



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA
Parks, Beaches and Recreation Commission
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www.cityofpacifica.org

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Wednesday, May 26, 2021

Virtual Meeting via Zoom Link: <https://zoom.us/j/95832189618>

CORONAVIRUS DISEASE (COVID-19) NOTICE

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT AND PURSUANT TO THE ORDERS OF THE HEALTH OFFICER OF SAN MATEO COUNTY DATED MARCH 16, 2020, MARCH 31, 2020, APRIL 29, 2020 AND MAY 15, 2020. THIS MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT NECESSARY BUSINESS AND IS PERMITTED UNDER THE ORDER AS AN ESSENTIAL GOVERNMENTAL FUNCTION.

Consistent with the above-referenced Orders, this City Committee Meeting will not be physically open to the public and Committee Members and staff will be video/teleconferencing into the meeting.

To maximize public safety while still maintaining transparency and public access, members of the public can observe and participate in the meeting as detailed below.

- To Observe the Meeting: <https://zoom.us/j/95832189618>
- To access the meeting by computer/smartphone, go to:
- To dial-in via phone +1 (669) 900-6833

Then webinar ID: 958 3218 9618

How to Submit Public Comments:

- **During the Meeting:** Live verbal public comments may be made by members of the public joining the meeting via Zoom (computer, smartphone/tablet app, or phone). Zoom access information is provided above. Use the "raise hand" feature (for those joining by phone, press *9 to "raise hand") during the public comment period for the agenda item you wish to address. City staff will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment. You will have 3 minutes to speak unless modified by the meeting chair.
- **Before the Meeting:** Written public comments for the record may be submitted in advance by 4:00 p.m. on the meeting date by email to: seeleyk@ci.pacificaca.us and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following:
 - Clearly indicate the Agenda Item No. or topic, or specify "Oral Communications" in the Subject Line for items not on the agenda
 - Include the submitter's full name.

Note: The format of this meeting may be altered or the meeting may be cancelled, if needed. You may check on the status of the meeting by visiting the City's website at www.cityofpacifica.org for any updates.



AGENDA
Parks, Beaches, and Recreation Commission
City of Pacifica

Regular Meeting – 7 PM
WEDNESDAY, May 26, 2021
VIA Zoom: <https://zoom.us/j/95832189618>

CALL TO ORDER

7:00 PM REGULAR MEETING

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. APPROVAL OF MINUTES Regular Meeting 04/28/2021

IV. ADOPTION OF AGENDA

V. SPECIAL PRESENTATION

None

VI. ORAL COMMUNICATION

This is the time set aside for the public to address the Commission on items not appearing on the agenda, public input will be considered for items at this time. Please state your name for the record when addressing the Commission. Statements will be limited to three (3) minutes.

VII. ITEMS FOR CONSENT

None

VIII. ITEMS FOR CONSIDERATION

A) Annual Report to City Council – Discussion

IX. REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS

X. REPORTS FROM STAFF

A) Director Michael Perez

XI. ADJOURNMENT

Next Regular Meeting: 06/23/2021

The City of Pacifica will provide special assistance for disabled citizens upon at least 24 hour advance notice to the City Manager's office (738-7301). If you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.

Staff Report



PARKS, BEACHES AND RECREATION COMMISSION
AGENDA SUMMARY REPORT
May 26, 2021
Item VIII A)

SUBJECT:

PB&R Commission Annual Report

BACKGROUND:

As part of the "resolution providing for appointments, terms, reporting and reorganization requirements for commission and committees," annual reports from committees and commissions are required. Through 2017, commissioners presented an annual report to the City Council, highlighting the previous year's work.

Beginning in 2018, the Council decided that all Committee and Commissions would present their annual reports on the same date. Last year reports were not presented due to COVID-19. This year, presentations will be given on June 14, 2021, prior to the regular Council meeting beginning at 5:45. Typically, the Chair and one other Commissioner, would attend present the report at the Council meeting.

As described in the report on committees and commissions, this report/presentation should be a summary of the Commission's work for the year.

At the April 28, 2021 regular Commission meeting, Chair Abbott and Commissioner Benton Shoemaker volunteered to be on the Annual Report Subcommittee.

DISCUSSION:

Tonight, staff has included the DRAFT Annual Report for Commissioners to review and discuss. Staff will also share the DRAFT Annual Report Presentation. Any changes or edits will be made prior to the Annual Reports from Committees and Commission Study Session, scheduled for June 14, at 5:45pm.

