

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 1/17/2018
Time: 6:30 p.m.
City Hall - "Downtown" Conference Room
701 Laurel St., Menlo Park, CA 94025

A. Call to Order

B. Roll Call – Bedwell, DeCardy, Dickerson, Chair London, 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. Discuss and consider recommending sustainability projects and/or programs for the City Council's annual work plan preparation meeting on January 29, 2018 ([Staff Report #18-001-EQC](#))
- D2. Discuss the Environmental Quality Commission's quarterly report to the City Council
- D3. Approve the November 15, 2017, Environmental Quality Commission meeting minutes ([Attachment](#))

E. Reports and Announcements

- E1. Commission reports and announcements
- E2. Staff update and announcements
- E3. Future agenda items

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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STAFF REPORT

Environmental Quality Commission

Meeting Date: 1/17/2018

Staff Report Number: 18-001-EQC

Regular Business: Discuss and consider recommending sustainability projects and/or programs for the City Council's annual work plan preparation meeting on January 29, 2018

Recommendation

Staff recommends that the Environmental Quality Commission discuss and consider recommending projects and/or programs for the City Council's consideration at its annual work plan/goal setting meeting on January 29, 2018.

Policy Issues

It has been the City Council's policy to annually adopt goals and work plan at the beginning of each calendar year.

Background

The City Council adopts its goals and work plan at the beginning of the calendar year. These items are typically not funded until the adoption of the budget later in June. On an annual basis, the City Council is provided with an update on the work plan items from the previous year. Many of the items listed in the work plan for 2017 status reflect either "Completed," "In Progress," "On Hold" or "City Council Modified."

The City Council will hold a special public meeting on January 29, 2018, to discuss, identify and refine the goals for the year. The adoption of the goals will be used to help craft the fiscal year 2018-19 budget. While the City Council adopts its goals early in the year, typically many are not funded until the adoption of the budget for the subsequent 12 months.

The Environmental Quality Commission could provide recommendations to City Council on potential projects and/or programs for the upcoming work plan.

Analysis

The City Council identified multiple goals for 2017. The adopted City Council Work Plan identified resources and funding necessary for each of the items. The specific status update for each goal is included in the attached table. The 2017 City Council Work Plan included 57 items, some of which include multiple subcomponents.

The resources to work toward and complete many of these items were not funded until the budget adoption in June 2017. Staff has also been working on a significant number of City Council-approved Capital Improvement Plan projects. Some of the capital projects overlap with the work plan items approved by the City Council.

This process is building toward preparation of the fiscal year 2018-19 budget. The budget is developed based on principles and guidelines approved by the City Council. The City Council Work Plan discussion will in part consider the current work plan/project list (Attachment A). The fact that many current projects have an ongoing nature to them is important to consider as the City Council looks at staff capacity and prioritization.

Staff will return to City Council at the January 23 meeting to:

- Review the fiscal year 2018-19 Budget Principles
- Review the City Council Procedures Manual
- Review priorities and staff recommendations for the upcoming work plan
- Slightly different from previous years with a focused list of main priority projects
- Evaluate interest among City Councilmembers for the new initiatives/projects under consideration for prioritization
- Assess relative importance of any new initiatives/projects, which the City Council desires to pursue

Staff will return at the City Council Goal Setting Workshop in late January to:

- Discuss and approve the fiscal year 2018-19 Budget Principles
- Discuss and approve the City Council Procedures Manual
- Discuss the overall City Council Work Plan and CIP
- Identify top priorities

Depending on the outcome of the work plan discussion by City Council, the Budget Principles, City Council Work Plan and Procedures Manual would be brought back to City Council for adoption in February.

There are two items in the 2017 City Council work plan related to sustainability:

1. Completion of a Community Zero Waste Plan, and
2. Update Heritage Tree Ordinance

The Community Zero Waste Plan was completed and adopted by the City Council in September 2017. Implementation will be underway in 2018, and includes updating existing ordinances related to solid waste. The update to the Heritage Tree Ordinance was placed on hold due to staff transitions. Work is resuming this month on this project, and includes developing a project schedule and plan. There is also ongoing funding of \$100,000 in the Capital Improvement Plan for Climate Action Plan initiatives. This funding has not been used over the last two years, and is still available to use for a project or program in the future.

