



**CITY OF NOVATO**  
**PUBLIC WORKS**

**Novato Streetscape Committee**

**Agenda**

CITY ADMINISTRATIVE OFFICES  
922 MACHIN AVENUE  
BAGET MEETING ROOM, 2ND FLOOR  
NOVATO, CA 94945

**Monday, March 9, 2020 - 7:00 PM**

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**Chair**

Michael Furry

**Vice Chair**

Marcia Basalla

**Members**

Virginia Hanna  
Nancy Hughes  
Andrea Kiesel  
Mia Morris  
Sherry Temple

**Staff Liaison**

Gretchen Schubeck

The Novato Streetscape Committee welcomes you to attend its meetings, which are regularly scheduled on the second Monday of every month. Your interest is encouraged and appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison at (415) 899-8950. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help insure accessibility to this meeting.

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**A. CALL TO ORDER AND ROLL CALL**

**B. APPROVAL OF FINAL AGENDA**

**C. PUBLIC COMMENT**

*All members of the public wishing to address the Novato Streetscape Committee are requested to submit a speaker card in advance to the Staff Liaison (please remember that all comment cards are*

*PUBLIC RECORDS). The Chair will call the names of speakers from the cards. In addition to receiving comment from the public during the Public Comment period, the Chair will recognize members of the public who wish to address the Novato Streetscape Committee on a particular agenda item at the time that item is considered.*

*There is a three-minute time limit to speak although the Chair may shorten the time based on the number of speakers or other factors. A speaker may not yield his or her time to another speaker.*

*For issues raised during Public Comment that are not on the published agenda, except as otherwise provided under the Ralph M. Brown Act, no action can legally be taken. The Novato Streetscape Committee may direct that the item be referred to the Staff Liaison for action or may schedule the item on a subsequent agenda.*

**D. CONSENT ITEMS**

*All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single vote of the Novato Streetscape Committee. There will be no separate discussion unless specific items are removed from the Consent Calendar for separate discussion and action. Any Committee Member may remove an item from the Consent Calendar and place it under General Business for discussion.*

**D.1. Approve the meeting minutes of February 10, 2020**

**E. STAFF LIAISON REPORTS**

**E.1 Novato Earth Day 2020**

**E.2 Financial Update**

**F. COMMITTEE REPORTS**

**F.1 Volunteers Programs**

**F.2 Recognition Programs**

**F.3 Outreach & Education Programs**

**G. GENERAL BUSINESS**

*These items include significant and administrative actions of special interest and will usually include a presentation and discussion by the Novato Streetscape Committee. They will be enacted upon by a separate vote.*

**G.1 Strategic Planning Meeting Debrief**

**G.2 New Initiatives**

## H. COMMITTEE AND LIAISON REPORTS

*This section is used for Committee Members and the Staff Liaison to orally report on topics that can be considered for discussion at a future meeting.*

### H.1. Consider future topics

## I. ADJOURNMENT

*If urgent matters arise after the publication of the regular agenda, there will be an addendum. It will be posted at the referenced locations mentioned in the Affidavit of Posting by Friday at 5pm, the week before the meeting.*

*Materials, that are submitted to members after the distribution of the agenda packet, are available for public inspection in the at 922 Machin Avenue during normal business hours. Such materials shall also be made available on the City of Novato website at [novato.org](http://novato.org) when practical and provided that City staff is able to post those documents prior to the meeting. A binder is available for the public at the meeting to view any distributed materials. Also, when non-confidential written materials are distributed to members of the Novato Streetscape Committee during a public meeting by staff or a member of the Committee, copies shall be made available to members of the public following that meeting.*

### AFFIDAVIT OF POSTING

I, Gretchen Schubeck, certify that on the Friday before the Novato Streetscape Committee meeting of March 9, 2020 the agenda was posted on the City Community Service Board at the Police Department and on the City's website at [novato.org](http://novato.org) in Novato, California.

