



# ENVIRONMENTAL QUALITY COMMISSION

## Meeting Minutes

**January 5, 2005**

Burgess Recreation Center  
700 Alma Street, Menlo Park

**CALL TO ORDER:** The meeting was called to order by Chairperson Mary Kenney at 5:55 p.m.

**Commissioners Present:** Mary Kenney, Frank Carney, Dan Kocher, Doug Scott, Rick Stevens, Bob Sweezey, Kevin McCarthy

**Commissioners Absent:** none

**Staff present:** Dianne Dryer, Environmental Programs Coordinator

**Public present:** none

**A. PUBLIC COMMENTS:** none

### **B. REPORTS AND ANNOUNCEMENTS**

Dianne Dryer announced tentative dates for City Council meetings on budget planning for FY 2005-06 on February 1 and March 1 (later changed to March 5). She also passed out a flyer about a workshop for public officials on the Brown Act and conflicts of interest.

### **C. BUSINESS ITEMS**

- 1. Approval of Minutes of December 1, 2004:** Amended to show correction of the month for the workshop described under agenda item D to January. Amended motion for approval (BS/DS) approved unanimously.
- 2. Election of Commission Officers for 2005**

Dan Kocher and Kevin McCarthy were nominated for Chairperson. Dan Kocher was elected with four votes from Sweney, Scott, Stevens and Kocher. Kevin McCarthy was elected for Vice Chairperson unanimously.
- 3. Commission Priority Setting and Goals for FY2005-06**

Dianne Dryer presented a draft list of Priorities and Goals based on the Commission's ideas on the topics submitted at the December meeting. After discussion, the Commission decided to establish the following priorities:

  - a) Heritage tree permit appeal hearings, review of heritage trees at development projects, evaluate additional ways to streamline procedures and reduce costs of Heritage Tree program, review draft heritage tree brochure and expanded website information, conduct Arbor Day planting event.

- b) Review and comment on proposals for active use development at Bayfront Park.
- c) Combine two awards programs (Environmental Quality and Heritage Tree) to save staff and Commission time.
- d) Conduct some projects on a Commissioner volunteer basis, such as verifying heritage tree replacement plantings (after permitted removals), liaison with the Menlo Park Historical Society, investigate improvements to recycling service and ways to increase participation, distribute brochures at public gatherings and put more information on Cable TV. Very limited staff time is available for these projects (except for the recycling project, which staff works on already).

#### **4. Program and Project Coordinators for 2005**

Postoned until February 2<sup>nd</sup> meeting.

#### **5. Change Commission Meeting Time**

In order to have more time to conduct Commission business, the Commission decided to change the start time of their regular meetings to 6:30 p.m. Heritage tree appeal hearings will be scheduled for 7:15 p.m. or soon thereafter for the convenience of the participants. Motion (BS/RS) approved unanimously.