors in mind so that in the end the place which is established as the heart of the city is a source of pride for citizens today and for future generations as well.

To plan and design a civic center for Rancho Palos Verdes requires combining the city's unique needs with the rich resources it has at the proposed site. And this combination should achieve a productive environment for the city's business in a setting that reflects a true image of the city's purpose.

Needs on the Site

Rancho Palos Verdes is currently a contract city, providing for many traditional city operations by contracting with Los Angeles County or private agencies. Consequently, the city has fewer staff than full service cities do for the same level of service delivery, and it also has a different kind of facility need at present. Not all services are contracted, including administration, support services, and planning and zoning, and the administration of public works, although now entirely contracted, is treated as if it were an in-house operation.

In planning for a new civic center, the city council is concerned that the site and facilities be adequate to house those present and potential services described in this master plan. The type of space required by a contract city differs from that of a full service city. The extent of difference depends upon the scale and type of contracting that may occur. First, for contract cities, space needs are dominated by the office-related components. It is important to note that very little additional office space is needed for full service operations, unless the city were to choose to provide public safety services. The main implication for office space is not so much of size as it is of character, and so the program presented here for office-related functions at the civic center is based on allowing for full service operations in the new facilities.

On the other hand, services such as public works maintenance require a great deal more space when they are not contracted, and the characteristics of that space are entirely different from current needs. After careful review and deliberation, the city council has determined full service maintenance facilities to be inappropriate for the civic center site and has directed that the site be developed so as to preclude location of full service public works there. The scale of requirements both as to space and access is so large that maintenance activities would inevitably dominate the site. Equally important, the council believes it inappropriate to place such a facility in a public park, with which it would be functionally incompatible. For similar reasons, a fire station is not to be included on the civic center site.

For all other planning concerns, the city council has determined that the civic center site should be developed to allow for the possible provision of full service operations from the site in the future. This master plan therefore includes site provision for a city hall to house administrative functions, separate but adjacent council chambers, public safety facilities, and facilities for the continued contracting of public works maintenance, including the maintenance of the city's parks. Provision is also made for a community building to be located on park land but in close proximity to the city hall and council chambers.

FUNCTIONAL SUMMARY CIVIC CENTER SITE NEEDS

CITY HALL

- Council Offices
- Office of the City Manager
- Administrative Services
- Community Services
- Environmental Services
- Fire Prevention
- Parks and Recreation Administration
- Public Works Administration

COUNCIL CHAMBERS

COMMUNITY BUILDING

(on park land but adjacent to civic center)

PARKS AND RECREATION EQUIPMENT

PUBLIC SAFETY

- Law Enforcement

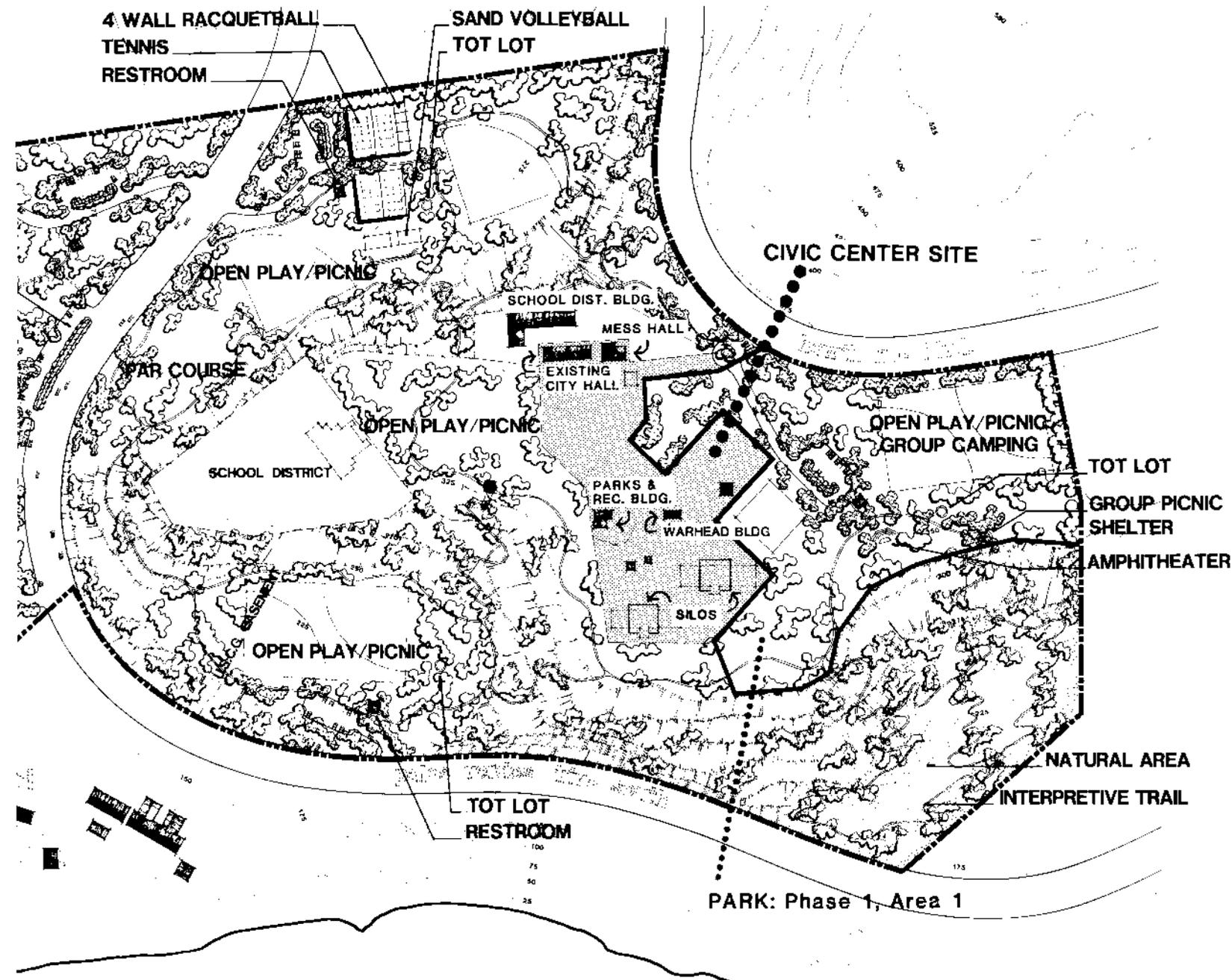
PUBLIC WORKS MAINTENANCE

(CONTRACT LEVEL)

- General Maintenance
- Park Land Maintenance

Potentials

PROPOSED DEVELOPMENT OF POINT VICENTE PARK Showing Civic Center Site and Initial Park Phase



SOURCE: Peridian Group, Irvine, CA
Current plans call for Phase 1, Area 1, development to flank the civic center site. Clearly, such a plan will place strong pressures on the civic center — landscape and design continuity, clear separation of work areas, public safety, and public access.

The principal resource to be considered in the development of the civic center is the site itself. The panoramic views, from Point Fermin to Catalina to Malibu, offer great potential for a design that is open and expansive, enhancing the experience of being there for those who work in the setting and for those who visit it. The site also enjoys a pleasant climate offering the possibility of a design that takes maximum advantage of the cool sea breezes, the warm sunshine, and the clear light that characterize the setting. And, very importantly, the site is located in the midst of the city's largest park, portions of which may be developed concurrently with the civic center.

Each of these factors is a great resource, but also a serious constraint in that any design that is not responsive to them will not only penalize itself to the extent that it misses these opportunities, but will also conflict with them, penalizing the broader enjoyment of the whole site. The design of the civic center buildings must take maximum advantage of this setting, within the constraints of the design criteria outlined elsewhere in this book.

Additional resources on the site which should be considered in designing the civic center are the existing facilities which the city presently occupies. There are seven major buildings on the site, which vary in size and condition. Some of these are integral to the master plan for use in scheduling and staging development on the site, or for rehabilitation for new or continued uses, and are discussed later in this book. Two of these facilities were formerly used for the storage of the Nike missiles on the site and, because of their unique qualities, are considered separately here.

