



ENVIRONMENTAL QUALITY COMMISSION AGENDA

Regular Meeting
Wednesday, August 27, 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 July 23, 2014 Minutes ([Attachment](#))
- B2.** Discuss and Identify Potential Improvements to Menlo Park’s Street Tree Planting Program
- B3.** Discuss Environmental Quality Commission New Two-Year Work Plan for 2014-2016 ([Attachment](#))
- B4.** Discuss and Potentially Remove and Create New Environmental Quality Commission Subcommittees and Appoint Members to Subcommittees ([Attachment](#))
- B5.** Discuss and Consider Rescheduling the September, November, and December Environmental Quality Commission Meetings

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

This Agenda is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at <http://www.menlopark.org> and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service on the City's homepage at www.menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting Vanessa Marcadejas, at (650) 330-6740. (Posted 8/21/14)

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.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at (650) 330-6620.



ENVIRONMENTAL QUALITY COMMISSION MINUTES

Regular Meeting
Wednesday, July 23, 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 6:42 p.m.

ROLL CALL:

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

Absent: Deborah Martin

A. PUBLIC COMMENT – None

B. REGULAR BUSINESS

B1. Approve June 25, 2014 Minutes

ACTION: Motion and Second (Slomiak/Bedwell) to approve the June 25, 2014 minutes with the following two amendments (1) providing clarification to the action for item B6 to state that the EQC will no longer have the Environmental Quality Awards annually as they have done in the past and instead will present awards as needed as a proclamation through Council, as exemplary actions are identified, and (2) to provide clarification to the action for item B7 to state that the Chair is to be excluded from minute taking passes (4-0-3), (Absent: Martin, Abstain: DeCardy, Smolke)

B2. Discuss the Potential Cancellation of a summer EQC Meeting

ACTION: No formal action was taken on this item. Each commission member discussed their availability and determined that summer meetings will commence as scheduled.

B3. Appoint Environmental Quality Commission Representative to the General Plan Advisory Committee

ACTION: Motion and Second (Slomiak/Bedwell) to take a tiered approach and nominate commissioner Kuntz-Duriseti as the EQC representative, and if prior to the August 19th Council meeting she determines that she is unable to fulfill the responsibilities, commissioner Bedwell will be the second nominee, and commissioner DeCardy as the third, passes (6-0-1), (Absent: Martin)

B4. 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.

B5. Discuss and Potentially Remove and Create New Environmental Quality Commission Subcommittees and Appoint Members to Subcommittees

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

B6. Discuss Quarterly Report to the City Council

ACTION: Motion and Second (DeCardy/Kuntz-Duriseti) for Chair Marshall to deliver the EQC Quarterly Report to Council as outlined below passes (6-0-1), (Absent: Martin).

- Introduce himself as the new EQC Chair
- Update on the five priorities they identified for their 2014-2016 Work Plan
- Update on the herbicide/pesticide item that was discussed at their June meeting (that staff is conducting a trial)
- EQC's action in recommending that a new specialist be hired for CAP initiatives
- Mention Environmental Projects/Measures in the CIP

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

C. ADJOURNMENT

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

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.
---	---

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>
--	---

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)
---	--

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.



Commission Work Plan Guidelines

- Step 1** Review purpose of Commission as defined by Menlo Park Council Policy 3-13-01.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the Commission and determine the following:
- A. Identify priorities, goals, projects, ideas, etc.
 - B. Determine benefit, if project or item is completed
 - C. Is it mandated by State or local law or by Council direction?
 - D. Would the task or item require a policy change at Council level?
 - E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
 - F. Completion time? (1-year, 2-year, or longer term?)
 - G. Measurement criteria? (How will you know you are on track? Is it effective?, etc.)
- Step 5** Prioritize projects from urgent to low priority.
- Step 6** Prepare final Work Plan for submission to Council for review and approval in the following order:
- Work Plan cover sheet, Listing of Members, Priority List, Work Plan Worksheet – Steps 1 through 8
- Step 7** Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand
- Step 8** Report out on work plan priorities to the City Council, which should include:
- A. List of “approved” priorities or goals
 - B. Status of each item, including any additional resources required in order to complete
 - C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete



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.

Name of Commission Cover Sheet
Work Plan for 2014-2016



**Environmental Quality Commission
2014-2016**

Commission Members Listing

Commissioner (Chair) Scott Marshall

Commissioner (Vice Chair) Allan Bedwell

Commissioner Chris DeCardy

Commissioner Kristin-Kuntz Duriseti

Commissioner Deborah Martin

Commissioner Mitchel Slomiak

Commissioner Christina Smolke



Environmental Commission Priority List

The Environmental Quality Commission has identified the following priorities to focus on during 2014-2016:

Example: "Climate Action Plan – research strategies and bring to Council for consideration and incorporation into 2010-2011 budget"

1.	Water Resource Policy -Continue advocacy for responsible water resource management policy or strategy, including evaluating options for aquifer management, water transfers and purchases, water conservation, and water use.
2.	San Francisquito Creek -Research and evaluate alternatives for flood and erosion control that achieve the City's resource conservation goals for the creek.
3.	Climate Action Plan (CAP) -Implement CAP initiatives, evaluate and advocate new initiatives and prioritized City council transportation and development metrics to achieve or exceed the City's greenhouse gas reduction target.
4.	Heritage Tree Ordinance –Improve the heritage Tree Ordinance and heritage tree appeal process to preserve and maintain the urban canopy.
5.	General Plan Update -Improve the sustainability of the City's General Plan consistent with the EQC mission and City Council priorities (with focus on land use, building, and transportation).



