

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 3/21/2018
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, London, Marshall, 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. Nominate a commissioner to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Committee ([Staff Report #18-003-EQC](#)).
- D2. Discuss and consider recommending the City Council amend the Climate Action Plan to incorporate new greenhouse gas reduction strategies for 2018-2020 ([Staff Report #18-004-EQC](#)).
- D3. Approve the February 21, 2018, Environmental Quality Commission meeting minutes ([Attachment](#)).
- D5. Consider requests for future agenda items.

E. Reports and Announcements

- E1. Commission reports and announcements
- E2. Staff update and announcements

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.

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STAFF REPORT

Environmental Quality Commission

Meeting Date: 3/21/2018

Staff Report Number: 18-003-EQC

Regular Business:

Nominate a commissioner to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Committee

Recommendation

Nominate a commissioner to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Committee.

Policy Issues

The Parks and Recreation Facilities Master Plan is consistent with City policies and the 2017 Menlo Park City Council Work Plan item No. 12 – to determine community facility needs in order to update the Parks and Recreation Facilities Master Plan (1999) and establish priorities for potential third phase of Measure T bonds in fiscal year 2018-19. The community outreach plan for the update of the Parks and Recreation Facilities Master Plan will follow the City's community engagement model.

Background

The City of Menlo Park provides recreation programs, social services and facilities enriching the lives of Menlo Park and other residents. The City operates programs in 10 different facilities totaling 130,000 square feet, featuring:

- A state-of-the-art gymnastics center
- An award winning gymnasium
- Two recreation centers
- Two child care centers
- Two after-school programs
- Two community pools and a senior center

Additionally this City hosts community special events such as summer concert series and programs at the local performing arts center. The City is also home to 14 parks, 2 open spaces, 14 playgrounds, 2 dog parks, 9 sports fields, 14 tennis courts, and 14 picnic areas totaling over 250 acres.

In 1998, the City undertook an extensive public process to evaluate community needs by assessing the conditions of the City's parks and recreation facilities. In November 1999, a Parks and Recreation Facilities Master Plan was completed, recommending \$63 million in needed improvements. Priority projects were established based on input from a community opinion survey in March 2001 and additional recommendations from the Parks and Recreation Commission. In November 2001, Menlo Park voters approved to issue general obligations bonds, Measure T, phased in over several years totaling \$38 million for the renovation and expansion of City parks and recreation facilities.

On October 17, 2017, City Council approved an agreement with Gates + Associates for the development of the Parks and Recreation Facilities Master Plan.

The scope of work includes:

- Updating the City of Menlo Park's Parks and Recreation Facilities Master Plan (1999)
- Review other relevant city plans and policies, such as the General Plan, Climate Action Plan, Community Zero Waste Plan, ConnectMenlo Circulation Element, Transportation Master Plan, Bedwell Bayfront Park Master Plan, etc.
- Develop a comprehensive plan for public outreach and involvement following the City's Community Engagement Model (Attachment A) including a communication strategy in both English and Spanish as well as:
 - Community input from those not currently using recreation programs, open spaces, building and other recreation facilities as well as from current users and stakeholders;
 - Innovative and cost effective methods to generate and maximize public participation in development of the Parks and Recreation Facilities Master Plan including input from the Parks and Recreation Commission, City Council, other public officials and agencies, parks and recreation user groups and non-users.

Analysis

As part of their scope of work, Gates + Associations proposes an extensive community engagement plan (Attachment B) that is consistent with the City's Community Engagement Model. Highlights of this plan include:

- Project review by the Parks and Recreation Commission and City Council
- Stakeholder coordination
- Interactive workshops and community meetings
- Focus groups and individual interviews to targeted user groups and potential partners
- Community newsletter/Activity Guide
- Online survey
- Flyers to be posted at City facilities, schools, local Businesses, kiosks and other sites
- Project booths at community events (e.g., interactive booth at Kelly Park and Burgess Park during the upcoming community Egg Hunts on March 31, 2018)
- Project website
- Social media sites – Facebook, Instagram
- Formation of oversight and outreach committee

One important strategy for community engagement is the formation of the Parks and Recreation Facilities Master Plan Oversight and Outreach Committee. Its main purpose is to:

1. Provide advisory input and recommendations to the consultant and staff regarding the outreach process and concept plans (i.e., alternatives) and programs; and
2. Reach out to other community members and help bring them into the broader planning process through participation in the community workshops and other planning activities.

The City will form an Outreach and Process Oversight Committee comprised of representatives of key stakeholders who will meet with staff and consultants to provide input and guidance to the process as well as to share information about the process with their constituencies. Committee members may include

representatives from groups such as Parks and Recreation Commission, Environmental Quality Commission, Menlo Park school districts, sports groups, or others.

Proposed Oversight and Outreach committee composition:

- Derek Schweigart, Community Services Director
- Azalea Mitch, City Engineer (Public Works)
- Parks and Recreation Commission (2 representatives)
- Teen/high school (1 representative)
- Menlo Park residents (2 at-large representatives)
- School districts (2 representatives)
- City pool operator (Team Sheeper)
- Sports field user group (2 representatives)
- Business community representative
- Arts and culture representative (1 representative)
- Environmental Quality Commission (1 representative)

The Oversight and Outreach meetings will provide input to ensure that the planning process is inclusive, and that the community can weigh in effectively regarding parks, recreation facilities and open space. They will provide input on aspects of the plan and process such as crafting the mission statement and goals, identifying targeted outreach groups, development of prioritization criteria. There will be an internal city project team formed to also provide input, and the sustainability manager will provide input to currently adopted policies by the City Council such as the Climate Action Plan and the Community Zero Waste Plan.

