



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

**Sustainability Commission**

**AGENDA**

**SPECIAL MEETING**

**Thursday, September 29, 2022 - 6:00 p.m.**

Novato City Hall, 901 Sherman Avenue

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**Chair**

Nicole Tai

**Vice Chair**

Chris Yalonis

**Members**

Tim Blofeld, Bob Brown, Zach Brownstone,  
Bryn Ichinaga, and Kolby Gleeson

**Staff Liaison**

Gretchen Schubeck

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The Sustainability Commission welcomes your attendance at its meetings, which are held on the third Thursday of each month at 6:00 p.m. Your interest is encouraged and appreciated.

**Public Participation Options**

Members of the public may provide public comments and participate in Sustainability Commission meetings as follows:

- **Written Public Comments:** May be submitted via [sustainability@novato.org](mailto:sustainability@novato.org). Written public comments received more than 3 hours before the start of the meeting will be distributed to the Commission prior to the meeting. Written public comments will not be read during the meeting.
- **In-person Public Comments:** May be made during the meetings, which are held at Novato City Hall, 901 Sherman Avenue.

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 Sustainability Commission 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 Commission 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**

**D.1 Approve meeting minutes of August 18, 2022**

**E. GENERAL BUSINESS**

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

**E.1 North Marin Community Services Climate Action Coordinator Introduction  
Cheryl Paddock, North Marin Community Services Executive Director**

**E.2 Discussion on Regional Gas Station Regulations and Potential for Novato Action  
Jessica Deakyne, Assistant City Manager**

**E.2 Commission Work Plan and Process for Prioritizing General Plan 2035  
Sustainability/Climate Goals, Policies, and Programs  
Gretchen Schubeck, Sustainability Coordinator**

**E.4 Commission Meeting Dates**

**F. COMMISSIONER AND STAFF LIAISON REPORTS**

*This section is used for Commissioners and the Staff Liaison to orally report on topics that can be considered for discussion at a future meeting.*

**F.1 Commissioner Reports**

**F.2 Staff Liaison Reports**

**G. ADJOURNMENT**

*Materials that are submitted to members of the Commission after the distribution of the meeting’s agenda packet will be available upon request.*

**AFFIDAVIT OF POSTING**

I, Gretchen Schubeck, certify that on September 23, 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 Coordinator



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**CITY OF NOVATO**  
CALIFORNIA

**Sustainability Commission**

**MINUTES**

**Thursday, August 18, 2022 - 6:00pm**

Novato City Hall, 901 Sherman Avenue

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**Chair**

Nicole Tai

**Vice Chair**

Chris Yalonis

**Members**

Tim Blofeld, Bob Brown, Zach Brownstone,  
Bryn Ichinaga, and Kolby Gleeson

**Staff Liaison**

Gretchen Schubeck

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

The Commission was called to order at 6:02pm.

**Commissioners Present:** Tim Blofeld, Bob Brown (from 6:05pm), Zach Brownstone (from 6:11pm), Kolby Gleeson, Bryn Ichinaga, Nicole Tai, and Chris Yalonis

**Staff Present:** Jessica Deakyne, Assistant City Manager and Gretchen Schubeck, Sustainability Coordinator

**B. APPROVAL OF FINAL AGENDA**

*Upon a motion of Commissioner Tai and second by Commissioner Blofeld, the Commission voted 5-0-0 to hear agenda item E.2 prior to agenda item E.1.*

**AYES: BLOFELD, GLEESON, ICHINAGA, TAI, YALONIS**

**NOES: NONE**

**ABSTAIN: NONE**

*Motion carried.*

**C. PUBLIC COMMENT**

None

**D. CONSENT ITEMS**

*Upon a motion of Commissioner Yalonis and second by Commissioner Blofeld, the Commission voted 5-0-2 to approve the meeting minutes of July 21, 2022.*

**AYES: BLOFELD, GLEESON, TAI, YALONIS**

**NOES: NONE**

**ABSTAIN: BROWN, ICHINAGA**

*Motion carried.*

**E. GENERAL BUSINESS**

**E.1 Draft 2020 Greenhouse Gas Emissions Inventory – Christine O’Rourke, Consultant**

O’Rourke from Marin Climate & Energy Partnership (MCEP) gave a presentation on Novato’s draft 2020 Greenhouse Gas (GHG) Emissions Inventory (Attachment 1).

