



Memorandum

To: Members of the Human Services Committee

From: Kumar Jensen, Chief Sustainability and Resilience Officer

Subject: CARP Policy Package and Policy Engagement Strategy

Date: August 26, 2019

Recommended Action

Staff recommends the Human Services Committee refer the policies in the attached Policy Package to the recommended boards, committees and commissions for development.

Background

In December, 2018 the City Council unanimously adopted the Climate Action and Resilience Plan (CARP). In March, 2019, staff [presented](#) (p.64) a two-year administrative implementation strategy to guide primary staff-led activities within CARP. At that meeting staff indicated they would bring a policy strategy for review within a few months, the attachments to this memo are that policy strategy.

From March – August, 2019 staff drafted the attached documents with feedback and amendments from the Equity and Empowerment Commission, Environment Board and the Utilities Commission. All three BCCs engaged with the content and provided critical feedback and suggestions that are reflected in this memo and its attachments.

Summary

The CARP Policy Package and Policy Engagement Strategy are proposals by City staff on how to develop the roughly 40 individual ordinances and resolutions recommended within CARP.

Policy Packages: To develop the CARP Policy Package staff identified and grouped similar policies together into “policy packages” because choosing similar content policies initially will decrease the number of sections of the City Code that will need to be reviewed and revised at one time. Additionally, it will provide a specific focus for community stakeholders to engage around, rather than moving three of four separate content areas forward simultaneously which could cause confusion and strain City and community bandwidth. Staff proposes a two-year strategy, a similar horizon to the City Council Goals and the CARP Administrative Implementation Strategy. In future years staff will align the policy development process with the City’s budget cycle, City

Council's goal development process and the CARP Implementation Strategy to ensure better communication between those processes.

Funding

To support the Packages staff have secured a \$10,000.00 grant from the National League of Cities that is supporting community engagement related to waste reduction. In addition, staff have submitted for collaborative innovation grant with half a dozen other cities through the City's membership in the Urban Sustainability Directors' Network (USDN) for technical support in drafting energy code amendments in line with CARP's energy reduction goals.

Policy Engagement Strategy: As indicated in CARP the implementation of the plan must follow the identified Guiding Principles to ensure policies and programs of CARP are Equity-Centered, Outcome-Focused, and Cost-Effective and Affordable. In order to ensure that those most impacted by the proposed policies are adequately notified, informed and invited to participate and collaborate in developing these policies staff have drafted an initial Engagement Strategy (see attached) that will be deployed to develop the policies laid out in Package 1. The attached Strategy is designed to be replicated, with any feedback or requested changes, in future years. Staff believes providing this structure in advance will enhance transparency and public trust in the policy development process. This process is heavily informed by feedback from the Environment Board, the Equity Empowerment Commission and the Equity and Empowerment Commission's Community Engagement Strategy.

Package 1– Waste Reduction - Focus on policies that reduce waste and material generation and align with the CARP's goal of 50% diversion by 2025, up from 22% in 2017. Waste related projects should be focused on immediately because the City will be issuing an RFP for its commercial solid waste franchise in late 2019 with a new contract towards the end of 2020. In addition there is a lot of community activity around reducing waste that should be recognized and supported. Primary Departments impacted: Office of Sustainability, Community Development, Health and Human Services, Public Works and Administrative Services.

Packages 2 & 3– Municipal Operations & Buildings - Municipal Operations is a necessary focus area because City staff need additional formal guidance on how to better achieve the goals outlined in CARP for municipal operations. Buildings account for 80% of Evanston's overall greenhouse gas emissions and CARP has two very aggressive goals that need swift attention and action, 25% reduction in energy consumption by 2025 and 100% renewable electricity community-wide by 2030. All of the policies in the Packages 2 and 3 would be "assigned" to relevant committees in 2019 to allow work to begin on them with anticipated introduction to City Council taking place sometime in mid/late 2020. Primary Departments impacted: Community Development, Health and Human Services, Public Works and Administrative Services.

Policies Currently Under Development – There are already a group of policies that have been referred to various BCCs and staff since CARP's passage. Staff expects these policies to continue to be developed and brought to City Council for consideration concurrently with the Packages indicated above.

