



## GRANADA COMMUNITY SERVICES DISTRICT

# **AGENDA** **PARKS ADVISORY COMMITTEE** **REGULAR MEETING**

Monday, April 26, 2021 at 7:00 p.m.

The Parks Advisory Committee (PAC) serves the GCSD Board of Directors by providing recommendations on and assistance with parks and recreation related issues. The PAC is advisory only, and does not have any decision-making authority.

**THIS MEETING WILL BE HELD VIA TELECONFERENCE AS PERMITTED BY THE GOVERNOR'S EXECUTIVE ORDER N-29-20.**

Members of the Public may participate via ZOOM online or by telephone:

### Join Zoom Meeting

<https://us02web.zoom.us/j/82233120094>

Meeting ID: 822 3312 0094

One tap mobile

+16699009128,82233120094# US (San Jose)

+1 669 900 9128 US (San Jose)

Meeting ID: 822 3312 0094

Find your local number: <https://us02web.zoom.us/j/82233120094>

### **CALL MEETING TO ORDER AT 7:00 p.m.**

#### **ROLL CALL**

Committee Members: Patrick Tierney (Chair Pro-Tem), Paul Koelsch, Susannah Cantrell, Fran Pollard, Michelle Dragony, Richard Barker and Lyle Coffield.

Staff Members: Delia Comito, GCSD Asst. General Manager

#### **GENERAL PUBLIC PARTICIPATION**

For comments regarding issues not on the agenda. Limit is 3-minutes per person. (No discussion or action can take place).

#### **ACTION AGENDA**

- |  | <b><u>Est. Time</u></b> |
|--|-------------------------|
| 1. Introduce new PAC member.                         | <b>2 Mins.</b>          |
| 2. Approval of February 1, 2021 PAC meeting minutes. | <b>5 Mins.</b>          |
| 3. Update on pump track.                             | <b>5 Mins.</b>          |

- |  |                 |
|--|-----------------|
| <b>4. Status of Burnham Park and community center planning and how PAC can help.</b> | <b>15 Mins.</b> |
| <b>5. 2021 GCSD summer recreation program ideas.</b>                                 | <b>25 Mins.</b> |
| <b>6. Potential future PAC projects and timing.</b>                                  | <b>40 Mins.</b> |
| <b>7. Updating parks and recreation section of website &amp; newsletter.</b>         | <b>15 Mins.</b> |
| <b>8. Next PAC meetings.</b>   | <b>3 Mins.</b>  |

**ADJOURN MEETING**

**Est. 8:50 p.m.**

This meeting is accessible to people with disabilities. If you have a disability and require special assistance related to participating in this teleconference meeting, please contact the District at least two working days in advance of the meeting at (650) 726-7093 or via email at [dcomito@granada.ca.gov](mailto:dcomito@granada.ca.gov).

**ITEM #1**



GCS D PARK ADVISORY COMMITTEE

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AGENDA MEMORANDUM

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To: Committee Members  
From: Delia Comito  
Subject: Action Item 1 – Introduction of New Member  
Date: April 26, 2021

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The PAC vacancy has been filled by the Board approved alternate Lyle Coffield, who applied for the position back in January of 2019.

Based on his application, Lyle has lived on the Coastside for approximately five years, and his interests include cycling, dog walking, beach walks, cooking and film. He also said, “I believe that outdoor recreation spaces are a terrific component to a communities health, both physical and social. We should work to make ours a focal point and a source of pride for El Granada”.

On behalf of PAC, we are happy to have Lyle serve on the committee. Unfortunately, due to the late notification of the meeting, his attendance is not confirmed.



**ITEM #2**





GCS D PARK ADVISORY COMMITTEE

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## AGENDA MEMORANDUM

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To: Committee Members  
From: Delia Comito  
Subject: Action Item 2 – Approval of February 1, 2021 Meeting Minutes  
Date: April 26, 2021

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I have attached the partially completed draft minutes. Chair Tierney will be providing a completed draft before the meeting.





## GRANADA COMMUNITY SERVICES DISTRICT

# Minutes PARKS ADVISORY COMMITTEE REGULAR MEETING

February 1, 2021

### **CALL TO ORDER**

The Regular meeting of the Parks Advisory Committee was called to order at 7:01 pm.

