



CITY OF NOVATO
PUBLIC WORKS

Novato Streetscape Committee

AGENDA

Monday, August 10, 2020 - 7:00 PM

Teleconference Only (via Webex)

Chair

Michael Furry

Vice Chair

Marcia Basalla

Members

Virginia Hanna

Nancy Hughes

Andrea Kiesel

Mia Morris

Sherry Temple

Alternate

Kisstrin Cozier

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.

Pursuant to the provisions of the California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only.

Public Participation/Comment Instructions

Members of the public may participate and provide public comments to teleconference meetings as follows:

Spoken public comments will be accepted through the teleconference meeting only. To address the Committee orally, please read and follow the instructions below carefully.

- 1) Go to [Webex.com](https://www.webex.com) and click **Join** to access the web-based meeting. In the **Join a Meeting** field, enter Meeting Information number below.

Meeting Information/Access Code: 146 723 1863

Event Password: Streetscape

- a) To join the meeting, you will be asked to enter an email address and name. We request that you identify yourself by name, as this will be visible online and will be used to notify you when it is your turn to speak.

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- b) When you join the Webex meeting, please click on the participant icon (looks like a human figure) to display the participant list on the right side of your screen. Please enable your audio connection by following these steps:
 - Select “Request Audio” by clicking the telephone icon found at the bottom left of the participant list.
 - When prompted, please select “computer audio”.
 - c) When the Chair calls for public comment on the item on which you wish to speak, please use the “Raise Hand” feature by clicking on the hand icon at the bottom right of the participant list. A hand icon will appear next to your name to notify the Host that you would like to speak. After providing your public comment, please click the hand icon again to remove the hand from your name.
 - d) The host will activate and unmute speakers in turn. Speakers will be notified when it is their turn to speak. **NOTE:** The host is only able to mute and unmute your Webex audio connection. When it is your turn to speak, please be sure to check that your computer microphone is unmuted and remember to mute yourself after your comment.
 - e) If you experience issues with your audio connection, please use the chat feature to type your comments to the meeting Host. Your comments will be read aloud during the public comment period. To use the chat feature, please click on the dialogue box icon found at the bottom center of the screen. The chat box will open below your participant list. Please select “Host” from the dropdown menu, type in your comments then press the ‘enter’ button on your keyboard to send. If possible, please type out and send comments prior to the start of the public comment period to ensure your comment is received in a timely manner, and please include a note referencing the item you are commenting on.
 - f) When called, please limit your remarks to the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.

Listen Only Participation may be accessed by calling toll number (415) 655-0002. PLEASE NOTE YOU WILL NOT BE ABLE TO PROVIDE PUBLIC COMMENT DURING THE MEETING if you select this option.

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.

A. CALL TO ORDER AND ROLL CALL

B. APPROVAL OF FINAL AGENDA

C. PUBLIC COMMENT

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 July 13, 2020

E. COMMITTEE REPORTS

E.1 Volunteers Programs

- Team Up to Clean Up
- Adopt-a-Spot
- Adopt-an-Island

E.2 Recognition Programs

- Landscape Recognition Program

E.3 Outreach & Education Programs

- Outreach & Education

F. GENERAL BUSINESS

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.

F.1. Seed Bank

G. 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.

G.1. Consider future topics

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 5:00 p.m., the week before the meeting.

Materials, that are submitted to members of the Novato Streetscape Committee after the distribution of the meeting's agenda packet will be available for public inspection [online](#) and titled 'Supplemental Materials'. During the COVID-19 crisis, a binder of such distributed materials will not be available for public review.

AFFIDAVIT OF POSTING

I, Gretchen Schubeck, certify that on the Thursday before the Novato Streetscape Committee meeting of August 10, 2020 the agenda was posted on the City's website at novato.org in Novato, California.

Gretchen Schubeck, Sustainability Programs Coordinator



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CITY OF NOVATO
PUBLIC WORKS

Novato Streetscape Committee

MINUTES

Monday, July 13, 2020 - 7:00 PM

Meeting held via Webex Teleconference

A. CALL TO ORDER AND ROLL CALL

Meeting began at 7:04pm.

COMMITTEE MEMBERS PRESENT: Chair Michael Furry, Vice Chair Marcia Basalla, Virginia Hanna, Nancy Hughes (until 8:00pm), Andrea Kiesel, Mia Morris (from 7:40pm), and Sherry Temple

STAFF PRESENT: Gretchen Schubeck (Staff Liaison)

B. APPROVAL OF FINAL AGENDA

Moved by Furry and seconded by Hanna, to approve final agenda.

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

NOES: None

C. PUBLIC COMMENT

None

D. CONSENT ITEMS.

D.1. Approve the meeting minutes of March 9, 2020

Moved by Furry and seconded by Temple, to approve minutes of March 9, 2020.

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

NOES: None

E. STAFF LIAISON REPORTS

E.1 Financial Report

Schubeck presented the Financial Report as of June 30, 2020.

Moved by Hughes and seconded by Hanna, that the Novato Streetscape Committee accept the Finance Report as of June 30, 2020

AYES: Furry, Basalla, Hanna, Hughes, Kiesel, Temple
NOES: None

F. COMMITTEE REPORTS

F.1 Volunteers Programs

Adopt-a-Spot & Team Up to Clean Up

Basalla and Hanna presented the Adopt-a-Spot & Team Up to Clean Up Program Review and Development Update.

Moved by Furry and seconded by Hanna, that the Novato Streetscape Committee approve expenditure not to exceed \$1650.00 for the purchase of 25 Adopt-a-Spot Volunteers Kits.

AYES: Furry, Basalla, Hanna, Hughes, Kiesel, Temple
NOES: None

Adopt-an-Island

Basalla and Temple presented the Adopt-an-Island Program Review.

Moved by Keisel and seconded by Furry, that the Novato Streetscape Committee's Adopt-an-Island Working Group meet with staff from the City's Public Works Department to share the 'Adopt-an-Island Assessment Report' and clarify island adoption process, monitoring intervals, communication with adoptees, and protocols for ending adoption due to a lack of maintenance.

AYES: Furry, Basalla, Hanna, Hughes, Kiesel, Morris, Temple
NOES: None

F.2 Recognition Programs

Landscape Recognition Program

Hanna and Hughes presented the Landscape Recognition Program Review and Development Update.

Moved by Hughes and seconded by Temple that the Novato Streetscape Committee support the development of a Residential Landscape Recognition Program and appoint one additional Committee member to the Landscape Recognition Working Group.

AYES: Furry, Basalla, Hanna, Hughes, Kiesel, Morris, Temple
NOES: None

F.3 Outreach & Education Programs

Outreach & Education

Keisel, Morris, and Furry presented the Education & Outreach Program Review and Development Update.

Public Comment: Rich Greene suggested that the Committee consider reordering the wording in the proposed revised Mission Statement so that 'reduce climate change impacts' is placed after the word 'visit'.

Moved by Morris and seconded by Temple that the Novato Streetscape Committee present the proposed revised Mission Statement to the City Council for consideration.

AYES: Furry, Basalla, Hanna, Kiesel, Morris, Temple
NOES: None

Heritage Tree Program

Morris presented the Heritage Tree Program Development Update.

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 News Racks

City staff are aware of the Novato Streetscape Committee's concerns around abandoned news racks and are developing a plan to address the issue.

H. ADJOURNMENT

Meeting adjourned at 8:45pm