



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA**

## **PARK ADVISORY COMMITTEE**

### **SPECIAL MEETING AT 7:00 PM**

**Tuesday, April 10, 2018**

The Park Advisory Committee (PAC) acts in an advisory capacity to the Granada Community Services District Board of Directors in matters regarding parks and recreation. The Committee does not have any decision-making authority.

**CALL SPECIAL MEETING TO ORDER AT 7:00 P.M.:** District Office Meeting Room, 504 Avenue Alhambra, 3<sup>rd</sup> Floor, El Granada.

**ROLL CALL**      Members:      Pat Tierney (Chair), Nancy Marsh (Vice Chair),  
Susannah Cantrell, Paul Koelsch, Owen Moore,  
Fran Pollard, and Dale Ross.

Staff:              Delia Comito

### **GENERAL PUBLIC PARTICIPATION**

Communications from the public, committee members, and staff concerning park related matters which are not on the agenda. Speakers are limited to 3 minutes each.

### **ACTION ITEMS**

	<b><u>ESTIMATED TIME</u></b>
1. Approve March 19, 2018 Meeting Minutes.	<b>(5 Minutes)</b>
2. Consider Draft Parks Newsletter.	<b>(10 minutes)</b>
3. Consider Draft Parks Webpage.	<b>(10 minutes)</b>
4. Consider Draft List of 2018 Summer Special Events.	<b>(20 minutes)</b>
5. Consider Draft Median Request For Proposal.	<b>(20 minutes)</b>
6. Consider Draft CUSD EG Surplus Property Short-Term Lease Proposal	<b>(20 minutes)</b>
7. Discuss Possible Use of the Current Fire Station as a Future Community Center.	<b>(15 minutes)</b>
8. Discuss Park and Recreation Priorities.	<b>(30 minutes)</b>
9. Confirm PAC Meeting Schedule.	<b>(5 Minutes)</b>

### **ADJOURN**

**APPROX. 9:15 PM**

This meeting is accessible to persons with disabilities. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility.

Staff reports and other materials are available to the public and will be made available in appropriate alternative formats to persons with a disability. Please contact Delia Comito at (650) 726-7093 to request copies of documents or materials related to this meeting or to request a disability-related modification or accommodation.



**ITEM #1**



**GRANADA COMMUNITY SERVICES DISTRICT  
PARK ADVISORY COMMITTEE**

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**MEMORANDUM**

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To: Members of the Committee  
From: Delia Comito  
Subject: Meeting Minutes  
Date: April 10, 2018

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FYI:

The initial draft minutes are sent to Pat Tierney (as the Chair of the Committee) for his comments and/or changes, which are incorporated into both versions attached. The strike-through version is provided to show revisions that staff made after incorporating Pat's changes, however, not shown are the changes requested by GCSD's General Manager, which were to add the Committee Member's first name under the roll call (permanently), and to add the Action for the failed nomination under Item 2.





## GRANADA COMMUNITY SERVICES DISTRICT

# Minutes PARK ADVISORY COMMITTEE SPECIAL MEETING

March 19, 2018

### Call to Order

The Special meeting of the Park Advisory Committee was called to order at 7:06 pm.

### Roll Call

Committee Members: Suzanna Cantrell, Paul Koelsch, Nancy Marsh, Owen Moore, Fran Pollard, Dale Ross, and Pat Tierney.

Staff: Delia Comito (GCSD).

### Public Participation

None.

### ACTION ITEMS

#### 1. **Introduction of PAC members.**

Each member of the committee introduced themselves.

#### 2. **Appoint Committee Officers to Two-year Terms.**

Chair Tierney opened the floor for nominations.

**ACTION:** Member Koelsch nominated member Tierney for Chair. The motion was approved by unanimous consent. (Koelsch/Ross). Approved 7-0.

**ACTION:** Member Ross nominated member Koelsch for Vice-Chair. The motion was seconded by Member Tierney. The motion did not pass. 1-6 (Tierney supported).

**ACTION:** Member Koelsch nominated member Marsh for Vice-Chair. Member Ross seconded the motion. The motion was approved 6-1. (Tierney opposed).

Chair Tierney moved Item 7 to be next on the Agenda.

#### 7. **Discuss PAC Priorities and Associated Tasks.**

Chair Tierney briefly reviewed the list of items. The Item was subsequently tabled to the next meeting.

#### 3. **Discuss Next Steps for EG Medians Project.**

Chair Tierney gave some background on this Item, and reviewed the list of projects that may be allowed under the terms of the Agreement between the County of San Mateo and the GCSD. Member Ross explained that the Balboa Circle Concept Plan was developed to show some of the possible projects that could be done. It was also explained that the Committee had previously approved a landscape architect for the median improvements while the District was under contract with the County for Park Services, but that it was never presented to the Board due to the lack of an Agreement at that time.

The Committee held a discussion, and received public comments from Suzanne Elliott, Cecelia Baloiian, and Dave Olsen. The comments expressed an interest in keeping the rural feel of the medians, and that some should not be improved at all.

The final sense of the Committee was to scale down the original RFP done by the County, and to draft a new RFP that includes medians 7, 8, and 11.

**ACTION:** Member Pollard moved to amend the RFP to include Medians 7, 8, and 11, and a separate RFP for a trail plan for all medians. (Pollard/Cantrell). Approved 7-0.

#### **4. Discuss Pump Track and Short-Term Lease Proposal for CUSD EG Surplus Property.**

Member Koelsch provided some background on this Item, and said that he has since had contact with the CUSD Superintendent and one CUSD Board Member, who said they would consider a proposal from the District to use the EG Surplus Property. The Committee received public comment from Gretel Merrill, who was very supportive of a bike pump track, and also interested in seeing a skate park, as local kids are desperate for athletic outdoor play areas.

**ACTION:** Member Cantrell moved to have the pump track sub-committee draft a letter to CUSD to be presented to the Board for approval. (Cantrell/Pollard). Approved 7-0.

#### **5. Discuss Development of Parks Newsletter and Webpage.**

The Committee held a discussion regarding the Board's request to have PAC develop a "Parks" page for the District website, and to draft a newsletter with park and recreation information for future publication.

**ACTION:** Member Cantrell moved to support developing a [park related recreation](#) webpage, and [writing a](#) newsletter with [park and](#) recreation information for the District. (Cantrell/Pollard). Approved 7-0.

~~**ACTION:** Member Cantrell moved to support developing a [park related webpage](#), and [writing a newsletter with park and recreation information for the District](#). (Cantrell/Pollard). Approved 7-0.~~

#### **6. Discuss Development of Summer Recreation Program.**

Chair Tierney reviewed his ideas about the District offering a summer recreation program, suggesting that PAC members could be acting "staff" since District staff time is limited. The Committee held a discussion regarding how the program could be put together, and reviewed a draft program presented by Member Tierney.

The Committee took public comment from David Seaton, who offered to assist PAC with some program ideas.

Given the short amount of time to develop a full summer program and limited staff time, the sense of the Committee was to instead support a [listing program consisting of about](#) six short-term special events, which the district could sponsor this summer. PAC members decided they would submit [their](#) ideas for one or two events, [which](#) they would organize, to chair Tierney before the next meeting.



**8. Discuss Need to Create Quarry Park, City of Half Moon Bay, and Cabrillo Unified School District Liaison Sub-Committees.**

The Committee appointed the following Members to the sub-committees created:

Bike Pump Track Sub-committee: Cantrell, Koelsch, and Pollard.

Median RFP Sub-committee: Marsh, Ross, and Tierney.

Newsletter and Webpage Development Sub-committee: Marsh and Tierney.

Summer Events Sub-committee: Tierney (with everyone contributing).

**9. Discuss Status of Burnham Strip Improvements.**

Chair Tierney provided a brief update, stating that PAC may be involved once the concept design has been completed and reviewed by the Board.

**10. Discuss PAC Meeting Schedule.**

The Committee scheduled a special meeting to be held on 04/10/18, and tentatively scheduled future meetings to be held on 05/08/18, 06/05/18 and 9/10/18.

**COMMITTEE/STAFF REPORTS**

**ADJOURN**

The meeting was adjourned at 9:25 p.m.

SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
Delia Comito, District Secretary

\_\_\_\_\_  
Pat Tierney, Committee Chair

Date Approved by the Committee: April 10, 2018





## GRANADA COMMUNITY SERVICES DISTRICT

# Minutes PARK ADVISORY COMMITTEE SPECIAL MEETING

March 19, 2018

### Call to Order

The Special meeting of the Park Advisory Committee was called to order at 7:06 pm.