The proposed work plan for the Sustainability Office is to:

1. Begin implementation of the Zero Waste Plan
2. Implement the Environmental Purchasing Policy that was to be adopted and implemented three years ago
3. Update to the Heritage Tree Ordinance
4. Implement the "Strategic Plan to Improve Public Area Trash and Recycling Container Management" to reduce litter and meet stormwater permit requirements
5. Update the community greenhouse gas inventory
6. Support the development of a Transportation Management Association
7. Support extending the new electric vehicle charging station requirements in the General Plan citywide
8. Support the implementation of the new green design standards in the General Plan
9. Hire, coach and train new staff

Staff will be communicating the proposed work plan to the City Council to help guide their discussion for identifying priorities in their 2018 work plan. The City Council may identify new priorities, shift/remove existing priorities, and/or provide resources to execute the final 2018 work plan.

Based on the backlog of existing projects and programs, current staffing levels, and the transition of new staff, it will be difficult to add new priorities this year without additional support.

The available funding for Climate Action Plan initiatives in the Capital Improvement plan does provide an opportunity to advance the reduction of greenhouse gas emissions this year. One possibility is exploring a phase II to the citywide electric vehicle charging policy. This would entail a gap analysis of deficient areas of infrastructure in the community (such as residential) and identify program/policy options that would adequately prepare Menlo Park for a full transition to electric vehicles and/or encourage a higher rate of electric vehicle purchase. This work could potentially begin in the September 2018.

Impact on City Resources

There is no impact on city resources related to this discussion item until a plan has been formally adopted.

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. Status update for the 2017 City Council Work Plan

Report prepared by:

Peter Ibrahim, Management Analyst II

Rebecca Lucky, Sustainability Manager

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Responding to the development needs of private residential and commercial property owners.			
Extremely Important			
No.	Project	Status	Update: Quarter 4
1	Address Housing Element Implementation Programs	City Council Modified	Work has been postponed due to City Council-directed work on the expansion of EV charger regulations citywide. Completion of an anti-discrimination ordinance is targeted for. Completion of zoning ordinance amendments related to limiting the loss of existing residential units and modifications to R-2 zoning are targeted for completion in the second half of 2018.
	(a) Amend the Zoning Ordinance to be consistent with State law and limit the loss of existing residential units or the conversion of existing units to commercial space (Program H2.C)	City Council Modified	
	(b) Amend the Zoning Ordinance to modify R-2 zoning to tie floor area to dwelling units to minimize underutilization of R-2 zoned lots and maximize unit potential, unless unique features of a site prohibit additional units being constructed (Program H2.C)	City Council Modified	
	(c) Adopt an Anti-Discrimination Ordinance to prohibit discrimination based on the source of a person's income or the use of rental subsidies, including Section 8 and other rental programs (Program H1.G).	City Council Modified	
Very Important			
No.	Project	Status	Update: Quarter 4
2	Implement Downtown/EI Camino Real Specific Plan Biennial Review	On Hold	Work has been placed on hold pending further direction from City Council at an upcoming study session tentatively scheduled for February 2018. City Council will be considering the status of the amendments previously directed by the City Council as well as any new amendments the City Council may wish to pursue. Staff will be developing a work plan, timeline and budget based on the City Council's feedback.
	(a) Phase 1 which consists of text and graphic changes related to setbacks, sidewalk widths, hotel incentives and parking, and TDM programs among others will be completed in 2017.	On Hold	
	(b) Phase 2, which includes more extensive research, environmental review and policy changes is expected to be completed in 2018. The directed changes require consultant assistance.	On Hold	

