



Item #4

Date: September 8, 2022
To: Board of Directors
From: Anthony Constantouros, Interim General Manager
Subject: Office Relocation

Recommendation:

1. Review history of District efforts to identify and consider various location possibilities.
2. Receive and review updated summary chart from George Miers, Swatt Miers Architects, related to parking lot options and available parking spaces.
3. Consider utilizing a Commercial Real Estate Broker to assist the District in identifying and analyzing potential permanent office locations.

Background:

Identifying a new location to house the District's police operations and administrative staff is a high priority challenge currently facing the District. Sites in Kensington have been considered but, for various reasons, a suitable site has not yet been located. Many of these sites were discussed in the Agenda Report to the Board at the February 10, 2022 Board Meeting.

At the Board Meeting of July 14, 2022, Mr. George Miers presented a report discussing the pros and cons of a number of site options. The discussion included three sites on the Arlington Parking Lot. The northern portion of the parking lot is owned by the Arlington Community Church. The Arlington Church wrote a letter to the editor of the Outlook stating that their portion of the lot "is not for sale, lease, or a swap arrangement." The Church's opposition to the use of the parking lot was further stated in an email sent to the KPPCSD.

Discussion:

Mr. George Miers has prepared an updated summary chart that he will discuss at the meeting. The chart summarizes a number of options and the available parking spaces with each option. He will present this information at the Board Meeting. Having unsuccessfully evaluated a number of possible sites, the Board may want to consider a different process going forward. One possibility would be to utilize a Commercial Real Estate Broker.

A Broker would have greater knowledge of property options and a background in approaching property owners. Brokers with experience in working with local governments may be particularly experienced with the legal and administrative requirements of government agencies. If the Board decides to pursue this option, a firm and/or individual would need to be identified, and a services and financial arrangement would need to be approved.

Fiscal Impact:

As this is a report for the Board's consideration and no action will be taken at this time, there is no fiscal impact in receiving and reviewing this report.

Attachments:

- Arlington Community Church Letter to the Editor
- Arlington Community Church Aug. 13, 2022 Email
- Swatt Miers Site Evaluation 7-13-22
- Swatt Miers Updated Site and parking 7-13-22
- Agenda Report Relocation 2-10-22

Loss of Parking for Community and ACC

Dear Editor:

Arlington Community Church (ACC) has learned that the parking lot across from ACC is considered by Kensington Police Protection and Community Services District (KPPCSD) to be the #1 remaining site option for use as a Police Building. This parking lot is co-owned by ACC and KPPCSD. ACC owns the north one-half and KPPCSD owns the south one-half of the parking lot. Although ACC Council has not been officially approached since a meeting in May with the Interim GM of the KPPCSD, ACC Council wants to make it clear that the ACC owned north one-half of the parking lot is not for sale, lease, or a swap arrangement.

The entire parking lot is used by library patrons, attendees of Community Center events, and staff and parents of the 3 schools housed at ACC. When events are held simultaneously at ACC and the other venues, which happened recently, all available parking lot spaces and those on adjacent streets are filled.

ACC regularly rents spaces for a variety of events—wedding receptions, dances, concerts, and exercise programs. ACC has even rented space to KPPCSD administrative staff and Kensington Community Council programs. Parking is a key feature for those selecting ACC for their events. ACC revenue will be significantly reduced without access to convenient parking.

Our new Pastor wishes to continue the tradition of ACC being a welcoming host for community events. ACC has hosted several events since her arrival in January and have more scheduled on a regular basis.

The entire parking lot is a community resource, not a space that exclusively benefits ACC. The damage that a sale, lease, or swap arrangement would cause ACC and the community cannot be compensated by a financial arrangement.

ACC is supportive of the Police Dept. but will vigorously oppose the use of the ACC owned north one-half of this parking lot for a Police Department Building and urges the KPPCSD Board to reconsider another option.

Faith Abel, Arlington Community Church President

Lynelle Lewis

From: Tony Constantouros
Sent: Tuesday, August 23, 2022 9:25 PM
To: Lynelle Lewis
Subject: Arlington Church Letter 8-13-2022

From: Faith Abel <frabel1@hotmail.com>
Date: Saturday, August 13, 2022 at 5:10 PM
To: Tony Constantouros <TConstantouros@kppcsd.org>
Cc: Arlington Community Church Ucc <acc.ucc.staff@gmail.com>, Sylvia Hacaj <SHacaj@kppcsd.org>, Mike Logan <MLogan@kppcsd.org>, Christopher Deppe <cdeppe@kppcsd.org>, Eileen Nottoli <ENottoli@kppcsd.org>, Rachele Sherris-Watt <rsherriswatt@kppcsd.org>
Subject: Re: Copy of Letter to the Editor Sept. Outlook

There seems to be a misunderstanding by you as to who to contact at ACC. Protocol to arrange a follow up meeting should have involved a direct communication with me, ACC President. This was not done. This letter from you is the first direct communication from KPPCSD to me since the ACC Council met on May 11 when the District Interim GM, Rick Benson, and now current Interim GM Tony Constantouros were present. A "preliminary exploration" (Rick Benson's words) for possible sites for the KPPCSD Building were discussed, the parking lot being one of those sites. The Council made clear that ACC Council objected to that possibility as our portion of the parking lot was not for sale, lease, or a swap arrangement as it would cause a major loss of parking for the church, and others in the community.

Regarding expectations: ACC would not have expected the District to order a survey to be made of the church property and concept plans to be drawn up for its use as a police station. The architect was then requested to share his drawings at length at a public board meeting. At the same board meeting the KPPCSD directors commented on the options and were not shy about voicing their approval for the parking lot option (unofficially, but on record) and were dismissive of the other options. It is now quite clear to the public what course of action the Board favors. Why are you surprised that the Church also wants its voice heard publicly? It is truly unreasonable to think that the church would not respond publicly when the Board has done so themselves putting ACC in a position to be seen unfavorably by the community and the parking lot as the best option for the police station.

My letter to the editor of the Outlook presents the position of ACC's Council on the parking lot, which is not a space that exclusively benefits ACC, but is a community resource for: patrons of the library, Community Center program attendees, parents of the children attending the three schools housed on the Church's premises, Boy Scouts, users of the picnic area, basketball courts, tennis courts, tot lot, and other park facilities.

In short, I do not intend to ask the Outlook to return my letter unpublished. The ACC Council will continue to oppose the use of the parking lot and are not going to suggest a meeting with KPPCSD other than one at which the entire Council is present.

As indicated in the letter to the editor, we support the Police Dept., but oppose the use of the parking lot for their building.

Sincerely,

Faith Abel, ACC President

On Aug 12, 2022, at 3:21 PM, Tony Constantouros <TConstantouros@kppcsd.org> wrote:

Since I do not have email addresses, I would appreciate circulating this message to all members of the Church Council.

I was very surprised and disappointed to see President Abel's letter to the Outlook opposing any arrangement that would allow use of the Church's portion of the parking lot. I have tried to indicate an interest in a follow-up meeting with the Church Council. I would have expected Church representatives to discuss its concerns with District officials rather than take them to the press.

The District is sensitive to the Church's needs and holds the Church in high esteem as an important part of the Kensington community. We understand that parking is a valuable community resource but the District must balance a number of interests, including the community's desire to keep the Police Department in Kensington. Our options for a new location are extremely limited. Moreover, we have potential alternatives that, with some refinement, could address the concerns expressed in President Abel's letter.

This topic was not on the agenda for last night's meeting. I had hoped that I could meet with a Church representative or committee before the matter goes back to the Board. We still want to collaborate with the Church. In that spirit, I ask that you direct the Outlook to return your letter unpublished to enable us to have direct conversations.

The District will, of course, do whatever is necessary to fulfill its obligation to Kensington residents. But we believe that working together, we can achieve a better outcome for the Church and the community.

Sincerely,
Tony Constantouros
Interim General Manager

Kensington Police Protection & Community Services District

<image001.png>

510-526-4141 | Main
650-888-4025 | Mobile
510-526-1028 | Fax

From: Faith Abel <frabel1@hotmail.com>
Date: Wednesday, August 10, 2022 at 3:25 PM
To: Sylvia Hacaj <SHacaj@kppcsd.org>
Cc: Tony Constantouros <TConstantouros@kppcsd.org>
Subject: Copy of Letter to the Editor Sept. Outlook

Arlington Community Church
52 Arlington Ave.
Kensington, CA.. 94707

August 10, 2022

Dear Ms. Hacaj, President
Mr. Constantouros, Interim GM

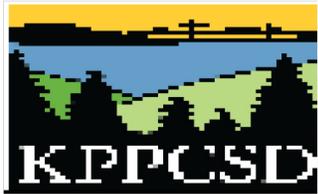
Attached is a copy of my Letter to the Editor of the Outlook that I sent today for the September publication. I am aware that the KPPCSD meets tomorrow evening, so I wanted to send this information in time to be available for that meeting, as it deals with an issue that KPPCSD is discussing, and I want to make sure that the position of the ACC Council is clear to the Board of Directors. I am copying Tony Constantouros, Interim GM of KPPCSD on this letter.

