

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 4/27/2016
Time: 6:30 p.m.
City Hall/Administration Building
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call – Barnes, Chair Bedwell, DeCardy, Kuntz-Duriseti, Marshall, Vice Chair Martin, Smolke

C. Public Comment

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.

D. Regular Business

- D1. Consider a recommendation on a request to remove one oak heritage tree at 1 Carriage Ct ([Attachment](#)) – 1hr
- D2. Discuss Arbor Day event – 15 min
- D3. Presentation and discussion regarding city emergency wells – 30 min
- D4. Appoint a representative to the General Plan Advisory Committee (GPAC) – 30 mins
- D5. Review and comment on the current EQC 2-Year Work Plan in preparation for next 2-year plan update ([Attachment](#)) – 15 mins
- D6. Discuss and potentially approve the cancellation of the July EQC meeting – 10 mins
- D7. Possible recommendation for City Council proclamation regarding Girls Scout No Idling Campaign – 10 mins
- D8. Approve March 23, 2016 Environmental Quality Commission meeting minutes ([Attachment](#)) – 2 mins

E. Reports and Announcements

- E1. Update on Peninsula Clean Energy – 2 mins
- E2. Announce the newly appointed EQC Commissioner– 5 mins
- E3. Future agenda items – 5 mins

F. 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 City Clerk’s Office, 701 Laurel St., 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.



STAFF REPORT

Environmental Quality Commission

Meeting Date: 4/27/2016

Staff Report Number: 16-002-EQC

Regular Business:

Issue determination on appeal of staff's denial of one heritage tree removal permit for 1 Carriage Court

Recommendation

Staff recommends the Environmental Quality Commission (EQC) deny the appeal and uphold staff's decision to deny the heritage tree removal permit application at 1 Carriage Ct.

Policy Issues

The proposed action is consistent with City policies.

Background

On March 11, 2016 Lilac Management Homeowners Association, applied for a Heritage Tree removal permit to remove one coast live oak Heritage Tree. The permit application was submitted with an arborist report (Attachment A) and stated the following reasons for removal request:

- Proximity to house and deck
- Excessive debris
- Bird feces

The City Arborist reviewed the application, inspected the spruce tree (Attachment B), and completed the City Arborist's Evaluation Form (Attachment C). The City Arborist denied the application based on the following:

- The oak tree is in good condition with good health and fair to good structure.
- The volume of bird droppings observed on the deck and surrounding soil at the time of inspection was minor to moderate.
- There are reasonable and feasible alternatives to address debris and bird droppings, which do not necessitate tree removal.
-

A letter was mailed to the applicant outlining the denial of the heritage tree removal application (Attachment D).

On April 6, 2016, Ms. Meador filed a heritage tree appeal to the EQC (Attachment E) to remove oak tree and stated the following reasons for removal:

- Health concerns

Analysis

Section 13.24.040, of Menlo Park's Heritage Tree Ordinance (Municipal Code), requires staff and the EQC to consider the following eight factors when determining whether there is good cause for permitting removal of a heritage tree:

- (1) The condition of the tree or trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services;
- (2) The necessity to remove the tree or trees in order to construct proposed improvements to the property;
- (3) The topography of the land and the effect of the removal of the tree on erosion, soil retention and diversion or increased flow of surface waters;
- (4) The long-term value of the species under consideration, particularly lifespan and growth rate;
- (5) The ecological value of the tree or group of trees, such as food, nesting, habitat, protection and shade for wildlife or other plant species;
- (6) The number, size, species, age distribution and location of existing trees in the area and the effect the removal would have upon shade, privacy impact and scenic beauty;
- (7) The number of trees the particular parcel can adequately support according to good arboricultural practices;
- (8) The availability of reasonable and feasible alternatives that would allow for the preservation of the tree(s).

Staff's decision to deny the removal permit was based on criteria one, three, five, and eight of the Heritage Tree Ordinance.

With respect to criteria one, concerns related to the condition of the tree with respect to disease and danger of falling were assessed:

- The oak Heritage Tree showed no symptoms or signs of any significant of disease or pest infestation and is in good health.
- Despite previous poor pruning practices, the structure of the subject tree remains fair to good. Several limbs over the deck have been aggressively pruned, including one large limb pruned to remove lower lateral branching and foliage ("lions tailed"), which has resulted in a moderately unbalanced canopy.
- Subject Heritage Tree is in good overall condition with a low risk.

With respect to criteria three, the topography of the land and the effect of removal of the tree on soil erosion, soil retention the following conditions were assessed:

- The oak Heritage Tree is located near the top of a slope with approximate 15% grade.
- There is a relative lack of understory vegetation under the canopy of the subject oak tree with a thin layer of organic matter over bare soil.
- Removal of the dense canopy of subject tree, which is approximately 50' in diameter, would likely increase surface flow volume, flow rate, and cause soil erosion.