3	Enhanced Housing Program (a) Draft agendas, staff reports and attend monthly Housing Commission meetings.	✓	
	(b) Work with Housing Commission to present prioritized list of actions to City Council.	✓	
	(c) Present recommended actions to Housing Commission and City Council for items the City Council prioritizes for 2017.	✓	
	(d) Conduct public outreach on any new requirements or programs.	✓	
Important			
	Project	Status	Update: Quarter 4
4	Stanford University 2018 General Use Permit Review (a) Tracking the project, attending public meetings, and preparing comments on the Notice of Preparation and draft environmental documents. The schedule for this project is dependent on an outside agency.	✓	Comments on the Draft EIR was extended to February 2. The City Council is scheduled to review a revised comment letter on January 23.
5	Single Family Residential Requirements and Guidelines (a) Development of project goals and a work program through the Planning Commission and City Council and obtaining consultant assistance.	On Hold	This work is targeted to occur in 2018-19 but may be shifted to a future year depending on the prioritization of projects in the City Council's goal setting session.

Realizing Menlo Park's vision of environmental leadership and sustainability.			
Extremely Important			
No.	Project	Status	Update: Quarter 4
6	Green Infrastructure Plan (a) Approval of the work plan for the Green Infrastructure Plan, and future implementation phases will follow.	✓	
Important			
No.	Project	Status	Update: Quarter 4
7	Community Zero Waste Plan (a) The plan will be complete.	✓	
8	Update Heritage Tree Ordinance (a) The consultant will be selected, community outreach, and commission meetings will commence.	✓	
Attracting thoughtful and innovative private investment to Menlo Park.			
Extremely Important			
No.	Project	Status	Update: Quarter 4
9	Downtown Streetscape Improvement Project (Specific Plan) (a) Completion of the first round of street cafés. (b) Evaluation of the Paseo at a City Council study session in order to determine whether to construct a permanent Paseo and at what location (i.e., Chestnut Street or Curtis	✓ ✓	Paseo was removed.
10	Downtown Parking Structure and Mix of Uses Design Contest (a) Confirm City's legal rights to develop on parking plazas 1-3. Present proposed contest to City Council. Conduct outreach for project submissions. Facilitate evaluation of submitted projects, ensuring that at least one of the options is a single-use parking garage. Present a final proposal to City Council (It may be necessary for this process to extend into 2018, based on community input.)	In Progress	Staff explored potential opportunities to partner with private entities to assist with conducting a design competition for possible mixed-use development. Staff has met with various interested developers and even received an unsolicited offer from a developer. Staff anticipates presenting options for moving forward to the City Council at a study session.

Providing high-quality resident enrichment, recreation, and discovery.			
Extremely Important			
No.	Project	Status	Update: Quarter 4
11	Belle Haven Pool Analysis and Audit (a) Complete the study.	✓	Project completed. Next step is to integrate these results into overall Parks and Recreation Facilities Master Plan.
Very Important			
No.	Project	Status	Update: Quarter 4
12	Parks and Recreation Facilities Master Plan Update (a) Development of RFQ . (b) Release of scope of work and RFP. (c) City Council approval of consultant contract. (d) Analysis of existing conditions. (e) Opportunities and constraints completed. (f) Some community engagement will have begun	✓ ✓ ✓ In Progress In Progress On Hold	 This project is on target to be completed by Fall 2018
13	Bedwell Bayfront Park Master Plan (a) Development of the plan and City Council approval.	✓	Project completed. Next step is to integrate these results into overall Parks and Recreation Facilities Master Plan.
14	Park Playground Equipment (a) Identification of the first park (likely to be Nealon Park). (b) Determination of the proposed equipment. (c) Going out to bid.	In Progress In Progress In Progress	The RFP is being prepared and is targeted for release by early 2018.