I think you will find our letter clearly stating the position of ACC , and encourage the KPPCSD Board to consider another option.

Thank you,
Faith Abel, Arlington Community Church President

JULY 13, 2022

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS



SWATT | MIERS ARCHITECTS
5845 DOYLE STREET, SUITE 104
EMERYVILLE, CA 94608
T: 510.985.9779
F: 510.985.0776
WWW.SWATTMIERS.COM

TABLE OF CONTENTS

TABLE OF CONTENTS

- 1.0 Study Overview
- 2.0 Study Methodology and Building Design
- 3.0 Site Studies
 - 3.1 Site 1 - Building E
 - 3.2 Site 2- Existing Annex Building
 - 3.3 Site 3 - Parking Lot

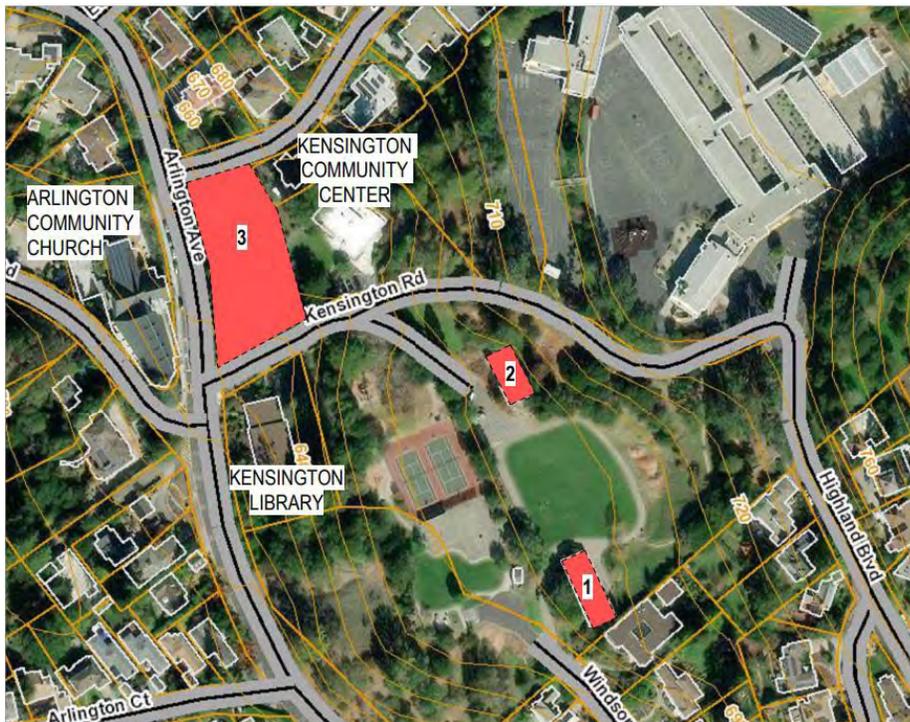
KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

1.0 Study Overview

The purpose of this study has been to perform a preliminary review of 3 specific sites in Kensington to evaluate their physical ability to accommodate the District's Police Dept. and District Offices. As background to this study, Swatt/Miers Architects (SMA) previously prepared a report dated 8/25/21 for the leased commercial space at 303 Arlington. This study evaluated how the Police and District Offices could be located in three different leased suites with patrol parking in the existing parking lot. While the plan required numerous compromises due to the multiple tenant areas, a design was finally agreed upon. However, after extensive negotiations, an acceptable lease could not be agreed upon. Following this, we were requested by the Kensington General Manager in April 2022 to consider other possible sites for the new facility. Initially, the two sites were Building E and the Annex both of which are located within the Community Center park area. Upon commencing our studies, we were then requested to look at the parking lot site between Arlmont Drive and Kensington Road adjacent to the Arlington. All three of these sites are located within the Alquist- Priolo Seismic Hazard zone and, hence each is subject to the same seismic review.

It should be noted that while there are many different criteria by which the suitability of a site can be evaluated, the focus of this study has been the physical characteristics of the site relative to its ability to accommodate the building and parking requirements of the Police and District Offices. We have not tried to evaluate the sites relative to more subjective criteria such as their appropriateness relative to other adjacent land uses.



