

**FIRCREST CITY COUNCIL
STUDY SESSION AGENDA**

**MONDAY, MARCH 15, 2021
6:00 P.M.**

**COUNCIL CHAMBERS
FIRCREST CITY HALL, 115 RAMSDELL STREET**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Agenda Modifications
5. Discussion about Commerce Grant Regarding Housing
6. Readerboard Discussion, Costs, Options
7. Pool and Rentals Cost Recovery and Resident/Non-Resident Discussion
8. Summer Events Discussion
9. Adjournment

AGENDA ITEM: Discussion about Commerce Grant Regarding Housing

DATE: March 15, 2021

FROM: Angelie Stahlnecker, Planning and Building Administrator

BACKGROUND: As part of the Department of Commerce grant, the City agreed to consider 2-2-family dwellings (duplexes) on corner lots. Due to Covid-19 restrictions on public meetings, the Planning Commission and City Council had expressed concerns with this change without the ability to offer in-person public meetings. The Department of Commerce has requested the City consider a different item that would meet the grant requirements. Besides the loss of the remaining \$4000.00, it does not appear there is any other penalty. It would be noted on the DOC final report that the City only completed one of the two required items.

Below are some of the options suggested by the DOC, that staff feels is reasonable (we would only need one):

Procedural

1. Increase the number of lots allowed through the short subdivision process from 4 to 9 lots as provided in chapter 58.17 RCW.
2. Change the approval of final plats from the City Council to Administrative. *This would be similar to site plans where the Hearing Examiner would approve the preliminary with a public hearing and then staff would verify that the final plan meets all the preliminary requirements prior to final approval.*
3. Adopt other permit process improvements where it is demonstrated that the code, development regulation, or ordinance changes will result in a more efficient permit process for customers. *#6 falls under this category. To date, staff has not identified any other opportunities, but due to the openness of this category, there could be some possibilities.*

Related to ADUs

4. Remove owner-occupancy requirements related to accessory dwelling units.
5. Increase the maximum square footage for accessory dwelling units from 800 sf to 850sf or greater.
6. Decrease detached ADUs from Conditional Use Permit to Administrative Use Permit. *Staff has recommended this change previously as it would cut down on the cost and time for someone interested in creating an ADU. We could keep the notice area as 300' (instead of the reduction to 100' as is standard).*

Others

1. Allow 6-plexes in the R-8

AGENDA ITEM: Reader Board Discussion

DATE: March 15, 2021

FROM: Jeff Grover, Parks & Recreation Director

BACKGROUND: The Fircrest Parks & Recreation Department has been exploring sign options for an electronic reader board to replace the reader board at Alice Peers Park. The current reader board is a well-known fixture in Fircrest and is used to promote City events, holidays, community clean-up days and commemorate City leaders that have made an impact on Fircrest.

The current design has served the City well but is also quite limited in scope and cumbersome to update. Working with a few sign companies, they were able to incorporate the feedback provided by the council. The designs I have included incorporate the desired “Flag Pole” style and are side mount signs. While reaching out to various sign suppliers I found it difficult to obtain price quotes and designs because of the complexity of the desired “Flag Pole” design. The included designs are renderings of what could be accomplished and most will need further engineering and design once an agreement is signed with a sign company. Once there is consensus on a particular sign design, we will most likely need to issue an RFP (request for proposal) so that sign companies can bid on the sign and installation by incorporating the specified elements that the staff and Council have decided upon.

A couple of items to note:

- Our current signpost will not support the weight of an electronic insert and we would need a new post.
- Due to the flag pole design, the post and mounting brackets require engineering and will likely increase the overall cost of the reader board over the budgeted amount.

