

# Environmental Quality Commission



## REGULAR MEETING AGENDA

**Date:** 4/18/2018  
**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 provide feedback on the Heritage Tree Ordinance update project overview ([Staff Report #18-006-EQC](#)).
- D2. Approve a recommendation to the City Council for an Environmental Quality Commission representative to serve on the Transportation Master Plan Oversight and Outreach Committee starting May 1, 2018 ([Staff Report #18-005-EQC](#)).
- D3. Discuss and authorize the Chair to send a letter to the City Council about recommended amendments to the Climate Action Plan ([Attachment](#)).
- D4. Discuss the Environmental Quality Commission’s quarterly report to the City Council
- D5. Approve the March 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**

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the “Notify Me” service at [menlopark.org/notifyme](http://menlopark.org/notifyme).

Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 4/12/2018)

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

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

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.



## STAFF REPORT

### Environmental Quality Commission

**Meeting Date:** 4/18/2018

**Staff Report Number:** 18-006-EQC

**Regular Business:** Discuss and provide feedback on the Heritage Tree Ordinance update project overview

### Recommendation

Staff recommends that the Environmental Quality Commission discuss and provide feedback on the Heritage Tree Ordinance update project overview.

### Policy Issues

This project was item No. 8 on the 2017 City Council Work Plan and is listed as a remaining and ongoing Work Plan Item for the 2018 City Council Work Plan.

### Background

In 1979, the city's first heritage tree ordinance was adopted. Amendments to the ordinance have been made on five occasions with the last occurring in 2006. The primary goal of the ordinance is to ensure a significant and thriving population of large healthy trees in Menlo Park. The ordinance establishes policies and procedures for removal, heavy pruning and protection of heritage trees. It also specifies penalties for violation of the ordinance. Over the last several years, conflicts have risen with regards to development related appeals, unpermitted removals and enforcement of tree replacements. As a result, the City Council included updating the Heritage Tree Ordinance as part of their 2017 and 2018 work plans.

In April 2017, the City entered into an agreement with California Tree and Landscape Consulting, Inc. (CalTLC) to update the Heritage Tree Ordinance. However, the Heritage Tree Ordinance Update was delayed due to the departure of the Sustainability Manager in January 2017, and was on hold until the position was filled again in August 2017.

In February 2018, a project kick-off meeting was held with CalTLC, which began the project planning and the potential community engagement process for moving forward with the update. The initial project schedule and project summary are being presented to the Environmental Quality Commission for information and/or discussion.

### Analysis

In February, the kick-off meeting with the project consultant, California Tree and Landscaping Consulting, Inc. (CalTLC), resulted in:

- Developing a project summary (Attachment A)
- A high level discussion of the project schedule
- Providing the Environmental Quality Commission's recommendations (Attachment B) to CalTLC and discussion of other data needs
- Discussion of a community task force for the ordinance update process

The Heritage Tree Ordinance Update is estimated to be completed by fall 2019. Below is a summary of the project schedule.

Tentative Project Schedule	
Activity	Duration
Project planning	February to April 2018
Community task force formation and first meeting	March to July 2018
Research and evidence gathering of Menlo Park data other communities' best practices and policies	April to May 2018
Complete policy options analysis	August to December 2018
Environmental Quality Commission and Planning Commission review of preferred option	January to March 2019
City Council study session on preferred option	April 2019
Draft ordinance update	May to July 2019
Community engagement	July to October 2019
Environmental Quality Commission and Planning Commission review of final heritage tree ordinance update	March to June 2019
City Council first reading/introduction and second reading/adoption of ordinance	October to November 2019
Implementation rollout and development of standard operating procedures	January to July 2020
Monitoring and evaluation	TBD

Community engagement will be integral to the Heritage Tree Ordinance Update process, and will include formation of a Community Task Force. The scope and process for the Community Task Force is under development, but will mainly strive to provide high level insight and guidance into the development of policy options and criteria to update the ordinance. The Task Force will likely be a balanced mix of stakeholders, which may include, but is not limited to:

- Homeowners/commercial property owner(s)
- Planning Commission representative
- Environmental Quality Commission representative
- Real estate agent(s)
- Real estate developer(s)
- Private arborist
- Landscape architect

The first meeting of the task force is expected to be in June 2018.

### Impact on City Resources

The project is a funded General Fund Capital Improvement project. No additional appropriations are requested.

