



**Minutes
Parks, Beaches and Recreation Commission
City of Pacifica**

REGULAR MEETING – 7 PM

Wednesday December 16, 2020
City Council Chambers
2212 Beach Blvd.
Pacifica, CA 94044

CALL TO ORDER:

Chair Abbott: called the meeting to order at 7:13PM.
Recreation Specialist Kenda Seeley read the COVID Notice and Zoom criteria.

I PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by **Commissioner Benton Shoemaker.**

II ROLL CALL:

Commissioners Present: Chair Abbott, Commissioners Benton Shoemaker, Kellogg, Knowles Lusson, and Marchetti.

Commissioners Absent:

Commissioners Excused: Commissioner Heywood

Staff Present: Director Michael Perez, Recreation Assistant Supervisor Beth Phipps, Recreation Specialist Kenda Seeley.

III APPROVAL OF MINUTES:

Chair Abbott called for a motion to approve the minutes of the 10/28/2020 meeting with the following changes.

- 1) Commissioner Benton Shoemaker asked for the following revision to be made on VIII Items for Consent, where she was discussing the topic of cypress trees. She clarified that cypress trees sequester and store carbon.
- 2) Commissioner Benton Shoemaker asked for the following revision to be made on VIII Items for Consent, where she clarified that there is not a definitive replacement policy for the city at this time.
- 3) Chair Abbott asked for the following revision to be made on X Reports, Announcements, and Correspondence from Commissioners, clarifying that the Sanchez Art Center is working with the City of Pacifica on a creative engagement program for Pacifica's 60 plus. No Library advisory meeting will be held until 2021

Motion was made by Commissioner Lusson, seconded by Commissioner Kellogg, motion carried 6-0.

IV ADOPTION OF THE AGENDA:

Chair Abbot called for a motion to adopt the order agenda. **Motion was**

made by Commissioner Benton Shoemaker, seconded by Commissioner Kellogg, motion carried 6-0.

V SPECIAL PRESENTATION:

None

VI ORAL COMMUNICATION:

None

VII ITEMS FOR CONSENT:

None

VIII ITEMS FOR CONSIDERATION:

A. Pacifica State Beach Surf Camp/School.

Director Perez: welcomed and thanked all attendees participating. He apologized for the Zoom link confusion for this meeting. The PowerPoint presentation was displayed on the screen. He recapped the policy and history of the surf camp proposal dating back to May 2005 through Oct. 2020.

Considerations are to move forward and focus creating a CAPP system, work on the current permit system, and wait on large scale changes until 2022.

Recommendations for commercial camp permits may be granted for 2021, extended CAPP program through 2021, and adopt staff recommended changes to the applicant qualifications. He recommends creating a group/committee that would work on application, permitting, camp limits, mission statement, and timeline recommendations. He opened up the floor for questions.

Chair Abbott: suggested taking all the information that was just given and breaking it down by pieces. Changes and edits to the existing policy seem to only clarify specifics which are already in place. She mentioned qualification such as a copy of insurance certificates, CPR certification, Lifeguard qualifications, and the providing of the schedule. She asked Director Perez if these were recommendation for the current policy and if staff should be looking to send out information.

Director Perez: made clarification remarks as to what may be a requirement vs a highly desirable skill or accommodation.

Chair Abbott: commented that the second piece to this is extending the current CAPP program for 2020/2021 with a 6 month projected time frame to complete the pilot within the year. She would like to keep that time frame rolling. She asked the other Commissioners if they had any comments.

Commissioner Kellogg: asked if this is something that they could take action on today to extend it.

Director Perez: advised that with all of these recommendations, they can take action on them tonight. He also advised that if the Commissioner's had any questions for him specifically, now would be a good time to ask and that it would be a good time to hear from the public as well before any deliberations.

Chair Abbott: recommended keeping the focus on the minor edits and the intention of the CAPP program 2020/2021.

Commissioner Kellogg: asked Director Perez if he had any concerns regarding recommendations that Mira and Johnny proposed in an email.

Director Perez: said that Mira can speak to the proposal and that in his report

that he wasn't solid on the idea of the timing of the permit. Mira and Johnny's recommendation of getting it done sooner is beneficial to the groups that have to plan for future funding and programming. He does not want to over promise and under deliver. Mira suggested making the committee smaller which he said he would like to hear the Commissioner's recommendation on that.

