

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 9/28/2016
Time: 6:30 p.m.
City Hall/Administration Building
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call – Bedwell, DeCardy, Dickerson, Vice Chair London, Marshall, 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. Discuss follow up to EQC recommendations to the Planning Commission regarding proposed heritage tree removals at 350 Sharon Park Drive and status of heritage redwood trees at 1020 Hermosa Way – 1 hour – Chair Martin

D2. Discuss and approve an updated EQC 2-Year Work Plan for submission to City Council ([Attachment](#)) – 1 hour – Chair Martin

D3. Discuss and possibly recommend adoption of the Annual Climate Adaptation Plan Update and Greenhouse Gas Emissions Inventory

D4. Approve August 31, 2016 Environmental Quality Commission meeting minutes ([Attachment](#)) – 2 mins

E. Reports and Announcements

E1. Future agenda items – 5 mins

F. Adjournment

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

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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.

Environmental Quality Commission



REGULAR MEETING MINUTES - **DRAFT**

Date: 8/31/2016
Time: 6:30 p.m.
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

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

B. Roll Call

Present: DeCardy, Dickerson, Vice Chair London, Marshall, Smolke
Absent: Bedwell, Martin
Staff: Sustainability Manager Heather Abrams, Senior Sustainability Specialist Vanessa Marcadejas

C. Public Comment

There was no public comment

D. Regular Business

D1. Make a determination on an appeal for one heritage Redwood tree at 1080 San Mateo Drive ([Attachment](#)) – 1hr

Applicant, Lynn Segal, provided the Commission with his reasons for requesting the tree removal. The tree has caused damage to the foundation of his home and possibly his neighbor's property.

City Arborist, Christian Bonner, provided the Commission with a brief overview of his evaluation of the heritage tree and his reasoning for tentatively approving the removal permit.

Appellant, Horace Nash, provided a presentation on his reasons for appealing the proposed removal of the tree. He suggests that alternatives be used to preserve the tree, such as root pruning.

Appellant Betsy Nash, provided a presentation on her reasons for appealing the proposed removal of the tree. The tree looks like it is thriving and that it has weathered the drought.

Co-appellant, Sally Cole, provided a presentation on her reasons for appealing the proposed removal of the tree. Ms. Cole suggested that future heritage tree evaluations consider the full benefits of the tree as a part of the neighborhood canopy, as opposed to stating its negative impacts to surrounding properties.

Public Comment

- Uzi Bar-Godda stated that he opposes the removal of the heritage tree.
- Judy Horst stated that she opposes the removal of the heritage tree.

- Reynaldo Quintana, neighbor of Mr. Segal, stated that he supports the removal of the heritage tree.
- Ralph Osterling, professional forester and applicant's arborist, stated that he supports the removal of the heritage tree.

ACTION: Motion and second (DeCardy/Marshall) to deny the appeal based on the Heritage Tree criteria as stated in the arborist report, passes (3-2-2) (Yayes: DeCardy, London, Marshall; Noes: Dickerson, Smolke; Absent/Abstain: Bedwell, Martin)

Commissioner Smolke left the meeting at 7:45 p.m.

- D2. Consider a recommendation to the Planning Commission and City Council on a request to remove 39 heritage trees on property located at 350 Sharon Park Drive ([Attachment](#)) – 1 hour – Kaitlin Meador, Associate Planner

Project applicant and Director of Capital Projects at Maximum Real Estate Partners, Dave Ruth and Associate Planner, Kaitlin Meador provided the Commission with an overview of the proposed project.