Important			
No.	Project	Status	Update: Quarter 4
15	Jack Lyle Park Restroom		
	(a) Complete construction drawings.	In Progress	Bid documents are being finalized with a target release in early 2018.
	(b) Obtain building permit.	In Progress	
	(c) Go out to bid.	In Progress	
	(d) Award the construction contract.	In Progress	
	(e) Construct the restroom.	In Progress	
16	Library Space Needs Study		
	(a) The Space Needs Study should be completed in 2017.	✓	The Space Needs Study was completed and presented to the City Council in March 2017.
17	Willow Oaks Park Improvements		
	(a) Complete the community engagement process.	In Progress	
	(b) Design the improvements.	In Progress	Project is still on hold. Focusing on Lyle Park restroom first.
	(c) Go to bid.	In Progress	
18	Burgess Park Snack Shack		
	(a) Identification of the project scope and location and determination of the future use of the improvements in order for the City Council to authorize the private fundraising to proceed in a manner similar to the Menlo Gates project along Ravenswood Avenue.	In Progress	Awaiting results of community fundraising efforts and impacts from possible Library project to be determined
Maintaining and enhancing Menlo Park's municipal infrastructure and facilities.			
Extremely Important			
No.	Project	Status	Update: Quarter 4
19	Water System Master Plan		
	(a) Presenting components of the plan phases, such as staffing options for operations and maintenance, and ultimately City Council acceptance of the entire Plan.	In Progress	Two new water workers are slated to start in February 2018. Staff is reviewing the final version of the Water System Master Plan and will provide an update targeted for the January 23, 2018 City Council meeting.
20	Sidewalks on Santa Cruz Ave		
	(a) Construction of the sidewalks should be completed in 2017.	✓	






21	Trash Capture Device Installation (a) The devices should be installed by summer 2017.	✓	
22	Administration Building Emergency Generator (a) The project is out bid and construction should be completed in 2017.	✓	
23	Chrysler Pump Station Improvements (a) Completing the design and going out to bid.	In Progress	The Planning Commission unanimously approved the architectural control and use permit requests for the pump station on January 8, 2018. Staff continues to work with the Bohannon team to finalize the construction documents while awaiting the outcome of the grant application.
24	Emergency Water Supply (a) The first well at the Corporation Yard is scheduled for completion by the end of 2017.	In Progress	Staff is currently in the process of finalizing the plans and specifications for the design of the pump and generator. The project is expected to be bid in early 2018.
	(b) For the second well, staff is evaluating different sites and plans to make a recommendation on the proposed well to the City Council in the summer of 2017.	In Progress	Staff is in the process of evaluating locations for the second well, which are being included in the Water System Master Plan. The feasibility of the locations with respect to the water distribution system hydraulics and access to customers is being assessed.
Very Important			
No.	Project	Status	Update: Quarter 4
25	Library Landscaping (a) A smaller landscaping project between the main public entrance and the staff/service entrance will be completed by the fall of 2017.	✓	
	(b) Additional improvements for 2017 include the installation of additional outdoor tables.	✓	
26	Arrillaga Family Recreation Center HVAC System Upgrade (a) System design.	On Hold	Due to staff vacancies, the project is scheduled for design in FY 2018-19.
	(b) Going out to bid.	On Hold	

27	Belle Haven Child Development Center Kitchen and Bathroom Remodel		
	(a) Preparing the applicable plans and specifications.	✓	
	(b) Obtaining applicable permits.	✓	
	(c) Hire contractor.	✓	
	(d) Complete construction.	✓	
28	Burgess Pool Capital Improvements		
	(a) Key milestones for 2017 will be determined upon completion of the lease negotiations.	In Progress	Vendor requesting change in business model away from lease to traditional Rec Contractor agreement. Staff working on new agreement with vendor; plan to request funding for sinking fund with FY 2018-19 budget.
29	San Francisquito Creek Upstream of 101 Flood Protection Project		
	(a) Tracking the project.	In Progress	
	(b) Attend public meetings.	In Progress	
	(c) Prepare comments on the draft environment impact report which is currently targeted for release in September 2017 for a 60-day review period.	In Progress	The Draft EIR is expected to be released in early 2018.
Important			
No.	Project	Status	Update: Quarter 4
30	Nealon Park Sports Field Sod and Irrigation System Replacement		
	(a) The completion of the project is targeted for 2017.	✓	This project has been completed
31	Gatehouse Fence Replacement		
	(a) Preparing the design details and going out to bid.	On Hold	Project is currently on hold pending the library siting analysis.
32	Facilities Maintenance Master Plan		
	(a) Selection of a consultant to prepare the report.	In Progress	Due to staff vacancies, the project is currently on hold.
33	Reservoir Reroof and Mixers		
	(a) Going out to bid and scheduled to be completed in 2017.	In Progress	The City Council rejected the bids on December 5, 2017. Staff is in the process of reevaluating options.