Commissioner Kellogg: advised that they would like to see someone from the CAPP program and someone from the surf school on the committee and asked if that would be bias on the part of those associations considering the competitiveness of the permitting.

Director Perez: thinks it is important to have representation from both the camps and nonprofits. He also thinks it is important to have people who have knowledge of all topics sit on the committee.

Commissioner Kellogg: clarified that he was curious to know if it was better to have people who are guest vs full members to sit on a committee.

Director Perez: explained two ways to form a committee. An ad hoc committee includes three or less people, not a quorum, which are not subject to the Brown Act, and the committee would do all the work. The committee that is set up now, has other members outside of the Commission, is required to be a public meeting, and is required to post an agenda, have public comment and so on. He advised he thought this meeting type was the best way to get work done in a fair and timely manner.

Commissioner Luson: asked if there are representatives from the surf schools and programs, should there be representation of just regular surfers on the committee as well.

Director Perez: suggested to have two Commissioners, a representative from a commercial surf camp, and a representative from a nonprofit. He suggested a participant from Surf Riders, the Pacifica Beach Coalition or Pedro Point Surf Club as well as any community member.

Chair Abbott: recapped the suggestions for the working group from the report. They are staff, members of the Commission, a representative of one of the CAPP programs, a representative from a commercial surf school, member of Surf Riders, a member of Pedro Point Surf Club, and a member of the public. She opened up the discussion to the public.

Cliff Hodges: owner of Adventure Out, wanted to voice support for CAPP program, the recommendation to hold off permit system changes until 2022, and the formation of a sub-committee.

Mira Manickam-Shirley: thanked commission for moving the CAPP program along, supports staff recommendations, especially to form sub-committee. They would like a small committee. Recommended Surf Riders to represent committee, they would like to see the time-line accelerated.

Eddie Donnellan: from MeWater Foundation who is in support of the Brown Girl Surf program. His foundation shares the same inclusiveness to having access to the beach and thinks it's important for youth to share in the experience.

Lynn Adams: from the Pacific Beach Coalition wanted to commend the Commission for seeking a way to build in equity into the permitting process. She advised that the PBC would be available to sit on the committee if asked.

Kimberly Williams: from San Mateo Surf Rider Foundation and is in support of the CAPP Permit Program and is encouraging the PB&R Department and Commission to move this program along in a timely manner.

Deirdre Martin: thanked everyone for continuing the discussion. Is in support of the staff recommendations, keeping the committee small, and finding an equity solution.

Todd Johnson: supports extending CAPP program until 2021. He expressed that safety is an issue and that the program is being looked at from the wrong perspective. He feels that bringing more surf schools in would make the beach that more unsafe.

Olivia Dan: previous employee of City Surf Project commented that overcrowding continues to be brought up but feels the conversation is about who gets permits, who gets to submit an application, and how long the current system has been in place. She encourages the progression of the CAPP program.

Matt Cole: who runs the University of Surfing expressed concerns of safety issues at the beach. He believes that unless there are flag systems, rescue system, and parking pass system in place the beach is an unsafe place for surf schools.

Johnny Irwin: commented that the schools shouldn't be a scapegoat for safety issues. Would like to see the CAPP program is expedited to April 2021.

Chair Abbott: determined that there were no other public comments and brought the meeting back to the Commissioners and asked for feedback prior to moving forward.

Commissioner Benton Shoemaker: asked Director Perez to clarify if the number of staff member for the working committee is seven.

Chair Abbott: stepped in and said that it depends on how many Commissioners are involved. There can be between seven and nine people.

Director Perez: mentioned not to include staff.

Chair Abbott asked if there were any other questions regarding safety or crowds at the beach.

Commissioner Knowles: thanked the public for their comments and reiterated that the Commission is committed and is moving forward with the program.

Chair Abbott: asked if anyone would like to make a motion to approve the staff recommendations on the suggested minor changes to the existing policy and to extend the current CAPP program to 2021.

Commissioner Kellogg: asked Director Perez if he could clarify the 2021 monthly time frame.