### Roll Call

Committee Members: Susannah Cantrell, Paul Koelsch, Nancy Marsh, Owen Moore, Fran Pollard, Dale Ross, and Pat Tierney.

Staff: Delia Comito (GCSD).

### Public Participation

None.

### ACTION ITEMS

#### 1. **Introduction of PAC members.**

Each member of the committee introduced themselves.

#### 2. **Appoint Committee Officers to Two-year Terms.**

Chair Tierney opened the floor for nominations.

**ACTION:** Member Koelsch nominated member Tierney for Chair. The motion was approved by unanimous consent. (Koelsch/Ross). Approved 7-0.

**ACTION:** Member Ross nominated member Koelsch for Vice-Chair. The motion was seconded by Member Tierney. The motion did not pass. 1-6 (Tierney supported).

**ACTION:** Member Koelsch nominated member Marsh for Vice-Chair. Member Ross seconded the motion. The motion was approved 6-1. (Tierney opposed).

Chair Tierney moved Item 7 to be next on the Agenda.

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Chair Tierney briefly reviewed the list of items. The Item was subsequently tabled to the next meeting.

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Chair Tierney gave some background on this Item, and reviewed the list of projects that may be allowed under the terms of the Agreement between the County of San Mateo and the GCSD. Member Ross explained that the Balboa Circle Concept Plan was developed to show some of the possible projects that could be done. It was

also explained that the Committee had previously approved a landscape architect for the median improvements while the District was under contract with the County for Park Services, but that it was never presented to the Board due to the lack of an Agreement at that time.

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The final sense of the Committee was to scale down the original RFP done by the County, and to draft a new RFP that includes medians 7, 8, and 11.

**ACTION:** Member Pollard moved to amend the RFP to include Medians 7, 8, and 11, and a separate RFP for a trail plan for all medians. (Pollard/Cantrell). Approved 7-0.

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**ACTION:** Member Cantrell moved to have the pump track sub-committee draft a letter to CUSD to be presented to the Board for approval. (Cantrell/Pollard). Approved 7-0.

**5. Discuss Development of Parks Newsletter and Webpage.**

The Committee held a discussion regarding the Board's request to have PAC develop a "Parks" page for the District website, and to draft a newsletter with park and recreation information for future publication.

**ACTION:** Member Cantrell moved to support developing a park related webpage, and writing a newsletter with park and recreation information for the District. (Cantrell/Pollard). Approved 7-0.

**6. Discuss Development of Summer Recreation Program.**

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**COMMITTEE/STAFF REPORTS**

**ADJOURN**

The meeting was adjourned at 9:25 p.m.

SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
Delia Comito, District Secretary

\_\_\_\_\_  
Pat Tierney, Committee Chair

Date Approved by the Committee: April 10, 2018



**ITEM #2**





## Granada Community Services District

# The Main Line

[photo]

Serving El Granada, Miramar, Princeton and Northern Half Moon Bay Since 1958

### GCSD Parks & Recreation

Granada Community Services District (GCSD), previously the Granada Sanitary District, gained park and recreational jurisdiction in the unincorporated areas of El Granada, Miramar and Princeton (i.e. the "GCSD Community") by reorganization effective October 1, 2014. This reorganization allows the district to provide park and recreation services in addition to the sewer and garbage services it currently provides to ratepayers. Approximately 60% of the voters cast their vote in favor of the proposal. The parks and recreation function is funded by utilizing a portion of GCSD's share of property tax revenues. GCSD's goal is to provide parks and recreation services to Miramar, El Granada and Princeton, with a commitment to leveraging robust community outreach to develop and implement projects benefitting GCSD residents.

There has been a well-documented and demonstrated need for additional community parks and recreation opportunities in the unincorporated Midcoast. The San Mateo County (SMC) Board of Supervisors completed the Midcoast Recreational Needs Assessment in 2002, which spoke to the lack of such facilities and opportunities. This study was followed by a Summary of Midcoast Recreational Needs Reports (based on input from several stakeholder groups as well as community meetings) issued in January 2007. Following the reorganization of GCSD, a Granada Parks Advisory Committee (GPAC) was established to provide the GCSD Board guidance on future park improvements.

GCSD owns undeveloped "Burnham Strip" property along Obispo Street between Deer Creek and Avenue Alhambra [check] in El Granada, and a small parcel on Capistrano Road in Princeton. In February 2018, GCSD completed a Permit Agreement with SMC which allows the District to make certain improvements to the El Granada Medians. [link to Medians permit?] With advice from the GPAC and approval of the Board, GCSD may effect landscaping, seating, tree management and active and passive recreational improvements on these properties, following an open and transparent community outreach process.

In 2015, GCSD initiated this effort by completing a "Community Interest and Opinion Survey for Local Parks and Recreation Facility Priorities." Key findings include:

- 73% of the GCSD Community said *Yes* or *Maybe* that local parks need improvement
- 76% of the GCSD Community and 81% of respondents from El Granada indicated *Yes* or *Maybe*, the median strips in El Granada should be improved
- 61% of the GCSD Community indicated a moderate to substantial need for Small Neighborhood Parks, including 78% of households with children
- 65% of the GCSD Community said *Yes* they would participate in more recreational activities if they were available locally
- 66% of the GCSD Community indicated it is moderately or very important to have a Community Center.

### Granada Parks Advisory Committee

The GPAC was established to ensure community involvement in all phases of park planning, design and development, and serves to make recommendations to the GCSD Board of Directors. It is advisory only and does not have decision-making authority. Seven voting members are appointed by the Board to serve two-year terms. Members receive no compensation – they are neighbors volunteering to support and benefit our neighborhood. [Link to GPAC General Rules of Procedure?] GPAC meetings are held at the GCSD office at least once each quarter.

### 2016 – 2017 GPAC Accomplishments

- Mapped the 22 El Granada Medians
- Selected medians 8 (Balboa Circle) and 11 (Ave Portola at Ave Alhambra) as first areas of focus for community outreach on potential improvement
- Reviewed arborist proposal/subsequent report on median 8 and 11 trees
- Investigated proposed project to paint utility boxes – difficult to obtain permission from various owners
- Investigated ownership of the El Granada medians and SMC's role.
  - GCSD initiated negotiation with SMC for a median use permit (completed February 2018)
- Discussions with Cabrillo Unified School District (CUSD) about potential to buy or lease CUSD properties in El Granada (CUSD not interested in 2016)
- Investigated locations for potential bicycle pump track in response to community input
- Contributed to development of a Request for Landscape Architecture Proposal for El Granada Median Projects; reviewed responses
  - Put on hold while the Use Permit was negotiated with SMC
- Reviewed and supported sand volleyball project on Perched Beach
- Participated in SMC Quarry Park Master Plan Community Outreach; advocated for Pump Track at Quarry Park

### 2018 – 2019 GPAC Members

Patrick Tierney – Chair Dale Ross Fran Pollard Owen Moore	Nancy Marsh – Vice-Chair Paul Koelsch Susannah Cantrell
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### 2018 - 2019 Parks & Recreation Priorities (tbc)

- Improve Communication: Newsletter and [granada.ca.gov](http://granada.ca.gov) website
- Commitment to community engagement in plan development
- "Connection to Recreation" – Free Summer Activities sponsored by GCSD
  - See the list and registration links on page 2
- Burnham Strip Concept Review
- Small Neighborhood Activity Parks Proposal for Medians 7, 8 and 11
  - See the Medians Map on page 2
- Continue to Explore Bicycle Pump Track Locations
  - Liaising with Quarry Park Master Plan, CUSD
- Median Trails Master Plan proposal
- Proposal for Tree Management in Improved Areas
  - Note: SMC is responsible for hazardous trees and tree removal
- Liaise with SMC Parks/Quarry Park Plan, HMB Parks & Recreation, CUSD to coordinate planning

**Granada Community Services District  
Connection to Recreation**

Free Summer Activity (examples)	Date	Time	Registration Link <i>Space is limited; preference given to GCSD Community</i> [link/url to free registration site, eg EventBrite]
Deer Creek Hike (description/leader)			
Explore the El Granada Medians (description/leader)			
Trail bike ride (description/leader)			
Miramar Bird/Whale Photography (description/leader)			
Median Edible and Medicinal Plants (description/leader)			
Burnham Strip Cleanup (description/leader)			
Median Cleanup (description/leader)			
Quarry Park Nature Hike (description/leader)			

Map of Granada Community Services District, including numbered El Granada Medians (final graphic to follow)



## **Granada Community Services District**

District news other than Parks and Recreation?

