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# JOINT STUDY SESSION

## STAFF REPORT

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DATE:  
March 2, 2023

AGENDA ITEM NO. 9.1

TO: FOSTER CITY PLANNING COMMISSION AND PARKS AND RECREATION COMMITTEE

PREPARED BY: DEREK SCHWEIGART, PARKS AND RECREATION DIRECTOR  
TIFFANY OREN, RECREATION MANAGER

PROJECT: RECREATION CENTER REBUILD PROJECT (UP2023-0003)

OWNER: CITY OF FOSTER CITY

PROJECT LOCATION: 650 SHELL BOULEVARD, FOSTER CITY, CA 94404(APNs: 094-470-130 and 094-470-150)

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### **RECOMMENDED ACTION/PURPOSE**

Staff recommends that the Planning Commission and Parks and Recreation Committee receive an overview of the Foster City Recreation Center Rebuild Project and discuss and provide input to the Design Team on project goals, conceptual site plans, and architectural and site design values.

### **BACKGROUND**

The current Recreation Center consists of the original building that was built in 1974 and two expansion wings that were constructed in the 1990s. The current structure contains approximately 18,500 square feet of meeting room/user space in the 36,000 square foot building, with the remaining space allocated to lobbies, storage, mechanical rooms, and long hallways to access the phased additions. Because the building was originally three separate structures that were all combined into one building with one roof in 1997, multiple roof penetrations were added to install HVAC equipment and aesthetic screens on the flat deck of the roof. Due to the construction history and the piecemeal manner in which it was constructed, several structural issues are known or anticipated related to water intrusion. The age of the building and its emergency shelter readiness are all factors that should be considered when addressing its infrastructure needs.

As such, in 2016 the City Council authorized a Recreation Center Master Plan Study as a component of the Fiscal Year (FY) 2016-2017 budget and conducted extensive public outreach during that fiscal year as a first step in developing a Recreation Center Master Plan. In FY 2017-2018, the project was added to the 5-Year Capital Improvement Program to identify initial and on-going funding for the project and the City Council took further steps to identify the issues and estimated costs to address the Center and its surroundings to meet the current and future recreation needs of the community. In 2019, the City Council agreed on a design concept, but ultimately opted for a build-to-budget option with a cost not to exceed \$40 million. However, the project was essentially placed on hold until August 2019. Then, in 2021, the City Council requested staff to revisit the Recreation Center Project, and in June 2021 the City Council received an update on the status of the project.

At the regular City Council meeting on August 2, 2021, staff provided a report on the engagement process for the Recreation Center Replacement Project, including a draft Recreation Center and Parks System Survey. Following that meeting, staff worked with Zencity to finalize a community survey to validate programming and use options, and how those may have changed as a result of the COVID-19 pandemic. The Recreation Center and Parks System Survey was launched on November 23, 2021, and was open through December 17, 2021.

At the January 31, 2022, City Council Special Meeting, staff provided an update on the Recreation Center Replacement Project including the results of the Recreation Center and Parks System Survey, funding options, and additional information regarding the build process and design options. The City Council accepted the Recreation Center and Parks System Survey results and proposed to move forward with the “build-to-budget” option with a not-to-exceed budget of \$55 million with \$36 million from Capital Asset Acquisition and Replacement Fund (CAAR Fund 326) and \$19 million from General Fund reserves.

At its August 1, 2022, City Council meeting, the City Council adopted Resolution No. 2022-95 authorizing staff to issue the Request for Proposal (RFP) to provide professional design, bidding, and construction support services for the CIP 301-678.

On November 21, 2022, the City Council awarded the professional design, bidding, and construction support services to Group 4 Architecture, Research + Planning, Inc. (“Group 4”). The project is currently in the program confirmation/schematic design phase which began in January 2023, and expected to last approximately 7 months. Group 4’s scope of work will continue through the construction of the project which is anticipated to be completed in 2026.

## **ANALYSIS**

The purpose of this Recreation Center Rebuild Project is to replace the aging, outdated, and inefficient existing Recreation Center with a new 21<sup>st</sup> century Recreation Center. The new Recreation Center will be a community asset that contributes to the quality of life for the entire community and will ensure that the City has recreational amenities to meet the needs of an increasingly diverse population for the foreseeable future.