Director Perez: explained that the surf camp permit operates on a calendar year and he recommends extending it until the new policy is in place, which would then determine what the time frame would be.

Commissioner Lusson: asked about the proficiency requirement for the surf instructions and how it would be measured.

Director Perez: reiterated that it is already a requirement that the instructors are proficient in surfing. The intent is to formalize the requirement.

Chair Abbott: called for a motion to approve the staff recommendations on the suggested minor changes to the existing policy and to extend the current CAPP program to 2021. **Motion was made by Commissioner Kellogg, seconded by Commissioner Benton Shoemaker, motion carried 6-0.**

Chair Abbott: introduced the formation of the working group, the number of members, and the timing of the work to be completed.

Commissioner Kellogg: asked if there is any insight on how the members should be selected.

Director Perez: advised that the staff would contact the participants whether they are selected from a group, a member of the public or a volunteer. He mentioned that work items can be created depending on how the committee wanted to select the members. He also suggested that there be two Commissioners on the committee to guarantee coverage at meetings. He advised that this can be agreed on now or at a later time.

Chair Abbott: mentioned that there are other action items to be discussed.

Director Perez: advised that Commissioner Heywood is not in attendance tonight which should be a consideration.

Commissioner Marchetti: commented that there seems to be a big rush to get this program passed and feels that there is an opportunity to implement this in the right way.

Director Perez: explained that the nonprofits or CAPP groups need to plan in advance for future scheduling and funding reasons.

Chair Abbott: advised that there is a written timeline which suggest that it should be completed by April 2021, the staff recommendation was projected for a six to nine month timeline. She suggested meeting in the middle with a June 2021 deadline.

Director Perez: added that if the committee comes in before the designated timeline, that there is no negative consequence. He advised that there are templates and resources to help aid in the progression of the program as well.

Commissioner Knowles: agreed with the June 2021 timeline and commented that they have been working on this program for a while and that there is plenty of information for the committee to move forward with.

Chair Abbott: opened the floor to address any concerns, additions or deletions with the list of suggestion on the creation of the working group. It is suggested that a combination of: a representative from a CAPP school, a representative of a commercial school, a representative of the San Mateo Surf Riders chapter, member of a local beach organization, and a member of the public, and Commissioners should be included.

Commissioner Benton Shoemaker: supports the list and the figure of 7-8 members.

Commissioner Kellogg: agrees on the figure of 7-8 members.

Director Perez made a suggestion to have the list of the working group decided on and to the staff so that a meeting date can be established as soon as possible.

Commissioner Knowles: requested clarification from Commissioner Kellogg regarding whether the motion was addressing any changes to policy.

Commissioner Kellogg: explained that his motion was for the structure of the working group according to the combination that Chair Abbott proposed, and that a timeline for the first meeting is established for 2/14/2021.

Chair Abbott: called for a motion to create a working group. **Motion was made by Commissioner Kellogg to have the first working group meeting by Feb 14, 2021 with the recommended number of members, seconded by Commissioner Knowles, motion carried 6-0.**

B. 2020 Commission Work Plan

Chair Abbott: announced that the Commission Work Plan includes additional work on the surf camp/school and policy. She asked Director Perez to review his staff report.

Director Perez: commented that it is important for the Commission to have an annual evaluation with council and that a work plan is an important component of that. He suggested four items that should be included in this year's work plan are: the surf camp/school policy, the liaison assignments, the Poet Laureate selection, and the Bike Park Committee liaison.

Chair Abbott: asked the Commissioners if they had any questions or felt that there should be anything added to the list.

Commissioner Benton Shoemaker: advised that the Public Works department has put out an RFP for a Heritage Tree Ordinance update and a Street Tree Management plan. The Public Works Department will be hiring a consultant who will help work on policy over the next 12-16 months. She said this is something that Commission has asked about many times during tree appeals and she feels that they should be thinking about what they want from the process. She asked that this process should be one of the items on the work plan.

Director Perez: verified that yes, the Commissioners would be included in the process but cautioned that they should wait to talk about it until it is presented to them from council.

Commissioner Benton Shoemaker: referred to the RFP and that it states that the last group it goes to is council. She expressed the importance of the Commission on putting preparation and thought into the planning for tree appeals.

Commissioner Kellogg: he agreed with Commissioner Benton Shoemaker and would like to have more information on tree appeals.