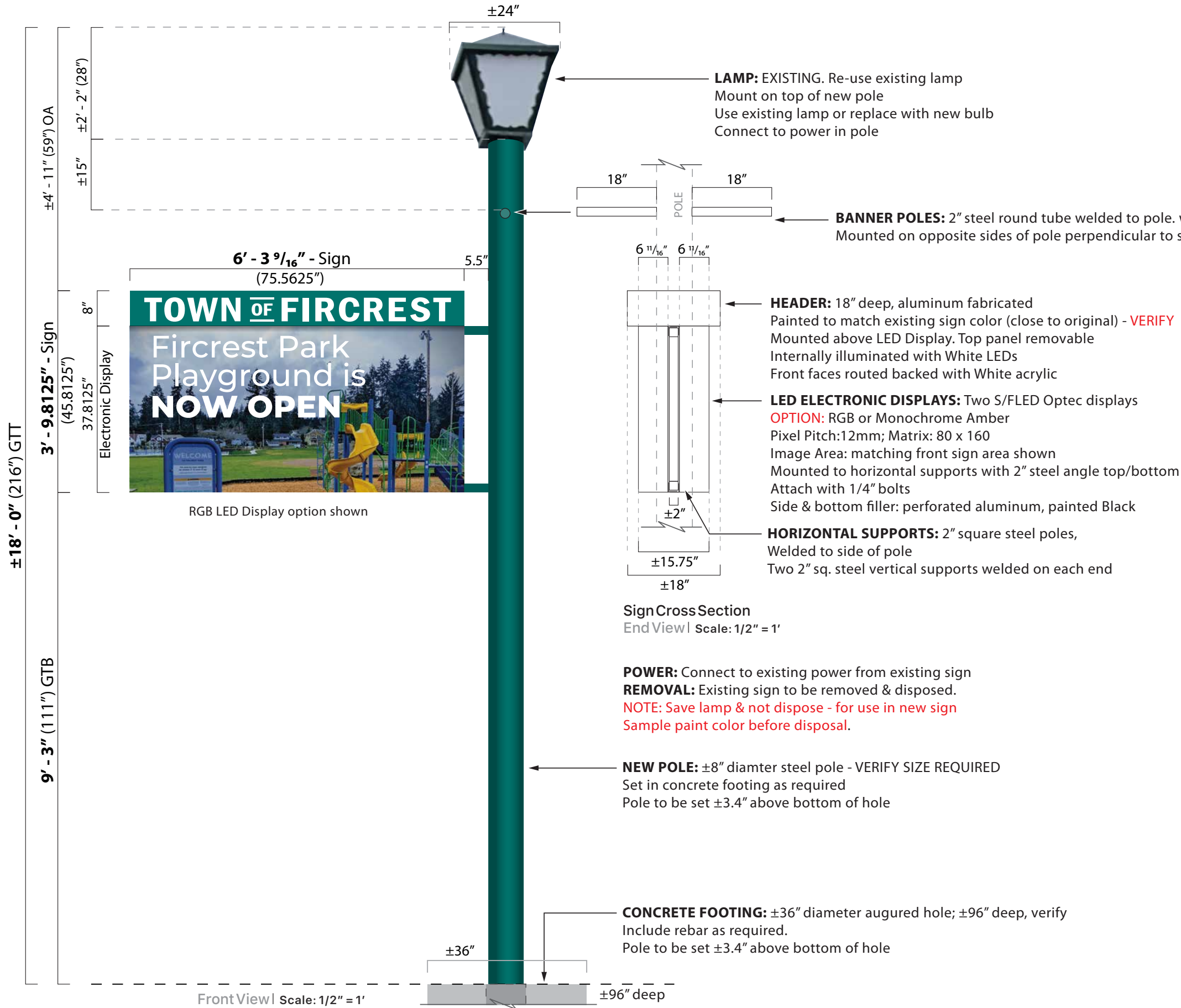
Cost Estimates

- Stewart Signs: \$25,653.00 (not including pole or tax)
- Plumb Signs: \$36K-38K (not including tax) Received cost estimate but no rendering.
- Berry Signs: TBD, Received Rendering, waiting on the cost estimate.

Next Steps

Staff would like to know if the designs and costs provided are moving in the right direction so that we can move forward with addressing the code and begin crafting an RFP.

Attachments: [Stewart Signs Rendering](#)
[Berry Signs Rendering](#)