With respect to criteria five, the ecological value of the tree such as food, nesting, habitat, protection and shade for wildlife or other plant species:

- The subject Heritage Tree is a California native oak. Native oaks support a diverse range of wildlife by providing valuable food and shelter.

With respect to criteria eight, reasonable and feasible alternatives to removal exist:

- Bird deterrents, such as reflective ribbon or mock birds of prey, can effectively reduce bird occupancy.
- Limbs over deck and house can be pruned to reduce end weight to minimize bird occupancy and correct previous lions tail pruning.

Staff recommends the Environmental Quality Commission (EQC) deny the appeal and uphold staff's decision to deny the Heritage Tree removal permit application based on these findings.

Signature on File

Christian Bonner
City Arborist

Signature on File

Vanessa Marcadejas
Environmental Programs Specialist

Impact on City Resources

There are no additional City resources required for this item.

Environmental Review

An Environmental Review is not required for this item.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Heritage Tree Removal Application
- B. Photograph of the Heritage Tree
- C. City Arborist Evaluation Form
- D. Heritage Tree Removal Application Denial Letter
- E. Applicant's Appeal of the Removal Denial

Report prepared by:
Christian Bonner, City Arborist

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Heritage Tree Removal Permit Application

This application must be submitted with the Arborist Form

Submit application forms to 701 Laurel Street, Menlo Park, CA 94025

Application No. HTR2016-00052

Purpose of application: Removal ☒ Pruning of more than 25% ☐
 Permit Fee: \$100 (each tree, up to 3 trees) \$50 each additional tree (separate forms required for each tree)

PLEASE PRINT CLEARLY

Site Address: 1 CARRIAGE COURT

Name of Applicant: LILAC MANAGEMENT Phone 875-7227 FAX 875-7227

Mailing Address: 830 STEWART DR #226 SUNNYVALE email: _____

Signature of property owner authorizing access and inspection of tree in his/her absence:

[Signature] Date: 3-10-16

Type of Tree: LIVE OAK Location on property: BACK / BY DECK

Reasons for Request:

PROXIMITY TO HOUSE & DECK, EXCESSIVE DECIDUOUS & BIRD FEEDERS REMOVES DECK UNUSABLE.

IF TREE IS DAMAGING STRUCTURE PLEASE ATTACH PHOTOS DEMONSTRATING DAMAGE.

Are you considering any construction on your property in the next 12 months? Yes ☐ No ☒

If yes, please submit additional information describing what type of construction is planned and a site plan.

- Tree may not be removed (or pruned over 25%) unless and until the applicant has received final permission from the City as indicated below.
- The signed permit approval form must be on site and available for inspection while the tree work is being performed.
- A suitable replacement tree, 15 gallon size or larger with a mature height of 30 feet or more, is to be installed in the time frame indicated below.

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

PERMIT APPROVED ☐

PERMIT DENIED ☒

TIMING OF REMOVAL

- ☐ Upon receipt of this approved permit
- ☐ After applying for a Building Permit for associated construction

TIMING OF REPLANTING

- ☐ Within 30 days of Heritage Tree removal
- ☐ Prior to final building inspection of associated construction

Staff Signature: [Signature] Date: 3/21/16

Print name and title: CITY ARBORIST

PAID
MAR 11 2016
CITY OF MENLO PARK

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City Arborist Tree Evaluation Form

Address/Tree Location 1 CARROLL CT. Permit #HTR 2016-00052
 Tree Species QUERCUS ALBIFOLIA DBH 24" Height 40'
 Assessor (s) CRB Planning Commission: Yes ☐ No ☐ DEAD, HAZARD, PEST INFESTATION - WAIVE APPEAL ☐

SITE FACTORS

Topography Flat ☐ Slope ☒ 15 % Other Heritage Trees nearby: EUCALYPTUS, LIVE OAK
 Site Changes None ☒ Grade Change ☐ Site Clearing ☐ Root Cuts ☐
 Comments: _____
 Soil Conditions Limited Volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement Over Roots ☐ %
 Comments: _____

TREE HEALTH AND SPECIES PROFILE

Vigor Low ☐ Normal ☒ Foliage None (seasonal) ☐ None (dead) ☐ Normal 100 % Chlorotic _____ % Necrotic _____ %
 Pest/Disease _____ Abiotic _____
 Tree Health Poor ☐ Fair ☐ Good ☒