### **ROLL CALL**

Committee Members: Pat Tierney (Vice Chair), Richard Barker, Susannah Cantrell, Michelle Dragony, Paul Koelsch, and Fran Pollard.

District Staff: Delia Comito.

### **PUBLIC COMMENTS**

Chris Rogers and Jill Grant, El Granada residents, both spoke about their concerns to protect the wetlands in the Burnham Strip. Director Dye stated their concerns pertain to the upcoming Wet Weather Storage Project by SAM, and that the issue is not in the purview of the PAC.

### **ACTION AGENDA**

#### **1. Approval of November 11, 2020 PAC Meeting Minutes.**

**ACTION:** Director Pollard moved to approve the 11/11/20 meeting minutes as presented. (Pollard/Barker). Approved 6-0

#### **2. Election of PAC Chair and Co-chair.**

Vice Chair Pat Tierney asked if anyone on the committee was interested in serving as the PAC Chair. Director Pollard nominated Pat Tierney, who said he would serve if no one else wanted to. After a brief discussion, Member Barker agreed to be the Co-chair, and Tierney will serve as Chair.

#### **3. Update on GCSD Recreation Staffing Situation.**

Delia Comito indicated that while the Parks Coordinator position was vacant, she will serve as the PAC Liaison.

#### **4. Panel Discussion on Lessons Learned from HMB and Pacifica Community Centers.**

- **Mike Perez from Pacifica Recreation, Parks and Beaches, and Eddie Behle from HMB Recreation Services will be panelists (Pat Tierney is moderator).**

The committee held a panel discussion with the guest speakers who discussed their experience overseeing their respective community centers. Chair Tierney explained that the District was investigating the feasibility of converting the old fire station into a community center based on public interest ascertained from the survey.

The speakers provided some valuable information on the variety uses, what works and doesn't work, and they answered several questions from the committee. Chair Tierney expressed his appreciation to Mr. Perez and Behle for their time.

**5. Report and discussion on initial review of suitability for old fire station as a community center.**

GCSD Director Nancy Marsh provided a status update on the feasibility study for the old fire station, indicating that the District had hired an architect to determine its suitability for the needs of the District.

**6. Update on Quarry Park bike pump track (Ric Barker and Paul Koelsch).**

GCSD Director Dye updated the committee on the Board's recent action, the plan chosen and the County's timeline for the pump track.

Committee Member Pollard stated that the parking should be on just one side of the street and that the County should set the speed limit at 15 MPH

**7. Update on Burnham Park design and planning.**

Director Dye updated the committee on the on the status, indicating that the architect was working on the environment requirements for the application submittal to the County planning department. She said that PAC assistance will be needed in the future during the review process.

**8. Planning for 2021 GCSD summer recreation programs and brochure (Pat Tierney).**

**9. Organization of 2021 PAC Schedule and Work Plan.**

**ADJOURN**

The meeting was adjourned at 9:19 p.m.

SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
Delia Comito

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Pat Tierney, Chair

Date Approved by the Committee: April 26, 2021

**ITEM #3**



GRANADA COMMUNITY SERVICES DISTRICT  
**PARKS ADVISORY COMMITTEE**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.





**ITEM #4**



GRANADA COMMUNITY SERVICES DISTRICT  
**PARKS ADVISORY COMMITTEE**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #5**



GRANADA COMMUNITY SERVICES DISTRICT  
**PARKS ADVISORY COMMITTEE**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.





**ITEM #6**



GRANADA COMMUNITY SERVICES DISTRICT  
**PARKS ADVISORY COMMITTEE**

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**AGENDA NOTICE**

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There are no documents for this Agenda Item.



**ITEM #7**



**GCSD PARK ADVISORY COMMITTEE**

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**AGENDA MEMORANDUM**

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To: Committee Members

From: Delia Comito

Subject: Action Item 7 – Updating Parks & Rec. Section of Website and Newsletter

Date: April 26, 2021

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Attached is a copy of the current parks and recreation section of the District's website.

## Parks and Recreation

Burnham Park Preliminary Plan updated October 2020 following public feedback. Plan submission targeted for first quarter 2021. Approvals may take a year or more, and implementation will be phased.

All comments are welcome as the park plan continues to evolve in response to community and government agency feedback. Please email comments to [burnham@granada.ca.gov](mailto:burnham@granada.ca.gov).