NOTE: Power lines are adjacent to sign



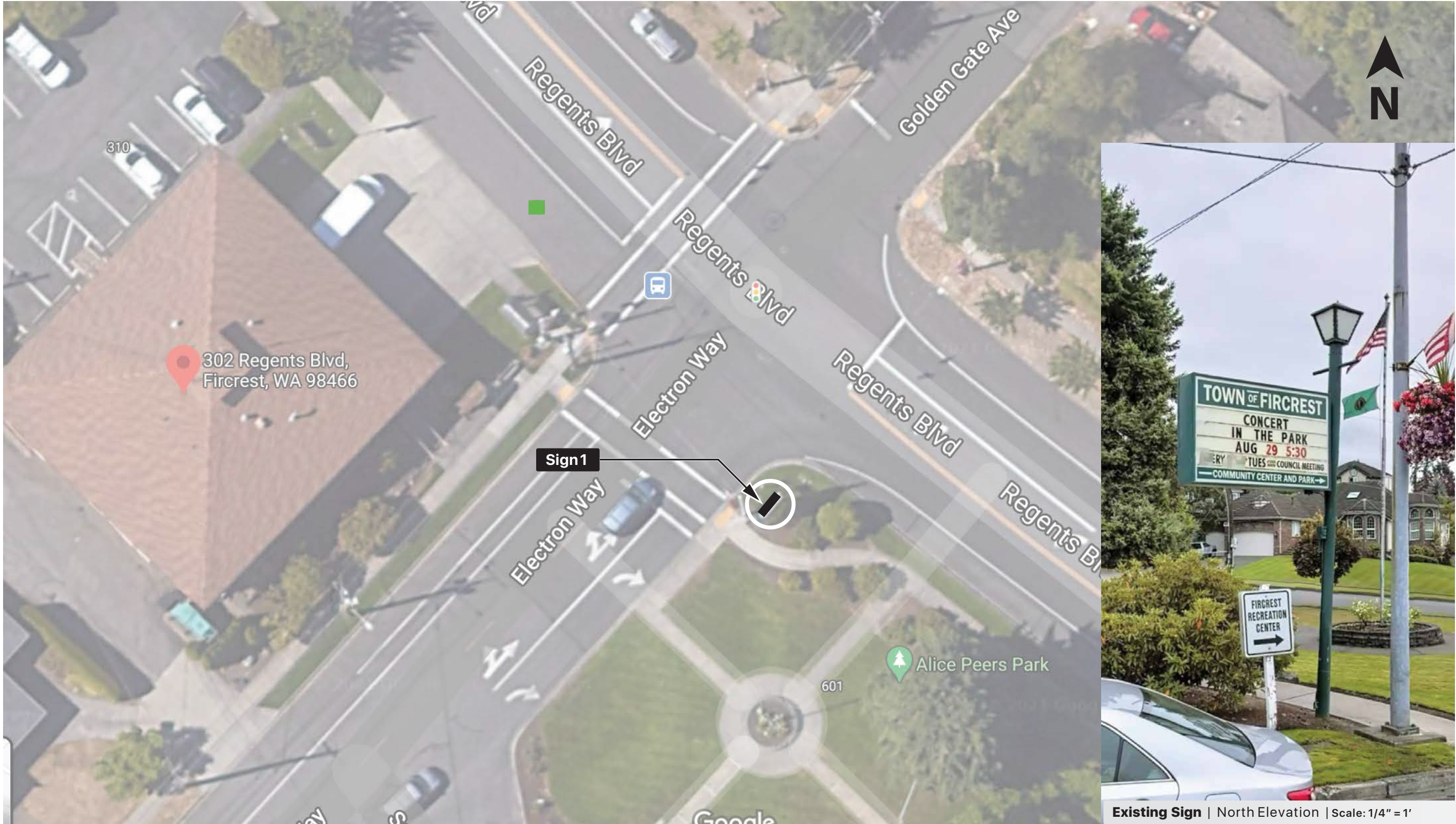
Amber LED Display option shown

Sign 1 MAIN ID: Fabricate & install **ONE (1)** single faced internally illuminated channel letter wall mounted sign SQFT: 24

