

## MINUTES

Beautification Advisory Committee  
Police Department EOC  
2075 Coast Highway  
Pacifica, CA 94044

May 4, 2016

The meeting was called to order at 6:33 PM by the Committee Chair David Martinez. Members of the Beautification Advisory Committee (BAC) in attendance were Mayor Sue Digre, Councilmember Karen Ervin, Wendy Santiago, Alan Ernat, Patty Hontalas, Sandy Parry and Ginny Jaquith. Aren Clark and Yessika Dominguez from the City of Pacifica Department of Public Works were also in attendance.

The agenda was approved without corrections.

The minutes of the previous meeting were approved with the correction of Parry's comment regarding the Caltrans k-railing along Highway 1 at Crespi Drive.

### Announcements:

- Jaquith noted that BAC member Michael Mooney must submit a letter of resignation to the City Clerk; Martinez to follow up.

There were no Public Comments.

### Process and protocol:

- The City will retain liability waivers on file for each BAC project. Project leads should keep the sponsor agreements. Jaquith suggested that project leads should keep the records until the project has been completed, and then turn them over to city for retention. Santiago asked how long each waiver is effective, and the group agreed that only one waiver is needed per person. Chair Martinez suggested adding a line to the agreement that all plants should be watered before planting, and also that the sponsor should keep an eye on the plants, especially during extreme weather incidents. Jaquith noted that the project leads should make more effort to stay on top of projects, and Parry suggested more communication between the project sponsor and BAC member/project lead. Martinez discussed how committee members should follow up with sponsors. Parry stated that someone should be at the site for at least the first hour while planting is taking place. Santiago passed around her checklist that should be given to every project lead.

### Project Updates:

- Crespi Parking Lot: The hose bib has been installed. The area was watered last Friday, but high winds dried out the planter boxes very quickly. Jaquith will organize the Resource Center planting and needs a contact person while she is away; Santiago volunteered. Parry asked for help digging her planter box so that she can add more mulch. The islands at the entrance of the Crespi lot were discussed as a possible new project. Clark will look into a water source for the islands. Santiago asked if the Pacifica Garden Club plans on replanting plants; Jaquith responded in the affirmative.
- Rockaway Beach Parking Lot: Chair Martinez sent Susan an email asking if she was still interested, and Santiago mentioned needing a partner for this project. Merchants are willing to sponsor the project, but Master Gardeners need to get involved to oversee the planting process.

- Greenhouse Project: No progress at this time. Eagle Scout is planning on starting project during the summer. Santiago will periodically reach out to see progress.
- Oddstad/Terra Nova Medians: The City's Department of Public Works trimmed the weeds at this site.
- Oceana Blvd., Ocean Shore School and Mazzetti's Bakery: Per Jaquith, the trees have been mulched. Linda Jonas, Rotary Club member and volunteer at OSS, waters them regularly. The next step is to spread more wood chips and plant the ground cover piece.
- Spindrift School: Chair Martinez noted that the school has received the final inspection from Building and are able to occupy the structure. 4H program volunteers and Martinez/Team Dig It have planted over 90 plants around the area. Martinez has also co-adopted Oddstad Park and Spindrift School projects.
- Highway 1 / Adopt-a-Highway: Jaquith spoke with Councilmember Mike O'Neill, who indicated that he talked with the City Manager about the Public Information Officer for Caltrans, Gidget Navarro, being very interested in working in Pacifica on the mural project. O'Neill will forward his email correspondence to Jaquith, and this could be an opportunity for us to discuss Highway 1 issues with Caltrans staff.
- Mural sub-committee: The committee held their 2<sup>nd</sup> meeting, and everyone has satisfied their inventory work and brought in photos of potential sites for murals. Peter Maynard, member of the Economic Development Commission (EDC), sent Jaquith a Google Doc with all the potential sites on a map. By the next meeting in May, the group will decide the next steps to get the murals going, including deciding on criteria selection. Jaquith noted the artist that did the southern Linda Mar beach murals also did murals at Terra Nova High School and suggested working with them.
- Upkeep of Completed Projects:
  - ✓ Linda Mar Medians: Mike Durkin was supposed to clean his island on Earth Day, and Ernat noticed that the area looked cleaner. Jaquith and Martinez noted that Susan's island needs improvement.
  - ✓ Grace McCarthy Vista Point: The Rotary Club cleaned up over the weekend, and Public Works picked up brush piles.
  - ✓ Marvilla Estates Park: No update/progress.
  - ✓ Signage: The Pacifica Garden Club is still deciding if they want to have a sign made up for this area. Jaquith suggested having all signs done simultaneously.
- Annual Report to City Council: Hontalas will continue to do the BAC annual report. Committee members will send her all the photos to be added to report.

#### Continuing Business:

- Review of the BAC Calendar: No BAC meeting in July, as many committee members will be out of town.
  - Mayor's Beautification Awards Sub-Committee: Hontalas sent out an email to potential committee members. The kick-off meeting will be at the end of June. The committee could use more members. The BAC will reach out to friends.
- Maintenance Agreements for Site Adoption: Dominguez printed several copies and handed out to committee, and Santiago passed out the draft checklist for BAC to review.

#### New Business:

- Ribbon cutting event for the Crespi parking lot and possibly also Spindrift school.
- Parry will be the BAC/Pacifica Beach Coalition (PBC) liaison and will work on Highway 1 corridors. The PBC meets every 2nd Tuesday of the month.

- Graffiti Project: Parry suggested putting a sign at the skate park warning people that the park may be closed if graffiti continues. Hontalas suggested publishing an article in the Tribune to seek volunteers to paint graffiti sites, but committee agreed that it may not be feasible.
- Palmetto Streetscape Project: Santiago saw the initial design plan many years ago and did not agree with plant selection. The EDC is on board with the project and will get the word out. Palmetto plants would be a great selection for the area. ERvin suggested palm trees.

Reports from staff: None

Items for Next Meeting:

- Ribbon cutting for Crespi parking lot and Spindrift School
- Islands for Community Center
- Fundraising for long planter box in Crespi Parking Lot – Parry/Skyline Environmental Club

Good of the Order: Ernat noticed Russian star thistle at the Rockaway demolition site. Equipment may have brought this new weed in. He will try to remove them before plants bloom and will take photos for next meeting.

The meeting was adjourned at 7:59PM.

The next meeting of the Beautification Advisory Committee is scheduled for Wednesday, August 3<sup>rd</sup> at 6:30 PM. The meeting will be held in the EOC room located in the Pacifica Police Station at 2075 Coast Highway in Pacifica, California.