**Plan overview:** The ADA-compliant plan is designed in three sections: a “village green” to the south, preserving the view down Avenue Portola, an active recreation area in the center across from existing buildings, and a large area to the north with small picnic and exercise areas, natural landscaping, and ocean views. A mix of wide and narrow trails run throughout the park, and at the south end a new trail would lead to the highway crossing and Coastal Trail at Coronado Avenue.

**Parking lot:** Compliance with the required setbacks for the riparian areas on either side of the current dirt lot would substantially reduce the size of the lot, so in this plan it would be moved to allow for 33 parking spaces, and on-street parking would be improved. San Mateo County is also exploring parking improvements in the Caltrans right-of-way adjacent to Highway One.

**Highway 1 Crossing:** CalTrans owns the strip of land between the proposed park area and Highway 1; GCSD does not have any jurisdiction over that property. San Mateo County’s Connect the Coastside effort is considering options for additional Highway 1 crossings. More information can be obtained at <https://planning.smcgov.org/connect-coastside>.

**Environment:** Based on recommendations from the Resource Conservation District, biotreatment areas have been added and existing streams have been made more sinuous to improve the quality of storm-water runoff that drains to the ocean.

**Cost:** Funds for building and maintaining the park will come from existing annual property tax allocations to GCSD; grant opportunities are also being explored.

**Community driven:** The plan reflects extensive community input gathered in four events in 2018, 2019, and 2020. The review and permitting process will provide additional opportunities for public comments.

**Comments:** Please review the preliminary plan details and send your comments to [burnham@granada.ca.gov](mailto:burnham@granada.ca.gov). We are committed to making this a real community park!



