



CITY OF NOVATO
CALIFORNIA

Sustainability Commission
SPECIAL MEETING MINUTES

Thursday, August 21, 2025 - 6:00 pm
Novato City Hall, 901 Sherman Avenue, Novato

Chair

Pablo Downer Päster

Vice Chair

Cheryl Timoney

Members

Tim Blofeld, Bob Brown, Story Hadfield, and Nicole Tai

Staff Liaison

Gretchen Schubeck

A. CALL TO ORDER AND ROLL CALL

Chair Downer Päster called the meeting to order at 6:07pm.

Commissioners Present: Tim Blofeld, Pablo Downer Päster, Story Hadfield, Nicole Tai, and Cheryl Timoney

Staff Present: Gretchen Schubeck (Sustainability Coordinator)

B. APPROVAL OF THE FINAL AGENDA

Upon a motion of Commissioner Timoney and second by Commissioner Blofeld, the Commission voted 5-0-1 to approve the final agenda.

AYES: BLOFELD, DOWNER PÄSTER, HADFIELD, TAI, TIMONEY

NOES: NONE

ABSENT: BROWN

Motion carried.

C. PUBLIC COMMENT

Silke Valentine

D. CONSENT ITEMS

Upon a motion of Commissioner Tai and second by Commissioner Timoney, the Commission voted 5-0-1 to approve the meeting minutes of July 17, 2025.

AYES: BLOFELD, DOWNER PÄSTER, HADFIELD, TAI, TIMONEY

NOES: NONE

ABSENT: BROWN

Motion carried.

E. GENERAL BUSINESS

E.1 IDENTIFY AND DISCUSS POTENTIAL PRIORITY SUSTAINABILITY ACTIONS TO RECOMMEND FOR IMPLEMENTATION DURING FISCAL YEAR 2025-26

- The draft Climate Action Plan (CAP) is scheduled to go to Council for consideration on September 23, 2025, and Commissioners discussed potential priority actions that could be implemented during the remainder of this fiscal year, should the CAP be adopted.
- Coordinator Schubeck shared a memo from Commissioner Brown, provided in his absence, on suggested priorities.
- Commissioners recommended a range of CAP actions for potential implementation during fiscal year 2025-26 (attached) and expressed broad agreement that selected actions be foundational, low-cost, and high impact.
- Coordinator Schubeck will share proposed actions with the Commission following the September 23, 2025, Council meeting.

F. COMMISSIONER AND STAFF LIAISON REPORTS

F.1 Commissioner Reports

- Commissioner Tai shared that the Reuse Alliance is seeking a manager for the Reuse Hub in Petaluma, which is scheduled to open on September 5, 2025, at the Petaluma Premium Outlets complex.
- Commissioner Timoney noted that MCE is sponsoring a seven-week contractor training academy, in partnership with Emerald Cities Collaborative, focused on building decarbonization and energy efficiency skill-building.

F.2 Staff Liaison Reports

- Coordinator Schubeck highlighted a recently completed report titled *Changing the Game: Community-based strategies and climate mitigation*, which was commissioned in part by Marin Community Foundation and produced by the Redstone Strategy Group.

G. ADJOURNMENT

Upon a motion of Commissioner Hadfield and second by Commissioner Tai, the Commission voted 5-0-1 to adjourn the meeting at 8:00pm.

AYES: BLOFELD, DOWNER PÄSTER, HADFIELD, TAI, TIMONEY

NOES: NONE

ABSENT: BROWN

Motion carried.

Potential Priority Fiscal Year 2025-26 Actions

Draft Sustainability Commission Recommendations | August 21, 2025

MOBILITY & LAND USE

Strategy 1: Multimodal Mobility and Connectivity

ID #	Measure	Action
ML-C1	Zero-Emission Vehicles	a. Accept the <i>Marin Countywide Electric Vehicle Acceleration Strategy</i> and develop a two-year work plan that identifies responsibilities, timelines, funding sources, and specific targets for each action selected. In future years, prioritize actions from the Strategy for implementation on a biennial basis.
ML-C2	Active Transportation	No specific actions noted
ML-C6	Traffic System Management and Vehicle Idling	d. Encourage drivers to limit vehicle idling through public outreach and engagement campaigns.
ML-M2	Low Carbon Fuels and Idling Reduction for City Fleet Vehicles	b. Adopt administrative policies to minimize idling of City vehicles.
ML-M3	City Employee Commuting	a. Consider offering City employees incentives to reduce barriers and encourage alternatives to single-occupant vehicle commuting, such as transit use discounts and subsidies, bicycle facilities, showers and changing facilities, ridesharing services, vanpools, emergency ride home service, flexible schedules, and telecommuting when practicable.

Strategy 2: Sustainable Land Use Planning

ID #	Measure	Action
ML-C7	Smart Growth Development	<p>c. Encourage new commercial developments to enhance the pedestrian experience by creating pedestrian zones, pathways, and access points and using landscaping, lighting, and physical barriers from vehicular traffic to improve security and safety.</p> <p>d. Encourage, and where possible require, the provision and maintenance of bus stops, bus shelters, benches, lighting, turnouts, turnarounds, and related facilities in major new commercial, industrial, residential, and institutional developments that might be served by transit, when supported by transit agencies. Consult and coordinate with transit agencies early in the approval process when development is proposed.</p>

BUILDINGS & ENERGY

Strategy 4: Energy Conservation and Efficiency Programs

ID #	Measure	Action
BE-C5	Energy Conservation and Efficiency Programs	No specific actions noted

MATERIALS & WASTE

Strategy 1: Materials Management and Waste Reduction

ID #	Measure	Action
MW-C1	Waste Prevention, Reduction, Reuse, and Repair	<ul style="list-style-type: none">a. Collaborate with public agencies, community organizations, local businesses, schools, and libraries, and utilize the full range of City outreach channels to educate residents and businesses on the benefits of waste prevention, reduction, reuse, and repair. actions from the Strategy for implementation on a biennial basis.c. Partner with Zero Waste Marin, Marin County Libraries, and Novato Unified School District to establish lending libraries (tools, toys, costumes, etc.), makerspaces focusing on reusing and recycling materials, repair cafés/fix-it clinics, and clothing swaps.f. Enhance partnership with Novato Sanitary District, Recology, and Zero Waste Marin to reduce waste to landfill.
MW-C2	Single-Use Disposable Items and Packaging	<ul style="list-style-type: none">b. Collaborate with Novato Unified School District to explore strategies to implement a reusable foodware program
MW-C3	Building Materials	<ul style="list-style-type: none">b. Explore opportunities to increase building deconstruction (rather than demolition) and the reuse of building materials, particularly wood.
MW-C4	Organic Waste Diversion	No specific actions noted
MW-M1	Municipal Waste Prevention, Reuse, and Recycling	<ul style="list-style-type: none">b. Install water bottle refilling stations in City buildings and at public-facing City facilities.c. Continue to support and expand upon the City's reuse program for surplus office supplies.