



TOWN OF CARRBORO

NORTH CAROLINA

TRANSMITTAL **PLANNING DEPARTMENT**
DELIVERED VIA: ☒ *HAND* ☐ *MAIL* ☐ *FAX* ☒ *EMAIL*

To: **David Andrews, Town Manager**
 Town Council

From: **Laura Janway, Environmental Sustainability Coordinator**
 Patricia McGuire, Planning Director

Date: **September 8, 2020**
Subject: **Climate Action Implementation - Advisory Board Update**

Direction to Staff

At the June 16, 2020 Town Council Meeting, the Town Council directed staff to perform the following tasks:

- Develop a charge for a standalone climate advisory board and bring this item to the Council during one of the first two Town Council meetings after the summer.
- Provide a written update to the Town Council over the summer.
- Work with the Environmental Advisory Board (EAB) over the summer to sketch out a work plan for the climate advisory board.

Summary of Environmental Advisory Board Meetings

- **June 25, 2020:** Environmental Advisory Board (EAB) members met on June 25, 2020 for a Joint Review meeting to discuss the Concept Plan for the ArtsCenter Conditional Use Permit and perform a courtesy review of the Concept Plan for 420 Smith Level Road.
- **July 2, 2020:** EAB members decided to hold a meeting on July 2, 2020 to draft and finalize their review comments for these two concept plans. Town staff added a discussion of the climate implementation advisory board work plan to this agenda. At

this meeting, EAB members felt an information session for new members was necessary and decided to hold this session on July 16th, 2020.

- **July 16, 2020:** Staff member Janway provided an introduction to the Community Climate Action Plan (CCAP) and Energy and Climate Protection Plan (ECPP) for new EAB members. Staff also provided an update on current climate action projects and an introduction to the modules initiative.
- **August 13, 2020:** EAB members discussed the climate advisory board and began to create a work plan. EAB members decided to continue discussion at their next meeting.
- **September 3, 2020:** EAB members continued to discuss and develop the work plan. Action to finalize the work plan is expected at their next meeting.

Advisory Board Proposal

The EAB recommends that the Town establish a climate advisory board. The proposed Climate Action Commission (CAC) will consist of seven to nine members appointed by the Town Council. All members of the CAC shall either reside, own property, or operate a business within the town's planning jurisdiction. At least two members will have special expertise related to climate action implementation such as renewable energy use or energy efficiency in building design and/or construction, reducing motor vehicle use, or community engagement/grass-roots organizing related to climate action or similar environmental initiatives.

The CAC will provide expertise and input on implementation of the Community Climate Action Plan (CCAP) and municipal Energy and Climate Protection Plan (ECPP). CAC members will have the opportunity to provide feedback on the yearly Environmental Sustainability Work Plan and ongoing climate action initiatives as requested by staff. CAC members will analyze climate action initiatives with particular attention to race and equity, building on the recommendation for considering social justice and equity in the CCAP.

CAC members will also play an important role in the Town's climate action outreach by assisting staff with community events. Widespread community participation is necessary to meet the emissions reduction and climate change mitigation goals of the Community Climate Action Plan. CAC members will actively participate in the design, organization, and implementation of community outreach events. At these events, CAC members will educate and engage Carrboro residents in Town climate action initiatives.

Staff will also explore ways for the CAC to collaborate with the Transportation Advisory Board (TAB) with regard to reducing greenhouse gas emissions from transportation.

In addition, the Town can continue to discuss the potential name for the climate advisory board. Other options include the Climate Action and Environmental Sustainability Commission (CAESC) or the Climate Action Committee (CAC).

Organization and Meetings of the CAC

Each year, CAC members will participate in the following:

- Up to four in-person meetings
- Up to four virtual meetings, as determined by staff to plan outreach events
- At least two community outreach events
- Special Meetings as necessary

The first meeting will be held in January to discuss the Environmental Sustainability Work Plan proposed by the Environmental Sustainability Coordinator for the upcoming fiscal year. At this meeting, CAC members will have the opportunity to propose and discuss project ideas. The second meeting will be held in February to continue the work plan discussion and to begin planning yearly outreach events.

The third meeting and fourth meetings will be held later in the year, depending on the schedule of outreach events. One of these meetings will be a joint meeting with other Advisory Boards in order to share CCAP and ECPP implementation updates. This meeting will act as an internal climate summit where CAC members and staff can make new connections and facilitate discussion. The CAC will hold Special Meetings as necessary.

The CAC will be action-oriented and all members will be required to participate in at least two of the outreach events held throughout the year. CAC members will help staff engage and educate members of the community in climate action. One event will be a community-wide climate action outreach event.

In order to help organize and coordinate these events, the CAC will hold virtual meetings before each event. Virtual meetings will allow flexibility in meeting times and dates in order to accommodate the schedules of outreach events. Virtual meetings will also reduce greenhouse gas emissions from travel. Staff will follow the [Rules of Procedure for Town of Carrboro Boards and Commissions](#) when scheduling and creating agendas for virtual meetings. CAC members will have the ability to suggest additional items for virtual meeting agendas.

The Environmental Sustainability Coordinator will keep all CAC members informed about CCAP and ECPP Plan implementation updates to the Town Council and invite members to attend Town Council meetings for scheduled climate action items.

Example CAC Yearly Meetings Calendar

Month	Meeting Type
January	Regular Meeting - Sustainability Work Plan Discussion
February	Regular Meeting - Sustainability Work Plan Discussion (continued), Outreach Event Planning
March	No Meeting, Special Meeting if necessary
April	Virtual Meeting to finalize outreach event plans
	Earth Day Outreach Event (Green Neighborhoods)
May	Regular Meeting – Joint Meeting with other Advisory Boards
June	Virtual Meeting to finalize outreach event plans
	Pollinator Week Outreach Event
July	No Meeting
August	No Meeting
September	Virtual Meeting to finalize outreach event plans
	Zero Emissions Day Outreach Event
October	Regular Meeting
November	Virtual Meeting to finalize outreach event plans
	Community-Wide Climate Action Outreach Event
December	No Meeting

Next Steps

The Town Council will review and discuss this information, including the proposal for a new climate advisory board. Creation of this board would involve a Town Code amendment. We expect that the Town Council could receive a Town Code amendment for consideration in late October or early November, anticipating the EAB's completion of the work plan at their October 1, 2020 meeting.