



SPECIAL MEETING MINUTES

Date: 11/30/2016
Time: 6:30 p.m.
Administration Building
700 Alma St., Menlo Park, CA 94025

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

B. Roll Call

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

C. Public Comment

There was no public comment

Commissioner Smolke recuses herself from the meeting for item D1 at 6:37 p.m.

D. Regular Business

D1. Make a determination on an appeal for one incense Cedar tree at 262 Yale Road – 1hr (time allocation: Appellant 10 min, City Arborist 10 min, Public Comment 10 min, EQC discussion and vote 30 min)

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

Appellant, Phillip Kamangar, provided the Commission with his reasons for requesting the tree removal. He reports that the tree is causing structural damage to his and his neighbor's home.

Public Comment

- Mark Reinhold, neighbor to 262 Yale, stated that he opposes the removal of the heritage tree and urges the EQC to deny the appeal. He recommended that it would be helpful for a structural engineer to assess whether the property damage is caused by the tree.
- Sally Cole, resident, stated that she opposes the removal of the heritage tree and supports the EQC in their efforts in reviewing tree removal requests.
- Horace Nash, resident, stated that he opposes the removal of the heritage tree. He also provided the commission with information from a Kent State tree study regarding the risks associated with tree failure.
- Besty Nash, stated that she opposes the removal of the heritage tree and is concerned about

Menlo Park's tree canopy in the future.

ACTION: Motion and second (DeCardy/Bedwell) to deny the appeal based on the Heritage Tree criteria as stated in the arborist report, passes (5-0-2) (Yayes: Bedwell, DeCardy, London, Marshall, Martin; Absent/Abstain: Dickerson, Smolke)

D2. Annual Arborist Report/Urban Forest Update – Christian Bonner – 40 min

City Arborist, Christian Bonner, provided a presentation to the Commission

Public Comment

- Aruni Nanayakkara suggested that it would be helpful to see a trend line graph for privately owned trees.
- Horace Nash stated that it would be helpful to move the signature area to the top of the Tree Removal Permit application to assist in better compliance.

ACTION: No formal action was taken on this item.

D3. Discussion of draft Request for Proposals (RFP) for consultant to assist with Heritage Tree Ordinance (HTO) update – Vanessa Marcadejas - 30 min

Senior Sustainability Specialist, Vanessa Marcadejas provided a presentation to the Commission.

Public Comment

- Catherine Martineau, Executive Director of Canopy, stated that she is excited that Menlo Park and the EQC are moving forward with an update to the Heritage Tree Ordinance. She is currently assisting San Mateo County and Palo Alto with updates to their tree ordinances.

ACTION: No formal action was taken on this item.

D4. Discuss and approve cancellation of December EQC meeting

ACTION: Motion and second (London/Martin) to approve the cancellation of the December EQC meeting passes (6-0-1) (Yayes: Bedwell, DeCardy, London, Martin, Marshall, Smolke; Absent/Abstain: Dickerson)

D5. Approve September 28, 2016 Environmental Quality Commission meeting minutes – 2 mins

ACTION: Motion and second (Martin/London) to approve the September 28, 2016 EQC minutes passes (4-0-3) (Yayes: Bedwell, London, Marshall, Martin; Absent/Abstain: DeCardy, Dickerson, Smolke)

E. Reports and Announcements

E1. Informational update on General Plan and Draft Zoning Regulations discussed at Planning Commission meetings on October 19th and October 24th and City Council Meetings on November 9th,

November 15th and November 29th – Vice Chair London – 10 min

Vice Chair London provides an update to the Commission

E2. Informational update on Zero Waste Community Workshops – Heather Abrams – 2 min

Sustainability Manager, Heather Abrams provided an update to the Commission.

E3. Informational update on California Public Utility Commission privacy ruling on PG&E energy data – Heather Abrams – 2 min

Sustainability Manager, Heather Abrams provided an update to the CPUC's ruling 14-05-016 "Decision Adopting Rules to Provide Access to Energy Usage and Usage-Related Data While Protecting Privacy of Personal Data", which makes GHG emission data previously counted in the community's GHG inventory unavailable for measurement against the City's GHG target.