**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. Project summary
- B. Environmental Quality Commission Heritage Tree Ordinance update recommendations

Report prepared by:

Candise Almendral, Sustainability Specialist

Rebecca Lucky, Sustainability Manager

THIS PAGE INTENTIONALLY LEFT BLANK

# HERITAGE TREE ORDINANCE UPDATE

City Manager's Office – Sustainability  
701 Laurel St., Menlo Park, CA 94025  
Rebecca Lucky, Sustainability Manager  
rlucky@menlopark.org  
tel 650-330-6765



## Project summary

The City of Menlo Park is in the process of updating the Heritage Tree Ordinance. Over the past several years, conflicts have arisen with regard to development related appeals, unpermitted removals and enforcement of tree replacements. As a result, the City Council included updating the Heritage Tree Ordinance as part of their 2017 and 2018 work plans. The project is being led by the Sustainability Division, but includes collaboration across various city departments and community stakeholders.

The primary goal of the ordinance is to ensure a significant and thriving population of large healthy trees in Menlo Park. The ordinance update will evaluate, explore options and find opportunities to better manage conflicts related to the ordinance while still meeting the community's needs and aspirations to maintain a flourishing urban canopy for public health, enjoyment, increased environmental benefits and economic value.

Examples of areas being examined for enhancement are:

- Definition of a heritage tree
- Permit procedure for protection, heavy pruning and removal
- Specification of penalties for violation and enforcement mechanisms
- Replacement and mitigation procedures for removals (replacement ratios, identifying appropriate species)
- Purview of City staff, city commissions and City Council in permitting and appeals process

## Project process (18-months)

### Activity No. 1 (February 2018 to July 2018)

- Project plan and schedule
- Community task force formation
- Data collection (Menlo Park and other communities)

### Activity No. 2: (August 2018 to spring 2019)

- Complete policy options analysis
- Review by Environmental Quality Commission and Planning Commission
- City Council study session on preferred option

### Activity No. 3: (Summer 2019 to fall 2019)

- Refine preferred option and draft ordinance update
- Community wide engagement of draft ordinance
- Final policy review to commissions (Planning and Environmental Quality Commission)
- City Council adoption

## Related existing policies, programs, future projects

Urban Forest Master Plan, Climate Action Plan

## Key people

Interdepartmental and community engagement throughout this process is vital to the meaningful update and the successful implementation of this ordinance.

Project team	Internal stakeholders	Community Task Force
Rebecca Lucky, Sustainability Manager, project lead Candise Almendral, Sustainability Specialist, project coordinator Christian Bonner, City Arborist Deanne Ecklund, Contract Arborist Thomas Rogers, Principal Planner Ivan Toews, Engineering Technician I	Ron LaFrance, Assistant Community Development Director Public Works tree maintenance crew West Coast Arborists, Inc. Brian Henry, Public Works Superintendent Whitney Loy, Senior Engineering Technician City Attorney	Home/property owners Planning Commission representative Environmental Quality Commission representative Real estate agent Real estate developer Private arborist

THIS PAGE INTENTIONALLY LEFT BLANK





**To: Environmental Quality Commissioners**

**From: Heritage Tree Subcommittee**

**Subject: Discuss and Approve Recommendations to City Council on Changes to the Heritage Tree Ordinance and Tree Replacement Policy.**

---

**Potential Environmental Quality Commission (EQC) Action**

Discuss and approve recommendations to City Council on changes to the Heritage Tree Ordinance and tree replacement policy.

**Background**

Heritage trees represent a valuable city resource. These large trees protect and preserve the scenic beauty and natural environment of the city, prevent erosion of topsoil and sedimentation into waterways, encourage quality development, provide shade and wildlife habitat, counteract pollutants in the air, and decrease wind velocities and noise. Menlo Park has a Heritage Tree Ordinance in place with the primary goal of ensuring a significant population of large, healthy, and desirable trees over the long term in the city.

The Environmental Quality Commission's work plan has identified the preservation of heritage trees and the management and healthy renewal of the City's urban canopy as a priority. The Environmental Quality Commission receives quarterly arborist reports from the City Arborist, and hears appeals from city residents on heritage tree removal permits as part of its regular duties. Through these interactions with City staff and residents, the Environmental Quality Commissioners felt that there were changes that could be made to the Heritage Tree Ordinance and city policies regarding tree removal and replacement that would improve the broader goal of maintaining a healthy urban canopy in Menlo Park. A Heritage Tree Subcommittee composed of Commissioners Marshall, Scott, and Smolke were tasked with studying the issues and coming back to the Environmental Quality Commission with a set of recommendations. Based on several discussions with the City Arborist and City Staff, the Heritage Tree Subcommittee has identified a number of problems faced in the preservation and protection of current and future heritage trees and is providing a set of proposed solutions, which incorporate ordinance and procedural changes, for the Environmental Quality Commission to consider.