The DRAFT report includes sections on:

- Commission Member information/bios
- Highlights from the past year
- Meeting summaries – covering 2 years (last report was 2019)
- Power Point presentation to the City Council, summarizing the report

COMMISSION ACTION REQUESTED

Discussion of DRAFT annual report and presentation; recommendations for any changes or edits.



CITY OF PACIFICA
PARKS, BEACHES AND RECREATION COMMISSION
June 14, 2021

The Parks, Beaches and Recreation (PB&R) Commission is submitting the following as a summary of the Commission work for years 2018-2019 to date.

<u>Commission Members</u>	<u>Term Expires</u>
Cindy Abbott, Chair	2022
Nick Lusson, Chair pro Tem	2023
Kevin Kellogg	2022
Cynthia Knowles	2021
James Heywood	2024
Gail Benton Shoemaker	2023
Mark Marchetti	2023

Commissioner Information: - Need bio information from Lusson, Heywood and Marchetti

Lusson, Heywood, and Marchetti info

Cindy Abbott, Executive Director, Sanchez Art Center, is an ocean and beach enthusiast, who sees the work of the Commission as addressing issues that are the essence of Pacifica - a small city with a population that values community engagement for all ages and the outdoor environment.

Kevin Kellogg moved to Pacifica in 2010 with his wife Alicia to pursue a career as a forensic scientist with Santa Clara County. They have two children, ages seven and four. Kevin wanted to join the Parks, Beaches and Recreation Commission because of his enthusiasm for the outdoors and community.

Cynthia Knowles is a Healthy Homes Program Manager for San Mateo County Environmental Health Services and has lived in Pacifica since 2014. She joined the Commission because parks, beaches, gardens, cliffs, and trails are equal to community and healing. She is dedicated to caring for our beaches and improving bicycle access and safety, and considers cycling the coast to be regenerative, absorbing and healthy.

Gail Benton Shoemaker has lived in Pacifica for 32 years. She has been a Producer for Public Television, Executive Director of Pacifica School Volunteers, and a Program Officer for AmeriCorps overseeing grants to nonprofits working with children and Seniors. Currently, she serves on the PB&R Commission, the board of a San Francisco nonprofit, and with the community organization Tree City Pacifica which organizes Arbor Day. Gail is an avid walker and greatly appreciates Pacifica's parks and beaches.

Highlights from the past year (two years, COVID)

Bicycle and Pedestrian Advisory Committee

City Council adopted a resolution designating the PB&R Commission as the local Bicycle and Pedestrian Advisory Committee (BPAC). The Commission has stated their support and dedication to promoting recreation through safe and accessible biking and walking.

At the beginning of the 18/19 fiscal year, the City entered into an agreement with Alta Planning and Design to complete a Bicycle and Pedestrian Master Plan for the City. At a regularly scheduled PB&R Commission meeting, Alta's team conducted a Bicycle and Pedestrian Master Plan kick-off meeting at the Commission's October meeting.

In January 2020 the Commission hosted Alta staff, who led an interactive public open house workshop which was followed by a presentation and discussion on public engagement efforts, the existing condition assessment, plan and policy, needs analysis and program ideas. The Commission voted to approve and recommend that Council adopt the plan, which they did in February of 2020.

Bike Park

One of City Council 20/21 priorities was to "Continue the process to evaluate the feasibility of a potential bike park." The scope of this priority was to engage local advocates, the Bike Park for Pacifica Committee, and complete a study session with Council regarding the feasibility of a bike park in Pacifica and to receive direction on next steps. Two study sessions with the Parks, Beaches, and Recreation Commission have been completed (June 2019 and August 2020), and a joint study session with the Council and PB&R Commission was held in November 2020. Based on discussion and input from this meeting, the community Bike Park Committee is planning to conduct further work on site selection. In addition, the City will assist them by using the FlashVote tool to survey public opinion.

Tree Appeals

One of the PB&R Commission's duties is to hear any appeals to approved heritage tree removal permits. Information on those hearings can be seen in the meeting summaries below, for July 2019, January and October 2020.

In addition, a Study Session was held in March 2020 to review the Heritage Tree Preservation Ordinance, which included a presentation on implementation, permitting process and follow-up, appeal process, the Public Works maintenance program for City trees and review of the Heritage Tree Ordinance update scope and next steps. Staff from Planning and Public Works gave a presentation and coordinated a discussion and question and answer period on the topic.