SITE 1: BUILDING E



SITE 2: ANNEX BUILDING

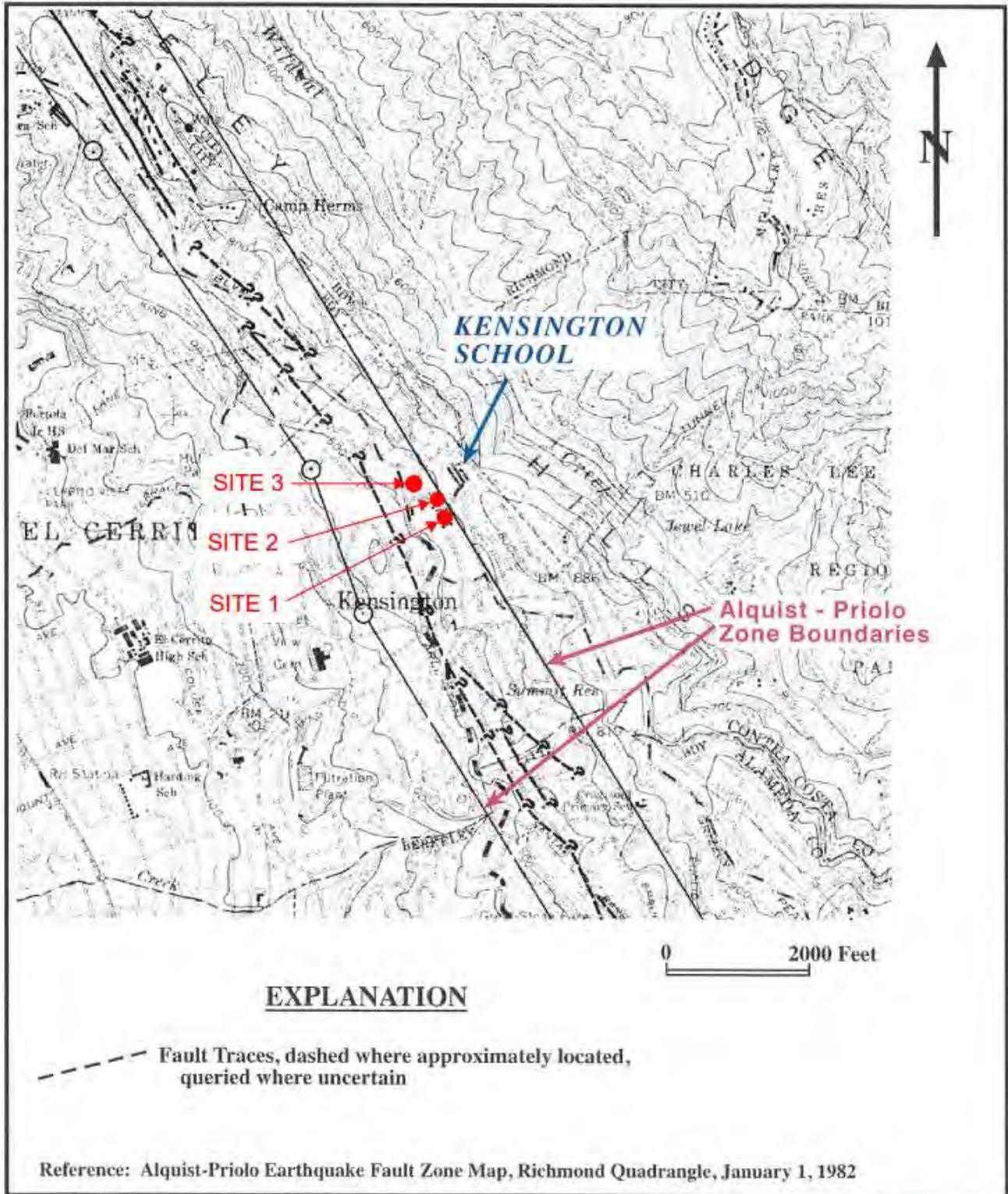


SITE 3: PARKING LOTS



KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

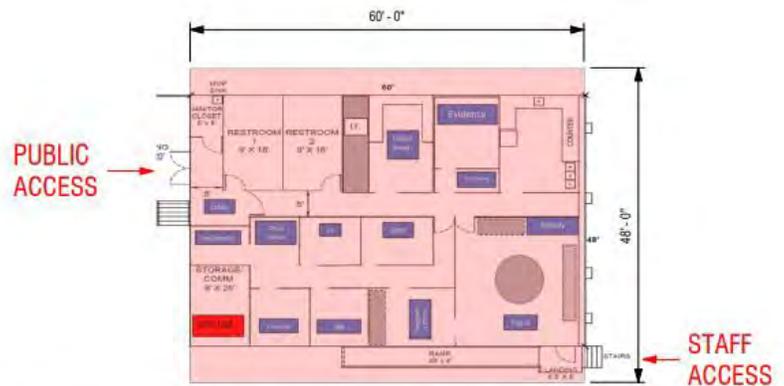


KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

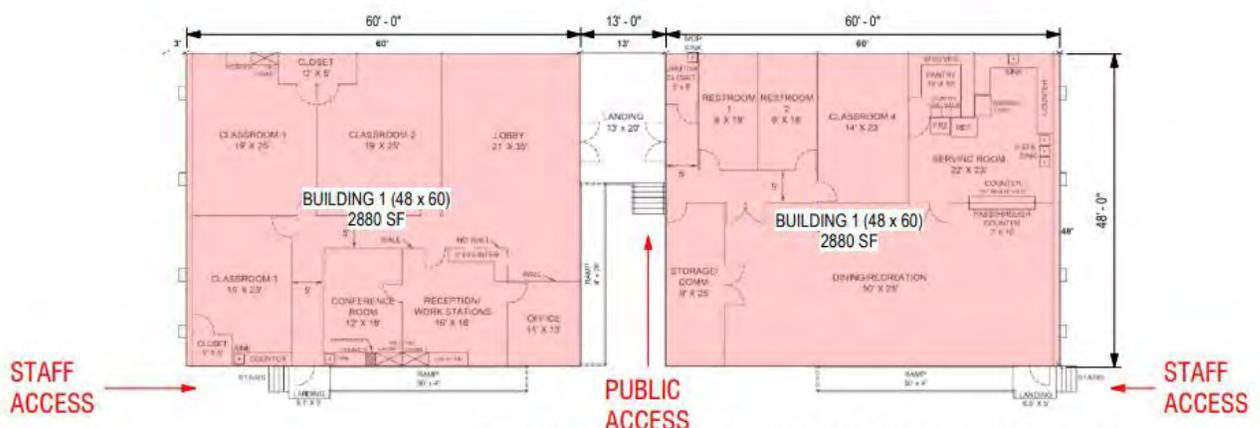
STUDY OVERVIEW

2.0 Study Methodology and Building Design

Given the limited nature of the study, our approach was to tour each site and in regards to the existing buildings on Site 1 Building E and Site 2 Annex, conduct a walkthrough of the building and review available drawings and reports. Since there was no existing topographical information available for sites 2 and 3 (Annex and Parking lot sites) and given the sloped nature of both sites, we requested that a new topographical survey for each be prepared. This work was performed by DMG Engineering and based upon these drawings, we prepared concept plan drawings for each site with a particular emphasis in making sure that parking and building siting was done in relation to existing grades. Due to the importance of the topography, we have placed key grade elevations on each the sketch plans to better highlight the elevation issues. Chief Gancasz provided SMA with a copy of the preliminary floor plan which will be constructed within the existing modular and this is the plan which we have used to test Sites 2 and 3. This modular plan is provided below. It should be noted that the modular is listed at 48'x60' and the plan which we were provided is somewhat smaller than that. We used the larger 48'x60' footprint which is why there appears to be some left over space within the plan.



PRELIMINARY POLICE MODULAR LAYOUT BY POLICE DEPARTMENT: 2880 SF



EL CERRITO MODULARS DUAL 48' x 60' BUILDING: 5760 SF

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

3.0 Site Studies - The following sites were studied

3.1 Site 1 - Building E

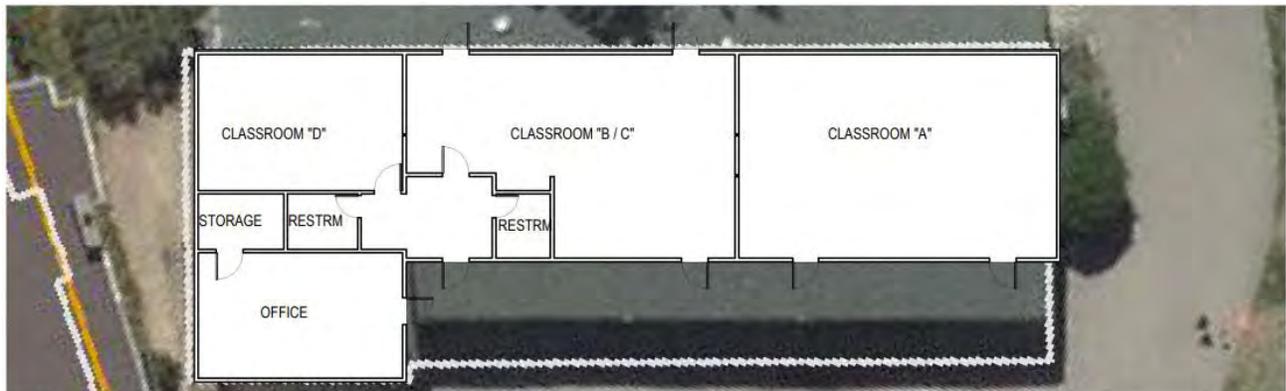
Background - This 2605 SF one story wood frame building was once part of a series of school buildings which have since been removed from the site. The history and design of this building are well described in the 3/8/2012 Mueller/Caulfield Community Center Study and we have used that report as our reference for this study. In summary, the building was constructed sometime between 1933-45 and was then upgraded in 1995 by Architect Deborah Lane assisted by Bart Jones. This upgrade was fairly substantial and importantly occurred after the Loma Prieta earthquake. This suggests that the structural upgrades should be close to meeting current codes. Following the upgrade, the Kensington Community Council (KCC) moved into the space from which they continue to operate providing a valuable service to the Kensington Community. Should this site be selected for the Police and District Offices, KCC would need to move out into a new location.



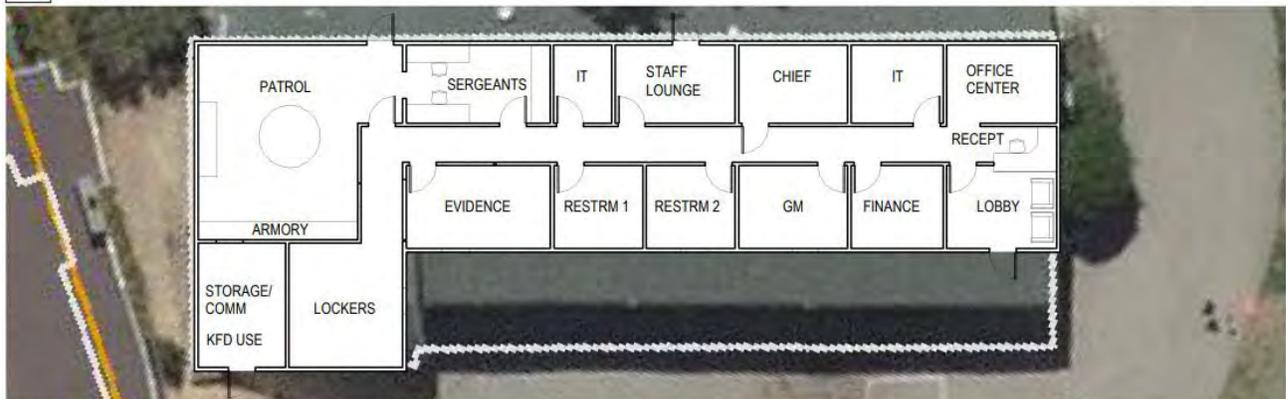
KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

Building Suitability - The building layout is fairly open and its size is close to that of the required building program, thus, from a building reuse perspective, the conversion of the structure to Police and District Offices would be relatively straightforward. However, in order to test this, we prepared a preliminary plan layout which is illustrated below. While this is only a first pass, we feel it demonstrates that the existing building without additions should be able to house the required program areas relatively well.



1 BUILDING E EXISTING FLOOR PLAN
1" = 10'-0"



2 BUILDING E CONCEPT PLAN STUDY
1" = 10'-0"

Parking Suitability - Parking, however, especially for the required 7 Patrol cars is a problem. First there is no practical location for parking at grade around the building that would not significantly impact the current Community park uses and the only other police access and possible patrol parking area is a significant distance away (and below) the building at the Windsor Ave. cul-de-sac. This is illustrated in the attached aerial and photos. Additionally, our initial study of the cul-de-sac area clearly shows that there is not adequate room for 7 Patrol cars. Even if they could be made to fit by reworking the surrounding landscape, having all patrol cars at the end of a cul-de-sac means that all patrol car traffic would occur along Windsor - a residential street. This is not a recommended practice for police facilities and the combination of traffic plus sirens could prove to be a significant community concern.

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW



RAMP TO BUILDING E



Site Evaluation Pros

- Relatively easy reuse of the existing building

Site Evaluation Cons

- Inadequate Police and Public Parking
- Requires displacement and relocation of the Kensington Community Council

3.2 Site 2 - Existing Annex Building across from the Community Center parking and Tennis Courts

Background - The Annex Building is also well described in the above noted Mueller/Caulfield Community Center Study and we have used that report as our reference for this study. The Annex building is an approximate 1772 SF one story wood framed building with a slab on grade. It was constructed sometime between the late 40's and early 50's but there do not appear to be any existing drawings for it that would allow for a better understanding of its foundation design in particular. The building was originally constructed as 2 public school classrooms and later converted to Day Care Use. It is currently not in use. While an older building in need of upgrade, the structure itself appears to be in relatively good condition and as noted in the Mueller/Caulfield Report has not shown significant structural deterioration. Architecturally, the original mid-century commercial design is essentially intact and offers an open floor plan formed by clear span laminated wood arched structural design.



KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

Building Suitability - The small size of the building is approximately 1000 SF less than what would be needed for the Police and District Offices and, thus, would need a significant addition and remodeling that we do not believe would be cost effective or practical. However, we do feel that it does have the potential to be remodeled and could be of benefit to the Community as an open plan, multi-purpose space. However, should this site be selected for the future Police/District Offices, we would recommend its demolition and installation of either a new structure or the previously discussed Modular building from the El Cerrito Police Facility as discussed above. Since the Modular building appears to be a realistic and cost effective alternative to constructing a new building from scratch which minimizes construction time as well as construction noise and traffic, we have used the existing modular overall design with the proposed interior layout as the basis of the new building footprint. We have attached below our initial concept plan study of the Annex site. As illustrated, we have located the new police modular exactly at the southern and western edges of the existing annex. In doing so, we left the existing walkway so that the building would be no closer to the public parking area than the existing Annex. We also have indicated the existing annex building in grey so one can get a sense of how the new modular compares. As indicated the new modular is shorter but extends quite a bit east further into the hill which will require about an 8' high retaining wall.



Parking Suitability - The key to making this site a viable candidate for the Police/District Offices is to provide the required 7 patrol cars with easy and secure access to the building. While there will be the need for 4 to 5 additional spaces for District Office staff, it has been assumed that those spaces would be designated elsewhere amongst the existing Community Center spaces. Due to the relatively steep terrain around the Annex and the need to be assured that at least 7 additional patrol cars could be parked at the site, we requested that the vacant hillside to the north and east of the Annex be surveyed accurately. Based upon the resultant topographical survey, we were able to develop a relatively efficient patrol parking area accessed from the "emergency access" road serving the school to the east. As noted by the elevations on the concept plan we were able to establish the main parking area at the approximate same grade as the annex which means patrol staff can access pretty much on grade from the parking lot into the building. We have also indicated additional approximate grades around the building and parking area to illustrate how such a plan can work and where retaining walls will be needed. While we feel the site can accommodate the 7 Patrol car spaces, it is clear from the study that this is about the maximum additional parking capacity that can be developed here.

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW



While these concept plans are preliminary in nature, we think the extent of grading and retaining walls are in the ballpark of what can be achieved. While the site costs will certainly be more than that afforded by a flat site, we feel that the additional 7 parking spaces and new building are feasible on this site and could be done so in a manner such that the design fits well into the landscape and topography and is visually integrated with the overall Community Center grounds.

Site Evaluation Pros

- No displacement of existing uses
- Ability to secure and isolate patrol parking
- Patrol vehicles would have two ways out of the site in case of emergencies and street closures
- Good public access

Site Evaluation Cons

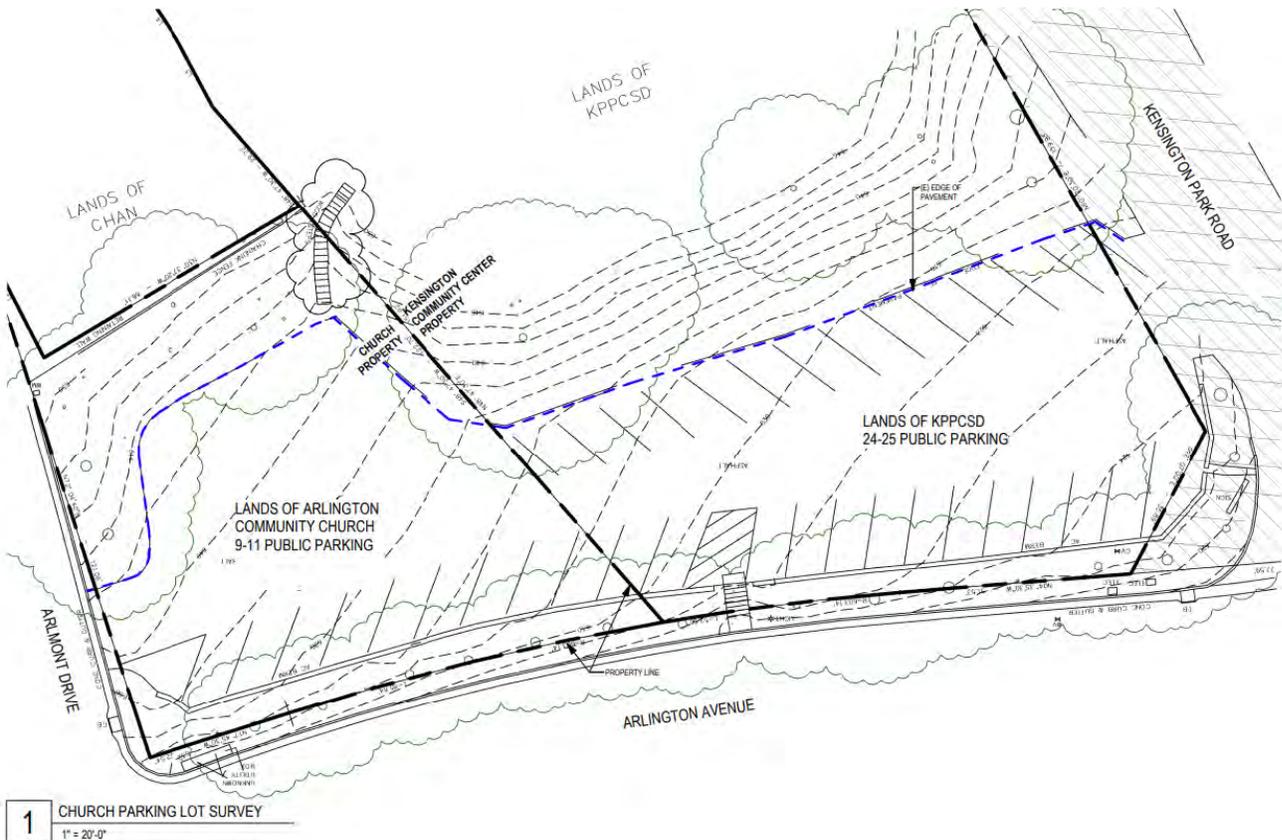
- Steep site requires additional cost for retaining walls
- Use of site requires demolition of an existing building that could possibly offer other Community Benefits

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

3.3 Site 3 - Parking Lot along Arlington between Arlmont Drive and Kensington Road

Background - This site includes two contiguous unbuilt parcels which are currently used for a variety of public and church parking uses. The northern parcel accessed from Arlmont Drive is owned by the Arlington Community Church and appears to provide for about 9-11 angled parking spaces. The southern portion is owned by the District of Kensington and appears to provide for 24-25 angled spaces. From a strictly locational perspective, this site offers the benefit of being directly off the Arlington allowing quick and easy access for patrol cars to the surrounding area. It also offers the benefit of avoiding perceived conflicts with the Community Center Park uses.



Building Suitability - The combined parking lot's change of elevation of approximately 14' from one end Kensington Road to Arlmont Drive creates challenges when attempting to both site the buildings meet ADA accessibility criteria. However, we found that by placing the existing modular building (similar to the Annex site) between public and patrol parking areas, it actually assisted in providing ADA accessible access from both sides while also providing for a clear and secure separation of public parking from police parking. While this appears to be the best location for the building's placement, we did look at 3 different options for placing the building which are shown on the drawing below. Placing the building similar to either option 1 or 3 resulted in either less overall parking and the inability to separate police from public parking (option 1) or the

