

## **Regular Meeting Agenda**

---

Terrace Room – Second Floor  
Northbrook Village Hall, 1225 Cedar Lane  
Thursday, May 18, 2023

**5:30 PM**

**1. CALL TO ORDER**

**2. MINUTES APPROVAL**

A. Review and Approval of the May 20, 2023 Sustainability Commission Meeting Minutes

**3. PUBLIC COMMENTS**

Please Note - Members of the public wishing to respectfully share thoughts about any matter concerning the Northbrook Sustainability Commission may do so by coming to a meeting and speaking during the "Public Comment" time on general matters, or by speaking if and when comment is called on a specific matter that is listed on the agenda. Members of the public can also submit a written comment via the Village's website. Each written comment submitted on the website will be delivered to each member of the Sustainability Commission prior to the meeting but will not be read out loud at the meeting unless specifically requested.

**4. COMMUNITY PLANNING REPORT**

**5. 2023-2024 CLIMATE ACTION PLAN PRIORITY ITEMS**

**6. UPDATES ON OTHER ITEMS**

A. Communications Initiatives

B. Solar Permits

C. Waste Collection Data

**7. OLD BUSINESS**

**8. NEW BUSINESS**

**9. REMARKS FOR THE GOOD OF THE ORDER**

**10. NEXT SCHEDULED MEETING**

June 15, 2023

**11. ADJOURN**

The Village of Northbrook is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facilities, are requested to contact Debbie Ford, 847 664-4013, promptly to allow the Village of Northbrook to make reasonable accommodations for those persons. Hearing impaired individuals may call the TDD number, 847 564-8645, for more information.



## MEMORANDUM

---

**To:** Sustainability Commission  
**From:** Tessa Murray, Sustainability Coordinator  
**Date:** May 18, 2023  
**Subject:** 2023-2024 Climate Action Plan Priority Items

Northbrook's Climate Action Plan (CAP) calls to foster sustainability and reduce 80% of community-wide carbon emissions by 2050 through strategic planning and action item implementation. There are over 100 action items recommended within the CAP. After the CAP was first adopted in 2021, the Village Board of Trustees' Community and Sustainability Committee met and established the first set of CAP Top Ten Priorities. The Sustainability Commission was actively involved in creating programs for the first list of priorities, which are now being initiated.

Following a review of Northbrook's CAP Progress Report for 2021-2022, the environmental consultant from paleBLUEdot provided their recommendation for the next set of CAP Top Ten Priorities. The Sustainability Commission agreed with this list. At the January 2023 Community and Sustainability Committee meeting, the Village Board of Trustees officially established the 2023-2024 CAP Priority Items as listed in the table attached to this memorandum.

In advance of the May 18 Sustainability Commission meeting, membership is asked to review the following items: BE 1-5, HS 1-4, GS 1-4, and CE 4-1. The Commission will brainstorm ideas for implementation and share any resources with staff for dissemination to the larger group.

- *BE 1-5: Provide solar assessment reports to 50 properties annually. Conduct informational workshop to assist building owners and businesses in understanding potential clean energy generation. Include economic performance and return on investment estimates, information on financing and ownership models, next step resources.*
- *HS 3-4: Develop a debris management plan to support response to severe storm events and flooding.*
- *GS 1-4: Conduct a Solar and Tree Compatibility study to actively identify the best sites in the Village for tree canopy expansion as well as the best locations for solar PV installations. Following study, work to direct and encourage tree planting and solar PV development in areas identified.*
- *CE 4-1: Add a Carbon Impact Fee to all new development as a percentage of the building permit fee. Additional funds raised to be used for Climate Mitigation and Adaptation implementation. Projects may apply for a refund if they install on-site renewable energy system and provide documentation that demonstrates the system will offset a minimum of 40% of the site's energy consumption, with sliding scale refunds provided for projects offsetting over 40%.*

At the May 18 meeting, Commissioners should discuss and select the one of these four items as a focus. The objective is to create a recommendation for staff to begin executing following the meeting for one specific item.