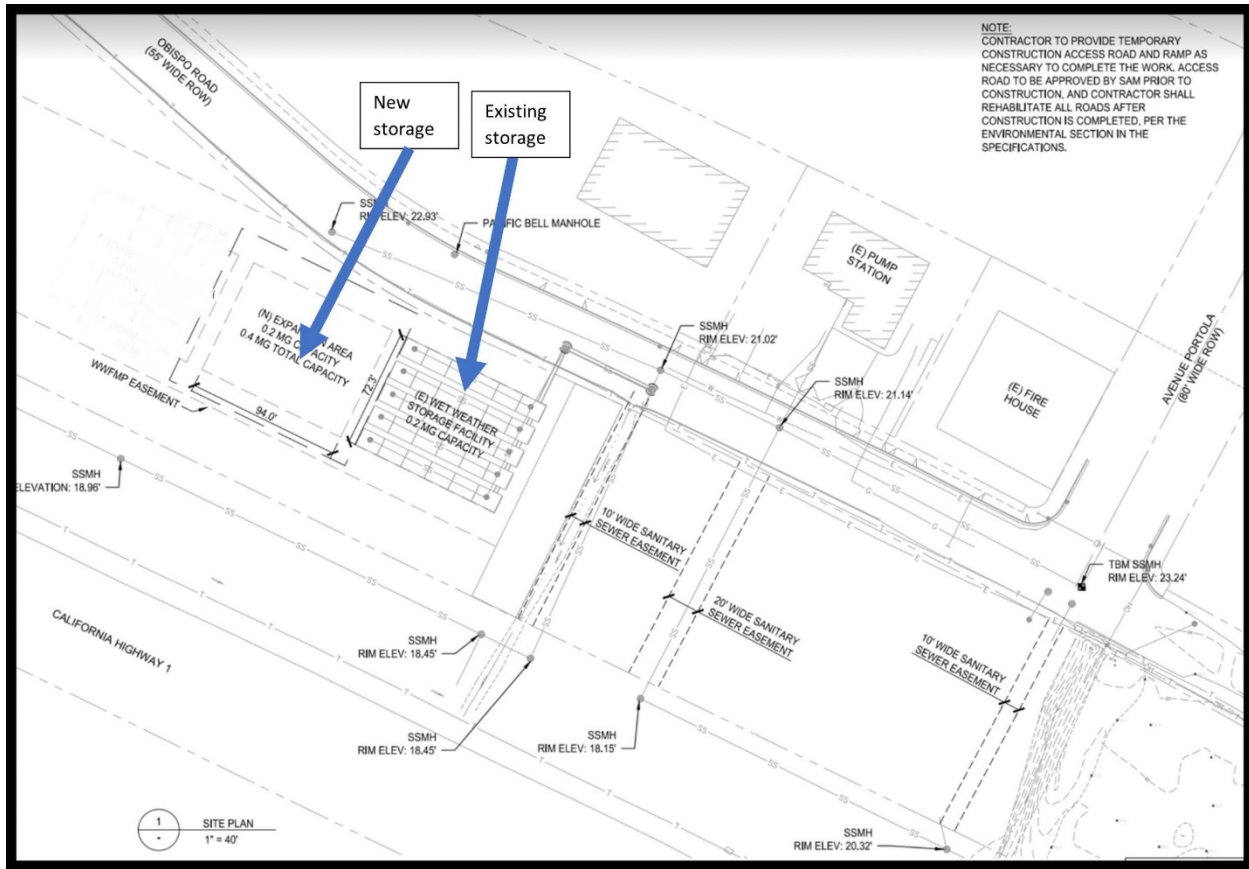


Click on the links below for more details in the the Burnham Park Report and Preliminary Landscape Plan Presentation:

- [K + K Slide Presentation for Burnham Park October 2020](#)
- [Burnham Park Preliminary Plan Presentation Video October 2020](#)
- [K + K Letter Report for Burnham Park June 2020](#)
- [Burnham Park Preliminary Plan Presentation Slides June 2020](#)
- [Burnham Park Preliminary Plan Presentation Video June 2020](#)

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## Wet Weather Storage Facility Expansion



[Link to Project Overview](#)

You all may notice at the end of this week that there will be activity on the Burnham Strip. In 2020 the board of the Sewer Authority Mid-Coastside (SAM) approved a contract for the construction of additional wet weather storage in the strip. Granada Community Services District (GCSD), as a board member of SAM, approved of the project and granted an easement to allow it to happen. It is a SAM project.

There is already one 200,000 gallon storage facility on the strip (built in 2012) and a second very similar one will soon be built. These facilities give SAM the ability to hold water during big storm events and for planned maintenance shutdowns at SAM. The new storage will go in next to the existing one, and when the project is completed by mid-Spring the area will be recovered with soil and seeded. The new tanks will be below ground as the current ones are, with only a few maintenance-hole covers to be seen. The plans for the future park take these features into consideration in the design. Below is a more detailed description of the project by the SAM General Manager. I am also attaching a map showing the location.

Our team is working hard on the park plans and expects to have plans ready for submittal by spring.

Barbara Dye, Board Member, GCSD, GCSD Representative to SAM, [bdye@granada.ca.gov](mailto:bdye@granada.ca.gov).

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## About Us

The **Granada Community Services District (GCSD)**, formerly the Granada Sanitary District, gained park and recreational jurisdiction on October 1, 2014, for the unincorporated areas of El Granada, Miramar and Princeton (i.e. the “GCSD Community”) by a positive vote of 60% of the voters in the District. This reorganization allows the district to provide parks and recreation services in addition to the sewer, solid waste and recycling services it currently provides to over 2,500 residences and businesses in the District as well as the northern portion of the City of Half Moon Bay. Solid waste and recycling services are provided by [Recology of the Coast](#) under a franchise agreement with GCSD.

The parks and recreation function is funded by utilizing a portion of GCSD’s share of San Mateo County property tax revenues, not from sewer charges. Park & Recreation’s mission is to serve GCSD’s community with thoughtful development of parks and provision of recreational activities for residents of all ages and abilities, with a dedicated focus on environmental stewardship. GCSD’s goal is to provide parks and recreation services that benefit the GCSD community, with a commitment to robust neighborhood outreach on new projects.



## Granada Parks Advisory Committee (PAC)

The PAC was formed by the Granada Community Service Board to ensure community involvement in all phases of park planning, design and development. 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 community. The PAC makes recommendations regarding parks and recreation to the GCSD Board of Directors. PAC meetings are held at the GCSD office at least once each quarter and are open to the public and televised. The PAC meeting schedule and meeting minutes may be found [here](#).



GCSD owns the undeveloped “Burnham Strip” property along Obispo Street between Coronado Street and Avenue Alhambra in El Granada, which is in process to be developed as an El Granada gateway park. Additional potential park areas are a small GCSD-owned parcel on Capistrano Road in Princeton and the road medians in El Granada.

