



# CITY *of* BRISBANE

## Beautification Subcommittee Agenda

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Thursday August 20<sup>th</sup>, 2026 at 4:00PM • Hybrid Meeting  
Brisbane City Hall Annex, Annex Conference Room, 25 Park Place, Brisbane, CA

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The public may observe/participate in the Subcommittee meetings by using remote public comment options or attending in person. Subcommittee members shall attend in person unless remote participation is permitted by law. The Subcommittee may take action on any item listed in the agenda.

### **Join in Person**

Location: 25 Park Place, Brisbane, CA 94005 - [Annex Conference Room](#)

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### **Join Virtually**

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[brisbaneca.org/subcomm-zoom](https://brisbaneca.org/subcomm-zoom)

Meeting ID: 821 0920 3916

Call In Number: 1 (669) 900-9128

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### **To Address the Subcommittee**

#### **In Person Participation**

To address the Subcommittee on any item on or not on the posted agenda, please wait until Public Comments are being accepted.

#### **Remote Participation**

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Email: [aibarra@brisbaneca.org](mailto:aibarra@brisbaneca.org)

#### **Special Assistance**

If you need special assistance to participate in this meeting, please contact Angel Ibarra at (415) 508-2109. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**Subcommittee Members:**

Mayor Pro-tem Madison Davis, Councilmember Frank Kern, Park & Recreation Commissioner Trudi Davis, PAAC Committee Member Camille Salmon, OSEC Vice-Chair Mary Rogers, CSSC Committee Member Cristian Cabrera

**Roll Call**

Remote Attendance Under the Just Cause Provisions of the Brown Act

**Presentation and Discussion Items**

- A. Receive Proposed Adopt a Spot Program

**Public Comment****Adjournment**



## **BEAUTIFICATION SUBCOMMITTEE STAFF MEMO**

**Meeting Date:** August 20, 2026

**From:** Christina Fernandez, Assistant City Manager  
Mollie Brown, Management Analyst

**Subject:** Proposed Adopt-a-Spot Program Framework

### **Recommendation**

Consider framework and site locations for proposed “Adopt-a-Spot” program.

### **Background**

On July 13, 2026, the Beautification Subcommittee reviewed examples of Adopt-a-Spot programs in nearby communities and explored how to launch a similar initiative in Brisbane. Potential locations included the recently designed stairway on San Benito/Alvarado, Visitacion Avenue, the Bank of America site, the corner of Old County Road with existing native plantings, and considering spots suggested by residents or volunteers. Tasks under this program could range from planting to general maintenance like sweeping the new stairs. The group also emphasized the importance of process, including application, training, planning, and monitoring. In addition, the committee considered engaging local schools, the Youth Advisory Committee, and area businesses.

### **Discussion**

The Adopt-a-Spot Program is intended to encourage community stewardship of City-owned landscaped areas by partnering with volunteers to enhance and maintain small public spaces through beautification efforts. The program is designed to supplement City maintenance while fostering civic pride, environmental stewardship, and neighborhood engagement.

A detailed, draft framework can be found in Attachment 1.

### **Attachments**

1. Full draft of Proposed Program Framework
2. List of potential spots
3. Example Application from City of Santa Rosa

## **Attachment 1**

### **Adopt-a-Spot Proposed Program Framework**

#### **Program Definition**

Adopt-a-Spot is a volunteer stewardship agreement in which an individual, family, neighborhood group, school, or organization commits to helping maintain a designated City-owned landscape area through routine beautification activities such as native planting, watering, weeding, cleaning, or litter pickup, in partnership with the City.