Possibly repeat Pet Waste Locations information from Spring 2010 Newsletter

Possibly Special Item Recycling Dates/Other Recology Info

Back of Mailer – General GCSD Info (include website url)

**Front of Mailer**

Recipient Address

**ITEM #3**



## DRAFT – Granada Parks & Recreation Web Page Static Content

Granada Community Services District (GCSD), previously the Granada Sanitary District, gained park and recreational jurisdiction in the unincorporated areas of El Granada, Miramar and Princeton (i.e. the “GCSD Community”) by reorganization effective October 1, 2014. This reorganization allows the district to provide park and recreation services in addition to the sewer and garbage services it currently provides to ratepayers. Approximately 60% of the voters cast their vote in favor of the proposal. The parks and recreation function is funded by utilizing a portion of GCSD’s share of property tax revenues. GCSD’s goal is to provide parks and recreation services to Miramar, El Granada and Princeton, with a commitment to leveraging robust community outreach to develop and implement projects benefitting GCSD residents.

There has been a well-documented and demonstrated need for additional community parks and recreation opportunities in the unincorporated Midcoast. The San Mateo County (SMC) Board of Supervisors completed the Midcoast Recreational Needs Assessment in 2002, which spoke to the lack of such facilities and opportunities. This study was followed by a Summary of Midcoast Recreational Needs Reports (based on input from several stakeholder groups as well as community meetings) issued in January 2007. Following the reorganization of GCSD, a Granada Parks Advisory Committee (GPAC) was established to provide the GCSD Board guidance on future park improvements. The GPAC was established to ensure community involvement in all phases of park planning, design and development, and serves to make recommendations to the GCSD Board of Directors. It is advisory only and does not have decision-making authority. Seven voting members are appointed by the Board to serve two-year terms. Members receive no compensation – they are neighbors volunteering to support and benefit our neighborhood community. [\[Link to GPAC General Rules of Procedure?\]](#)–The GPAC meets at least once each quarter.

GCSD owns undeveloped “Burnham Strip” property along Obispo Street [between Deer Creek and Avenue Alhambra \[check\]](#) in El Granada, and a small parcel on Capistrano Road in Princeton. [Another potential park area are the medians in El Granada, which are owned by San Mateo County.](#) In February 2018, GCSD completed a Permit Agreement with SMC which allows the District to make certain improvements to the El Granada Medians. [\[link to Medians permit?\]](#)–With advice from the GPAC and approval of the Board, GCSD may effect landscaping, seating, tree management and active and passive recreational improvements on these properties, following an open and transparent community outreach process.

In 2015, GCSD ~~initiated this effort by~~ completing a “Community Interest and Opinion Survey for Local Parks and Recreation Facility Priorities.” [This survey was mailed to residences in the district and made available online. A total of 609 responses were received.](#) Key findings include:

- 73% of the GCSD Community said *Yes* or *Maybe* that local parks need improvement
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2018 – 2019 GPAC Members	2018 – 2019 <b>Recommended Parks &amp; Recreation Priorities Approved by GPAC 4/10/18* (tbc)</b>
Patrick Tierney – Chair Nancy Marsh – Vice-Chair Susannah Cantrell Paul Koelsch Owen Moore Fran Pollard Dale Ross	<ul style="list-style-type: none"> <li>• Improve Communication: Newsletter and <a href="http://granada.ca.gov">granada.ca.gov</a> website</li> <li>• Commitment to community engagement in plan development</li> <li>• <a href="#">Small Neighborhood Activity Parks Proposal for Medians 7, 8 and 11</a> <ul style="list-style-type: none"> <li>o <a href="#">[link to numbered Medians Map]</a></li> </ul> </li> <li>• “Connection to Recreation” – Free Summer Activities sponsored by GCSD                             <ul style="list-style-type: none"> <li>o <a href="#">[link to Recreation web page, including registration links]</a></li> </ul> </li> <li>• Burnham Strip Concept Review</li> <li>• Continue to Explore Bicycle Pump Track Locations                             <ul style="list-style-type: none"> <li>a. <a href="#">[link to Bicycle Pump Track Locations]</a> Liaising with Quarry Park Master Plan, CUSD</li> </ul> </li> <li>• <a href="#">Identify potential community center locations</a></li> <li>• Median Trails Master Plan proposal</li> <li>• Proposal for Tree Management in Improved Areas                             <ul style="list-style-type: none"> <li>o Note: SMC is responsible for hazardous trees and tree removal</li> </ul> </li> <li>• Liaise with SMC Parks/Quarry Park Plan, HMB Parks &amp; Recreation, CUSD to coordinate planning</li> </ul>

- [The Parks and Recreation Priorities are those of the GPAC, and not necessarily those of the GCSD Board](#)

## DRAFT – Granada Parks & Recreation Web Page Static Content

Granada Community Services District (GCSD), previously the Granada Sanitary District, gained park and recreational jurisdiction in the unincorporated areas of El Granada, Miramar and Princeton (i.e. the “GCSD Community”) by reorganization effective October 1, 2014. This reorganization allows the district to provide park and recreation services in addition to the sewer and garbage services it currently provides to ratepayers. Approximately 60% of the voters cast their vote in favor of the proposal. The parks and recreation function is funded by utilizing a portion of GCSD’s share of property tax revenues. GCSD’s goal is to provide parks and recreation services to Miramar, El Granada and Princeton, with a commitment to leveraging robust community outreach to develop and implement projects benefitting GCSD residents.

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2018 – 2019 GPAC Members	2018 – 2019 Recommended Parks & Recreation Priorities Approved by GPAC 4/10/18* (tbc)
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# ITEM #4



GRANADA COMMUNITY SERVICES DISTRICT  
PARK ADVISORY COMMITTEE

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NOTICE

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There are no documents provided for this Item.



**ITEM #5**



## PAC Median Plan Subteam Project Review and Proposal

Situation:

Summary of Key Findings from 2015 GCSO Local Parks & Recreation Resident Survey:

- 76% of the entire GCSO Community<sup>1</sup> and 81% of respondents from El Granada indicated *Yes* or *maybe*, the median strips in El Granada should be improved
- 61% of the GCSO Community indicated a moderate to substantial need for Small Neighborhood Parks, including 78% of households with children
- More than 1000 children under the age of 16 live in El Granada

The only playgrounds, besides the beaches, in the entire GCSO Community<sup>1</sup> are at Quarry Park, El Granada Elementary School, and Clipper Ridge. Much of El Granada has no playground within a child's walking distance. In late 2015, the Parks Advisory Committee (PAC) identified medians 8 and 11 as potential sites for small neighborhood active playgrounds, and in 2016 the PAC and GCSO Board agreed to seek proposals for improving all of the El Granada medians including these two small playgrounds.

An RFP for "El Granada Median Projects" was put out to bid in partnership with San Mateo County (SMC) Parks in early 2016, then put on hold while rights to improve the El Granada medians were negotiated with SMC. SMC and GCSO have now agreed on a Use Permit for the El Granada Medians which stipulates approved uses and accountability/liability for improvements made by GCSO as well as specific accountabilities for tree maintenance (i.e., to GCSO in areas where GCSO has made improvements) and for dangerous trees (SMC in all instances).

PAC has agreed to place before the GCSO Board a re-write of the 2016 "El Granada Median Projects" RFP for landscape architecture. The re-write is intended to 1) accelerate the Neighborhood Parks planning work, now potentially on medians 7 as well as 8 and median 11 while 2) initiating trail and landscape design for all 22 medians, splitting the original RFP into two requests with different time frames. For both RFPs, language regarding SMC Parks' involvement should be removed and the language regarding tree evaluation and management should be updated to align to the use permit for the medians approved by SMC in February 2018.

Comments and comparisons of the original 2016 RFP relative to the proposed 2018 RFPs:

- The 2016 RFP asked for only a trail network for all medians other than 8, 11 and 21. Although play activities were specified for medians 8, 11 and 21, the 2016 RFP did allow for unspecified passive and active "opportunities" (options, it appears) to be proposed, selectively, on medians other than 8, 11 and 21 in addition to trails. The main emphasis however, based on early resident feedback, is on "natural" trails and benches rather than active recreation options.