The Parks and Recreation Facilities Master Plan is expected to be completed by November 2018. The project will allow review of plan alternatives by the Parks and Recreation Commission and the City Council, as well as any constraints, recommended improvements and funding strategies, which will result in a master plan that is implementable for the future.

Since the update of the Parks and Recreation Facilities Master Plan will incorporate environmental sustainability, it would be beneficial for an Environmental Quality Commissioner to participate in the process by appointing a Commissioner to serve on the Oversight and Outreach Committee. The expected commitment is to attend three to four meetings over the next six months. One meeting will likely occur in May, late summer and early fall.

Impact on City Resources

On October 17, 2017, the City Council approved the Parks and Recreation Facilities Plan Update budget of \$220,000.

Environmental Review

The project is categorically exempt under Class 6 of the current State of California Environmental Quality Act Guidelines, which allows for information collection, research and resource evaluation activities as part of a study leading to an action which a public agency has not yet approved, adopted, or funded. The results of the project will identify environmental reviews and studies required to advance the project

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. City of Menlo Park Engagement Model
- B. Parks and Recreation Facilities Master Plan Update community engagement process

Report prepared by:
Rita Shue, Project Manager

Menlo Park Community Engagement Model

What we're striving for in our community engagement processes:

1. Processes reflecting the three basic stages of Public Participation

Stage One: Decision Analysis

1. Clarify the decision being made (develop the problem or opportunity statement)
2. Decide whether public participation is needed and for what purpose (determine the level of engagement needed)
3. Identify any aspects of the decision that are non-negotiable, including expectations for who makes the final decision
4. Identify the stakeholders and their interests (determine the scope of the project)

Stage Two: Process Planning

1. Specify what needs to be accomplished at each public step
2. Identify what information people and process facilitators need to build public judgment
3. Identify appropriate methods for each step

Stage Three: Implementation Planning

1. Develop a supporting communications plan
2. Plan the implementation of individual activities
3. Plan the input analysis process
4. Determine the evaluation activities and a feedback loop

2. Processes that begin with a well-defined problem or opportunity...

Here are two examples of problem statements:

Capital Ave SW Reconstruction

Capital Avenue is one of the top five most-used streets in Battle Creek, especially for north-south traffic and as an emergency vehicle and school bus route. But the project area, a two-and-one-half mile stretch is also one of the worst roads in the City. It's crowded, left turns are difficult, and the road surface is really rough. Poor drainage in the area makes the situation worse and often results in flooding and standing water. All these conditions are causing concern for personal safety of people who drive on or walk near the road and something must be done to solve these problems

Example: Your City Your Decision

The City of Menlo Park faces a \$2.9 million budget shortfall in 2006-2007. This gap represents 10% of the City's annual operating budget and will widen over time if nothing is done. Short-term savings and lower impact cuts made over the last four years have not been enough. A permanent solution to Menlo Park's budget crisis is needed and will involve many tough choices and trade-offs.

3. Processes that clearly identify the level and purpose of community engagement....

What level of community engagement is right? Levels of community engagement have been described by the International Association of Public Participation (IAP2) as including a spectrum of activities demonstrating varying levels of public participation in decision-making depending upon the goals, time frames, resources and level of public interest in the decision. We're looking for process designs that clearly define expectations within appropriate level of this spectrum.

4. Processes that clearly identify what stakeholders are deciding and what is not negotiable about a decision...

Examples of givens:

Capital Ave Reconstruction Project

There are some givens on this project, or points that are not open for negotiation. These points were developed by the City Council working with staff to make sure the City fulfills its moral, legal and safety responsibilities.

- To invest taxpayer dollars wisely and to solve safety problems, Capital Ave will be reconstructed, including roadway, storm drainage and curb and gutter.
- To make sure drivers and pedestrians are safe, the City will make all final decisions on traffic signal locations and will build the road and drainage improvements according to professional engineering standards; and
- The city will decide what the final project budget will be. It's expected to be in the \$3 million to \$4 million range.

Community Directions

Serving as a framework for the residents of Battle Creek to help set budget priorities are a list of conditions which must be met:

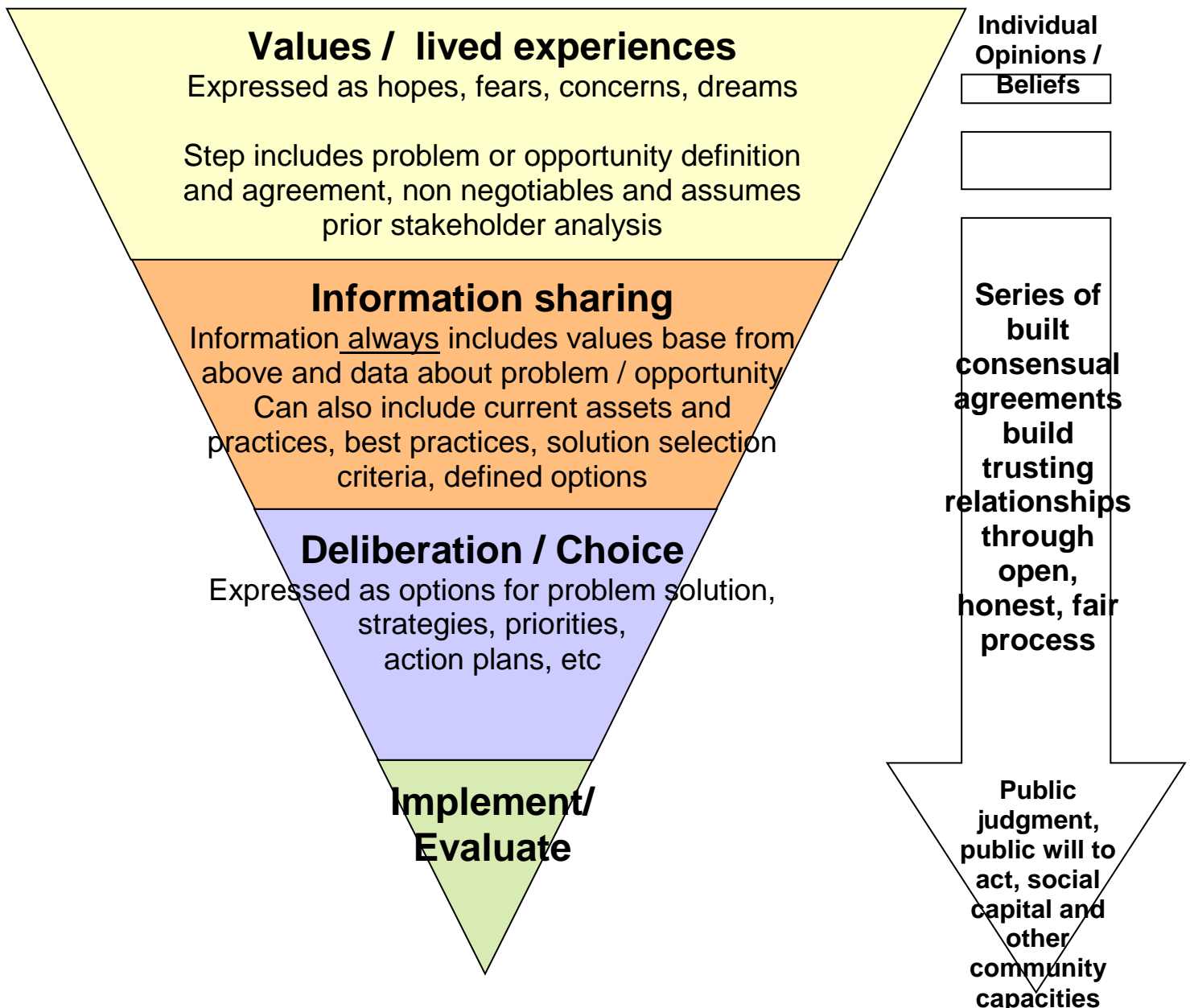
- The City budget must be balanced.
- The safety of community residents will not be compromised in any way.
- State and federal mandates must still be met.
- Financial indebtedness must be honored.
- Prior votes of the people must be honored.
- Services will be provided to professional management standards.
- City staff and Council want to hear people's ideas about what services are the priority; the City will decide HOW those services will be delivered; and

- In accordance with the City Charter, the City Council will make the decision on the final budget.

5. Processes that are open and inclusive for all stakeholders and interests

6. Processes that transform individual opinion to public judgment, using a defined sequence of decisions that looks like this:

Sequence of Decisions



Example of a Project Outline: Capital Ave Reconstruction Project
City of Battle Creek

This project was a reconstruction of a two-mile stretch for a major north-south thoroughfare anchored by commercial at each end and bisecting an upscale, historic neighborhood.

1. Identify Hopes and Concerns (May – July)

- Focus questions: What would you like to see as Capital Ave. is redone?
What would you be worried about?
- Engagement Methods
 - Door-to-door personal conversations / interviews along the length of the project area as well as a post card survey on case residents were not available for interviews
 - Noon-time briefing meetings at gathering places around the community
 - Table at local mall for “stop by” interviews and conversations
 - Hotline phone number answered by a real person to take comments and answer questions
 - Initial series of three identical workshops to present problem, givens and conduct an “around the room” identification of issues and concerns related to the project
 - Survey on the City web site
- Communication Methods
 - Project newsletter to all residents and businesses within ½ mile of project area plus adjacent neighborhoods
 - Project newsletter and survey on web site
 - Project engineer appearance on local radio call-in show

2. Site Analysis / Development of Construction Options

- Focus questions: Are there physical constraints on roadway reconstruction?
What reconstruction elements best achieve the hopes and best avoid the concerns expressed in Step One?
- Engagement Methods
 - Internal work by City Engineers
- Communication Methods
 - None (internal step)

3. Discussion / Selection of Preferred Options

- Focus questions: Based on what people said they wanted and are concerned about, and based on your own beliefs and experiences, which of these options for each element do you prefer?
- Engagement Methods
 - Three repetitive workshops (identical format and agenda) held in two weekday evenings and a Saturday morning at a school near the project area. Information on choices presented included: upgrade street lights or leave as is; maintain two lanes widen to three or widen to four; reduce or increase speed (specific options provided); install sidewalks on one side, the other or both, or none.
- Communication Methods
 - Second issue project newsletter with options / response card
 - Second issue newsletter on web page w/ response option
 - Newspaper article

4. Develop Preferred Options

- Focus question: Based on the choices people made in Step Three, how should the roadway be reconstructed to best include those preferred elements while meeting professional design standards?
- Engagement Methods
 - Internal work by City Engineers
- No Communication Methods (internal step)

5. Review Preferred Options

- Focus questions: Have we got it right? Are there major changes that must be made to achieve what people said they wanted?
- Engagement Methods
 - Final workshop that presented preferred option. Discussion produced agreement to change one element.
- Communication Methods
 - Third issue project newsletter with options / response card
 - Third issue newsletter on web page w/ response option

6. Adopt reconstruction plan

Formal public hearing and Council vote with supporting announcements.

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PARK + RECREATION FACILITIES MASTER PLAN OUTREACH PLAN

MENLO PARK, CALIFORNIA

JANUARY 2018

PURPOSE

Build a shared vision for the improvements and priorities for the Parks and Recreation Facilities in the City of Menlo Park.

