



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 July 20, 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 Bigstyk

CORONAVIRUS DISEASE (COVID-19) NOTICE:

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-08-21 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE BROWN ACT. 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:

- Discuss and make recommendations

Order of Business

1. **Call to Order**
2. **Administrative Business – 5 mins**
 - a Operating Procedures Update
 - b Approval of Minutes
3. **Task Force member updates and communications – 10 mins**
4. **CAPP Program Update – CAPP Operators – 10 mins**
5. **Public Comment (2-3 minutes per speaker - TBD) - 20 min**
6. **Recommendations Discussion – 90 mins**
7. **Next steps - 10 min**
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.

Item #	Surf Camp/School Advisory Task Force – Recommendations Review Matrix	Yes	No	Modify	Change Amount	Comments
	PURPOSE STATEMENT	x	x	x	x	
1	This policy and regulations shall ensure that the beach and the surf remain a shared public resource, that the natural beauty of the beach is preserved, that the beach remains available for both active and passive recreation and respite, that opportunities to use the beach or surf for all camps/schools, commercial and non-profit, are fairly allocated, that opportunities for surfing lessons are available for all segments of the community, including persons of all ages and economic groups, and that instructional opportunities are diverse, promoting access and equity.	Agreed				See Attached
	Overall Applicant Qualification Review					
2	Task Force approves the recommendation for the Qualifications for both nonprofit and commercial permittees.	Agreed				See Attached
	Guidelines and Rules - CAPP Additional Criteria					
3	Task Force approves the recommendation for the Guidelines and Rules	Agreed				See Attached
4	Recommendation to add to policy: No camps during major summer holidays to include: Memorial Day, 4th of July, Labor Day	Agreed				See Attached
	Surf Camp Types					
5	Permits for nonprofits through a Community Access Program and Commercial Camps/Schools are both supported at Pacifica State Beach.					
	Number of Surf Camp Participants/Maximum					
	Permit Sizes and Mix					
6	What should the maximum number of surf camp participants be at one time? Historically (pre-CAPP) the number was 74; with the Phase I CAPP, the number is 98.					
7	What should the ratio of students to instructors be: 5:1 or 4:1?					
	Camp size:					
8	- Should a recommendation be made to change the small camp size from a 12-person to a 15 person camp					
10	What is the mix of CAPP and commercial permits?					
11	- Should the number of commercial permits remain the same? How does this adjust if the recommendation is to move to load?					
12	What should the number of commercial permits be? Number of CAPP organizations and/or spots?					
	Load (Allocating permits based on maximum allowable program/camp participants on the beach/surf versus a static number of permits)					
13	Should the permit process change to "load" versus a set number of permits?					
14	If moving to load, should there be a maximum number of permits given? If yes, how many?					

15	If moving to load, should "blocks of time" be used versus entire days?					
16	If moving to "blocks of time" how many hours should be in each block? (How long are camps/programs?)					
17	Should a calendaring system be established for permittees to schedule their blocks of time/days?					
18	If implementing a calendar system, what order of selection is used? Random rotation? Priority access for CAPP? Other?					
	Application Process and Evaluation					
19	Should a RFP Process be implemented?					
20	- RFP Recommend for CAPP permits?					
21	- RFP Recommend for commercial permits?					
22	Should a phased in approach be developed to expand CAPP in 2022 and move to RFP for commercial camps in a future year?					
23	If an RFP isn't initiated, should current permittees continue to have their permits automatically approved if they continue to meet qualifications?					
24	What should the length of time for a permit be? (Annual? 2 years? 3 Year? 5 years? 10 years? Other?) Note: If longer than one year, annual submittal of documentation required all years.					
25	If moving to RFP, and there are more applications than spaces/permits available, should a rubric be developed to evaluate applicants?					
26	When should the <i>application process</i> open? Should the timing be the same for both nonprofit and commercial organizations?					
27	What should the <i>permit timeframe</i> be? Calendar year? School Year?					
28	Application Review Body (CARB) for CAPP applicants? PB&R Commission?					
29	- CARB for CAPP applicants?					
30	- PBR Commission for commercial applicants?					
31	- PBR Commission for both CAPP and commercial applicants?					

CITY OF PACIFICA SURF CAMP/SCHOOL POLICY ADVISORY TASK FORCE RECOMMENDATION CONCURRENCE

PURPOSE STATEMENT:

This policy and regulations shall ensure that the beach and the surf remain a shared public resource, that the natural beauty of the beach is preserved, that the beach remains available for both active and passive recreation and respite, that opportunities to use the beach or surf for all camps/schools, commercial and non-profit, are fairly allocated, that opportunities for surfing lessons are available for all segments of the community, including persons of all ages and economic groups, and that instructional opportunities are diverse, promoting access and equity.

OVERALL APPLICANT QUALIFICATION REVIEW:

- Pacifica business license (there is no business license fee for non-profit)
- 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 organizations safety and stewardship policy, appropriate to the length of the session
- Copy of Certificate of Insurance for \$3 million-dollar (\$3,000,000) liability insurance for current year naming the City of Pacifica as 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 CPR certification on file for each employee – Lifeguard Certification by at least one staff on duty is highly desirable.
- Applicants must submit their schedule of classes/usage
- The organization delivers services consistent with the purpose and resource values of the park facilities granted
- The organization has developed interpretive, educational and/or recreational programming to outdoor spaces with demonstrated results
- All applicants will be required to attest to the following:
 - Must have proper equipment in good condition
 - Must have trained staff to effectively execute their class objectives
 - All staff must be proficient in surfing and proficient at being good educators

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
- Two Community Access Partnership (CAP)* camps with a limit of (12) students per class added as part of a pilot program extended through 2021.
- 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
- 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
- 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.

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	