

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 10/17/2018
Time: 6:00 p.m.
City Hall - "Downtown" Conference Room
701 Laurel St., Menlo Park, CA 94025

A. Call to Order

B. Roll Call – Kabat, London, Chair Marshall, Martin, Payne, Vice Chair Price

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. Review and discuss the Environmental Quality Commission's quarterly report to the City Council.

D2. Review and discuss the Environmental Quality Commission 2018-2020 work plan updates ([Attachment](#)).

D3. Discuss and consider changing the Environmental Quality Commission meetings start times to an earlier time.

D4. Approve the September 26, 2018, Environmental Quality Commission meeting minutes ([Attachment](#)).

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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MEMORANDUM

Date: 10/11/2018

To: Environmental Quality Commission

From: Environmental Quality Commission 2018-2020 Work Plan Subcommittee: Deb Martin, Ryan Price, and James Payne

Re: Discussion on suggested areas of focus for the Environmental Quality Commission Two Year Work Plan

The Environmental Quality Commission is in the process of developing the two-year work plan for the period covering 2019-2021. Attachment A includes the previous work plan.

A work plan subcommittee was assembled to prepare suggested focus areas for consideration during the upcoming Environmental Quality Commission meeting on October 17, 2018. We previously presented during the June 20, 2018 meeting and will use the working session at the October 17, 2018 meeting to draft our plan. The subcommittee is proposing the following areas for consideration that will be discussed during the first drafting session of the two-year work plan during the meeting on June 20, 2018. These priority areas are also in line with the 2018 Menlo Park City Priorities.

1. **Climate Action Plan (CAP)** - The Climate Action Plan is a focus area for the City and should be further supported by the Environmental Quality Commission. The two-year work plan should focus on setting new targets beyond 2025 while also supporting current priority areas under the 2020 plan. The three priority areas include:

- **2025 Climate Action Plan goals** - Work with City staff to develop new 2025 goals and a strategy for greenhouse gas (GHG) reduction targets.
- **Advancing Electric Vehicle adoption** - Developing an electric vehicle charging station infrastructure master plan and charging stations and support new goals for retrofits. Incorporate electric vehicle charging stations in the downtown garage project and identify potential opportunities for solar installations.
- Active participation in the Transportation Master Plan and Transportation Management Association.

2. Sustainable Development

- Ensure the sustainability of the City's Planning, Zoning, and Building Code regulations are consistent with the Environmental Quality Commission's mission and City Council's priorities outlined in the March 21, 2018 Staff Report: <https://www.menlopark.org/DocumentCenter/View/16971/D2---Climate-Action-Plan-amendment>. Extend the ConnectMenlo General Plan Update's Green Design Standards. Improve energy efficiency in existing buildings
- Focus of projects of significance and provide recommendations to the sustainable design (e.g.: Downtown Parking Garage and Guild Theater) and evaluate options that are aligned to current policies (Climate Action Plan, Community Zero Waste Plan, Electric Vehicle Master Plan)

3. Urban Canopy Preservation – The development of a comprehensive urban canopy strategy for Menlo Park remains an area of focus for the Environmental Quality Commission

- **Heritage Tree Ordinance Update** - Provide guidance and feedback on the new Heritage Tree Ordinance Update and Heritage Tree Appeals Process.
- **Urban Canopy Inventory** - Investigate tools to inventory the complete Menlo Park canopy, including both City and private residence trees. Utilize the tool to help develop a strategy for healthy turnover of the urban canopy to ensure our citizens understand how they can contribute to this goal. Consider a study session with the City Arborist to explore inventory options and tools.

Adhoc Committee:

Zero Waste - Support the City's Community Zero Waste Plan and identify key areas where there are gaps that we can help address. Potential areas of focus:

- Circular Economy- Strategies to promote the circular economy and develop single-use item reduction strategies to lower incoming waste volumes. Examples include:
 - <http://vancouver.ca/green-vancouver/single-use-items.aspx>
 - http://www.downloads.ene.gov.on.ca/envision/env_reg/er/documents/2015/012-5834_DraftStrategy.pdf
 - <https://www.ellenmacarthurfoundation.org/assets/downloads/Cities-in-the-Circular-Economy-The-Role-of-Digital-Tech.pdf>

Improving waste reduction targets in the Community Zero Waste Plan. Work with City staff to prioritize the areas of focus to help achieve the Community Zero Waste Plan. Evaluate strategies to improve waste reduction from building materials and enforcement of the City's policy.