OUTREACH GOALS

Inform. Consult. Involve. Collaborate. Empower.

- Ensure community awareness of the project and input opportunities
- Bring residents together to create a sense of community
- Reflect City of Menlo Park mission and brand
- Provide information, education and communication regarding project and parks in Menlo Park
- Offer a range of communication and engagement tools to facilitate input among a broad range of audiences and various abilities
- Offer of a range of meeting locations and times
- Obtain community consensus to support and prioritize the plan
- Build partnerships for implementation and stewardship of improvements
- *Maybe even have a little bit fun ...*

ENGAGEMENT METHODS

- Three Community Workshops. Option for additional workshop if necessary.
- Intercept Activities
- Oversight and Outreach Group
- Focus Groups
- Stakeholder Interviews
- Project Web page (Gates to provide content, City to host and manage)
- Project Social Media Pages - Facebook and Instagram (Gates to host and manage, City to review content). Share and link to other related accounts
- Online Survey

AWARENESS METHODS

Goal: Share Project Information, Provide Workshop dates/locations, Distribute Online Survey Information, Collect Community Input and Showcase Ways to Stay Involved.

All materials will include City branding, project logo and tagline.

ONLINE MEDIA OUTLETS

- City (Project) Webpage. (Link and QR code to be included on printed materials) (City to host Webpage)
- Facebook (Project Page and other interested groups)
 - Post on @MenloParkCommunityService
 - Post on @MenloParkEvents
- Instagram (Project Account, Gates to Host and Run Hashtag Contest)
- Menlo Park Twitter
- NextDoor (all Menlo Park Neighborhoods)
- School District Websites
- InMenlo (City to Post)
- Local News (Potential to notice with other events)

NOTICE THROUGH EMAIL BLAST LISTS (CITY TO SEND)

- Any previous email list regarding project including:
 - General Plan
 - Facebook Campus Plan
 - Vision Process
 - Bedwell Bayfront Park
 - Belle Haven Newsletter
 - Other

PRINT MEDIA OUTLETS

FLYERS FOR POSTING: (CITY TO POST PRIOR TO WORKSHOPS)

- Schools
- Community Centers, Senior Center, Child Development Centers, Recreation Center, etc.
- Other park facilities (Kiosks)
- City Offices
- Post Office
- Local Businesses (Coffee Shops, etc.)
- Reader Board Along Streets
- Community Events
- Other

PUBLIC OUTREACH MEETINGS

Potential Formats Could Include: Open House, Presentation with Breakout Stations, Dot Boards, Design Charettes, etc.

Community Workshop #1 :

“Tell us about your parks! What do we like? What could we improve? What do we want to add?”

Spring 2018, date and venue TBD.

Work directly with the community to understand and consider concerns and aspirations for the Menlo Park and Recreation Master Plan.

Materials Might Include: overall park system context, amenities and programs currently available, inspiration images of recreation trends and space for open-ended creative ideas.

Outcomes: Meaningful input from community members to tailor our process and recommendations

Community Workshop #2 : “Goals, Preferences & Priorities”

Summer 2018, date and venue TBD.

Based on input and information gathered through Community Workshop #1 and other outreach efforts to date, present preliminary goals and emerging areas of interest for open, honest and fair discussion to assist with validation, and to obtain further input and direction.

Materials will include: Summary of input to date and preliminary goals for discussion, boards presenting options regarding areas of interest further input, refinement, and prioritization.

Outcomes: Work directly with the community to understand trade-offs, opportunities, preferences and prioritize goals

Community Workshop #3 : “Did We Get it Right?”

Early Fall 2018, date and venue TBD.

Based on input from community workshops and other outreach to date, present specific recommendations and prioritization criteria from community members to provide advice on next step and long term vision for the Park and Recreation Master Plan.

Materials will include: Summary of input to date and recommendations for community to review, validate, and prioritize and provide additional feedback.

INTERCEPT ACTIVITIES

We will hold intercept activities throughout the process to collect a greater base of input and create awareness for the project.

Potential Locations Could Include: Pop-up Booth at Events (4th of July, Concert Series, Movies Nights), Farmers Markets, School Fairs, Coffee Shop Pop-Up, etc.

FOCUS GROUPS

We will hold focus groups throughout the process to collect a greater base of input and create awareness for the project.

Potential Focus Groups Could Include: Targeted user groups and potential partners such as :Teens, Seniors, Sports Groups, School Districts, etc.

OVERSIGHT + OUTREACH GROUP

One component of the community engagement plan is the formation of the Parks and Recreation Facilities Master Plan Oversight and Outreach Group. The group is comprised of key stakeholders who will meet with staff and consultants to provide input and guidance to the process as well as help promote the effort to their constituencies. We want to ensure the planning process is inclusive, and that the community can weigh in effectively regarding parks, recreation facilities and open space.

The group's scope of work will be limited to:

1. Providing advisory input and recommendations to the consultant and staff regarding the outreach process and concept plans (i.e. alternatives) and programs; and
2. Reaching out to other community members and help bring them into the broader planning process through participation in the community workshops and other planning activities.

The composition of the Oversight and Outreach group includes City staff and project consultants, commissioners, and volunteers from various stakeholder groups who will be selected by the project management team. Outreach for volunteers may include those that participate in the school district's Community Trust meetings, Library Teen Advisory Group, City approved Sports Field User Groups, Chamber of Commerce, recipients of Menlo Park's Grant for the Arts Program and others.