E4. Future agenda items – 5 mins

- Discuss moving of EQC meeting day
- Heritage Tree Appeal
- CPUC/GHG target measurement update
- Final update on Zoning
- Bedwell Bayfront Park Project
- Volunteer updates on EQC

Commissioner DeCardy leaves the meeting at 10:07 p.m.

F. Adjournment

Chair Martin adjourned the meeting at 10:39 p.m.

Meeting minutes prepared by Vanessa Marcadejas, Senior Sustainability Specialist



STATE OF THE URBAN FOREST

EQC Annual Arborist Report, 7/1/2016- 6/30/2016

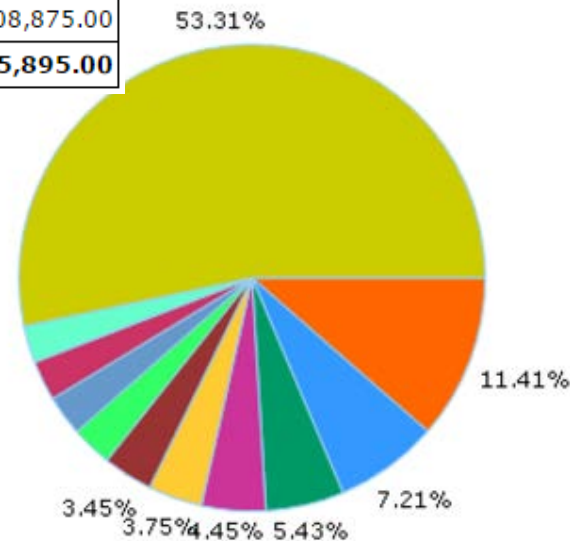


URBAN FOREST OVERVIEW

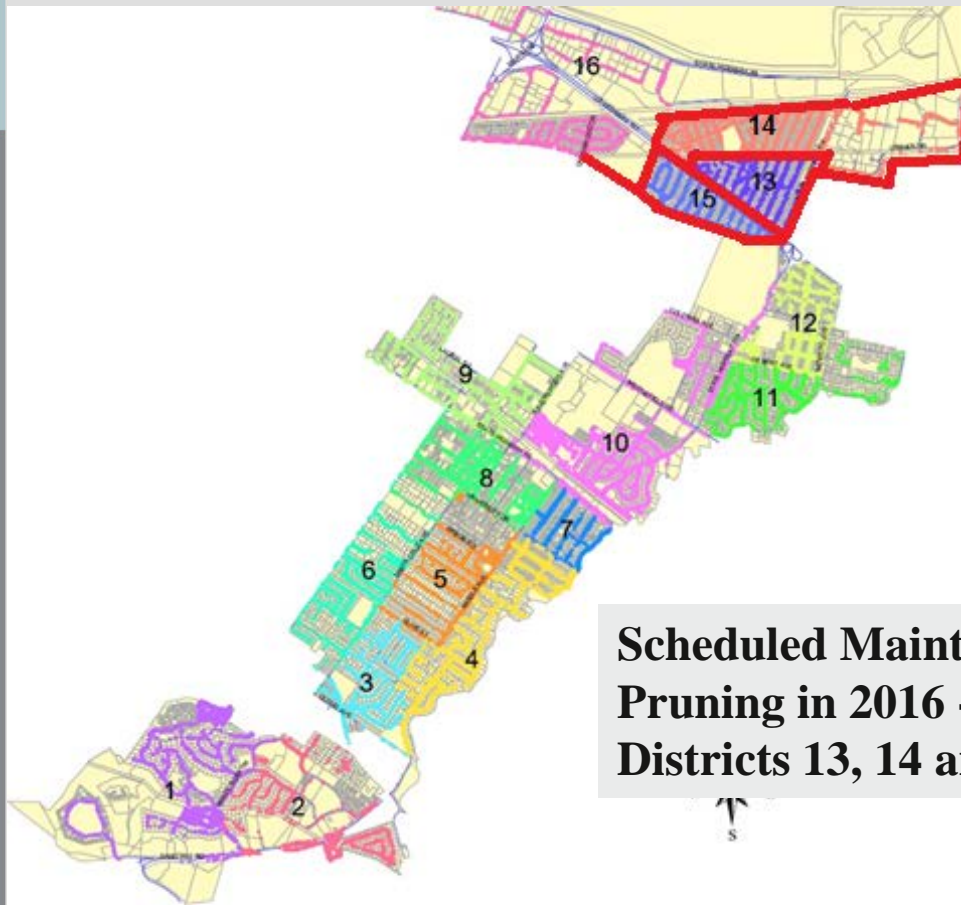


	Botanical	Common	Total	Pct.	Estimated Value
	Quercus agrifolia	COAST LIVE OAK	2,333	11.41%	\$11,480,140.00
	Liquidambar styraciflua	AMERICAN SWEETGUM	1,474	7.21%	\$7,195,720.00
	Platanus x hispanica	LONDON PLANE	1,111	5.43%	\$3,163,920.00
	Eucalyptus rudis	DESERT GUM	910	4.45%	\$480,480.00
	Magnolia grandiflora	SOUTHERN MAGNOLIA	767	3.75%	\$4,209,080.00
	Quercus lobata	VALLEY OAK	706	3.45%	\$1,851,260.00
	Pistacia chinensis	CHINESE PISTACHE	581	2.84%	\$813,460.00
	Acer rubrum	RED MAPLE	570	2.79%	\$336,280.00
	Eucalyptus spathulata	NARROW LEAFED GIMLET	569	2.78%	\$562,420.00
