

A paved trail winds through a forest. Several people are walking along the path, and a dog is visible in the foreground. The trees are lush and green, creating a canopy over the trail. The scene is bright and sunny, with dappled light on the path.

**Does it
matter how
we get
there?**

**Sebastopol
Climate
Action
Committee
Processes
December 2025**

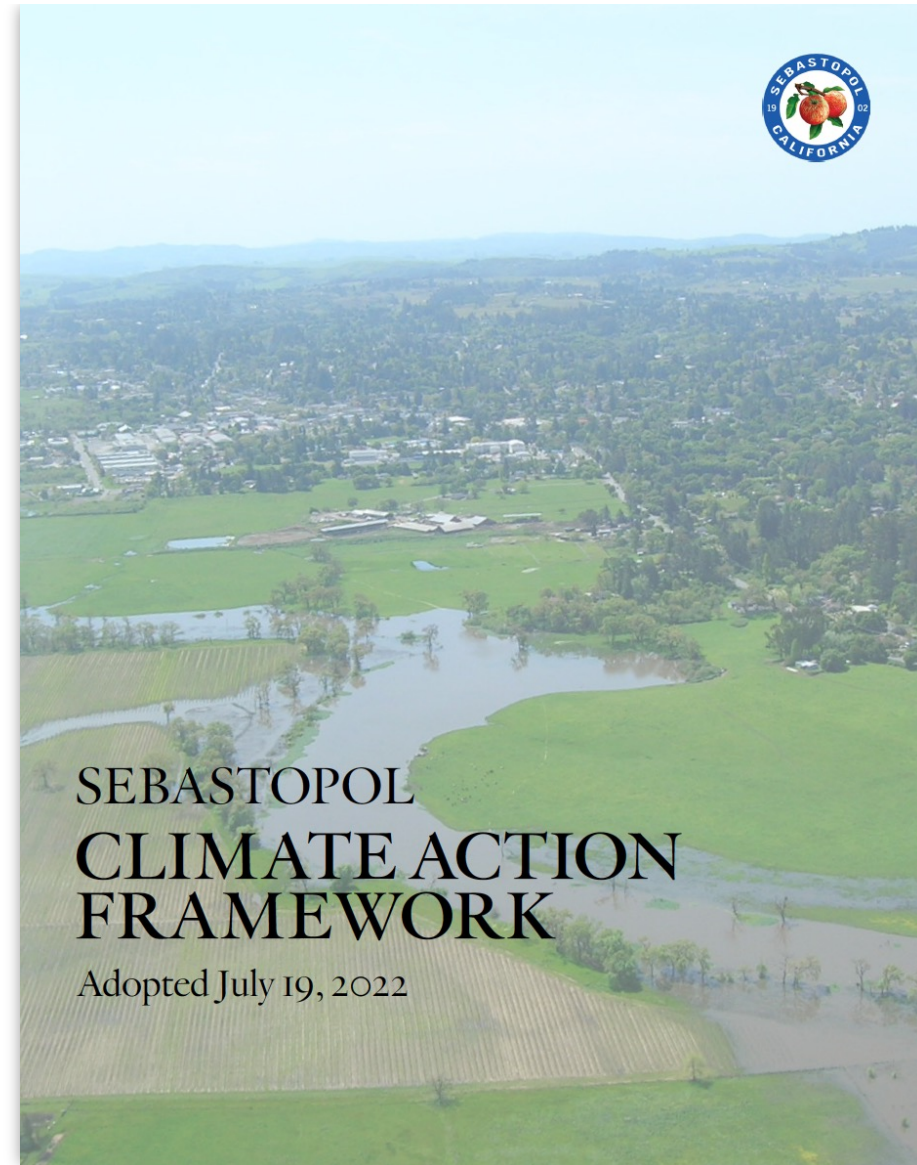
Photo credit: <https://parks.sonomacounty.ca.gov/visit/find-a-park/west-county-regional-trail>

Step 1: Have an idea!

- Discuss with your working group OR the committee chair
 - Remember: between meetings, you can only discuss any item of committee business with LESS THAN HALF of the members of the committee
 - If you want to confer with city staff about the idea, let the chairperson know
- Request a spot on a CAC meeting agenda

Step 2: Review the Climate Action Framework

- Locate your idea within the Framework
- Consult any relevant existing city plans and codes



Step 3: Gather your documents

- Fill out these documents
 - Equity matrix
 - Project proposal
- Submit the documents to the chairperson at least 1 week before the next scheduled meeting

Equity Matrix

Sebastopol Climate Action Committee Equity Evaluation Matrix **DRAFT**

Project/Program/Policy: _____

Working Group/Lead Members: _____

Timeline Summary: _____

Who might be affected by this project?*	Potential benefits of project	Potential harms of project	How has this affected group been involved in designing this project?	How has this community been able to provide feedback regarding this project?	Comments/analysis/plans

*Please review this list when discerning potential effects of projects (but also include any other groups not listed here): local tribes/indigenous groups, BIPOC persons, non-English speakers, undocumented persons, renters, unhoused persons, labor groups, youth, Latinx persons. ADD LINES TO TABLE AS NEEDED.

Are fiscal implications regressive or progressive in nature?	Analysis:	Commentary:
Will this project/program/policy serve a predominantly low-income or minority neighborhood?	Analysis:	Commentary:

Project Proposal Elements

The Title (the project)

Objective/Scope

Summary of the proposal. Make sure to include a clear, short statement defining what the proposal will cover.

Goal/Results

Describe the goal/results you want to achieve. We want these to be S.M.A.R.T. goals (Specific, Measurable, Attainable, Relevant, Timely) when at all possible

Motivation/Climate Incentive

What are the motivations for this project? How will it help our community? How will this reduce/encourage reduction of carbon emissions?

Sebastopol City General Plan

Can you cite any sections from the [Sebastopol General Plan](#) that back up your proposal? Are there any other cities that are doing something similar

Who

Outline the group you are representing and who will be involved in the project

Timeline/key Milestones for Project (Connect this with Goals/Results)

- Milestone #1 Description, Delivery Date
- Milestone #2 Description, Delivery Date
- Milestone #3 Description, Delivery Date

Budget/Resource Needs

Summarize any budget/resources needed from the Climate Action Committee or the city of Sebastopol. It's best to connect these to deliverables so we can show how the resource provides help to our goal

Useful links:

- **CAC Web Page:** <https://www.cityofsebastopol.gov/wp-content/uploads/2023/07/SCAC-Project-Generation-Development-Timeline-2022.pdf>
- **Climate Action Framework:** https://www.cityofsebastopol.gov/wp-content/uploads/2023/02/Sebastopol-Climate-Action-Framework_FINAL_07.21.22.pdf
- **Equity Matrix:** <https://www.cityofsebastopol.gov/wp-content/uploads/2023/07/Seb-CAC-equity-matrix-DRAFT-2.pdf>
- **Project Proposal:** <https://www.cityofsebastopol.gov/wp-content/uploads/2023/01/Project-proposal-outline.docx>
- **Process Reminders:** <https://www.cityofsebastopol.gov/wp-content/uploads/2023/07/SCAC-Project-Generation-Development-Timeline-2022.pdf>