Commissioner Knowles: she supports both Commissioner Benton Shoemaker and Kellogg on the idea of needing more information regarding tree appeals. She would like to see the Bike and Pedestrian Master Plan included in the work plan list.

Director Perez: explained that the bike plan goes through the Engineering Department and he will ask them if they will be willing to keep the Commission updated on the process.

Chair Abbott: suggested having a presentation meeting in January or February to update us on the bike program.

Director Perez: advised that he will reach out to the Engineering Department to see if they can attend.

Chair Abbott: commented that she would like to hold a study session to discuss trees. The background of the Tree Ordinance and what actions the Commission can take that needs to be addressed.

Director Perez: said he will repeat what he has already said, the policy piece

is part of the City Council's Work Plan. He has been told it is not a Commission item at this time. He is not confident that a discussion would be beneficial until the Commission received further information.

Commissioner Benton Shoemaker: commented that because it could take 12-16 months for a policy to be enacted, and the Commission could have several tree appeals in the process the Commission should be very familiar with the current Heritage Tree Ordinance and also president in decision making regarding mitigation, replacement, and ISA Assessment forms. Within that process while the Commission is looking at what is current the Commission can then say, "this is what we need, this is what we are not getting." She commented that it would be nice to have a Mitigation Tree Replacement Policy that addressed specific actions. She also noted that when it becomes time to speak with the consultant, the Commissioners will then be prepared.

Commissioner Kellogg: agreed that a study session will be helpful in clarifying information that the Commission should know regarding modifications.

Chair Abbott stated that they have heard at minimum the interest on current policy, not talking about the work that the City Council has on the work plan for the future, but the current standing so that they can all make better more informed decisions.

Director Perez: acknowledges that he hears that concern, but that he has also heard the want for new policies that don't exist. He explained that they will not be able to change any policy in any process that they do. He confirmed that the consultants are not going to be coming in and telling us what needs to be done, but that they will work and listen to what the Commissioners have to say. He agreed that the Public Works department would be better suited to talk with the Commissioners about the process. He advised them that he will see what he can do and report back to them.

Chair Abbott: explained that the Commission understands that they are not changing the policy and that the change is done through the City Council. She confirmed that two additional items may be added to the work plan. The first being a current Heritage Tree study session and also a guest speaker from the engineering department regarding the Bike and Pedestrian Master Plan.

Commissioner Lusson: asked Director Perez if a Parks Master Plan exists

Director Perez replied that the PB&R Department does not have one.

Commissioner Lusson: asked Director Perez what his opinion was regarding the workload side of creating a Parks Master Plan and if it was a possibility to create a new plan in the future.

Director Perez: explained that the plans are costly and timely and that they do not want to start something that they cannot complete for some time. He agreed that it is a good idea to have one in place.

Commissioner Lusson: asked if there is a less costly variation of a Parks Master Plan that is available.

Director Perez: replied that the prior Parks Master Plan that was being worked on in 2007-2008 was a less expensive option that never made it to completion. He said he has had discussions and would like to revisit the idea to create one at a later date.

Chair Abbott asked if there were any other suggestions and opened the floor to the public. There were no other questions. She guided the discussion to the

next item.

C. Commission Liaison Assignments

Director Perez: He advised that there is no need to vote on the work plan additions/list and that he would look into the questions and concerns that were brought up and get back to the Commission. He introduced the updated Liaison Assignment sheet and explained that the interest are voluntary.

Chair Abbott: described the different committees that were available and asked the Commissioners to offer a position if they felt interested.

Director Perez: advised that if the Commissioners did not want to volunteer now, that they could table this item for a later time.

Commissioner Kellogg: volunteered for the Bike Park Committee

Commissioner Lusson: volunteered for the Bike Park Committee.

Chair Abbott: commented that the Bike Park Committee is an outside committee and is not publicly noticed.

Director Perez: advised that they do not have a set date and that Anthony Shriver is the staff liaison.

Chair Abbott: volunteered for the Surf Camp Committee

Commissioner Kellogg: volunteered for the Surf Camp Committee

Commissioner Benton Shoemaker: commented that she would volunteer for the Poet Laureate Committee if Chair Abbott would provide guidance.