<sup>1</sup>The entire GCSO Community includes El Granada, Clipper Ridge, East and West Miramar and Princeton

- The 2016 RFP's request for cost estimates for the trail plan presumably would have included costs for trails alone, followed by separate costs for recreational options – essentially a menu of options/costs.
- The 2016 RFP's requests for neighborhood parks for medians 8 and 11, along with cost estimates was, more clearly, a complete design plan request.
- The 2016 RFP's request for a pump track design for median 21 is no longer required, because other alternatives not involving the El Granada medians (e.g. CUSD property, Quarry Park) are being pursued instead. Pursuit of a pump track location is now a separate PAC effort from the two new 2018 RFPs regarding only the medians.
- There was no request for plan implementation activities in the 2016 RFP. It assumed the implementation of final plans would likely be contracted separately from the landscape architect's plan development, either directly by the district or in partnership with SMC Parks after the landscape architect's plan was approved.
- The whole 2016 RFP called for completion of "works" "within 12 months or less" which, in hindsight, was rather ambiguous given the number of tasks of varying levels of complexity. This could have potentially resulted in a 12-month time lapse before any deliverables saw the light of day.
- The 2016 RFP was submitted to three landscape architects from which PAC's review of the three proposals led to selection of the Gates + Associates' proposal for recommendation to the GCSD Board. However, the process was suspended when GCSD entered negotiations with SMC regarding median use. In the current 2018 RFP process, PAC supports follow-up with Gates regarding its 2016 bid, and allowing them to bid on the new 2018 RFPs.

Among the various GCSD documents from the late 2015 – early 2016 period, PAC finds that two certified arborists gave GCSD mixed opinions on the health and hazard risk of existing trees on medians 8 and 11. PAC recommends that GCSD should request a tree management plan covering all medians as part of the proposed 2018 RFPs, taking into account the responsibilities defined in the Median Use Permit.

### Target<sup>2</sup>

- Completion of a Small Neighborhood Active Parks (SNAP) Project Plan, inclusive of adjacent-resident and broader community outreach, within an accelerated delivery timeline within 60 days of granting the contract. This Project Plan is for small active playgrounds on medians 7 and 8 and a small neighborhood playground and/or park on median 11. This time frame supports a goal of completion of small neighborhood active playground(s) on these medians (where supported by the outreaches noted above) within four months of granting the RFP, subject to GCSD Board approval, applicable permit acquisition and build-out contract timelines.
- Completion of a Median Trails Master Plan for all medians (1-22), including trail, landscape and seating designs and recreational options where desirable and suitable (expected to be a very limited subset of medians). The planning process must include adjacent-resident and broader community outreach, and is to be completed within 180 days of granting the contract, with an overall goal of having a complete Project Plan by the end of 2018. If the

<sup>2</sup>Subject to review and approval by the GCSD Board



contract is granted to the same vendor as the SNAP Project Plan, this work must run concurrently. The Median Trails Master Plan should include a discrete plan for each median, to enable selective improvement of each median based on priorities and time frames to be determined in the future and subject to GCSD Board approval, applicable permit acquisition and build-out contract timelines.

- Completion of a certified arborist hazard assessment of all trees on all medians and an overall tree management policy, including creation of a tree database, selection of future trees, tree spacing standards, assessment of existing tree maintenance for each median, defined conditions for engaging the County regarding potentially dangerous tree removal and contracting strategy for financially efficient long-term operation of the medians' overall forest. Overall policy development and hazard assessment of trees on medians 7, 8 and 11 must be integral to the development of the SNAP Project Plan. Hazard assessment of and data collection for trees on all other medians should be integral to the development of the Median Trails Master Plan.

### Proposal<sup>2</sup>

1. Draft an RFP for Small Neighborhood Active Parks (SNAP) Project Plan to include medians 7, 8 and 11, to be reviewed/agreed by PAC at its April 10 meeting and submitted for GCSD Board review at its April 19, 2018 meeting. Provide current draft concepts, from PAC, for median 8 to facilitate fast completion. RFP should require completion of a Project Plan for medians 7, 8 and 11 within 60 days of contract approval. The Project Plan must include discrete cost estimates for a) median 7 and 8 SNAP and b) median 11 SNAP, to support selective implementation.
  - Include Median Tree Policy development within the SNAP RFP, allowing this work to be split out or subcontracted if the capabilities of the desired landscape architecture firm is not suitable for this type of work or if additional resources are necessary. In any case, the overall Tree Management Policy development and the hazard assessment of trees in medians 7, 8 and 11 must be completed and incorporated within the 60 day time frame for these medians.
2. Draft an RFP for Median Trails Master Plan to be reviewed/agreed by PAC on April 10 and submitted for GCSD Board review at its April 19 meeting as a first preference or May 17 if additional preparatory time necessary. RFP should require completion of all work (including tree assessment as noted above) within 180 days of contract approval. The Plan must include a cost estimate for a trail, landscape and seating design for *each* median, with separate cost estimates for any suitable recreation options for specific medians (expected to be few). The tree assessment should recommend areas in all medians where hazard tree maintenance is strongly advised.
3. Advocate for submitting these RFPs to Gates + Associates as well as up to two local landscape architecture firms. Consider granting the RFPs to different firms if this will facilitate concurrent development of the SNAP Project Plan, the Median Trail Master Plan and the GCSD Board's existing plan-in-process for the Burnham Strip.
4. If necessary due to agenda time limitations, request scheduling of a special joint meeting of a GCSD Board subcommittee and PAC to review the draft RFPs.

<sup>2</sup>Subject to review and approval by the GCSD Board

## El Granada Medians Small Playgrounds Pilot Projects Request for Proposals

### Background

El Granada's unique concentric-circle street layout was designed by the influential architect and city planner Daniel Burnham. Burnham took a leading role in the creation of master plans for the development of a number of cities, including Chicago, Manila and downtown Washington, D.C. Burnham's plan for El Granada was commissioned by the Ocean Shore Railroad which developed El Granada as a seaside resort for visitors from San Francisco after the 1906 earthquake. The street layout includes several broad avenues featuring wide medians, originally intended as a trail system throughout the "resort" (see attached Medians Map).

Granada Community Services District (GCSD), previously the Granada Sanitary District, gained park and recreational jurisdiction in the unincorporated areas of El Granada, Miramar and Princeton (see district boundaries map) by voter approval effective October 1, 2014. This reorganization allows the district to provide park and recreation services in addition to the sewer and garbage services it currently provides to ratepayers. Approximately 60% of the voters cast their vote in favor of the proposal. The parks and recreation function is funded by utilizing a portion of GCSD's share of property tax revenues.

There has been a well-documented and demonstrated need for additional community parks and recreation opportunities in the unincorporated Midcoast. The San Mateo County (SMC) Board of Supervisors completed the Midcoast Recreational Needs Assessment in 2002, which spoke to the lack of such facilities and opportunities. This study was followed by a Summary of Midcoast Recreational Needs Reports (based on input from several stakeholder groups as well as community meetings) issued in January 2007. Following the reorganization of GCSD, a Park Advisory Committee (PAC) was established to provide the GCSD Board guidance on future park improvements. GCSD's goal is to provide parks and recreation services to Miramar, El Granada and Princeton, with a commitment to leveraging robust community outreach to develop and implement projects benefitting GCSD residents.

In 2015, GCSD completing a "Community Interest and Opinion Survey for Local Parks and Recreation Facility Priorities." Summary of Key Findings relevant to this RFP:

- 76% of the entire GCSD Community<sup>1</sup> and 81% of respondents from El Granada indicated *Yes* or *Maybe*, the median strips in El Granada should be improved
- 61% of the GCSD Community indicated a moderate to substantial need for Small Neighborhood Parks, including 78% of households with children
- More than 1000 children under the age of 16 live in El Granada

The only playgrounds/parks (besides the beaches) in the entire GCSD Community are at Quarry County Park, El Granada Elementary School, and Clipper Ridge. Much of El Granada has no playground within a child's walking distance. In late 2015, the Parks Advisory Committee (PAC) identified medians 8 and 11 as potential sites, as pilot projects, for small neighborhood

<sup>1</sup> The entire GCSD Community includes Clipper Ridge, El Granada, East and West Miramar and Princeton

playgrounds, and in 2016 the PAC and GCSD Board agreed to seek proposals for improving all of the El Granada medians including these two small playgrounds. But the medians in El Granada are owned by SMC.

In early 2016, a Request for Proposal (RFP) for “El Granada Median Projects” was put out to bid in partnership with San Mateo County (SMC) Parks Department. The RFP was put on hold while rights to improve the El Granada medians were negotiated with SMC. SMC and GCSD have now agreed on a Use Permit for the El Granada Medians (attached) which stipulates approved uses and accountability/liability for maintaining recreational improvements made by GCSD. The agreement also specifies GCSD is responsible for tree maintenance in areas where GCSD has made improvements) but SMC retains responsibility for hazardous trees removal on other medians which have no GCSD improvements. The Parks and Recreation consulting contract between GCSD and SMC Parks ended in June, 2017. At their 4/11/18 meeting, the PAC recommended to the GCSD Board that they revise the original RFP and now develop Small Neighborhood Activity Playground (SNAP) Project Plans for Medians 7, 8 and 11. The PAC’s recommendation was approved by the GCSD Board at the \_\_\_\_\_ meeting. [tbc]. A separate RFP was created for a master trail plan for all medians (not included in this RFP)

### **Scope of Work**

The GCSD is seeking a Landscape Architecture firm (Consultant) to assist with site, facility and landscape design at medians 7, 8 and 11. We need the help of a professional design firm to provide site plan alternatives for Small Neighborhood Active Parks (SNAPs), including robust adjacent-resident and broader community outreach, as well as tree management planning. Some of these medians have a tire swing, old picnic tables and unimproved paths through them which are used by neighbors for walks and dog walking. The PAC has developed basic playground concepts at medians 7 and 8, which will be provided to the Consultant. Initial public input on the median 7 and 8 concepts showed support for playgrounds at these sites, as well as concerns about the small area, child safety and impacts on neighborhood noise, traffic and parking.

