



ENVIRONMENTAL QUALITY COMMISSION MEETING AGENDA

Wednesday, April 23rd at 6:30 p.m.
City Administration Building
701 Laurel Street, Menlo Park

CALL TO ORDER

ROLL CALL: Allan Bedwell, Chris DeCardy (Chair), Kristin Kuntz-Duriseti, Scott Marshall (Vice Chair), Deborah Martin, Mitchel Slomiak, 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 March 26, 2014 Minutes ([Attachment](#))
- B2.** Discuss Climate Action Plan Update and Provide Potential Recommendation to City Council
- B3.** Discuss Environmental Quality Commission New Two-Year Work Plan for 2014-2016 ([Previous Work Plan Attachment](#))
- B4.** Discuss Environmental Quality Awards Presentation and Event on April 29, 2014
- B5.** Discuss Environmental Quality Commission Quarterly Report to City Council on May 13, 2014
- B6.** Discuss Changing the Reporting Frequency of the Biannual Arborist Report
- B7.** Debrief on Arbor Day Tree Planting Event

C. COMMISSION REPORTS AND ANNOUNCEMENTS

- 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

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At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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ENVIRONMENTAL QUALITY COMMISSION MEETING MINUTES

Wednesday, March 26, 2014 at 6:30 p.m.
City Administration Building
701 Laurel Street, Menlo Park

The meeting was called to order by Chair DeCardy at 6:35pm

ROLL CALL:

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

Absent: Christina Smolke

A. PUBLIC COMMENT

Elizabeth Houck expressed her concerns over herbicides being sprayed in Nealon Park, right next to the nursery school where children play. She showed the Commission a video that she had taken of a Menlo Park employee spraying herbicide around a tree and stated that the chemical has the potential to get into our water supply. Ms. Houck also noted that after the spraying, she was able to smell the herbicide in her home for hours.

David Alfano also expressed concerns over herbicide being sprayed in Nealon Park, specifically underneath the Conifer and Dogwood tree. He stated that the herbicide is damaging the landscape.

Lynore Banchoff requested that the City address the invasive ivy at Nealon Park.

B. REGULAR BUSINESS

B1. Approve February 26, 2014 Minutes [Attachment](#)

ACTION: Motion and Second (Bedwell/Slomiak) to approve the February 26, 2014 minutes passes (4-0-3), (Absent: Martin, Smolke, Abstain: Scott).

Commissioner Martin arrived at 6:45pm

B2. Issue a Determination on a Heritage Tree Appeal at 1860 Oakdell Drive
[Attachment](#)

Brian Henry, City Arborist, provided the Commission with the background surrounding the appeal.

Mara Young, Appellant, stated that her client has a traditional house and that they would like to keep a traditional landscape, but the current location of the Spruce tree makes it difficult. Ms. Young also proposed that she would be willing to plant a 24" box Red Maple in the Spruce's place if the tree removal permit is granted.

ACTION: Motion and Second (Bewdell/Slomiak) to deny the appeal based on criteria No. 1 and 8 of the Heritage Tree ordinance. In regards to criteria 1, the Spruce tree does not show symptoms of disease and in regards to criteria 8, alternatives to tree removal exist. The motion passes (4-2-1), (Noes: Kuntz-Duriseti, Marshall, Absent: Smolke).

B3. Discuss the Environmental Quality Commission's Previous Recommendation to City Council Regarding the Construction of a Potential Well on City Property that Could Provide Irrigation to the Sharon Heights Golf Course, City Parks, and a School [Attachment](#)

Ruben Nino, Assistant Public Works Director, gave a presentation to the Commission and Robin Driscoll, representative from the Sharon Heights Golf Course, was present to answer the Commission's questions.

Public Comment

Paul Kick stated that he does not support the proposed project and is against the installation of a well in Nealon Park or in any of Menlo Park's other parks.

Mary Kuechler stated that she does not support the proposed project and that she finds the City's project review process confusing. She also noted that she applauds the Environmental Quality Commission for addressing the City's water use.

Elizabeth Houck stated that she does not support the proposed project and expressed her concerns over the possible impacts that could occur, such as subsidence, if the well were to be installed.

Lynore Banchoff stated that she does not support the proposed project and that she is opposed to the installation of a well in any public space.

Dan Hilberman stated that he does not support the proposed project and suggested that all stakeholders need to be involved to talk about the best use of the aquifer.

Marjorie Zimmerman stated that she does not support the proposed project because she is opposed to the use of public land for a well.