Public Comment

- Aruni Nanayakkara, resident of Sharon Oaks, stated that she previously provided comments on the proposed project three years ago and appreciated that the developer is making an effort to save as many trees as they can. Ms. Nanayakkara also asked why the replacement ratio for the project is 1:1 as opposed to 1:2 and if the City keep track of the replacement trees.
- Judy Horst stated that she would like to see the maintenance records on the existing trees, if available. She also recommended that the trees be considered for cabling and that they receive a level 2 or 3 arborist inspection.
- Siegfried Schoen, resident across the street, stated that he enjoys the beauty of the trees. He asked that the EQC revisit all individual trees and consider looking at the project's refurbishment efforts and that only trees impacting the renovation should be removed.
- Uzi Bar-Godda, stated that he opposed the removal of young trees and urged the EQC to save the trees that could potentially become heritage trees in the near future.
- Kaushal Shoon, resident of Sharon Green, expressed that he enjoys trees and that they are a part of his family.
- Ashley Hall, nearby resident, stated that he purposefully walks through the complex to get to a shopping plaza across the street because he enjoys the beauty of the trees. He encouraged the EQC to look at each individual tree and only approve the removal of trees in poor health.

ACTION: Motion and second (DeCardy/London) to recommend approval of the Heritage Tree removal permits with the following recommendations passes (4-0-4) (Yayes: DeCardy, Dickerson, London, Marshall; Absent/Abstain: Bedwell, Martin, Smolke)

1. That the applicant increase replacement tree ratio higher than the current 1:1; and
2. Stagger tree removals to preserve the tree canopy cover; and
3. The project and existing/future property owners ensure that there are "N" number of heritage trees on the whole property at all times going forward. The number "N" should be determined to be no less than the current total of heritage trees on the entire site, but also could be set at a higher level or set to increase in future years.; and Consider preserving trees approaching heritage tree size, including the 22 smaller trees slated for removal.

The Commission takes a five minute break at 8:54 p.m.

- D3. Consider a recommendation to the Planning Commission and City Council on a request to remove 59 heritage trees on property located at 1300 El Camino Real ([Attachment](#)) – 1 hour – Thomas Rogers, Principal Planner

Principal Planner, Thomas Rogers, provided the Commission with a brief overview of the proposed project.

Landscape Architect, Bruce Jett provided the Commission with a brief PowerPoint presentation on the project.

Public Comment

- Ann Kortlander asked that the EQC take another look at the nine, native trees proposed for removal because they look relatively healthy. She also expressed her support for staff's recommendation to incorporate as many California natives in the project's replanting and tree replacement plan.

ACTION: Motion and second (Marshall/Dickerson) to recommend approval of the Heritage Tree removal permits with the following recommendations passes (4-0-3) (Yayes: DeCardy, Dickerson, London, Marshall; Absent/Abstain: Bedwell, Martin, Smolke)

1. Consider alternatives to preserve or relocate the nine native trees located on the back of the property; and
2. Revise the landscape plans to use as many California native plants and trees as possible

- D4. Approve June 22, 2016 Environmental Quality Commission meeting minutes ([Attachment](#)) – 2 mins

ACTION: Motion and second (Marshall/Dickerson) to approve the June 22, 2016 EQC minutes passes (4-0-3) (Yayes: DeCardy, Dickerson, London, Marshall; Absent/Abstain: Bedwell, Martin, Smolke)

E. Reports and Announcements

- E1. Update on Heritage Tree Ordinance implementation and revisions – 5 minutes – Christian Bonner, Vanessa Marcadejas, and Heather Abrams

City Arborist, Christian Bonner, updated the Commission on the City's new Contract Arborist, who will be tasked with evaluating Project Arborist reports, Tree Protection Plans, and provide on-site inspection to ensure tree protection measures are in place one month after Notice to Proceed.

Vanessa Marcadejas, and Heather Abrams provided the Commission with an update on the Heritage Tree Ordinance Update Project. Staff met internally to discuss roles and responsibilities in implementing the existing ordinance, challenges, and potential solutions. As a next step staff plans on issuing a Request for Proposals (RFP) for the project to get a consultant on board.

E2. Future Agenda Items

- EQC new two-year Work Plan
- Potential Heritage Tree Appeals

H. Adjournment

Vice Chair London adjourned the meeting at 10:35 p.m.

Meeting minutes prepared by Vanessa Marcadejas, Senior Sustainability Specialist