



**CITY OF NOVATO**  
CALIFORNIA

**Novato Streetscape Committee**

**Agenda**

**Monday, June 14, 2021 - 7:00pm**

**Teleconference Only**

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**Chair**

Marcia Basalla

**Vice Chair**

Vacant

**Members**

Judy Buder (Alternate), Rich Greene,  
Virginia Hanna, Cristin More, and Sherry Temple

**Staff Liaison**

Gretchen Schubeck

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at (415) 899-8986. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help ensure accessibility to this meeting. The Novato Streetscape Committee may discuss and/or take action on any or all of the items listed on the agenda irrespective of how the agenda items are described.

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- **Spoken public comments** will be accepted through the Zoom meeting platform and via telephone. To address the Council orally, please read and follow the following instructions carefully:

1. Join the meeting at: <https://tinyurl.com/2pvv4z8r> or at [Zoom.com](https://zoom.com)

**Meeting ID:** 922 3156 8726 **Password:** 078541

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- 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 the time limit allotted by the Chair or as specified on the agenda. Speakers will be muted when their time is up.
2. Join the meeting via telephone by calling **(669) 900-6833**.

**Meeting ID:** 922 3156 8726 **Password:** 078541

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

**B. APPROVAL OF FINAL AGENDA**

**C. PUBLIC COMMENT**

**D. STAFF UPDATES**

**D.1 Committee Appointments**

**D.2 July Meeting Venue**

**E. CONSENT ITEMS**

**E.1 Approve meeting minutes of May 10, 2021**

**F. COMMITTEE MEMBER UPDATES**

## G. PROGRAM UPDATES

### G.1 Volunteer Programs

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

### G.2 Business Landscape Recognition Program

Nominations  
Awards

### G.3 Education & Outreach Programs

Volunteer Program Promotion

## H. GENERAL BUSINESS

### H.1 Clean Business Program

## I. FUTURE AGENDA ITEMS

## J. 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 City Council after the distribution of the agenda packet will 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. When non-confidential written materials are distributed to members of the City Council during a public meeting by staff or a member of the City Council, it shall be made available online following that meeting.*

### AFFIDAVIT OF POSTING

I, Gretchen Schubeck, certify that on June 11, 2021, the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website [www.novato.org](http://www.novato.org).

/Gretchen Schubeck/

Gretchen Schubeck, Sustainability Programs Coordinator



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**CITY OF NOVATO**  
**CALIFORNIA**

**Novato Streetscape Committee**

**MINUTES**

**Monday, May 10, 2021 - 7:00pm**

*Meeting held via Zoom Teleconference*

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

Meeting began at 7:02pm.

**Committee Members Present:** Marcia Basalla (Chair), Rich Greene, Virginia Hanna, Michael Furry, Cristin More, and Sherry Temple

**Staff Present:** Gretchen Schubeck, Staff Liaison and Chris Blunk, Public Works Director

**Guests Present:** Jeanne and Patrick MacCleamy and Kay White

**B. APPROVAL OF FINAL AGENDA**

*Moved by Basalla and seconded by Temple approve the final agenda.*

AYES: Basalla, Greene, Hanna, Furry, More, Temple

NOES: None

**C. PUBLIC COMMENT**

None

**D. STAFF UPDATES**

**D.1 Committee Member Orientation**

- Public Works Director Chris Blunk welcomed new members Greene and More to the Committee and extended a big thank you to incumbent members for their continued service to the Novato community.
- Committee members Greene and More introduced themselves and provided background to their interest in serving on the Committee.
- Blunk and Schubeck provided an overview on the purpose of the Committee and gave a high-level introduction to the Brown Act.
- Schubeck will forward Brown Act information to new Committee members.

## **E. PRESENTATION**

### **E.1 Friends of Pacheco Valle**

- Jeanne and Patrick MacLeamy gave a PowerPoint presentation on the formation of a new nonprofit 'Friends of Pacheco Valle'.
- The nonprofit is being established to beautify the gazebo at the entrance to Pacheco Valley and to consolidate the adoption of several islands on Alameda del Prado (islands #1, #3, #4, #5, and #6).
- The intent is that the nonprofit will engage a city-approved contractor to plant and maintain the islands. Priority will be given to fire-smart landscaping.
- The island adopted by Basalla (#2) is not part of the proposal.

## **F. CONSENT ITEMS**

### **F.1 Approve the meeting minutes of April 12, 2021**

*Moved by Basalla and seconded by Furry to approve the meeting minutes of April 12, 2021.*

AYES: Basalla, Hanna, Furry, Temple

NOES: None

## **G. COMMITTEE MEMBER REPORTS**

None

## **H. PROGRAM UPDATES**

### **H.1 Volunteer Programs**

#### Team Up to Clean Up

- The May clean-up took place on Redwood Blvd. (between Lamont and Rowland).
- Approx. 9 volunteers participated, and 4 bags of trash were collected.
- Schubeck will check if City has the key for gate on Caltrans property along Binford Road for June clean-up.

#### Adopt-a-Spot

- Schubeck shared an image of a sample Adopt-a-Spot Volunteer Kit.
- Three new people have indicated an interest in the program.

#### Adopt-an-Island

- No design proposals were submitted by May 7 deadline. Two designers expressed interest but did not submit a proposal. Schubeck will follow up.
- Several adopted islands need to be sheet mulched (including Streetscape island on Redwood) but the City's mulch supply is very low.

*Moved by Basalla and seconded by Furry to approve expenditure up to \$500 for the purchase and delivery of mulch.*

AYES: Basalla, Greene, Hanna, Furry, More, Temple

NOES: None

## **H.2 Business Landscape Recognition Program**

### Nominations

- Downtown Novato Center (1761 Grant Ave.) was nominated for a business landscape recognition award.
- Committee members were encouraged to visit the site prior to June meeting.

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

### Volunteer Program Promotion

- Streetscape volunteer Joni DeGabriele has offered to promote Adopt-a-Spot program at Farmer's Market starting in July.
- Schubeck will talk to City's Communication's team to explore opportunities to promote volunteer programs.
- More offered to help with photography for promotional materials.

## **I. GENERAL BUSINESS**

### **I.1 Clean Business Program**

- Hanna and Basalla suggested the Committee explore replicating the ['Clean Mill Valley Merchant Program'](#) in Novato.
- The Mill Valley program is led by high school students and a local program could help Novato students fulfill their mandatory community service hours.

## **J. ADJOURNMENT**

*Moved by Hanna and seconded by Temple to adjourn the meeting.*

AYES: Basalla, Greene, Hanna, Furry, More, Temple

NOES: None

***Meeting adjourned at 8:35pm***