



THE CITY OF  
**NOVATO**  
CALIFORNIA

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Novato, CA 94945  
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[www.novato.org](http://www.novato.org)

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

City Manager  
Regan M. Candelario

## AGENDA

Novato Streetscape Committee Meeting  
Monday, February 12, 2018, at 7:00 p.m.  
922 Machin Avenue-Womack Room, 2<sup>nd</sup> floor

- 7 – 7:10 pm Social time**
- I. ROLL CALL 7:10 pm or before**
- II. APPROVE MINUTES OF January 8, 2018**  
10 minutes total for Minutes & Agenda approval
- III. APPROVE AGENDA FOR February 12, 2018**
- IV. CITIZENS' TIME TO ADDRESS COMMITTEE 7:20 – 7:25 pm**
- V. STAFF CONCERNS 7:50 – 8:00 pm**
- VI. COMMITTEE MEMBERS' COMMENT TIME 8:00 – 8:15 pm**
- VII. SUBCOMMITTEE REPORTS 8:15 – 8:40 pm**
- A. Clean & Green Day – Susan and Ed
  - B. Signs - Ed
  - C. Business/Landscape Recognition - Judie
  - D. Island/Site Adoption - Review of Island Conditions
  - E. Public Outreach – Susan and Charlotte
  - F. Strategic Planning – Ginny and Marcia
  - G. Financial – Ed
- VIII. OLD BUSINESS 8:40 – 8:55 pm**
- A. Previous Business/Landscape Recognition Nominations
    - 938 Diablo Avenue, Novato, CA. 949947  
(Shopping Center with Panda Express)
- IX. NEW BUSINESS 8:40 – 8:55 pm**
- B. Nominations for Business/Landscape Recognition
  - C. Litter Summit Involvement – Ginny
  - D. Annual Report 2017

*Any Committee member that cannot attend the next meeting, please notify the City of Novato Maintenance Division at 899-8280 one week in advance, so we may ensure a quorum*

# Novato Streetscape Committee MINUTES

February 12, 2018

City of Novato-City Hall

922 Machin Avenue, Novato, CA 94945

## I.

### Members:

Susan Stompe- Chair  
Marcia Basalla -Vice-Chair  
Ed Schulze  
Ginny Hanna

### Members Absent:

Charlotte Urban  
Peter Andreucci  
Judie Buder

### Staff:

Clive Shigoli  
Veronica Brierley

## II. APPROVE MINUTES OF January 8, 2018

*Approved 4-0-0-3 (4-Approved, 0-Opposed, 0-Abstain, 3-Absent)*

## III. APPROVE AGENDA FOR February 12, 2018

*Approved 4-0-0-3 (4-Approved, 0-Opposed, 0-Abstain, 3-Absent)*

## IV. CITIZENS' TIME TO ADDRESS THE COMMITTEE

## V. STAFF CONCERNS

- Shigoli stated that Buder is resigning from the Streetscape Committee and that she needs to put her resignation in writing to the Streetscape Committee and the Council.
- Hanna inquired if we need to wait until summer to replace her, but Stompe stated that we do not.
- Stompe stated that she had asked for an alternate to be appointed which would be in March. Stompe also stated there will now be 2 available slots to be appointed.
- Hanna asked if we need to make it more specific when people are interested in joining the Streetscape Committee.
- Basalla commented that she let Terrie Gillen know that it would be beneficial to have people come to the Streetscape meetings before joining.
- Hanna stated that they have a new volunteer that is a San Marin high school student and is a member of the Conservation Corp.? Club?

## VI. COMMITTEE MEMBERS' COMMENT TIME

- Basalla commented that she made up an initial list of ground covers to use instead of Round Up. Basalla stated Charlotte Torgovitsky, who has donated about \$280.00 worth of plants had asked Basalla to bring up at the meeting that she has a nursery propagation and is working on expanding it and could grow plants for the city in her nursery.
- Basalla stated in the California Native Plants Society Newsletter they had a small part saying that the City of Novato uses native plants in traffic islands.
- Hanna asked Shigoli if the broken sprinkler head on Basalla's island had been repaired, and Shigoli stated that it had been fixed.
- Schulze complimented Shigoli on the hard work that the Public Works Department did on Redwood Blvd.
- Stompe stated that she has lost some data on her computer and needs help with sending out postcards from the list.