Furthering efficiency in city service delivery models.			
Extremely Important			
No.	Project	Status	Update: Quarter 4
34	Complete Streets Commission Pilot		
	(a) Establish the mission/charge for the Commission.	✓	
	(b) Update the Commissions/Committee policies, procedures, roles and responsibilities by March.	✓	
	(c) Consolidate the Commission meetings as of May 2017.	✓	
35	Cost Allocation plan and user fee study		
	(a) Award contract and begin work on study.	✓	
	(b) Review draft reports	✓	Complete
	(c) City Council review and consideration of changes to the Master Fee Schedule	In Progress	The item is scheduled for consideration in February and March 2018.
	(d) Implement City Council approve Master Fee Schedule changes	In Progress	
36	City Hall Remodel Project		
	(a) Completion of construction.	In Progress	
37	Complete a fee study for solid waste services		
	(a) The fee study will be completed.	✓	

Very Important			
No.	Project	Status	Update: Quarter 4
38	Information Technology Master Plan Implementation		
	(a) Complete Study and seek City Council acceptance of the plan and direction on key initiatives.	✓	
	(b) Recruit new staff and contractors to implement the ITMP recommended wireless network, network redesign, core switch replacement, virtual server migration, and storage area network upgrades.	✓	
	(c) Establish an 2017-18 ITMP implementation team comprised of existing staff and other outside consultants as necessary; identify backfill resources as necessary.	In Progress	Staff has identified a preferred vendor and will work in Q1 2018 to develop a recommendation to City Council for vendor selection and project budget.
	(d) Launch implementation of the application upgrades as determined by resources available (e.g. budget, available staff capacity, etc.).	In Progress	
	(e) Provide project updates to the City Council on the ITMP implementation project in August and January.	In Progress	
39	Development of a Citywide Communications Program		
		✓	
	(a) Hire a consultant.		
	(b) Develop a plan.	In Progress	
	(c) Fund the plan.	In Progress	

Important			
No.	Project	Status	Update: Quarter 4
40	Organizational study for Public Works maintenance services		
	(a) Consultant will be selected.	In Progress	
	(b) Background and review will commence.	In Progress	
	(c) The organization study will review the current maintenance processes, document their current form and propose improvements. The review process will use industry standard practices as appropriate to provide a better understanding of how the current processes could be improved. The review will incorporate other studies that have been completing or are in process such as the Water System Master Plan to provide data for the review. The review will include all the maintenance functions performed	In Progress	
41	Organizational study for Development Services		
	(a) Consultant will be selected.	In Progress	
	(b) Background and review will commence.	In Progress	
42	Community Services Strategic Plan Implementation		
	(a) Complete a community needs analysis determining need for after school programs including age groups, services, partnerships and efficiencies to meet changing community needs.		Ongoing - should now be included with baseline work
	(b) Complete a community needs analysis determining opportunities for new/additional programs expanding participation at Onetta Harris Community Center, Senior Center and Belle Haven Youth Center.	In Progress	.Staff currently implementing needs assessment and plan for OHCC and BH Youth Center - now under one Recreation Coordinator for greater coordination and efficiency. Include with baseline work.
43	Federal and State Lobbying Initiative		
	(a) Develop legislative platform.	On Hold	City Council continued item.
	(b) Hire lobbyist.	On Hold	City Council continued item.
Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently			
Extremely Important			
No.	Project	Status	Update: Quarter 4
44	Haven Avenue Streetscape Improvement		
	(a) Complete the work in the City right-of-way (between the San Mateo County line and the bridge over the Atherton Channel) following completion of the Anton Menlo		
	(b) Obtain an encroachment permit for work within Caltrans right-of-way.		Caltrans issued the encroachment permit in October 2017, but cost escalation has caused a funding gap for the project, which will delay construction. Staff anticipates bringing a report to the City Council to determine next steps in early 2018.

