



**CITY OF PACIFICA  
BEAUTIFICATION ADVISORY COMMITTEE  
MEETING MINUTES**

**Wednesday, April 6, 2022**

**6:30 p.m.**

**Public Works Corporation Yard  
675 Oceana Blvd., Pacifica**

**CALL TO ORDER:** 6:31 P.M. by Chair Melinda Moses

**Members Present:** Gail Bennett, Ryann Hoffman, Linda Jonas, Melinda Moses, and Dan Wells

**City Council Liaison:** Mayor Sue Beckmeyer

**PB&R Liaison:** Commissioner Gail Benton Shoemaker

**Staff Members:** Paul Lavorini and Michelle Trayer from Public Works

**APPROVAL OF AGENDA:** Approved

**APPROVAL OF MARCH 2, 2022, MEETING MINUTES:** Approved

**PUBLIC COMMENT:** No members of the public present.

**DISCUSSION ITEMS:**

**A. Marvilla/Portola mini park and Girl Scout Sponsors:** Councilmember Beckmeyer said she spoke to a Girl Scout Leader about the Marvilla Girl Scout site. The site has not been maintained for quite some time and the thought was to determine if a new troop would like to take new ownership of it. Parks, Beaches, and Recreation Commissioner Benton Shoemaker recently learned about the City's Priority Parks Project at their most recent committee meeting and shared some details with the group. Skyridge Park, Imperial Park, Marvilla Park, and Brighton Mini Park were chosen by the City to receive improvements. Due to these upcoming enhancements, Commissioner Benton Shoemaker and Council member Beckmeyer did not recommend having the Girl Scouts readopt the Marvilla site. Commissioner Benton Shoemaker said Horizon Park, located at 311 Horizon Way, could be a potential sponsorship location. She also said the PB&R Commission discussed possibly creating a PB&R and BAC subcommittee to talk about potential locations to beautify. Commissioner Benton Shoemaker inquired about the Rockaway Beach area, as discussed in previous meetings. Field Services Manager Lavorini said there may be some small areas on the westside that could be developed. Commissioner Benton Shoemaker said if the BAC is interested in a joint discussion with the PB&R Commission, she would assist with the coordination. Councilmember Beckmeyer asked Field Services Manager Lavorini if he knew what the scope of work was for Marvilla Park. He said he believed the entire playground would be renovated, but the City will be seeking community input on what they would like to see installed. Chairperson Moses asked what options the Girl Scouts would have for adopting a site.

Councilmember Beckmeyer suggested the BAC ask the Girl Scouts to allow them more time to research other options. Committee member Jonas asked Chairperson Moses if there was a decision about the invoicing established sponsors topic that was brought up in the previous meeting. The group also wanted to discuss the committee's finances and site maintenance costs. Since Director Petersen was not present at the meeting, the group decided to table the topic until she was available to speak with.

- B. Planting sites and Palmetto updates:** Committee member Bennett said the adoption process of the Palmetto streetscape is going well. She said in addition to previous sponsors opting to renew their agreements, there are a few new businesses that were willing to take on some of the sites. For the sites that presently need adopting, Committee member Bennett took photos of the locations and will have City staff advertise them on social media and Connect with Pacifica. Chairperson Moses prepared a revised plant list draft and asked the members to review. The group decided they wanted Committee member Gossage to see the proposed plant list before it was voted on. Chairperson Moses said she would send the list to her and ask for her feedback.
- C. Pacifica Beautification Awards (PBA):** Chairperson Moses put together a Standard Operating Procedure document about the program and asked the committee to review. She told the group she would like to see them visit neighborhoods and return to the May meeting with at least two completed applications each. Chairperson Moses reminded the group the awards were being advertised on the BAC website and other City social media platforms. Chairperson Moses told the members they should not nominate their families or close neighbor friends, and Committee member Wells encouraged the group to choose nominees from both ends of Pacifica. The committee decided since the awards are held quarterly, the nominees who were not selected would be considered for the rest of the award season. If the nominee was not chosen at the end of the year, they would have to be nominated again at the next award term. Chairperson Moses noticed there was no signature line on the nomination form, and Committee member Hoffman said she wanted clarification on the category section. Chairperson Moses asked the group to take the form home and go over it once more so they could rediscuss at the May meeting.

#### **STAFF COMMUNICATIONS:**

- A. General Updates from Public Works:** Field Services Manager Lavorini stated Public Works still has a good amount of wood chips if anyone needed any. Beautification Advisory Committee Admin Michelle Trayer told the group the yearly committee reports to Council are coming up in June, and they should anticipate attending the first meeting of June. She stated Council meetings are held the second and fourth Monday of every month. Chairperson Moses will work with Vice Chairperson Hoffman on updating the PowerPoint presentation.

#### **NEW BUSINESS:**

- A.) Discussion and Vote regarding renewal guidelines/ invoicing for original sponsors**

#### **GOOD OF THE ORDER:**

Reminder to email, text, or call if not attending the meeting as it is important for quorum. Please review minutes and agenda before meeting.

**ADJOURNMENT:**

There being no further business, Chair Moses closed the meeting at 7:39 p.m.

The next meeting of the Beautification Advisory Committee is scheduled for May 4, 2022, at 6:30 p.m. and is subject to change.