## **Potential Recommended Changes to the Heritage Tree Ordinance (HTO) and Tree Replacement Policy**

Opportunities for improving heritage tree preservation and protection have been identified in three broad areas.

### **(1) Information**

#### *Problems:*

(i) Newly-replaced city trees receive mixed acceptance from city residents, leading to lower survival rates; (ii) Replacement trees can have undesirable features, including being climate inappropriate and non-drought tolerant; (iii) Residents are unfamiliar with heritage tree removal and replacement policies.

#### *Recommended solutions:*

Improve outreach and information provided to city residents through mechanisms such as:

- (i) Provide a mailer that describes the tree replacement process (i.e., describing that city trees in the area are reaching the end of their life cycle and new trees of mixed species with similar aesthetic qualities will be planted).
- (ii) Knock on doors and ask if residents would like a tree planted in front of their house on the public right-of-way.
- (iii) Update the city's website with (a) a tree replacement list with climate appropriate and/or drought tolerant trees, (b) a list of undesirable trees for which fees are waived for removal (if approved), and (c) a direction sheet on proper planting techniques, and provide these with tree removal permits.
- (iv) Provide a notice to neighbors regarding heritage tree removal and replacement policies when a permit is approved with city staff contacts for concerns or questions.
- (v) Apply a heritage tree stamp/logo to all real estate promotional flyers, literature, and advertisements associated with the sales process. This stamp will indicate that Menlo Park is a heritage tree city and serve to inform buyers about the heritage tree ordinance long before they sign closing papers for their new house.

### **(2) Enforcement**

#### *Problems:*

(i) Replacement trees are not planted after heritage trees are removed with permit approval; (ii) Heritage trees are too easily removed in preparation for development projects.

#### *Recommended solutions:*

Implement procedural and ordinance changes to better enforce tree replacement such as:

- (i) Modify the HTO to include tree replacement (min 15 gal) as a requirement.
- (ii) Increase the time for tree replacement to allow for a thoughtful, educated planting process. Require tree planting as part of the final inspection for approved construction projects.
- (iii) Modify city procedure so that a reminder notification is sent out with city staff contact information after one month and again after three months. If a replacement tree has not been planted at the time of inspection, assess a fine that is more than the cost of planting two replacement trees (>\$1,200).
- (iv) As an alternative to planting a replacement tree, the resident can pay a fee that will go towards planting two trees on city property (\$800), if (a) an appropriate spot for

planting a replacement tree does not exist on the property (based on approval by the City Arborist) or (b) if selected at the time of permit approval.

- (v) Modify the HTO to indicate violation fines based on the estimated community value of the tree (see point 3 below). If a tree is removed prior to city inspection, a fine will be charged based on the City Arborist's estimation of tree circumference or \$10,000, whichever is greater.
- (vi) Do not issue building permits for site improvements within 3 years of a heritage tree(s) removal, if the tree's location was within the envelope of the proposed building.

### **(3) Incentives**

#### *Problems:*

(i) Healthy and desirable heritage trees are being removed in new construction projects due to value structures that prioritize maximizing development profit and do not account for the value of that asset to the community; (ii) Home owners that maintain and preserve heritage trees for the community are not rewarded; (iii) Undesirable trees are not replaced.

#### *Recommended solutions:*

Implement procedural and ordinance changes to better recognize the community-wide value and incentivize the preservation of healthy heritage trees such as:

- (i) Waive permit fees for removal of undesirable trees, following inspection (and approval) by the City Arborist; replacement trees are required in these cases.
- (ii) Assign a value to a heritage tree that reflects the substantial value of these assets to the community. For example, a method that multiplies the tree's circumference by a standard factor (e.g., \$100/circumference inch) is simpler to implement and more intuitive.
- (iii) Involve the EQC as part of the Planning Commission's preliminary building approval process for new developments. For example, the EQC may engage in the review of development plans that involve the removal of one or more heritage trees under specified criteria or circumstances that would trigger such a review process. In addition, a mitigation fee may be charged for development projects where healthy heritage trees are removed (based on the estimated community value of the tree). As another example, a minimum of two trees from the city-approved list and the planting of street trees where voids exist may be required for new homes.
- (iv) Include a heritage tree fee in construction permits, that can be reduced or waived if the site contains and/or incorporates heritage trees. The heritage trees on a property can be assessed during sales transaction and/or site review by city planner or designed prior to submission of preliminary site plans.

