



AGENDA

Environment Board
Room 2404 Lagoon Conference Room
Lorraine H. Morton Civic Center
2100 Ridge Ave, Evanston, IL 60201
Thursday, April 11, 2024
6:30 PM

Join Zoom Meeting:

<https://us06web.zoom.us/j/86278501403?pwd=3iNS4cAnQMaNZt32bdEeyn5WhBrnO7.1>

Meeting ID: 862 7850 1403

Passcode: 986024

One tap mobile +13126266799,,87159587261# US (Chicago)

+13092053325,,87159587261# US

1. CALL TO ORDER/DECLARATION OF A QUORUM

2. PUBLIC COMMENT (5 minutes)

3. APPROVAL OF MINUTES (5 minutes)

4. REVIEW OF OUTSTANDING ITEMS (15 minutes)

A. Environment Board By-laws (A Futerman & K Topalov)

5. STAFF UPDATES (20 minutes)

A. 1st Quarter Update (C Pratt)

6. TASK FORCE/SUBCOMMITTEE UPDATES (25 minutes)

A. Building Electrification & Stretch Code Update (P Scholl & Staff)

B. CIT Update (K Topalov)

7. ITEM FOR DISCUSSION (20 minutes)

A. Parking Minimums (Staff)

8. ITEM FOR ACTION

9. ADJOURNMENT

Next Meeting: May 9, 2024

Order & Agenda Items are subject to change. Information about the Environment Board is available at: www.cityofevanston.org/government/boards-commissions. Questions can be directed to Cara Pratt at 847- 448-8199. The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-448-4311 (Voice) or 847-448-8064 (TTY)



AGENDA

**Environment Board
Room 2404 Lagoon Conference Room
Lorraine H. Morton Civic Center
2100 Ridge Ave, Evanston, IL 60201
Thursday, March 14, 2024
6:30 PM**

Members present: K Topalov, J Edinberg, P Scholl, A Futerman, M Redfield, M Cotter, J Nieuwsma, K Kavanagh

Staff present: B Martin, K Drehobl

Join Zoom Meeting:

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1. CALL TO ORDER/DECLARATION OF A QUORUM

2. PUBLIC COMMENT

No public comment

3. APPROVAL OF MINUTES

A Futerman motioned to approve the minutes, M Cotter seconded, motion passed unanimously.

4. REVIEW OF OUTSTANDING ITEMS

A. J Edinberg shared the passage “ETHS Green New Deal” ETHS School Board.

5. ITEM FOR DISCUSSION

A. A Futerman led a discussion on the EEB Bylaws.

B. The CARP Implementation Taskforce will review the Bylaws again to bring back

to EEB.

6. STAFF UPDATES

- A. K Drehobl gave an update on the Comprehensive Plan.
- B. B Martin gave an update on the Transportation and Mobility Coordinator position.
- C. K Drehobl gave an update on the Leaf Blower Ordinance.
 - a. M Cotter and K Kavanagh will write a memo to the City Council regarding takeaways from the recent council leaf blower vote.
- D. B Martin gave an update on Building Performance Standards.

7. TASK FORCE/SUBCOMMITTEE UPDATES

- A. K Topalov gave an update on CARP Implementation Taskforce

8. ITEM FOR ACTION (20 minutes)

- A. P Scholl presented the City Council Briefing on Building Electrification.
 - a. M Cotter moved to empower J Nieuwsma to share the memo with City Council, M Redfield seconded, motion approved unanimously.

9. ADJOURNMENT

A Futerman moved to adjourn, M Cotter seconded. Meeting adjourned at 8:15 pm.

Next Meeting: April 11, 2024

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BY-LAWS
EVANSTON ENVIRONMENT BOARD

ARTICLE I
Name and Authority

- Section 1.** The name of this organization shall be the Evanston Environment Board, referred to herein as “the Board.”
- Section 2.** The Board exists under the provisions of the Evanston City Code, Title 2, Chapter 13.
- Section 3.** The business of the Board is conducted in accordance with [Evanston City Code, Title 2, Chapter 10](#) and the Ethics Ordinance 54-O-04 ([Evanston City Code, Title 1, Chapter 10](#)), and these By-laws. To the extent that these By-Laws are ever determined to be inconsistent with Evanston City Code, Evanston City Code shall control.

