



**CITY OF NOVATO**  
CALIFORNIA

**Novato Streetscape Committee**

**AGENDA**

**Monday, December 12, 2022 - 7:00pm**  
922 Machin Avenue, Womack Meeting Room (2<sup>nd</sup> Floor)

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**Chair**

Sherry Temple

**Vice Chair**

Vacant

**Members**

Nancy Abruzzo, Marcia Basalla, Arlin Benavides (Alternate), Judy Buder,  
Rick Hanley, Lauren-Paul Kozlenko, and Virginia Hanna

**Staff Liaison**

Gretchen Schubeck

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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.

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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**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 their 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 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 CALENDAR**

*All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single vote of the 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 meeting minutes of October 17, 2022**

**E. APPOINTMENT OF CHAIR AND VICE CHAIR**

**F. PROGRAM UPDATES**

**F.1 Education & Outreach Program**

Publicity Updates

**F.2 Volunteer Programs**

Team Up to Clean Up

Adopt-a-Spot

Adopt-an-Island

**F.3 Business Landscape Recognition Program**

Nominations

Awards

**E.4 Clean Business Program**

**F. GENERAL BUSINESS**

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

**F.1 2023 Meeting Dates**

**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 Committee Members Reports**

**G.2 Staff Liaison Reports**

**H. ADJOURNMENT**

*Materials that are submitted to members of the Committee after the distribution of the agenda packet will be made available to the public at the time it is provided to the Committee.*

**AFFIDAVIT OF POSTING**

I, Gretchen Schubeck, certify that on December 8, 2022, 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**  
**SPECIAL MEETING MINUTES**

**Monday, October 17, 2022 - 7:00pm**

***Meeting held in the Womack Meeting Room, 922 Machin Avenue***

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

Meeting began at 7:00pm.

**Committee Members Present:** Nancy Abruzzo, Marcia Basalla, Rich Greene (Vice Chair), Virginia Hanna, and Sherry Temple (Chair)

**Staff Present:** Gretchen Schubeck – Staff Liaison

**B. APPROVAL OF FINAL AGENDA**

*Moved by Hanna and seconded by Abruzzo to approve the final agenda.*

AYES: Abruzzo, Basalla, Greene, Hanna, Temple  
NOES: None

**C. PUBLIC COMMENT**

None

**D. CONSENT ITEMS**

**D.1 Approve the meeting minutes of September 12, 2022**

*Moved by Greene and seconded by Temple to approve the meeting minutes of September 20, 2022.*

AYES: Abruzzo, Greene, Hanna, Temple  
NOES: None

**E. PROGRAM UPDATES**

**E.1 Education & Outreach Programs**

- There was a short follow-up article in the Marin IJ about Coastal Clean-up Day.
- Temple posted about Committee recruitment on Next Door.

**E.2 Volunteer Programs**

**Team Up to Clean Up**

- The October clean-up was held on Redwood Blvd. Hanna noted that the amount of litter was worse than it's ever been.

- Schubeck recommended that the Committee reconsider holding an annual Citywide clean-up event to help raise awareness about the litter in the environment.
- Joni DeGabriele is reaching out to InterAct (the Rotary youth group at San Marin) to see if they are willing to help with a clean-up project in downtown Novato.
- Schubeck will check with the Public Works team to see if there is a plan for the urns on Grant Ave. It was suggested that perhaps they could be planted with succulents and then business owners could adopt them.

**Adopt-a-Spot**

- Nothing new to report

**Adopt-an-Island**

- Schubeck presented options for a re-designed *Adopt-an-Island* sign, and Committee members expressed a preference for the brown and white design. Schubeck will work with the Public Works Department to discuss next steps.
- Schubeck prepared a Scope of Work for the landscaping project on Redwood Blvd. at Olive Avenue and forwarded a request for estimates to six landscape contractors. The deadline for estimates is October 21, 2022.

*Moved by Temple and seconded by Hanna that the Committee encourages the Public Works Department to support a sheet mulching event in the winter of 2023, perhaps around MLK Day.*

AYES: Abruzzo, Basalla, Greene, Hanna, Temple  
 NOES: None

**E.3 Business Landscape Recognition Program**

**Nominations**

None

**Awards**

*Moved by Basalla and seconded by Temple to award a Business Landscape Recognition Award to Redwood Credit Union.*

AYES: Abruzzo, Basalla, Greene, Hanna, Temple  
 NOES: None

**E.4 Clean Business Program**

- 162 businesses have joined the Clean Business Program to date.
- Greene will forward an electronic version of the list of all businesses to Schubeck.
- Schubeck will discuss getting an article in the City newsletter with the Communications team.

**F. GENERAL BUSINESS**

**F.1 Committee Name, Purpose Statement, and Duties**

*Moved by Temple seconded by Hanna, that the Committee recommend to the City Council that they consider changing the name of the Novato Streetscape Committee to Novato Beautification Committee.*

AYES: Abruzzo, Basalla, Greene, Hanna, Temple  
NOES: None

*Moved by Temple and seconded by Basalla that the Committee recommend to the City Council that they consider amending the Purpose of the Committee as below:*

*The Committee's purpose is to beautify our public spaces by fostering environmental stewardship, encouraging community involvement, and inspiring civic pride in order to make Novato a more pleasant place to live, work, and visit.*

AYES: Abruzzo, Basalla, Greene, Hanna, Temple  
NOES: None

**Motion Carried.**

*Moved by Temple and seconded by Hanna that the Committee recommend to the City Council that they consider amending the Duties of the Committee as below:*

- a) *Enhance the visual appearance of Novato by encouraging and supporting residents, community groups, and businesses to implement beautification projects in public spaces.*
- b) *Coordinate on-going programs and annual events that reduce litter in the environment and promote civic pride.*
- c) *Recognize beautification efforts undertaken by residents, community groups, and businesses throughout Novato through an awards program.*
- d) *Develop and implement programs to raise public awareness about litter and its negative impact on our community and the environment.*
- e) *Partner with the City of Novato Public Works Department and the community to support activities that increase volunteerism.*

AYES: Abruzzo, Basalla, Greene, Hanna, Temple  
NOES: None

**G. COMMITTEE AND LIAISON REPORTS**

**G.1 Committee Members Reports**

Greene informed the Committee that he did not submit an application to serve another term due to other commitments.

**G.2 Staff Liaison Reports**

None

**H. ADJOURNMENT**

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

AYES: Abruzzo, Basalla, Greene, Hanna, Temple  
NOES: None

***Meeting adjourned at 8:50pm***