Nike Missile Facilities

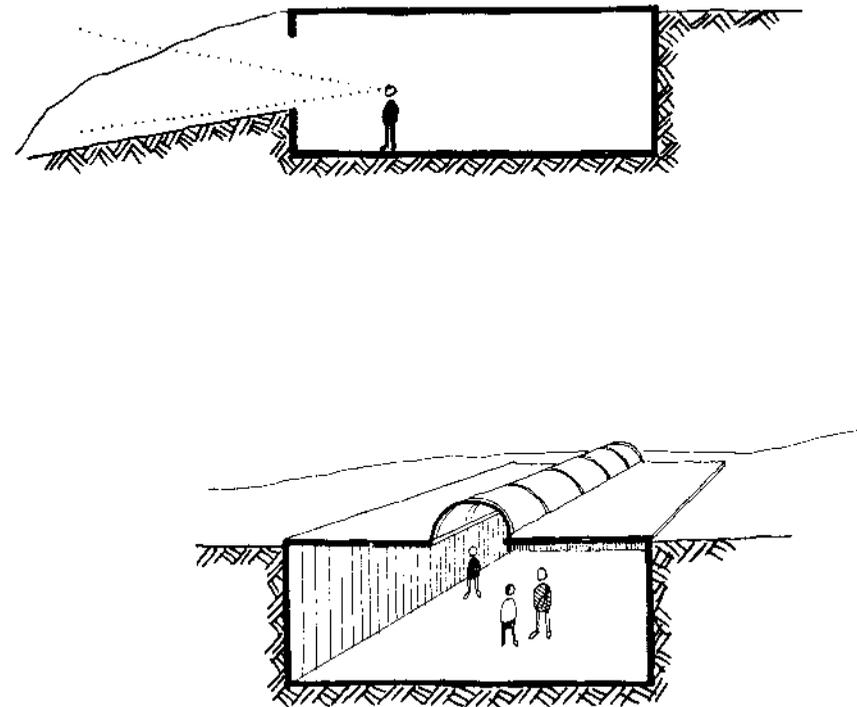
Among the more interesting and challenging resources available to the city on this site are the two underground missile silos located on the southern end of the site near the edge of the bluffs. To call them "silos" is a misnomer as they might more accurately be described as fairly large subterranean rooms, approximately 3,000 sq. ft. in area, with a ceiling height of approximately 15 feet. These facilities are presently accessed through a hatch at grade level which leads to a single flight of stairs that descends into the space itself. In the center of the space is a long, narrow hydraulic elevator, which was used for raising missiles to their launching position above grade. Directly above the elevator, in the ceiling, is a trap door approximately eight feet wide and 52 feet long, which opens to the ground above. Construction of the facilities is cast-in-place concrete throughout, with walls up to two feet thick in places.

These facilities present a special challenge because of their size, configuration, and location, but also represent a special opportunity for use as a passive solar "earth-sheltered" architecture that could take unique advantage of the climate of the site and make a strong positive statement about the city's attitude toward its environment. At present, the spaces are dark and fairly unpleasant places, although there is a clear potential to make them into bright and comfortable ones. With the missile trap doors open, the spaces are quite well lighted, and by replacing the elevator apparatus and trap doors with some kind of skylight, the rooms could be made to work. There is at least the potential in the southwest facility of excavating some earth away from the south-facing wall and cutting holes for windows in the newly exposed wall. Such an approach also makes possible use of the south wall for indirect heat gain.

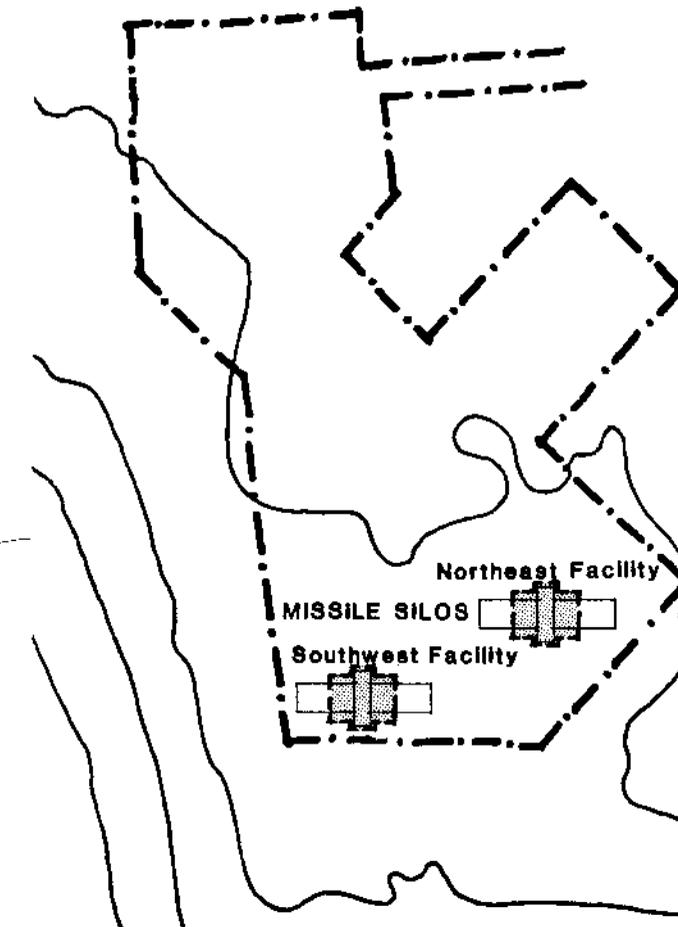
Even more important, however, is the question of the missile facilities' functional adaptability to uses appropriate for a civic center. The northeast facility is to be reserved for possible future community use in association with the future community building. A serious attempt should be made to integrate the southwest facility into the design of the city hall and council chambers.

Our preference is that the city hall will be constructed on top of the silo so that it can be used for remote storage (archives), all civic center maintenance except grounds equipment, and for the graphics work center programmed with the parks and recreation department.

If structural tests or significant architectural constraints indicate this is not feasible (i.e., either impossible or too costly), the silo may be considered as a potential resource for use in other solar energy applications on the site.



We have considered and rejected its use at the present time in connection with the council chambers, location of a department, or location of employee areas such as a lunch room. The costs required for functional and environmental adaptation appropriate for these uses are prohibitive. However, because it may be desirable to convert it to another use in the future (i.e., a public safety communications center), present design should recognize and make provision for future expanded electrical, mechanical, and other support systems.



LONG TERM PLAN



Site Analysis

SUMMARY TABLE OF CIVIC CENTER SITE REQUIREMENTS

	Building Footprint (gross sq. ft.)	Parking (sq. ft.)	
CITY HALL	24,476	23,180	(staff)
		11,780	(visitors)
COUNCIL CHAMBERS	5,836	17,860	
PARKS AND RECREATION EQUIPMENT	3,496	760	(staff)
		1,300	(equipment)
PUBLIC SAFETY	9,815	12,160	(staff)
		3,040	(visitors)
		6,080	(city vehicles)
PUBLIC WORKS MAINTENANCE			
General Maintenance	1,444	2,280	(staff)
		380	(visitors)
Park Land Maintenance	2,778 (covered)	1,140	(staff)

Each major activity proposed for the site has been analyzed based on projections of the requirements for full service delivery to the year 1990, except for general and parks maintenance which is projected to continue at contract level. From this analysis, area requirements have been generated and a profile of the demands each activity makes on the site has emerged, in the form of a building footprint and the required area for parking associated with each activity.

The building footprints displayed in the accompanying table represent the area in gross square feet required by each activity or cluster of activities. These areas include allowances for internal circulation and required access, and allowances for walls, structure, mechanical, and other support spaces. In certain cases, such as the maintenance sections, an additional requirement for open areas is included, and this allows for outdoor storage of materials and equipment associated with those functions.

Second, parking requirements have been determined for each building. These requirements are based on an allocation of one space per employee on the civic center site, with allowances for visitors and, where appropriate, special equipment. Parking area has been calculated on the basis of 380 sq. ft. per parking space for regular passenger vehicles, and this standard is generous enough to allow for well-landscaped parking areas.

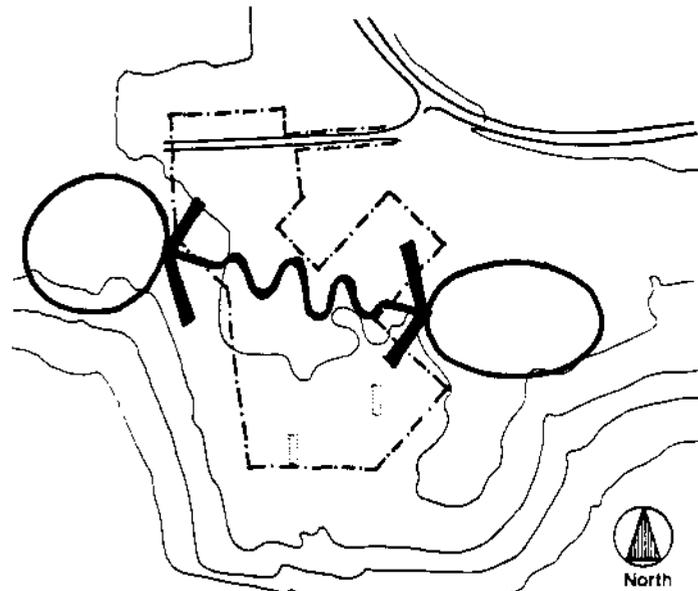
Criteria for Development

With the addition of a factor intended to demonstrate the minimum amount of space which should be allotted for each building for purposes of setback and landscaping, the total area requirements for all of the proposed functions on the site show that there is enough open space remaining to allow for some latitude in the density and distribution of buildings and activities on the site. While 30 percent for site circulation might be preferred, it should be remembered that portions of that circulation are provided for on park land. Beyond these area requirements, however, there are qualities inherent in the site itself which will be overriding concerns in the development of the civic center.