Attachments:

CARP Policy Package

CARP Policy Engagement Strategy

Equity and Empowerment Commission Community Engagement Strategy

CARP Policy Engagement Strategy

Purpose: To improve and build upon the community engagement conducted during the Climate Action and Resilience Plan (CARP) planning process and to ensure communities and populations most impacted by policies included in the CARP Policy Package are central to policy development.

Engagement Strategy: As indicated in CARP, the implementation of the plan must follow the identified Guiding Principles to ensure policies and programs of CARP are Equity-Centered, Outcome-Focused and Cost-Effective and Affordable. In order to ensure that those most impacted by the proposed policies are adequately notified, informed and invited to participate and collaborate in developing these policies staff have drafted an initial Engagement Strategy that will be deployed to develop the policies laid out in the Package 1. The Strategy is designed to be replicated, with changes, in future years. Staff believes providing this structure in advance will enhance transparency in the policy development process. The Strategy has been developed and revised based on comment and guidance from the Equity and Empowerment Commission, Environment Board, Utilities Commission and the Equity Empowerment Commission and the Equity and Empowerment Commission's Community Engagement Strategy.

Engagement Strategy Phases

Phase I: Educate, Engage and Solicit Input

- Focus on educating the public on the issue of material use, waste generation and CARP's Zero Waste by 2050 goal. Share approaches from other communities to help the community better understand the comprehensive nature of material use and waste reduction and what examples of success look like. Seek to broaden the set of stakeholders engaged through targeted and community-wide engagement.
- During the education process begin to solicit input and feedback from the community on which approaches and solutions seem appropriate, using the existing actions in CARP as guidance (see CARP Policy Package).
- Phase I will include a handful of facilitated workshops co-hosted with community partners and will involve City staff working to attend existing community events to take the content and process to where people are already gathered.

Phase II: Reflect Back

- The Environment Board, Equity and Empowerment Commission, and City staff review input from Phase I and draft policy approaches that address the input received. This is not formal ordinance writing, it is the process of determining what policies would need to be drafted to meet the CARP goals and the input from the community. The results of this process would be shared for public feedback.
- Phase II staff will hold a limited number of workshops in the some of the same spaces where Phase I activities and workshops took place.

Phase III: Policy Development – Drafting Ordinances

- Using the feedback from Phase II the Environment Board and Equity Empowerment Commission recommend that staff draft ordinances to submit to City Council for introduction. Community members and residents will continue to be able to provide feedback as the ordinances are drafted and reviewed by the Environment Board, Equity and Empowerment Commission and relevant City Council Committees.

Table 1. Proposed Engagement Timeline

<i>Date</i>	<i>Action</i>	<i>Phase</i>
August - October	Targeted Education and Engagement Events*	I
November	EEB, EEC and Staff Review feedback	II
December	Reflect back to community input received	II
January	EEB and EEC direct staff to draft ordinances	III

EEB = Evanston Environment Board and EEC = Equity and Empowerment Commission

*Targeted Education and Engagement Events would be workshops and presentations facilitated by the Office of Sustainability in partnership with one or multiple community organizations. These events could take many different formats and serve many different audiences. By recommendation from the Equity and Empowerment Commission City staff will also identify a number of existing community and organizational events to attend throughout this period to engage. A list of preliminary, not exhaustive, stakeholders who may benefit from targeted engagement activities is included below.

Stakeholder List

- Merchant/Business Associations
- Houses of Worship
- Students (District 65, 202 and Northwestern)
- Businesses outside of merchant associations
- Non-profits
- Existing organizations working on waste topics
 - District 65 Green Teams
 - Evanston Rebuilding Warehouse
 - Collective Resource, Inc.
 - Citizens' Greener Evanston
 - Environmental Justice Evanston
 - Waste Not Evanston
- Large Employers
- PTAs
- YMCA
- YWCA
- OPAL
- NAACP
- Neighborhood Clubs/Block Clubs
- Women's Club
- Rotary Club
- Foster Senior

CARP Policy Package – Proposed Ordinance and Resolution Development Process

The Process and Timeline:

From March to August, 2019 Staff presented versions of the below policy package to the Environment Board, Equity and Empowerment Commission and Utilities Commission for feedback, guidance and review. All three BCCs indicated support of the approach as long as robust community and engagement would accompany and policy development process. Please see the CARP Engagement Strategy for details on engagement. The below process and timeline is broken into two main sections, the Proposed Timeline and the Policy Package Tables. The Proposed Timeline clarifies the roles of BCCs, City Council and City staff in developing policies and sets forth a structured and realistic timeframe for policy development. The Policy Package Tables provide an organized list of all of the policy actions recommended in CARP. The table is organized by which policies will take place in the first

Proposed Timeline							
Responsible Party	April-May – 2019	June-August – 2019	September - 2019	Sept-Dec – 2019	Jan – Feb -2020	March – April - 2020	May – August 2020
City Staff	Identify policies best fit for process	Develop a draft policy engagement approach to accompany policy packages.		Deploy approved engagement strategy with support from relevant BCCs.	Policies drafted by the Law Department and sent to relevant City Council Committees for Introduction.	Launch Year 2 Policy Package process.	Develop Year 2 Policy Package items and bring to relevant BCCs for drafting and intro to City Council
City Council			Human Services reviews and approves process. Sends the various policies to appropriate committees.			City Council readings and voting on the proposed policy package.	
Boards, Committees and Commissions (BCCs)		Environment Board, Equity and Empowerment Commission and Utilities Commission review policy package and engagement approach and provide feedback to staff.	Each Committee reviews its mission to ensure it has the authority and understands how to address policy assignments.	BCCs develop policies/content and support staff-led engagement approach.			

Policy Package Tables

Table 1 includes Packages 1, 2, and 3 Policy Packages, and policies that are currently under review or development. Table 2 includes the remaining explicitly identified policies in CARP that will not be assigned to a Policy Package until after Package 1 is complete. The Policy Type is meant to distinguish between ordinances and resolutions. Assignment indicates the body (board, committee or commission) that would be responsible for working on/developing the indicated policy. Package references when staff recommend that City Council/Human Services should delegate the policy to begin development. There are numerous policies which should begin development in 2019 that will not be included in the Package 1, because they may take longer to develop (ex. Energy code updates).

Table 1. Policy Package

Number	Policy	Policy Type	Assignment	Year
Package 1 – Waste Reduction - Ordinances				
1	Eliminate petroleum-based, single-use products through phasing out the use of single-use plastics by 2025. Require food service retailers to use biodegradable, compostable or recyclable packaging (per City of Evanston recycling specifications). Explore the feasibility of establishing a reusable takeout container service.	Ordinance	Environment Board	2019
2	Implement a plastic straw and stirrer-free or opt-in policy for businesses that provide food and/or beverage services, with appropriate options for people with disabilities.	Ordinance	Environment Board	2019
3	Require recycling at all properties. Adopt policies that provide all properties equal access to waste diversion services such as recycling and composting. Require that all properties make recycling receptacles clearly accessible to tenants, patrons and visitors. Facilitate, encourage and incentivize all properties to engage in a composting program.	Ordinance	Environment Board	2019
4	Combat food waste by requiring retailers and restaurants to donate, reduce, reuse, or compost their unsold food, creating “zero-waste sections” where products are sold close to their expiration dates, and designating “zero-waste coaches” to raise awareness among staff and help manage products reaching the end of their marketable life. Edible unsold products shall be donated. When not edible, organic waste shall be composted through a City-approved vendor.	Ordinance	Economic Development	2019
5	Update and revise the disposable plastic shopping bag ban to achieve its intended outcome	Ordinance	Environment Board	2019
Package 2 – Municipal Operations - Resolutions				
6	Develop a zero emissions vehicle purchasing strategy for the municipal vehicle fleet.	Resolution	A&PW	2019
7	Require that capital projects divert construction and demolition debris from the landfill and incorporate a percentage of reclaimed material into projects where practicable.	Resolution	A&PW	2019
8	Develop a Net Zero greenhouse gas emissions policy for new municipal buildings in 2019.	Resolution	Utilities Commission	2019
9	Update the Environmental Sustainability and Best Practices document to align with CARP goals.	Resolution	Staff	2019
10	Prioritize replacing trees on public property and focus on maintaining tree health to increase longevity. Policies that will improve the overall health of the urban tree canopy include: Maintain a cyclical pruning process for public trees; Diversify tree planting selection to take into account anticipated future climate zone shifts due to a warming climate.	Resolution	Environment Board	2019
11	Commit to protect, conserve, and expand natural areas throughout the city such as Isabella Woods, Clark Street Beach Bird Sanctuary, the North Shore Channel, Perkins Woods, existing habitat, etc.	Resolution	Environment Board	2019
Package 3 – Buildings - Ordinances				
12	Develop a strategy to transition to net-zero greenhouse gas emissions (NZE) building standards in 2019. Implement strategy via building code update effective starting in 2020.	Ordinance	DAPR	2019
13	Require NZE building codes for residential and commercial new construction and retrofits by 2030.	Ordinance	DAPR	2019
14	Reduce construction and demolition waste by ensuring that strong recycling and reuse requirements are met for all building-related permits. Require that all real estate developments that receive financial assistance from the City or special zoning approval adhere to a higher standard of recycling and reuse.	Ordinance	DAPR	2019
15	Revise or implement building codes that reduce threats to vulnerable wildlife species, particularly birds (migratory and local).	Ordinance	DAPR	2019
Currently Under Development/Review				
16	Adopt an environmental justice ordinance, building on the work of Environmental Justice Evanston and the Equity and Empowerment Commission.	Ordinance or Resolution		In progress
17	Phase out the use of gas- and propane-powered leaf blowers, lawn mowers and construction equipment; provide a timeline by which they need to be replaced with electric or battery-powered options.	Ordinance	Environment Board	In progress