#### **Eligible Activities**

Approved volunteer activities may include:

- ✓ Planting approved native plants
- ✓ Removal of invasive vegetation
- ✓ Weeding
- ✓ Mulching
- ✓ Watering newly installed plants
- ✓ Litter removal
- ✓ Light pruning and general landscape maintenance
- ✓ Reporting maintenance or safety concerns to City staff

Non-eligible activities:

- ✗ Removal of existing trees or significant vegetation
- ✗ Installation of irrigation systems
- ✗ Hardscape improvements
- ✗ Structural or landscape redesign

## **Application Process**

Prospective volunteers would:

1. Select an available Adopt-a-Spot location on our online map.
2. Complete and submit the volunteer application. (See Attachment 3 for example Adopt-a-Green-Space Application from City of Santa Rosa.)
3. Complete a volunteer agreement and liability waiver.
4. Participate in a brief orientation covering program expectations, approved maintenance activities, and safety procedures.
5. Receive confirmation of adoption from the City.

## **Volunteer Responsibilities**

Participants would agree to:

- Maintain their adopted site on a regular basis and at a frequency approved by the City.
- Follow City landscaping guidelines.
- Use only City-approved plant species and materials.
- Notify the City of maintenance issues beyond the scope of volunteer work.
- Maintain communication with City's designated program contact throughout the adoption period.

## **City Responsibilities**

The City would:

- Identify and approve Adopt-a-Spot locations.
- Provide orientation and program guidance.
- Establish an approved plant list and maintenance standards.
- Coordinate initial site preparation, when necessary.
- Monitor condition and progress through periodic check-ins (photo updates, site visits, etc.)
- Retain ownership and overall responsibility for each site.

## **Plants and Materials**

Only approved plant species suitable for the site should be installed. To ensure consistency and support long-term maintenance, plant materials would preferably be provided by the City, obtained through approved donations or grants, or purchased by volunteers with prior City approval. Collaboration with San Bruno Mountain Watch Nursery is a viable option to explore.

## **Watering**

During the initial establishment period, volunteers would be responsible for routine watering according to City guidance (most native plants only need supplemental watering during the first 6–12 months). Once established, selected native plants should require minimal supplemental irrigation except during periods of extended drought or extreme heat. The City will work with volunteers to identify an appropriate point of connection for watering on a case by case basis for each adopted site.

## **Adoption Term**

Adoptions would generally be for a one-year term with the opportunity for annual renewal.

Participation may conclude if:

- The volunteer chooses to withdraw;
- The volunteer no longer maintains the site;
- Program requirements are not met;
- The City requires the site for another public purpose.

When an adoption ends, responsibility for the site immediately returns to the City until another volunteer adopts the location.

## **Pilot Program**

Staff recommends implementing the program initially as a pilot.

The pilot could include:

- 3–5 City-selected locations;
  - 5–7 volunteer participants;
  - A one-year stewardship agreement; and
  - Evaluation of volunteer participation, maintenance quality, staff workload, and program costs prior to broader implementation.
- 