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW

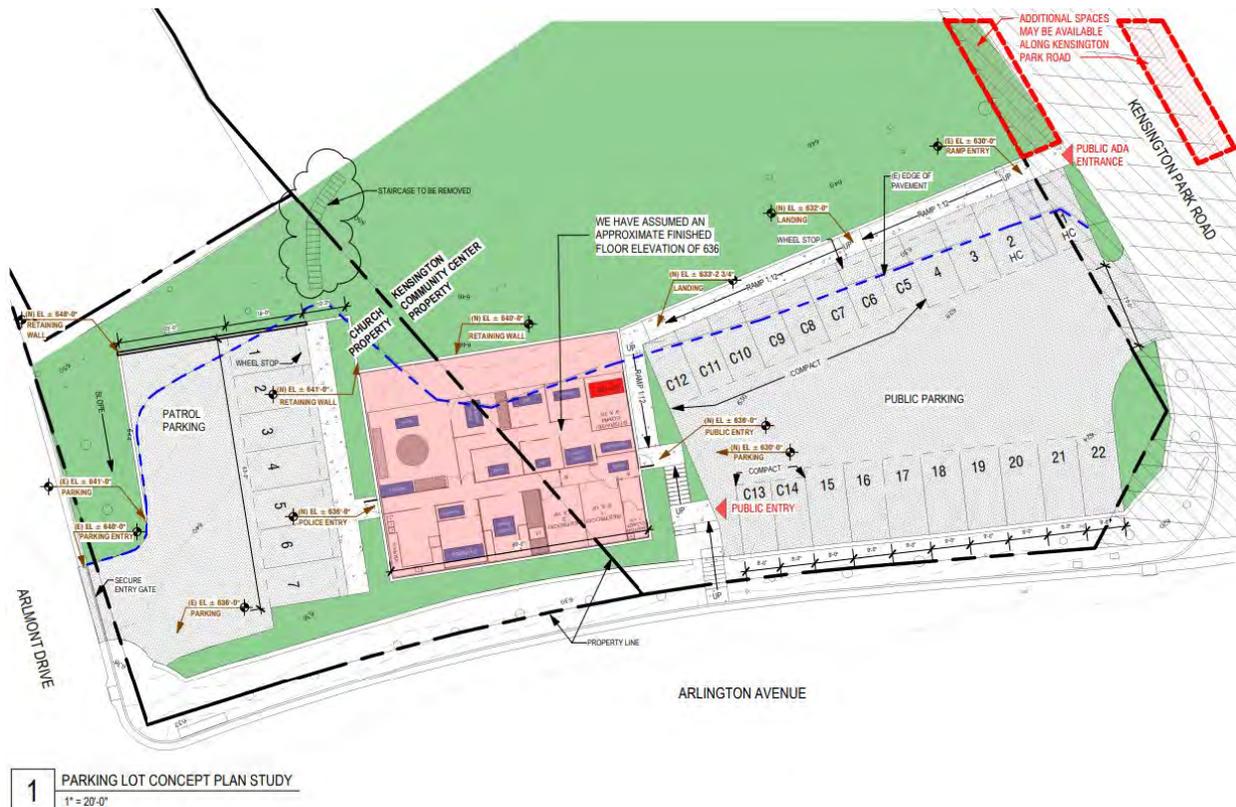
inability to orient the public parking adjacent to the most frequently used public uses such as the library and the Community Center (option 3). For these reasons, we felt that option 2 offered the most overall efficient and beneficial plan. Nevertheless, the building location is tight on the site and requires some cutting into the eastern slope which will require retaining walls at both the building and a lower one at portions of the parking. The building location also could possibly conflict with one of the larger trees. Both of these conditions should be studied further.



Parking Suitability - Locating the 60x48 prefab structure on this site as illustrated in plan does allow for a dedicated perpendicular public parking lot of about 22 spaces including 2 HC spaces and ADA access to the police lobby. Additionally, these spaces can easily enter and leave off of Kensington Road. Similarly, we are able to achieve an efficient secure police parking lot for 7 patrol cars off of Arlmont Drive. Relative to grades, and as noted above, there is a drop of about 14' from the existing parking entrances along Kensington Drive (EL. 626) to Arlmont Drive (EL. 640). The Public parking area slopes up to the building so as we approach the building, we gain 4-5' while the site slopes down to the building on the police side about 2'-3'. However, this still leaves a difference in elevation from one end of the building to the other of about 8' or so. To address this, we have initially placed the building at elevation 636 which with some minor grading should allow direct access on the police side. On the public side, we will need to provide ADA compliant ramping and stairs as noted. These are obviously preliminary and need further study but we feel that with adequate study, the grades and ADA access can be improved.

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATIONS

STUDY OVERVIEW



We understand that this site was studied as a possible Fire Department building site and not pursued because the site was felt to be too small. While we were not part of that evaluation, the Fire Department building is quite a bit larger than the proposed Police and District office with a greater parking requirement and hence it is not surprising that they reached that conclusion. We feel that the concept plan below illustrates that the proposed one story building and parking can work on this site but a larger building and additional parking would not be feasible without an added level.

Site Evaluation Pros

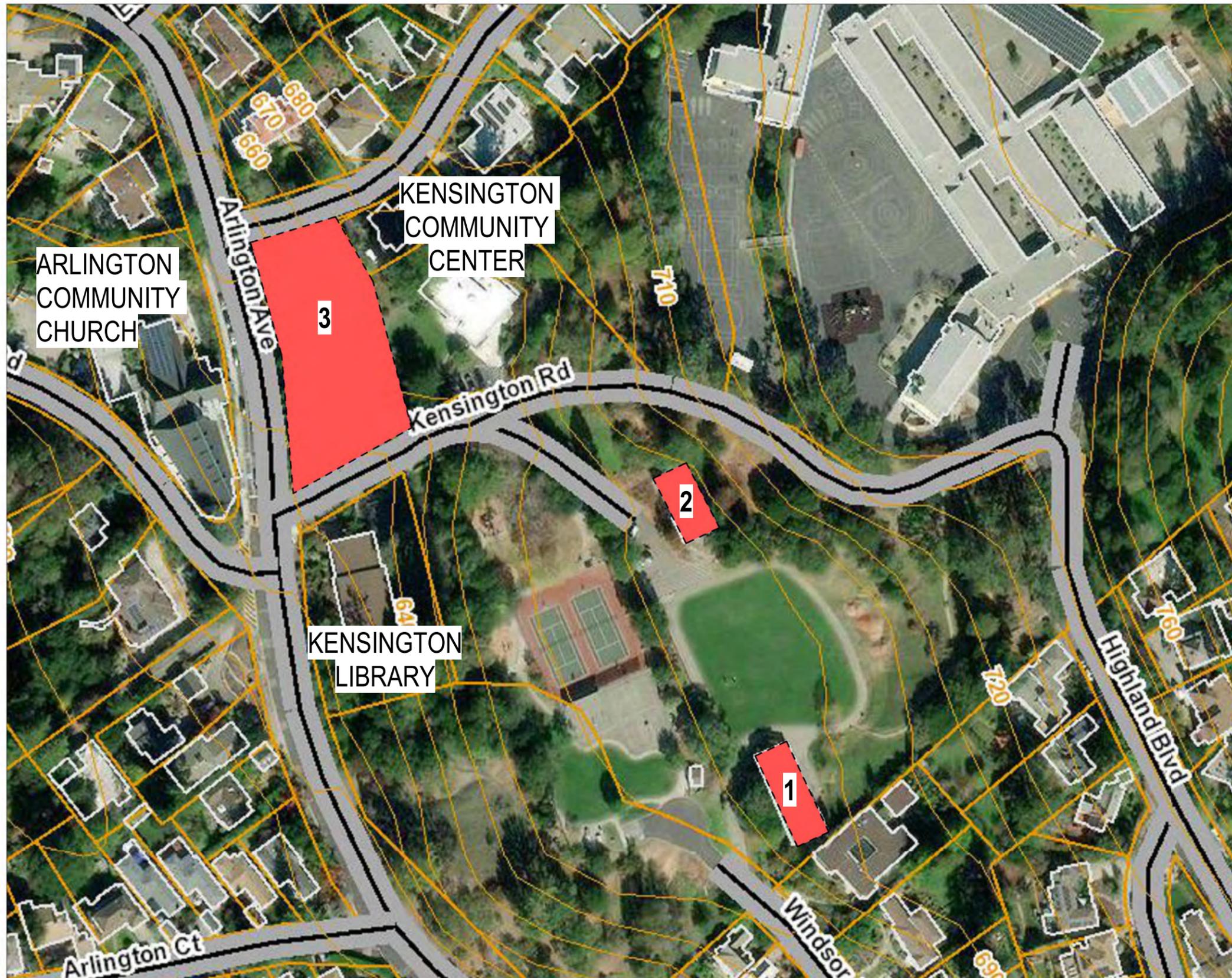
- Excellent patrol vehicular access to the City due to its adjacency to Arlington
- No displacement of existing building uses
- Ability to secure and isolate patrol parking from public parking
- Opportunity to upgrade the existing parking lot in terms of ADA access, lighting and overall safety
- Easy building access from the Community
- Minimizes perceived conflicts with the Community Center Park area.

Site Evaluation Cons

- Limited flat site area requires parking and building to extend into sloped areas resulting in some retaining walls
- Some reduction in surface parking. The current lot appears to have approximately 35 spaces. A new code compliant parking lot would provide approximately 22 to possibly 24 spaces in addition to the 7 Patrol vehicles.