TREE STRUCTURE & CONDITIONS

- Crowns and Branches -

Unbalanced crown ☒ LCR 90 % Dieback ☐ Cracks ☐ Lightning Damage ☐
 Dead Twigs/Branches ☐ % overall Max. Dia. _____ Co-dominant ☐ Included Bark ☐
 Broken/Hangers Number _____ Max. Dia. _____ Weak Attachments ☐ Cavity/Nest Hole _____ % circ.
 Over-Extended Branches ☒ Cankers/Galls/Burls ☐ Sap Ooze ☐
 Pruning History Previous Limb Failures ☐ _____
 Crown Cleaned ☐ Thinned ☒ Raised ☒ Reduced ☐ Topped ☐
 Lion-Tailed ☒ Flush Cuts ☐ Cabling ☐ Vines/Mistletoe ☐ Dead/ Missing Bark ☐ Response Growth ☐
 Other ☐ _____ Conks ☐ Heartwood Decay ☐ Sapwood Damage/Decay ☐
 Concern(s)/Notes: 1 MAIN SCAFFOLD LIMB OVER DECK, HAS BEEN LION TAILED
 Crown Density Sparse ☐ Normal ☒ Dense ☐ Reduced ☐ Interior Branches Few ☒ Normal ☐ Dense ☐

- Trunk -

Dead/ Missing Bark ☐ Abnormal Bark Texture/Color ☐
 Co-dominant Stems ☐ Included Bark ☐ Cracks ☐
 Sapwood Damage/Decay ☐ Cankers/Galls/Burls ☐
 Sap Ooze ☐ Lightning Damage ☐ Heartwood Decay ☐
 Conks/Mushrooms ☐ Exit Holes/Pitch Tubes ☐ Frass ☐
 Cavity/Nest Hole _____ % circ. Depth _____ Poor Taper ☐
 Lean _____ Corrected?
 Response Growth: EXPANDED CRACKS VISIBLE
 Concern(s)/Notes: _____

- Roots and Root Collar -

Collar Buried/Not Visible ☐ Depth _____ Surfacing Roots ☐
 Girdling Roots ☐ Stem Girdling ☐ Dead ☐ Decay ☐ Sap Ooze ☐
 Conks/Mushrooms ☐ Cavity ☐ % circ. Depth _____
 Cracks ☐ Cut/Damaged Roots ☐ Distance From Trunk _____
 Root Plate Lift ☐ Soil Weakness ☐ Property Damage ☐
 Response Growth: _____
 Concern(s)/ Notes: GOOD

Tree Structure Poor ☐ Fair ☒ Good ☒

CATEGORY

Structural Defect(s) ☐ Diseased/Pest Infestation ☐ Property Damage ☐ Emergency ☐ High Risk/Hazard ☐
 Dead/Severe Decline ☐ Construction/Development ☐ Other ☐

CONCLUSIONS

Permit Approved ☐ Permit Denied ☒ Tentative Permit Approval (Subject to Planning) ☐
 No Permit Decision (Further Evaluation is Recommended) ☐ Tentative Permit Denial (Subject to Planning) ☐
 Relative Tolerance of Development Impacts Poor ☐ Fair ☐ Good ☐ N/A ☐ Suitability for Retention Poor ☐ Fair ☐ Good ☐ N/A ☐

SIGNATURE

X

CRB

Date

3/21/16

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March 22, 2016

Kimford Meador
1 Carriage Ct.
Menlo Park, CA 94025

Subject: Application to remove 1 oak Heritage Tree at Carriage Ct.

Dear Kimford Meador,

This letter is to inform you that the City has received and reviewed the application for the removal of one (1) oak Heritage Tree at 1 Carriage Ct. The application for removal has been denied. The tree is in good health and in good condition. Concerns regarding bird droppings can be addressed by creating bird deterrents.

You, or any member of the public, may appeal this decision to the Environmental Quality Commission by submitting a request in writing, within 15 days of the date of this letter. A fee of \$200 per tree shall be due at the time of appeal. For further information regarding the City's action on this Heritage Tree removal request or the appeal process, please feel free to contact the Environmental Programs Specialist, Vanessa Marcadejas at (650) 330-6768.

Sincerely,

Christian Bohner
City Arborist
Public Works Department

Cc: Vanessa Marcadejas, Environmental Programs Specialist

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APR - 6 2016

To the Environmental Programs Committee,

City Clerk's Office
City of Menlo Park

We are initiating an appeal process for tree removal for reasons as follows:

We have concerns for our health, safety and damage to our home related to a tree that is in very close proximity and encroaching over our home. Of the many problems, daily exposure to bird feces is our most immediate concern.

Bird Feces:

The oak tree covers the entire span of the deck and encroaches over the roof. Bird feces and debris fall from the oak tree onto the deck boards, deck rails, outdoor dining table. The deck is our only personal outdoor space, as we do not have a yard. We cannot safely use nor allow visitors on the deck due to potential health hazards of exposure to bird feces.

Wild birds are carriers of numerous pathogens. Human exposure to fungal spores in bird feces can cause cryptococcosis and histoplasmosis infections resulting in damage and inflammation of the brain and lungs respectively, even death. NIH (National Institutes of Health) has also reported potentially blinding eye conditions from exposure to fungal spores in bird feces.