## **Policy Questions for Committee Consideration**

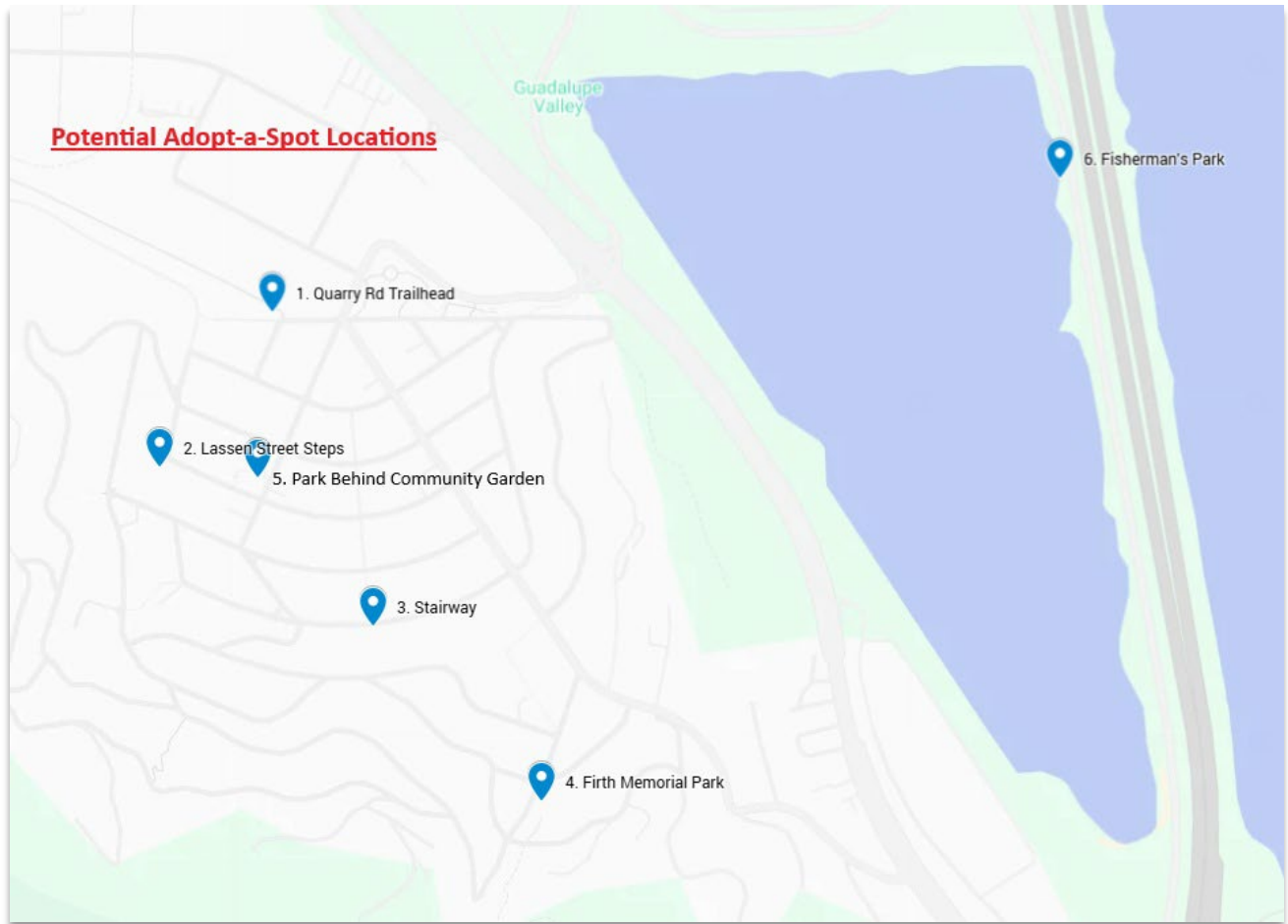
- Should participation be limited to Brisbane residents or be open to businesses and community organizations?
- Should the City provide all plants and materials, or allow approved volunteer donations?
  - If City-provided, where will the budget for plants come from?
- What level of staff oversight is appropriate for long-term program success?
- What recognition (e.g., signage, certificates, or volunteer appreciation) should be offered to participants?
- Following the pilot program, what performance measures should be used to determine whether the program should expand?

## Attachment 2

### **Proposed Adopt a Spot Site Locations**

1. Quarry Road Trail Head, by Community Garden
2. Lassen Street Steps
3. Alvarado to San Benito Stairway
4. Firth Park\*
5. Park Behind Community Center/Old Library
6. Brisbane Lagoon Fisherman's Park\*

*\*DPW preferred locations*



|                     |                                                                                                                                                                                                                                                                                                                                                        |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                | <b>1. Quarry Road Trail Head, by Community Garden</b>                                                                                                                                                                                                                                                                                                  |
| Link to map         | <a href="#">Google Maps</a>                                                                                                                                                                                                                                                                                                                            |
| Link to photo album | <a href="#">Link to Photos</a>                                                                                                                                                                                                                                                                                                                         |
| # of subsites       | 2                                                                                                                                                                                                                                                                                                                                                      |
| # of volunteers     | 2                                                                                                                                                                                                                                                                                                                                                      |
| Description of work | Weeding around the plantings and watering the plantings monthly during the dry season (June through early November) would be the main activities needed. Some light pruning of the plantings to remove dried leaves would also be helpful as needed.                                                                                                   |
| Water               | PW is leaving 55-gallon water drum on site as of 8/11. San Bruno Mountain Watch watering through the rest of the summer. If there are volunteers who wish to adopt the site and help water, perhaps we could leave some watering pails secured to the drum (when not in use, with a bungee cord or rope for example) that they could use when on site. |
| Photo               |                                                                                                                                                                                                                                                                     |