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATION PRESENTATION

July 14, 2022



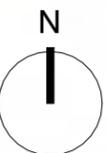
SITE 1: BUILDING E



SITE 2: ANNEX BUILDING



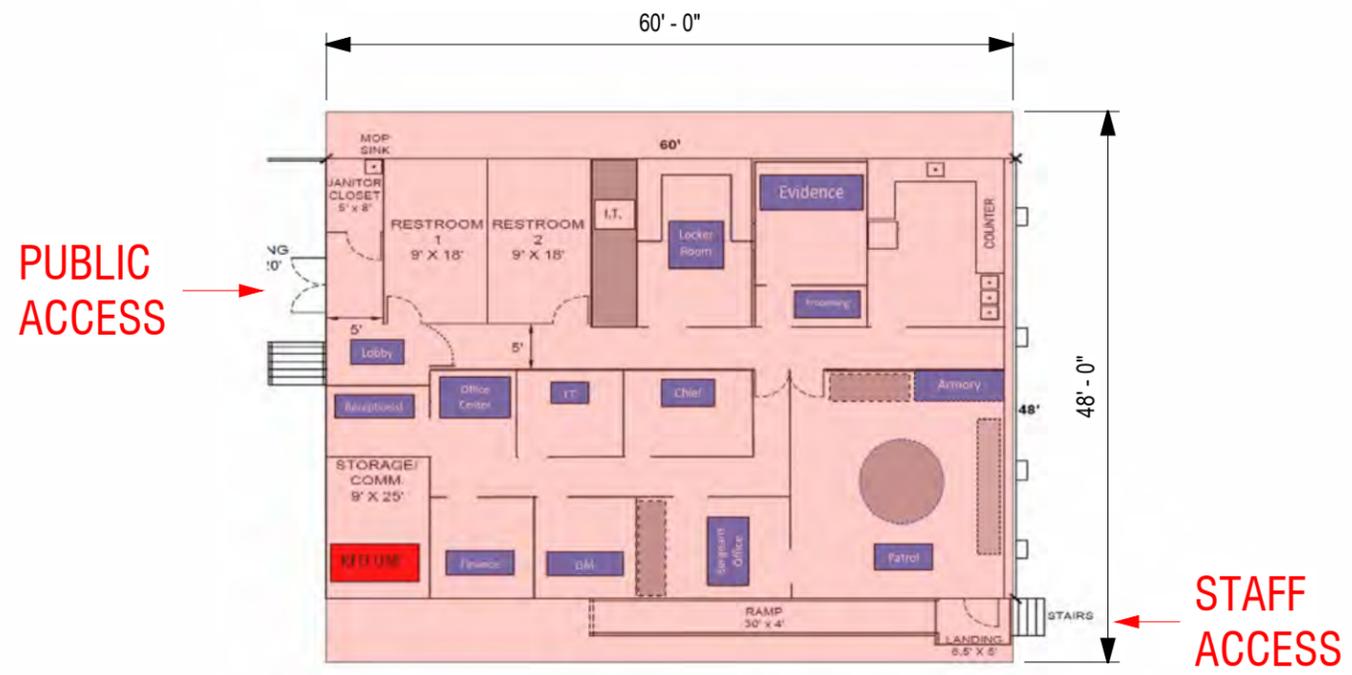
SITE 3: PARKING LOTS



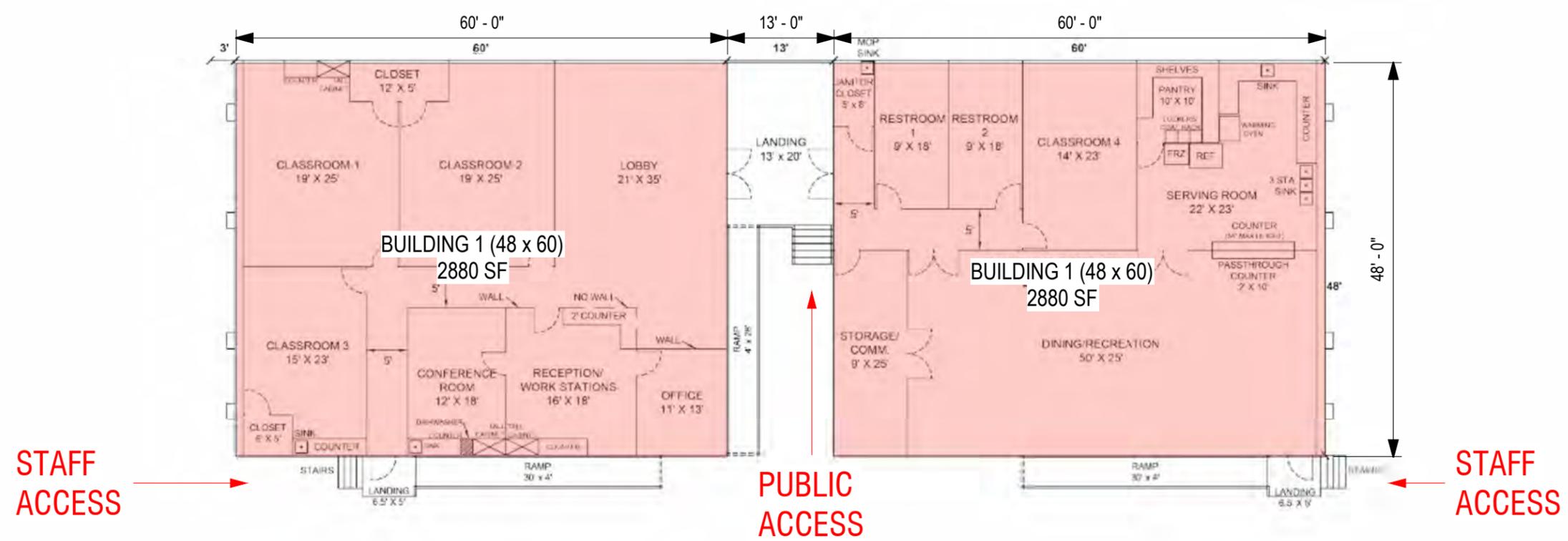
KENSINGTON POLICE FACILITY STUDY

OVERALL SITES
07.12.22

7/13/2022 10:41:05 AM



PRELIMINARY POLICE MODULAR LAYOUT BY POLICE DEPARTMENT: 2880 SF



EL CERRITO MODULARS DUAL 48' x 60' BUILDING: 5760 SF

7/13/2022 10:41:06 AM



Building E

History and Current Conditions

Building E is currently leased and used exclusively by the Kensington Community Council (KCC), a non-profit organization which publishes the **Outlook** and runs the Kensington After School Enrichment Program (KASEP) as well summer day camp and other classes for adults and children. The building contains the KCC office as well as three classroom spaces.

The date of original construction of Building E is unknown. An educated guess would put the construction between 1933 and 1945, based on the fact that diagonal wood boards were used instead of plywood. The 1999 plans label the former use of the rooms as a library and school offices.

The building was essentially rebuilt when it was remodeled in 1999-2000. KCC reports that the building is currently "very functional", with only some minor problems with the floor tiles.

Construction date	Unknown. Educated guess: 1933-1945.
Architect	Unknown original architect. Deborah Lane, 1999 remodel (assisted by volunteer architect Bart Jones).
Building size	2605 sq. ft. one-story
Meeting/ activity rooms	840 sq ft classroom "A" (23' x 36.5') 670 sq ft classroom "B/C" 345 sq. ft. classroom "D" 321 sq ft office.
Occupancy	E (education)
Floor structure	Wood frame over crawl space.
Floor finishes	Vinyl tile typical.
Walls	Stud construction.
Wall finishes	Exterior horizontal wood siding. Interior: Painted gypsum wall board.
Roof	Composition shingles.
Roof structure	Wood frame. Small attic space.
Ceiling	Flat gyp board, 12' high
Heating	2- forced air furnaces in attic space.
Insulation	Insulated. Plans specify R-11 walls, R-18 ceiling, R-19 floors.
Ventilation	Operable windows Furnaces provide ventilation.
Windows	Aluminum framed, double glazed.
Exterior doors	

