



ENVIRONMENTAL QUALITY COMMISSION AGENDA

Regular Meeting
Wednesday, July 23, 2014 at 6:30 PM
City Administration Building
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER

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

A. PUBLIC COMMENT (Limited to 30 minutes)

Under “Public Comment,” the public may address the advisory body on any subject not listed on the agenda within the jurisdiction of the Commission. 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. The public may address the Commission regarding items listed on the agenda during the consideration of each item.

B. REGULAR BUSINESS

- B1.** Approve June 25, 2014 Minutes ([Attachment](#))
- B2.** Discuss the Potential Cancellation of a summer EQC Meeting
- B3.** Appoint Environmental Quality Commission Representative to the General Plan Advisory Committee ([Attachment](#))
- B4.** Discuss Environmental Quality Commission New Two-Year Work Plan for 2014-2016 ([Attachment](#))
- B5.** Discuss and Potentially Remove and Create New Environmental Quality Commission Subcommittees and Appoint Members to Subcommittees ([Attachment](#))
- B6.** Discuss Quarterly Report to the City Council

C. 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.

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.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the Menlo Park Library, 800 Alma Street, Menlo Park, CA 94025 during regular business hours.

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ENVIRONMENTAL QUALITY COMMISSION MINUTES

Regular Meeting
Wednesday, June 25, 2014 at 6:30 PM
City Administration Building
701 Laurel Street, Menlo Park, CA 94025

The meeting was called to order by Chair Marshall at 6:40 p.m.

ROLL CALL:

Present: Allan Bedwell (Vice Chair), Kristin Kuntz-Duriseti, Scott Marshall (Chair), Deborah Martin (arrives at 6:45 p.m.), Mitchel Slomiak

Absent: Chris DeCardy, Christina Smolke

A. PUBLIC COMMENT – None

B. REGULAR BUSINESS

B1. Approve May 28, 2014 Minutes

ACTION: Motion and Second (Slomiak/Bedwell) to approve the June 25, 2014 minutes passes (4-0-3), (Absent: DeCardy, Martin, Smolke)

B2. Informational Staff Presentation on the Use of Herbicides/Pesticides in City Operations

ACTION: No formal action was taken on this item. Dave Mooney, Parks Supervisor gave a presentation to the Commission.

Public Comment

Jennifer Berkhout expressed her concerns over the spraying of herbicides/pesticides in Nealon Park (adjacent to Menlo Atherton Cooperative Nursery School) in March 2014. Ms. Berkhout urged that staff provide more information in the future on when and where herbicides/pesticides are being sprayed.

B3. Discuss Environmental Quality Commission New Two-Year Work Plan for 2014-2016

ACTION: No formal action was taken on this item. The Commission will continue their Work Plan discussion at the next EQC meeting.

B4. Discuss and Potentially Remove and Create New Environmental Quality Commission Subcommittees and Appoint Members to Subcommittee

ACTION: No formal action was taken on this item. The Commission will continue their Subcommittee arrangement discussion at the next EQC meeting.

B5. Discuss the Potential Cancellation of a summer EQC Meeting

ACTION: No formal action was taken on this item. The item will be tabled for a future EQC meeting.

B6. Debrief on Environmental Quality Awards Ceremony

ACTION: No formal action was taken on this item. Commissioner Martin debriefed the commission on the outcome of the Environmental Quality Awards Pre-Awards Reception and Ceremony and discussed potential improvements to the awards planning process in the future.

B7. Discuss Assigning Minute Taking from Staff to a Commissioner

ACTION: Motion and Second (Bedwell/Marshall) to rotate minute taking between commission members on a monthly basis, passes (5-0-2), (Absent: DeCardy, Smolke)

B2. 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

C. ADJOURNMENT

The meeting was adjourned at 9:28 p.m.

Prepared by: Vanessa Marcadejas, Environmental Programs Specialist



MEMORANDUM

DATE: July 16, 2014

TO: Planning Commission
Environmental Quality Commission

FROM: Justin Murphy, Development Services Manager
Deanna Chow, Senior Planner

RE: **Nomination of a Commissioner to Serve on the General Plan
Advisory Committee**

RECOMMENDATION

Staff recommends the Commission nominate a member to serve as a representative on the General Plan Advisory Committee for potential Council appointment on August 19, 2014.

