



ENVIRONMENTAL QUALITY COMMISSION MEETING AGENDA

Wednesday, May 28th 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 April 23, 2014 Minutes ([Attachment](#))

B2. Discuss and Consider Electing a New Chair and Vice Chair

B3. Discuss Environmental Quality Commission New Two-Year Work Plan for 2014-2016 ([Previous Work Plan Attachment](#))

B4. Discuss the Potential Cancellation of a summer EQC Meeting

B5. Debrief on Environmental Quality Awards Ceremony

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 Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, 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 the Commission's consideration of the item.

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ENVIRONMENTAL QUALITY COMMISSION MEETING MINUTES

Wednesday, April 23, 2014 at 6:30 p.m.
City Administration Building
701 Laurel Street, Menlo Park

The meeting was called to order by Chair DeCardy at 6:37pm

ROLL CALL:

Present: Allan Bedwell, Chris DeCardy (Chair), Kristin Kuntz-Duriseti, Scott Marshall (Vice Chair), Deborah Martin (arrived at 6:46pm), Mitchel Slomiak

Absent: Christina Smolke

A. PUBLIC COMMENT

Steve Schmidt expressed his concerns over the City's use of herbicides and pesticides and urged the City to update its Integrated Pest Management policy to eliminate their uses. Mr. Schmidt also recommended that the City prepare and make available, an herbicide and pesticide use schedule disclosing when, where, how, and at what frequency the City conducts its spraying. He also proposed having volunteer weeding days where residents can work together on pulling weeds in order to eliminate the City's need to use herbicides and pesticides.

Elizabeth Houck also expressed her concerns over the City's herbicide and pesticide use and stated that her recent public records request disclosed that the City is spraying a large amount of herbicides and pesticides throughout the City every year. In addition, Ms. Houck reaffirmed that she does not support the Potential Irrigation Well project and urged that staff no longer pursue further work on it.

B. REGULAR BUSINESS

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

ACTION: Motion and Second (Kuntz-Duriseti/Marshall) to approve the March 26, 2014 minutes with an amendment to part three of their recommendation to item B3, to state "(e.g. drilling a private well or increasing water use/irrigation)", and to make a correction to the name of Commissioner Kuntz-Duriseti for the vote on item B4 to state "Kuntz-Duriseti", passes (5-0-2), (Absent: Smolke, Abstain: Martin)

B2. Discuss Climate Action Plan Update and Provide Potential Recommendation to City Council

Rebecca Fotu, Environmental Programs Manager presented the Commission with an update on the City's Climate Action Plan.

ACTION: Motion and Second (Martin/Bedwell) to approve of the following recommendation to City Council as stated below passes (6-0-1), (Absent: Smolke).

We of the EQC are supportive of Staff's update to the Climate Action Plan. We note that given staff's current resource constraints it will not be possible to attain the 27% by 2020 greenhouse gas reduction target as we do not believe there is sufficient staff time to either source sufficient numbers of new initiatives nor fully implement the existing projects that have been identified.

Therefore, the EQC strongly recommends that Council provide sufficient budget to hire additional climate action dedicated staff in 2014-2015 as recommended in this Climate Action Plan Update.

It is a fact that this hiring is an investment in community benefits that will reduce the cost of living and working in Menlo Park for every resident and business."

B3. Discuss Environmental Quality Commission New Two-Year Work Plan for 2014-2016 ([Previous Work Plan Attachment](#))

The Commission will continue its work plan discussion at its next meeting in May.

ACTION: No formal action was taken on this item.

B4. Discuss Environmental Quality Awards Presentation and Event on April 29, 2014

Commissioner Deb Martin provided an update on the progress of the Environmental Quality Awards and the Commission provided their feedback on the draft awards ceremony presentation.

ACTION: No formal action was taken on this item.

B5. Discuss Environmental Quality Commission Quarterly Report to City Council on May 13, 2014

ACTION: By Consensus the Commission approved of the following items to be reported on:

- Hiring of additional staff to support Climate Action Plan initiatives
- EQC's recommendation on the Potential Irrigation Well Project
- Environmental Quality Commission Work Plan

- Heritage Tree Ordinance Process

B6. Discuss Changing the Reporting Frequency of the Biannual Arborist Report

ACTION: By consensus, the Commission approved to change the frequency of the Arborist Report from biannual to annual.

B7. Debrief on Arbor Day Tree Planting Event

Commissioners Scott Marshall and Allan Bedwell stated that the Arbor Day tree planting event was a success with the planting of two Elm trees in front of the Belle Haven Child Development Center.

ACTION: No formal action was taken on this item.

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 9:25 p.m.

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.



**Environmental Quality Commission
2012-2014**

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.