7/13/2022 10:41:08 AM



1 SITE 1_BUILDING E ENLARGED SITE PLAN
1" = 30'-0"

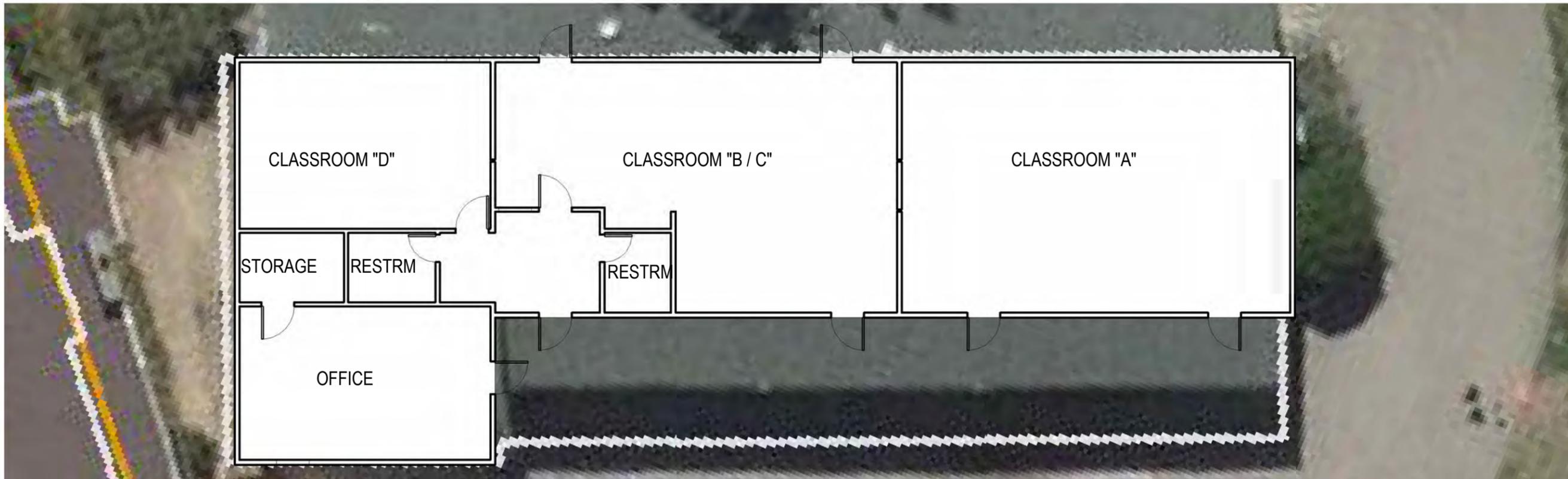


RAMP TO BULIDING E



RAMP TO BULIDING E

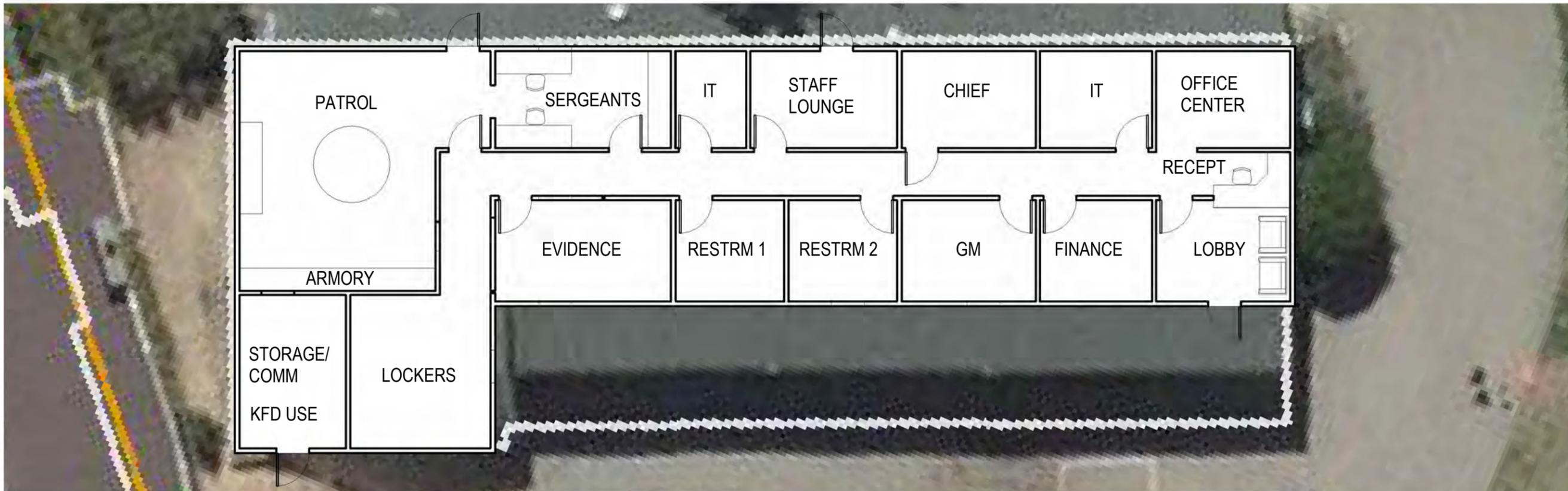
7/13/2022 10:41:09 AM



1

BUILDING E EXISTING FLOOR PLAN

1" = 10'-0"



2

BUILDING E CONCEPT PLAN STUDY

1" = 10'-0"

KENSINGTON POLICE FACILITY STUDY

SITE 1_BUILDING E CONCEPT PLAN STUDY

07.12.22

SWATT MIERS

ARCHITECTS

7/13/2022 10:41:11 AM

Site 1 Evaluation Pros

- Relatively easy reuse of the existing building

Site 1 Evaluation Cons

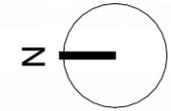
- Inadequate Police and Public Parking
- Requires displacement and relocation of the Kensington Community Council

7/13/2022 10:41:14 AM



OF
PROTECTION
ICES DISTRICT

1 ANNEX BUILDING TOPOGRAPHIC SURVEY
1" = 20'-0"



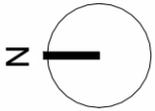
KENSINGTON POLICE FACILITY STUDY

SITE 2_ ANNEX BUILDING TOPOGRAPHIC SURVEY
05.26.22

7/13/2022 10:41:15 AM



1 PARKING LOT CONCEPT PLAN STUDY
1" = 20'-0"



KENSINGTON POLICE FACILITY STUDY

SITE 2_ ANNEX BUILDING CONCEPT PLAN STUDY

05.31.22

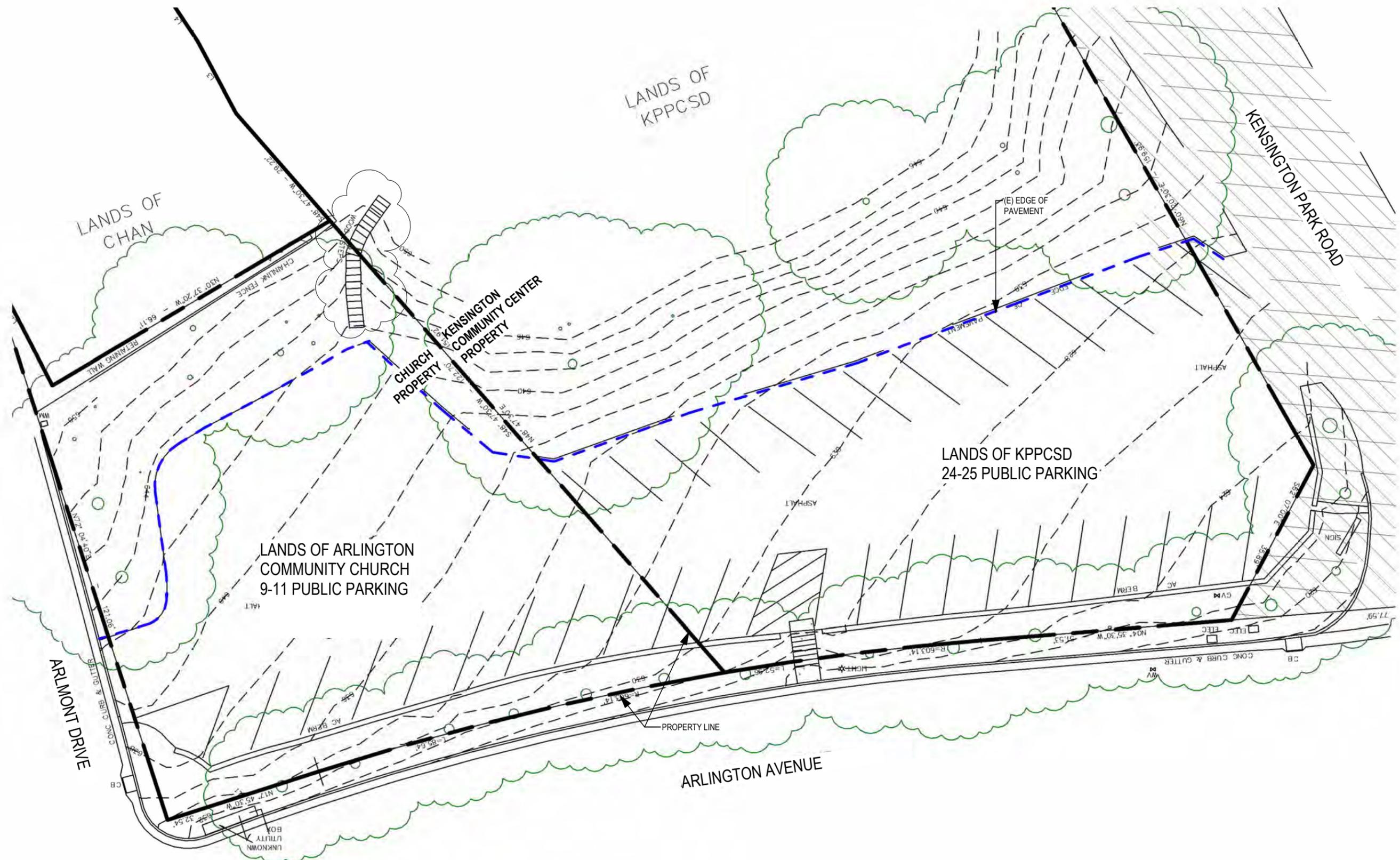
Site 2 Evaluation Pros

- No displacement of existing uses
- Ability to secure and isolate patrol parking
- Patrol vehicles would have two ways out of the site in case of emergencies and street closures
- Good public access

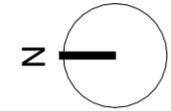
Site 2 Evaluation Cons

- Steep site requires additional cost for retaining walls
- Use of site requires demolition of an existing building that could possibly offer other Community Benefits

7/13/2022 10:41:20 AM



1 PARKING LOT TOPOGRAPHIC SURVEY
 1" = 20'-0"



KENSINGTON POLICE FACILITY STUDY

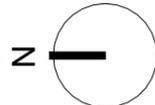
SITE 3_ PARKING LOT TOPOGRAPHIC SURVEY

05.26.22

7/13/2022 10:41:21 AM



1 PARKING LOT CONCEPT PLAN STUDY
1" = 20'-0"



KENSINGTON POLICE FACILITY STUDY

SITE 3_ PARKING LOT CONCEPT PLAN STUDY

05.26.22

Site 3 Evaluation Pros

- Excellent patrol vehicular access to the City due to its adjacency to Arlington
- No displacement of existing building uses
- Ability to secure and isolate patrol parking from public parking
- Opportunity to upgrade the existing parking lot in terms of ADA access, lighting and overall safety
- Easy building access from the Community
- Minimizes perceived conflicts with the Community Center Park area.