45	Willow/101 Interchange (a) Respond to ongoing construction issues as they arise. The schedule for this project is dependent on an outside agency.		Temporary traffic calming measures were installed on December 18, 2017 and staff is continuing to monitor traffic in the Willows neighborhood. City Council will receive a status report on January 16, 2018 and can direct staff to bring back additional measures at a future meeting.
46	Transportation Master Plan (a) Finalize the scope of work.		
	(b) Award a consultant a contract.		
	(c) Initiative community engagement.		
	(d) Develop a draft list of projects for consideration.	In Progress	Work on the draft list of strategies and recommendations is underway. Due to challenges in scheduling the first Oversight & Outreach Committee meeting, subsequent staff vacancies, and work related to US 101/Willow Road interchange, the overall project timeline will be delayed approximately 6 months.
47	Transit Improvements (a) Begin service for revised shuttle routes.		
	(b) Initiate Transportation Management Association (TMA) study.	In Progress	The next step is a City Council Study session, which is targeted for early 2018.
	(c) Install new bus stop amenities (new, redesigned signs and shelters in Belle Haven).	In Progress	The shelter at Onetta Harris Community Center was installed in early December 2017.

48	Chilco Street Scape and Sidewalk Installation		
	(a) Finalize the concept plans for all phases, final design plans for Phases 3a, 3b, and 4a.	In Progress	Staff is consolidating comments on draft plans for all phases (3a, 3b, 4a, 4b, 5 and 6).
	(b) Begin construction of Phases 3a and 3b.		
Very Important			
No.	Project	Status	Update: Quarter 4
49	High Speed Rail Coordination & Environmental Review		
	(a) Authorization of a reimbursement agreement with the High Speed Rail Authority.	✓	
	(b) Participate in expected environmental review milestones for the San Francisco-San Jose project section.	In Progress	Release of the environmental review documents has been delayed.
50	Oak Grove, University, Crane Bicycle Improvement Project		
	(a) Finalize design plans, award a construction contract, construction, finalizing trial metrics to be evaluated, and collect before and after data.	✓	
	(b) Award a construction contract.	✓	
	(c) Construction.	✓	
	(d) Finalize trial metrics to be evaluated.	✓	
	(e) Collect before and after data.	In Progress	The first round of data collection occurred in October and November 2017. Next step will be the second round of data collection and project evaluation in mid-2018.
51	Ravenswood Avenue/Caltrain Grade Separation Study		
	(a) Complete the final PSR and identification of a preferred alternative for grade separation at Ravenswood Avenue.	In Progress	Staff presented to the Atherton Town City Council at a Study Session on December 6, 2017 and will be providing a City Council update on January 16, 2018.

52	Willows Neighborhood Complete Streets		
	(a) Host an initial community meeting in Spring 2017 to share the history of the project.	 On Hold	
	(b) Develop a scope of work.		Construction impacts of the US 101/Willow Road interchange exacerbated cut-through traffic in the Willows neighborhood in November and December 2017. Staff expedited installation of several traffic calming measures that had previously been identified to reduce cut-through traffic in the Willows. This project has been further delayed by these near-term measures.
	(c) Award a consultant contract to conduct the study.		
53	Initiate Citywide Safe Routes to School Program		
	(a) Identify a staff person to lead the effort making contact with each school within the five public school districts serving Menlo Park. To accomplish this work, staff would need to complete the reorganization of the Bicycle and Transportation Commissions to a Complete Streets Commission no later than May 2017; other internal staff assignments may need to be shifted to accomplish this.	In Progress	Staff has developed a draft RFQ and met with the Complete Streets Commission subcommittee representatives. Staff is continuing to refine the RFQ prior to release in early 2018.
	(b) Convene a quarterly stakeholder meeting (starting in Q4) with representative of each school and other relevant groups to be identified.	In Progress	
	(c) Identify a prioritized list and schedule for Safe Routes infrastructure plans for each school.	In Progress	
	(d) Potentially hire a consultant to develop a recommended program approach to implement a comprehensive, future Safe Routes to Schools Program.	In Progress	
54	Middle Avenue Caltrain Crossing Study		
	(a) Award a consultant a contract.		
	(b) Conduct community engagement on potential alternatives.		This project has been delayed by staff vacancies, the response by the City to the Stanford University Center for Academic Medicine project, and ongoing work related to construction impacts of the US 101/Willow Road interchange. The next community meeting is anticipated to occur by March 2018.
	(c) Develop preliminary designs for potential alternatives.	In Progress	Staff is reviewing draft alternatives which will be presented at the next community meeting (estimated to occur by March 2018).