Median 11 is a smaller area with more traffic and is often considered a “gateway” to El Granada. As a result of its location this median has the possibility to enhance the gateway and visibility in the center of the community, and possibly to provide active or passive recreation benefits for many multi-unit residences in the immediate vicinity. No concepts have been prepared for median 11.

The PAC anticipates only small to moderate scale improvements for medians 7, 8, and 11. The Consultant would be primarily responsible for planning and conducting community outreach to scope the project and identify preferred alternatives, with assistance from the PAC. The Consultant must produce all presentation and outreach materials, which may include posters, power-point slides, email blasts, etc. The final Project Plan alternatives and costs must be presented to the GCSD Board and PAC within 60 days of granting the contract.

### **Tasks**

The contractor will provide:

- 1) Detailed plan alternatives for playground, landscape, facilities, seating and safety improvements for SNAPs on medians 7 and 8. Alternatives could include playgrounds at 7 and 8 or at just one of these sites.
- 2) Detailed plan alternatives for playground landscape, facilities, seating and safety improvements for a SNAP on median 11. An alternative could include only trail and landscape improvements and no playground if there is not suitable space for developed facilities.
- 3) Discrete cost estimates for SNAP alternatives at: a) medians 7 and 8; and b) median 11.
- 4) Certified arborist report for medians 7, 8 and 11 that evaluate the health of the trees, any hazard abatement need for public safety including tree removal and limb removal and recommended ongoing tree maintenance practices. The tree assessment should recommend areas in medians 7, 8 and 11 where hazard tree removal is strongly advised.
- 5) A proposal for an El Granada Median Tree Management Policy for medians 7, 8 and 11, including creation of a tree database, recommended selection of future native drought tolerant trees, tree spacing standards, defined conditions for engaging SMC regarding potentially dangerous tree removal and a contracting strategy for financially efficient long-term operation of the medians' overall forest. This includes cost estimates.
  - a. Tree assessment and policy development work may be subcontracted if the capabilities of the desired landscape architecture firm are not suitable for this type of work or if additional resources are necessary to complete the Project Plan within the desired time frame.
- 6) A plan and timeframe to secure any needed Coastal Development Permits and Grading, Tree Removal and Tree Maintenance Permits from SMC Planning Department. The Consultant would eventually be responsible for preparing whatever materials are required for application for permits and completion of CEQA review for the above-mentioned projects.
- 7) Final presentation of SNAP Project Plan alternatives, arborist report, tree management proposal and plan to secure needed permits.

### **Duration**

Work is to be completed within **60 days** of awarding a contract.

Attachments:

- El Granada Medians Map
- SMC Medians Use Permit
- Medians 7 and 8 Concepts with Nearby Community Outreach Information

## 2 Concepts for youth play for a small neighborhood park at Balboa-Columbus Circle (Median #8)

### Introduction

This is a presentation of the Granada Parks Advisory Committee (abbr. "PAC"). Seven PAC members are appointed by and serve the Board of Directors of the Granada Community Services District (GCSD) in an advisory capacity for the parks and recreation needs of the District's residents.

In March of 2016, PAC and GCSD had identified 12 parks & rec priority projects in the community. Among those proposed projects was a small local neighborhood park at Balboa-Columbus Circle (Median # 8). That location was seen as filling a local need, which the more distant Clipper Ridge and Quarry Parks do not. Balboa-Columbus Circle appeared large enough (nearly 27,000 sq. ft.) to easily serve very young (3 to 7 yrs) kids' play needs - and, in a separate area, serve older (8 - 13 yrs) youth.

PAC and GCSD began investigations and outreach to residents in that neighborhood. A number of recreation/play Concepts were suggested from all sources - - culminating in a presentation at a standing-room only, 7/19/2016, PAC Meeting. There were good and bad outcomes of that Meeting. The good outcome was that much feedback came from the residents who attended. The bad outcome was that the presentation included 12 different individual play Concepts - too many Concepts for the crowd to digest. Consequently, many in the Meeting (mis)interpreted the presentation as a plan to actually place all 12 active-play Concepts onto Balboa-Columbus Circle.

Therefore, this new presentation has drastically reduced Median # 8 Concepts to only two: 1) a small Nature Play Area for children 3-7 years of age, and 2) a small Multi-Sport 1/2 Court for older children 8-13 years of age (this small Sport Court would enable basketball, pickleball and badminton - on a single 1/2 court, of course not concurrently).

The Nature Play area (Concept 1) would occupy less than 2% of the Circle's entire square footage. The Multi-Sport 1/2 Court (Concept 2), located in a different area of the Circle, would occupy less than 6% of the entire square footage. Both Concepts are in flat grassy settings and set apart from Eucalyptus trees. Both Concepts are relatively inexpensive to install, which is appropriate to GCSD's modest annual budget for parks and recreation projects.

Keep in mind that neither Concept 1 nor Concept 2, as illustrated here is yet a plan, or yet community-approved, county-approved, environmentally-approved, etc. However, these 2 Concepts are expected to accompany requests for proposals (RFPs) to consultants who will reach out to residents for community input. These 2 Concepts possibly may also be shared with other consultants who may assist our Community Services District through approval cycles ahead.

*Prepared by Dale Ross, member - Granada Parks Advisory Committee (PAC), for PAC Meeting, 7:00 PM Tuesday April 10, GCSD office at 504 Alhambra, EG*

**Concept 1: young children find adventure, even in a small nature play area;  
outdoor adventure from trees, stones, and wood poles**