### **Policy Issues**

Some of the proposed actions would represent changes to the City's Heritage Tree Ordinance. Some of the proposed actions would represent changes to city policies and procedures around city tree replacement.

**Additional Notes for Discussion with EQC**

- Under (2) possibly increasing minimum size of the replacement tree.
- Under (2) discuss ways in which building moratorium might be realistically put into practice.
- Under (3) discuss other incentives for home owners to keep heritage trees on their properties, e.g., credit on property taxes for homes with heritage trees, etc.



## STAFF REPORT

### Environmental Quality Commission

**Meeting Date:** 4/18/2018

**Staff Report Number:** 18-005-EQC

**Regular Business:** Approve a recommendation to the City Council for an Environmental Quality Commission representative to serve the Transportation Master Plan Oversight and Outreach Committee starting May 1, 2018

### Recommendation

Staff recommends the Environmental Quality Commission approve a recommendation to the City Council for an Environmental Quality Commission representative to serve the Transportation Master Plan Oversight and Outreach Committee starting May 1, 2018.

### Policy Issues

The City Council has, in limited instances, previously allowed commission representatives serving on special task forces or limited-term project committees to continue in that capacity beyond the expiration of their individual commissioner term. The Commission needs to recommend someone to be its representative on the Transportation Master Plan Oversight and Outreach Committee starting May 1, 2018.

### Background

On July 26, 2017, the Environmental Quality Commission voted to nominate Chris DeCardy to serve on the Transportation Master Plan Oversight and Outreach Committee (Attachment A).

On August 29, 2017, the City Council appointed Commissioner Chris DeCardy, upon the recommendation of the Environmental Quality Commission, to serve on the Transportation Master Plan Oversight and Outreach Committee.

The Transportation Master Plan Oversight and Outreach Committee began meeting in October 2017 and is expected to continue into 2019.

### Analysis

Commissioner DeCardy's term on the Environmental Quality Commission ends April 30, 2018. In keeping with city precedent, the Environmental Quality Commission can recommend that Chris DeCardy continue to serve on the Transportation Master Plan Oversight and Outreach Committee or recommend a new commissioner as its representative.

During the recent ConnectMenlo General Plan Update process, Environmental Quality Commissioner Kristin Kuntz-Duriseti termed out of her commission role, but was approved to continue her service on the General Plan Advisory Committee.

The Environmental Quality Commission may want to discuss in what capacity feedback and progress updates will be provided going forward.

There could be efficiencies gained by allowing Commissioner DeCardy to remain on the Transportation Master Plan Oversight and Outreach Committee. It creates less gaps in knowledge between commissioners serving on a highly political, technical and sensitive topic, such as transportation congestion in specific areas of the city. Thus far, there have been two meetings of the Transportation Master Plan Oversight and Outreach Committee along with review of technical documents.

Alternatively, a current Environmental Quality Commission commissioner may be interested in serving on the Transportation Master Plan Oversight and Outreach Committee. The benefit to this would be streamlined participation and communications with the Environmental Quality Commission as a current commissioner would already attend monthly commission meetings and could report on the progress of the Transportation Master Plan project.

Regardless of the Commission's recommendation, final approval will come from the City Council.

### **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. July 26, 2017, Environmental Quality Commission staff report

Report prepared by:  
Rebecca Lucky, Sustainability Manager

Report reviewed by:  
Kevin Chen, Associate Transportation Engineer  
Clay Curtin, Assistant to the City Manger



## STAFF REPORT

### Environmental Quality Commission

Meeting Date: 7/26/2017

Staff Report Number: 17-015-EQC

**Regular Business:** Nominate a commissioner to serve on the Transportation Master Plan Oversight and Outreach Committee

### Recommendation

Staff recommends the Environmental Quality Commission nominate a member to serve as a representative on the Transportation Master Plan Oversight and Outreach Committee for potential City Council appointment Aug. 29, 2017.

### Policy Issues

The development of a transportation master plan is included in the City Council's adopted 2017 Work Plan (Item No. 46) and is one of the highest priority implementation programs in the 2016 General Plan Circulation Element. The creation of a Transportation Master Plan Oversight and Outreach Committee will help guide the transportation master plan process to a successful completion. The committee would be a Brown Act body, meaning all meetings of the committee would be open to the public and noticed at least 24 hours before the meeting.

