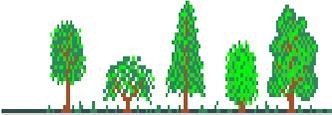


**TOWN OF CARRBORO
ENVIRONMENTAL ADVISORY BOARD**



AGENDA
Environmental Advisory Board

June 4, 2020; 7:00 pm
Zoom Virtual Meeting*

Time	Item	Presenter
7:00 pm	<u>Call to Order, Announcements</u> Approve 5/21/20 minutes	Chair, All
7:05 pm	<u>Discussion Items</u> Guest Presentation on Electric Vehicles	Guest
7:30 pm	<u>Joint Review</u> Land Use Ordinance Amendments to Establish a Climate Action and Environmental Sustainability Commission	Chair, All
8:10 pm	<u>Action Items</u> Prepare Review Comments for Land Use Ordinance Amendments to Establish a Climate Action and Environmental Sustainability Commission	Chair, All
9:00 pm	Announcements, Adjourn	Chair, All

*To view the advisory board meeting, please email Laura Janway at ljanway@townofcarrboro.org to receive an invitation to view the meeting. If you wish to make public comment, at the time of the public comment, the staff person will be able to allow speakers to remotely enter the meeting one-by-one to comment. Please send any written statement or materials to the same email provided above. Requests to remotely attend the meeting shall be made within 24 hours of the meeting start time. The requester should also specify if they wish to make any comments in the email. All written statements and materials will be forwarded to the advisory board members

TOWN HALL IS ACCESSIBLE FOR PERSONS WITH DISABILITIES. For more information, contact Laura Janway at (919) 918-7326.

**TOWN OF CARRBORO
ENVIRONMENTAL ADVISORY BOARD – SUMMARY**



Meeting on May 21, 2020, 7:00 pm, Town Hall Planning Department

Board Members	Town Council Liaison	Staff	Guests
Tim Turner (Chair)	Randee Haven-O'Donnell	Rebecca Buzzard	Jackson Bradford (EAB Applicant)
Jeanette O'Connor	Sammy Slade	Laura Janway	Katie Veleta
Kathy Kaufman			

Note: Absent/Excused: None

Call to Order, Announcements

The meeting was called to order at 7:04 pm by Chair Turner.

Approval of Minutes – May 7, 2020 Meeting

Kaufman motioned to approve the minutes from the May 7th, 2020 meeting. This motion was seconded by O'Connor.
AYES: (3) Turner, Kaufman, O'Connor; NAYES: (0)

Guest Presentation on Modules Project Related to Community Climate Action Plan

Guest Katie Veleta gave a presentation on the Community Climate Action Plan modules project. The modules project is a community-driven outreach initiative aimed to engage Carrboro residents in climate action. The proposed initiative involves designing materials for Carrboro residents to educate others about specific climate action topics. The materials will be organized into modules, which will act as templates for residents to customize for presentations or demonstrations.

Modules Project Discussion

The EAB composed recommendations to the Town Council for the modules project. The EAB recommended that the Town Council approve the modules project and consider several recommendations for project implementation. The recommendations included:

- Provide a list of all modules in each presentation
- Modules should be reviewed and approved by the Town Environmental Sustainability Coordinator
- Hold train-the-trainer sessions
- Modules should be available to be viewed on the town website
 - o Downloads of the slides could be made available to individuals who have completed train-the-trainer sessions
 - o Provide links to modules on relevant Town Departmental website pages
- To the extent possible, show relative emissions reduction impact or energy savings for each recommended action
 - o Use graphics to visualize impacts
 - o Provide links to online calculators
 - o Provide cost information for each action for comparison
- Make sure all information on slides and Town website is kept regularly updated
 - o The Climate Action Sustainability Commission should be charged with keeping the materials updated

The EAB thanked Town Council Member Randee Haven-O'Donnell, Katie Veleta, Lauren Nyland, and all Carrboro

residents who worked on this project.

Motion to approve the recommendations was made by Kaufman, seconded by O'Connor. All voted in favor. **AYES: (3) Turner, O'Connor, Kaufman; NAYES: (0).**

Adjourn

The motion to adjourn was made by Kaufman and seconded by O'Connor, with all members voting in favor. **AYES: (3) Turner, O'Connor, Kaufman; NAYES: (0).** The meeting was adjourned at 8:16 pm.