Gretchen Schubeck, Sustainability Programs Coordinator



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**CITY OF NOVATO**  
**PUBLIC WORKS**

**Novato Streetscape Committee**

**Meeting Minutes**

CITY ADMINISTRATIVE OFFICES  
922 MACHIN AVENUE  
BAGET MEETING ROOM, 2ND FLOOR  
NOVATO, CA 94945

**Monday, February 10, 2020 - 7:00 PM**

**A. CALL TO ORDER AND ROLL CALL**

Meeting began at 7pm.

**COMMITTEE MEMBERS PRESENT:** Chair Michael Furry, Vice Chair Marcia Basalla, Virginia Hanna, Nancy Hughes, Andrea Kiesel, Mia Morris, and Sherry Temple

**STAFF PRESENT:** Public Works Director, Christopher Blunk (until 7:20pm), Sustainability Programs Coordinator Gretchen Schubeck, and CivicSpark Fellow Laima Diaz Vepstas

**B. APPROVAL OF FINAL AGENDA**

*Moved by Michael Furry, and seconded by Sherry Temple, to approve final agenda.*

AYES: Furry, Basalla, Hanna, Hughes, Kiesel, Morris, Temple

NOES: None

**C. PUBLIC COMMENT**

None

**D. CONSENT ITEMS**

**D.1. Approve the meeting minutes of February 10, 2020**

*Moved by Hanna, and seconded, by Furry to approve meeting minutes of January 13, 2020.*

AYES: Furry, Basalla, Hanna, Hughes, Kiesel, Morris, Temple

NOES: None

## **E. STAFF LIAISON REPORTS**

### **E.1 Novato Streetscape Committee Overview**

Schubeck and Basalla provided an overview of the history, purpose, and programs of the Novato Streetscape Committee. Schubeck also provided a brief overview of Brown Act requirements.

### **E.2 Financial**

The Committee requested that Schubeck explore the feasibility of establishing an annual scholarship program.

### **E.2 Median and Island Adoption**

The median and island adoption process will be reviewed at the Committee's Strategic Planning Workshop on February 29, 2020. The potential development of design guidelines will also be discussed.

The Committee reviewed the most recent median and island adoption list. 41 islands are available for adoption and 20 are currently adopted.

## **F. COMMITTEE REPORTS**

### **F.1 Volunteers Programs**

March 'Team up to Clean up' event will be held in partnership with County of Marin Parks Department on March 7 at Rush Creek.

*Moved by Basalla, and seconded by Hanna, to approve funding in the amount of \$200 for graphic design and up to \$400 for printing for 'Team up to Clean up' promotional materials.*

AYES: Furry, Basalla, Hanna, Hughes, Kiesel, Morris, Temple

NOES: None

Hughes reported that the City will be planting 100 trees on April 18 as part of Novato Earth Day 2020, in partnership with local and state partners. Diaz Vepstas will be helping to coordinate a community clean-up around the Scottsdale Pond and Leafwood Drive neighborhood.

### **F.2 Recognition Programs**

Hanna provided an overview of the Business Landscape Recognition program for new members.

Hanna nominated Sonoma Commercial Property at 201 Alameda Del Prado. Committee members will visit property before next meeting and a vote will be taken at the March meeting.

### **F.3 Outreach & Education Programs**

Hanna reported that 'Clean Marin' has received a grant to conduct county-wide litter outreach and education.

Morris noted that litter around Novato High School is a significant issue.

## **G. GENERAL BUSINESS**

### **G.1 Safety Equipment & Gear for Volunteers**

*Moved by Furry, and seconded by Basalla, that up to \$100 be allocated for safety equipment and gear for volunteers.*

AYES: Furry, Basalla, Hanna, Hughes, Kiesel, Morris, Temple

NOES: None

### **G.2 Daffodil Planting Initiative**

#### ***Public Comment***

Guest and local businessman Steve Jordan addressed the Committee to propose a daffodil planting project along Grant Avenue. Proposed date for project launch would be fall of 2021.

Staff will conduct an initial evaluation to assess project feasibility.

## **H. COMMITTEE AND LIAISON REPORTS**

### **H.1. Consider future topics**

None

## **I. ADJOURNMENT**

Meeting adjourned at 9:00pm.

**Draft minutes recorded, prepared and respectfully submitted by:  
Gretchen Schubeck, Sustainability Programs Coordinator.**