### Background

On Nov. 29, and Dec. 6, 2016, the City Council completed actions to approve the ConnectMenlo General Plan Land Use and Circulation Elements. This was a multiyear, comprehensive process that represents a vision for a live/work/play environment in the former M-2 Area while maintaining the character and values that the City has embraced. The General Plan serves as the City's comprehensive and long range guide to land use and infrastructure development in the City. The Land Use and Circulation Elements, along with the Housing Element which was adopted in 2014, provide the key policy framework to guide the City's physical development. While the adoption of the General Plan was a major accomplishment for the City, the work is not done. The plan is dynamic; the Elements contain a number of goals, policies and programs that implement the City's vision.

Transportation challenges, including multimodal safety, traffic congestion, neighborhood quality of life, and regional coordination are significant concerns to the City of Menlo Park. The Circulation Element includes a number of forthcoming transportation-related programs, including those to encourage multimodal transportation, provide opportunities for active transportation to encourage health and wellness, minimize cut-through traffic on residential streets, and consider changes to the transportation impact metrics the City uses to evaluate development proposals. High priority transportation-related programs are the development of a transportation master plan and updates to the transportation impact fee.

A transportation master plan would provide a bridge between the policy framework adopted within the Circulation Element and project-level efforts to modify the transportation network within Menlo Park. Broadly, it provides the ability to identify appropriate projects to enhance the transportation network, conduct community engagement to ensure such projects meet the communities' goals and values, and prioritize projects based on need for implementation. The transportation master 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. It will serve as an update to the City's bicycle and sidewalk plans. Following development of the master plan, the transportation impact fee program update would provide a mechanism to modernize the City's fee program to collect funds toward construction of the improvements identified and prioritized in the master plan.

The transportation master plan, however, is not designed to identify project-level, specific solutions to individual neighborhood cut-through traffic concerns, specific Safe Routes to School infrastructure plans, or provide detailed engineering designs of the improvements that will be identified in the plan. These efforts would be prioritized in the plan for future work efforts and through current projects such as Willows Neighborhood Complete Streets.

On May 23, 2017, the City Council authorize the City Manager to enter into an agreement with W-Trans, after an extensive consultant selection process, for the transportation master plan and transportation impact fee program in a not to exceed amount of \$400,000. The overall project schedule is included as Attachment A.

## **Analysis**

The scope of work for the development of the TMP includes the creation of the committee comprised of 11 members appointed by the City Council. The composition of the committee would be two at-large members, two members of the City Council, three members from local organizations, and one member from each of the following city commissions:

- Complete Streets Commission
- Environmental Quality Commission
- Parks and Recreation Commission
- Planning Commission

These four commissions, out of all seven city commissions, most align with the purpose of the transportation master plan with their typical review subjects and carry-out assignments.

Staff is asking each commission to nominate one member for appointment to serve on the committee, subject to City Council confirmation of the appointment. If more commissioners are interested in serving, he or she could apply for one of the at-large appointments. All commission nominations should be completed by Aug. 23, 2017. Recruitment for the two at-large appointments, through an open application (Attachment B) process, will commence in July and close Monday, Aug. 14, 2017.

Each member nominated by a commission will be asked to complete the same application so the City Council can have equal information about all potential members. The packet of applications will be posted on the website and distributed to the City Council. The appointments are tentatively scheduled for the Aug. 29, 2017, City Council meeting.



The core mission for the committee is as follows:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft master plan materials and submittals
- Guide and keep the project process on track to meet the key milestones
- Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities

The term for this appointment will correspond with the transportation master plan project schedule, which is targeted for approximately one year starting from July 2017. Although tentative, the committee members are expected to attend four meetings as summarized below:

Oversight and Outreach Committee – proposed meetings		
Event	Date and approximate time	Purpose
Meeting #1	September 2017, evening	<ul style="list-style-type: none"> <li>• Review existing transportation conditions</li> <li>• Review study performance metrics and prioritization criteria</li> </ul>
Meeting #2	January 2018, evening	<ul style="list-style-type: none"> <li>• Review transportation strategies and recommendations</li> <li>• Review draft transportation master plan</li> </ul>
Meeting #3	March/April 2018, evening	<ul style="list-style-type: none"> <li>• Review final transportation master plan</li> </ul>
Meeting #4	July/August 2018, evening	<ul style="list-style-type: none"> <li>• Review transportation impact fee program</li> </ul>

The committee meetings would typically be held at the Arrillaga Family Recreation Center or Menlo Park Senior Center in the early evening on a day that avoids conflicts with other City meetings whenever possible, likely on Thursdays.