Poet Laureate – In 2013 Council directed the PB&R Commission to create a process for the selection of the City's Poet Laureate. Since then we have had two poets serving in this position. Our current Poet Laureate, agreed to continue past her term as we were coming to grips with COVID-19. Commissioner Benton Shoemaker and Chair Abbott volunteered to be on the ad hoc committee with Recreation Assistant Supervisor Phipps as the staff assigned. The deadline for applications was set for Wed. April 15, 2021 but had to be extended due to lack of applications received to Wed. May 12th. COVID-19 has made it hard to get the word out with many of the

normal venues that we reach out to having restricted access as they are working on a limited basis but we remain hopeful that we will receive more applications for review.

Special Presentations

As part of department quarterly (4x/year) updates, staff members attend Commission meetings to present highlights for each division and their programs. In addition, several other guests attended meetings to give the Commission special presentations.

The City's Planning Director, Tina Wehrmeister and Senior Planner Christian Murdock gave a presentation and led a discussion regarding Plan Pacifica. Associate Engineers Ryan Marquez and Lawrence Henriquez both attended several meetings presenting information on the Bike and Pedestrian Master Plan and the Public Plaza along Beach Blvd. project.

Sanchez Art Center's Executive Director and PB&R Commissioner Cindy Abbott gave a presentation on the Unity Mural Project.

Meeting Summaries – include May 2019 to April/May 2021

6/26/19

A Bike Park study session was held which included a presentation and discussion between the Bike Park Committee and the Commission. During the regular meeting a recap discussion was held with Commissioners suggesting the Committee create a survey to collect more public input and demonstrate support for the project with the intent to have another study session in the future as a follow up. Engineer Ryan Marquez gave a presentation on the Bicycle and Pedestrian Draft Master Plan Recommendations, answering questions and soliciting feedback from the Commission. Nick Lusson was seated as the newest commissioner.

7/24/19

The Commission heard a tree appeal of a request to remove a heritage tree at 425 Brighton Road that had been denied by City staff. Commission upheld the appeal, 5-0, approving the tree removal with the stipulation that the owners replace the tree with a medium size tree.

Senior Planner Christian Murdock and Planning Director Tina Wehrmeister gave a presentation and led a discussion on Plan Pacifica and the Draft General Plan. Recreation Coordinator in charge of Aquatics, Anthony Schriver, provided a presentation covering spring and summer programs at Jean E. Brink Pool as well as recent Recreation Division special events. Department quarterly reports were also submitted and highlighted.

8/28/19

Associate Engineer Lawrence Henriquez attend the meeting to present Commissioners in their role as the Bicycle & Pedestrian Advisory Committee (BPAC) information on the Palmetto Avenue and Esplanade Bike and Pedestrian Improvement Project. They voted to support the project by a unanimous vote of 6-0.

Recreation Manager Jim Lange along with Michael Mau, a County Commissioner with the Commission on Aging, as well as a member of the Pacifica Age Friendly Task Force, presented the Senior Services Transportation Program Proposal. The highlighted proposal was for Connect a Ride (CaR) which would be funded by the Sirkka Niukkanen endowment fund. Commission voted 6-0 to recommend the program for approval.

Commissioners also discussed and volunteered for liaison assignments.

9/25/19

Staff reports for this meeting included updates on the grants received from the National Fitness Campaign to go towards the purchase of fitness court equipment; the closure of five offices in the PB&R building due to poor air quality; update on the CaR program presentation to the City Council (which was approved); and the Ohlone Portola Heritage Day event happening on November 2, 2019

10/23/19

The Draft Bicycle and Pedestrian Plan was presented by Associate Engineer Ryan Marquez, along with Alta Planning and Design. Department quarterly reports were also submitted and highlighted.

12/18/19

The scheduled heritage tree appeal for 606 Canyon Drive was postponed to January 2020 by Commission at the request of the appellant.

Associate Engineer Lawrence Enriquez along with consultants from Gates and Associates gave a presentation on the conceptual design and goals for the Public Plaza Along Beach Boulevard project. Commissioners discussed the project and gave input on the design as well as the process for outreach.

Gail Benton Shoemaker and James Heywood were seated as the newest commissioners.

1/22/20

Commissioners heard a Heritage Tree Appeal for 606 Canyon Drive. Parks Superintendent Aren Clark presented the staff report, and commission heard testimony from the appellants as well as members of the public. The Commission voted 5-0 to approve the appeal, denying the removal of the tree.