Special precautions are required for clean up of feces and disinfecting to minimize exposure to fungal spores. CDC (Center for Disease Control and Prevention) advises safety precautions and specific procedures for bird feces clean up, including mask, gloves, protective wear. The bird feces must be carefully sealed and discarded after each cleaning. Our deck requires cleaning several times per week.

Damp conditions, fungus growth:

We have observed and were advised by J & M Termite Inspector that because the large oak tree is dense and in very close proximity, it blocks light and sun, and prevents adequate aeration/ventilation of the dwelling.

This in turn causes moisture conditions on the back side of the dwelling including the deck and roof, as opposed to the other sides of the home that get adequate sun exposure. As a result, we have problems with fungus growth on deck and fungus damage to deck railing.

Large tree limbs

Large heavy tree limbs over deck and roof are a safety hazard and can cause potential damage to the roof. Also, oak leaves and acorns fall from the tree and stay wedged in the shake roof trapping moisture and potentially affecting the integrity and life of the roof.

Address:
1 Carriage Court
Menlo Park
94025

The City of Menlo Park requires a minimum "of at least 10 feet away from any structures (homes, garages, sheds, walls or fences)" as noted on their website, for tree planting. The City of Menlo Park also emphasizes the importance of "The Right Tree for the Right Place. Available space is probably the consideration most overlooked or misunderstood ... it is important to know what the tree will look like as it nears maturity. Consider its height, crown spread, and root space."

The distance of the tree trunk is only 4.5 feet from the deck. Further, the crown spread of the tree extends over the deck and roof. We appreciate the importance and support the preservation of our trees. We also know too well the health hazards bird feces can cause, as we have taken care of patients who developed encephalitis from exposure to bird feces.

Our health and safety are at risk under these tree conditions. We are subject to high exposure to bird feces, and impacted further with cleaning of bird feces and blowing off tree debris several times per week. The maintenance and integrity of our home are compromised.

We appreciate consideration of how our health and living conditions are affected by the tree and ask for the support of the Environmental Programs Committee for tree removal. We request to replace with a new tree in a safer, more distant location from our home that would allow space for proper tree growth, height, crown spread, and root space as advised by the City of Menlo Park Heritage Tree website.

Sincerely,



Kimford Meador
kmeador@stanford.edu
404-272-2835

Maggie Meador
tangomagg@gmail.com
352-672-4355

address:
1 Carriage Court
Menlo Park
94025



STAFF REPORT

Environmental Quality Commission

Meeting Date: 4/27/2016

Staff Report Number: 16-003-EQC

Regular Business: Discuss current EQC 2-year work plan

Recommendation

Staff recommends the commission review the City Council Work Plan and current EQC 2-Year Work Plan to prepare for the 2016-2018 EQC 2-Year Work Plan update.

Policy Issues

The proposed action is consistent with City policies.

Background

City Council is slated to adopt the 2016-2018 EQC 2-Year Work plan early in Fiscal Year 2016-2017. To prepare for the update, staff recommends the EQC review the City Council Work Plan and the current EQC 2-Year Work Plan.

The current 2014-2016 EQC 2-Year Work Plan (Attachment A) and subcommittee assignments (Attachment B) were approved by City Council on March 24, 2015. Priorities identified for the current work plan include: Water Resources Policy, San Franciscquito Creek, Climate Action Plan (CAP), Heritage Tree Ordinance, and General Plan Update. On June 24, 2015, the EQC restructured the subcommittees to remove former Commissioner Mitchel Slomiak and include the newly appointed Commissioner, Andrew Barnes.

On February 26, 2016 the City Manager forwarded a memorandum (Attachment C), which includes the City Council Work Plan that prioritizes environmental staff efforts on the Community Zero Waste Policy draft, Electric Vehicle Charger installation, and Heritage Tree Ordinance update. To support the City Council's Work Plan, the EQC will have an opportunity to refine and finalize the 2016-2018 EQC 2-Year Work Plan between April and June 2016. Subcommittees may meet between the April and May EQC meetings to develop specific goals and action items that they plan to do.

Each Commissions' 2-Year Work Plans must be approved by City Council near the beginning of the Fiscal Year, on which their previous work plans are concluded. The City's Fiscal Year runs from July 1st to June 30th.

Analysis

The new EQC 2-Year Work Plan for 2016-2018 is planned for adoption by City Council at the

beginning of Fiscal Year 2016-2017. The table below shows the Work Plan update schedule:

EQC 2-Year Work Plan Update Schedule	
EQC Meeting Date	Agenda Item
27-Apr-16	Review and discuss the 2014-2016 EQC Work Plan
25-May-16	Discuss and draft the EQC 2-Year Work Plan for 2016-2018
22-Jun-16	Discuss and approve EQC 2-Year Work Plan for 2016-2018

Impact on City Resources

The City's Environmental staff support the EQC monthly meetings. No additional resources are planned at this time.