Chair Abbott: volunteered for the Poet Laureate Committee and explained background of the Poet Laureate Committee.

Commissioner Knowles: volunteered for the Beach Coalition Committee as well as the Earth Day Planning Committee.

Chair Abbott: volunteered for the Senior In Action Committee

Commissioner Benton Shoemaker: volunteered for the Tree City Pacifica with the Beautification Committee and the Library Advisory Committee as possibilities.

Commissioner Lusson: volunteered for the Junior Olympics Committee.

Commissioner Marchetti: volunteered for the 4th of July Celebration, the Childcare Services and the Bike Park Committee.

Chair Abbott: commented that it is important to have a Commissioner act as a liaison for the Youth Advisory Board and asked the Commissioners to consider volunteering for the committee.

Commissioner Kellogg: volunteered for the Youth Advisory Board.

Commissioner Benton Shoemaker: asked what is the actual responsibility of a liaison is to these committees.

Chair Abbott: advised that the role is an Ad Hoc position with as little or as much involvement as the liaison would like to do. She explained that the liaison listens and shares information about the Commission but is not an actual member of the committee.

IX REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS:

Commissioner Knowles: explained that she is spending more time at Linda Mar Beach to observe the overcrowding at different times of the day.

Commissioner Benton Shoemaker: advised that Arbor Day was very

successful. 30 trees were planted at the Art Center and at the Sanchez Library including an Eagle Scout project with a bench, table, and chair. She commented that with Arbor Day being done, the city can now apply for Tree City USA. She attended the City Council Tree Appeal meeting where she learned about the ISA Tree Assessment forms and parliamentary procedure.

Commissioner Kellogg: advised he was present at the City Council Tree Appeal meeting as well and gave input on how the Commission voted on the decision. He commented that the city council did make some modifications on the Commissioners proposal.

Chair Abbott: Commissioner Abbott gave a short recap on the recent Heritage Tree Removal appeal that had been made to City Council. Two members of the public appealed the decision of the PB&R Commission that approved the removal of five (5) Heritage Trees on Salada Avenue. An arborist's review provided as part of the appeal package provided insight into the process (ISA Tree Risk Assessment Qualification - TRAQ) for how to determine a tree's risk. After the presentations and public comment, the outcome was that City Council upheld the appeal approving only one of the five trees for removal.

Commissioner Lusson: No report at this time.

Commissioner Marchetti: No report at this time.

X REPORTS FROM STAFF

Director Perez: acknowledged the presence of Stefan Mayo of the Pedro Point Surf Club during this meeting. He advised that the two of them have had many discussions regarding the safety, education, workshops, and protocols for not only the surf camps but for the general public as well. He recommended that beach safety be put on the discussion list. He also commented that he was able to participate in a County meeting where the idea of vaccinations for all childcare employees was brought up. He advised that the PB&R Department would be willing to be a part of that and believes it is very important. He expressed gratitude to all the staff and Commissioners for all of their hard work. With the upcoming lockdown, the playgrounds, pool, and the Grab & Go lunches will remain open.

Chair Abbott: thanked Director Perez for the update closures and asked if there were any additional events to be aware of.

Director Perez: advised that the following events are now taking place: Letters to Santa, Elf in the Park, Story Time with Mrs. Claus, and The House Decorating Contest.

Chair Abbott: asked if there were any additional questions for Director Perez

Commissioner Knowles: asked if there was any way the vendors could have participated in the annual craft fair and tree lighting.

Director Perez: advised that Elf Market and Tree Lighting could not take place this year due to crowding and the weather.

Chair Abbott: closed the meeting recognizing the wonderful work Jim Lange has done for the seniors and the city over the years and also Aren Clark of the Public Works Department and how much the two of them have been a part of the PB&R Commission.

XI ADJOURNMENT:

Chair Abbott: asked for motion to Adjourn. **Commissioner Knowles made a motion to conclude the meeting, Commissioner Benton Shoemaker seconded the motion. Motion Carried 7-0.**

Next Study Session: TBD

Next Regular Meeting: Tentively 01/27/2021

Respectfully submitted by,
Kenda Seeley, Recreation Specialist
Parks, Beaches, and Recreation

X

Cindy Abbott, Chair

