

**SUMMARY OF THE
CLIMATE ACTION PLANNING TEAM MEETING
VILLAGE OF NORTHBROOK
April 12, 2021**

Call to Order

Director of Development and Planning Services Michaela Kohlstedt called the CAPT meeting to order at 6:00 p.m. in a remote meeting through Zoom virtual meeting platform. Ms. Kohlstedt was present in the Village Hall, but there were no members of the public in attendance in the building.

Roll Call

The following Members were in attendance: Trustee Israel, Trustee Ross, John Albrecht, Nell Badgley, Frank Bleeker, Steven Elisco, Jill Franklin, Pat Lederer, Becky Mathison, Clare Poupard, Len Rago, Aaron Stash, Joan Scovic, Patti Vile, and Sandy Weiss.

Members absent: Derrik Chen, Melissa Hirsch, Kim Ptak, and Robyn Kole.

The following Village Staff were in attendance: Michaela Kohlstedt, Erik Jensen, Matt Morrison, Kelly Hamill, and Swati Pandey, Corey Friedman, and Madeline Farrell.

Also Present: paleBLUEdot consultant Ted Redmond, Greenest Region Corps Member Tessa Murray.

Public Comments Regarding Items Not on the Agenda

No members of the public spoke at the meeting.

High Level Overview of Draft CAP

Mr. Redmond thanked the team for attending and summarized the drafted final Climate Action Plan presented for review. He explained that the bulk of the document is made up of strategies and action items in the subteam sectors. Before that section the plan consists of an executive summary that highlights the greenhouse gas emissions reduction goals, acknowledgements, and an introduction.

The introduction of the CAP touches upon how this supports existing Village plans, why Climate Action is desired in Northbrook, and the background research used. Background research includes community input survey responses and data-driven predictions of climate impacts, vulnerability in the community, potential savings upon successful implementation, greenhouse gas inventories broken down by sector, and projections of improvements compared to business as usual. The introduction illustrates strategies per sector and the plan's overall framework. Mr. Redmond added that this section prefaces the plan as a living and flexible document with checkpoint intervals.

Mr. Redmond mentioned an adjustment in regards to the emissions goals: the baseline year has shifted from 2018 to 2010 since the greenhouse gas inventory dates back to this year. He added that after compiling all agreed upon recommendations, the total percent of fossil fuel reductions projected to result from the CAP by 2030 is less than what was originally estimated. Northbrook's new goal is to reduce emissions by 35% below 2010's baseline levels, in alignment with the Paris Agreement and the Illinois Executive Order 2019-06. Our goal of a 35% reduction in 2010 levels by 2030 includes consideration of categories that have increased and decreased emissions between 2010 and now. While most sectors have improved in energy efficiency and seen gradual reductions since 2010, Transportation and Waste Management are areas where Northbrook has risen in emissions; the CAP accounts for this.

Under each subteam section, specific emission reduction goals are expressed, as well as background content with key observations and data prepared by paleBLUEdot. Mr. Redmond stated that each category underscores considerations for equity in relation to these implementation strategies. After detailing numbered action items, each subteam section contains a visual breakdown of total reductions in that sector between 2010 to 2030 followed by a "What you can do" page.

Behind all the subteam sections, the plan provides an overview of broad implementation suggestions and an appendices with backup information. Mr. Redmond emphasized that while the Village is primarily initiating the CAP, implementation is for everyone and the plan will not be possible without community members' participation. He recommended items related to building internal capacity at the Village: the CAP will be bolstered through creation of a new staff role and a policy stating all Village departments should be involved. For external support in the community, Mr. Redmond suggested extending partnerships with agencies such as the Metropolitan Water Reclamation District and ensuring there is a commission for public oversight of the plan. In consideration of funding, he stated an appropriate annual budget should be maintained to support staff involved.

In a separate document for Village staff, Mr. Redmond described the implementation matrix as the next iteration of the ActionFinder tool. Staff can use its searchable and editable feature to find detailed actions with associated supporting partners and team member comments. As well, a database with example policies and ordinances will be helpful for replicating language as Northbrook enacts various actions.

Draft CAP Review Discussion

Trustee Israel inquired whether the edits already made by members to the initially drafted CAP have been incorporated. Mr. Redmond said no, the team has until the end of the day on April 19 to make all final edits. At this point, members were asked if there are points to be raised to the larger team after reviewing the drafted CAP. Members Poupard, Rago, Lederer, Franklin, Bleeker, and Trustee Ross all mentioned emailing Mr. Redmond directly with their feedback.

