



CITY OF NOVATO
PUBLIC WORKS

Novato Streetscape Committee

MINUTES

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

Monday, March 9, 2020 - 7:00 PM

A. CALL TO ORDER AND ROLL CALL

Meeting began at 7:06pm.

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

STAFF PRESENT: Sustainability Programs Coordinator Gretchen Schubeck (Staff Liaison), and CivicSpark Fellow Laima Diaz Vepstas

B. APPROVAL OF FINAL AGENDA

Moved by Hughes, and seconded by 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 Basalla, to approve minutes of February 10, 2020.

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

NOES: None

E. STAFF LIAISON REPORTS

E.1 Novato Earth Day 2020

Schubeck will create a postcard to promote Novato Earth Day 2020 tree planting and clean-up event. Postcard will be sent to Committee mailing list prior to sending postcard on 'Team up to Clean Up' and 'Adopt-a-Spot' program.

E.2 Financial Update

Schubeck will prepare financial report for the April meeting.

F. COMMITTEE REPORTS

F.1 Volunteers Programs

The 'Team up to Clean Up' event held on March 7, 2020, in conjunction with Marin County Parks, was a big success and photos have been posted on the [Committee's Facebook](#) page.

F.2 Recognition Programs

Moved by Temple, and seconded by Basalla, to award a Business Landscape Recognition certificate to Sonoma Commercial Properties for the landscape at the property located 101 Alameda Del Prado.

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

NOES: None

F.3 Outreach & Education Programs

Schubeck and Morris will work on an update to the Committee's pages on the City's website.

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 Workshop Debrief

The Strategic Planning workshop was held on February 29, 2020. The purpose of the meeting was to:

- Review [Establishment Resolution](#), [Mission Statement](#) and outcomes from Strategic Planning Workshop held on January 16, 2016;
- Review and discuss current work program; and
- Discuss and consider new and/or future opportunities.

Five Working Groups were formed to continue program review and development following the workshop. Working Groups and Committee member assignments are below:

Program	Committee Member
Education & Outreach	Furry, Keisel, and Morris
Adopt-an-Island	Basalla and Temple
Team up to Clean up & Adopt-a-Spot	Basalla and Hanna
Heritage Tree Program	Furry, Keisel, and Morris
Landscape Recognition	Hanna and Hughes

H. 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 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 in Novato, California.

Gretchen Schubeck, Sustainability Programs Coordinator



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