The proposed Oversight and Outreach committee composition may include:

- Derek Schweigart, Interim Community Services Director
- Azalea Mitch, Public Works City Engineer
- Parks and Recreation Commission (2 representatives)
- City Council liaison to Parks and Recreation Commission
- Environmental Quality Control Commission (1 representative)
- Youth/Teens (2 representatives)
- School Districts (2 representatives)
- City Pool Operator – Team Sheep
- Sports Field User Group (2 representatives)
- Business Community (1 representative)
- Arts and Culture (1 representative)
- Environmental Group (1 representative)

POTENTIAL STAKEHOLDERS

- Menlo Park Police Department
- Menlo Park City Council
- Parks and Recreation Commission
- Complete Streets Commission
- Environmental Quality Commission
- Library Teen Advisory Group
- Sports Fields User Groups
- Recreation Program Operators
- Peninsula Volunteers, Inc.
- Menlo Park School District
- Ravenswood School District
- Las Lomas School District
- Sequoia High School District
- Private Schools
- San Mateo County Parks Department
- Boys and Girls Club
- Chamber of Commerce
- Bay Conservation & Development Commission (BCDC)
- Environmental groups
- Facebook
- Menlo Park Rotary
- Friends of Bedwell Bayfront Park
- Utility providers
- Gymnastics Community
- Special Population groups
- Dog Park Users

COMMUNITY OUTREACH SCHEDULE AT A GLANCE

TASK / MEETINGS

ACTION ITEMS

ACCOUNTABILITY

JANUARY 2018

Draft Community Outreach Plan
Outreach Plan Commission Review
Outreach Plan Council Review

Populate Stakeholder Matrix
 Select O+O Committee Members

City
 City

FEBRUARY 2018

Launch Project Website
 Launch Social Media Pages
 O+O Group Meeting
 Ad in Park + Rec Guide

Refine Project Branding (Logo/Tagline)
 Schedule O+O Committee Meetings
 Hold O+O Committee Meetings
 Create/Review Workshop Materials
 Create/Review Workshop Layout/Stations
 Schedule Stakeholder Interviews
 Reserve Venue
 Place Ad in Park + Rec Guide

Gates + City
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MARCH 2018

Intercept Activity #1 (3/31/18)
 O+O Group Meeting
 Stakeholder Interviews

Summarize Community Intercept Activity #1
 Notice Community Workshop #1
 Book Venue Community Workshop #1
 Develop Questions for Online Survey
 Conduct Stakeholder Interviews

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SPRING 2017

Intercept Activity #2
Community Workshop #1
 Stakeholder Interviews
 Open Online Survey
 Close Online Survey
 O+O Group Meeting
 Focus Group Meetings

Summarize Community Workshop #1
 Analyze Survey Data
 Focus Group Meeting Scheduling
 Conduct Focus Group Meetings

Gates
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 Gates + City

SUMMER 2018

Intercept Activity #3
Community Workshop #2
 Focus Group Meetings
 O+O Group Meetings (2)

Reserve Venue Workshop #2
 Create Content for Workshop #2
 Notice Workshop #2
 Summarize Workshop #2
 Reserve Venue Workshop #3
 Create Content for Workshop #3

City
 City + Team

 Gates
 City
 City + Team

FALL 2018

Community Workshop #3
 O+O Committee Meetings (2)

Summarize Workshop #3

Gates



STAFF REPORT

Environmental Quality Commission

Meeting Date: 3/21/2018

Staff Report Number: 18-004-EQC

Regular Business: Discuss and consider recommending the City Council amend the Climate Action Plan to incorporate new greenhouse gas reduction strategies for 2018-2020

Recommendation

Discuss and consider advising the City Council to amend the Climate Action Plan to incorporate new greenhouse gas reduction strategies for 2018-2020.

Policy Issues

The proposed action is consistent with the Environmental Quality Commission's Work Plan for 2016-2018 to implement Climate Action Plan initiatives to achieve or exceed the City's greenhouse gas reduction target.

Background

The City Council adopted the Climate Action Plan in 2009 with the intention to have regular annual updates to ensure the City is on track to meet its 27 percent greenhouse gas reduction target by 2020. The annual update includes calculating the current community greenhouse gas inventory, which provides information on how far along the community has come to reducing greenhouse gas emissions. It also provides the City Council an opportunity to evaluate and consider new greenhouse gas reduction strategies. The last update occurred in 2015.

In February 2018, the Environmental Quality Commission reviewed a memorandum from Chair London to discuss and consider updates to the Climate Action Plan target and greenhouse gas reduction strategies through the year 2020.

The Commission discussed drafting a Climate Action Plan update to remove existing greenhouse gas reduction strategies between 2018 and 2020, and include new and timelier strategies. This would provide greater greenhouse gas reductions given current city resources and priorities. The Commission identified several potential strategies, and there was general agreement to pursue two strategies:

1. Extending the Menlo Connect green design standards in the General Plan citywide or the Downtown Specific Plan; and
2. Developing an electric vehicle charging station infrastructure master plan

In addition, there was discussion on developing criteria to prioritize future strategies after 2020. The potential criteria to evaluate strategies included:

- Longevity of the emissions
- Financial benefits
- Grant worthy

- Future worthy
- Quality of life and other environmental benefits
- Ability to be implemented quickly
- Dollar per ton value

No formal action was taken at the February meeting on this matter because more information was needed to determine adequate city resources up to 2020 and balance the proposed new Climate Action Plan strategies within existing City Council priorities. There was a consensus to continue the item at the next Commission meeting.

Analysis

This analysis will focus on the next steps for the Commission to take in order to advise the City Council of the two proposed GHG reduction strategies up to 2020. The proposed criteria to use for evaluating strategies beyond 2020 will be discussed at a later meeting or by the Climate Action Plan subcommittee.

