



Item No. 1 Town of Atherton

CITY COUNCIL STAFF REPORT – STUDY SESSION

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: ROBERT OVADIA, DIRECTOR OF PUBLIC WORKS

DATE: MAY 2, 2018

**SUBJECT: REVIEW AND FEEDBACK ON PROPOSED TEMPORARY ATHERTON
POLICE OFFICER HOUSING OPTIONS**

RECOMMENDATION

Review, discuss and provide feedback to staff.

BACKGROUND

As the Council is aware, the Gilmore House (also known as the Park House or City Manager's House) is currently occupied by the Police Chief and his wife. The house was previously used by the Police Department as shift housing for officers commuting long distances for their 12-hour shifts. The Police Chief and Police Officers shared use of portions of the house until April 30.

Since late 2014 portions of the house were used by the Town's Police Officers at the conclusion of their shift, primarily for those officers that commute considerable distances to work. Officers typically work 12-hour shifts in a 3/12 4/12 weekly shift rotation. Those officers that commute long distances to and from work struggled to get adequate sleep before returning to work, especially when court appearances and extended shifts are thrown into the mix. Some officers impose on family and friends in the area to avoid the long commutes home and to get much needed rest or have arranged for alternative accommodations. It is not uncommon for law enforcement agencies to provide housing accommodations to officers, for use by officers when they are held over for court or other operational necessity.

Due to incompatibility of use as a private home as well as intermittent housing, the Town provided notice to the Atherton Police Officers Association that the Gilmore House will no longer be available for this use. However, the need for intermittent use by police officers continues.

FINDINGS/ANALYSIS

Staff reviewed Town facilities for the potential to provide temporary housing accommodations to its officers, for use by officers when they are held over for court or other operational necessity. With the planned construction at the Civic Center, the only available City owned property includes Holbrook Palmer Park and its facilities.

Staff reviewed available buildings and determined that, though there are challenges, there is a potential for providing up to two rooms in the lower level of the Main House. Conceptual layouts for both one and two room options are provided as attachments to this report. Staff also reviewed a similar renovation opportunity at the Carriage House but determined that it would be a costlier renovation and due to the facility rentals, would not provide a compatible use.

The most significant issues in providing such accommodation are related to the change to a mixed occupancy building (residential and assembly uses), building code compliance for residential occupancy (emergency egress, natural lighting and ventilation, and controllable heat), and accessibility requirements. These requirements include:

- 2-hour occupancy fire separation between the residential and assembly occupancy areas (full envelope), or 1-hour occupancy fire separation (full envelope) and fire sprinklers throughout the building.
- At least one unit (50%) must meet accessibility requirements (access, entry/exit, restroom and shower facilities).
- Each unit must have: a direct exit to the outside (door or window meeting dimensional requirements); natural light (window = 8% of floor area); natural ventilation (window opening = 4% of floor area); controllable heat.

Attached are a couple of draft floor plan options put together by staff to conduct a preliminary analysis. The services of a licensed architect and structural engineer are required to move the project further. It is anticipated that there will be representative users in the audience prepared to comment to the Council on the value of such accommodation.

FISCAL IMPACT

A conceptual level estimate estimates project costs in the area of \$100,000 to upwards of \$200,000 to provide such accommodation. To move forward in developing a more detailed assessment of the existing structure and how building code compliance can be achieved would require the services of licensed professionals an architect and structural engineer. The assessment will also need to include an evaluation of the impact other uses in the building and how they can be accommodated.

There is the possibility of a private donor assisting with the cost of the renovation. At this time, the opportunity is preliminary in terms of timing and contribution; and the donor remains private.

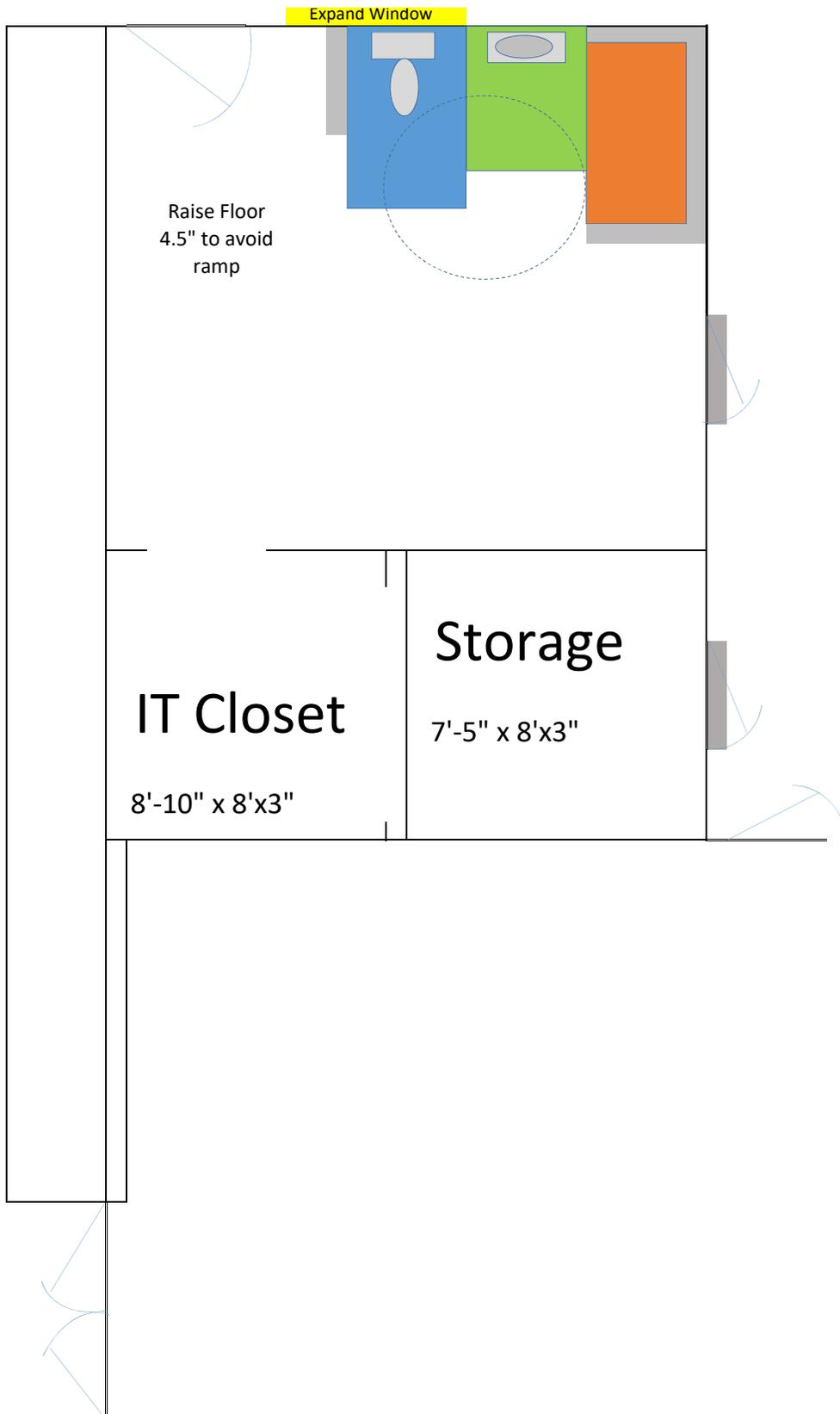
PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

- Attachment 1 – One room preliminary floor plan
- Attachment 2 – Two room preliminary floor plan

Attachment 1 - One Room Preliminary Floor Plan



Attachment 2 - Two Room Preliminary Floor Plan