Environmental Review

An Environmental Review is not required for this item.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. EQC 2-Year Work Plan 2014-2016
- B. Updated 2014 EQC Subcommittee List
- C. City Manager's Memorandum to Commission Members on City Council Work Plan

Report prepared by:

Sheena Ignacio, Environmental Services Specialist



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.

Environmental Quality Commission
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:

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 (GHG) 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

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">• 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.• Preserving heritage trees, expanding the urban canopy, using best practices to maintain City trees, and making determinations on appeals of heritage tree removal permits• Organizing annual Arbor Day Tree Planting event and continuing to support and recognize exemplary environmental stewardship throughout the community.
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Step 2

Develop or review a Mission Statement that reflects that purpose	<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	<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
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Step 4 **The goals and priorities identified below are not listed in order of magnitude.*

*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 and 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 for a framework for city water management Efficient use of water resources and effective environmental protection Drought Resilience 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 Measurable improvement in water conservation
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 through presenting better options 	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 	TBD	<ul style="list-style-type: none"> Periodic Reports Proposed alternatives and evaluation recommendation of JPA proposals
Climate Action Plan (CAP) -Implement CAP initiatives, evaluate and advocate new initiatives, and prioritize City Council transportation and development metrics	<ul style="list-style-type: none"> Meet GHG reduction target milestones Reduce commercial and residential energy usage Reduce GHG emissions from municipal operations Capture cost savings and economic prosperity from GHG reductions 	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 City GHG reduction milestones achieved (27% GHG reduction by 2020) Refined priorities (including evaluating new initiatives) City policies and actions in place that incentivize

to achieve or exceed the City's GHG reduction target.						community, private, and business action to reduce and conserve carbon-based energy use (or greenhouse gas) <ul style="list-style-type: none"> Support Staff efforts to identify additional funding sources
Heritage Tree Ordinance -Improve the Heritage Tree Ordinance and heritage tree appeal process to raise community awareness and to preserve and maintain the urban canopy.	<ul style="list-style-type: none"> Approve and update ordinance Improve the awareness, evaluation, and appeal process for the community Improve coordination with other commissions and City departments Ensure adequate City resources to successfully implement and enforce the program 	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 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 Increase in the diversity and quality of trees within the entire urban canopy Improved coordination with the planning process
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).	<ul style="list-style-type: none"> Reduce GHG emissions Increase sustainability measures in energy and water conservation, waste reduction, and land use, including maintaining a healthy tree canopy 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> Creation of an Ad-Hoc Subcommittee General Plan Advisory Committee (GPAC) participation 	In line with the City's General Plan Timeline	<ul style="list-style-type: none"> Periodic reports Development in the M2 area and city-wide circulation in line with EQC priorities (e.g. 27% GHG reduction target by 2020)

Step 5 **Timelines have not been assigned to the goals and priorities identified below. This allows the flexibility for the Environmental Quality Commission to be able to shift work plan priorities as needed.

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 July 2014

Water Resource Policy Subcommittee

Priority Focus: 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.

Members: Commissioners Bedwell, DeCardy, Martin

San Francisquito Creek Subcommittee

Priority Focus: Research and evaluate alternatives for flood and erosion control that achieve the City's resource conservation goals for the creek.

Members: Commissioners Marshall, Slomiak, Smolke

Climate Action Plan Subcommittee

Priority Focus: 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 (GHG) reduction target.

Members: Commissioners DeCardy, Slomiak, Kuntz-Duriseti

Heritage Tree Subcommittee

Priority Focus: Improve the Heritage Tree Ordinance and heritage tree appeal process to preserve and maintain the urban canopy.

Members: Commissioners Marshall and Smolke

General Plan Advisory Subcommittee

Priority Focus: 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).

Members: Commissioners Kuntz-Duriseti, Bedwell as backup

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MEMORANDUM

Date: 2/26/2016
To: Commission Members
From: Alex D. McIntyre, City Manager
Re: City Council Work Plan Transmittal and Capital Improvement Program (CIP) process update

The City Council adopts its work plan at the beginning of the year. The work plan is the guiding document for the initiatives and projects staff will be working on throughout the next 12-18 months. Some of these items are typically not funded until the adoption of the budget later in June. At the Jan. 29, 2016, City Council special meeting, the City Council was provided with an update on the work plan items for 2015. Many of the items on the work plan and many of the currently funded CIP projects for 2015 are ongoing. The ongoing work plan items combined with CIP projects that are currently funded were combined for a draft work plan for Council to review for 2016.