Extending the ConnectMenlo General Plan Update's green design standards

Given current City Council priorities (Attachment A), extending the green design standards citywide is not viable this year. Additional analysis is needed to evaluate whether this could be considered for 2019. This additional analysis can be undertaken when the Climate Action Plan is formally updated.

However, there is a planned City Council meeting in April to discuss amendments to the Downtown Specific Plan. The Commission can submit a letter recommending the City Council consider extending the green design standards in the General Plan to the Downtown Specific Plan area. The Commission can discuss the outline of the letter and take formal action for the Chair or Vice Chair to submit the letter.

The letter can be provided to the Planning Division to include in their staff report to the City Council, and the Commission Chair or Vice Chair can send the letter to the City Council once the subject has been placed on their agenda.

Developing an electric vehicle charging station infrastructure master plan

This strategy is not included in the current Climate Action Plan, and would require City Council approval to use existing funds and resources. The Commission could advise City Council to replace the existing Climate Action Plan strategies for 2018-2020 with an electric vehicle charging infrastructure master plan. This would formally realign resources and funding to execute the proposed Climate Action Plan strategy.

With current staff capacity and priorities, the sustainability staff can provide a report and amendment to City Council in May. The Environmental Quality Commission would need to submit a letter to the City Council outlining their reason for amending the Climate Action Plan and advising them on the proposed new GHG reduction strategy. The letter will be included in the staff report and serve as the main driver for amending the Climate Action Plan at this time. It will also be important to communicate that this is not a formal update of the Climate Action Plan as formal process will take longer to complete.

Impact on City Resources

Executing the proposed Climate Action Plan initiatives could delay the formal update to the Climate Action Plan and affect implementation of the Community Zero Waste Plan due to limited staff resources. Both strategies would require dedicated staff from other divisions (transportation and planning), which may delay final completion of the proposed Climate Action Plan strategy up to 2.5 years due to departments

obligations to complete other City Council priorities (Attachment A). However, the biennial review of the Downtown Specific Plan is in the top six priorities for the City Council to review in 2018, indicating that this planned activity has allocated appropriate resources to already.

Environmental Review

No environmental review is required.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours before the meeting.

Attachments

A. 2018 City Council Work Plan

Report prepared by:

Rebecca L. Lucky, Sustainability Manager

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Priority Projects (as approved on February 6, 2018)		Lead Department	Supporting Departments	06/30/18	Milestones	
Project	Summary				12/31/18	06/30/19
District Elections	Menlo Park is transitioning to a by-district election system effective for the November 2018 City Council election. Demand for election-related staff support is expected to be higher than normal.	City Manager's Office	-	Advisory Districting Committee to recommend district boundary maps and related election sequencing approved in April 2018. City Clerk to submit final maps to the San Mateo County Registrar of Voters in May 2018. Districts identified and submitted to the registrar of voters will be completed by June 2018. Candidates will begin pulling papers in July 2018 to run for elected office from their respective districts.	Completed by midyear.	Completed by midyear.
Transportation Master Plan	<p>The Transportation Master Plan provides a bridge between the policy framework adopted within the Circulation Element and project level efforts to modify the transportation network within Menlo Park.</p> <p>The Plan, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions toward regional improvements. Following development of the Plan, a fee program update would provide a mechanism to modernize the collection of funds toward construction of the improvements identified and prioritized in the Master Plan.</p>	Public Works	City Manager's Office, Community Development, Police	Finalize goals and performance metrics. Develop the draft project and strategy list.	Release draft plan for public review.	Transportation Master Plan adopted in Spring 2019 and Fee Program update initiated.
Citywide Safe Routes to School Program (Non-infrastructure)	<p>Safe Routes to School typically encompasses six program elements: education, encouragement, enforcement, equity, engineering and evaluation (6 E's). The development of a Safe Routes to Schools program would establish a partnership between the City, local schools, and parent groups to ensure issues that discourage students from walking and bicycling to school are addressed.</p> <p>This program would establish a stakeholder group to work collaboratively on Safe Routes issues and solutions, develop incentive and encouragement programs, and outline the framework to build and sustain the program over time. This program would not construct or fund infrastructure improvements, although it would establish a staff liaison to identify infrastructure needs within other capital project planning processes in the City.</p> <p>The Citywide Safe Routes to School Initiative (non-infrastructure) is an ongoing, multi-year program that will require annual funding.</p>	Public Works	Police	Release a request for proposal for consultant services. Authorize a consultant contract. Convene first stakeholder meeting.	Continue implementation. Identify prioritized list and schedule of Safe Routes to School infrastructure plans for each school.	Continue implementation.