DRAFT

JOINT ADVISORY BOARDS

ITEM NO. _____

AGENDA ITEM ABSTRACT

MEETING DATE: June 4, 2020

TITLE: Land Use Ordinance Amendments to Establish a Climate Action and Environmental Sustainability Commission

DEPARTMENT: Planning	PUBLIC HEARING: YES ___ NO_X_
ATTACHMENTS: A Recommendation Template B Draft LUO Ordinance C Comments from EAB	FOR INFORMATION CONTACT: Christina Moon – 918-7325 Patricia McGuire -- 918-7327

PURPOSE

The purpose of this item is for advisory board members to consider amendments to the Land Use Ordinance that would establish a new Climate Action and Environmental Sustainability Commission as an update to the existing Environmental Advisory Board. The Town Council has set a public hearing for June 16, 2020 and has requested advisory board review prior to the hearing.

INFORMATION

During the March joint review meeting and again in April/May, staff discussed possible options to shift some of the development review duties of the Environmental Advisory Board to the Planning Board and Appearance Commission to advance implementation of the Town's climate action plans. While all of the boards noted the importance of advancing the climate action plans, some members of the Planning Board and Appearance Commission expressed reservations with the proposal to take on certain aspects of environmental review historically addressed by the EAB.

A draft ordinance has been prepared that would establish a new Climate Action and Environmental Sustainability Commission (CAESC). The new name emphasizes the role the commission to serve as the advisory board tasked with leading the Town's efforts toward climate action planning, and a new provision under 15-45.2(a) articulates this charge. The existing duties relating to development review would remain with the CAESC. Planning staff would facilitate the discussion of development applications and amendments, when required, to allow the Environmental Sustainability Coordinator to focus on climate action

The existing EAB would sunset; interested candidates would apply for appointment to the new commission. The nine-member CAESC would ensure sufficient membership for broad expertise in environmental topics relating to climate action and sustainability as well as development review. A requirement for at least two members to have special expertise related to climate action implementation such as renewable energy use or energy efficiency in building design and/or construction, use or promotion of alternative transportation, and/or community

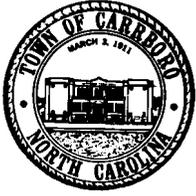
engagement/grass-roots organizing related to climate action or similar environmental initiatives, is included.

The Appearance Commission would continue to serve as the Town's Tree Board under the Tree City USA standards, with some duties shared at times and as appropriate with staff and other advisory boards and commissions.

A public hearing has been set for June 16, 2020. The Town Council must receive public comments before adopting amendments to the Land Use Ordinance. Orange County and Planning Board are also needed. The Appearance Commission and Environmental Advisory Board have also been identified for referral based on their purview.

RECOMMENDATION

Staff recommends that advisory boards review the draft ordinance (*Attachment B*) and consider adopting a recommendation for inclusion in the public hearing materials for June 16th. A recommendation template has been provided for the boards to use (*Attachment A*).



TOWN OF CARRBORO

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

THURSDAY, JUNE 4, 2020

Land Use Ordinance Text Amendment to Establish a Climate Action and Environmental Sustainability Commission

Motion was made by _____ and seconded by _____ that the _____ recommends that the Town Council _____ the draft ordinance.

VOTE:

AYES:

NOES:

ABSTENTIONS:

ABSENT/EXCUSED:

Associated Findings

By a unanimous show of hands, the _____ membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

The _____ of the Town of Carrboro finds that the proposed text amendment _____ consistent with Carrboro Vision2020 in the support of environmental protection and promotion, specifically Provision 5.22 to set policies to protect creeks, streams ponds and lakes, and Provision 5.31 to promote energy conservation, alternative and renewal energy, as well as the Community Climate Action Plan which speaks to the role of an advisory board to help guide implementation.

Furthermore, the _____ of the Town of Carrboro finds that the proposed text amendment promotes efficient and effective government which is in the public interest.

VOTE:

AYES:

NOES:

ABSTENTIONS:

ABSENT/EXCUSED:

(Chair)

(Date)

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO
ESTABLISH A CLIMATE ACTION AND ENVIRONMENTAL SUSTAINABILITY
COMMISSION

DRAFT 5-22-2020

THE CARRBORO TOWN COUNCIL ORDAINS:

Section 1. Article II, Administration is rewritten to read as follows:

**PART VI. CLIMATE ACTION AND ENVIRONMENTAL SUSTAINABILITY
COMMISSION**

Section 15-45 Appointment and Terms of Climate Action and Environmental Sustainability Commission

(a) There shall be a Climate Action and Environmental Sustainability Commission (CAESC), which shall consist of nine members appointed by the Town Council. All members of the CAESC 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.

(b) CAESC members shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. The initial terms of all members shall expire on January 31, 2021. Effective February 1, 2021, four members shall be appointed for three year terms, three members for two year terms, and two members for one year terms. Vacancies shall be filled for the unexpired terms only.