BACKGROUND

In January 2014, staff provided an overview on the General Plan Update and M-2 Area Zoning Update and sought input on the preparation of the Request for Proposals (RFP) for consultant services. On June 17, the City Council authorized the City Manager to enter into a contract with PlaceWorks in an amount not to exceed \$1,650,000 for the General Plan Update and M-2 Area Zoning Update and authorized the formation of the General Plan Advisory Committee (GPAC).

ANALYSIS

The scope of services for the General Plan Update and M-2 Area Zoning Update includes the creation of a GPAC comprised of 11 members appointed by the City Council. The composition of the GPAC would be two members of the City Council, three members at-large, and one member from each of the following City Commissions:

- Bicycle
- Environmental Quality
- Housing
- Parks & Recreation
- Planning
- Transportation

Each Commission is nominating one member for Council appointment to serve on the GPAC subject to Council confirmation. If more than one commissioner is interested in serving, then he or she could apply for one of the at-large appointments. All Commission nominations should be completed by August 7, 2014. Recruitment for the three at-large appointments began in early July and has a closing date of Monday, August 11, 2014.

Each member nominated by a commission will be asked to complete an application form so that the City Council will have equal information about all potential members. The packet of applications would be posted on the website and distributed to the City Council. The appointments would be scheduled for the August 19, 2014 City Council meeting.

The GPAC would be a Brown Act body with a core mission as follows:

- (1) Serve as liaison to their respective body or community group.
- (2) Serve as an ambassador of the project and encourage people to participate in the process.
- (3) Guide the process and provide policy direction and feedback for staff.
- (4) Keep the process on track to comply with the following key milestones:
 - Fall of 2014: Conduct community workshops;
 - Spring of 2015: Complete the visioning phase;
 - Fall of 2015: Complete the draft versions of the Land Use and Circulation Elements and Zoning Ordinance Updates;
 - Summer of 2016: Adopt an updated General Plan and Zoning changes.

The overall project schedule is included as Attachment A. The term for this appointment corresponds with the General Plan and M-2 Zoning Area Update, which is targeted for two years. Based on this two-year schedule, the GPAC meetings are currently scheduled to end in July 2015. The GPAC is expected to have eight meetings between August 2014 and July 2015, summarized as follows:

- August 2014 – Establish relationship with staff/consultant team; clarify roles and responsibilities; review material for Workshop #1
- October 2014 – Review findings from interviews, symposia and mobile workshops
- December 2014 – Review materials for workshop #2 - Alternatives
- January 2015 – Review findings from workshop #2 and recommend modifications
- March 2015 – Review materials for workshop #3 – Preferred Alternatives
- April 2015 – Review findings from workshop #3 and recommend modifications
- June 2015 – Review draft General Plan goals, policies and implementing programs and recommend modifications; review consistency analysis for

the Open Space/Conservation, Noise and Safety Elements; review preliminary updated Zoning Ordinance provisions

- July 2015 – Review revised draft General Plan goals, policies, and implementing programs, and recommend modifications; review draft updated Zoning Ordinance provisions

GPAC meetings would typically be held at the Civic Center Campus in the early evening on a day that avoids conflicts with other City meetings whenever possible. (Thursdays are typically good days). In addition, GPAC members would be expected to attend mobile workshops and other public events. Although subject to change, tentative meeting dates through the end of December 2014 are listed below:

Event	Meeting Date	Time of Day
GPAC Meeting #1	Monday, August 25, 2014	Evening
Workshop #1 (1 of 2)	Wednesday, September 03, 2014	Evening
Workshop #1 (2 of 2)	Thursday, September 11, 2014	Evening
Symposia #1 (Growth Management & Economic Development)	Wednesday, September 24, 2014	Evening
Mobile Tour #1 - Menlo Park	Wednesday, October 01, 2014	Daytime
Symposia #2 (Transportation - LOS Case Studies)	Wednesday, October 08, 2014	Evening
Mobile Tour #2 - Other Communities	Tuesday, October 14, 2014	Daytime
GPAC Meeting #2	Thursday, October 30, 2014	Evening
Planning Commission/City Council Study Session	Tuesday, November 18, 2014	Evening
GPAC Meeting #3	Thursday, December 04, 2014	Evening
Workshop #2 (1 of 2)	Thursday, December 11, 2014	Evening
Workshop #2 (2 of 2)	Thursday, December 18, 2014	Evening

If for whatever reason, the Commission is not interested in having a representative on the GPAC, then the City Council could consider either decreasing the membership or converting a commission slot to an at-large slot.