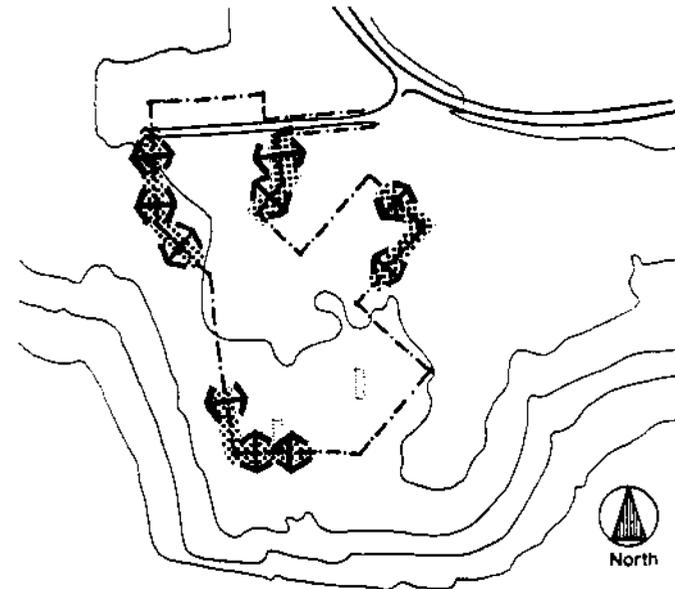
The civic center site is located in the middle of Point Vicente Park, between two planned recreation areas that will generate a good deal of activity and some movement across the site. The placement of buildings on the civic center site should imply a continuity between the park and the civic center and should allow park users to move easily across the site, but without disturbing the quality of the work environment in the civic center facilities.

Because many of the functions of the civic center are not compatible with the functions of the park, and vice versa, the edge between the two must be articulated so that in some places it is maintained as a barrier and in others it emphasizes the continuities between the two functional areas.

29% CIRCULATION
17% PUBLIC SAFETY
5% RECREATION EQUIPMENT
6% GEN. & PARK MAINTENANCE
13% COUNCIL CHAMBERS
30% CITY HALL

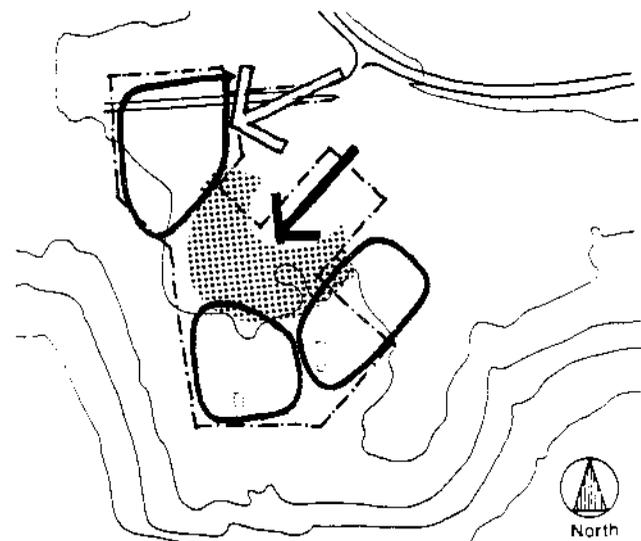


Pass-through circulation.



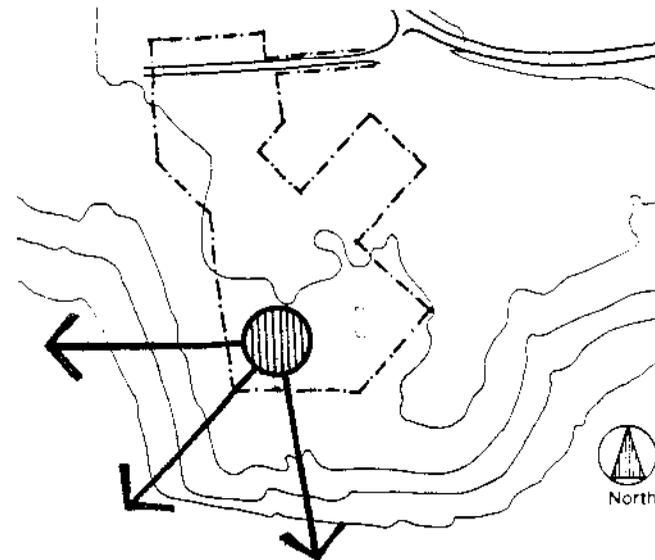
Critical edges.

Access to the site is possible at two points, although both are served by the same entry from Hawthorne Boulevard. These points should be used to separate official vehicle access and general public access, thus implying a hierarchy of security zones on the site.



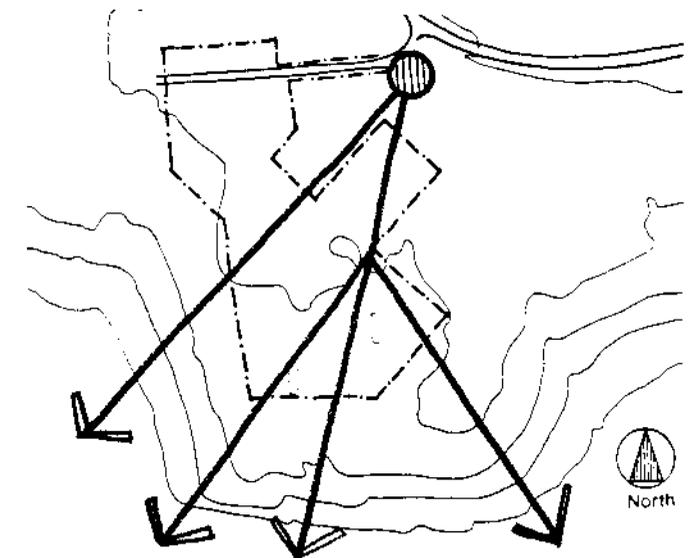
Public access zone.

While the entire site is advantageously located along the bluffs overlooking the ocean, there is only one optimal viewpoint, at the edge of the slope on the south end of the site; conversely, this is the most visible point on the site from the road below. Only appropriate functions should be placed at this point.



View opportunities.

There are good view opportunities from the entry point to the site at Hawthorne Boulevard and along a direct line of access to the site. Buildings should be placed on the civic center site in order to frame the views to the ocean and not to obstruct the views themselves.



Views on approach.

Summary of Functional Requirements

A third major factor to consider, besides the space requirements of the various buildings and activities and the general requirements of the site, is the relationships among the activities on the site and their individual functional criteria. Many of the proposed activities on the site have strong requirements related to, for example, access by the public or relationship to park functions. The essential demands which might be considered of the highest priority are as follows:

The city hall facility is principally a working environment and must be kept separate from activities that are noise-generating or otherwise incompatible with it.

The city hall and council chambers need to be conveniently accessible to citizens and other visitors coming to the site.

The city hall and council chambers should be prominently located on the site.

Direct access to the site from Hawthorne Boulevard for official vehicles and personnel is required by all maintenance sections.

Visual screening from park users and other general public is required by all maintenance sections and by public safety.

Location near general maintenance facilities is required by park land maintenance and recreation equipment if park land maintenance is centralized and located on Point Vicente Park lands.

Separation from general public areas for safety purposes is required by all maintenance sections and by public safety.