## VII. SUBCOMMITTEE REPORTS

### Clean & Green Day

- Next Clean & Green Day Meeting is at Susan Stompe's house on January 17<sup>th</sup> at 7:00 pm.
- Basalla stated that Joni DeGabriel will be coming to the meeting.
- Stompe stated that the Sanitary District will pay for 2 big posters for Clean & Green Day.
- Schulze stated that the Centric lawn sign update labels will be \$67.25 for 28 signs. Schulze also stated that we have 3 vinyl banners which would be \$15.00 a piece, total is \$45.00. The total would be \$121.80 lawn signs and 3 vinyl banners. Schulze stated that once the invoice comes in, he will submit it.
- Stompe stated she received a quote for the Banner from Centric Signs and was looking into updating banner from a photograph of old sign.
- Shigoli stated he has the old Banner and Stompe and Shigoli agreed that Shigoli will bring it to the next meeting.
- Schulze stated that Bank of Marin is covering the printing of the postcards. The postage is covered by the City for mailing.
- Schulze asked Shigoli if he purchased more garbage grabbers. Shigoli stated that he has purchased 40 out of the Clean & Green money.

### MONTHLY ADOPT-AN-ISLAND

<b>Adopt-An-Island Information</b>	<b>Applications Sent out</b>	<b>Applications Returned</b>	<b>Applications Approved</b>	<b>Median's Adopted</b>
October 2017	0	0	0	0
November 2017	1	1	1	1
December 2017	1	1	1	1

### Signs

- Schulze asked Shigoli if we received paperwork for a median from Larry Paulger.
- Shigoli stated that the Paulger paperwork is completed for the median on Sunset Pkwy. and Cambridge.
- Schulze asked Shigoli if he made up an extra framework for the Wilson median and Shigoli stated he has not. Schulze stated to just have the sign available.

### Business Landscape Recognition

- Stompe stated that the spreadsheet of Business Landscape Award recipients was lost when her computer crashed. Urban will help reconstructing it from early 2017.
- Schulze stated it would be a good idea to have past business landscape nominations be recognized at a Council Meeting or that we just read a list to the public.

### Island/Site Adoption

- The Streetscape Committee will be dividing up the adopted islands so that each person would have about 5-6 islands to monitor to be sure that people were taking care of the islands. Stompe stated they would be reviewing the islands periodically among the committee and will get a list together to hand out as to what islands everyone is assigned to monitor.
- Basalla stated that she and Maggie Rufo cleaned up the Hungary Owl Island, and will get some plants from Charlotte Torgovitsky.

### Public Outreach

- Stompe asked Shigoli if the work has been started on the island on Wilson Ave.
- Shigoli stated the work has been started and looks good.

### Strategic Planning

- Hanna stated there were 9 volunteers for Team Up To Clean Up for the first Saturday of the month event. Hanna stated there was a father and a daughter from San Marin who were very enthusiastic, and that they had 3 repeat volunteers.
- Basalla stated that they will send emails out to the volunteers and also connect on Next Door for the next event.
- Hanna stated there was a lot of trash in the lot behind Trader Joe's. Brierley stated that there is a homeless encampment behind the lot in the back and will let Hanna know who the property manager is to contact them.
- Basalla inquired if there was a way to recognize our volunteers, and Shigoli stated that he can ask Heather Hafer with the City of Novato about how to go about that.
- Hanna stated that her, Basalla, and Joni DeGabriel, need to come up with a budget.
- Basalla stated the brochure and the website is in the works.

### **Financial**

- Schulze asked Shigoli if there were any changes in the financials and Shigoli stated there were not.
- Basalla asked when we will see the budget in writing.
- Basalla inquired about the grabbers and Shigoli stated he will purchase them from the \$5,000.
- Stompe stated we need to send out certificates for past nominations.
- Basalla stated she would like to invite Josh Fryday to a meeting.
- Stompe stated she would like to talk about becoming a Tree City with Josh Fryday.
- Schulze stated that so far the expenses are \$121.80, and \$1200.00 for Clean & Green banner.

## **VIII. OLD BUSINESS**

### **A. Previous Business Landscape Recognition Nominations:**

1. 938 Diablo Avenue, Novato, CA. 94947 (Shopping Center with Panda Express) this nomination was continued to the February meeting since many had not visited it.

### **B. Nominations of Chair and Vice-Chair**

Stompe stated last month we nominated Vice-Chair and Chair. Stompe stated we needed to motion that Basalla is Chair and Hanna is Vice-Chair. Schulze moved to nominate Basalla as Chair and Hanna as Vice-Chair.  
 Motion – *Approved 4-0-0-3 (4-Approved, 0-Opposed, 0-Abstain, 3-Absent)*

## **IX. NEW BUSINESS**

### **A) Business/Landscape Recognition Nominations**

1. None

### **B) Litter Summit Involvement**

- Hanna stated the Litter Summit will be divided into teams and what they are hoping to do on January 31, 2018 from 9-11 am is to have a meeting to bring in some of the people who filled out the survey and any others who would like to attend, so they can join groups that already exist or make their own.

### **C) Annual Report 2017**

- Basalla added this to the Agenda. Stompe will work on this for next month and incorporate Islands adopted and Team Up to Clean Up in report.

## **X. ADJOURNMENT**

*Meeting adjourned at 8:45 pm*

***Next Meeting: February 12, 2018 at 7:00 pm***