In addition, committee members are encouraged to attend project workshops and other public events. Although tentative, the events are listed below:

Transportation Master Plan community events		
Event	Date/time	Location
Downtown Block Party	Wednesday, Aug. 16, 2017, 5:30–8 p.m.	Downtown Menlo Park Santa Cruz Avenue between University Drive and El Camino Real
Kelly Park Concert Series	Tuesday, Aug. 22, 2017, 6–8 p.m.	Kelly Park 100 Terminal Ave.
Neighborhood Walk-shop #1	TBD*	TBD
Neighborhood Walk-shop #2	TBD	TBD
Neighborhood Walk-shop #3	TBD	TBD

\* TBD = to be determined

The “neighborhood walk-shops” are walking tours of neighborhood streets, with a focus on observing and identifying local transportation issues and opportunities. They are designed for the general public to interact with City staff and officials in person. More detailed information about these walk-shops will be publicized in

the near future.

In addition to attending public events, interested individuals can follow the latest project progress through the project website ([menlopark.org/tmp](http://menlopark.org/tmp)) and have opportunities to provide inputs on ideas, priorities and vision for the transportation master plan through the website.

If a commission is not interested in having a representative on the committee, the City Council could consider either decreasing the membership or converting a commission slot to an at-large slot.

### **Impact on City Resources**

The formation of the committee is part of the scope of work in the approved transportation master plan contract with W-Trans.

### **Environmental Review**

The formation of the committee to help guide the development of the transportation master plan is not a project under the California Environmental Quality Act (CEQA) Guidelines. Future project actions originated from the transportation master plan will comply with environmental review requirements under CEQA.

### **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. Project schedule
- B. Application form

Report prepared by:  
Kevin Chen, Assistant Engineer

Report reviewed by:  
Kristiann Choy, Senior Transportation Engineer

**Transportation Master Plan  
Project Schedule**

1. Project Initiation	June 2017
2. Transportation Information Summary	June–July 2017
3. Public Engagement (1)	July–September 2017
4. Identify Performance Metrics/Prioritization Criteria	September 2017
5. Initial Strategies and Recommendations	September – December 2017
6. Public Engagement (2)	January 2018
7. Admin Draft TMP	February 2018
Draft TMP	March 2018
Final TMP	April 2018
8. Transportation Impact Fee	April – June 2018
9. Meetings	Ongoing

# TRANSPORTATION MASTER PLAN OVERSIGHT AND OUTREACH COMMITTEE APPLICATION

Public Works  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6770



## COMMITTEE MEMBERSHIP

The City is embarking on the development of a transportation master plan. The plan received one of the highest priority rankings for implementation programs in the 2016 General Plan Circulation Element and received the highest priority ranking in the 2017 City Council Work Plan.

Transportation challenges, including multi-modal safety, traffic congestion, neighborhood quality of life and regional coordination are significant concerns to the City of Menlo Park. Broadly, the plan will provide the ability to identify appropriate projects to enhance the transportation network, conduct community engagement to ensure such projects meet the communities' goals and values and prioritize projects based on need for implementation. When completed, the plan will provide a detailed vision, set goals and performance metrics for network performance and outline an implementation strategy for improvements to be implemented locally as well as for local involvement towards regional improvements.

The importance of a well-developed plan, coupled with an accelerated project schedule, necessitates the need to create an Oversight and Outreach Committee to help guide and advise the project team to a successful project completion.

The composition of the committee will be two at-large members, two members of the City Council, three members from local organizations, and one member from each of the following city commissions:

- Complete Streets Commission
- Environmental Quality Commission
- Parks and Recreation Commission
- Planning Commission

Each commission and local organization will nominate one member for appointment to serve on the committee, subject to City Council confirmation. If more commissioners are interested in serving, then he or she could apply for an at-large appointment. Community members who have multiple interests (i.e., business owner, active transportation user, neighborhood group leader, etc.) are encouraged to apply for the at-large positions.

## COMMITTEE CHARGES

The committee would be a Brown Act body (all meetings of the committee would be open to the public and noticed at least 24 hours before the meeting) with a core mission as follows:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft master plan materials and submittals
- Guide and keep the project process on track to meet the key milestones; and
- Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities.

