



**CITY OF PACIFICA**  
**OPEN SPACE & PARKLAND ADVISORY COMMITTEE**  
**March 15, 2023, 6:00 – 7:30 P.M.**  
**Portola Room, Pacifica Community Center, 540 Crespi Drive, Pacifica**  
**Action Minutes**

*In attendance was Chair Patton, Vice Chair Arnos, McDermott, Goodmiller, Natesan, and Read.  
Cardona and Skaggs were absent. Council Liaison Bigstyk, Staff Liaison Lin, and Planning  
Director Murdock were also present.*

**CALL TO ORDER:** *Chair Patton* called the meeting to order at 6:00 pm.

**ADMINISTRATIVE BUSINESS:**

**Roll Call** A quorum was confirmed.

**Approval of Order of Agenda.** Unanimously approved.

**Approval of Minutes of February 15, 2023** Unanimously approved.

**PUBLIC COMMUNICATIONS:**

**Oral Communications** – None.

**Committee Communications** – *Arnos* provided an update informing the committee members that an upcoming Ethics and Brown Act training was available for those interested.

**INFORMATIONAL ITEMS:**

1. **Update by GGNRA/GGNPC** – None.
2. **Update by City Council Liaison** – *Council Liaison Bigstyk* provided timeline updates regarding goalsetting, strategic planning, and the short-term rentals program.

**STAFF COMMUNICATIONS:**

3. **Development project updates** – *Staff Liaison Lin* provided new updates on the Pacifica Highlands (Lot 20) and Hillside Meadows (Lot 50) projects. Both projects are now under environmental review.

**DISCUSSION ITEMS:**

4. **Review and vote to approve the 2023 Preservation Award Proclamation (10 minutes)**

*Arnos* inquired about the official letter to be presented to the winner prior to the April 24<sup>th</sup> meeting.

*Patton* confirmed the letter will be prepared and will work with *Staff Liaison Lin*.

*Arnos* called for a motion to approve the resolution as modified.

*Natesan* second the motion.

All voted in Aye.

**5. Review of the 570 Crespi Dr. presentation (10 minutes)**

*Patton* appreciated the effort made by *Arnos* and City Staff for the coordination of last week's presentation.

*Planning Director Murdock* provided a clarification to committee members of the invitation process and timeline to an applicant that is proposing a project on a lot in the Open Space Task Force Report. The invitation is extended at the time where the application is deemed complete.

*Patton* inquired if there were any possibility of informing applicants at an earlier stage with applicants so that an earlier discussion may be initiated to discuss the unique open space characteristics to the parcel.

*Planning Director Murdock* offered a possible alternative solution of having City Staff utilizing the Open Space Task Force Report as an option for applicants to review when an inquiry is made on a particular parcel identified in the Open Space Task Force Report. *Planning Director Murdock* also clarified that ultimately, the Open Space Task Force Report is not a mandatory application checklist item.

*Arnos* inquired to see if it would be possible for the Committee to send an informal letter to invite the applicants.

*Planning Director Murdock* cannot legally confirm at this time if that would be a possibility.

*Patton* shared that the Committee hopes for a process that would allow both potential applicants and members of the Committee to communicate at an early enough stage where it may be beneficial for all parties involved to not only understand the open space characteristics of that parcel but also the development proposal.

*Planning Director Murdock* confirms that the Open Space Task Force Report has no regulatory effect, and it will remain an informational document for City Staff to present to those who are interested in applying. City Staff may work towards standardizing the voluntary invitation that is currently in practice or, depending on the support of City Council, amending the existing resolution for an alternative voluntary invitation that may be more beneficial for potential applicants to accept.

*Arnos* appreciated *Planning Director Murdock's* feedback for the Committee.

**6. Announcement of City Council study session to start commission/committee work plan update process (15 minutes)**

*Patton* announced that an email from the City Manager responding to her inquiry about how Committee feedbacks may be best managed and that attending the next Council meeting would provide additional clarity.

*Arnos* encourages Committee members to be present and to remind the council of their feedbacks.

*Council Liaison Bigstyeck* suggested that the Committee should come together to prepare and discuss important feedbacks to share during the meeting if there are any procedural amendments that the Committee wishes to see.

*Natesan* points out misprints prepared in the agenda packet.

*Patton* acknowledged that the error might have occurred during the printing process with *Staff Liaison Lin*.

**7. Feedback on the Ahni Trail workday process (10 minutes)**

*Patton* shared concerns with the current procedures when it comes to requiring City Manager approval prior to each workday, and that it is not very streamlined with coordination with necessary departments.

*Planning Director Murdock* clarified that the message initially conveyed was for the Committee to have a forward-looking identification of occurrences of these workdays (i.e., monthly) ahead of time with consideration to avoid major impact on the public trail usages/closures and that reasonable Staff support is anticipated. Once identified, it may be presented to the City Manager for a one-time approval instead of reviewing each of the workday as they occur.

*Patton* acknowledges that the Committee approached the first workday with caution due to the type of trail work that was anticipated. *Patton* anticipates that the Committee is prepared to schedule a workday on April 8<sup>th</sup>.

*Planning Director Murdock* inquires if the second Saturday of every month is likely the schedule moving forward.

*Patton* confirms and stated that the scheduling would avoid timing conflicts with the Pacifica Beach Coalition.

*Natesan* moves to call a motion.

*Arnos* second the motion.

All voted in Aye.

**ADJOURNMENT** *Patton* adjourned the meeting at 7:27 pm.