Site 3 Evaluation Cons

- Limited flat site area requires parking and building to extend into sloped areas resulting in some retaining walls
- Some reduction in surface parking. The current lot appears to have approximately 35 spaces. A new code compliant parking lot would provide approximately 22 to possibly 24 spaces in addition to the 7 Patrol vehicles.

7/13/2022 10:41:24 AM



KENSINGTON POLICE FACILITY STUDY

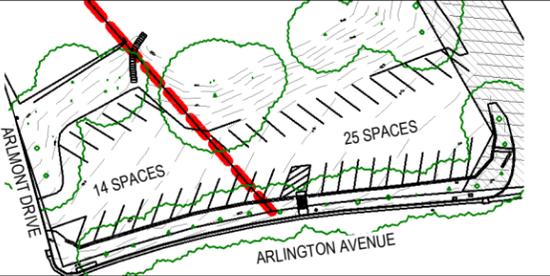
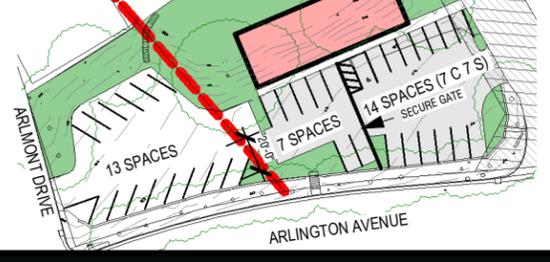
SITE 3_ PARKING LOT OPTIONAL LOCATIONS

07.12.22

SWATT MIERS

ARCHITECTS

KENSINGTON POLICE DEPARTMENT AND DISTRICT OFFICE SITE EVALUATION

SITE PLAN OPTIONS		EXISTING PARKING			PROPOSED PARKING				COMMENTS
		CHURCH SITE	DISTRICT SITE	TOTAL	AVAILABLE TO CHURCH & GENERAL PUBLIC	AVAILABLE TO CHURCH ONLY	AVAILABLE TO GENERAL PUBLIC ONLY	DEDICATED POLICE ONLY	
EXISTING		13	26	39	39	-	-	-	
OPTION 1		-	-	-	22	22	22	7	AWKWARD SEPARATION OF SECURE PATROL VEHICLES FROM PUBLIC ACCESS TO DISTRICT BUILDING
OPTION 2		-	-	-	22	22	22	7	PREFERRED SEPARATION OF SECURE PATROL VEHICLES FROM PUBLIC PARKING.
OPTION 3		-	-	-	16	13	3	7	USING ONLY THE DISTRICT'S PROPERTY SATISFIES THE PROGRAM BUT REDUCES OVERALL AVAILABLE PARKING
OPTION 4		-	-	-	32	13	19	7	A CUSTOM NEW BUILDING SET INTO THE KNOLL ALLOWS GREATER OVERALL PARKING FOR THE GENERAL PUBLIC AND CHURCH
OPTION 4A		-	-	-	27	13	14	7	SIMILAR CUSTOM DESIGN ON DISTRICT ONLY PROPERTY ALLOWS FOR GREATER GENERAL PUBLIC PARKING

9/2/2022 3:27:56 PM



Date: February 10, 2022
To: Board of Directors
From: Rick Benson, Interim General Manager
Subject: District Relocation

Recommendation:

It is recommended that your Board a) review and consider the various options for relocating the district facilities; b) invite and consider public input and; c) provide staff with direction for actions to be taken in the future.

Background:

One of the most pressing issues facing the KPPCSD is the need to identify and then execute a move to a new location. This became necessary when the Kensington Fire Department made the decision to upgrade the Public Safety Building on Arlington Avenue and determined that they could no longer accommodate the CSD and the police staff.

Upon being informed that the Fire Department Board had made this decision, your Board began the process of exploring options to assure that the Police Department and other staff would be able to find a suitable location in order to continue serving the community. Initially, your Board made it known that the preferred course of action would be to identify a solution allowing Police and CSD operations to remain at the current location, since the prospect of moving was and is a significant and extremely costly change to the status quo. The Fire Board has maintained their position that this is not a viable option.

For over a year the KPPCSD has been addressing the issue. Unfortunately, given the nature and constraints of Kensington, there are not many viable options. Therefore, as of this time, the district has not found a new home.

Discussion and Analysis:

Listed below are some of the alternatives that either have been or are currently being considered but are not likely replacements for the current offices.

Narsai's Restaurant Building. This building was reviewed and determined not to be ideal for the District needs. It is also doubtful that a suitable arrangement can be made with the owner. The formerly vacant lot near the site was also considered, however, construction activity was recently initiated at that location.

County Parking Lot. There is currently a parking lot at Covington & Ardmore. This County owned site. It is probably too small for the District's needs.

East Bay Municipal Utility District Property Located at Berkeley Park Boulevard and Lexington Road, there is space available on the grounds of the San Pablo Water Treatment Plant at 300 Ocean View Ave. This site provides enough area for all parking and building needs. It is a long shot in that it is unlikely that EBMUD will be interested in leasing a portion of their property. This option has not been fully pursued.

268 Arlington Avenue. This building could be adapted to meet the needs of the District, however, the property is currently not available. The owner was approached and is not interested in selling.

Other Existing Properties. The District could also attempt to purchase a currently occupied residential site. This would require demolition of a structure and placing a new district building at the location.

As a public entity, KPPCSD has the ability to initiate eminent domain proceedings to acquire a property. This would be an extreme measure and is not currently under consideration.

Options Currently Under Consideration

After reviewing the previously noted possibilities the District appears to have a narrow range of viable choices. Both of which warrant further review.

303 Arlington Avenue. This commercial building located behind the hardware store could be adapted and, in many ways, is a viable option. Based on reviews by experts, the building is structurally sound. It is large enough to serve the District's needs.

There are, however, some constraints which need to be considered. Although not deemed absolutely necessary, in order to provide safety assurances in the event of an earthquake several seismic improvements have been recommended. These improvements come at a cost approaching \$500,000. In order to modify the building to provide for a functional Police Department other tenant improvements of approximately \$800,000 are necessary.

The District has been in negotiations with the owner of 303 Arlington. Although it was the original intent to rent the building, given the costs of the potential improvements, the District approached the owner regarding the possible sale of the building. This week the offer to buy the property was declined by the owner. Discussions regarding renting the building are still ongoing.

Community Center/District Property. The land surrounding the Kensington Community Center is also considered a viable option. There are numerous scenarios at that location which could serve the purposes of providing for the Police Department and District Offices. These options include, but are not limited to:

- Remodeling the Annex building.
- Demolishing the Annex building and replacing it with either a newly constructed building or a modular building.

- Placing modular offices at some other site on the property.
- Utilizing Building E and providing for a new location for the Kensington Community Council.

It should be emphasized that none of these options have been fully explored.

Fiscal Impact:

As noted, the cost of modifying the building at 303 Arlington is estimated to be approximately \$1.3 million.

The raw cost of a fully functional modular building is expected to be approximately \$800,000 plus design costs, site preparation costs and whatever costs are necessary to provide for utilities. Once again, \$1.3 million is a working estimate.

Costs incurred on property owned by the District or the cost of acquiring property itself lends itself more readily to financing options. Financing improvements on a building not owned by the District, while not implausible, would be more difficult.

Previously, the Board of the Fire Department has expressed some willingness to assist KPPCSD in defraying some of the costs associated with the move. However, no specifics have been offered and much of the fire district funds availability are contingent upon their success in qualifying for a grant and the ultimate cost of their move. They will be experiencing costs exceeding \$1 million for a temporary location to house their operations while the current building gets remodeled.

The KPPCSD is in a position to absorb from \$800,000-\$1 million in relocation expenses. Anything beyond these amounts will require consideration of outside financing and/or a review of possible adjustments to the tax rates, subject to voter approval.