



THE CITY OF  
**NOVATO**  
CALIFORNIA

922 Machin Avenue  
Novato, CA 94945  
415/899-8900  
FAX 415/899-8213  
[www.novato.org](http://www.novato.org)

Mayor  
Pat Eklund  
Mayor Pro Tem  
Denise Athas  
Councilmembers  
Pam Drew  
Josh Fryday  
Eric Lucan

City Manager  
Regan M. Candelario

**NOVATO RECREATION, CULTURAL AND COMMUNITY  
SERVICES COMMISSION**

**MINUTES**

November 10, 2016  
7:00 p.m.

Novato City Hall \*  
Council Chambers  
901 Sherman Avenue

**A. ROLL CALL**

Chair Caye called the meeting to order at 7:07 p.m.

Commissioners present: Caye, Weber, Crow, Neese and Styx

Commissioners absent: Bartling and Solorzano

Also present: Director Pam Shinault, Recording  
Secretary Kendric Baccei.

**B. APPROVAL OF AGENDA**

**MOTION/SECOND, COMMISSIONERS CROW/WEBER, TO  
APPROVE THE AGENDA.**

**MOTION CARRIED 5-0.**

**C. APPROVAL OF MINUTES**

1. September 8, 2016

**MOTION/SECOND, COMMISSIONERS CROW/NEESE, TO  
APPROVE THE MINUTES.**

**MOTION CARRIED 5-0**

2. October 20, 2016

**MOTION/SECOND, COMMISSIONERS Weber/Crow, TO  
APPROVE THE MINUTES.**

**MOTION CARRIED 5-0**

**D. PUBLIC COMMENT**

There was no public comment.

**E. READER BOARD INFORMTION**

None.

**F. PRESENTIONS**

1. Novato Streetscape Committee Role, Projects, and similarities to the Recreation, Cultural and Community Service Commission – Susan Stompe.
2. Katie Gauntlett, Recreation Supervisor, Child Care and Enrichment Introduction and program highlights.

**G. OLD BUSINESS**

1. Draft General Plan 2035. Ms. Shinault asked for Commissioners to provide feedback on the Draft General Plan 2035.

Recommendations and comments from the Commission:

- Overall, the Commission was very complimentary regarding the readability and organization of the Draft General Plan and the focus on Healthy Eating and Active Living and the needs of older adults. They also complimented the quality of photos and maps, which contribute to the readability of the document.
- The Commission believes their five priority areas are well represented in the Draft Plan, including:
  - Enhance and protect quality of life
  - Preserve parks and open space
  - Support and enhance active, healthy living
  - Mobility (instead of transportation)
  - Safety, particularly for bicyclists and pedestrians
- Discussion began with two additional comments from Chair Caye. First comment: Chair Caye pointed out in the section 1.6, he would like to propose adding “Civic Engagements” as one of the General Plan themes also with Healthy Eating/Active Living and Sustainability.
- Second comment: Chair Caye questioned in section 4.4, the section on Healthy Eating Active Living, if Novato’s commitment to “obesity prevention” is the right phrase to use. After some discussion, the Commission agreed “healthy eating and active living” is a more positive statement.
- They suggest changing the language from “elders” to “older adults.” After some discussion, a recommendation was made to stay consistent with the County’s terminology and use the term “older adults.” Mr. Brown said he would look at that.
- The importance of having pocket parks within walking distance: Commissioner Crow suggested the consensus was that every area needs to be within walking distance of a park, especially in higher density areas. Mr. Brown suggested this

be a new policy emphasizing the importance of pocket parks particularly in high density areas such as the Northwest Quadrant. Staff will look at that.

Mr. Brown explained that after all comments received, they will list them and prepare a staff response, if there are any edits to the document that they are recommending or policy language they will have that.

- Community gardens in high density areas and school grounds in addition to other areas in town.

Mr. Brown said they will look at LW 10 Access to Healthy Foods, and see about adding a program that encourages locating community gardens in higher density areas and working collaboratively with the school district.

The Commission asked if Council can extend the urban growth boundaries? Mr. Brown stated that they can.

- Adding trail maps that are in Novato. Ms. Crow states that as part of “Healthy Eating Active Living”, the City should emphasize all the trails in Novato and make the information more available.

Mr. Brown explained the idea of considering the feasibility of having an interactive cell phone application of accessible trail maps. This is referenced in Program LW 5c Promote Trail Use.