David Alfano stated that he does not support the potential project and also noted that his house sits right on top of the aquifer. He also expressed his concerns over potential issues of subsidence and the asymmetry between San Mateo County and Santa Clara County's Groundwater Management Plan. Mr. Alfano also provided the Environmental Quality Commission with a United States Geological Survey (USGS) case study article on subsidence. ([Handout](#))

Peter Hart stated that he does not support the potential project because there is no discussion on how the Golf Course's water use will be restricted.

Brielle Johnck stated that she reaffirms her previous comment on opposing the proposed project and she also expressed concerns over new housing developments in Menlo Park that may impact existing water resources.

Steve Schmidt stated that he reaffirms his previous comment on opposing the proposed project and expressed concerns over the Golf Course's offer to pay for the infrastructure for the project.

ACTION: Motion and Second (Slomiak/Bedwell) for the EQC to reaffirm its February 2012 recommendation with the refinements as stated below and to designate Commissioner Bedwell, with Commissioners DeCardy and Scott as his alternates, to speak on behalf of the EQC regarding this recommendation and its context when the item is brought before City Council passes (6-0-1), (Absent: Smolke).

1. To date, the Potential Irrigation Well project has been heard by the EQC a total of three times in the last three years, with strong resident opposition voiced each time. The EQC also recognizes that a significant amount of staff time has been spent on multiple reviews of the proposed project. As a result, the EQC once again reaffirms its recommendation as advocated in February 2012 as stated:

"The EQC recommends to City Council that any specific proposals for groundwater use, including the cost, siting, or the like should be considered after:

- a) A city grey water plan is developed; and*
- b) The city engages with the San Mateo County to clarify long term water rights for the San Francisquito Creek Aquifer."*

2. In addition, the EQC does not support pursuing a MOU for the proposed Sharon Heights Golf & Country Club well project due to the concerns over the impact of the potential project (i.e. depletion of local community drinking water resources, ground subsidence as a result of water extraction, damage to plants, trees, and animals from reduced aquifer water supply, and saltwater intrusion from the Bay) and other projects similar in nature, that withdraw water from the region's aquifer, which is a limited public and environmental resource.

3. The EQC also urges the City Council to immediately establish a criteria system to prioritize use for all water resources available to Menlo Park residents and businesses (i.e. installing a new bathroom, drilling a private well, increasing water use/irrigation) under all resource supply conditions. This criteria system should be in place prior to considering water resource use request.
4. Lastly, the EQC would like to provide clarification for the following terms, “Water Resources” and “Water Resource Supply Conditions” as stated below:
 - “Water Resources” is defined as water sourced from aquifers, conveyed water, grey water, or surface impoundment.
 - “Water Resource Supply Conditions” is defined as a wide range of current and future water supply conditions including droughts, water surplus, and changes in water supply contracts.

B4. Discuss Environmental Quality Awards and Select Winners [Attachment](#)

Commissioner Deb Martin presented the Commission with the award applications and provided the background on each nominee.

ACTION: Motion and Second (Slomiak/Kristin) to award 2014 Environmental Quality Awards to Carolee Hazard for the Sustainable Landscape category and Gridium for the Climate Change category, passes (6-0-1), Absent: Smolke.

B5. Update and Report on Arbor Day Tree Planting Event

Commissioners Marshall and Bedwell provided an update to the Commission and stated that the Arbor Day Tree Planting event will be held at the Belle Haven Child Development Center located on 410 Ivy Drive. The event will take place on Thursday, April 3rd at 9:30am.

C. COMMISSION REPORTS AND ANNOUNCEMENTS

The following updates were received by the 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 10:29pm.

Meeting minutes prepared by Vanessa Marcadejas, Environmental Programs Specialist.



Environmental Quality Commission-2012 to 2014 Work Plan

Mission Statement

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



Name of Commission Cover Sheet
Work Plan for 2012-2014

Commission Members Listing

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			
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 	X To Start	X Ongoing		

<ul style="list-style-type: none"> Review 2011 GHG inventory when available and recommend any course corrections to CAP 				
Enhance, evaluate and propose waste reduction program improvements.		X		
Enhance, evaluate and propose water conservation and management program improvements.	X January-July	X Ongoing		

Step 6 Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

Step 7 Once approved; use this plan as a tool to help guide you in your work as an advisory body.

Step 8 Report out on status of items completed. Provide any information needed regarding additional resources needed or And to indicate items that will need additional time in order to complete.

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