ITEM #	Transportation and Land Use	Implementation Strategy
TL 4-1	Conduct a municipal fleet inventory and EV transition Implementation plan. Effort to identify opportunities for electrifying, right-sizing, and improving overall efficiency of vehicles to meet CAP Goals. Include implementation recommendations to incorporate EV's through right-timing purchases with a planned vehicle-replacement schedule.	Item may be addressed through partnership with Northwestern University's Masters of Science in Energy and Sustainability program, and the Metropolitan Mayors Caucus (MMC) EV Readiness program. The Village was selected to join cohort 2 of the MMC EV Readiness program which is expected to begin in Summer 2023.
TL 5-5	Create an Electric Vehicle (EV) Action Plan to guide access to chargers on Village property and village wide, explore alternative technologies like Smart cable technology and streetlight/EV charger integration, address barriers to charging for garage-free homes and rental properties, assess options to lower EV and EV charger implementation costs, and recommend EV charging station requirement amendments to zoning ordinances to support EV plan.	Item may be addressed through coordination among Village staff and participation in the MMC EV Readiness program. The Village was selected to join cohort 2 of the MMC EV Readiness program which is expected to begin in Summer 2023. The Village is seeking out grant opportunities to achieve this action as well.
<b>Buildings and Energy</b>		
BE 1-1	Conduct a renewable energy Master Plan for achieving 50% renewable energy for all Village facilities and operations by 2030, and a pathway to achieve 100% by 2040. Master Plan should include exploration of on-site renewable options, community/shared renewable options, Renewable Energy Credit (REC) options, and opportunities for hosting community solar projects on Village buildings/properties.	Item may be addressed using consultant services and assessment of Village facilities.
BE 1-5*	Provide solar assessment reports to 50 properties annually. Conduct informational workshop to assist building owners and businesses in understanding potential clean energy generation. Include economic performance and return on investment estimates, information on financing and ownership models, next step resources.	Item is in progress with residents receiving free property assessments through the Grow Solar Chicagoland program, and developments in need of zoning relief undergo feasibility and cost assessments for property rooftop solar installation.
<b>Waste Management</b>		
WM 4-1	Increase waste diversion opportunities by increasing recycling and organics collection bins in public places. Work with other public agencies to advance this goal.	Item is in progress with new recycling bins to be added to public spaces.

\* Commission recommendation needed

	<b>Water and Wastewater</b>	
WW 3-1	Conduct a stormwater management study exploring full range of methods of stormwater management including permeable pavements, bioswales, rain gardens, biochar amendments in soils with high clay content, and flood-tolerant plantings. Findings of study to be integrated into updated Village Master Stormwater Management Plan with recommended implementation projects.	Item may be addressed concurrently with updates to the Master Stormwater Management Plan.
	<b>Local Food and Agriculture</b>	
LF 4-2	Offer low price compost bins similar to rain barrels the Village currently offers; potentially work with businesses as well and Village could then sell or give compost to residents.	Sustainability Commissioners provided a recommendation for this item at their April 20, 2023 meeting. Planning and implementation is underway.
	<b>Health and Safety</b>	
HS 3-4*	Develop a debris management plan to support response to severe storm events and flooding.	Item may be addressed in-house through updating storm event aftermath procedure and increasing community education on how to prepare for major storm events (tree pruning, etc.)
	<b>Greenspace and Ecosystem Health</b>	
GS 1-4*	Conduct a Solar and Tree Compatibility study to actively identify the best sites in the Village for tree canopy expansion as well as the best locations for solar PV installations. Following study, work to direct and encourage tree planting and solar PV development in areas identified.	Item may be addressed in-house through collaboration between Village staff and Municipal GIS Partners staff to create list of targeted site areas and tree planting recommendations.
	<b>Climate Economy</b>	
CE 4-1*	Add a Carbon Impact Fee to all new development as a percentage of the building permit fee. Additional funds raised to be used for Climate Mitigation and Adaptation implementation. Projects may apply for a refund if they install on-site renewable energy system and provide documentation that demonstrates the system will offset a minimum of 40% of the site's energy consumption, with sliding scale refunds provided for projects offsetting over 40%.	Item may be addressed by exploring options for how to further promote sustainable buildings in Northbrook in a way that does not discourage development. An example of potential item implementation is a recommendation to reduce permitting costs for developments that achieve 100% of CAP recommendations provided to them during review phase.

\* Commission recommendation needed