The list was grouped into themes and priority levels to help categorize the items. The themes are as follows in no specific order:

- Improving Menlo Park's multimodal transportation system to more efficiently move people and goods through Menlo Park
- Responding to the development needs of private residential and commercial property owners
- Realizing Menlo Park's vision of environmental leadership and sustainability
- Maintaining and enhancing Menlo Park's municipal infrastructure and facilities
- Attracting thoughtful and innovative private investment to Menlo Park
- Furthering efficiency in city service delivery models
- Providing high-quality resident enrichment, recreation, discovery and public safety services

The City Council approved the work plan for 2016, which includes approximately 70 items, some of which include multiple components. The work plan is included as Attachment A.

In previous years, as a part of the annual budget development process, the City updated its Five-Year Capital Improvement Plan (CIP), even though only the first year of CIP is funded by Council. The CIP typically represents recommendations for short- and long-range public investment in infrastructure development, maintenance, improvement and acquisition. The CIP provides a link between the City's Infrastructure Master Plan, various master planning documents, and various budgets and funding sources, and provides a means for planning, scheduling, funding and implementing capital and comprehensive planning projects over the next five years. Typically, a capital project is defined as a project costing more than \$25,000.

Since, the Council has already approved the work plan and prioritized the initiatives

and projects for the year and due to the current number and complexity of projects, there isn't the intent to add additional items to the CIP. The focus for the year is to work toward completion of the work plan items approved by Council including the CIP projects. It is important to note that some of the items in the work plan are not currently funded and they will be proposed as part of the upcoming budget for fiscal year 16-17. There may be a few CIP items added for FY16-17, but they will mainly be based on legal requirements. Other items that were previously listed in the CIP for FY16-17 and not included in the Council work plan will be shifted to the next fiscal year.

Staff capacity has continued to be a limiting factor to the Council work plan and CIP implementation. The staffing for work plan and CIP projects comes from a variety of areas and continued vacancies have impacted available resources. This has affected the work plan and CIP schedules for many of the City's projects. We are in the process of filling these positions and finding the right talent to execute the work plan. It should be noted that these positions function as high-level project managers who work with contract engineering firms for design and construction of projects.

The CIP process should be a continuous discussion. It is important for the commissions to continually think about projects throughout the year and to discuss the merits of those projects including how they fit into the overall master plans within the City. The Council will be provided regular updates on the work plan items throughout the year. These updates can service as an opportunity and check in for the commissions to discuss any future projects that might be important to the City in the context of master plans and issues that arise.

Thank you, as always, for your valuable support of the Council's efforts to meet their goals of responsible fiscal management of the City's resources and infrastructure.

Responding to the development needs of private residential and commercial property owners

Number	Source	Description	Lead Department
Extremely Important			
1	WP	Complete the General Plan Update	Community Development
2	WP	Process complex development projects	Community Development
Very Important			
3	WP	Implement Downtown/EI Camino Real Specific Plan biennial review	Community Development

Realizing Menlo Park's vision of environmental leadership and sustainability

Number	Source	Description	Lead Department
Important			
4	CIP	Community Zero Waste Policy Draft	City Manager's Office
5	CIP WP	Install EV charging stations as part of the Climate Action Plan	City Manager's Office
6	WP	Update the Heritage Tree ordinance	City Manager's Office

Attracting thoughtful and innovative private investment to Menlo Park

Number	Source	Description	Lead Department
Extremely Important			
7	WP	Implement Housing Element programs	City Manager's Office Community Development
Very Important			
8	WP	Expand downtown outdoor seating program	City Manager's Office
Important			
9	WP	Implement the Economic Development Plan	City Manager's Office
10	CIP WP	Implement Downtown/EI Camino Real Specific Plan streetscape (paseo, parklets)	City Manager's Office Public Works

Providing high-quality resident enrichment, recreation, discovery and public safety services

Number	Source	Description	Lead Department
Extremely Important			
11	WP	Create a community disaster preparedness partnership (MenloReady) with residents, businesses and schools utilizing the existing agreement with the Menlo Park Fire Protection District	Police
12	WP	Complete the Belle Haven Pool facility analysis for year-round operations	Community Services
Very Important			
13	WP	Complete the Belle Haven Action Plan Phase III implementation	Community Services
14	WP	Enhance Community special events	Community Services
15	WP	Maintain City Council-approved cost recovery levels in all Community Services programs	Community Services
16	CIP	Undertake a community process to rank potential projects for Measure T funding	Community Services
17	WP	Develop a Bedwell Bayfront Park operations / maintenance plan to enhance use, improve access and determine a sustainable funding source for ongoing maintenance	Community Services
Important			
18	WP	Develop an implementation plan for the Sister City and Friendship program	City Manager's Office

