

MINUTES
LOMPOC BEAUTIFICATION & APPEARANCE COMMISSION
Wednesday, April 11, 2018

This meeting was called to order at 6:31 P.M. in the Administrative Conference Room located at City Hall, 100 Civic Center Plaza, Lompoc, California.

- I. ROLL CALL: Chairperson Becky Barritt
 Commissioner Susan Gallacher
 Commissioner Judith McKinnon
 Commissioner Scott Reardon
- ABSENT: Vice-Chairperson Warren Keller - Excused
- STAFF: Sean O'Neil, Secretary
 Diane Najera, Office Staff Assistant

PUBLIC COMMENTS:

No Public Comments were received at this Meeting.

WRITTEN COMMUNICATIONS:

No Written Communications were received at this Meeting.

COMMISSION AND STAFF COMMUNICATIONS:

No Commission or Staff communications were received at this Meeting.

CONSENT CALENDAR:

1. APPROVAL OF MINUTES:

On a motion by Commissioner Gallacher and a second by Commissioner McKinnon, the Minutes of the Special Meeting – Annual Field Inspection of 3/13/18 and the Regular Meeting Minutes of 3/14/18 were approved.

STREET TREE ITEMS:

- 1, March 2018 Tree Removal & Planting List.

No comments were received on this item.

UNFINISHED BUSINESS:

1. Olive Avenue Walking Path Enhancement Project on 4/21/18.

Commissioner Gallacher informed the Commission that she has received a \$500 donation from First American Title, \$25 from a real estate agent and \$200 in plants from Home Depot. She will strive to get more donations for the Commission and not just for this particular project but for all of them. Commissioner Gallacher requested assistance with picking out plants. Chairperson Barritt will go to Home Depot and pick them out. Commissioner Gallacher said she has also been in contact with David Schroder from the Cabrillo Horticultural Department and they have some really inexpensive plants for sale. A discussion about the placement of a donated bench and birdhouses ensued with Staff O'Neil noting he will need to call in dig alerts. Commissioner Gallacher confirmed with Staff O'Neil that sanding and staining of the benches would also be done on the work day. Logistics for everything was briefly discussed. Commissioner Gallacher noted members from 4-H are coming and her and Commissioner Reardon will hand out flyers to the surrounding neighborhood. Commissioner Gallacher also asked about the City's Public Information Officer advertising on the radio as requested because she has not heard anything about the project on the radio. Staff Najera said she will touch bases with Samantha Scoggin. Chairperson Barritt inquired about reservations for the event and Staff Najera replied only one person has called in to date. Chairperson Barritt confirmed a load of mulch would be delivered with Staff O'Neil replying yes. She also noted more pitch forks are needed to help spread the mulch. It was also noted that many other activities, such as the Spring Arts Festival and the Vintner's Festival are also occurring on that very same day. Commissioner Gallacher was hoping the TV news station would come and cover the event; Staff Najera reminded her that an event flyer was e-mailed to them.

NEW BUSINESS:

1. Volunteer Waiver & Release Form.

Staff Najera explained everyone, including the Commission and all volunteers will need to fill out the forms per the City Attorney's Office for this work project and every one thereafter. All Commissioners that would be present on the work day filled out and submitted their forms.

2. Support the Recommended Tree List for City Right of Way.

Staff O'Neil requested the Commission's support of the recommend tree species list so that he can take it to City Council and therefore make it an "approved list". Staff O'Neil explained the information comes from the Street Trees Recommended for Southern California Book and he has chosen these trees to help sustain our urban forest better with plating the right tree in the right place; and this list goes along with the City's Tree Request Form. Staff O'Neil considered all factors, including possible damage to sidewalks, curbs, gutters and private property. He also avoided messy species as they are not conducive to our goal. Commissioner Reardon asked how the homeowner knows about the City's right-of-way. Staff O'Neil replied it is pretty much common knowledge but if we see something that is potentially not a good match, we will informed the resident. Commissioner McKinnon made a Motion for the Commission to

support the Recommended Tree List for City Right of Way with Commissioner Gallacher seconding the Motion. Chairperson Barritt open the floor up for discussion. She said there are a lot more trees besides just these that could be planted. Commissioner McKinnon said it is a guideline and a pretty good size list. A brief discussion on other possible species and guidelines occurred.

Staff O'Neil explained the reason for creation of this list occurred when dealing with replanting of the Engineering project in the 1500 blocks of West Oak, Lemon and Cherry Avenues. He also relayed that we have received eight forms back out of the sixty that were mailed and all do not want a tree. Commissioner Gallacher asked how many actual homeowners were contacted. Staff O'Neil replied the letters were sent to the tax payers. Commissioner Gallacher explained that 51% of the population in this community are renters. Staff O'Neil explained the City will also give the property owner a/some tree(s) (for them to plant and maintain themselves) if replanting is not possible in the city parkway. Commissioner Reardon voiced his opinion that it seems restrictive if you make it an approved list when there is thousands of other possible species and it should just be kept as a recommended list because the homeowner would still need supervisor's approval no matter what tree they pick. Staff O'Neil said the goal here is to avoid outlandish requests. Commissioner Reardon said to just deny the request then and Staff O'Neil said it's not always that easy and having a recommended/approved list will help with the process. All Commissioners voted Aye to support the Recommended tree List for City Right of Way.

3. Beautification "Say it with Flowers" Judging Assignments & Time Frame.

The Commission chose their areas to judge and selected May 15th through June 1st as their judging period. It was also requested to get information back to Staff Najera as soon as possible thereafter (by/on 6/4) so all certificates will be ready for the awards banquet on 6/19/18. A brief discussion on all logistics was discussed and Staff Najera reminded everyone not to be too excessive with their awards but certainly give where deserved.

STAFF ITEMS:

Staff O'Neil informed the Commission that the only way to increase their budget is through donations and fundraisers. Commissioner Gallacher inquired where the \$5,000 from the Chamber is for taking over the flower barrel project. Staff Najera replied that has not been officially requested yet and therefore not received. Staff Najera will formally request the funds.

Staff Najera briefly pointed out the other items in the meeting packet, such as the Beautification and Appearance Commission General Functions from the Commission Handbook, Chapter 31 on Trees, Robert's Rules of Order as requested by Chairperson Barritt, the Landscape Rebate Program Application, also requested by Chairperson Barritt and copies of a thank you letter for the seed packets from Commissioner Keller and donation request letters by Commissioner Gallacher.

COMMISSIONER REQUESTS:

No Commissioner requests were received at this meeting.

ADJOURNMENT:

Chairperson Becky Barritt seeing no further business noted the meeting of the Beautification & Appearance Commission adjourned at 7:26 P.M.

Respectfully Submitted,

Becky Barritt, Chairperson

Sean O'Neil, Secretary

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