Key takeaways include:

- Novato’s GHG emissions have decreased by 30% since 2005, equivalent to 17% below 1990 levels.
- Transportation continues to be the greatest source of emissions (62%), followed by natural gas emissions from the built environment (26%).
- Electrification of passenger vehicles and conversion of gas-appliances to electric were identified as significant opportunities to further reduce Novato’s GHG emissions.

*Upon a motion of Commissioner Tai and second by Commissioner Yalonis, the Commission voted 7-0-0 to receive Novato’s draft 2020 Greenhouse Gas (GHG) Emissions Inventory.*

**AYES: BLOFELD, BROWN, BROWNSTONE, GLEESON, ICHINAGA, TAI, YALONIS**

**NOES: NONE**

**ABSTAIN: NONE**

*Motion carried.*

**E.2 Single-Use Foodware Ordinance – Gretchen Schubeck, Sustainability Coordinator**

Schubeck informed the Commission that consideration of the Single-Use Foodware Ordinance by the City Council has been delayed, pending further review by the City Attorney to confirm parameters of delegated authority.

*Upon a motion of Commissioner Blofeld and second by Commissioner Tai, the Commission voted 7-0-0 to receive the update on the status of the Single-Use Foodware Ordinance.*

**AYES: BLOFELD, BROWN, BROWNSTONE, GLEESON, ICHINAGA, TAI, YALONIS**

**NOES: NONE**

**ABSTAIN: NONE**

*Motion carried.*

**E.3 General Plan 2035 Overview – Gretchen Schubeck, Sustainability Coordinator**

Schubeck gave a presentation on Novato's General Plan 2035 (Attachment 2), which now serves as the City's Climate Change Action Plan.

There has been discussion at both the Council and staff level about the need to have a stand-alone Climate Action Plan (CAP) that can be updated without triggering an update the Novato's General Plan 2035.

The timing and process for the development of a CAP has not yet been determined. However, Community Development Department staff are currently focused on the mandatory update of the City's Housing Element and will not have capacity to contribute to a discussion on development of a CAP until early 2023.

The Commission discussed options for reviewing the sustainability/climate-related goals, policies, and programs contained within Novato's General Plan 2035. It was suggested that the review could be conducted by topic area over a series of Commission meetings.

***Upon a motion of Commissioner Yalonis and second by Commissioner Gleeson, the Commission voted 7-0-0 to add a discussion item to the September 2022 Commission meeting agenda on a proposed process to review and prioritize sustainability/climate-related goals, policies, and programs contained within Novato's General Plan 2035.***

**AYES: BLOFELD, BROWN, BROWNSTONE, GLEESON, ICHINAGA, TAI, YALONIS  
NOES: NONE  
ABSTAIN: NONE**

***Motion carried.***

## **F. COMMISSIONER AND STAFF LIAISON REPORTS**

### **F.1 Commissioner Report**

- Commissioner Yalonis reported that a draft 'Marin Economic Vitality Strategic Plan' has been produced.
- Commissioner Brown reported that a virtual 'Marin Green Home Tour' will be held on October 19 and 20, 2022.

### **F.2 Staff Liaison Reports**

Schubeck reported that she is working on development of a Sustainability Dashboard that will be updated on a more regular basis. The GHG inventories produced by MCEP lag about two years behind due to a lack of data availability, mostly energy data from PG&E.

## **G. ADJOURNMENT**

***Upon a motion by Commissioner Blofeld and second by Commissioner Brown, the Commission voted 7-0-0 to adjourn the meeting at 8:07pm***

**AYES: BLOFELD, BROWN, BROWNSTONE, GLEESON, INCHINAGA, TAI, YALONIS  
NOES: NONE  
ABSTAIN: NONE**

***Motion carried.***