## COMMITTEE TERM OF SERVICE AND COMMITMENTS

The term for this appointment will correspond with the project schedule, which is targeted for approximately one year starting from July 2017. Although **tentative**, all committee members are expected to attend four community meetings as summarized below:

1. Meeting #1 - September 2017, evening
  - Review existing transportation conditions
  - Review study performance metrics and prioritization criteria
2. Meeting #2 - January 2018, evening
  - Review transportation strategies and recommendations
  - Review draft transportation master plan

3. Meeting #3 - March/April 2018, evening
  - Review final transportation master plan
4. Meeting #4 - July/August 2018, evening
  - Review transportation impact fee program

The committee meetings will typically be held at the Arrillaga Family Recreation Center or Menlo Park Senior Center in the early evening on a day that avoids conflicts with other City meetings whenever possible, likely on Thursdays.

In addition, committee members are strongly encouraged to attend project workshops and other public events. Although **tentative**, the events are listed below:

1. Downtown Block Party – Wednesday, Aug. 16, 2017, 5:30-8 p.m.
  - Downtown Menlo Park – Santa Cruz Avenue between University Drive and El Camino Real
2. Kelly Park Concert Series – Tuesday, Aug. 22, 2017, 6-8 p.m.
  - Kelly Park – 100 Terminal Ave.
3. Neighborhood Walk-shop #1 – TBD\*
  - Location TBD
4. Neighborhood Walk-shop #2 – TBD
  - Location TBD
5. Neighborhood Walk-shop #3 – TBD
  - Location TBD

\*TBD = to be determined

The “neighborhood walk-shops” are walking tours of neighborhood streets, with a focus on observing and identifying local transportation issues and opportunities. They are designed for the general public to interact with City staff, officials and committee members in person. More detailed information about these walk-shops will be publicized in the near future.

In addition to attending public events, interested individuals can follow the latest project progress through the project website ([menlopark.org/TMP](http://menlopark.org/TMP)) and will have opportunities to provide input on ideas, priorities and the vision for the plan through the website.

#### COMMITTEE APPOINTMENT PROCESS

The application deadline is Wednesday, Aug. 16, 2017 at 5 p.m. Please return your application, along with any attachments, to the City Clerk, at the listed address before the deadline. The City Council will review all applications and may contact you individually. All appointments will be made by nomination and vote of the City Council at its meeting, tentatively scheduled for Aug. 29, 2017. Questions about the application process should be directed to Jelena Harada, Deputy City Clerk, at 650-330-6620 or by email at [jvharada@menlopark.org](mailto:jvharada@menlopark.org).

#### SPECIAL INFORMATION

Committee members are expected to attend all committee meetings and are strongly encouraged to attend all public outreach project events and meetings. Failure to attend meetings may result in removal by the City Council. Committee members are not paid for their volunteer service. More specific information about the transportation master plan may be obtained by viewing the City's website at [menlopark.org/TMP](http://menlopark.org/TMP) and by contacting Kevin Chen at [kchen@menlopark.org](mailto:kchen@menlopark.org) or 650-330-6770.

# COMMISSION AND COMMITTEE APPLICATION

City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date:

Commission or committee of interest:

Name:

Education:

Civic affiliations and community activities, including service on other commissions or committees:

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

Signature

Date

## OFFICE USE ONLY:

Application received: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

If appointed, term ends: \_\_\_\_\_

Address verified within city limits: ☐ By: \_\_\_\_\_ (Initials)

Appointed: ☐ Yes ☐ No

Appointed: ☐ Yes ☐ No

Appointed: ☐ Yes ☐ No

Personal information:			
Name:	Number of years as a Menlo Park resident:		
Resident address:	City:	State:	Zip:
Mailing address (if different):	City:	State:	Zip:
Phone:	Email:		
Business address:	City:	State:	Zip:
Business phone:			
Registered voter: <input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity: <input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input type="checkbox"/> Other			
If I am appointed, the City is authorized to post the following information on the City website:	Cell phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

April 18, 2018

City Council  
701 Laurel St.  
Menlo Park, CA 94025

**RE: Amendments to the Climate Action Plan**

Dear Mayor and Councilmembers,

The Environmental Quality Commission (EQC) greatly appreciates City Council's interest in planning for a clean vehicle future. Transportation accounts for \_\_\_\_ % of Menlo Park's greenhouse gas emissions, with passenger vehicles making up the bulk of the problem. Especially given that Peninsula Clean Energy is serving our city with electricity from \_\_\_\_% renewable sources, electrifying our transportation is one of the most impactful things we can do to meet the city's Climate Action Plan greenhouse gas emission reduction goals.