	Pyrus calleryana	ORNAMENTAL PEAR	524	2.56%	\$784,260.00
	Other	OTHER	10,900	53.31%	\$25,808,875.00
	Total Trees		20,445	100%	\$56,685,895.00

SPECIES COMPOSITION & ESTIMATED VALUE



TREE MAINTENANCE PROGRAM



**Scheduled Maintenance
Pruning in 2016 -2017.
Districts 13, 14 and 15:**

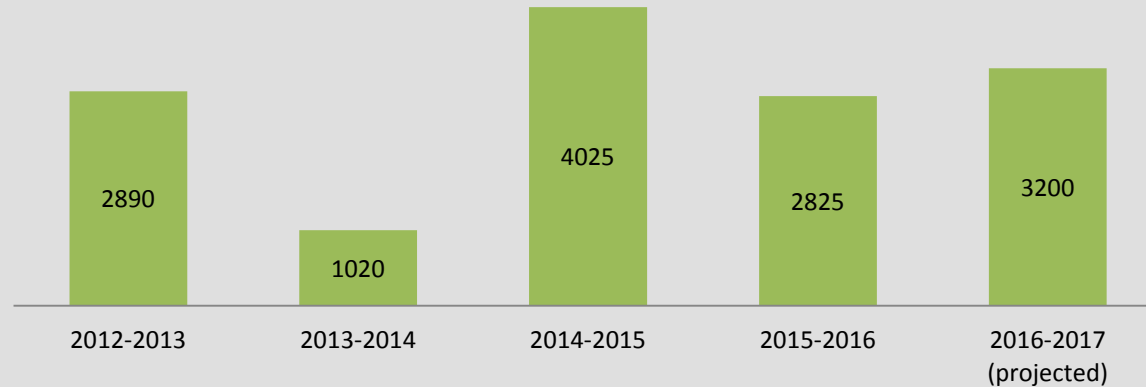


MAINTENANCE HISTORY AND CURRENT FISCAL YEAR PROJECTION



Tree Maintenance 2012-2017

■ Number of Trees





HERITAGE TREE PERMITTING OVERVIEW

Heritage Tree Removal Application

This application must be submitted with the Arborist Report Form
Please submit completed forms to:
701 Laurel St., Menlo Park, CA 94025

Application No. _____

Purpose of application: Removal ☐ Pruning of more than 25% ☐

Permit Fee: \$135.00 (each tree, up to 3 trees); \$90 each additional tree (separate forms required for each tree)

PLEASE PRINT CLEARLY

Site Address: _____

Name of Applicant: _____ Phone: _____ FAX: _____

Mailing Address: _____ Email: _____

Type of Tree: _____ Location on property: _____

Reasons for Request: _____

IF TREE IS DEAD or DAMAGING STRUCTURE PLEASE ATTACH PHOTOS DEMONSTRATING CONDITION.