(c) Members may be removed as follows:

- (1) The chair shall file or caused to be filed with the town clerk an attendance report after each meeting identifying those members who are present or absent.
- (2) Unless the chair waives the requirement, members shall be removed if they are absent for three consecutive meetings or if they miss more than 30% of the meetings during a twelve-month period. The town clerk shall notify the chair in writing as soon as a member becomes subject to removal under this section. The chair will have ten days after receipt of such notice to waive the removal. If the chair fails to notify the town clerk in writing within ten days after receipt of such notice that the automatic removal requirements

should be waived, the town clerk will send the removal notice to the member. This removal shall be effective on the date of such notice.

- (3) Members may also be removed by the Town Council, after a hearing, for any good cause related to performance of duty.

Section 15-45.1 Organization and Meetings of CAESC

(a) The CAESC shall establish a regular meeting schedule. All meetings shall be open to the public and notification of such meetings shall conform to the requirements of the Open Meetings Law.

(b) A quorum shall be present for the CAESC to take official action, and all actions shall be taken by majority vote. A quorum shall consist of five members if all seats on the CAESC are filled and four members if there are one or more vacancies on the board.

(c) The CAESC shall select one of its members to serve as chair and one member to serve as vice-chair. These officers will be chosen annually at the CAESC's first meeting in March and shall serve for terms of one year unless their terms of appointment to the CAESC sooner expire. Vacancies shall be filled for the unexpired term only. A member may be selected to serve as chair for not more than two consecutive full one-year terms. The chair and vice-chair may take part in all deliberations and vote on all issues. (AMENDED 01/27/09)

Section 15-45.2 Powers and Duties of the CAESC (REPEALED 5/11/99) (AMENDED 02/25/14) (AMENDED 10/24/17)

The Climate Action and Environmental Sustainability Commission may:

- (a) Advise the Town Council on the implementation of the Community Climate Action Plan, Energy and Climate Protection Plan, and related and subsequent plans.
- (b) Advise the Town Council on policies, ordinances, and administrative procedures regarding environmental protection and the conservation of natural resources. The areas of review for the CAESC include new development, solid waste, air quality, climate protection and resilience, energy conservation, solar energy, groundwater, natural resources, and other areas.
- (c) Provide recommendations for green building and low impact development as part of new development and redevelopment, including site planning and design, energy efficiency and renewable energy, water efficiency, materials efficiency and waste reduction, indoor environmental quality, and the minimization of pollution.
- (d) Take any other action authorized by this chapter or any other ordinance or resolution of the Town Council.

Section 2. Section 15-48.1(c), of the Carrboro Land Use Ordinance, Concept Plan Review Procedures Prior to Submitting Applications, shall be amended to reflect the replacement of the Environmental Advisory Board with the Climate Action and Environmental Sustainability

Commission to the list of advisory boards that may participate in the Joint Advisory Board meeting for the review of concept plans.

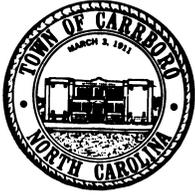
Section 3. Section 15-50(c) of the Carrboro Land Use Ordinance is amended to include the Climate Action and Environmental Sustainability Commission on the list of Boards and Commissions which are identified as having designated members participate in an on-site walkabout.

Section 4. Section 15-57, Recommendations on Conditional Use Permits of the Carrboro Land Use Ordinance is modified to reflect the replacement of the Environmental Advisory Board with the Climate Action and Environmental Sustainability Commission.

Section 5. Subsection 15-56 (c), Recommendations on Special use permits is amended by replacing the Environmental Advisory Board with the Climate Action and Environmental Sustainability Commission.

Section 6. Subsection 15-322(a), Planning Board and other Advisory Consideration of Proposed Amendments, is modified by replacing the Environmental Advisory Board with the Climate Action Environmental Sustainability Commission.

Section 7. All provisions of any Town ordinance or resolution in conflict with this ordinance are repealed, and this ordinance is effective upon adoption.



TOWN OF CARRBORO

Environmental Advisory Board

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

THURSDAY, JUNE 4, 2020

Land Use Ordinance Text Amendment to Establish a Climate Action and Environmental Sustainability Commission

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VOTE:

AYES:

NOES:

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ABSENT/EXCUSED:

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Furthermore, the _____ of the Town of Carrboro finds that the proposed text amendment promotes efficient and effective government which is in the public interest.

VOTE:

AYES:

NOES:

ABSTENTIONS:

ABSENT/EXCUSED:

(Chair) (Date)