- Bus stop at Margaret Todd Senior Center is a need. Mr. Brown stated suggesting where bus stops are specifically located is a little too detailed for the General Plan.

Commissioner Crow asked if it is within the General Plan to emphasize a need to ensure easy access for older adults. Commissioner Neese stated the importance of this. After a brief discussion, Mr. Brown will consider it.

Mr. Brown referred to Program MO 21d Paratransit. After discussing, it was agreed that Program MO 21d Paratransit should be broadened to promote convenient bus service for seniors to service locations, such as the Margaret Todd Senior Center.

- Lack of parking in the downtown area and fixing cracked sidewalks.

Mr. Brown stated staff is working on a plan that will deal with downtown parking, and will be covered in the General Plan. Mr. Brown stated there is no direct reference to sidewalks in the General Plan.

Commissioner Crow referred to the “Complete Streets” section. With discussion, Commissioner Neese said that with the lack of parking, people get left out of special events. She also brought up the need for more handicap parking for the older adults.

Mr. Brown stated that the issue is being addressed. The concern of cracked sidewalks was discussed further, with Mr. Brown pointing out that the sidewalk is the responsibility of the adjacent property owner.

After discussion, the Commission agreed on recommending a phrase or statement about sidewalks be added.

Mr. Brown suggested there can be a reference to sidewalk condition in Policy MO 19 safe and Convenient Pedestrian Facilities.

- Support for youth and older adult in intergenerational programming. Mr. Brown says this is something not addressed in the General Plan.

The Commission asked Ms. Shinault if intergenerational programming is something that can be added into the programming and Ms. Shinault said it could be added. Commission agreed this comment was too specific for the general Plan.

- Include information about County Trails in Novato and where accessible trails are located. Mr. Brown referred to the idea of including trail maps and indicated accessibility and a cell phone application.

Additional comments were made:

- Commission suggested that the document does a good job of focusing on eating well and living healthy.
- Strong support for the eating healthy initiative.
- The need for volunteer opportunities. Add a new program calling for community volunteerism and a more coordinated City effort.
- Suggestion on having a paper to give to new City residents kind of like a “Welcome Wagon.”

Implementation:

- Redwood Blvd. Median idea for walkability, having a path and park going all the way to Atherton was supported.

Mr. Brown stated improvements to Redwood Blvd. is in the Capital Improvement Program budget and there is funding but public works department has lost many engineers.

- Discussion about some of the neighborhood parks being identified as short term rather than long term in the General Plan 2035.

Ms. Shinault explained that creating a Parks and Recreation Master Plan would raise expectations when sufficient funding to implement the plan is increasingly difficult.

Commissioner Styx asked Ms. Shinault if anything in the long term could be considered for the short term.

Ms. Shinault explained the process of prioritizing facility projects through studies completed in the last few years, such as the facility existing conditions report, American with Disability Act Transition Plan update, and staff's continuous assessment of needs to support programs and level of use of facilities.

Mr. Brown took note of the Commissions' request for Appendix A Implementation Plan Program LW 2b new Neighborhood Parks to be changed from Long Term to Short Term.

- Commission recommended identifying a commitment to rehabilitating and maintain parks and recreation facilities. Looking at LW2 in the document and purpose, to change the phrase from “reducing maintenance cost” to “commitment to maintain parks at a high quality level.” Final agreement in Program LW 2f, to eliminate the three words “reduce maintenance cost” to make the sentence more proactive.
- The Commission was happy to see the community garden was listed as short term rather than long term.
- In summary, Chair Caye refers to the two comments he started with, changing the phrase “obesity prevention” to “Healthy eating, active living” and consider adding “Civic Engagements” paragraphs in to the Themes.

#### **E. NEW BUSINESS**

There were no New Business items.

#### **F. REPORTS/INFORMATION**

##### 1. Director's Report

Ms. Shinault reminded and encouraged Commissioners to attend the ground breaking celebration for Bahia Parks on Saturday, November 12th.

##### 2. Upcoming City Council Items

11/29 – Lieb Environmental Updates

12/13 – Lieb Settlement Agreement

##### 3. Media Articles – Comments from the Director/Commission.

No Media article comments.

#### **G. COMMISSION REPORTS/COMMENTS.**

##### 1. Commission Comments/Reports.

Vice Chair Weber suggested that the Commission adopt a median. Commission agreed to do so.

2. Upcoming Community Events.

**H. SCHEDULE NEXT MEETING**

January 19, 2017

**I. ADJOURNMENT**

Meeting was adjourned at 8:51pm.