tree-trunk(s) & stump(s) play



large smooth stone(s), for climbing, sitting or conversing



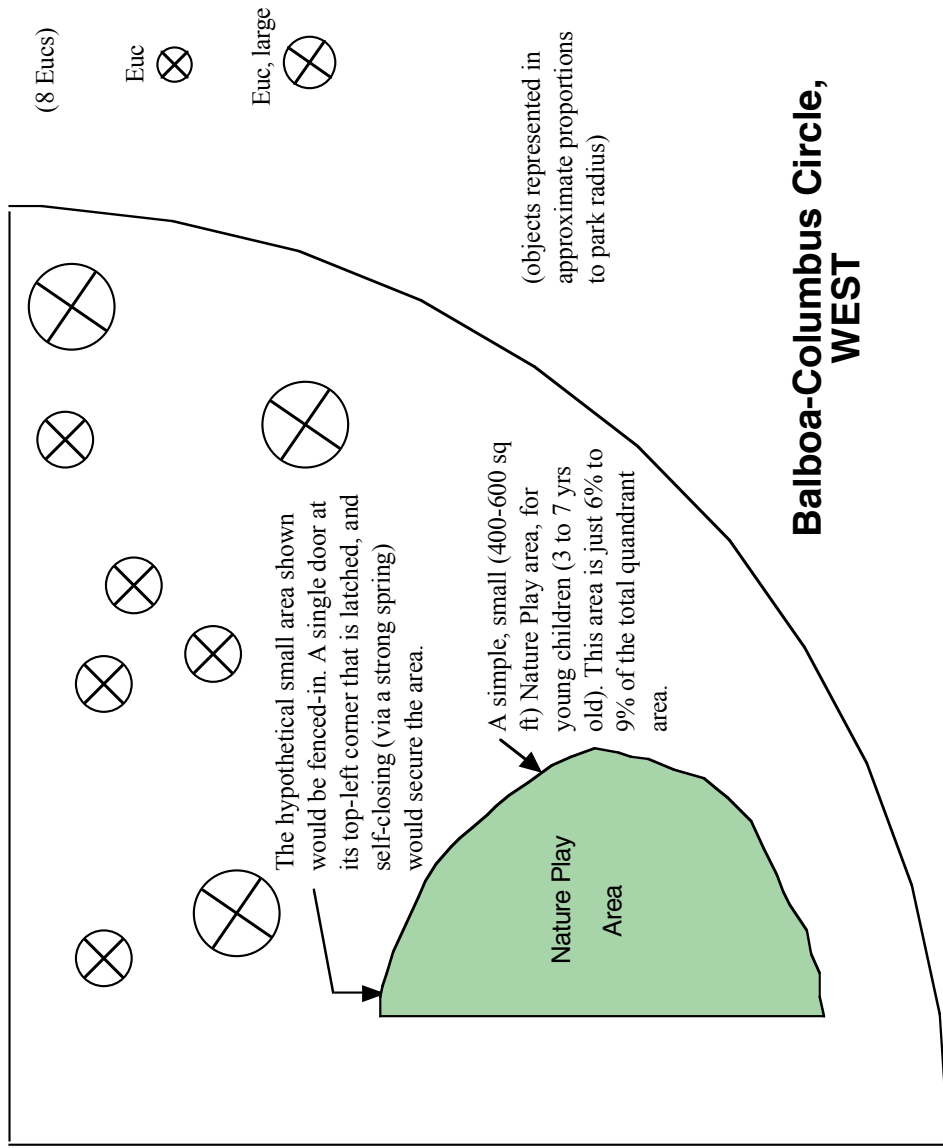
balance beam, of wood pole sections



climbing tree-trunk or pole steps

Just a few of the many simple, locally available, components for creating a small Nature Play area:

radius = approx 92.5 ft; quadrant area = 6,720 sq ft.



### Balboa-Columbus Circle, WEST

## Concept 2: Youths ( 8 to 13 yrs) share a small, Multi-Sport 1/2 Court in their local neighborhood.



NOTE: To reflect our community's preference for natural colors, the court surface, stripes, goal system and perimeter fencing would all be done in green and earth tones. Wood construction is preferred, where feasible.

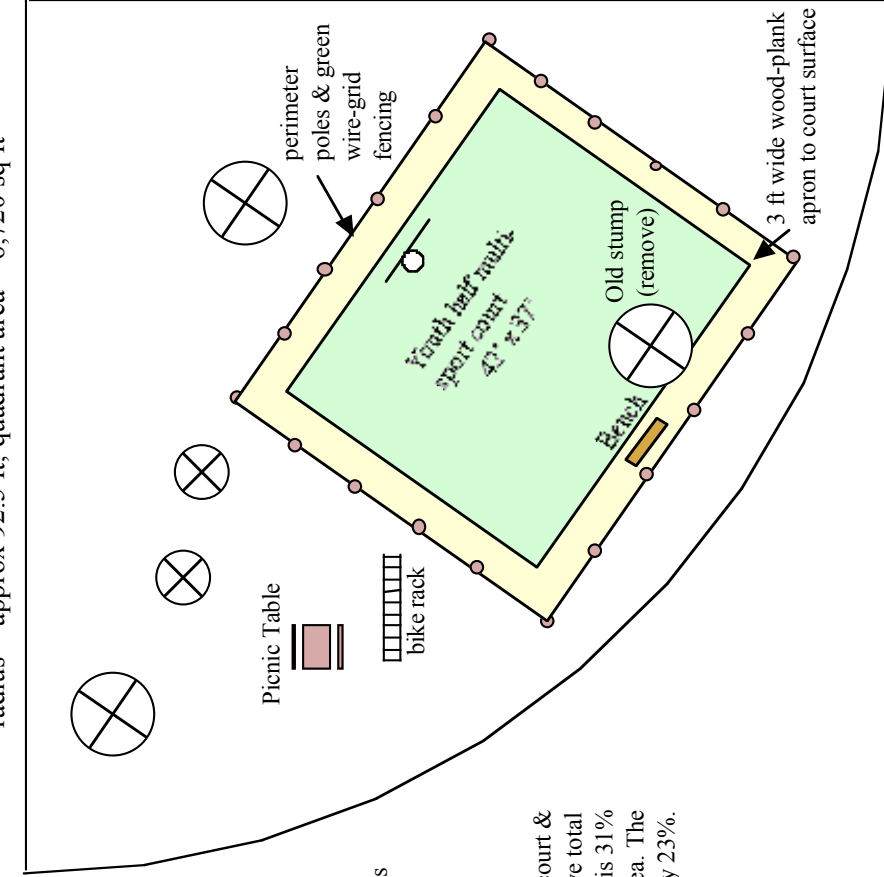
The two 1/2 court basketball installations shown above are marketed to both: 1) upscale residential backyards, and 2) small local parks. Note, in each photo, that there is a court-net which can be stretched between the basketball standard and a pole on the other side of the court. This enables other low ball-velocity sports such as pickleball and badminton. Therefore, the court enables multiple sports for the neighborhood. These courts are not paved. Rather, a high-tech tile floor is suspended over a concrete slab. The tiles are of durable polypropylene and yield a "wood-floor bounce". They also have built-in shock-absorption technology to protect against head-injury, in falls.



The 3 photos, above, give examples of basic types of bike rack, player resting bench, and picnic table. They can accompany the Court facility.



radius = approx 92.5 ft; quadrant area = 6,720 sq ft



(4 Eucs)

Euc

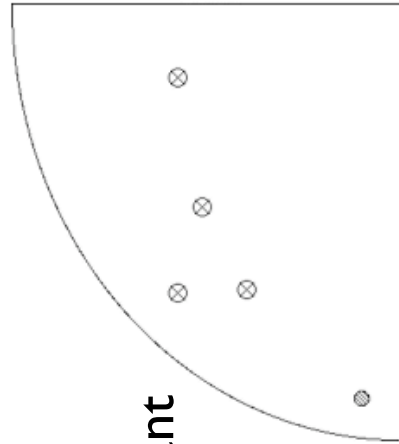
Euc, large

(objects represented in approximate proportions to park radius)

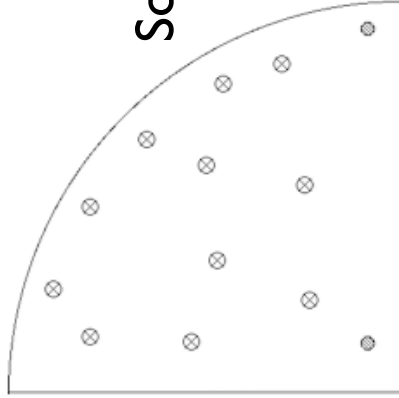
NOTE: The multi-sport court & its wood-plank apron have total area of 2,064 sq ft. This is 31% of the quadrant's total area. The court surface itself is only 23%.

## Balboa-Columbus, NORTH

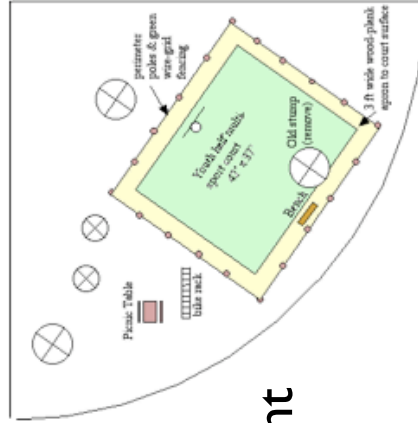
# Aerial view, Median #8, IF both Concepts were installed



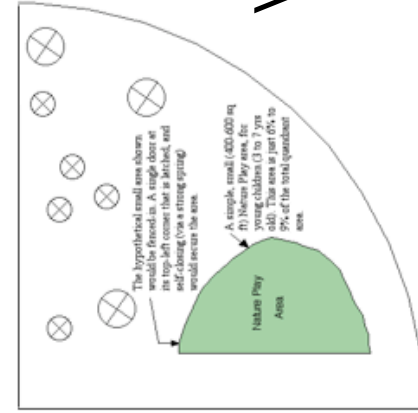
East quadrant



South quadrant



North quadrant



West quadrant

## INDICATIONS OF SUPPORT FOR THE CONCEPTS

### General Community Support:

- 76% of 2015 GCSD Resident Survey respondents (across Princeton, Clipper Ridge, El Granada, and Miramar) indicated, Yes, median strips in El Granada should be improved; 81% of respondents from El Granada (alone) said Yes.
- 61% of Survey respondents indicated a moderate to substantial need for Small Neighborhood Parks; 78% of households with kids.

