



ENVIRONMENTAL QUALITY COMMISSION MEETING AGENDA

November 20, 2013 at 6:30 p.m.
(Advanced from November 27, 2013)
Civic Center Administration Building
City Council Conference Room
701 Laurel Street, Menlo Park

CALL TO ORDER

ROLL CALL: Allan Bedwell, Chris DeCardy (Chair), Kristin Kuntz-Duriseti, Scott Marshall, Deborah Martin, Mitchel Slomiak (Vice Chair), Christina Smolke

A. PUBLIC COMMENT (Limited to 30 minutes)

Under "Public Comment", the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

B. REGULAR BUSINESS

B1. Approve October 23, 2013 Minutes ([Attachment](#))

B2. Discuss Environmental Quality Commission Two Year Work Plan Update and Subcommittee Changes ([Work Plan and Subcommittee Attachment](#))

B3. Discuss Environmental Quality Award Status

B4. Informational Presentation regarding Menlo Spark Project and How It Can Help Menlo Park Reduce Green House Gas Emissions

C. COMMISSION REPORTS AND ANNOUNCEMENTS

C1. Staff Update regarding Environmental Policies to be Considered by City Council

C2. Commission Subcommittee Reports and Announcements

C3. Discuss Future Agenda Items

D. ADJOURNMENT

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ENVIRONMENTAL QUALITY COMMISSION MEETING MINUTES

Wednesday, October 23, 2013 at 6:30 p.m.
Civic Center Administration Building
City Council Conference Room
701 Laurel Street

Chair DeCardy called the meeting to order at 6:35 p.m.

ROLL CALL: Allan Bedwell, Chris DeCardy (Chair), Kristin Kuntz-Duriseti, Scott Marshall, Deb Martin (arrives at 7:02 p.m.), Mitch Slomiak (Vice Chair), Christina Smolke

A. PUBLIC COMMENT: None

B. REGULAR BUSINESS

B1. Approve September 25, 2013 Minutes ([Attachment](#))

ACTION: Motion and Second (Marshall/Smolke) to approve the September 25, 2013 minutes with an amendment to Chuck Kinney's public comment on item B2. to reflect that he did not initiate the homeowner study and that the study was conducted by an HOA Board Member passes (5-0-2), (Absent: Deb Martin, Abstain: Mitchel Slomiak).

B2. Receive and Discuss Presentation from Staff on Climate Action Plan, Schedule for Next update, and Current Five Year Strategy (Reference Material: [Draft 2013 Update Climate Action Plan](#) presented to City Council April 2, 2013)

ACTION: No Action. Report was received by commission.

B3. Review and Discuss EQC Work Plan Process, Next Update Timelines, and Subcommittee Changes (Reference Material: [2012-2014 Work Plan](#) and [Existing Subcommittees](#))

ACTION: No Action. Each commissioner indicated their initial preference for which subcommittee they would like to participate in. The Commission will further review and discuss subcommittee changes at its December meeting in order to align subcommittee work to specific projects in the Environmental Quality Commission Work Plan.

B4. Discuss 2013 Environmental Quality Awards Process, Project Schedule, Roles and Responsibilities, and Designate Commissioner to Coordinate the Effort

ACTION: Motion and Second (Slomiak/Marshall) to designate Commissioner Deb Martin to lead and plan the 2013 Environmental Quality Awards and for staff to agendize the item again for discussion at the next EQC meeting passes unanimously.

B5. Receive Informational Presentation on Quarterly Waste Diversion Report

ACTION: Motion and second (Marshall/Martin) to change the reporting frequency to semi-annual instead of quarterly passes unanimously.

C. COMMISSION REPORTS AND ANNOUNCEMENTS

The following updates were received by commission:

- C1.** Staff Update on Environmental Policies to be Considered by City Council
- C2.** Commission Subcommittee Reports and Announcements
- C3.** Discuss Future Agenda Items

D. ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

Meeting minutes prepared by Vanessa Marcadejas, Environmental Programs Specialist



Environmental Quality Commission

Mission Statement

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.

Environmental Quality Commission
Work Plan for 2012-2014
Approved by the City Council May 8, 2012



Environmental Quality Commission 2012-2014

Work Plan for 2012-2014

Commission Members

Commissioner	Mitchel Slomiak (Chair)
Commissioner	Christina Smolke (Vice Chair)
Commissioner	Chris DeCardy
Commissioner	Kristin Kuntz-Duriseti
Commissioner	Adina Levin
Commissioner	Scott Marshall
Commissioner	Douglas Scott



Environmental Quality Commission Priority List

The **Environmental Quality Commission** has identified the following priorities to focus on during 2012 through 2014:

1.	Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability
2.	Assist in developing sustainable building policies and programs for private and public development projects
3.	Maximize the urban canopy through programs and policies
4.	Implement Climate Action Plan
5.	Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation and management policies, including gray water and groundwater management policies.