For the initial phase of the project, a multilayer community engagement plan has been developed for the project to ensure broad input from the community, community leaders, stakeholders, staff, and City Council. Project goals and objectives are being developed early in the process with the community, Recreation Center Project Task Force (RCPTF), Parks and Recreation Committee, Planning Commission, and staff. The purpose of the interactive planning process is to create a shared vision for the new Recreation Center Rebuild Project and to define the planning and design values that will shape the project and act as criteria for evaluating the site and building design solutions.

Planning for the new Foster City Recreation Center Rebuild project is underway. Two of the six meetings with the RCPTF have been conducted in addition to technical meetings with City staff. This meeting will be the first of three joint Parks and Recreation Committee and Planning Commission study sessions/public meetings to discuss site strategies, concept options, and schematic design recommendations for the Foster City Recreation Center Rebuild Project – City of Foster City – APNs: 094-470-130 and 094-470-150 – UP2023-0003. The Project Participation Plan and Group 4’s slide deck presentation are included as (Attachment 1 and 2). After this

meeting, the first round of community engagement will launch and will include an online survey, a drop-in community meeting, and pop-up kiosks at various community events.

## **NEXT STEPS**

### Tentative Project Timeline

- March 3 – 19, 2023 - Online Survey Launches
- March 6, 2023 – City Council Meeting: Design Team Update
- March 8, 2023 (4-7pm) – Drop-in Community Meeting held at Recreation Center
- April 6, 2023 – Joint Planning Commission/Park and Recreation Committee Meeting
- May 2023 (TBC) – Community Survey
- May 2023 (TBC) – Community Meeting
- May 15, 2023 – City Council Meeting- Staff Update
- May 18, 2023 – Joint Planning Commission/Park and Recreation Committee Meeting
- June (TBC) – City Council Meeting- Design Team Update

## **ATTACHMENTS**

- Attachment 1 – Project Work and Participation Plan Phase 1
- Attachment 2 – Group 4 presentation slide deck

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# JOINT STUDY SESSION

## STAFF REPORT

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DATE:  
April 6, 2023

AGENDA ITEM NO. 9.1

TO: FOSTER CITY PLANNING COMMISSION AND PARKS AND RECREATION COMMITTEE

PREPARED BY: DEREK SCHWEIGART, PARKS AND RECREATION DIRECTOR  
TIFFANY OREN, RECREATION MANAGER

PROJECT: RECREATION CENTER REBUILD PROJECT (UP2023-0003)

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### **RECOMMENDED ACTION/PURPOSE**

Staff recommends that the Planning Commission and Parks and Recreation Committee receive an update on the Foster City Recreation Center Rebuild Project and provide input to the Design Team on parking concepts, project site design, and the building design options as part of the conceptual design phase and for selection of the preferred options.

### **BACKGROUND**

The current Recreation Center consists of the original building that was built in 1974 and two expansion wings that were constructed in the 1990s. The current structure contains approximately 18,500 square feet of meeting room/user space in the 36,000 square foot building, with the remaining space allocated to lobbies, storage, mechanical rooms, and long hallways to access the phased additions. Because the building was originally three separate structures that were all combined into one building with one roof in 1997, multiple roof penetrations were added to install HVAC equipment and aesthetic screens on the flat deck of the roof. Due to the construction history and the piecemeal way it was constructed, several structural issues are known or anticipated related to water intrusion.

At the January 31, 2022, City Council Special Meeting, the City Council accepted the Recreation Center and Parks System Survey results and proposed to move forward with the “build-to-budget” option with a not-to-exceed budget of \$55 million with \$36 million from Capital Asset Acquisition and Replacement Fund (CAAR Fund 326) and \$19 million from General Fund reserves.

On November 21, 2022, the City Council awarded the professional design, bidding, and construction support services to Group 4 Architecture, Research + Planning, Inc. (“Group 4”). The project is currently in the program confirmation/schematic design phase. Group 4’s scope of work will continue through the construction of the project which is anticipated to be completed in 2026.