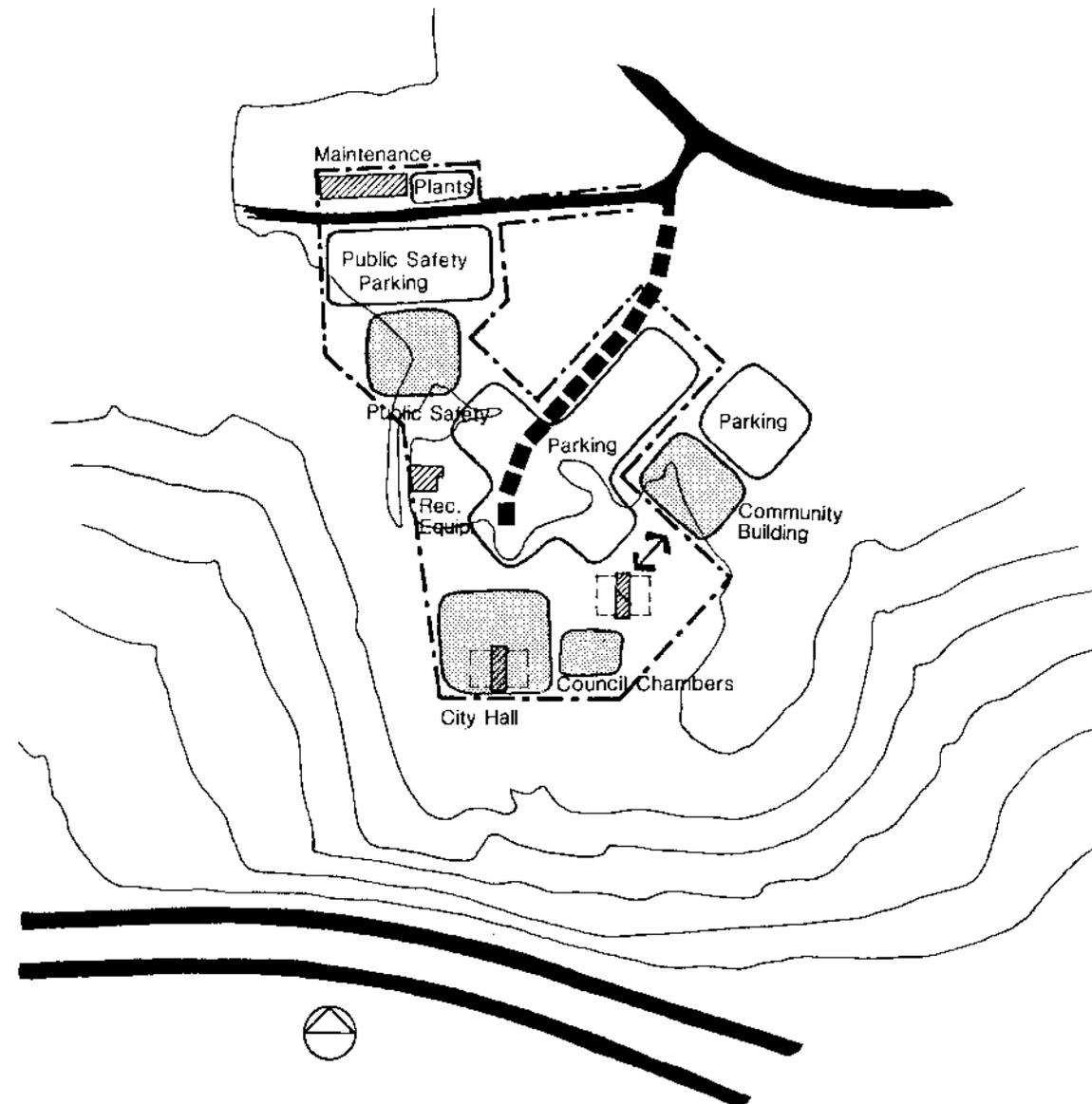
Convenient access to the general public is required by public safety administration.

Secure parking is required for all official and staff vehicles in public safety.

The community center should be conveniently accessible to citizens and other visitors coming to the site.

The community center should be safely separated from maintenance facilities and the public safety facility.

Taken together, all of these factors and criteria have suggested an organization of the site as illustrated by the schematic site plan shown below.



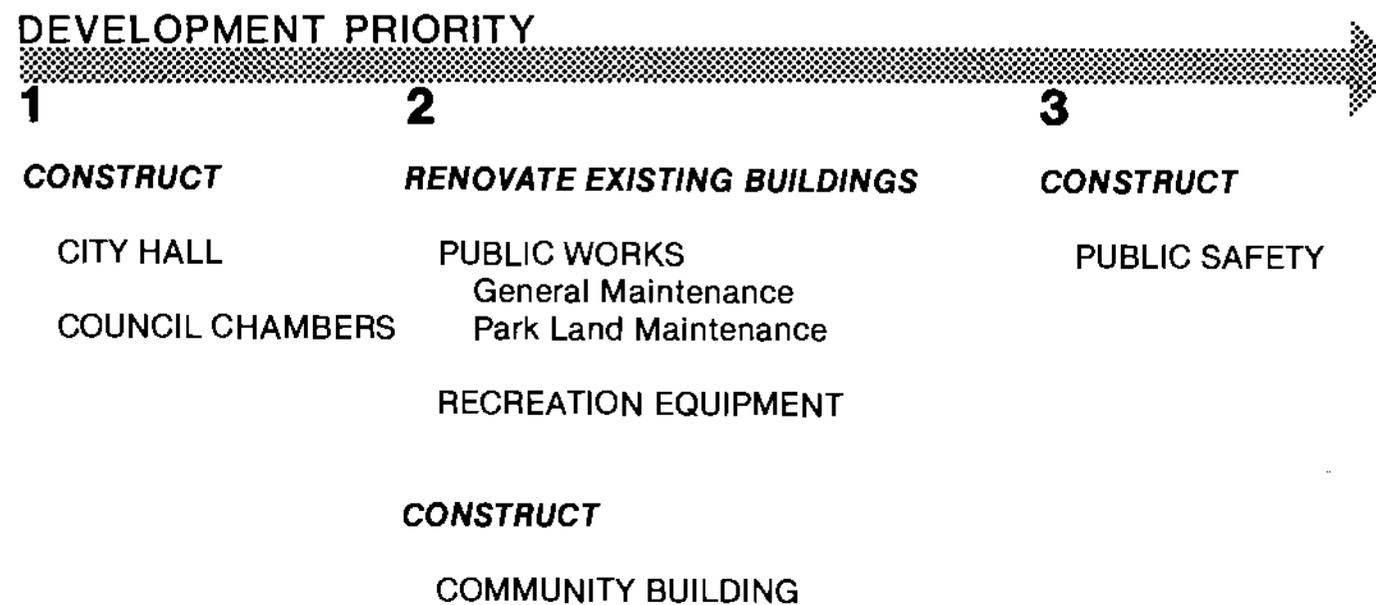
Sequence of Development

While all proposed civic center functions must be considered in the overall design and development of the site, the pressing need for space exhibited by some city functions and consideration of a funding structure require priorities for construction to be established.

The city's administrative functions are presently housed in an overcrowded and generally inadequate space, and the city council must arrange with the school district for use of an inadequate meeting room for its council meetings. For these reasons, the construction of the new city hall and council chambers is of the highest priority. Even so, should funding not be available for both, then the city hall will be constructed first and the council chambers second.

Of less pressing immediate concern, but growing in importance in the near future as the parks are developed and the intensity of use on the site increases, are the facilities for general maintenance and park maintenance, and the community building.

Finally, in the unknown future depending upon if and when the city chooses to provide the service, the public safety facility will be constructed.



Implications of Short Term

Continuity of operations during the construction period is essential, as all activities now operating from the site will continue to do so throughout the course of development. With the construction of the city hall and the council chambers as the first priority in the development of the site, a number of interim steps must be taken in order to facilitate both the construction process and the continuous delivery of services.

During Construction of City Hall

During construction of the city hall and council chambers, all functions now housed in the old city hall will remain where they are, as the existing facility is well removed from the probable construction area. The city council will continue to meet in the school district building north of the site.

The parks and recreation building is to remain on the site through completion of the civic center, and it should be considered for possible integration into the civic center scheme. Should this integration be carried out in the initial stages of construction of the city hall, requiring renovation activities in the building prior to the occupancy of the new building, or if construction activity is sufficiently close to the building to prohibit a work environment, then the parks and recreation administrative functions will require relocation to temporary facilities. Otherwise, the parks and recreation department will stay in its present quarters, except that as the need for recreation equipment storage grows with the development of the parks, that function will be temporarily relocated to the existing mess hall building.

General maintenance will remain in the Warhead Building during construction of the city hall.

Upon Occupancy of the New City Hall

Upon completion of the new city hall and council chambers, all administrative functions programmed for inclusion in that facility will be moved in, thus vacating the old city hall building and the parks and recreation building.

Since it is located in the middle of a probable parking area on the site, the Warhead Building should be removed at this time. The general maintenance functions it houses will then be moved temporarily to the vacated parks and recreation building which can have its interior partitions removed to serve this purpose unless the building has been otherwise integrated into the city hall scheme. Recreation equipment is expected to remain where it is in the mess hall, and the old city hall building should be remodeled to serve as the permanent quarters for general maintenance. This will require enlarging the openings into the building to serve as vehicle bays, and raising the roof to the appropriate height. Before this approach is undertaken, it must be determined whether the foundation and slab are adequate for supporting the weight of the vehicles required.