Maintaining and enhancing Menlo Park's municipal infrastructure and facilities

Number	Source	Description	Lead Department
Extremely Important			
19	CIP	Complete Belle Haven Youth Center playground replacement	Community Services Public Works
20	CIP WP	Install bicycle and pedestrian improvements on Chilco Street	Public Works
21	CIP	Maintain citywide sidewalk repair program	Public Works
22	CIP	Maintain citywide street resurfacing program	Public Works
23	CIP WP	Improve Haven Avenue streetscape (bike lanes, complete sidewalk gaps, new pedestrian bridge over Atherton Channel) (grant funded)	Public Works
24	CIP	Adopt Urban Water Management Plan update	Public Works
25	CIP WP	Complete sidewalks on Santa Cruz Ave	Public Works
26	CIP WP	Develop a water master plan	Public Works
27		a. Add an additional emergency water well	
28		b. Develop a recycled water program	
29		c. Enter into an agreement with West Bay Sanitary District for the Sharon Heights Recycled Water Project	
Very Important			
30	CIP	Repair and Upgrade the Bedwell Bayfront Park leachate collection system	Public Works
31	CIP	Install Library landscaping	Public Works
32	CIP	Replace Police radio infrastructure	Public Works
33	CIP WP	Address downtown parking garage - prioritize location, develop design concepts - consider Oak Grove bike lanes	Public Works
34	CIP	Enter into an agreement with Redwood City and the Salt Pond Restoration Project for the Bayfront Canal Bypass Project	Public Works
35	CIP	Design Pope/Chaucer bridge improvements	Public Works
Important			
36	CIP	Construct restroom at Jack Lyle Park	Public Works
37	CIP	Replace Library interior wall fabric	Public Works
38	CIP	Replace Nealon Park sports field sod and irrigation system	Public Works
39	CIP	Address Nealon Park dog park	Public Works
40	CIP	Replace Willow Oaks dog park and install restroom	Public Works
41	CIP	Initiate Downtown utility undergrounding	Public Works
42	CIP	Complete library space needs study	Public Works

Furthering efficiency in city service delivery models

Number	Source	Description	Lead Department
Extremely Important			
43	WP	Complete the classification and compensation study and work with labor units to address the study's findings	Administrative Services
44	CIP WP	Complete the Information Technology Master Plan and:	Administrative Services
45		a. Implement key best practices	
46		b. Launch a selection process for replacement of mission critical systems including an enterprise resource planning (ERP) business management system for the city including administrative and land development operations	
47		c. Identify and implement interim upgrades to existing business systems as a bridge to their replacement	
48	WP	Complete a fee study for solid waste and water utilities	Administrative Services Public Works
49	CIP WP	Complete administration building space planning	Public Works
Very Important			
50	WP	Complete an updated cost allocation plan, user fee study for non-utility operations, and cost recovery models for non-development related services	Administrative Services
	WP	Implement recommendations from the department operational reviews:	Community Services Library
51		Develop and implement strategic plans for the Library and Community Services departments	
52		Revise and update departmental policies and procedures in the Library and Community Services departments	
53		Develop and improve cooperative relationships with community stakeholders (school districts, community groups, etc.)	
Important			
54	WP	Analysis and prioritization of alternative service delivery model goals, what outcome is desired (financial, service changes, etc.) and what metrics determine success	City Manager's Office
55	WP	Assess current staffing levels in the Administrative Services department, realign existing resources, and add resources where necessary to support the organization's current and future needs for technology, financial, and human resources support	Administrative Services
56	WP	Improve community communications	City Manager's Office
57	WP	Initiate organizational study for development services utilizing industry best practices	City Manager's Office Community Development Public Works
58	WP	Initiate organizational study for Public Works maintenance services	City Manager's Office Public Works

Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently

Number	Source	Description	Lead Department
Extremely Important			
59	WP	Develop and implement transit improvements (study transit options including enhancements to existing shuttles and transportation management associations, install new shuttle stop signs and amenities)	Public Works
60	CIP WP	Study and prioritize Willow Road transportation improvement options	Public Works
61	CIP WP	Work with Caltrans and regional funding partners to design and begin construction on 101/Willow Road interchange	Public Works
62	CIP WP	Construct Citywide Bicycle and Pedestrian Visibility Project (add green colored pavement to existing high-use corridors at conflict points and downtown bike racks) (grant funded)	Public Works
63	CIP WP	Construct Menlo Park-Atherton Bike/Pedestrian Improvements Project (Valparaiso Avenue Safe Routes to School project) (grant funded)	Public Works
64	CIP WP	Construct Menlo Park-East Palo Alto Connectivity Project (add Class III bike routes and sharrows to connecting streets and fill sidewalk gaps on O'Connor Street and Menalto Avenue) (grant funded)	Public Works
65	CIP WP	Prepare Project Study Report for Ravenswood Avenue/Caltrain Grade Separation Project (grant funded)	Public Works
66	CIP WP	Explore Dumbarton Rail Corridor activation / re-use	Public Works
67		Install bus shelters at the Senior Center and on Willow Road between U.S. 101 and Bayfront Expressway	Public Works
Very Important			
68	CIP WP	Coordinate with regional agencies on High Speed Rail project, including environmental review	Public Works
69	CIP WP	Begin design and implement El Camino Real Corridor Study	Public Works
70	CIP	Design and construct Sand Hill Road signal modification project	Public Works
71		Establish a crosswalk policy	Public Works
Important			
72	CIP WP	Work with Caltrain to complete Peninsula Corridor Electrification Project design review	Public Works