The Bike and Pedestrian Plan Update-Draft Recommendations were presented by Associate Engineer Ryan Marquez. The Commission voted 5-0 to approve and recommend the plan. Department quarterly reports were also submitted and highlighted.

2/26/20

Child Care Assistant Supervisor Mindy Tiet gave a presentation on the Child Care Services Division, highlighted the previous three months as well as upcoming events and activities. The Public Plaza Along Beach Blvd. presentation was postponed until a future meeting.

7/22/20

This was the first meeting of the Commission since February, following the March 2020 shutdown due to COVID-19. A Study Session was held to discuss the Surf Camp/School Policy, including presentations from non-profit surf organizations Brown Girls Surf and City Surf Project.

At the regular meeting, consultants from Gates and Associates presented the conceptual design for the Public Plaza Along Beach Blvd. discussed the outreach process and received input from Commissioners. The design concept was approved by a vote of 6-1. Staff updated Commissioners on redesigned Department programming during COVID-19. Two quarterly reports (spanning the first six months of 2020) were also submitted and highlighted.

8/26/20

A study session was held to discuss the Pacifica Bike Park. Members of the Bike Park Committee made a presentation to the Commission, answered questions and received input from the Commission on next steps.

Pacifica State Beach Surf Camp/School Permitting was on the agenda. Staff outlined a Community Access Partner Program (CAPP) pilot, while the Commission simultaneously works on changes to the current policy. Commission voted 7-0 to approve a red line version of the Pacifica Surf Camp Policy to allow for two small CAPP permits of 12 students each for a phased/pilot program to begin in September of 2020.

10/14/21

A study session on the Surf Camp/School Permitting Process was held. Staff presented information on the current program as well as program policies that are in place with other cities. Member of non-profit surf groups Brown Girls Surf and City Surf Project attended as well as representatives of current commercial surf camps.

10/28/20

Mark Marchetti was seated as the newest commissioner. There was also a special presentation by Recreation Manager Jim Lange on Senior Services highlights including updates on funding, COVID-19, programs, membership, and volunteer information. Stephanie Coy was introduced as the new Community Service Coordinator. Department quarterly reports were also submitted and highlighted.

An appeal of City Staff decision to deny a Heritage Tree permit application for the removal of four heritage trees located at 24-30 Salada Avenue was heard. Public Works Director Lisa Peterson and Parks Superintendent Aren Clark gave the staff report. Testimony was heard by the appellant and the applicant as well as members of the public. The Commission voted 4-2 to approve the appeal with the modification that they replace the trees with the City's Replacement Plan Program. This decision was appealed to the City Council. They voted 4 – 1 to uphold the appeal but allow removal of tree No. 5 with a replacement of 1-1.

12/16/20

Commission voted to create a Surf Camp/School Advisory Policy Task Force, indicating that they should have their first meeting by February 2021 and voted on the staff recommendations of membership (how many and representing which agencies/categories).

The Commission also reviewed and approved the 2021 Work Plan. In addition the liaison assignment list was updated to reflect new assignments.

1/27/21

Fairmont Park Child Care Site Coordinator, Lillian Paulsen, introduced herself to the Commission and provided a presentation on the current program happenings at her site. Department quarterly reports were also submitted and highlighted.

2/24/21

New Recreation Manager Amy Andonian introduced herself to the Commission and gave a

presentation on the current status and happenings in the Senior Services Department. Commissioner Abbott gave a presentation on the Unity Mural Project.

3/24/21

A Study Session was held for the purpose of reviewing the Heritage Tree Preservation Ordinance, which included a presentation on implementation, permitting process and follow-up, appeal process, the Public Works maintenance program for City trees and review of the Heritage Tree Ordinance update scope and next steps. In attendance to give the presentation, lead the discussion and answer Commission questions were Assistant City Manager/Planning Director Tina Wehrmeister, Deputy Director of Public Works/City Engineer Sam Bautista and Acting Parks and Building Maintenance Superintendent Raymond Kurttila. The regular meeting included reports from staff covering COVID-19 information relating to the County moving into the Orange Tier as well as an update on department programming and events.

4/28/21

Recreation Coordinator Sydney Bliss attended the meeting and gave a presentation recapping the Recreation Division special events and the current status of summer program plans. The Commission Annual Report to Council was discussed. Chair Abbott and Commissioner Benton Shoemaker volunteered to work with Director Perez on the report and presentation to City Council for the June 14 meeting. Department quarterly reports were also submitted and highlighted.

5/26/21

Commissioners discussed and gave final input on the Annual Report to Council, to be presented June 14, 2021.