To date, the Parks and Recreation Commission has nominated James Cebrian, the Bicycle Commission has nominated Matthew Zumstein, and the Transportation Commission has nominated Adina Levin.

PUBLIC NOTICE

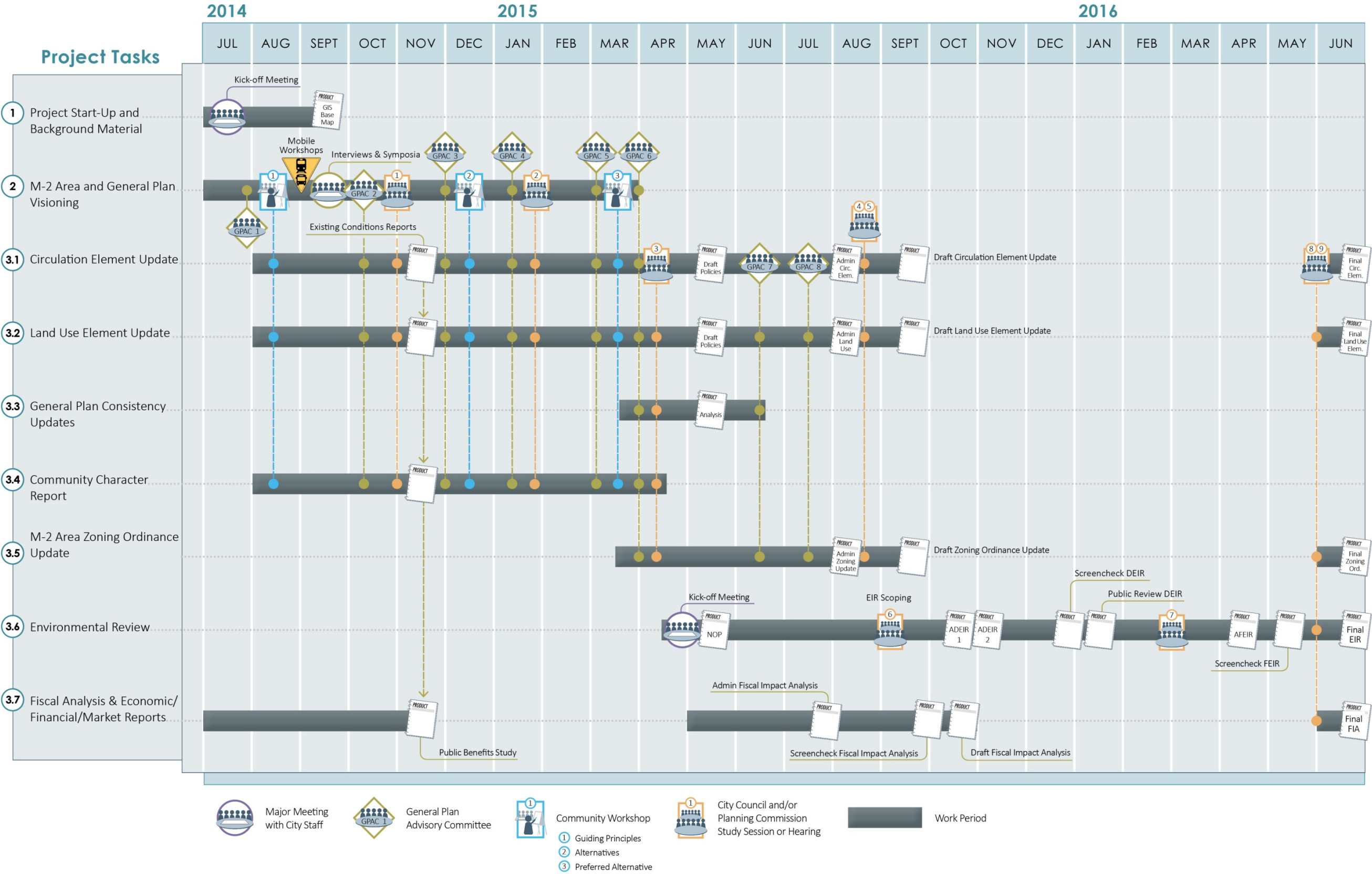
Public notification was achieved by posting the agenda, at least 72 hours prior to the meeting, with this agenda item being listed.

ATTACHMENTS

A. Project Schedule

Schedule

City of Menlo Park General Plan and M-2 Area Zoning Update Schedule





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.

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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

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