



CITY OF NOVATO
PUBLIC WORKS

Novato Streetscape Committee

AGENDA

October 12, 2020 - 7:00 PM

[Teleconference Only](#)

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:

Written public comments may be submitted by email to streetscape@novato.org. Written public comments received more than two (2) hours prior to the start of the meeting will be distributed to the Committee prior to the meeting but will not be read during the meeting. Mail received after the two-hour cut-off, including during and after the meeting will be collected and placed in the public record. Mail will not be read during the meeting.

Spoken public comments will be accepted through the Zoom meeting platform and via telephone. To address the Committee orally, please read and follow the instructions below:

1) Join the meeting at: <https://bit.ly/2SxCgFj> OR at [Zoom.com](https://zoom.com)

Meeting ID: 942 8353 7126

Password: 1960

Should the links above not work, please go to www.novato.org/agendas for updated information

- a) 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.
 - b) 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 of your screen to notify the Host that you would like to speak.
 - c) The host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
 - d) When called upon, please limit your remarks to no more than three minutes. Speakers will be muted when their time is up.
- 2) Join the meeting via telephone by calling (669) 900 9128. Enter Meeting ID (983 7193 0164) and Password (1960) when prompted.
- a) When the Chair calls for public comment on the item on which you wish to speak, press *9 to activate the “Raise Hand” feature to notify the Host that you would like to speak.
 - b) The host will unmute speakers in turn. Speakers will be notified when it is their turn to speak.
 - c) When called upon, please limit your remarks to no more than three minutes. Speakers will be muted when their time is up.

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) 899-8975. 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 September 14, 2020

E. STAFF REPORTS

E.1 News Racks

F. COMMITTEE REPORTS

F.1 Volunteer Programs

Team Up to Clean Up

Adopt-a-Spot

Adopt-an-Island

F.2 Recognition Programs

Landscape Recognition Program

F.3 Education & Outreach Programs

Heritage Tree Program

G. 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.

G.1 Presentation to City Council on November 17, 2020

G.2 Daffodil Project Update

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 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 Friday before the Novato Streetscape Committee meeting of October 12, 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



Follow us on Facebook, Twitter, YouTube, Instagram, NextDoor & Nixle



CITY OF NOVATO
PUBLIC WORKS

Novato Streetscape Committee
MINUTES

Monday, September 14, 2020 - 7:00 PM
Meeting held via Webex Teleconference

A. CALL TO ORDER AND ROLL CALL

Meeting began at 7:07pm.

Committee Members Present: Chair Michael Furry, Vice Chair Marcia Basalla, Virginia Hanna, Nancy Hughes, Andrea Keisel, Mia Morris, and Sherry Temple

Staff Present: Gretchen Schubeck (Staff Liaison)

B. APPROVAL OF FINAL AGENDA

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

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

C. PUBLIC COMMENT

None

D. CONSENT ITEMS.

D.1 Approve the minutes of a Special Meeting held February 29, 2020

Moved by Hanna, and seconded by Temple, to approve the minutes of a Special Meeting held on February 29, 2020.

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

D.2 Approve the meeting minutes of August 10, 2020

Moved by Hanna, and seconded by Temple, to approve the meeting minutes of August 10, 2020.

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

E. STAFF REPORTS

E.1 Brown Act Training

City Clerk Laura McDowall provided a brief Brown Act training the Committee.

E.2 News Racks

Schubeck is currently conducting an audit of all news racks in Novato and is developing a plan to address next steps.

F. COMMITTEE REPORTS

F.1 Volunteer Programs

Team Up to Clean Up

- The Hamilton community clean-up scheduled for September 12, 2020 was postponed to November 7 due to air quality issues.
- A consultant has been hired by the County to develop a countywide litter reduction and education program.

Adopt-a-Spot

- Program documents are being reviewed by City staff.

Adopt-an-Island

- Program Review and Assessment Report is now complete and program documents have been updated. Both have been forwarded to Public Works Maintenance staff for feedback
- Basalla, Schubeck, and Temple met with Public Works Maintenance staff on September 8 to discuss island adoption process and next steps for the program.

F.2 Recognition Programs

Landscape Recognition Program

Moved by Hanna, and seconded by Furry, to acknowledge 'The Redwoods Crossroads Professional Center' with a Business Landscape Recognition award.

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

F.3 Education & Outreach Programs

Website Content

Schubeck will be meeting with City's Communication team to review Streetscape Committee pages on City's website.

Presentation to City Council

- Hanna will be presenting the 2019 Annual Report to the City Council on September 29, 2020. Schubeck will assist with PowerPoint development.
- Presentation of the draft revised mission statement is on the City Council agenda for November 17, 2020.

G. GENERAL BUSINESS

G.1 Stormwater Medallion Installation

The Public Works Department would like help with the installation of medallions at storm drain inlets to create awareness about stormwater pollution. Basalla suggested that perhaps the project could be incorporated as part of Team Up to Clean Up.

H. COMMITTEE AND LIAISON REPORTS

H.1. Consider future topics

Items for discussion at a future meeting include Cool Parks Tree Planting Project, Seed Bank, and Daffodil Project.

I. ADJOURNMENT

Moved by Furry and seconded by Hanna to adjourn the meeting.

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

NOES: None

Meeting adjourned at 8:25pm