18	Develop a definition of natural and open spaces in Evanston.	Resolution or Ordinance	Environment Board	In progress
19	Adopt a tree preservation ordinance that requires obtaining a permit for tree removal on private property; include exceptions for diseased and nuisance trees; develop a fee structure that does not overburden income-constrained property owners.	Ordinance	Environment Board	In progress

Table 2. Policies for Future Packages

Number	Policy/Action	Policy Type	Assignment	Year
20	Update the energy and water benchmarking ordinance to gather information on renewable energy purchases, renewable energy on-site generation, energy efficiency upgrades, waste management data (recycling, composting) and other relevant information.	Ordinance		
21	Institute a residential energy performance transparency program to help homebuyers understand the energy performance of homes they are considering for purchase.	Ordinance		
22	Explore the feasibility of instituting a climate action tax/fee to be paid by the largest producers of GHGs to pay the costs of implementing the actions of the plan. Such funds could be used to create low-cost loans or small grants to encourage residential energy efficiency improvements, particularly for income-qualified residents.	Ordinance		
23	Align investment strategies and advocacy initiatives with CARP goals through a City Council-adopted resolution: a. Define and implement an approach to sustainable investing that considers the risks associated with climate change and fully integrates environmental, social and corporate governance considerations into the City's investment decision-making process. This investment philosophy should be adopted with a clear, thoughtful approach to considering the long-term environmental and social sustainability of the entities in which the City invests.	Resolution		
24	Establish an expedited process through the City's zoning and building code for electric vehicle charging infrastructure.	Ordinance		
25	Providing incentives such as density bonuses or expedited review for development projects that have mixed-used zoning (residential, retail and office uses) and commit to sustainable transportation practices. For example, prioritizing access by pedestrians and bicyclists, providing electric vehicle charging stations and discounted transit passes, as well as fee-appropriate parking.	Resolution or Ordinance		
26	Through revision of the building code, ensure that developers undertaking new development or redevelopment projects adopt practices and include infrastructure that encourages trips by walking, bicycling and on transit.	Ordinance		
27	Include energy audits as part of the building permit approval process for residential, commercial and industrial modifications and additions.	Ordinance		
28	Adopt policies that require retro-commissioning for larger buildings and building energy audits for smaller buildings.	Ordinance		
29	Update plumbing codes to allow for non-potable water reuse for irrigation and other domestic uses.	Ordinance		
30	Reduce pesticide (insecticides and herbicides) and chemical fertilizer use community-wide through City policy and community education.	TBD		
31	Reduce vulnerability to flooding through provisions for locating mechanical and electrical equipment in above-ground building areas, and encourage alternative energy generation and energy storage systems.	Ordinance		
32	Establish a protocol for providing assistance to populations that may face financial strain caused by climate hazards, such as higher utility bills, and identify funding sources to support those populations.	TBD		