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 40 feet or more, is to be installed in the time frame indicated below.

I (we) hereby agree to hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City, including but not limited to, all cost in the City's defense of its actions in any proceeding brought in any State or Federal Court challenging the City's actions with respect to the proposed tree removal.

Incomplete applications will not be processed.

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

Date: _____

-----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: _____ Date: _____

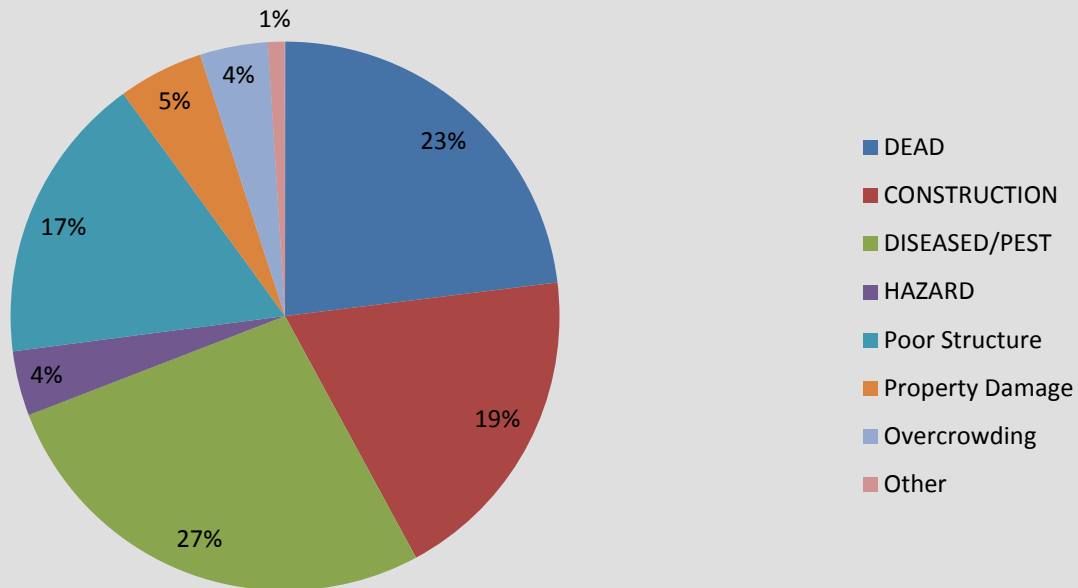
Print name and title: _____



SUMMARY

- Permit applications received: 531 Trees
- Applications approved: 475 Trees
- Applications Denied, Pending or Withdrawn: 56 Trees (11% of received)