Upon completion of the renovation of the old city hall building for general maintenance, the general maintenance section will move in, vacating the parks and recreation building. Recreation equipment will then be moved from the mess hall to the old parks and recreation building, and the mess hall will be demolished. As noted above, if the parks and recreation building has been integrated into the city hall design in a manner which precludes this movement at this time, then new facilities for recreation equipment storage should be built on the park site in conjunction with parks maintenance.

Costs

The assignment of costs to any of the stages of development at this point in the process is risky given the recent history of inflation in the construction industry. However, it is important to consider them at least from the standpoint of providing guidelines for the type and quality of design that is expected, especially for the city hall and council chambers, since they will be built first.

The most important point to be made in this regard is that the city strongly believes high quality design need not be expensive. This has been suggested at various points in this book, in which we have stressed that a good design is one that solves the functional requirements of the buildings effectively and does so with maximum concern and respect for the rich resources of the site. The city is seeking an elegant design, but not an opulent one — a design that uses "ordinary" materials eloquently and expressively.

Based on recent cost experience for buildings of comparable scale and purpose to the proposed ones, a cost range of \$70 to \$85 per square foot for the city hall and \$80 to \$95 per square foot for the council chambers has been estimated. These cost estimates have also been based on tabulated figures from a national valuation service. As can be seen from the accompanying table summarized from that service, the anticipated costs described above represent a middle ground and should permit preparation of a first-rate design, without resorting either to cheapness or extravagance.

UNIT CONSTRUCTION COST ESTIMATES FOR CITY HALL RANCHO PALOS VERDES

TYPE OF CONSTRUCTION		EXTERIOR	INTERIOR	MECHANICAL	\$ Per Sq. Ft. (June 1980)
FRAME: Reinforced concrete columns and beams. Fire resistant construction.	FLOOR: Concrete or concrete on steel deck, fireproofed.	High/Avg. Grade Highly ornamental stone, best metal and glass.	Plaster, stone trim, ornate detail, terrazzo, carpet, vinyl floors.	Best lighting and outlets, tiled restrooms, many fixtures, hot and chilled water (zoned).	\$ 94.85
		Avg. Grade Good metal and glass, concrete, some good stone, good entrance.	Plaster and dry wall, some paneled offices, vinyl asbestos, carpet.	Good lighting and outlets, good tiled restrooms, hot and chilled water (zoned).	\$ 74.83
ROOF: Formed concrete, pre-cast slabs, concrete or gypsum on steel deck, fireproofed.	WALLS: Nonbearing curtain walls, masonry, concrete, metal and glass panels, stone.	Low Grade Brick, concrete panels, metal and glass, little ornamentation.	Plaster and dry wall, little paneling, vinyl asbestos, some carpet.	Adequate lighting and outlets, some tiled restrooms, hot and chilled water (zoned).	\$ 55.88
FRAME: Masonry or concrete load bearing walls with or without pilasters. Masonry or concrete walls with steel, wood, or concrete frame.	FLOOR: Wood or concrete plank on steel floor joists, or concrete slab on grade.	High/Avg. Grade Ornamental stone, best metal and glass, highly decorative.	Plaster, stone trim, paneling, terrazzo, carpet, vinyl floors.	Best lighting and outlets, tiled restrooms, many fixtures, hot and chilled water (zoned).	\$ 88.33
		Avg. Grade Good ornamental masonry, good metal and glass.	Plaster or dry wall, good detail and paneling, terrazzo, vinyl tile.	Good lighting and outlets, good tiled restrooms, hot and chilled water (zoned).	\$ 68.04
ROOF: Wood or steel joists with wood or steel deck. Concrete plank.	WALLS: Brick, concrete block, or tile masonry, tilt-up, formed concrete, curtain walls.	Low Grade Brick, block, concrete, metal and glass, good entrance.	Plaster or dry wall, some paneled offices, vinyl asbestos.	Adequate lighting and outlets, adequate plumbing, hot and chilled water (zoned).	\$ 51.28

SOURCE: Marshall Valuation Service, updated per 1980 adjustment factors to Los Angeles, California.

NOTE: These costs are based on reported construction and average for the corresponding class; it is therefore true that examples can exceed these figures by 10%, 15%, and even more in some situations.

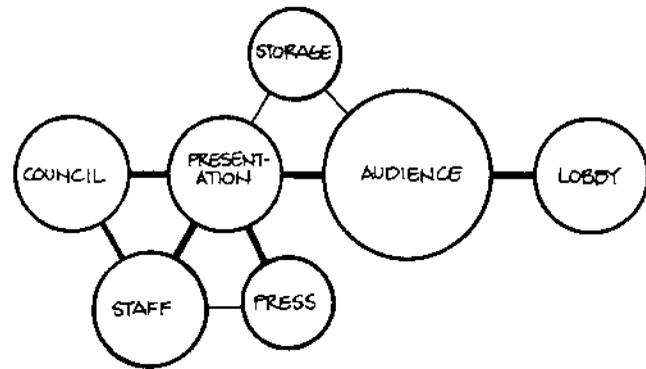


**CITY HALL AND
COUNCIL CHAMBERS**



Functional Requirements

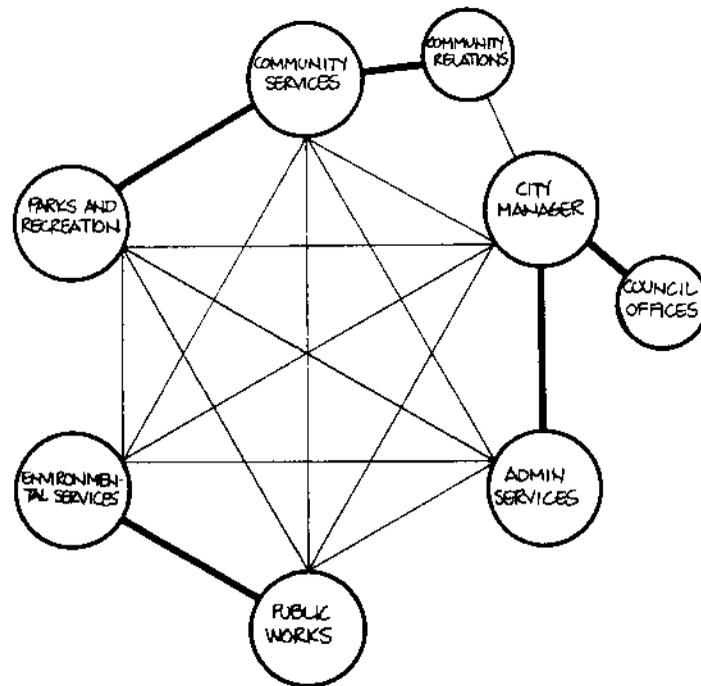
Council Chambers



As the first priority for development, the requirements for the city hall are presented here in more detail than the other functions proposed for the site. In many ways, the city hall can be considered as the most important building on the site, not only because it will be the first major building on the site and will thus serve as an anchor for the entire civic center, but also because it is here that most of the business of the city transpires and where the general public will have the most occasion for contact. The designer should be aware that a very detailed and precise architectural program has been prepared which places strong constraints on the design of the city hall. The complete program will be given to the design team upon its selection. Information from it is summarized here for proposal purposes.

The information relating to the design objectives of city hall is organized to show the specific functional requirements of each department or functional category to be included in the building. These functional requirements show the activities performed by each category and the required adjacencies within them. The information also includes the space requirements in net square feet for each department, and the overall relationships among departments in terms of their required proximities.

City Hall



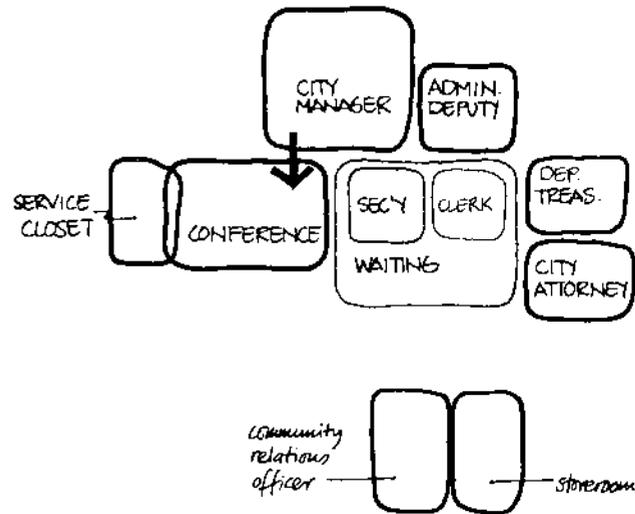
Functions to be located in city hall include all administrative departments of the city. An overriding objective is that all agencies of similar functional needs, demands for public contact, and proximity relationships must be grouped together. The building program presents clear criteria for this organization. One result of this objective is that the council chambers have been included in the building program for city hall, but they should be considered as separate from the office components of government. It is therefore required that the council chambers be attached but distinct from those other functions.