New Sign | North Elevation | Scale: 1/4" = 1'
Amber LED Display option shown

Site Vicinity Map

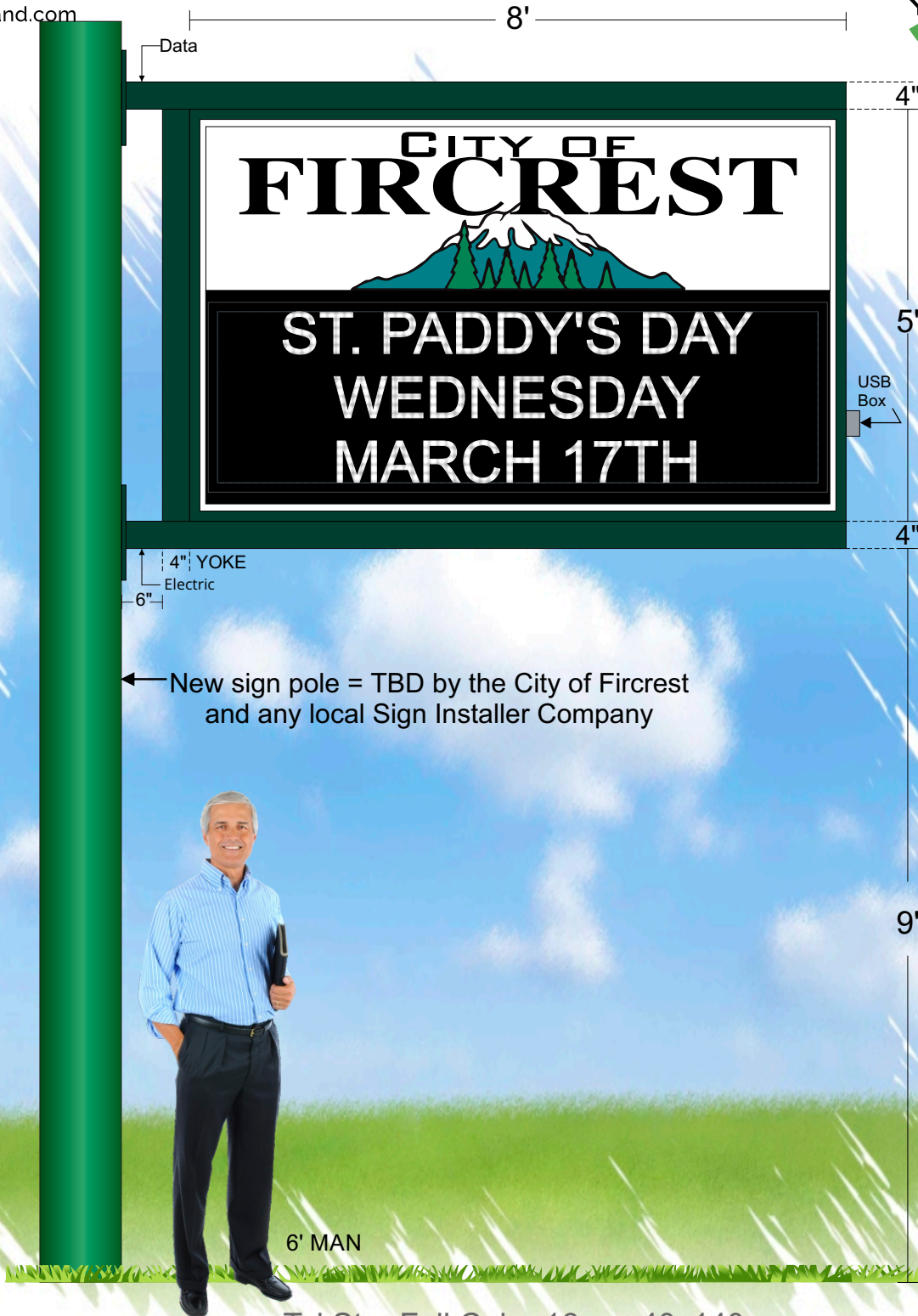
Sign located on city property. Replacing existing sign of same size, style & at same location.
ZONING: **PROS - Park, Recreation, & Open Space**



Site Vicinity Map

Existing Sign | North Elevation | Scale: 1/4" = 1'

Not to Scale



1-800-237-3928 stewartsigns.com

TekStar Full Color 16mm 40x140

Cabinet Size: 5'x8' Flag Mount

Sk: 964537-3c Cust: 1317014

3/3/2021 Ca/gWinch PROPOSAL

Scale: 1/2"=1' Color(s): Digital Print Paint: Holly Green

Signature _____

Date _____



AGENDA ITEM: Pool and Rentals Cost Recovery and Resident/Non-resident Discussion

FROM: Scott Pingel, City Manager

DATE: March 15, 2021

BACKGROUND: As we prepare to operate a new pool and community center, we have had several discussions with the City Council regarding rates and policies. Most recently, it was requested that staff bring back to Council a discussion about cost recovery as well as how we plan to approach residents vs. non-residents when it comes to rates and potentially other preferences.