Commission Work Plan Guidelines

Work Plan Worksheet

Step 1

Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004	<p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability. Specific focus areas include:</p> <ul style="list-style-type: none">• Preserving heritage trees• Using best practices to maintain City trees• Preserving and expanding the urban canopy• Making determinations on appeals of heritage tree removal permits• Administering annual Environmental Quality Awards program• Organizing annual Arbor Day Event; typically a tree planting event• Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.
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Step 2

<p>Develop or review a Mission Statement that reflects that purpose</p> <p><i>Who we are, what we do, who we do it for, and why we do it</i></p>	<p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.</p>
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Step 3

Discuss any priorities already established by Council	<p>2. Future focused planning and visioning, supporting a high quality of life:</p> <ul style="list-style-type: none">○ Recommend implementation of more projects in the Climate Action Plan○ Early adoption of State Green Building Codes○ Funding Green Projects <p>3. Regional focus creating synergy of efforts on issues of mutual interest:</p> <ul style="list-style-type: none">○ Increase water conservation polices and programs that are in line with the State and the Bay Area Water Supply and Conservation Agency (BAWSCA).○ Increase recycling efforts through South Bayside Waste Management Authority (SBWMA)
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Step 4

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability.	<ul style="list-style-type: none"> Enables the policy choices taken as part of the planning process to have better environmental outcomes. 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Creation of a Sustainable Transportation Subcommittee and staff resources for information and data	1 year	<ul style="list-style-type: none"> Periodic reports Recommendations to City Council
Assist with the development of a sustainable building policy for private and public development projects. Look into and/or recommend standards that are beyond the minimum CalGreen Code requirements.	<ul style="list-style-type: none"> Improved indoor air quality Increase water and energy conservation Reduced greenhouse gas emissions 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Minimum State CalGreen Requirements were adopted in November 2010.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Creation of a subcommittee. Staff time to educate commission	1 year	<ul style="list-style-type: none"> Periodic reports Recommendations to City Council
Maximize urban canopy	<ul style="list-style-type: none"> Reduce greenhouse gas emissions Improve wildlife habitat Reduce erosion Improve air quality Improve scenic beauty 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Creation of subcommittee. Staff resources for data collection.	Ongoing	<ul style="list-style-type: none"> Periodic reports Recommendations to City Council
Climate Action Plan Implementation	<ul style="list-style-type: none"> Reduce Greenhouse Gas Emissions from community and municipal operations. Reduce methane emissions 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Existing subcommittee	Ongoing	<ul style="list-style-type: none"> Periodic reports Recommendations City Council
Enhance, develop and evaluate resource conservation and pollution prevention programs and policies, such as : <ul style="list-style-type: none"> Waste reduction Water conservation and Management 	<ul style="list-style-type: none"> Increase Landfill Capacity Reduce Methane Increase Recycling Increase Resource Conservation Storm water Pollution Prevention Preserve future water supply 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Commission time or creation of subcommittee. Staff resources for information	Ongoing	<ul style="list-style-type: none"> Periodic reports Recommendations to Staff Possible recommendations to City Council if new policy increases operation costs

Step 5

List identified Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability and develop criteria and metrics to evaluate process: Specific tasks include: <ul style="list-style-type: none"> Reviewing current process and planning documents Developing criteria and metrics to evaluate progress Ad Hoc Sustainable Transportation Subcommittee to provide recommendations 	X			
Assist in developing, evaluating, and/or recommending a sustainable building policy for private and public development projects that are beyond minimum State CalGreen requirements. Specific tasks include: <ul style="list-style-type: none"> Engage with City staff on implementation of phase I and support phase II of green building code Research best practices in terms of sustainable building (ultimately feed into general plan). The ad hoc subcommittee will look into incentives and initiatives, potentially engage in public outreach and outreach to specific parties, and potentially engage with a Planning Commission representative. 	X			
Review Heritage Tree Ordinance and develop an improvement plan, including but not limited to, application and appeal procedures, a drought tolerant replacement policy, heritage tree replacement verification, urban canopy, urban canopy expansion through staff and volunteer efforts.	X			
Develop a tree planting volunteer program.	X			

List identified Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Advise City Council on the Climate Action Plan Assessment Report and assist with evaluation of each project before implementation. <ul style="list-style-type: none"> • Work with Council to adopt GHG reduction target • Work with staff to re-assess CAP priorities • Identify new initiatives toward reduction target adopted by Council • Review 2011 GHG inventory when available and recommend any course corrections to CAP 	X To Start	X Ongoing		
Enhance, evaluate and propose waste reduction program improvements.		X		
Enhance, evaluate and propose water conservation and management program improvements.	X January-July	X Ongoing		

Current Subcommittees and Tasks

As of May 2013

Sustainable Transportation Subcommittee

Priority Focus: Analyze and recommend improvement on how the city's planning process can be used as a leverage for environmental sustainability

Members: Commissioners DeCardy, and Kuntz-Duriseti.

Sustainable Building Subcommittee

Priority Focus: Assist in developing sustainable building policies and programs for private and public development projects.

Members: Commissioners DeCardy, Slomiak, and Smolke.

Heritage Tree Subcommittee

Priority Focus: Maximize the urban canopy through programs and policies

Members: Commissioners Marshall and Smolke

Climate Action Plan Subcommittee

Priority Focus: Implement Climate Action Plan Activities

Members: Commissioners Kuntz-Duriseti, Slomiak, and Bedwell

Resource Conservation and Pollution Prevention Subcommittee

Priority Focus: Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation and management policies

Members: Commissioners DeCardy, and Bedwell