ARTICLE II
Mission

- Section 1.** The mission of the Board is to support Evanston's environmental goals of reducing and mitigating climate change impacts, increasing resource efficiency, protecting human health, and protecting and restoring natural systems by investigating issues and developing recommendations for City Council, other Boards, Committees and Commissions and City Departments to meet Evanston's goals. ([36-O-71](#)) ([78-O-16](#))
- Section 2.** The Board shall support the implementation of the environmental components of the City of Evanston’s guiding documents (including, but not limited to the most recently enacted versions of the Evanston [Strategic Plan](#), [Climate Action and Resiliency Plan](#), [Multi-Modal Transportation Plan](#), [Bicycle Plan](#), [EPLAN](#), etc.) through research, policy recommendations, and coordination with other groups’ efforts.

ARTICLE III
Membership and Duties

Section 1. Members

A. **Number of Members:** The Board shall consist of twelve (12) members appointed by the Mayor of Evanston with the consent of the Evanston City Council. The members must include the following:

1. Seven (7) members who have training and/or experience in areas addressing climate change issues or natural systems such as: environmental science, law, education, ecology, pollution control, engineering, or public health.
2. Two (2) members who have training, knowledge, past experience or some combination related to the Ladd Arboretum or other natural habitat areas in Evanston.
3. Two (2) members must be designated as “at-large” community representatives that need to have an interest but are not required to have training or experience in areas addressing climate change issues or natural systems such as: environmental science, law, education, ecology, pollution control, engineering, or public health.
4. One (1) member shall be a currently elected member of the City Council.

B. Term

Board members are appointed to three (3) year terms by the Mayor with the advice and consent of the City Council. Board members may serve no more than two (2) consecutive terms and can be considered for re appointment after remaining off the board for at least 3 years.

C. Vacancies and Removal

1. If a Board member fails to attend three (3) consecutive regular Board meetings, or misses four (4) meetings in one calendar year, without a reasonable cause, or otherwise neglects their duties as a Board

member, the Chairperson, with the two-thirds majority assent of the Board, may recommend to the Mayor that the seat be declared vacant.

2. A member of the Board may be removed by the Mayor in accordance with the provisions of [Evanston City Code Title 1, Chapter 6, Section 5](#).
3. Any vacancy shall be filled by the Mayor as soon as possible.

Section 2. Duties of the Board

The Board has the following powers and duties:

- A. The Board shall report to the Human Services Committee of the City Council, and shall periodically meet with the Human Services Committee to discuss the Board's activities, goals and objectives;
- B. To research, study and hold public hearings on environmental issues raised by the City Council, the Board, the City Manager, City departments, other governmental agencies or the public;
- C. To develop public awareness on environmental issues through hearings, meetings, newsletters, news media releases and cooperation with environmental organizations;
- D. To serve as an advocate for Evanston residents who are interested in issues and solutions to address climate change, resource efficiency and natural systems;
- E. To develop policy recommendations which are relevant to climate change, resource efficiency, human health, and natural systems for submission to the City Council, which advance the vision of the City's goals and guiding documents. Policy recommendations should aim to support implementation of Evanston's guiding documents, including but not limited to the most recently enacted version of: Evanston's Strategic Plan, Climate Action Plan, Ladd Arboretum Master Plan, Lakefront Plan, Multi-Modal Transportation Plan, Bicycle Plan, [Water Conservation and Efficiency Plan](#), [Municipal Separate Storm Sewer System \("MS4"\) Permit](#), [Complete and Green Streets Policy](#), [Environmental Justice Initiative](#), and any other environmental, climate change,

sustainability, human health or other natural systems related policies, initiatives, plans, or resolutions that the City Council may adopt in the future;

- F. To serve as a resource for the City Council, Council committees, boards or commissions, the City Manager and City departments in addressing environmental issues, providing advice, research or technical assistance, as requested;
- G. To keep itself informed about the activities of other City boards and commissions so far as these relate to environmental matters. The Environment Board may work jointly with other Evanston boards and commissions in addressing environmental issues which are of mutual concern, including, but not limited to, the development of a City energy policy.
- H. To serve as a liaison with other municipalities' boards or commissions to learn how they deal with matters of interest to the Environment Board and to share information pertaining to those matters;
- I. To assist City staff in developing and improving programs and services that address climate change, resource efficiency, human health, and natural system protection and restoration;
- J. To assist City staff in evaluating and tracking performance measures related to climate change, resource efficiency, human health, and natural systems including, among other things, the annual report for Evanston's Climate Action and Resiliency Plan and participation in the STAR Community Rating System ("STAR");

ARTICLE IV

Officers

Section 1. Elected Officers

The elected officers of the Board shall consist of two Co-chairs.