Work definitely is in progress to make Burnham Park a reality. The GCSD Parks and Recreation survey conducted in September, 2019 has clearly defined what the community desires within the five plus

acres available for park development of the property. An additional community outreach was held on 10/24 at El Granada School from 5:00pm to 9:00pm. The meeting was well attended and offered yet another community input opportunity in a workshop format.

## 2019 PAC



*2019 PAC Members: Front Row - Fran Pollard, Nancy Marsh (Chair), Pat Tierney (Vice Chair); Back Row - Paul Koelsch, Richard Barker, Susannah Cantrell, Michelle Dragony*

In January, the GCSB Board agreed the following priorities for PAC in 2019:

1. Support efforts to plan for a Burnham Park and the protection of resources in that area.
2. Identify, write brochure, and promote a 2019 Summer Connection to Recreation Program.
3. Maintain the parks and recreation webpage on the GCSB website, and provide recreation-focused information for quarterly e-newsletter.
4. Develop a trail and amenities plan for all El Granada medians. (now deferred)
5. Work with Cabrillo Unified School District to improve existing facilities at El Granada Elementary School. (now deferred)
6. Advocate for a pump track to be built in Quarry Park.

### PAC Meeting February 4, 2019

- Elected new officers and welcomed new members for 2019: Nancy Marsh (Chair), Pat Tierney (Vice Chair), Paul Koelsch, Fran Pollard, Susannah Cantrell and Michelle Dragony. The GCSB Board added member Ric Barker and alternates Lyle Coffield and Gael Erickson at their February meeting.
- Reviewed assignments for development of Summer 2019 Connection to Recreation programs, including fee-based camps as well as free activities for kids, families and adults.
- Discussed development of next Parks and Recreation newsletter and update to web page.
- Developed a short work plan for each of the 2019 priorities, for review by the GCSB Board.

## PAC Meeting April 2, 2019

- Completed Summer Recreation planning
  - Agreed a proposal to the GCSD Board to hire or contract for a Summer Recreation Program & Communications Coordinator for summer 2020
- Completed final review of Summer Guide, April Newsletter, and Parks and Recreation Web Page Updates
- Reviewed and updated PAC 2019 Work Plan
  
- Agreed a recommendation to GCSD Board to focus funding on development of Burnham Park and a Community Center, and to defer investment in an EL Granada Medians Trails Plan at this time.

## **Previous PAC Activities**

### [2018 PAC Activities](#)

### [2016-2017 PAC Activities](#)

### [2015 PAC Activities](#)

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Sign up for GCSD email newsletters and updates on Parks and Recreation community outreach and plan progress by sending your name, address and email address to [dcomito@granada.ca.gov](mailto:dcomito@granada.ca.gov)

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**GCSD's  
Burnham Park  
What our Community Wants!**

Click [HERE](#) for 2019 Survey Results & Analysis

Click [HERE](#) to view all 2019 Resident Comments

Useful Links

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[GCSD Parks & Recreation Programs during the COVID Pandemic](#)

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[Burnham Park Public Outreach September 2020](#)

[Burnham Park Public Outreach Workshop Report - October 24, 2019](#)

[Burnham Park Concepts Public Outreach Report Update - June 16, 2018](#)

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[2019 Community Survey - Parks and Recreation](#)

[2019 Community Survey - Resident Comments](#)

[2015 Community Survey - Parks and Recreation](#)

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[Granada Gazette September 2019](#)

[Avenue Balboa Play Area October 2019 Public Outreach Report Update](#)

[San Mateo County/GCSD El Granada Median Use Permit](#)

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### Interested in Joining the PAC?

If you are interested in becoming a member of the Granada Parks Advisory Committee, please fill out our [PAC Application](#).



**ITEM #8**



# 2021 Calendar

## January 2021

Su	Mo	Tu	We	Th	Fr	Sa
					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						

## February 2021

Su	Mo	Tu	We	Th	Fr	Sa
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28						

## March 2021

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## April 2021

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## May 2021

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30	31					

## June 2021

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27	28	29	30			

## July 2021

Su	Mo	Tu	We	Th	Fr	Sa
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## August 2021

Su	Mo	Tu	We	Th	Fr	Sa
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29	30	31				

## September 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
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## October 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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24	25	26	27	28	29	30
31						

## November 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
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## December 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

Legend: **Current PAC Meeting**  
**GCSD Regular Meetings**  
**Holidays**