



CITY OF NOVATO
CALIFORNIA

Sustainability Commission

AGENDA

Thursday, July 20, 2023 - 6:00 p.m.

Novato City Hall, 901 Sherman Avenue

Chair

Nicole Tai

Vice Chair

Chris Yalonis

Members

Tim Blofeld, Bob Brown, Zach Brownstone, Pablo Paster, and Dhanya Subramanian

Staff Liaison

Gretchen Schubeck

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. 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.

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 minutes of meeting held June 15, 2023

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 Student Commissioner Introduction – Sustainability Coordinator Gretchen Schubeck

E.2 Appointment of Chair and Vice-Chair – Sustainability Coordinator Gretchen Schubeck

E.3 Presentation: Novato Climate Action Plan Update – Christine O'Rourke, O'Rourke & Associates

E.4 Establish Ad-Hoc Committee to Explore Potential Funding Sources for Sustainability and Climate Priorities – Sustainability Coordinator Gretchen Schubeck

F. CONTINUING ITEMS

This section is for items that have previously been discussed at a Commission meeting.

F.1 Review Draft FY 2023-24 Sustainability Commission Workplan – Sustainability Coordinator Gretchen Schubeck

F.2 FY 2022-23 Annual Report Update – Sustainability Coordinator Gretchen Schubeck

G. 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.

G.1 Commissioner Reports

G.2 Staff Liaison Reports

H. 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 July 11, 2023, the agenda was posted on the City Community Service Board at 922 Machin Avenue and on the City's website www.novato.org.

/ Gretchen Schubeck /

Gretchen Schubeck, Sustainability Coordinator



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CITY OF NOVATO
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Sustainability Commission

MINUTES

Thursday, June 15, 2023 - 6:00 pm

Novato City Hall, 901 Sherman Avenue, Novato

Chair

Nicole Tai

Vice Chair

Chris Yalonis

Members

Tim Blofeld, Bob Brown, Zach Brownstone, Bryn Ichinaga, and Pablo Paster

Staff Liaison

Gretchen Schubeck

A. CALL TO ORDER AND ROLL CALL

The Commission was called to order at 6:00pm.

Commissioners Present: Bob Brown, Bryn Ichinaga, Pablo Paster, Nicole Tai, and Chris Yalonis (from 6:06pm)

Staff Present: Gretchen Schubeck, Sustainability Coordinator

B. APPROVAL OF FINAL AGENDA

Upon a motion of Commissioner Paster and second by Commissioner Ichinaga, the Commission voted 5-0 to approve the final agenda.

AYES: BROWN, ICHINAGA, PASTER, TAI, YALONIS

NOES: NONE

ABSENT: BLOFELD, BROWNSTONE

Motion carried.

C. PUBLIC COMMENT

Silke Valentine

D. CONSENT ITEMS

Upon a motion of Commissioner Paster and second by Commissioner Ichinaga, the Commission voted 5-0 to approve the meeting minutes of May 18, 2023.

AYES: BROWN, ICHINAGA, PÄSTER, TAI, YALONIS
NOES: NONE
ABSENT: BLOFELD, BROWNSTONE

Motion carried.

E. GENERAL BUSINESS

E.1 Student Commissioner Transition

- Commissioner Ichinaga's term will end on June 30, 2023, and she stated that serving as a Commissioner has been a fulfilling experience.
- Commissioner Ichinaga thanked her fellow Commissioners for their support during her time on the Commission and expressed interest in continuing to work with Commissioner Brownstone on the anti-idling campaign at San Marin High School (SMHS).
- Novato High School (NHS) has appointed Dhanya Subramanian, President of NHS Sustainability Club, to represent NHS on the Commission.
- Commissioner Brownstone has indicated that he would like to serve a second term on the Commission and Coordinator Schubeck has reached out to SMHS to confirm his re-appointment.

E.2 FY 2023-24 Workplan

- Coordinator Schubeck presented an overview of the Commission's Purpose and Duties, and proposed several related workplan items for FY 2023-24 (Attachment 1).
- The Commission discussed the proposed workplan items and Coordinator Schubeck will create a draft workplan focused on the items below for further discussion at the July Commission meeting:
 - *Contribute to the development of the Climate Action Plan;*
 - *Recommend priority sustainability and climate action policies and programs to Council for consideration as part of annual planning, goal setting, and budgeting processes;*
 - *Identify funding opportunities to support implementation of priority sustainability and climate action policies and programs; and*
 - *Review the Sustainability Program FY 2023-24 Workplan and 2021 GHG Emissions Inventory.*

E.3 Annual Report

- All Council Commissions, Committees, and Boards are required to prepare and present an Annual Report to the City Council. Chair Tai will prepare the draft FY 2022-23 Annual Report for review by the full Commission.

