



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

Surf Camp/School Policy Advisory Task Force

170 Santa Maria Avenue • Pacifica, California 94044-2506

<https://www.cityofpacifica.org/>

MAYOR
Sue Beckmeyer

MAYOR PRO TEM
Mary Bier

COUNCIL
Mike O'Neill
Sue Vaterlaus
Tygarjas Bigstyck

Tuesday April 20, 2021 at 6:00 PM

Virtual Meeting via Zoom Link: <https://zoom.us/j/91956994341>

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 by computer/smartphone
- <https://zoom.us/j/91956994341>
- Webinar ID: 919 5699 4341
- Participant ID: 285503
- To dial-in via phone +1 (669) 900-6833

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. 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 received by 4 pm the day of the meeting will be made part of the record but will not be read verbally at the meeting. Email comments to: [City Staff](#).



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AGENDA

Tonight's Meeting Objectives:

- Update of procedures, policy snapshot handout
- Continuation of CAPP program framework and scenarios
- CAPP program questions and discussion
- Update Meeting Roadmap

Order of Business

1. **Call to Order**
2. **Administrative Business – 10 mins**
 - a Operating Procedures Update
 - b Approval of Minutes
 - c Introduction of Parking Lot items
 - d Survey update
3. **Current Task Force Policy Snapshot update - 5 mins**
4. **CAPP program framework and scenarios - 30 mins**
5. **Task Force CAPP questions and discussion – 30 mins**
6. **Task Force member updates and communications – 10 mins**
7. **Upcoming Meeting Roadmap, next steps - 10 min**
8. **Public Comment (2-3 minutes per speaker - TBD) - 15 mins**
9. **Adjournment**

The City of Pacifica will provide special assistance for persons with disabilities upon 24 hours advance notice to the City Manager's office at (650) 738-7301, including requests for sign language assistance.

Surf Camp/School Advisory Task Force Purpose and Current Policy Snapshot

Task Force Purpose: To consider and make recommendations to the Parks, Beaches and Recreation Commission regarding the City of Pacifica Surf Camp/School Policy. As adopted by the Parks, Beaches, and Recreation Commission (12/16/20) the Task Force will review:

- **Full Implementation of a Community Access Partner Permit (CAPP)** program with an intention to provide equitable access for underrepresented groups. (currently being piloted – approved through 2021).
- **Overall Surf Camp/School Policy including but not limited to:**
 - Camp/student limits with consideration of “load” or number of surf camp/school participants on the beach in place of permitting a static number of camps.
 - Consider implementation of a calendar of times of use and schedules by permittee to develop the number of permits to be issued.
 - Review hours of operations (weekday, weekend, summer/balance of year) and location of camps.
 - Safety and environmental considerations.
 - Overall purpose/mission of the Surf Camp/School Policy.
- **Application Process**
 - Permit Approval
 - Automatic approval of existing permittees or shift to RFP process
 - Timing of RFP – length of permit term; how far in advance open
 - Develop criteria and scoring rubric
 - Application Requirements/Applicant Qualifications

Policy Rules	Current	CAPP Pilot/Phase I	Surf Camp Students
Number of Camps/School Permits	2 large with a limit of 25 students (1:5 ratio)		50
	1 small with a limit of 12 students (1:5 ratio)		12
Local Surf Shop Permit	1 Local Surf Shop with a limit of 12 (1:5 ratio)		12
Local Surf shops who hold a Pacifica Business License but not a permit	May also continue teaching individual and small group lessons with a maximum of 5 students to maintain 1/5 ratio		
Total Students pre CAPP			74
CAPP Pilot/Phase I		2 small with a limit of 12 students (1:5 ratio)	24
Total Students with CAPP Phase I			98
Camp Hours	Weekdays – 8am-Sunset unrestricted	Same	
	Weekends – 8am – 12 noon Unrestricted	Same	
	12 Noon -Sunset – 10/camp max	Same	
Area of Operations	Between north restrooms and San Pedro Creek	Same	

Surf Camp/School Policy Advisory Task Force

Meeting Roadmap

- **#1 – February 16, 2021**
Task Force Introductions. Overview of Purpose and Outcome Expectations. Organization and Protocols. Background of Policy and survey of other municipal programs.
- **#2 – March 16, 2021**
Current Surf Camp/School Rules Matrix. Schedule and usage of beach by operators Community Access Partner Permit (CAPP) program criteria and framework.
- **#3 – April 20, 2021**
CAPP Program Framework Scenarios
- **#4 – May 18, 2021**
Overall Policy Purpose Statement. Current Policy Overview with focus on current permit limits on camps/numbers of students per camp and potential shift to student “load”.
- **#5 - June 15, 2021**
Overall Application Process. Permit Approval. Application Requirements. Applicant Qualifications.
- **#6 July 20, 2021**
Recommendations and Report