Section 2. Election of Officers

Board members shall elect officers by majority vote at the December meeting of odd years.

Section 3. Terms of Office

The Co-chairpersons shall be elected for two-year terms from January 1 to December 31. No member shall serve more than three consecutive two-year terms as an officer.

Section 4. Vacancies

A vacancy in any office shall be filled by a vote of the Board at the next regular meeting following the occurrence of the vacancy. The officer is elected for the duration of the unexpired term.

Section 5. Duties of Officers

- A. The Co-chairpersons shall assure that the policies, programs and orders of the Board are carried out.
- B. One Co-chairperson, or their designee, shall preside at all meetings of the Board.
- C. The Co-chairpersons shall be responsible for calling meetings of the Board pursuant to the Open Meetings Act and for assuring an agenda for each meeting.

ARTICLE V

Meetings

Section 1. Regular and Special Meetings

- A. Regular meetings shall be held at such times and places as decided by the Board and shall be held at least quarterly.
- B. Special meetings shall be held upon the request of the members of the Board.
- C. Notice of all regular and special meetings of the Board shall be communicated to the members at least one week before the meeting by action at a previous meeting, or by e-mail, mail, or telephone.

- D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.
- E. Notice of all regular and special meetings of the Board shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.
- F. Closed executive sessions may be held to consider matters relating to personnel, pending litigation, or property acquisition, or any applicable exemption pursuant to the Open Meetings Act.

Section 2. Quorum

A majority of the members of the Board constitutes a quorum for the transaction of business.

Section 3. Voting

At any meeting at which a quorum is present, unless otherwise specified herein the affirmative vote of the majority of the members present shall carry any issue. The Co-chairpersons are voting members of the Board and may vote on any issue.

Section 4. Parliamentary Procedure

Unless inconsistent with these By-laws or otherwise decided by the Board, all meetings shall be conducted in accordance with *Robert's Rules of Order*.

ARTICLE VI

Staff of the Environment Board

Section 1.

The City shall employ staff who shall be responsible for the administrative direction and execution of the Board's policies, goals and objectives, and the administrative direction and execution of the policies of the City. The Board may evaluate the performance of the staff so assigned annually and report same to the City Manager.

Section 2.

The staff of the Board shall be responsible for taking and distributing the minutes of each meeting, pursuant to the Open Meetings Act.

Section 3.

The staff of the Board shall be subject to the terms and conditions of employment for City of Evanston management staff, as established by the City Manager and City Council. Board members shall transmit any concerns or comments about the performance of the staff of the Board to the City Manager.

ARTICLE VII
Subcommittees

Section 1.

The Board, by a simple majority vote, shall have the power to create subcommittees, as necessary, in furtherance of the Board's purpose. When creating a new subcommittee, the Board shall indicate the stated purpose of the subcommittee.

Section 2.

The co-chairperson of the Board shall have the authority to appoint the chair of each subcommittee. The chair of the subcommittee shall be a current member of the Board. The Chair shall be appointed for a maximum of a one-year term. Subcommittee chair terms of appointment can be renewed at the discretion of the co-chairperson of the Board. The Chair shall be responsible for compliance with the Open Meetings Act.

Section 3.

Subcommittee chairs shall have the authority to appoint members of the subcommittee including from, among others, current Board members or members of the public with specialized knowledge, interest, or expertise on the subcommittee's stated purpose. Subcommittee members shall serve a maximum of a one-year term, which can be renewed at the discretion of the Subcommittee chair.

Section 4.

The subcommittee shall meet as often as needed to accomplish its stated purpose. Subcommittee meetings shall be operated in compliance with Article V of these By-Laws. The Subcommittee chair shall report back to the Board, as often as needed or upon request by the co-chairperson of the Board, on the status of the subcommittee's work.

Section 5.

The Board, by a simply majority vote, shall have the power to disband any subcommittees.

ARTICLE VIII
Amendments

Section 1.

These By-laws may be amended at any meeting of the Board by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) shall be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.

Section 2.

Any proposed amendment(s) to the By-laws shall be included in the call to the meeting at which they will be voted upon.

Section 3.

The City Manager shall be advised of any changes in these By-laws.

Section 4.

The Board shall review its By-laws at least every two years.

Adopted on December 10, 2009

Amended on January 14, 2010

Amended on February 9, 2012

Amended on December 12, 2019

Evanston Environment Board

Proposed By-Laws Edits

The intended purpose of this document is to aid in the Board discussion and possible voting on the proposed By-Law amendments, attached. Simple formatting changes are not specifically identified herein.