F. CONTINUING ITEMS

F.1 Ad-hoc Committee Update: *Sustainability and Climate Action Analysis and Prioritization*

- No further work has been completed by this ad-hoc committee.

F.2 Ad-hoc Committee Update: *Stakeholder Analysis and Community Engagement*

- Coordinator Schubeck will try to identify a volunteer who can complete research and data entry work on the stakeholder list.

Public Comment

- Silke Valentine

G. COMMISSIONER AND STAFF LIAISON REPORTS

G.1 Commissioner Reports

- Commissioner Brown noted that the City Council could still consider adopting a green building reach code related to EV infrastructure, as this issue is not part of the City of Berkeley ruling.
- Commissioner Yalonis attended the Novato Art & Wine Festival and suggested that perhaps the Commission could have a table at the 2024 event.
- Commissioner Tai continues to work on issues related to construction and demolition waste recovery and recycling.

G.2 Staff Liaison Reports

- Coordinator Schubeck noted that the 9th Circuit ruling (*California Restaurant Association v. City of Berkeley*) will likely delay an informational item on green building reach codes being presented to the City Council. She also noted that the City's Chief Building Official has resigned, and that the position will be filled by a consultant until a replacement is found.

H. ADJOURNMENT

Upon a motion by Commissioner Brown and second by Commissioner Yalonis, the Commission voted 5-0 to adjourn the meeting at 7:13pm

AYES: BROWN, ICHINAGA, PÄSTER, TAI, YALONIS

NOES: NONE

ABSENT: BLOFELD, BROWNSTONE

Motion carried.



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SUSTAINABILITY COMMISSION
FY 2023-24 WORK PLAN

June 15, 2023

Gretchen Schubeck, Sustainability Programs Coordinator

BACKGROUND

From Commissions, Committees, and Board Manual:

“All programs and major projects of Council Commissions, Committees, and Boards must be approved by the City Council. Each year, Council Commissions, Committees, and Boards shall develop a work plan which contains their goals and objectives for the coming fiscal year. This work plan shall be transmitted to the City Council.”



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COMMISSION PURPOSE

The Sustainability Commission serves as an advisory body to the City Council on matters related to reducing greenhouse gas emissions, sea level rise, and other environmental issues including but not limited to, wildfire, tree preservation/replacement, resiliency, and adaptation to climate change.



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COMMISSION DUTIES

- a) Contribute to the development of an updated Climate Change Action Plan for Council approval.
- b) Monitor and report to the Council on the implementation of the Council-adopted Climate Change Action Plan.
- c) Recommend priority sustainability, sea level rise, environmental protection and other environmental issues, and climate-related policies and programs for City Operations and the community at large to the City Council for consideration.

COMMISSION DUTIES

- d) Review annual Sustainability Program workplan and suggest modifications, as needed.
- e) Monitor, evaluate, and communicate progress toward achieving sustainability and climate-related goals.
- f) Identify funding opportunities to support implementation of sustainability, sea level rise, environmental protection and other environmental issues, tree preservation/replacement and climate-related priorities, including leveraging regional funding to achieve shared objectives.

COMMISSION DUTIES

- g) Advocate for policies and programs that protect the environment, reduce greenhouse gas emissions, and support climate adaptation as part of Council's annual planning, goal setting, and budgeting processes.
- h) Facilitate regular community engagement on sustainability and climate-related initiatives.
- i) Mobilize community action to reduce greenhouse gas emissions by supporting education and outreach efforts.
- j) Identify priority sustainability actions to reduce greenhouse gas emissions in City operations and the Novato community to implement actions that address the challenge of our changing climate.

PROPOSED WORKPLAN ITEMS

1. Contribute to the development of the Climate Action Plan.
2. Recommend priority sustainability and climate action policies and programs to Council for consideration as part of annual planning, goal setting, and budgeting processes.
3. Identify funding opportunities to support implementation of priority sustainability and climate action policies and programs.
4. Support education and engagement initiatives to mobilize community action to reduce greenhouse gas emissions.
5. Review Sustainability Program FY 2023-24 Workplan and 2021 GHG Emissions Inventory.



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QUESTIONS/COMMENTS?

