



**MINUTES**  
**LOMPOC BEAUTIFICATION & APPEARANCE COMMISSION**  
**Tuesday, November 9, 2021**

This meeting was called to order at 4:30 p.m., by Chairperson Susan Gallacher

**ROLL CALL:**

Chairperson:	Susan Gallacher
Vice-Chairperson:	Julianna Ibarra
Commissioner:	Warren Keller
Commissioner:	Vacant
Commissioner:	Vacant

**CITY STAFF:** Urban Forestry Supervisor/Commission Secretary: Sean O'Neil  
Streets Division OSAlll: Brooke Capshaw

**PUBLIC COMMENTS:** There were no Public Comments at this meeting.

**WRITTEN COMMUNICATIONS:** There were no written communications received.

**COMMISSION AND STAFF COMMUNICATIONS:**

**CONSENT CALENDAR:**

Approval of Minutes: Chairperson Susan Gallacher motioned to approve the Minutes of the meetings of October 13, 2021; September 14, 2021; September 8, 2021 and August 11, 2021 with Vice-Chairperson Julianna Ibarra giving a second on the motion. By a 3-0 vote, the Commission voted in favor of approving all Minutes as presented.

**UNFINISHED BUSINESS:** No unfinished business was presented at this meeting.

**NEW BUSINESS:**

1. Discussion of future Beautification projects: Chairperson Susan Gallacher asked Sean if he would install birdhouses at the intersection of North I Street and West Ocean Avenue, if she were to provide them and Sean agreed to do so when time permits.
2. Thank you letter for Village Coffee Stop: All Members of the Commission reviewed a typed thank-you letter addressed to The Village Coffee Stop; thanking the business for their donation of food for the Recognition Grove Event. Chairperson Susan Gallacher motioned to have the letter reviewed by the City Manager to be printed on City letterhead with Commissioner Warren Keller giving a second on the motion. By a 3-0 vote, the Commission voted in favor of sending the letter to the City Manager for final review.

**STAFF ITEMS:** No staff items were presented at this meeting.

**COMMISSIONER REQUESTS:** Chairperson Susan Gallacher requested to discuss the Annual Lompoc Holiday Decoration Contest. Sean explained that with limited staffing this year, the printed awards will be limited to a first, second, and third place in the categories of Residential and Non-Residential. Sean further stated that the address and not the name(s) of the occupant(s) will be printed on the awards. Chairperson Susan Gallacher explained that if any Honorable Mention awards were to be given, she would have them printed at a print shop. The Commission chose to have the contest viewing on Thursday, December 9<sup>th</sup>, to begin at 6:00 p.m.

**ADJOURNMENT:** Chairperson Susan Gallacher adjourned to the next meeting of the Lompoc Beautification Appearance Commission scheduled for Tuesday, December 14, 2021 at 4:30 p.m. in the Administrative Conference Room at Lompoc City Hall. The meeting was adjourned at 4:56 p.m.

Respectfully Submitted,

  
Susan Gallacher, Chairperson

  
Sean O'Neil, Secretary