Attention is also given to public contact areas and reception areas for those departments which require them. Only two reception areas are required for the building, and waiting areas have been programmed with the public counters in those departments that need them. Storage space is specifically programmed with each department, except for remote storage which is programmed as a shared space. Other shared spaces include work rooms, which are programmed with the department that uses them most frequently but which are intended for general use by all departments. A lunch room is also included as a shared space.

City Hall

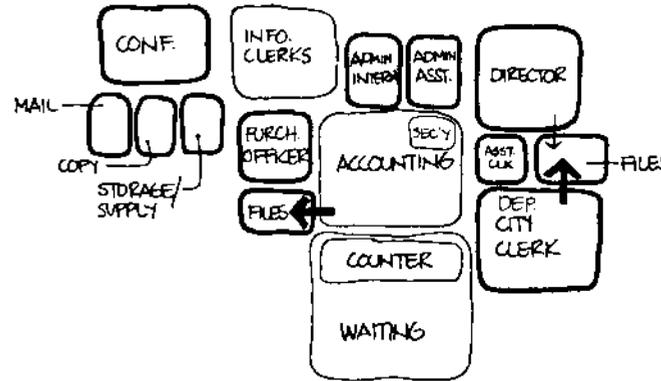
Office of the City Manager

The Office of the City Manager provides management and administrative direction for all city staff and operations. The city manager acts as city council liaison in policy and budgetary matters and is the officially designated city clerk and treasurer. Staff includes an administrative assistant/deputy treasurer and a secretary. The reception/waiting area and conference room are used by the city council, and the council office areas must therefore be adjacent to the city manager. All other departments must also be conveniently accessible to the city manager's office.



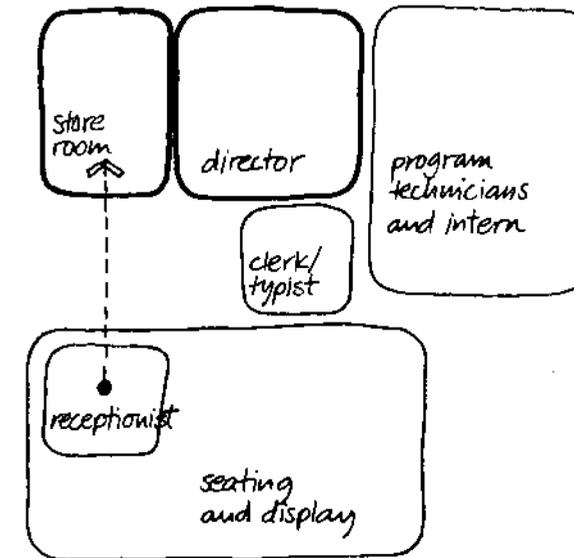
Administrative Services

The Administrative Services Department administers and maintains the fiscal system, assists in the preparation and adoption of the annual budget, and coordinates the annual fiscal audit. Additionally, it administers the business license program and the collection of fees, performs city clerk responsibilities, and conducts general research projects. The department is divided into administration and general support, finance accounting, city clerk, and information processing divisions. Support areas, including the mail room, copy room, and supply room, should be accessible from all staff areas. The director and accounting staff require frequent interaction with the office of the city manager, and should be convenient to that office.



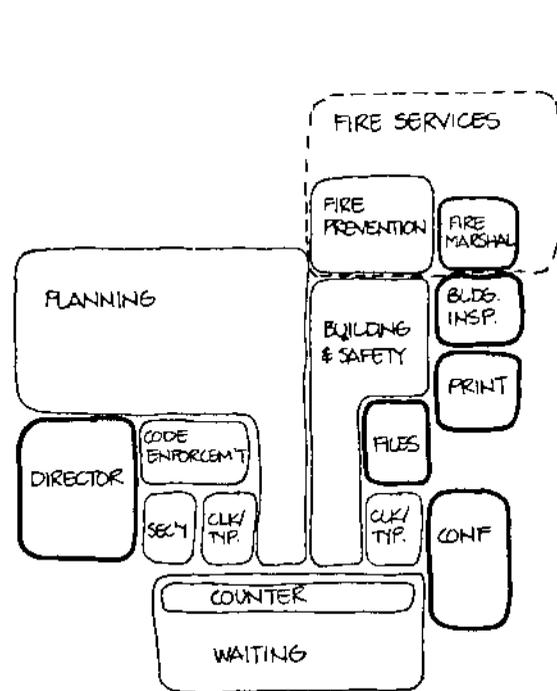
Community Services

Community Services provides public information resources. The department dispenses newsletters, press releases, fact sheets, and proclamations. It provides civic and human services to individuals and various community groups. The unit coordinates or monitors programs such as litter pickup, weed abatement, youth employment, emergency preparedness, and animal services. The department includes a director, program technicians and interns, a clerk/typist, and a receptionist in the main building lobby. Departmental staff must be accessible to visiting public, and thus immediately adjacent to the reception/lobby area. The director has frequent interaction with the parks and recreation department and the community relations officer, and should be conveniently located to them.



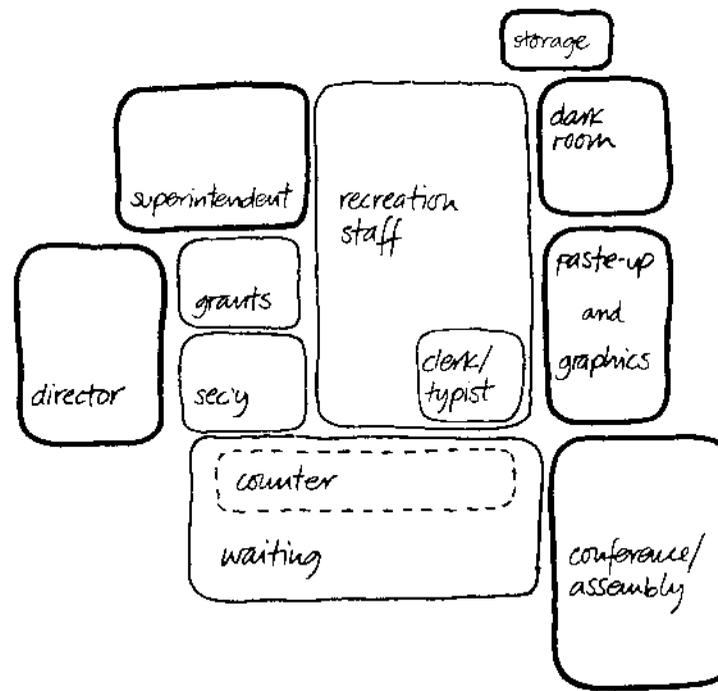
Environmental Services

The Environmental Services Department provides a full range of planning and related functions which include: current planning; advanced planning; environmental review; code enforcement; building inspection; public information; and staff support for the city council and the planning commission. The department is divided into administration, planning, code enforcement, and building and safety divisions. The copy/print room and conference room are shared with public works, and must be directly accessible to that department. Similarly, the public counter/waiting area should be adjacent to or contiguous to the waiting area in public works. Building and safety must be in close proximity to fire prevention.



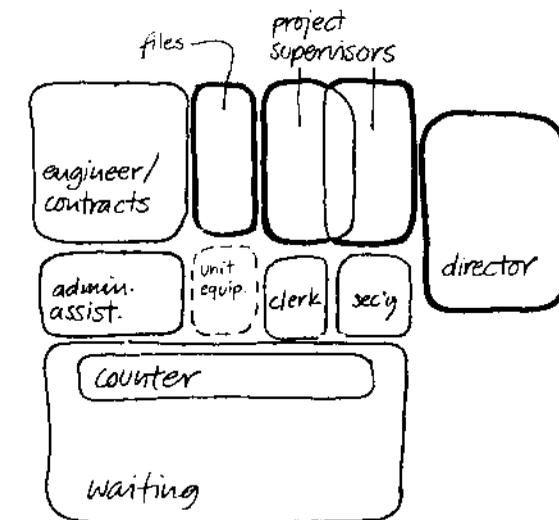
Parks and Recreation

The Parks and Recreation Department is responsible for the operation, maintenance, and further development of current park facilities. The department provides school, park, and recreational leadership in its administration of recreation and pool programs in the four-city peninsula area. The long-range design and development of new park and open space sites are also the responsibility of the department. In addition, the grants section of the department writes, researches, and follows grants for the department as well as other city departments. The paste-up and graphic workroom, darkroom, and conference/library area will serve all departments; convenient access is required.