Included with this memo are the current rates that have been presented to the City Council on both the pool fees and the facility rental rates. Based on our previous discussions with the City Council on the pool fees, these fees have been used to estimate budget revenues for the pool for 2021, and are the rates we plan to open the facility with. Facility rental rates have not been finalized. Since our discussion last month regarding rental rates, we have added a non-profit rate.

The initial pool fees presented to Council last summer were formulated to get as close to 100% cost recovery as possible while keeping fees within the market. After implementing Council feedback on fees, our current budgeted recovery rate in the Pool Fund is about 76.6%. Based on our current scenario for year one of the new pool, the General Fund will have to cover a little over \$53,000 of Pool Fund costs. Historically, we have only recovered in the 49% to 55% range, and the General Fund has had to cover anywhere from \$67,000 to \$91,000 of Pool Fund costs.

City staff's approach to the rental rates has been similar to pool fees in that rates were put together both to cover costs as well as be competitive. The challenge in putting both pool fees and rental rates together is that we are just heading into year one of the pool and next year will be year one of the community center. Once we get some experience behind us, we are certain adjustments will need to be made. Something we have not considered in the rental rates that we should consider is some level of asset replacement. City staff recommends that we use rental rates to fill revenue gaps that come with providing affordable pool fees and other recreation programs. While we want to ensure we have competitive rates and provide affordable rates for residents, we also recommend that we use our rentals (as opposed to programming or pool fees) to help plan for asset replacement. Again, the challenge of doing this for year one is that we don't know what we have yet, so anything we might add to rates in order to put funds away for asset replacement will be relatively arbitrary for at least year one, but more likely for a couple of years.

Switching gears to the question of resident versus non-resident rates and preferences, the Council should be aware of a couple of things. As has been stated previously, in receiving State funds for the pool and community center, we are required to make facilities available to the public in general, both residents and non-residents. As far as the State Capital Budget funds we have received through the Department of Commerce, that is the only caveat with that money. It is important to understand, however, that City staff strive to utilize various grant opportunities for our parks and recreation programs and services. Major grant opportunities that we pursue every other year when they are available are the Recreation and Conservation Office (RCO) grants. RCO provides grants

for just about every aspect of recreation you can think of. In the current cycle, we are on the funding list for Tennis Court Improvements at the Fircrest Park Tennis Courts as well as Field and Lighting Improvements at Fircrest Park. Whether or not we are actually awarded funds for these projects depends on how the legislature decides to fund the grant programs. For RCO grants, their template contract requires that “The sponsor shall not express a preference for users of grant-assisted projects on the basis of residence (including preferential reservation, membership, and/or permit systems) except that reasonable differences in admission and other fees may be maintained on the basis of residence. Fees for nonresidents must not exceed twice the fee imposed on residents. Where there is no fee for residents, but a fee is charged to non-residents, the nonresident fee shall not exceed the amount that would be imposed on residents at comparable state or local public facilities.”

In essence, this means that if the City might ever utilize RCO funding for anything at the pool or community center in the future, we will be held to this requirement by RCO. With this in mind, staff recommends that reservation preferences not be included in the City’s new rental policy.

Attachments: [Pool Fees](#)
[Rental Rates](#)

Pool Fees

Open Swim

Resident Full Session Fee	\$4.00
Non-Resident Full Session Fee	\$8.00
Resident Half Session Fee	\$3.50
Non-Resident Half Session Fee	\$7.00
Resident Night Session Fee	\$3.00
Non-Resident Night Session Fee	\$6.00

Season Pass

Resident Fee Single	\$62.50
Non-Resident Fee Single	\$137.50
Resident Add'l Members Fee	\$40.00
Non-Resident Add'l Members Fee	\$87.50

Swim Lessons

Resident Fee	\$47.00
Non-Resident Fee	\$63.00

Swim Team

Resident Fee	\$75.00
Non-Resident Fee	\$125.00

Lap Swim

Resident Fee	\$4.00
Non-Resident Fee	\$8.00

Weekend Party Room Rentals

Resident Fee per Hour	\$75.00
Non-Resident Fee per Hour	\$110.00

Weekday Party Room Rentals

Resident Fee per Hour	\$60.00
Non-Resident Fee per Hour	\$88.00

Pool Rentals (1-25 People)

