

## MINUTES

Beautification Advisory Committee  
2075 Coast Highway  
Pacifica, CA 94044

October 4, 2017

The meeting was called to order at 6:32 PM by Ginny Jaquith. Members of the Beatification Advisory Committee (BAC) in attendance were, Ginny Jaquith Avelino Pombo, Patty Hontalas, Melinda Moses. Also in attendance were Evan Albert, Yessika Dominguez and Aren Clark from the City of Pacifica Public Works Department. No one from the public was present.

The minutes of the previous meeting were approved with a few corrections. See revised minutes from the 9/6/17 meeting.

There were no Announcements.

There was no Public Comment.

### Project Updates:

- **Linda Mar Medians:** To be discussed under Item 8e: Re-Adoption Policy
- **Sanchez Art Center:** Sign and planting are finished. Jaquith will get sign from Dave Martinez when he gets back.
- **Greenhouse Project:** The dedication date is set for December 30<sup>th</sup> at 10am at the project site.
- **Oceana Blvd/Ocean Shore & Rotary Club:** Jaquith ordered tiles, monuments will be built by October 15<sup>th</sup> in time for the Rotary Club to do some work, and when tiles come in the monuments will be installed. Hontalas asked how much was spent on the project so far, and Jaquith did not know the total amount at the time, but said they did receive several donations and Ocean Shore got some grant funding as well. The next step is to finish the section between the trees and Mazzetti's Bakery. The group is holding off on this until the soccer team is available.
- **Highway 1 / Caltrans:** No updates.
- **Marvilla Park:** Jaquith will meet with the Girl Scouts next Wednesday to talk about the next steps for this site. The Scouts are putting a plan together.
- **Grace McCarthy Overlook:** The sign is down, but the Rotary will continue to do work on the plants there.
- **Manor Plaza / Safeway Parking Lot:** Pombo is continuing to work on this and is still making phone calls to get bids for the project. He made a phone call to an Oakland land developer for some tips, but still needs more detail on how they do their low-impact, low maintenance medians. The goal is to get it done before the rainy season. Jaquith asked what the arrangement is between the merchants. Pombo said they are all willing to contribute funds, but are waiting for Pombo to get the bids and a timeframe. Jaquith noted that a plant list has already been established. Pombo is looking for people who will maintain the landscaping there. He also explained the BAC's role in this process, which is

to coordinate between the Manor Plaza merchants and the contractor to plant and maintain the area. Pombo will collect bids and provide the plant list. Jaquith pointed out that this is the first project done by BAC that involves an outside contractor, and asked if the City had any requirements. Albert said a permit or a maintenance agreement may need to be put in place to indemnify the city for the work they perform. "Manor Plaza" was offered as an idea for the plaque language.

- **Sharp Park Library:** Jaquith asked if Public Works did work at this site on cleanup day. Clark reported that the crews cleaned up the side of the building and added wood chips. The back of the building still needs to be addressed. Jaquith mentioned that she had a conversation with Susan Miller, who has decided to not do this as a BAC project because it's too complicated. The Pacifica Beach Coalition (PBC) was willing to finance the project, essentially making them their sponsor. Jaquith is unsure of where the project stands at this point, and suggested taking it off the project list until receiving confirmation from the PBC that they're willing to sponsor. Clark noted that there isn't much work needed at this site - more wood chips need to be added, but other than that, it's in acceptable condition. He explained DPW's maintenance efforts at the Sanchez Library.

#### Continuing Business:

- **Review of BAC Calendar:** Hontalas is in charge of calendar and will have an updated file at the next meeting.
- **Mayors' Beautification Awards:** Six applications have been received so far.
- **Mural Sub-committee:** Albert sent the mural report to the City's Planning Department. Jaquith explained the difference between the Municipal Code's definition of a "mural" and a "sign." Albert will meet with the Planning Director to clarify. Artists are ready to paint murals; the committee is just waiting for the final approval. Albert asked if this item needs to go before the City Council. Jaquith will double check with Ocampo again to determine the final verdict on this. She explained that the importance of it going before Council is to be publicized more widely.
- **Palmetto Streetscape Project:** Albert provided a project update. The irrigation will be going in within the next 2-3 weeks. Streetlights should come in mid-November and the expected completion date is December. The Rotary Club emailed him and wants to do a trial planter area on Paloma. They will do hand watering and will use native, drought-tolerant plants.
- **Re-Adoption Policy:** Jaquith wanted to clarify that existing sponsors have the priority consideration for re-signing a sponsorship agreement for each site. The sponsor would be responsible for the maintenance, and City would provide mulch. The sponsor would have the option of buying plant materials from the City. Clark agreed to maintain the sites in the same manner as before. Jaquith suggested adding a sentence that requires the sponsor to get volunteers to maintain the site. Clark stressed the issue of maintenance requirements going up when sponsors improve these areas. If improvements are made, sponsors must maintain the area themselves. Moses suggested specifying in the agreement exactly what type of maintenance, and how often. Jaquith added that the agreement should already stipulate that, but she will review and confirm. The committee discussed and agreed that six times per year is a reasonable requirement. A reasonable price for the 2-year maintenance agreement was also discussed. Pombo suggested making

a GoFundMe page. Jaquith moved to approve the policy with the revisions discussed tonight. The motion was carried.

- **Vote for BAC Vice Chair:** Moses volunteered. Pombo also volunteered and was nominated at the last meeting. Hontalas moved to appoint Pombo as Vice Chair. The motion was carried.

#### New Business:

- **Adopt-a-Garden Signs:** Pombo discussed the different sign options at various price points. The sites have not yet been identified. Hontalas said she had some sites in mind already. Pombo explained that putting in permanent signs now will cost more. Public Works made the wooden frames in the past for the Linda Mar medians. Pombo asserted that the sponsors should pay for the signs. Moses asked if the City has any approved areas to be adopted, suggested posting this information on the City's social media accounts. Pombo received a bid for 12 18x24" signs for \$1,000, which calculates to \$83/sign. Jaquith suggested John the Sign Guy on Palmetto Avenue. Pombo handed out information on the ReLeaf program.
- **Painting of Public Works Building:** There has been no contact from the woman who offered to prime and paint the building. She was supposed to consult with a contractor, but has not called back.
- **Graffiti removal:** The BAC wants to form a task force for this and wants to know how much time DPW spends doing this. Clark explained that DPW does both paint-overs and removals, but removals take more time. Volunteers will need to be careful of paint runoff into storm drains. Currently there is no program for volunteers, and no system for tracking cleanup efforts. Sometimes the person who does the graffiti gets caught and are charged for cleanup costs. Clark explained the Sheriff's work program, and that the City has no juvenile program.

Reports from staff: Albert explained the Safe Routes to School/Green Infrastructure grant applications to the committee. Applications are due on October 20<sup>th</sup>. Martinez is supposed to be back from vacation next week. Moses suggested more organizations that could write a letter of support for this project to increase the chance of getting funding. Jaquith moved to support this project; the motion was carried.

The meeting was adjourned at 8:02 PM.

The next meeting of the Beautification Advisory Committee is scheduled for Wednesday November 1, 2017 at 6:30 PM. The meeting will be held in the EOC room located in the Pacifica Police Station at 2075 Coast Highway Pacifica California.