



**MINUTES**  
**City of Flagstaff**  
**Sustainability Commission**

**Thursday, October 25, 2018**

**4:30 – 6:00 pm**

**CITY COUNCIL CHAMBERS, CITY HALL**

**211 West Aspen Avenue, Flagstaff, Arizona**

A quorum of the Flagstaff City Council may be in attendance of the Sustainability Commission meeting.



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact 928-213-2100. Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

**CALL TO ORDER**

**COMMISSION MEMBERS:**

Brian Petersen, Chair  
Eli Chamberlain  
Dara Marks Marino

David McCain  
Amanda Vigneau  
Kevin White

**STAFF LIAISON:**

Nicole Antonopoulos

**1. Call to Order**

Chair McCain called the meeting to order at 4:30pm.

**2. Roll Call**

<input checked="" type="checkbox"/> Chair Petersen	<input checked="" type="checkbox"/> Commissioner Marks Marino
<input checked="" type="checkbox"/> Vice Chair McCain	<input checked="" type="checkbox"/> Commissioner Vigneau
<input checked="" type="checkbox"/> Commissioner Chamberlain (by phone)	<input checked="" type="checkbox"/> Commissioner White

**3. Public Participation**

At this time, any member of the public may address the Commission on any subject that is not scheduled before the Commission on that day. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item which is not listed on the prepared agenda. Commission members may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

No public participation.

**4. Approval of Minutes**

**A. September 27, 2018**

Commissioner Marks Marino motioned to approve the minutes. The motion was seconded by Commissioner White. All voted in favor.

**5. Business**

**A. Update to Boards of Commissions (10 Minutes) – Stacy Saltzburg**

Requested Action: Informational

City Clerk, Stacy Saltzburg, gave an update on the changes that will be coming to the Boards and Commissions next year. The City Clerk's office is updating the Boards and Commissions handbook to streamline rules and procedures. They are also developing a Staff liaison manual. In addition, they will schedule meetings for each of the Boards and Commissions to discuss their work plans with and receive input from City Council. Another change will require that the City Manager sit down with each of the Boards and Commissions to review the goals of the new Council and learn how the Boards and Commissions can help meet these goals. Mrs. Saltzburg also mentioned that there will be a change to how the agendas and minutes are posted and generated.

**B. Climate Action and Adaptation Plan (60 minutes) – Jenny Niemann**

Requested Action: Discussion and vote

Mrs. Jenny Niemann, Climate Specialist, provided an update on the Climate Action and Adaptation Plan (CAAP). Since September, staff has had three open houses with the general public and an online survey to get final input on the CAAP. They also had three work sessions with City Council. The goal of the plan is to lower our greenhouse gas emissions by 80% by 2050. Mrs. Niemann showed examples of different strategies for lowering greenhouse gas emissions based off how vulnerable a population is and how much greenhouse gas emissions are lowered.

Mrs. Niemann described input staff received from Council on the CAAP. The Council wanted more clarity on how the CAAP relates to other City plans; inclusion of additional case studies that discuss trade-offs; stronger strategies and actions; better indicators of potable and reclaimed water; and transportation and land use challenges.

Mrs. Niemann mentioned that a Climate Action Committee made up of City staff will be created, but that specific requirements for City departments to address climate action will have to come from the City Manager's office. Ms.

Antonopoulos mentioned that staff will be requesting a change to the budget process in order to incorporate the CAAP into budgetary decisionmaking.

Mrs. Niemann mentioned that the plan will include requests for transportation demand management plans for new developments. These would be voluntary. In addition, the CAAP will include a climate action and adaptation matrix as part of entitlement reviews. The CAAP will also integrate a climate action and adaptation matrix in City Plan development and updates. She mentioned that the targets they will identified in the plan are to help staff stay on track and be more transparent.

Mrs. Niemann discussed the goals and challenges of the plan. For instance, one goal is to address housing needs which has been mitigated by high occupancy housing but which is not always favored by the public. Mr. Peterson requested more clarity on the definition of density and inclusion of a case study on density in the CAAP. Ms. Antonopoulos suggested incorporation of a broader discussion with the community about density.

The Commission provided one recommendation with three elements for the CAAP. The Commission requested an internal City-wide climate action integration approach with three elements: education and capacity building; climate action assessment, and; specific integration into the budget process.

Commissioner McCain motioned to approve the Sustainability Commission's recommendations. Commissioner Vigneau seconded. All in favor.

Commissioner White motioned to approved the Climate Action and Adaptation Plan. Commissioner Marks Marino seconded. All in favor.

**C. Meeting Schedule (5 Minutes) – All**

Requested Action: Discussion and vote

Ms. Antonopoulos will send out a Doodle poll to the Commission members in order to get the November and December meetings on the books since they both fall on holidays. The Commission recommended these meetings be combined into one 2-hour meeting.

**D. Sustainability Section Update (5 Minutes) – Nicole Antonopoulos**

Requested Action: Informational

Ms. Antonopoulos presented on the Make a Difference Day event that brought over 50 people who removed trash and invasive weeds from Switzer Canyon Wash. She mentioned that Drop Off Day is coming up on Saturday, October 27<sup>th</sup> from 10:00am-2:00pm at 911 East Sawmill. She requested help on the anti-idling campaign and home energy efficiency workshops.

Ms. Antonopoulos provided an update on the renewable energy solicitation which has a bid open. In addition, she updated the Commission on the new recycling rules and the fact that staff will be hanging door hangers. They will also put “oops” tags on bins to educated residents about their recycling. She closed by mentioning that the Open Space Annual Report was just released.

**E. Policy Incubation and Community Needs (5 Minutes) – All**

Requested Action: Discussion

This agenda item was moved to the November agenda.

**6. To and From (5 Minutes) – All**

Commissioner McCain mentioned that he is hosting a training on How to Love Your Enemy.

**7. Future Agenda Items (5 Minutes) – All**

- A. City of Flagstaff Open Spaces Program
- B. Regional Plan
- C. Local Economies
- D. Community Agriculture
- E. Animal Keeping Code

**8. Adjournment**

Chair McCain adjourned the meeting at 5:59pm.

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the Disability Awareness Commission with the City Clerk.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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