Environmental Quality Commission Work Plan Worksheet

Step 1 *Needs to be updated. EQC to further discuss at 8/27 meeting

Review purpose of Commission as defined by Menlo Park Council Policy 3-13-01	<p>The EQC is charged with advising the City Council on the following matters:</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• Administer annual Environmental Quality Award program (At June 23rd EQC meeting commission discussed forgoing this item in the future, confirm at July 23rd meeting)• Organizing annual Arbor Day Event; typically a tree planting event• Advising on programs and policies related to protection of natural areas, recycling and solid waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.
--	---

Step 2 *Can remain the same

<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>
--	---

Step 3 *Updated with City Council Goals relating to Environmental Quality/Issues

Discuss any priorities already established by Council	<ul style="list-style-type: none">• Continue work on the General Plan Update• Evaluate the City's Water Policy, including resources, uses, and conservation• Make gains in our Climate Action Plan, reducing greenhouse gas emissions
---	---

Step 4

***Updated per July 23rd EQC meeting**

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?
Water Resource Policy -Continue advocacy for responsible water resource management policy or strategy, including evaluating options for aquifer management, water transfers and purchases, water conservation, and water use.	<ul style="list-style-type: none"> Research, engage, and advocate leading to a framework for city water management for adoption or consideration Increase in water conservation budget in order to adopt framework To offer/extend new water conservation programs 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> Subcommittee 	2-3 years, draft framework before next summer	<ul style="list-style-type: none"> Periodic reports Develop a framework to be considered by City Council Appropriate budget allocations over the next two years
San Francisquito Creek -Research and evaluate alternatives for flood and erosion control that achieve the City's resource conservation goals for the creek.	<ul style="list-style-type: none"> Preserve, protect, and conserve wildlife habitat, scenic beauty, and quality and character of neighborhoods Minimize environmental impact of flood and erosion control Assist City Council on making more informed decisions 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Subcommittee 	TBD	<ul style="list-style-type: none"> Periodic Reports Proposed alternatives and evaluation recommendation of JPA proposals

	through presenting better options					
Climate Action Plan (CAP)- Implement CAP initiatives, evaluate and advocate new initiatives, and prioritize City Council transportation and development metrics to achieve or exceed the City's greenhouse gas reduction target.	<ul style="list-style-type: none"> Meet Greenhouse gas reduction target milestones Reduce greenhouse gas emissions from municipal operations Reduce commercial and residential energy usage 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Subcommittee New staff person Budgeted funds for consultant services 	Ongoing	<ul style="list-style-type: none"> Periodic reports Refined priorities (including evaluating new initiatives) City policies and actions in place that incentivize the community, private, and business action to reduce and conserve carbon-based energy use (or greenhouse gas) Support Staff efforts to identify additional funding sources
Heritage Tree Ordinance – Improve the heritage Tree Ordinance and heritage tree appeal process to preserve and maintain the urban canopy.	<ul style="list-style-type: none"> Approved updated ordinance Improved evaluation/appeal process for the community Improved coordination with other commissions and City departments Adequate City resources to successfully implement the program 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> Subcommittee Staff time budgeted 	End of FY 2015	<ul style="list-style-type: none"> Periodic reports Recommendations adopted by Council Reduction in the number of healthy trees removed

<p>General Plan Update-Improve the sustainability of the City's General Plan consistent with the EQC mission and City Council priorities (with focus on land use, building, and transportation).</p>	<ul style="list-style-type: none"> • Reduce greenhouse gas emissions • Increased sustainability measures in energy and water conservation, waste reduction, and land use including maintaining a healthy tree canopy 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Creation of an Ad-Hoc Subcommittee • General Plan Advisory Committee (GPAC) participation 	<p>TBD</p>	<ul style="list-style-type: none"> • Periodic reports • Developments in the M2 area in line with priority areas of the EQC
---	--	---	---	--	------------	--

Step 5

List identified Goals, Priorities and/or Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Water Resource Policy -Continue advocacy for responsible water resource management policy or strategy, including evaluating options for aquifer management, water transfers and purchases, water conservation, and water use.				
San Francisquito Creek -Research and evaluate alternatives for flood and erosion control that achieve the City's resource conservation goals for the creek.				
Climate Action Plan (CAP) -Implement CAP initiatives, evaluate and advocate new initiatives and prioritized City council transportation and development metrics to achieve or exceed the City's greenhouse gas reduction target.				
Heritage Tree Ordinance –Improve the heritage Tree Ordinance and heritage tree appeal process to preserve and maintain the urban canopy.				
General Plan Update -Improve the sustainability of the City's General Plan consistent with the EQC mission and City Council priorities (with focus on land use, building, and transportation).				

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.

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 polices

Members: Commissioners DeCardy, and Bedwell

THIS PAGE INTENTIONALLY LEFT BLANK