Priority Projects (as approved on February 6, 2018)		Lead Department	Supporting Departments	06/30/18	Milestones	
Project	Summary				12/31/18	06/30/19
Implement Downtown/EI Camino Real Specific Plan Biennial Review	Commence the Downtown/EI Camino Real Specific Plan Biennial Review and initiate associated amendments, which may encompass the following items: Revisions to the residential and commercial maximum allowable development levels, modify existing floor area ratio (FAR) and height limits in applicable zoning districts, potentially modify zoning to permit a mixed-use parking facility and possible revisions for the following: required setbacks and sidewalk standards; hotel, personal service and transit station area parking requirements; sign area requirements for larger parcels; and a hotel incentive analysis. Completion of this work with require the retention of a private consultant to assist City staff.	Community Development	City Manager's Office, Public Works	Begin project planning after commencing review of the Guild Theatre project.	City Council approval of a Workplan, budget and consultant contracts.	Complete public outreach; environmental review underway.
Downtown Parking Garage	<p>Determine potential uses, siting, funding and design of a downtown parking structure.</p> <p>Staff has evaluated a number of options for developing a parking structure and/or mixed use development. With that in mind, there is no consensus yet regarding the mix of uses, siting, funding strategy and design of a parking structure.</p> <p>Staff will research options for presentation to City Council with the known limitations and schedule a community meeting in March to pose these question to the business community, residents and other stakeholders and then report out to the City Council in a study session to be scheduled in April.</p>	City Manager's Office	Administrative Services, Community Development, Public Works	Community Meeting in March and Council study session in April.	Additional community outreach based on Council direction, Council funding of next steps.	To be determined - milestones will depend on Council direction.
The Guild Theatre - Land Use Entitlement Approval	<p>Complete the approval of the necessary entitlements for the Guild Theatre. The proposed reuse of the Guild Theatre, by a private non-profit developer, will require an amendment to the EI Camino Real/Downtown Specific Plan.</p> <p>The proposal is to renovate and expand the current facility as a live entertainment venue for music acts, while also allowing for periodic film showings and community events. The facility would be a three-level (finished basement) 11,000 sq. ft. structure. Staff will retain a consultant to identify a new use definition, modify permitted floor area ratio (FAR) for the new use and determine if additional environmental review would be required. Additional analysis would be required for traffic, parking, and historic assessment.</p> <p>The developer would be responsible for construction and operation of the facility.</p>	Community Development	City Manager's Office, Public Works	A City Council Study Session is scheduled for February 13. Assuming development application submitted in February, completion of Planning Commission review and recommendation.	Final action by the City Council expected in July 2018.	Final action by the City Council expected in July 2018.

Last modified: March 15, 2018

*Workplan Staff Report: menlopark.org/DocumentCenter/View/16607

2018 Remaining Workplan (as approved on February 6, 2018)	Lead Department	Supporting Department(s)	06/30/18	Milestones 12/31/18	06/30/19
Responding to the development needs of private residential and commercial property owners					
Enhanced Housing Program	City Manager's Office	Community Development, City Attorney's Office	Presentation of Housing Commission recommendations on housing policies		
Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers	Community Development	-	Complete Planning Commission review of the proposed regulations.	Council adoption of proposed amendments to the Building Code and Zoning Ordinance to implement new EV charging requirements are targeted for September, 2018.	
Single Family Residential Requirements and Guidelines	Community Development	-	Other priority projects will delay this work plan item	Council adoption of a work plan, inclusive of review and recommendations of the Planning Commission.	Conduct public outreach to refine goals for the revisions to the requirements and guidelines.
Stanford University 2018 General Use Permit Review	Public Works	Community Development, City Attorney's Office	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Attracting thoughtful and innovative private investment to Menlo Park					
Downtown Streetscape Improvement Project (Specific Plan)	Public Works	City Manager's Office	Begin/continue project planning.	Release request for proposals/consultant services.	Begin/continue project design.
Furthering efficiency in city service delivery models					
Cost allocation plan and user fee study	Administrative Services	All other departments	Completed by June.		
Development of a Citywide Communications Program	City Manager's Office	All other departments	Developing communications plan.	Present draft Communications Plan to City Council	Ongoing work.
Information Technology Master Plan Implementation	Administrative Services	Community Development, Public Works	Finalize land management system replacement contract negotiations.	Complete initial QA testing and launch alpha testing.	Wrap-up alpha testing and launch beta testing.
Organizational Study for Public Works Maintenance Services	City Manager's Office	Public Works	Release request for proposals/consultant services.	Hire consultant.	Project complete.
Organizational Study for Development Services	City Manager's Office	Community Development, Public Works	Release request for proposals/consultant services.	Hire consultant.	Project complete.
Charter City Initiative	City Attorney's Office	-	First analysis of the Charter City will be heard by Council at the February 6 City Council meeting.	To be determined.	To be determined.
Employee Engagement/Organizational Development	All	-	Plan completed - implementation begins	Second survey complete.	Additional strategies from the plan underway.
West Menlo Triangle Annexation (Subcommittee - information gathering)	City Manager's Office	Community Development, Public Works	Information and data gathering with subcommittee)		
Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently					
Haven Avenue Streetscape Improvement	Public Works	-	Identify funding and phasing strategy to complete project.	Release construction bid package.	Award construction contract.
Create Transportation Management Association	Public Works	-	Release request for proposals/consultant services.	Begin implementation.	Continue implementation.
High Speed Rail Coordination & Environmental Review	Public Works	City Manager's Office, Outside Legal Counsel	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Oak Grove, University, Crane Bicycle Improvement Project	Public Works	-	Continue implementation.	Continue implementation.	Complete trial project evaluation.
Willows Neighborhood Complete Streets	Public Works	Police	Finalize scope of work.	Release request for proposals/consultant services.	Continue project planning.
El Camino Real Corridor Study	Public Works	-	Complete analysis of northbound traffic conditions	Present findings of northbound traffic conditions	Begin design of crossing improvements
Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification	Public Works	-	Finalize scope of future improvements.	Release request for proposals/consultant services.	Award a contract/authorize an agreement for consultant services.
Willow/101 Interchange	Public Works	Police	Schedule is dependent on an outside agency. Continued monitoring.	Schedule is dependent on an outside agency. Continued monitoring.	Schedule is dependent on an outside agency. Continued monitoring.
Chilco Streetscape and Sidewalk Installation	Public Works	Community Development	Continue construction/implementation.	Continue construction/implementation.	Complete construction/implementation.