Important			
No.	Project	Status	Update: Quarter 4
55	El Camino Real Corridor Study		
	(a) Submitting encroachment permit applications to Caltrans for the east-west crossing improvements.	On Hold	Staff completed review of the preliminary design concepts of the east-west crossing improvements for Encinal Avenue, Ravenswood Avenue, Roble Avenue, Middle Avenue, and Cambridge Avenue. Middle Avenue and Cambridge Avenue modifications would be required as a condition of approval for the Middle Plaza at 500 El Camino Real project. Vacancies in the Transportation Division have delayed the other crossing improvements.
	(b) Completing the additional analysis requested by the City Council for northbound traffic conditions.	On Hold	Next step is to schedule an El Camino Real Subcommittee meeting to review results of the traffic analysis and finalize next steps. However, vacancies in the Transportation Division have delayed this project.
56	Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification		
	(a) Finalize scope of planned improvements.	On Hold	Vacancies in the Transportation Division have delayed this project. While the scope of the improvements has not yet been finalized, staff has worked with the Town of Atherton on potential design options through an ongoing project the Town is pursuing, the Middlefield Road Bicycle Lanes Improvement Project.
57	Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers		
	(a) Adopt increased requirements for electric vehicle chargers that will be applicable citywide	In Progress	

Environmental Quality Commission



REGULAR MEETING MINUTES - DRAFT

Date: 11/15/2017
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Chair London called the meeting to order at 6:33 p.m.

B. Roll Call

Present: Allan Bedwell, Joyce Dickerson, Chair Janelle London, Scott Marshall, Christina Smolke
Absent: Chris DeCardy, Vice Chair Deb Martin
Staff: Rebecca Lucky and Jason Ino

C. Public Comment

No public comment was received.

D. Regular Business

D1. Make a determination on an appeal for one Southern magnolia tree at 1730 Stanford Avenue.

City Arborist Christian Bonner made a presentation (Attachment).

Appellants, Stephanie Elkins and Brad Bently spoke against the removal permit.

- Bess Wiersema, property owner's architect, spoke in support of the removal permit.
- Irving Tamura, property owner's landscape designer, spoke in support of the removal permit.
- Sally Johnson, property owner, spoke in support of the removal permit.
- William Roth spoke about another tree on the property

ACTION: Motion and second (Bedwell/Dickerson) to deny the appeal and uphold staff decision to grant removal of the heritage tree, failed (2-2-1-2; Smolke and Marshall dissented, London abstained, DeCardy and Martin absent). No subsequent motion was made, therefore the City Arborist's original determination to approve the removal permit stands.

D2. Discussion and recommendation to City Council on the proposed citywide electric vehicle charging station policy.

Chair London provided a report from the community meeting in October.

ACTION: Motion and second (Bedwell/Dickerson) authorizing the Chair to finalize and email a letter to the City Council's Electric Vehicle Charging Station subcommittee, and designate Bedwell (primary) and Dickerson (alternate) to speak on behalf of the Environmental Quality Commission at City Council and Planning Commission on this topic, passed (5-0-2; DeCardy and Martin absent).

Commissioner Marshall left the meeting at 8:21 p.m.

- D3. Report from the Climate Action Plan Subcommittee on the Strategic Five Year Climate Action Plan, and proposed initiatives and goals beyond 2020.

Chair London provided the report.

No action taken.

E. Reports and Announcements

- E1. Commissioner reports

No commissioner reports were given.

- E2. Staff updates and announcements

Sustainability Manager Rebecca Lucky provided a verbal report on staff recruitments, City Council's approval of garbage rate increases and development of a Sustainability Division work plan.

- E3. Future agenda items

No future agenda items were discussed.

F. Adjournment

Chair London adjourned the meeting at 9:23 p.m.

Minutes prepared by Jason Ino