Public Works

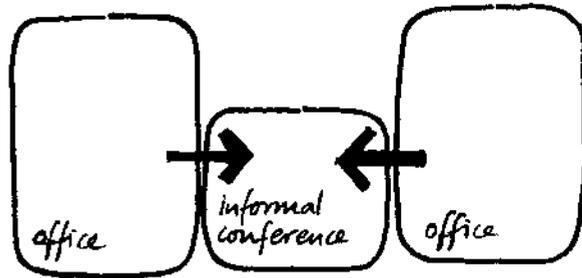
The Public Works Department administers and carries out all public works and facilities activities to provide required city services. The department monitors, administers and inspects: capital projects; utility conversions; county and private public works contracts; and contracted building and grounds maintenance activities. The department also issues permits for street encroachment, excavation and construction, and also conducts field inspections of the same. Tentative tract or subdivision plans are reviewed by the department. Any special reports or studies relevant to public works functions are completed by department personnel. The department consists of administration and support, and engineering/checking. Copy room and conference facilities are shared with environmental services, and must be directly accessible to that department.



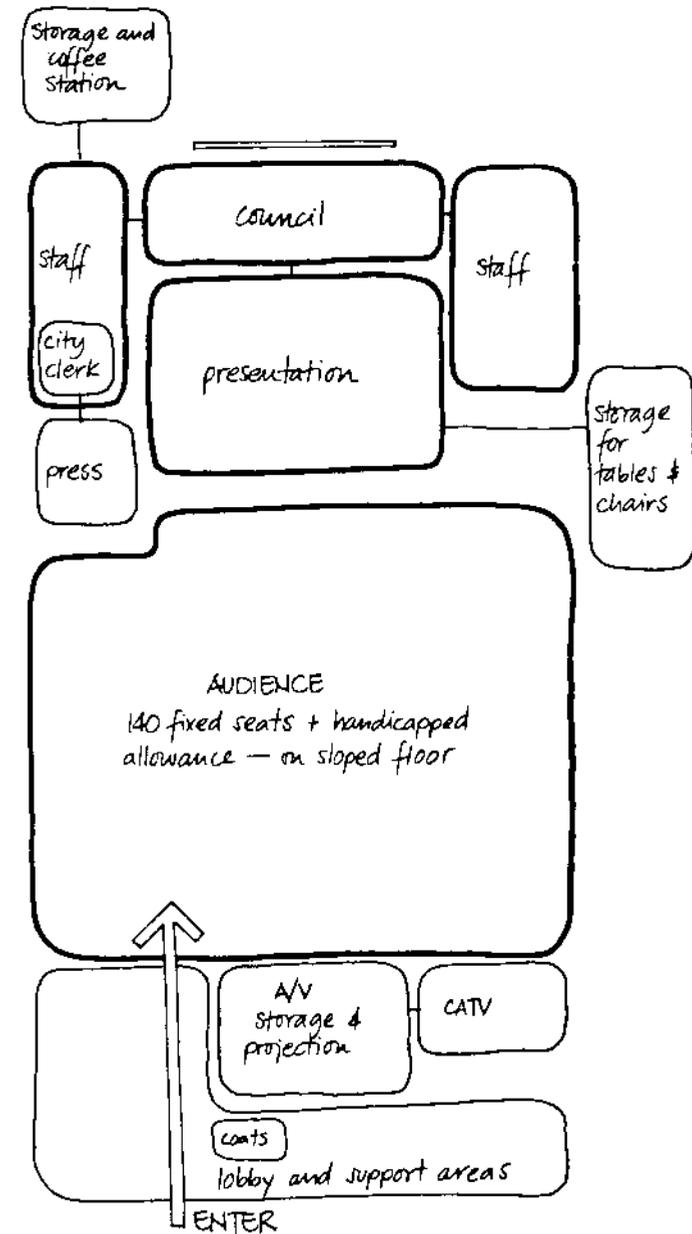
Council Chambers

Council Offices

The council office area will include two shared offices for use by council members, and an informal conference room. The council offices share the reception, waiting, and conference room with the office of the city manager, and should be directly adjacent to that department. In particular, this area must be directly accessible to the council chambers.

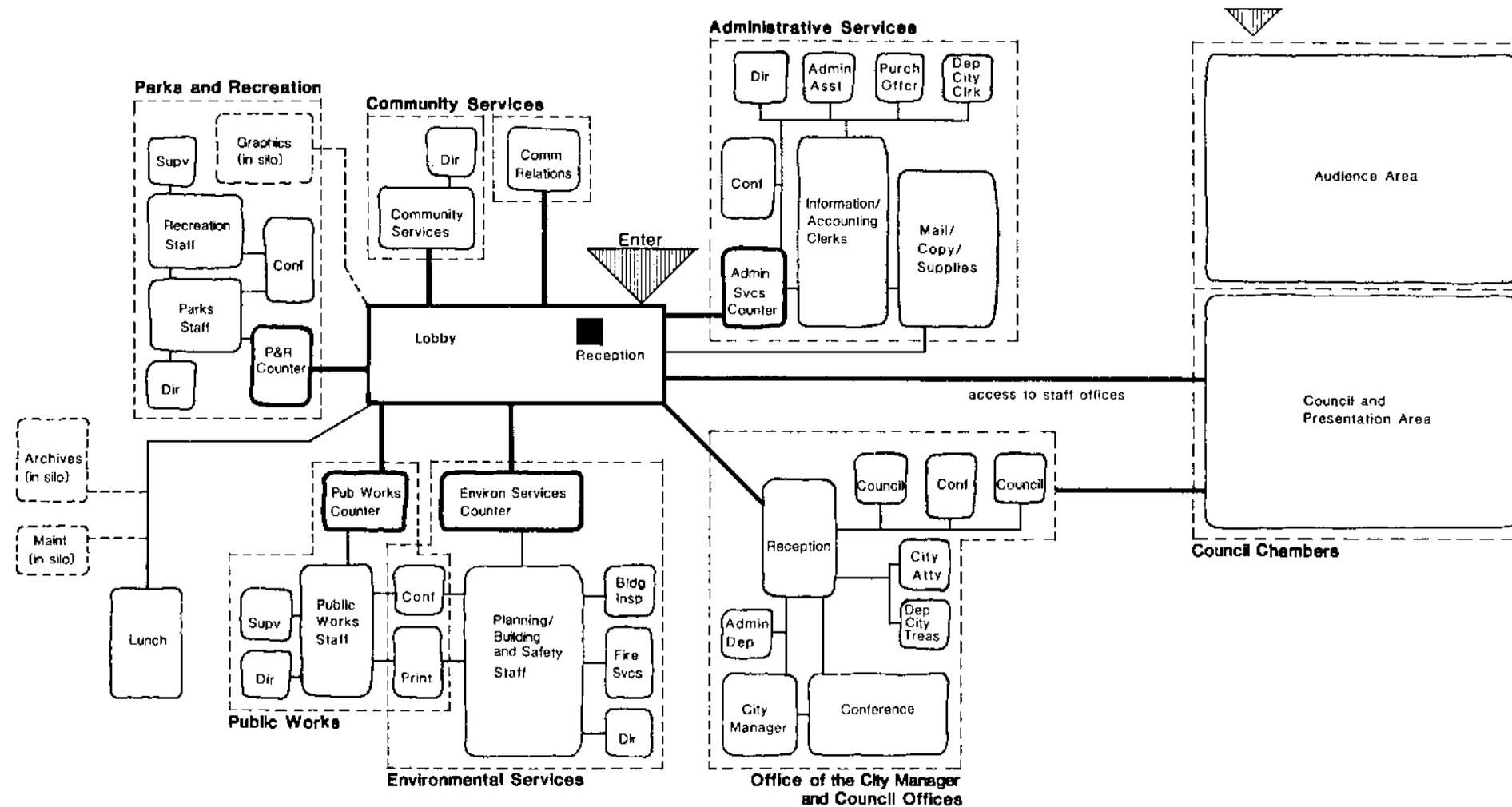


The Council Chambers is the city's designated major public meeting room. The chambers area will consist of council and staff areas, a presentation area, public seating area, press seating area, audiovisual storage and projection room, cable television control booth, and storage areas. While designed primarily for use by the council and other city agencies, it is expected that the chambers will also be made available to appropriate private organizations on a scheduled basis. Council chambers have been distinguished from city hall components because the space is of special design and it functions differently from the office and related support areas included with the city hall. However, the chambers are to be attached to city hall, as a separate design element, with a continuous covered access, and are to be designed specifically as a presentation hall with fixed (but removable) seats. In this regard, the space should be designed with a strong concern for acoustics and sightlines. Public access to the chambers must be convenient and clearly legible, and the facility must be conveniently accessible to the other departmental offices, for retrieval of records, documents, etc.