Resident Fee per Hour	\$75.00
Non-Resident Fee per Hour	\$110.00

26-50 People

Resident Fee per Hour	\$112.50
Non-Resident Fee per Hour	\$165.00

51+ People

Resident Fee per Hour	\$150.00
Non-Resident Fee per Hour	\$220.00

Contracted Classes

Resident Fee	\$4.00
Non-Resident Fee	\$8.00

Events

Resident Fee	\$8.00
Non-Resident Fee	\$14.00

Rentals	Capacity (Seated)	Hourly Resident	Hourly Non-Res. (+31%)	Non-Profit (+15%)
Names Gym (Event)	242	\$150	\$200	\$172
Names Gym (Athletic)	100	\$30/\$15 (half)	\$45/\$22 (half)	\$35/\$17
Meeting Room	60	\$80/\$40 (half)	\$105/\$52	\$92/\$46
Commercial Kitchen	4	\$35	\$45	\$40
Gathering/Art Space	20	\$35	\$45	\$40
Exercise Room	No Tables	\$30	\$40	\$35
Pool Party Room w/Kitchen	48	\$75 (Fri, Sat, Sun) \$60 (Mon-Thurs)	\$110 (Fri, Sat, Sun) \$88 (Mon-Thurs)	\$86 (Fri, Sat, Sun) \$70
Pool Kitchen	4	\$35	\$45	\$40
Pool	1-25	\$75	\$110	\$86
*(Add on Party Room and Kitchen \$15/Hour)	26-50	\$112.50	\$165	\$130
	51+	\$150	\$220	\$173
Fircrest Ron Russo Pavilion	35	\$115 Per Day	\$140 Per Day	\$132
Whittier Picnic Shelter	35	\$115 Per Day	\$140 Per Day	\$132

Deposits	Resident	Non-Resident	Non-Profit
Names Gym (Event)	\$250	\$500	\$500
Meeting Room	\$50	\$100	\$100
Commercial Kitchen	\$50	\$100	\$100
Gathering/Art Space	\$50	\$100	\$100
Exercise Room	\$50	\$100	\$100
Pool Party Room w/Kitchen	\$50	\$100	\$100
Pool Kitchen	\$50	\$100	\$100
Pool	n/a	n/a	n/a

AGENDA ITEM: Summer Events

DATE: March 15, 2021

FROM: Jeff Grover, Parks & Recreation Director

BACKGROUND: The Fircrest Parks & Recreation Department is currently assessing the risks associated with our various summer events in order to determine what approach we should take when moving forward with event planning. Many of our larger events like the Strawberry Feed and Band Concert, Fun Days, The Fircrest Car Show, and the Movie and Picnic in the Park take place at Fircrest Park and are free for the public. This presents a variety of challenges due to the openness of the park and the general nature of the events. There is no way to effectively provide social distancing while limiting the number of participants at the event. In addition, all of these events take significant planning and require large numbers of volunteers to help make happen. While assessing all of our events we are applying the following approach so that if an event cannot take place this summer we can effectively and efficiently provide programs and activities to the community that will conform to the state and local COVID-19 guidelines.

Options for assessing events:

- **Avoid / Cancel** - a response that entirely removes a risk factor and diverts staff to plan other community engagement programs and events that can take place within the COVID-19 Guidelines. If we start now, we can create events that have some type of drive-in, drive-thru, walk-thru, or some other innovative format.
- **Mitigate / Adjust** - This can be applied to all or part of the event so that the event will conform to COVID-19 guidelines - This can be applied to some events like our Market in the Park. (We are planning to offer a small Farmers Market in the Fircrest Tennis Courts. This can be controlled within the guidelines already laid out for Farmers Markets.) Mitigating / Adjusting will not be possible for our larger events as the event will be an entirely new event that follows the guidelines.
- **Accept** – We can accept the risks of potential cancelation as we move forward with planning the original event, knowing that if the guidance does not allow us to offer the event we will need to cancel at the last minute. This will eliminate our ability to effectively pivot to an event that falls within the guidelines.

The following events have already been canceled or modified for 2021:

- Proctor Arts Fest is not planning to offer the festival in 2021 and the recently released date and info for 2022.
- Taste of Tacoma has placed all vendor and entertainment registrations on hold until further notice.
- Daffodil Parade is “stationary” and is combined with the Spring Fair Drive Through