Revision for Discussion and Action

Article I

1. Article I, Section 3 – fixed typo in city code Title 2, Chapter 10 citation and add citation to ethics ordinance. Both are hyperlinked to electronic version of relevant city code chapter.
2. Article I, Section 3 – added “savings clause” at end to ensure city code controls over these By-Laws if inconsistent.

Article II

3. Article II, Section 1 – added “The mission of the Board is to” to ensure the first paragraph is a complete sentence.
4. Article II, Section 1 – added “protecting human health” to the mission of the Board.
5. Article II, Section 1 – added hyperlinks to relevant city ordinances
 - a. Suggest removing citation to city ordinances that cannot be located.
6. Article II, Section 2 – added “the most recently enacted versions of”
7. Article II, Section 2 – added hyperlinks to relevant guiding documents
8. Article II, Section 2 – changed “Climate Action Plan” to “Climate Action and Resiliency Plan” and add hyperlink to relevant webpage; added EPLAN.

Article III

9. Article III, Section 1(A) – updated number of board members to twelve.
10. Article III, Section 1(A)(4) – added paragraph explaining that one board member shall be a currently elected member of the City Council
11. Article III, Section 1(C)(1) – changed “his or her” to the singular “their”
12. Article III, Section 1(C)(1) -- updated minimum threshold vote required to send a removal recommendation to the Mayor from not-specified to two-thirds majority.
 - a. Article V, Section V of these bylaws provides that “Unless inconsistent with these By-Laws or otherwise decided by the Board, all meetings shall be conducted in accordance with *Robert’s Rules of Order*.”
 - b. Robert’s Rules of Order Article VIII, Chapter 48 instructs when motions require more than a majority vote to succeed. Table 1 of Article VIII, Chapter 48 provides that a two-third vote is required for motions to “Expel [individuals] from Membership.” It also provides that “previous notice and trial” is required.
 - c. It is my belief, therefore, that the vote of the board necessary to refer a member to the Mayor for possible removal should be two-thirds and that the notification and

trial procedures required is adequately addressed in the next proposed By-Law amendment.

13. Article III, Section 1(C)(2 and 3) – suggest changing the order of these paragraphs to flow better.
14. Article III, Section 1(C)(current 3) – removed the specified reasons for a possible removal and the procedure that these By-Laws provided and instead cited to Title 1, Chapter 6, Section 5 of the Evanston City Code.
 - a. Title 1, Chapter 6, Section 5 of the Evanston City Code provides the procedures for removal of a member of a board or commission. That section of code does not include the “written statement of charges and an opportunity to refute them at a hearing with the mayor” that this Section of our By-Laws currently provides.
 - b. A known inconsistency between these By-Laws and City Code should not be allowed to persist and it is my belief that the City Code should overrule these By-Laws in this instance.
15. Article III, Section 2(C) – removed “education” from “environmental education organizations”
 - a. The Board often works with environmental organizations, and I would posit that environmental education organizations fall within the category of environmental organizations.
16. Article III, Section 2(E) – removed redundant sentence and added hyperlinks to the relevant guidance documents that I was able to locate.
17. Article III, Section 2(E) – added the catch-all phrase at the end to ensure that the Board can rely on future adopted policies as well
18. Article III, Section 2(G) – removed “the energy commission and” from this sentence.
19. Article III, Section 2(I) – cleaned up sentence structure and flow and added human health.
20. Article III, Section 2(J) – modified language to match that of the Board’s Mission (Article II); added “and Resiliency” to make the proper title “Evanston’s Climate Action and Resiliency Plan”
21. Article III, Section 2(K) – Removed original paragraph k in its entirety.
22. Article III, Section 2(L) – Removed this paragraph in favor of a separate Article on subcommittees

Article IV

23. Article IV, Section 5(D) – Removed the paragraph in favor of a separate Article on subcommittees

Article V

24. Article V, Section 3 – Clarified the potential internal inconsistency (if current proposed by-law amendments are adopted) that all issues are carried by a majority vote by adding “unless otherwise specified herein”

Article VI

25. Article VI – no changes made; track changes present because these sections were re-typed for formatting purposes.

Article VII

26. Article VII – Subcommittees – added new article focused on subcommittees.

Article VIII

27. Article VIII – No substantive changes made. Changed Article number from VII to VIII to accommodate the proposed new Article on Subcommittees. Re-typed Article for formatting purposes.