Heritage Tree Permit Types





TREE PLANTING PROGRAM



TREE PLANTING PROGRAM





Fiscal Year

2011-2012

2012-2013

2013-2014

2014-2015

2015-2016

Trees Planted

157

135

99

147

231

Trees Removed

125

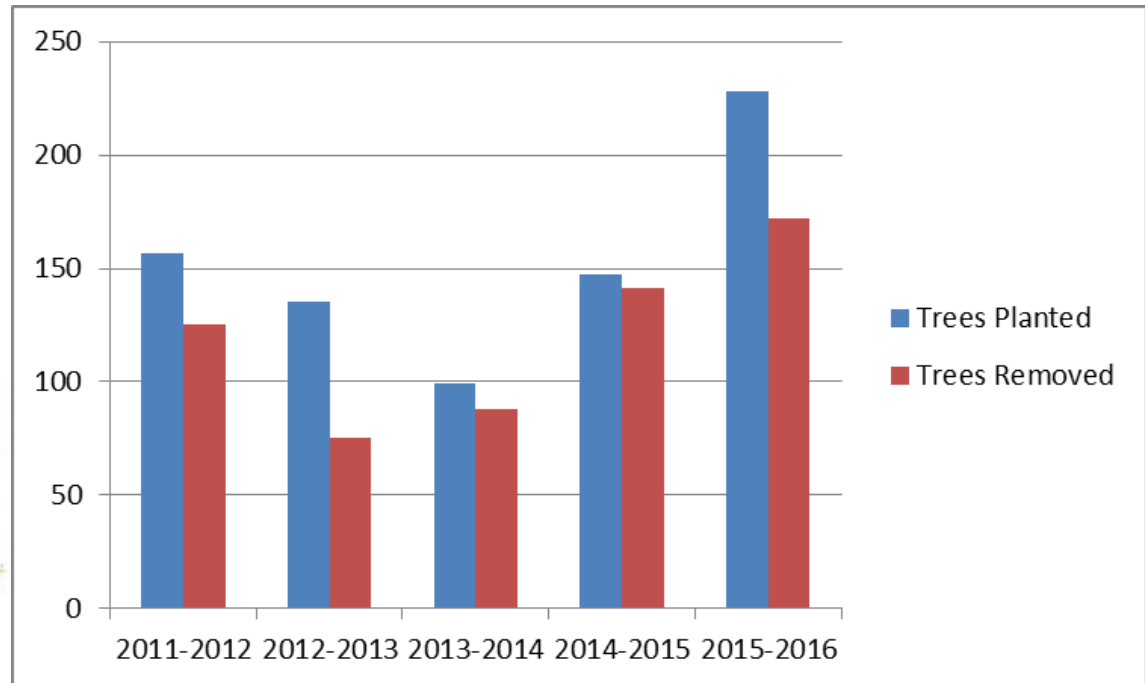
75

88

141

173

PLANT
MORE
TREES!



REVISED MARKETING FOR TREE PLANTING OUTREACH



NEW TREE PLANTING NOTICE

In an effort to beautify, shade and enhance the environment of our community, the City

- ☐ Will plant
- ☐ Has planted

a tree in the right of way next to your home.

Menlo Park selects street tree varieties based on site conditions and tree characteristics such as limb and root structure, drought tolerance and pest and disease resistance. Learn more about Menlo Park's preferred tree varieties at menlopark.org/trees.

The City is responsible for maintaining all street trees, including inspection and regularly scheduled pruning every five years.

We ask that you help by watering the tree during root establishment (the first 1-2 years after planting) and as needed thereafter to keep the tree healthy and vigorous.

Creating a beautiful,
environmentally sound
community



HERE ARE A FEW GUIDELINES FOR PROPER CARE AND MAINTENANCE OF YOUR NEW TREE:

- Fill the watering basin with at least 5 gallons of water every 3-4 days (or as needed) for the first 1-2 years after planting.
- Keep the basin free of weeds and other plants that compete for water and nutrients.
- Maintain and expand 2-3" thick mulch as ground cover to reduce weeds, conserve water and improve soil conditions (do not pile mulch next to the trunk)
- As tree matures, gradually reduce frequency of watering while increasing duration and volume at a low flow rate to provide deep root watering.
- Keep herbicides and fertilizers at least 10 inches away from the trunk.
- Do not change the staking; rigid staking weakens trees and can cause damage.
- If a tree needs restaking, pruning or inspection, please call 650-330-6780.

Your cooperation is greatly appreciated in this effort to make Menlo Park a beautiful place to live.

FOR MORE INFORMATION

- Visit menlopark.org/trees
- Call 650-330-6780





TREE CITY USA



TREE CITY USA®

The Four Standards

These are the simple but important requirements for becoming eligible to be named a Tree City USA.

1. A tree board or department
2. A tree care ordinance
3. A community forestry program with an annual budget of at least \$2 per capita
4. An Arbor Day proclamation and observance



Menlo Park: 17 Years Growth Award: 3 Years







THANK YOU



HERITAGE TREE ORDINANCE UPDATE

Draft Request for Proposals (RFP)



DISCUSSION ITEMS



- Background
- Work completed to date
- Request for Proposals (RFP) objectives
- Next steps
- Questions



BACKGROUND



- Heritage Tree Ordinance adopted in 1979
- Last update occurred in 2006
- Update to clarify roles and responsibilities and best management practices
- Capital Improvement Project (CIP)
- Budget \$50,000