City Council Initiated Projects

Number	Source	Description	Lead Department
73		Explore adoption of a minimum wage ordinance	City Manager's Office

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AGENDA ITEM D-8
Environmental Quality Commission



REGULAR MEETING MINUTES - DRAFT

Date: 3/23/2016
Time: 6:30 p.m.
Senior Center
100 Terminal Ave., Menlo Park, CA 94025

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

B. Roll Call

Present: Barnes, Chair Bedwell, DeCardy, Kuntz-Duriseti, Marshall,

Absent: Vice Chair Martin, Smolke

Staff: Environmental Services Manager Heather Abrams, Environmental Services Specialist Vanessa Marcadejas

C. Public Comment

No public comment

D. Regular Business

D1. Update and propose a possible recommendation for the Station 1300 EIR on traffic mitigation and bike routes – 30 mins

*Note: This agenda item will **not** serve as a public hearing on the project's Draft Infill Environmental Impact Report (EIR). Any comments on the Draft Infill EIR should be made at the March 21 Planning Commission meeting, or provided in writing to Thomas Rogers (throgers@menlopark.org) before April 4, 2016, at 5:30 p.m.*

ACTION: Motion and Second (Kuntz-Duriseti/Bedwell) for the EQC to:

- 1) Submit comments for the Station 1300 EIR supporting staff's recommendation to have bike lanes installed from El Camino Real to the east side of town as a traffic mitigation measure.
- 2) Advise against widening traffic lanes because it discourages other modes of transportation as the widening of lanes can have an impact on usability for bicyclist and pedestrians.
- 3) To earmark some of the Traffic Impact Fees (TIF's) for multi-modal transportation along other routes impacted by the project.

The motion passes (5-0-2) (Yayes: Barnes, Bedwell, DeCardy, Kuntz-Duriseti, Marshall;
Absent/Abstain: Martin, Smolke)

- D2. Discussion of the March 10, 2016 General Plan Advisory Committee (GPAC) meeting and possible recommendation regarding the Green and Sustainable Building draft zoning section – 1 hr

ACTION: No formal action was taken on this item. John Tarlton (Tarlton Properties) and Dave Johnson (Tarlton Properties Advisor) provided the Commission with insight on their development-related experiences and challenges with meeting sustainability standards for energy efficiency, water conservation, and transportation. Frank R. Petrilli (Associate Attorney with Arent Fox, representing Greenheart and Facebook) was also present, but only to observe.

- D3. Update on Peninsula Clean Energy – 10 mins

ACTION: No formal action was taken on this item. H. Abrams provided an update to the Commission.

- D4. Make a possible recommendation to City Council for a proclamation – 2 mins

ACTION: No formal action was taken on this item. Commissioner Kuntz-Duriseti updated the Commission on a “No Idling Policy” that a local Girl Scout troop started. She will invite the troop to provide a presentation at the next EQC meeting.

- D5. Approve February 24, 2016 Environmental Quality Commission meeting minutes ([Attachment](#)) – 2 mins

Commissioner DeCardy stepped out of the meeting at 9:28pm

ACTION: Motion and second (Barnes/Bedwell) to approve the February 24, 2016 minutes with the amendment that Commissioner Marshall left the meeting after item D-1, passes (4-0-3), (Yayes: Barnes, Bedwell, Kuntz-Duriseti, Marshall; Absent/Abstains: DeCardy, Martin, Smolke)

Commissioner DeCardy returned to the meeting at 9:33pm

E. Informational Items

- E1. City Council Work Plan Transmittal and Capital (CIP) process update ([Attachment](#)) – 5 mins

ACTION: No formal action was taken on this item. As this was an informational item, no discussion was required.

F. Reports and Announcements

- F1. Future agenda items – 2 mins

- Appoint a representative to the GPAC
- Update on Peninsula Clean Energy
- Make a possible recommendation to City Council for a proclamation
- Potential informational presentation on water reuse by Sanitary District or sea-level rise by City Staff

G. Adjournment

Commissioner Bedwell adjourned the meeting at 9:42 p.m.

Meeting minutes prepared by Vanessa Marcadejas, Environmental Programs Specialist

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