



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/>

Tuesday May 18, 2021 at 6:00 PM

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

MAYOR
Sue Beckmeyer

MAYOR PRO TEM
Mary Bier

COUNCIL
Mike O'Neill
Sue Vaterlaus
Tygarjas Bigstyck

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:

- Review and discuss potential recommendations to the current policy

Order of Business

1. **Call to Order**
2. **Administrative Business – 10 mins**
 - a Operating Procedures Update
 - b Approval of Minutes
 - c Parking Lot items
3. **Current Policy Review – 90 mins**
 - a Addition of an Overall Purpose Statement
 - b Current Permit Process - Recommendations and Revisions
 - c Permit Limits – Numbers of Camps, Students
 - d Potential Shift to "Load"
4. **Update From Current CAPP Permit Holders – 5 mins**
5. **Task Force member updates and communications – 10 mins**
6. **Upcoming Meeting Roadmap, next steps - 10 min**
7. **Public Comment (2-3 minutes per speaker - TBD) - 15 mins**
8. **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 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, and Application Criteria Review.
- **#6 July 20, 2021**
Recommendations and Report

Parking Lot Items - Surf Camp/School Task Force

05/18/2021 Meeting

1. Does the Task Force want to propose moving from general permits to load?
2. Does the Task Force want to recommend to the Commission that the Surf Camps be closed during the holidays?
3. How to divide up the number of load?
4. PB&R staff role in program – full-time staff to be liaison (CAPP and CARB)
5. Schedule and load– is there a way to map out the full year that may be a solution to the complexity of the program – addressing crowding and minimizing impact to commercial schools.
6. Reviewing of the data collection observations will include the following:
 - a. numbers of people at the beach
 - b. activities they are participating in
 - c. name of source providing the data
 - d. come up with a format to review the data.
 - e. what is the plan for the data once the information has been collected and compiled?
 - f. what are each of the survey question trying to answer or solve.
7. How would the percentage of underrepresented students or the diversity within an organization be demined within the CAPP application and review process. Does this pose a risk to the City?
8. Put together a clearly defining scoring criteria for the (CAPP) program.
9. How are large beach events handled through the City? Permits, insurance, space etc... How does that affect the surf schools?

5 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	

Pacifica Parks, Beaches and Recreation Department Surf Camp/School Policy for Pacifica State Beach

Applicant Qualifications:

- Pacifica business license
- Facility Use (permit) form via PB&R
- Price list of camp fees and program structure/basic curriculum and schedule - curriculum should also include discussion of surf citizenship/etiquette, appropriate to the length of the session
- Copy of Certificate of Insurance for \$3 million dollar (\$3,000,000) liability insurance for current year with the City of Pacifica named as an additionally insured/certificate holder.
- Proof of Workers' Compensation policy of one hundred thousand dollars (\$100,000) if you have employees
- Safety plan and business plan submitted with application
- Proof of current WSI (water safety) and CPR certification on file for each employee required. Possessing a lifeguarding certification by at least one camp/school staff on duty is highly desirable.
- All applicants must have proper equipment in good condition
- Applicant and all staff must be proficient in surfing as well as being proficient in instructing and being good educators.
- Applicant **must** submit a complete copy of their intended lesson schedule for each season for the current application year.

Guidelines and Rules:

- Two surf schools/surf camps with a limit of 25 students per class
- One surf school/surf camp with a limit of 12 students per class
- Local Surf Shops who hold a Pacifica Business License, carry Liability and Workers Compensation Insurance, may continue the practice of employees teaching individual and small group lessons with a maximum of 5 students in keeping with the ratio of five (5) students per Instructor (minimum safety requirement)
 - One local surf shop may apply annually for a permit to increase the number of students (up to 12) at the small surf camp rate
- Two Community Access Partnership (CAP)* camps with a limit of (12) students per class added as part of a 6 month pilot program to begin Sept/Oct 2020.
- The ratio of five (5) students per instructor (minimum requirement)
- All instructors under the age of 18 must be supervised if working with minors
- Students surfing outside the impact zone (beyond the breakwaters) and/or independently, must wear leashes
- Instructors to be identified by colored jersey with "Surf Instructor" on back (preferably red)
- Students to also wear a different colored jersey for identification and wetsuits for protection
- Individual surfing by instructors should be for demonstration and instructional purposes only
- Camp hours on weekends: 8 AM to 12 Noon; 10 or fewer students per camp between 12 Noon and sunset (weekends)

- Area of operations is restricted to the area between the north restrooms and the San Pedro Creek
- Camps/lessons will need to be canceled if water is too crowded, conditions unsafe or if only one wave break is surf-able

Day passes may be issued for other groups/events at the Directors discretion and in keeping with preserving the safety and minimizing the density of use.

*Community Access Partnership (CAP) Permit Applicant Additional Criteria

- a. The organization is exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code; (is a 501(c) (3) themselves or is a fiscally sponsored project of a 501(c) (3))
- b. The organization is in compliance with the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Article 7 (commencing with Section 12580) of Chapter 6 of Part 2 of Division 3 of Title 2 of the Government Code);
- c. The organization has expertise in providing surf programming to low income or underrepresented groups who face obstacles, such as, but not limited to, transportation, cost, and disenfranchisement, to general public access and/or surfing at the beach;
- d. The organization delivers services consistent with the purpose and resource values of the park facilities granted;
- e. The organization has developed interpretive, educational and/or recreational programming to outdoor spaces with demonstrated results;
- f. The organization provides programming that is free or significantly subsidized for participants with low incomes
- g. The organization has instructors with specific training to the programming and cultural competencies to address the needs of participants served.

Access and use of beach/park facilities by eligible entities shall enhance beach/park access for disadvantaged and/or underrepresented groups who face obstacles to general public access or surf-related use of the beach/park.

Adopted by the PB&R Commission 8/26/2020

Revised 12/16/20