WORK COMPLETED TO DATE



- EQC meetings and recommendations
- Internal staff meeting
- Staff survey distributed and responses collected
- Areas of improvement and concerns consolidated
- Draft RFP complete



RFP OBJECTIVES



1. Benchmark Menlo Park's Heritage Tree Ordinance
2. Provide community engagement
3. Update the Heritage Tree Ordinance
4. Provide on-call services as needed
5. Recommendations for tree canopy enhancement for private property



NEXT STEPS



- Release RFP in early 2017
- Bid submittals period of 4 weeks
- Consultant interviews and selection in spring
- Consultant completes scope
- Review process (Staff, EQC, Planning Commission, City Council)
- Ordinance approval process



QUESTIONS?

11/30/16

EQC: Local action update, report from Commissioner London

1. General Plan passed City Council 4-1, including strong green and sustainable building component.
 - a. Comments at City Council and Planning Commission meetings, by email or in person (preferable) from EQC members and contacts in the community, can have large impact.
 - b. Emailed comments to City Council can be found at <http://ccin.menlopark.org/> or by googling "Menlo Park City Council Email Log".
2. Business Case for ZNE
 - a. Developer and contractor are willing to present on how they have been able to make Zero Net Energy buildings pencil out in the Bay Area.
 - b. Commissioners London and DeCardy to devise plan to organize presentation to relevant audience.
3. Peninsula Clean Energy:
 - a. Commissioner London working to obtain stats on opt ups and opt outs in Menlo Park.
 - b. Default (at 3% savings over PG&E rates) is electricity from 50% clean sources.
 - c. Opting up to 100% clean electricity costs about \$3/month over PG&E rates (3% premium), and can be done via <http://www.peninsulacleanenergy.com/opt-up/> .
 - d. Word of mouth seems to be most effective way to let friends and businesses in San Mateo County know about opportunity to get 100% clean electricity at a much cheaper price than installing solar panels on site.
4. Free Energy Efficiency Audits for large nonprofits
 - a. Jack Lu at Ecology Action (jlu@ecoact.org) handles audits (HVAC, lighting, etc) for SMC Energy Watch
 - b. Commissioner London working to obtain free audit for Boys & Girls Club, Beth Am
 - c. Commissioners encouraged to identify other large nonprofits that could benefit from energy audit (e.g., Menlo Church, other churches)
 - d. Info needed:
 - i. How much do they spend on utility bills annually? (ideally provide 12 months of energy bills)
 - ii. Type of HVAC equipment they have: Packaged units / heat pumps / furnaces/ boilers or chillers?
 - iii. Type of thermostats: Programmable / single setpoint?
 - iv. Any control systems that exist (is there a computer that runs the HVAC systems?)
 - v. Hours of operation
5. Energy Efficiency:
 - a. DIY Toolkits, School Program:
 - i. Silicon Valley Energy Watch (SVEW) library DIY kits have been very successful and are being updated. SVEW is also developing a 3-week school curriculum

that includes training for students (and ultimately their parents) on DIY energy efficiency measures.

- ii. SMC Energy Watch is looking into getting DIY kits for SMC libraries, provided the libraries are willing to manage the program and restock the kits.
 - b. PG&E Energy Efficiency program: Commissioner London is working with PG&E representative on possible mobile energy efficiency program involving vehicles stocked with audit tools (thermal camera, door blower test) and inexpensive weatherization (insulation, weather stripping, LED lights, etc). Vehicle would provide free audit, then sell/install weatherization measures on the spot. Pilot in North Carolina was very successful.
6. Environmental Education for Youth: Energy, Environment and Chocolate course being delivered to middle school students at Boys & Girls Club and La Entrada Middle School. Commissioners interested in bringing this course (12 sessions, or a one-time preview course) to middle schools should contact Commissioner London.
7. Peninsula Advanced Energy Community
- a. Clean Coalition obtained a CEC grant to develop an “Advanced Energy Community” in the area including Menlo Park.
 - b. Please alert Commissioner London to potential projects for showcasing (solar, battery storage, resilience/emergency response centers, microgrid, commercial-scale renewables, ZNE buildings, EV charging, energy efficiency).