### Balboa-Columbus Circle (median #8) - Specific residents' support:

- 11-30-2015 PAC Meeting Minutes: "*Resident Andrew Dorn asked the Committee to consider play activities and a green sport court in median #8, and feels the improvements will greatly benefit children in the 8 - 13 year age group.*" (Note: Andrew & Kerri Dorn and their two children reside directly adjacent to median #8.) The Minutes go on to say that PAC "... was in agreement to have median #8 be an active park for limited sports."
- 1-26-2016 PAC Meeting, Public Comments, the Minutes state: "*Danny Demar (sic) of El Granada wants an active park on the north end of El Granada. He said there is no recreation space in that part of the Community. He thought that median #8 would be perfect place.*" (Note: Daniel & Marina Dimas and their children live on Vallejo Street, 3 or 4 blocks from median #8.)
- 3-14-2016 PAC Meeting: PAC discusses GCSD Board's approval for FY 16-17 parks projects and their priorities. PAC members are assigned liaison duty with County Parks regarding the priority projects. Dale Ross is assigned to median #8 active play project. (Note: Andrew Dorn, resides adjacent to median #8 (see 11-30-2015 Meeting, above) was present, but did not speak that evening.)
- Several PAC 2016-18 PAC Meetings: Chris Johnson (MCC member) attended and spoken at several PAC Meetings in this period of time. He gave passionate support for active play, including at median #8. (Note: Chris Johnson & family reside on Vallejo Street, 3 or 4 blocks from median #8.)
- 4-2-2016 More residents' support uncovered. On that date, Dale Ross called Andrew Dorn, for the purpose of reality-testing Ross's research on cost factors for installing a sport court. Near the end of our conversation, Andrew mentioned another supporting family - Steve & Dorothy Wylie and three children who reside straight across Median #8 from the Dorns. They also support active play, including a sport court, at median #8.



## El Granada Median Trails Master Plan Project Request for Proposals – Playground Architecture & Tree Management

### Background

El Granada's unusual concentric-circle street layout was designed by the influential architect and city planner Daniel Burnham. Burnham took a leading role in the creation of master plans for the development of a number of cities, including Chicago, Manila and downtown Washington, D.C. He also designed several famous buildings, including the Flatiron building in New York City, Union Station in Washington, D.C., the Continental Trust Company Building tower skyscraper in Baltimore, and a number of notable skyscrapers in Chicago. Burnham's plan for El Granada was commissioned by the Ocean Shore Railroad which developed El Granada as a seaside resort for visitors from San Francisco after the 1906 earthquake. The street layout includes several broad avenues featuring wide medians, originally intended as a trail system throughout the resort (see attached Medians Map).

Granada Community Services District (GCSD), previously the Granada Sanitary District, gained park and recreational jurisdiction in the unincorporated areas of El Granada, Miramar and Princeton by reorganization effective October 1, 2014. This reorganization allows the district to provide park and recreation services in addition to the sewer and garbage services it currently provides to ratepayers. Approximately 60% of the voters cast their vote in favor of the proposal. The parks and recreation function is funded by utilizing a portion of GCSD's share of property tax revenues.

There has been a well-documented and demonstrated need for additional community parks and recreation opportunities in the unincorporated Midcoast. The San Mateo County (SMC) Board of Supervisors completed the Midcoast Recreational Needs Assessment in 2002, which spoke to the lack of such facilities and opportunities. This study was followed by a Summary of Midcoast Recreational Needs Reports (based on input from several stakeholder groups as well as community meetings) issued in January 2007. Following the reorganization of GCSD, a Park Advisory Committee (PAC) was established to provide the GCSD Board guidance on future park improvements. GCSD's goal is to provide parks and recreation services to Miramar, El Granada and Princeton, with a commitment to leveraging robust community outreach to develop and implement projects benefitting GCSD residents.

In 2015, GCSD initiated this effort by completing a "Community Interest and Opinion Survey for Local Parks and Recreation Facility Priorities." Summary of Key Findings relevant to this RFP:

- 76% of the entire GCSD Community<sup>1</sup> and 81% of respondents from El Granada indicated *Yes or Maybe*, the median strips in El Granada should be improved
- Unpaved Paths/Trails are preferred over Paved Paths/Trails
- Additional community outreach suggested that residents value the rural and natural look and feel of the medians, and strongly prefer natural soil, crushed granite or wood chip trail surfaces to paved surfaces.

<sup>1</sup> Entire GCSD Community includes Clipper Ridge, El Granada, East and West Miramar and Princeton

In early 2016, a Request for Proposal (RFP) for “El Granada Median Projects” was put out to bid in partnership with San Mateo County (SMC) Parks, then put on hold while rights to improve the El Granada medians were negotiated with SMC. SMC and GCSD have now agreed on a Use Permit for the El Granada Medians (attached) which stipulates approved uses and accountability/liability for improvements made by GCSD as well as specific accountabilities for tree maintenance (i.e., to GCSD in areas where GCSD has made improvements) and for dangerous trees (SMC in all instances). The Parks and Recreation contract between GCSD and SMC Parks ended in June, 2017. [check this detail] At their \_\_\_\_\_ meeting, the PAC has recommended to the GCSD Board that they now develop a Median Trails Master Plan for all 22 Medians. The PAC’s recommendation was approved by the GCSD Board at the \_\_\_\_\_ meeting. [tbc]

### Scope of Work

The GCSD is seeking a Landscape Architecture firm (Consultant) to assist with median improvement designs for 22 medians (see attached Medians Map). We need the help of a professional design firm to provide a conceptual site plan for each median, including trails, landscaping and seating and to propose, where suitable to the space and supported by community outreach, a small number of recreational options for specific medians. The planning process must include robust adjacent-resident and broader community outreach as well as tree management planning, with a delivery timeline within 180 days of granting the contract. The PAC anticipates and will assist the Consultant with community workshops to scope the project and identify preferred amenities. The Consultant must produce all presentation materials, which may include posters, power-point slides, etc. The final Project Plan must be presented to the GCSD Board and PAC. [and MCC? SMC Parks?]

### Tasks

This Median Trails Master Plan must include:

1. A discrete plan for each of the medians (1-22), including trail, landscape and seating designs, to enable selective improvement of each median based on priorities and time frames to be determined in the future and subject to GCSD Board approval, applicable permit acquisition and build-out contract timelines.
2. Robust adjacent-resident outreach for each median as well as broader community outreach for the overall plan.
3. Evaluate picnic table and bench location opportunities. Note: Barbecue grills are not allowed, per the Median Use Permit from SMC.
4. Identify trail access improvements including possibility of single track and multi-use trails on the medians as well as ADA access.
5. Identify pedestrian and bicycle crosswalk improvements needed for safety and visibility by drivers.
6. Develop a system of recommended signs for wayfaring and recommendations for interpretive themes for future signage to be developed.
7. Identify how the medians can play a role in addressing street drainage for low maintenance landscaping for storm water benefits on the medians.

8. Discrete cost estimates for trail, landscape and seating improvements for each of the 22 medians, to support selective implementation.
9. Evaluate the potential and estimate costs for passive and active recreational options on a select few medians, where suitable and well-supported by community outreach, with particularly emphasis on the views of adjacent neighbors. Refer to SMC El Granada Medians Use Permit for permissible activities.
10. A certified arborist report for each of the medians, except those noted below, to evaluate health of the trees, any hazard abatement need for public safety including tree removal and limb removal and recommended ongoing tree maintenance practices. The tree assessment should recommend areas in all medians where hazard tree maintenance is strongly advised.
  - a. A separate RFP for small neighborhood activity parks on medians 7, 8 and 11 will include tree evaluation for those three medians
11. Data collection for the El Granada Median Tree Management Policy, including creation of a tree database, recommended selection of future native drought tolerant trees, for each median.
  - a. Tree assessment and policy development work may be subcontracted if the capabilities of the desired landscape architecture firm are not suitable for this type of work or if additional resources are necessary to complete the Project Plan within the desired time frame.
  - b. The El Granada Median Tree Management Policy framework will be developed as part of the separate RFP for small neighborhood activity parks on medians 7, 8 and 11.
12. Assistance in securing Coastal Development Permits and Grading and Tree **Maintenance** Permits from SMC Planning Department: The Consultant will be responsible for preparing whatever materials are required for application for permits and completion of CEQA review for the above mentioned projects. *[Note: the 2016 RFP specified “. . . Tree Removal Permits” – under the Median Use Permit SMC is responsible for any hazardous tree removal, so are any sort of tree permits still relevant?]*
13. Final presentation materials for the Median Trail Master Plan.

### **Duration**

Work is to be completed within **180 days** of awarding a contract.

### Attachments:

- El Granada Medians Map
- SMC Medians Use Permit
- El Granada Median Tree Management Policy (when available, no more than 60 days from contract initiation)





**ITEM #6**



The Proposal for a Bicycle Pump Track  
on the North El Granada CUSD Parcel

One of the most popular recreational ideas with the support of many local volunteers is a bicycle pump track. This is a flowing course of bumps, berms and jumps made of dirt. The idea is to generate momentum by pushing with your arms and legs with little peddling. This is a technique of BMX that has evolved into a sport of its own. Pump tracks have become popular in parks not only because they're fun but also on par safety wise with sports such as basketball, soccer, and skateboarding. They don't have gap jumps or downhill runs that could create a "runaway" situation. Children from the ages of 3 to 65 can have fun on a pump track while getting a good workout.