|                     |                                                                                                      |
|---------------------|------------------------------------------------------------------------------------------------------|
| Name                | <b>2. Lassen Street Steps</b>                                                                        |
| Link to map         | <a href="#">Lassen Street, Brisbane</a>                                                              |
| Link to photo album | <a href="#">Lassen St Steps</a>                                                                      |
| # of subsites       | None, only one site                                                                                  |
| # of volunteers     | 1                                                                                                    |
| Description of work | Weeding around the plantings and watering of plantings during the dry season (June through November) |
| Water               | Water would need to be brought to the area                                                           |
| Photo               |                   |

|                     |                                                                                                                               |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Name                | <b>3. Alvarado to San Benito Stairway</b>                                                                                     |
| Link to map         | <a href="#">Google Map</a>                                                                                                    |
| Link to photo album | <a href="#">San Benito, Alvarado Stairway</a>                                                                                 |
| # of subsites       | None, only one site                                                                                                           |
| # of volunteers     | 1-2                                                                                                                           |
| Description of work | Weekly sweeping of pine needles and other debris, picking up any litter that accumulates, keeping an eye on general condition |
| Water               | No watering needed                                                                                                            |
| Photo               |                                            |

|                     |                                                                                                                                 |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Name                | <b>4. Firth Park</b>                                                                                                            |
| Link to map         | <a href="https://maps.app.goo.gl/N97Wrtps9YZEpg3d9">https://maps.app.goo.gl/N97Wrtps9YZEpg3d9</a>                               |
| Link to photo album | <a href="#">Firth Park</a>                                                                                                      |
| # of subsites       | 2-3                                                                                                                             |
| # of volunteers     | 3-4                                                                                                                             |
| Description of work | Removing ivy from trees along east side of park, planting native plants and weeding, pruning, watering, restoring old barbeques |
| Water               | Hose spout on south side, by water fountain                                                                                     |
| Photo               |                                              |

|                     |                                                                                                   |
|---------------------|---------------------------------------------------------------------------------------------------|
| Name                | <b>5. Park behind Brisbane Community Center/Old library</b>                                       |
| Link to map         | <a href="https://maps.app.goo.gl/51kcu746ojtLUS5P8">https://maps.app.goo.gl/51kcu746ojtLUS5P8</a> |
| Link to photo album |                                                                                                   |
| # of subsites       | Just one site                                                                                     |
| # of volunteers     | 2-4                                                                                               |
| Description of work | Weeding, pruning, sweeping, litter pick-up                                                        |
| Water               |                                                                                                   |
| Notes:              |                                                                                                   |
| Photo               |                |

|                     |                                                                                                                                       |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Name                | <b>6. Brisbane Lagoon Fisherman's Park</b>                                                                                            |
| Link to map         | <a href="https://maps.app.goo.gl/mHtM5EkcyuacYsSm6">https://maps.app.goo.gl/mHtM5EkcyuacYsSm6</a>                                     |
| Link to photo album | <a href="#">Fisherman's Park</a>                                                                                                      |
| # of subsites       |                                                                                                                                       |
| # of volunteers     | 3-5                                                                                                                                   |
| Description of work | Once told trees are removed: planting of native trees and plants, litter pickup, new picnic tables, cleaning of graffiti from signage |
| Water               | No water available at this site                                                                                                       |
| Notes:              |                                                                                                                                       |
| Photo               |                                                    |

Sites that were considered but ultimately not selected for pilot:

1. Community Park
2. 70 Old County Rd
3. “Corner” of Old County Rd / in front of skatepark

|                     |                                                                                                                                          |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Name                | <b>Community Park</b>                                                                                                                    |
| Link to map         | <a href="#">Community Park, behind restrooms</a>                                                                                         |
| Link to photo album | <a href="#">Community Park</a>                                                                                                           |
| # of subsites       | 2                                                                                                                                        |
| # of volunteers     | 2-3                                                                                                                                      |
| Description of work | Currently just dirt. Would need planting of native plants, weeding, and watering. Pathway to access waste bin enclosure should be built. |
| Water               | Sprinklers in the area. Confirming with Keegan that they are functional.                                                                 |
| Notes:              | PO for landscaping and maintenance already in the works, no need for “adoption”                                                          |

|                     |                                                                                                                                                                                                                                           |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                | <b>70 Old County Rd (old Bank of America Site)</b>                                                                                                                                                                                        |
| Link to map         | <a href="https://maps.app.goo.gl/dYhxyAhbnH9bXVD79">https://maps.app.goo.gl/dYhxyAhbnH9bXVD79</a>                                                                                                                                         |
| Link to photo album | <a href="https://cityofbrisbaneusa.sharepoint.com/:f:/s/ACMMA/IgBqsqKoxiGyTq3ftY0SjENPAZOXdFCBUF0S6wjp4g-mDF4?e=ufLV9T">https://cityofbrisbaneusa.sharepoint.com/:f:/s/ACMMA/IgBqsqKoxiGyTq3ftY0SjENPAZOXdFCBUF0S6wjp4g-mDF4?e=ufLV9T</a> |
| # of subsites       | 2-3                                                                                                                                                                                                                                       |
| # of volunteers     | 4-5                                                                                                                                                                                                                                       |
| Description of work | Planting, maintenance, litter pick up, watering, etc.                                                                                                                                                                                     |
| Water               | Unsure of water access                                                                                                                                                                                                                    |
| Notes:              | Very large space, needs some serious landscaping and maintenance, maybe not right for small volunteer-led work                                                                                                                            |

|                     |                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------|
| Name                | <b><i>"Corner" of Old County Rd / Area in front of skate park</i></b>                                                    |
| Link to map         | <a href="https://maps.app.goo.gl/Vgx12EtunQBW7UGH7">https://maps.app.goo.gl/Vgx12EtunQBW7UGH7</a>                        |
| Link to photo album |                                                                                                                          |
| # of subsites       |                                                                                                                          |
| # of volunteers     |                                                                                                                          |
| Description of work |                                                                                                                          |
| Water               |                                                                                                                          |
| Notes:              | Not City-owned property (owned by Prologis?). Could possibly be a candidate for a business "Adopt a Spot" in the future. |

### Attachment 3

#### Example Application from the City of Santa Rosa



Recreation and Parks Department  
69 Stony Circle, Santa Rosa, CA 95401  
[VolunteerSantaRosa@srcity.org](mailto:VolunteerSantaRosa@srcity.org)  
(707) 543-3279

#### ***Adopt-a-Green-Space Application***

DATE:

**Schedule and Frequency** *(i.e. Every Tuesday, first Saturday of the month, etc.)*

**Start Time**

**End Time**

**Location - Park/Site**

**Area in Park/Site**

**Estimated # of Adult Volunteers (Age 18+)**

**Estimated # of Youth Volunteers (Age 13-17)**

*Youth Volunteers Must Work Under the Direction of an Adult*

**Estimated # of Child Volunteers (Age 12 and under)**

*Child Volunteers Must be Accompanied by a Legal Guardian*

**Project Description**

☐ *If more space is needed, please check this box and include additional details on a separate piece of paper*

**Request for City Assistance**

☐ *Volunteer Recruitment*

☐ *Tools*

☐ *Debris Bin*

☐ *Portable Restrooms*

☐ *Other*

#### ***Contact Information***

**Organization (if applicable)**

**Contact Name**

**Address**

**Email**

**Phone**