Mr. Hamill asked for the timeline of establishing the drafted CAP between tonight and the final document. Ms. Kohlstedt explained once all edits from team members are in on April 19, Mr. Redmond will update the document for sharing with the Board of Trustees and public. This will be shared on the Village website for public access and invitation for feedback. While available online, a public meeting will be held where Mr. Redmond and Village staff will walk through the plan and answer basic questions. Ms. Kohlstedt stated all comments received online will go to the Board of Trustees for public hearing. If large changes are requested from the public, the CAP team will reconvene to discuss. The Board will ultimately decide to adopt or accept the plan. She added that tomorrow the draft budget being raised for the Board's approval includes a new Sustainability Coordinator position. If approved, it is that person's task to move the plan forward and work with other entities to resolve in support of CAP goals through collaboration with the Village.

Trustee Ross questioned the inconsistency between the CAP's advocacy for dense development and protection of greenspace. Member Poupard clarified that the plan encourages density in transit centers within $\frac{3}{4}$ mile of downtown, and Mr. Redmond added this could take the form of a zoning code amendment. Trustee Israel explained that a transit district within $\frac{3}{4}$ mile is standard according to the Metra DOT plan. Trustee Ross and Member Weiss agreed that these explanations help, and Member Weiss stated relating action items back to real-life scenarios in the Village is ideal to help streamline the plan.

Member Weiss conveyed concern with multiple goals in the Waste Management subcategory. She read the goal for strategy 4 under this section as "Decrease total per capita municipal solid waste handled by 5% by 2030", and asked if the detailed actions listed below such as "Phase out single use products" and "Encourage restaurants to use sustainable foodware" could reasonably reach the goal of this strategy. Mr. Redmond responded that for some strategies such as this one, there are actions under other strategies that contribute to reaching the aim. He gave the examples of increasing waste audits and business recycling opportunities, which would result in waste diversion as well. Member Weiss emphasized how reduction of waste generation should be prioritized over recycling.

Trustee Israel proposed an additional action below strategy 4 of Waste Management that addresses packaging in food stores. Trustee Ross mentioned new technology that analyzes what gets sold at supermarkets to help them save costs and reduce waste.

Member Weiss asked how the goals will be monitored, and Mr. Redmond said the Sustainability Coordinator will utilize the implementation matrix to track how different sector targets are being met through time. Member Weiss asked for clarification on strategy 4's action "Encourage reduction of single-use products and limit packaging by 2026 at point of sale. This would apply to (but not limited to) bags (both paper and plastic), styrofoam trays, containers, and boxes. Applies to businesses of any size". Member Badgley questioned the feasibility that chain store franchises in Northbrook can control the packaging of what is sold beyond deli products individually packaged in-store. Trustee Israel stated encouraging stores to encourage their suppliers may be an effective action. Ms. Kohlstedt added this ties in with Village educational materials that ask residents to quit single-use items for reusable alternatives. Member Franklin reiterated applying pressure on producers, vendors, and consumers are all important strategies and with more bulk options available to them, consumers could naturally make the switch. Member Franklin put forward new language for this action: "Encourage reduction of single-use products and limit packaging by 2026 at point of sale. This would apply to (but not limited to) bags (both paper and plastic), styrofoam trays, cling wrap, plastic net bags, to-go containers, and boxes. Encourage businesses to avoid pre-packaging products. Applies to businesses of any size."

Member Weiss asked to switch the placement of action items to demonstrate prioritizing waste reduction over recycling. Member Badgley agreed that waste reduction is more important than recycling, but also more difficult, so recycling actions should still receive attention. Trustee Ross suggested when people become invested in smaller practices such as composting at home and bringing bags to the store, the cycle of supporting the bigger issue at hand begins individually. Trustee Israel echoed the importance of incorporating producers into waste reduction goals. Ms. Kohlstedt proposed an additional item in this strategy: "Encouraging businesses of all sizes to utilize technology and software when determining purchasing product needs to reduce overhead waste, specifically for food waste in restaurants and grocery or specialty food stores."

Ms. Kohlstedt asked for clarification on Waste Management item 1-4 that states "Require all real estate development to agree to exceed sustainability goal for waste diversion." Trustee Israel explained this item is specific to those that need special requirements for zoning approval. Ms. Kohlstedt also inquired on the Buildings and Energy strategy that says "Require solar PV site assessment as part of all building permit submission." Trustee Israel responded this is to confirm feasibility of solar energy production from roof characteristics and electric circuit ability, required not of all permits but of all new buildings and major renovations. Mr. Redmond recommended creating a relationship with solar installers that offer such assessments for low to no cost, and Trustee Israel added Google's Solar Project as a possibility.

Trustee Israel expressed gratitude and excitement for the CAP process and teamwork. Mr. Redmond thanked the group and repeated that the deadline for submitting comments and adjustments to the Drafted CAP is April 19. Member Weiss reminded the team that the actions that will make the most difference will be the most difficult.

Adjourn

At this time, Ms. Kohlstedt told members any questions can be directed to her or Tessa Murray via phone or email. She adjourned the meeting at 8:15 p.m.

Respectfully submitted,
/s/ Tessa Murray
Recorder