There's been a movement for this project for quite a few years and the need is growing. Children and teens will greatly benefit from the experience of building, maintaining, and riding the pump track in a community based project. We have a large volunteer group ready to build and maintain a track. Local businesses have expressed interest in donating material and equipment. The GCSD can provide funding and liability coverage. This track would serve to primarily benefit the students of CUSD.

The GCSD, would like to lease a portion of the EG parcel to build the pump track. This could even be for a short term basis. Since the only construction material is dirt, the removal of this track would be straight forward when necessary.

The details of our proposal are as follows:

**Area size:** Approximately 1 acre, including access and parking

**Lease term:** Up to 5 years or until it is needed by the School District. We hope to start construction asap, so that it might be available for the children during summer vacation.

**Construction and maintenance:** An effort of volunteers, donations and funds from the GCSD. We have many resources of track design and building expertise locally. Also, we have recently spoken to a local contractor with heavy equipment that would love to help.

**Liability:** GCSD

**Lighting:** none

**Hours:** Daylight

**Fencing:** This can be pretty basic such as split rail fencing and a couple of signs stating the rules, etc. Fencing may not be necessary, but will be built if required.

**Security:** At least one or two parents will be present to supervise the children.

**Cost:** Most everything will be donated and maintained by parents and local volunteers. GCSD will pick up any necessary costs.

**A Bonus:** GCSD is willing to assist CUSD by repairing and maintaining the soccer fields on the EG school grounds in order to provide the sports facilities the children need. Due to our cost, our labor and bonus, we hope the lease charge will be reasonable.

Other items: Gravel for the entry point, if necessary, and a few parking spots for parents. The children will be riding their bikes to the area. An outhouse would be necessary and will be well screened. In fact, because of all the trees and bushes in the area, the entire project should be well screened from view of the adjacent neighborhood.

We have chosen a location at the lower end of the parcel which we think is the most practical and easily accessible with adjoining off road parking. It is also, a good distance from the neighbors and well screened from them, which should minimize the impact on the neighbors.

We hope you will vote to approve this request before the end of this school year so we can build this project for the children who are looking forward to enjoying it during their summer vacation.

Thank You for your cooperation,

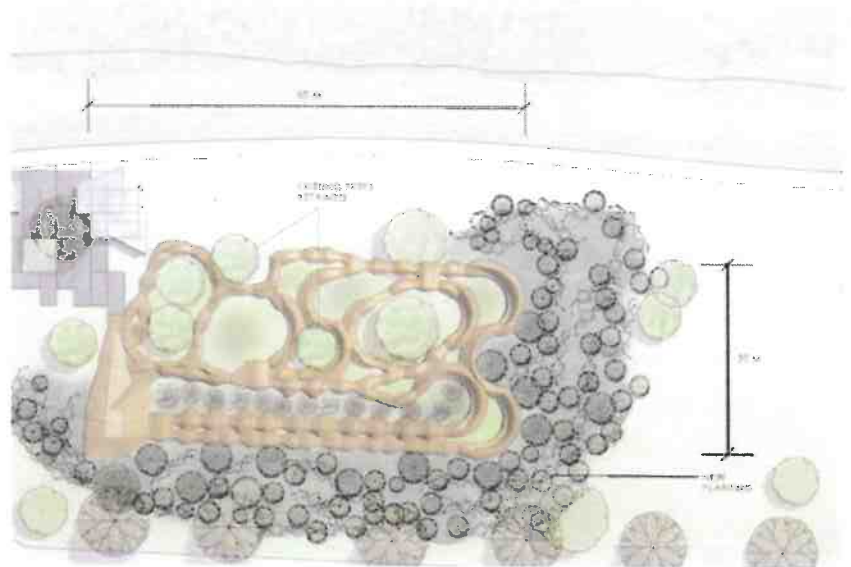
The GCSD Board and CUSD Parents

# YOUTH BICYCLE PUMP TRACK

## Description and track size

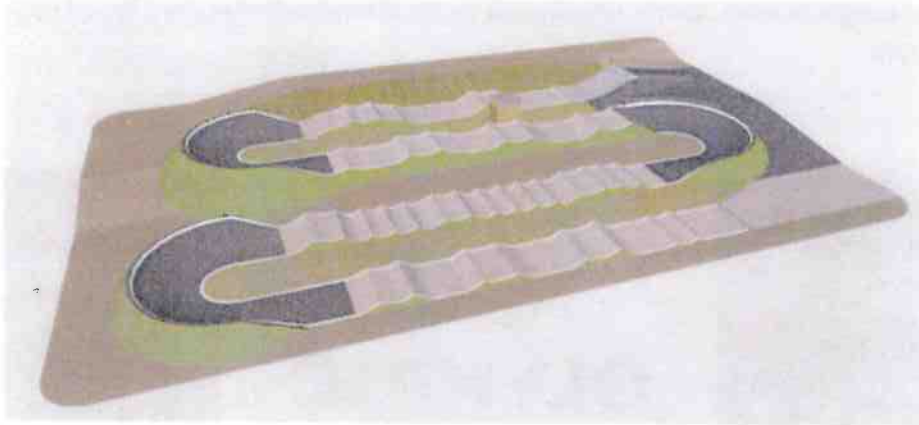
The bicycle pump track is a relatively new youth activity. It is rapidly rising in popularity. A compacted-soil course fills a circular or oval area in which small hills and gullies are generally arranged in circular paths or tracks. The bicyclist tries to navigate around the entire course of these small hills and gullies *without, once, pedaling!* No special type of bicycle is needed, any bike can be used. Instead of pedaling, the bicyclist uses an up and down “pumping” motion of his/her legs and body to propel the bicycle forward. In effect, the bicyclist uses the physics of *potential (stored) energy* and *kinetic (moving) energy* to develop forward motion using both gravitational-pull (down), and pumping one’s body (up), to travel the small hills of the track. It’s a lot of fun from which the riders gain learning-skills, and confidence to rise to higher skill levels.

A typical pump track requires an area of between 100’x50’ and 200’x100’, less than one acre, in any event). Pump tracks can even be laid out on an area the contains trees (as long as the tree-spacing and locations match the desired contouring of the track).



***Manzanita Park BMX – Prunedale, California***

Action Sports Construction was hired by the board of Manzanita Park BMX for a complete redesign & rebuild of the Northern California BMX race facility. Duties performed by ASC throughout the project were supplying 3D design of the new facility, grading & drainage plans, as well as construction.



***Manzanita Park BMX 3D Design***



***Manzanita Park After Construction***

***Santa Clara PAL BMX – Santa Clara, California***

Through support from the Police Activities League, Action Sports Construction was hired to rebuild Northern California's legendary Santa Clara PAL BMX track. Duties of ASC in reconstruction of the track required demolition of the previous race facility, grading and drainage improvements, track construction, and soil stabilizer application.









**ITEM #7**



GRANADA COMMUNITY SERVICES DISTRICT  
PARK ADVISORY COMMITTEE

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## NOTICE

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There are no documents provided for this Item.



**ITEM #8**



GRANADA COMMUNITY SERVICES DISTRICT  
PARK ADVISORY COMMITTEE

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## NOTICE

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There are no documents provided for this Item.





**ITEM #9**



AT-A-GLANCE MARCH 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AT-A-GLANCE JUNE 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AT-A-GLANCE APRIL 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AT-A-GLANCE JULY 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AT-A-GLANCE MAY 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AT-A-GLANCE AUGUST 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AT-A-GLANCE SEPTEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	<del>3</del> HOLIDAY	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 GCSD MTG.	21	22
23	24	25	26	27	28	29

AT-A-GLANCE DECEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 HOLIDAY	26	27	28	29

AT-A-GLANCE OCTOBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8 HOLIDAY	9	10	11	12	13
14	15	16	17	18 GCSD MTG.	19	20
21	22	23	24	25	26	27
28	29	30	31			

AT-A-GLANCE JANUARY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 HOLIDAY NEW YEAR	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 GCSD MTG.	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AT-A-GLANCE NOVEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12 HOLIDAY	13	14	15 GCSD MTG.	16	17
18	19	20	21	22 HOLIDAY	23 OFC. CLOSED	24
25	26	27	28	29	30	

AT-A-GLANCE FEBRUARY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 GCSD MTG.	22	23
24	25	26	27	28		