Functional Overview

The overall proximity relationships, expressed schematically at the beginning of this section, are defined in the accompanying diagram. Attention must be given to the overall relationships of public and private areas, with public access areas clearly comprehensible to the visitor and not obstructive to the daily operations of the employees. Those departments with facilities designated for common use should allow convenient access by all city employees without disrupting the department's activities.



Space Requirements (1990)

The space standards were applied in combination with projections for staffing and other requirements for full service city operations through 1990, at which time the city will have reached buildout and the population and levels of service required will stabilize. Space was allocated for each activity area, and is summarized in the accompanying table.

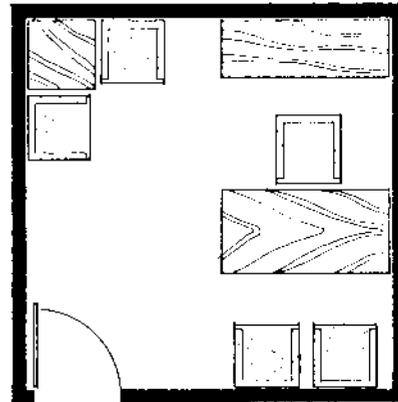
TABLE OF CITY HALL AND COUNCIL CHAMBERS SPACE REQUIREMENTS

	Conventional Furniture	Mixed Systems and Conventional Furniture
CITY HALL		
Council Offices	479	479
City Manager		
Administrative	2,041	2,006
Community Relations	342	285
Administrative Services	3,198	3,072
Community Services	1,773	1,750
Environmental Services	3,634	3,403
Fire Prevention	386	348
Parks and Recreation	2,508	2,383
Public Works	1,939	1,807
Civic Center Maintenance	752	752
Shared Use	1,596	1,596
Program Net	18,648 net sq. ft.	17,881 net sq. ft.
80% Efficiency	23,310	22,351
Total, with 5% Mechanical	24,476 gross sq. ft.	23,469 gross sq. ft.
COUNCIL CHAMBERS		
Program Net	5,280 net sq. ft.	5,280 net sq. ft.
95% Efficiency	5,558	5,558
Total, with 5% Mechanical	5,836 gross sq. ft.	5,836 gross sq. ft.

Building Program

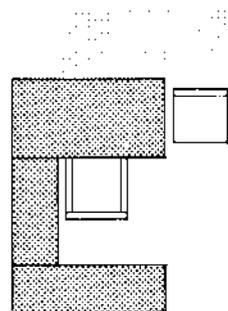
TYPICAL SPACE STANDARDS

Private Office

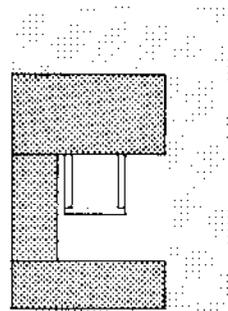


180 sq. ft.

Clerical Workstations



100 sq. ft.



80 sq. ft.

Rancho Palos Verdes Civic Center

1990 Full Service City
Net Space Requirements

ADMINISTRATIVE SERVICES (cont'd)

Item Description	Standard (nsf)		1990 Requirement	
	Item Allowance	Access	Total	Start Conventional Conv & Sys
SUPPORT AREAS				
COMMENT: The following 3 rooms must relate conveniently to one another.				
Mail Room (secure)	120	-	120	120
COMMENT: Acoustic treatment is required. There are system alternatives for mail services, but we have programmed traditional fixed partitions to stress sound attenuation needs and our suggested security needs. Systems allow for space reduction and flexibility, however. Room is not sized for large automatic mailer and stuffing equipment. Room must have easy access to the copy room.				
Copy Room	300	-	300	300
COMMENT: Acoustic treatment is required. Space standard allows for some storage space, worktable, and collating area. Space for 40 paper cartons on pallets, bulk toner and parts supplies, and large collating tables is needed. Small microfilm equipment can be placed in this space in lieu of the larger worktable.				
Supply Room (stationery, small office equipment, bulk supplies)	180	-	180	180
COMMENT: Room must be accessible to city staff but location must allow for visual monitoring by administrative services staff. Room must be secured. Easy access to the mail and copy rooms is essential.				
Remote Storage (Existing Equipment: 8 files, 5 large shelving units)				(380) (380)
COMMENT: Remote storage needs are increased at a rate of 100 sq.ft. per each 5 years to 1990 and held fixed thereafter. Remote storage requirements are accumulated for all units on a separate "Shared Use" data sheet.				
Subtotal, SUPPORT AREAS				600 600

REMARKS: THIS DATA SHEET

Item Description: A "/" is used to group items required by a single workstation. A "*" is used to indicate an alternate standard. Item symbols include "dwg" = drafting workstation, "ref" = reference, "std" = standard professional station, "off" = office workstation (with extra guest seating), or use as drafting stations.

Standard: See "Standards" portion for details. Circulation is added as a percent (%) at the bottom of the unit's listing of space requirements. All figures are net square feet.

Conventional and Mixed Conventional and System: These columns distinguish between conventional office and furniture standards and standards used for open landscape system furniture on whose partitions may be hung various work surfaces or storage units.

PRIMA

A comprehensive building program for all activities and facilities proposed for the site has been prepared. It is designed to provide all information that, in combination with this book, the designer will require in approaching the design of the civic center. It also provides explicit criteria for all space requirements and functional relationships for each facility.

The functional profiles prepared for each department are similar to the discussions presented in the preceding pages for the city hall and council chambers. In addition, criteria for design controls, special equipment, and environmental requirements are presented. These profiles have been specifically developed to identify problem areas and to guide the designer in their resolution.

The space requirements have been developed for each department based on projected needs, and are summarized for spaces using conventional furniture and for those using a combination of conventional and systems furniture. In each case, the space assignments have been derived from a set of space standards, based on appropriate combinations of furnishings and access space, which are fully described in the building program document. The space requirements are then tabulated by function, and a circulation factor of 14 percent is added to arrive at net area requirements. Further factors are then added to determine the gross building areas, which include support spaces and a mechanical allowance.

Design Criteria

Specific criteria for consideration in development of the site have been summarized on pages 20 and 21 of this book, and the functional relationships for the city hall and council chambers have been outlined in the preceding pages, but there are still several crucial overriding guidelines for the design of the civic center and its component buildings which must be considered. These concerns are for the image and ambience of the civic center, which may be considered apart from the architectural style of the buildings but which should guide the designer in the choice and articulation of that style.

Scale. Rancho Palos Verdes is a community that subscribes to a policy of low growth consistent with environmental constraints, and with a strong neighborhood orientation. The scale of the civic center should be compatible with this philosophy, and reflect it in the way it deals with intensity of use on the site. The civic center cannot be an entirely passive environment, yet it cannot be highly active either. Still, through its organization of the site, its zoning of public and private areas, its clustering of entrances and gathering spaces, and its architectural image, it should present itself as a place with healthy signs of life.

Natural Environment. Citizens of Rancho Palos Verdes consider the natural environment to be their greatest resource, and so the civic center should be open to that environment and respectful of it. However, while the civic center should allow a sense of unity with the natural environment, this unity should not be blurred but rather maintain a clarity of distinction between the natural and built elements of the site. This is especially important in designing the movement patterns within the civic center and between the civic center and the park.

Image. The buildings on the site should maintain a low profile, which is not to suggest they be obscure and self-effacing, but simply not monumental and highly visible. The hilltop location provides a great resource to the designer for taking advantage of views, but it is also a constraint of significant proportions since the very places on the site with the best views are also those most visible from the surrounding community. The buildings must not be allowed to dominate the hilltop, yet at the same time there should be a high degree of functional legibility to the buildings on the site, so that the visiting public may clearly understand where they should go within the site to accomplish their business.

Interiors. The interiors of the city hall should reflect the fact that it is primarily a work environment and the place where city employees and the public they serve interact. It should therefore be of contemporary design, as a warm, friendly, inviting place, with spaces that have a sense of casual efficiency, not formal and forbidding yet not so casual as to discourage productivity. Similarly, the council chambers should reflect a decorum appropriate to the conduct of the city's business yet be a warm and inviting place for the public. The chambers are to be designed as a presentation/meeting space, not a multi-purpose space, and should therefore look tailored to their function rather than ambiguous and non-specific as is often the case with multi-use spaces. Finally, materials, furnishings, and equipment in both the city hall and council chambers are to be durable and low maintenance.

Rancho Palos Verdes Civic Center Master Plan
and Architectural Program prepared by

Prims Associates Inc.
Santa Monica, California

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