2018 Remaining Workplan (as approved on February 6, 2018)	Lead Department	Supporting Department(s)	06/30/18	Milestones 12/31/18	06/30/19
Ravenswood Avenue/Caltrain Grade Separation Study	Public Works	-	Complete project planning.	N/A	N/A
Middle Avenue Caltrain Crossing Study	Public Works	Community Development	Continue project planning.	Continue project planning.	Complete project planning.
Maintaining and enhancing Menlo Park's municipal infrastructure and facilities					
Arrillaga Family Recreation Center HVAC System Upgrade	Public Works	Community Services	Begin project planning.	Continue project design.	Continue project design.
Burgess Pool Capital Improvements	Public Works	Community Services	Begin project planning.	Continue project planning.	Continue project planning.
Gatehouse Fence Replacement	Public Works	-	Award a contract/authorize an agreement for consultant services.	Begin project design.	Complete project design.
Facilities Maintenance Master Plan	Public Works	Community Services	Release request for proposals/consultant services.	Award a contract/authorize an agreement for consultant	Continue project planning.
Reservoir Reroof and Mixers	Public Works	-	Begin project planning.	Release request for proposals/consultant services.	Continue project design.
Library Landscaping	Public Works	Library	Begin project design.	Continue project design.	Complete project design.
Water System Master Plan	Public Works	Administrative Services	Release the Plan for public review	Begin plan implementation	Continue plan implementation
Chrysler Pump Station Improvements	Public Works	-	Continue project design.	Award construction contract.	Continue construction/implementation.
San Francisquito Creek Upstream of 101 Flood Protection Project	Public Works	City Manager's Office	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Emergency Water Supply	Public Works	-	Release construction bid package.	Award construction contract.	Project complete.
Providing high-quality resident enrichment, recreation, and discovery					
Parks and Recreation Facilities Master Plan Update	Community Services	Administrative Services, Public Works	Begin project planning.	Continue project planning.	Project complete.
Park Playground Equipment	Public Works	Community Services	Release request for proposals/consultant services.	Award construction contract.	Continue construction/implementation.
Jack Lyle Park Restroom	Public Works	Community Services	Release construction bid package.	Begin construction/implementation.	Complete project.
Willow Oaks Park Improvements	Public Works	Community Services	Begin project design.	Continue project design.	Release construction bid package.
Burgess Park Snack Shack	Community Services	Community Development, Public Works	Draft plans approved.	Final plans approved.	Construction started pending funding donation.
Equity in Education Joint Powers Authority <i>The JPA, along with other initiatives, will help to address education and inequality in Menlo Park.</i>	City Manager's Office	-	The JPA intends to address education and inequality in Menlo Park. Prior to June, the draft template of the JPA would be created and circulated for comments from the stakeholders. Other educational initiatives to be developed by the City Council.	Prior to December, comments from stakeholders will be incorporated into the JPA document. Other educational initiatives based on City Council direction.	The JPA document will be considered for approval by the stakeholders in early 2019. Other initiatives based on City Council direction.
Minimum Wage Ordinance	City Manager's Office	Economic Development	No action - There is no staff capacity to work on this effort before June 2018	Per Council direction at goal setting, staff will research ordinances from other Cities and present one for Council action. There is no staff capacity for timely significant public outreach on this topic. Should the Council decide that timely significant public outreach is necessary, then resource augmentation will be necessary or the Council will have to prioritize reducing action on the Enhanced Housing Program, Parking Garage, Sister City Program, or Economic Development participation in the development process.	
Realizing Menlo Park's vision of environmental leadership and sustainability					
Green Infrastructure Plan	Public Works	-	Continue project planning.	Continue project planning.	Release Plan for public review.

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Environmental Quality Commission



REGULAR MEETING MINUTES - DRAFT

Date: 2/21/2018
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call to Order

Chair London called the meeting to order at 6:38 p.m.

B. Roll Call

Present: Bedwell, DeCardy, Dickerson, Chair London, Marshall, Vice Chair Martin
Absent: Smolke
Staff: Sustainability Manager Rebecca Lucky and Sustainability Assistant Hannah Guenther

C. Public Comment

No public comment was received.

D. Regular Business

- D1. Discuss and consider updates to Climate Action Plan goals and Greenhouse Gas (GHG) reduction strategies through the year 2020.

- Tom Kabat spoke in support of electrification and project with wider community impact

Following Commission discussion, there appeared to be a consensus on two strategies

1. Extending the Menlo Connect green design standards in the General Plan citywide or the Downtown Specific Plan; and
2. Developing an electric vehicle charging station infrastructure master plan

This will be placed on a future Commission agenda for approval.

- D2. Approve the September 27 and November 15, 2017, and January 17, 2018, Environmental Quality Commission meeting minutes.

ACTION: Motion and second (Bedwell/DeCardy) to approve the September 27 and November 15, 2017, and January 17, 2018, Environmental Quality Commission meeting minutes with minor grammatical corrections to the January 17, 2018, minutes passes (5-0-1-1; Marshall abstained; Christina Smolke absent).

- D3. Consider requests for future agenda items

By consensus the Environmental Quality Commission agreed to these potential topics for future agenda items:

- Heritage Tree Ordinance update

- Climate Action Plan 2018-2020 strategies
- Annual arborist report
- Water conservation plan
- Environmental Quality Commission Work Plan review
- Environmental Quality Commission quarterly report
- Green infrastructure project update
- Transportation Master Plan update

E. Reports and Announcements

E1. Subcommittee reports

There were no subcommittee reports.

E2. Individual commissioner reports

Commissioner Bedwell provided a verbal report on the electric vehicle charging policy meeting with the Planning Commission.

E3. Staff update and announcements

Sustainability Manager Rebecca Lucky provided a verbal update regarding the Transportation Master Plan, new staff recruitment and the general focus for the Sustainability Division for the year.

F. Adjournment

Chair London adjourned the meeting at 9:09 p.m.

Minutes prepared by Hannah Guenther.