Already \_\_\_\_% of new vehicle purchases in Menlo Park are electric vehicles (EVs). This is one of the highest rate of EV adoption in the country. Our city is the perfect testing ground for accelerating the transition away from gasoline toward a clean car era. Multiple studies have indicated that **a critical component of increasing EV adoption is ensuring sufficient private and public electric vehicle charging infrastructure (EVCI).**

Menlo Park is off to a good start: EV charging is already present at many private homes, some workplaces and some public locations. However, given the high rate of EV adoption, our city should plan for the future in a thoughtful, data-driven fashion.

Accordingly, the EQC makes the following recommendations/requests authority to take on the following regarding Electric Vehicle Charging Infrastructure (EVCI) in Menlo Park.

1. Conduct an EVCI policy and programs analysis, including evidence collection, a gap analysis, and menu of options and recommendations to consider for an EVCI Master Plan.
2. Create a task force of key community stakeholders and engage the community in a development of a proposed EVCI Master Plan.
3. Deliver a proposal for the EVCI Master Plan by July 2020.

We recognize that this effort will involve significant time and resources. Accordingly, we propose amending the Climate Action Plan to list only this and the recommendation to update the Downtown Specific Plan green design standards to the level of the M2 green design standards (see EQC letter dated \_\_\_\_\_) as the EQC's major initiatives for the next several years. This will involve removing the existing CAP action items; however, we believe these two initiatives will be more impactful on emissions reduction than the items currently listed.

Your consideration of this proposal is much appreciated, and we welcome any questions or thoughts you may have.

Sincerely,

Janelle London  
Environmental Quality Commission Chair





# Environmental Quality Commission



## REGULAR MEETING MINUTES - DRAFT

**Date:** 3/21/2018  
**Time:** 6:30 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

- A.** Chair London called the meeting to order at 6:39 p.m.
- B. Roll Call**  
**Present:** DeCardy, Dickerson, London, Marshall  
**Absent:** Bedwell, Martin, Smolke  
**Staff:** Sustainability Manager Rebecca Lucky and Sustainability Assistant Hannah Guenther

**C. Public Comment**

- Judy Rocchio spoke about the environmental impacts of the Caltrans Willow Road/U.S. 101 interchange project

**D. Regular Business**

- D1.** Nominate a commissioner to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Committee.

Sustainability Manager Rebecca Lucky introduced the item.

**ACTION:** Motion and second (Chair London/Marshall) to nominate Joyce Dickerson to serve on the Parks and Recreation Facilities Master Plan Oversight and Outreach Committee (4-0-3; Bedwell, Vice Chair Martin, and Smolke absent).

- D2.** Discuss and consider recommending the City Council amend the Climate Action Plan to incorporate new greenhouse gas reduction strategies for 2018-2020.

Sustainability Manager Rebecca Lucky introduced the item.

**ACTION:** Motion and second (DeCardy/Dickerson) to advise the City Council to amend the Climate Action Plan to replace the existing strategies between 2018 and 2020 with two new strategies:

1. Extend the green design standards from the ConnectMenlo area to the Downtown Specific Plan area
2. Undertake a communitywide electric vehicle infrastructure policy and program analysis that would ultimately lead to a Community Electric Vehicle Infrastructure Master Plan

The motion also authorized the Climate Action Plan subcommittee to send a letter to City Council advising inclusion of green design standards in the Downtown Specific Plan similar to the ConnectMenlo area and stated that an available EQC commissioner will present the letter when the bi-annual review of the Downtown Specific Plan is presented at a City Council meeting tentatively scheduled for April 2018. The motion passed (4-0-3; Bedwell, Martin and Smolke absent).

- D3. Approve the February 21, 2018, Environmental Quality Commission meeting minutes.

**ACTION:** Motion and second (DeCardy/Marshall) to approve the February 21, 2018, Environmental Quality Commission meeting minutes. The motion passed (4-0-3; Bedwell, Martin and Smolke absent).

- D4. Consider requests for future agenda items

The Commission identified the following as future agenda items:

1. Willow Road Interchange Revegetation
2. Heritage Tree Ordinance Update
3. Chair London to report on AB-1745
4. Councilmember Carlton to present League of Cities initiatives related to sustainability

## **E. Reports and Announcements**

- E1. Subcommittee reports

There were no subcommittee reports.

- E2. Individual commissioner reports

Commissioner DeCardy provided an update from the Transportation Master Plan Oversight and Outreach Committee.

- E3. Staff update and announcements

Sustainability Manager Rebecca Lucky introduced new Senior Sustainability Specialist Alexandria Skoch.

## **F. Adjournment**

Chair London adjourned the meeting at 8:22 p.m.

Minutes prepared by Hannah Guenther.