The Planning Commission and Parks and Recreation Committee held their first of three Joint Study Sessions on March 2, 2023. At the meeting, members received an overview of the Recreation Center Rebuild Project and discussed and provided input to the Design Team on project goals, conceptual site plans, and architectural and site design values. See Attachment 1: March 2 Staff Report for additional background information.

Phase One of community engagement efforts was conducted during the first two weeks of March 2023. To ensure that the public could easily share their feedback, a hybrid outreach approach was developed. In addition to creating a website detailing the Recreation Center Replacement Project's history ([www.rebuildtherec.org](http://www.rebuildtherec.org)), an online survey was also created asking the community's feedback on the site location and building features. Other online efforts included the use of email blasts, social media promotions, digital message boards, and the City's e-newsletter and website. To further expand engagement and meet with a wide cross section of community members, Group 4, with the support of city staff, also hosted in-person opportunities at various community events and programs. These in-person outreach efforts included setting up pop-up informational kiosks at a Community Open House at the Recreation Center, Little League and Youth Softball Opening Day, Holi Festival, 55+ Club meeting, Foster City Farmers Market, Senior Meals, and at the Foster City Library. Group 4 estimates that 1,009 participants have provided feedback on the Recreation Center Replacement Project either online or in-person.

Members of the Recreation Center Project Task Force (RCPTF) held their third meeting on March 22, 2023. The Task Force is comprised of volunteers from a variety of different community and facility user groups and advisory committees who help advise the project team on the design and function of the new Recreation Center. At its most recent meeting, Task Force members reviewed and discussed potential parking lot concepts as well as building design options. The members who were present at the meeting shared their desire to maximize the site's green space and to ensure the parking lot was designed for accessibility, flow, and the ability to accommodate current and future special event programming.

Group 4 hosted four Integrated Design Workshops (IDWs) on March 24, 2023, with city staff and subconsultants that consisted of focused discussions for each of the building's technical systems and architectural components. Group 4 used the meetings to gather information from key personnel and review city municipal codes and maintenance/construction standards as it relates to landscape, structural, building systems, technology, and communications, etc.

## **ANALYSIS**

The Joint Study Session of the Foster City Planning Commission and the Park and Recreation Committee will focus on reviewing, discussing, and providing input and analysis for the New Recreation Center's parking options, site options and building design options. Parking options have been developed for the project site based on the input and direction received at the last Joint Planning Commission and Park and Recreation Meeting. The two parking concept options and building design options have been reviewed with the Project Management Team (PMT) and the Project Task Force. Evaluation matrices which include criteria developed from project goals will be used to guide the discussion on the options and the identification of the preferred parking, site and building options.

The two parking options that have been developed respond to the feedback that was received from the Task Force, and input received at the first Joint Commission/Committee meeting in

March, where ease of access from the parking to the amphitheater and the meadow was identified as an important criterion, along with the distance to the building entrance from the parking. The site design elements and the building design options reflect the preferences that the community identified for the site and building in the community survey that was just completed. The annotated site plan describes the location of the site elements on the proposed site plan. Two building conceptual design options have been developed based on the building program, a single story, and a two-story option. The conceptual building design options include conceptual floor plans, perspectives, and general massing configurations. At this phase in the project, the Design Team requests feedback and input on the parking concepts, site design, and the building design options for further refinement and development as part of the conceptual design phase and for selection of the preferred options.

The slide deck for the Joint Study Session is included at Attachment 2.

## **NEXT STEPS**

### Tentative Project Timeline

- April 17, 2023 – City Council Meeting – Group 4 contract amendment to include Design Services for the Boardwalk and a Project Update
- May 2023 (TBC) – Community Outreach
- May 1, 2023 (TBC) – City Council Meeting - Design Team Project Update
- May 18, 2023 – Joint Planning Commission/Park and Recreation Committee Meeting
- June (TBC) – City Council Meeting- Design Team Update
- July (TBC) – City Council Meeting- Design Team Presentation

## **ATTACHMENTS**

- Attachment 1 – March 2, 2023 Staff Report (w/o attachments)
- Attachment 2 – Group 4 presentation slide deck