Other Potential Ad Hoc Subcommittee Issues:

- San Francisquito Creek
- Downtown parking garage
- Water system master plan
- Parks and Rec master plan

Additional Links:

- Refer to one of Chair London's more recent memos: <https://www.menlopark.org/DocumentCenter/View/16762/D1---20180215-Memo-from-Janelle-London>
- Climate Action Plan, please review [Staff Report #18-116-CC](#). To review the entire archive, please visit [here](#). Have a pleasant weekend.
- Zero Waste Plan: <https://www.menlopark.org/DocumentCenter/View/17480/Community-Zero-Waste-Plan>
- Electric Vehicle Study by ICCT: <https://www.theicct.org/publications/california-electric-vehicle-2018>

Draft notes from meeting:

In line with the prioritized plan from Hannah, we are proposing the following three pillars for the Environmental Quality Commission to focus on for 2018-2020:

Climate Action Plan

- Help the City staff to develop new 2025 goals and a strategy for the greenhouse gas reduction targets
- Sustainable development
 - Ensure the sustainability of the City's Planning, Zoning, and Building Code regulations is consistent with the Environmental Quality Commission's mission and City Council's priorities
 - Expand the M2 Green Building Standards to the ConnectMenlo neighborhood and look to expand further
 - Improve energy efficiency in existing buildings?
 - Downtown Parking Garage (electric vehicle stations) and how to leverage the existing parking spaces to help support our Climate Action Plan goals
- Advancing electric vehicle adoption and charging stations
 - Helping to support new goals for retrofits
- What are other cities thinking about for 2025 goals and benchmarks?

Urban Canopy Preservation - What about considering broadening this to be Preservation of Natural Resources?

- Urban Canopy
 - Develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and Heritage Tree Appeals Process
 - Updating the Heritage Tree Ordinance
 - Get a better understanding and inventory of our urban canopy and help Menlo Park's citizens better understand the urban canopy and what our canopy will look like as it ages and what we can do to have a healthy turnover. Use technology to better understand how we manage our urban canopy across the city, not just the city trees to understand the lifecycle of our canopy.
 - Note: Can we talk to the City Arborist about his ideas?
 - Our idea: Can we do an inventory project?

Zero Waste

- Support the City's Community Zero Waste Plan and identify key areas where there are gaps that we can help address
 - M2 - Building materials and enforcement of the City's policy
 - How can we improve?
 - Is there outreach?
 - China - there is no solution for some of recycling items (certain plastics)
 - How can we minimize our recycling?
 - Note: Deb reaches out to Rebecca about this topic.

Ad Hoc Issues that May Come Up:

- San Francisco Creek

Links:

- Refer to one of Commissioner London's more recent memos: <https://www.menlopark.org/DocumentCenter/View/16762/D1---20180215-Memo-from-Janelle-London>
- Purdue examples of writing: <https://owl.english.purdue.edu/owl/resource/590/1/>
- Climate Action Plan, please review [Staff Report #18-116-CC](#). To review the entire archive, please visit [here](#).

- Zero Waste Plan: <https://www.menlopark.org/DocumentCenter/View/17480/Community-Zero-Waste-Plan>
- Electric Vehicle Study by ICCT: <https://www.theicct.org/publications/california-electric-vehicle-2018>

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Commission Work Plan Guidelines

- Step 1** Review purpose of Commission as defined by Menlo Park Council Policy 3-13-01.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the Commission and determine the following:
- A. Identify priorities, goals, projects, ideas, etc.
 - B. Determine benefit, if project or item is completed
 - C. Is it mandated by State or local law or by Council direction?
 - D. Would the task or item require a policy change at Council level?
 - E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
 - F. Completion time? (1-year, 2-year, or longer term?)
 - G. Measurement criteria? (How will you know you are on track? Is it effective? etc.)
- Step 5** Prioritize projects from urgent to low priority.
- Step 6** Prepare final Work Plan for submission to Council for review and approval in the following order:
- Work Plan cover sheet, Listing of Members, Priority List, Work Plan Worksheet – Steps 1 through 8
- Step 7** Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand
- Step 8** Report out on work plan priorities to the City Council, which should include:
- A. List of “approved” priorities or goals
 - B. Status of each item, including any additional resources required in order to complete
 - C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete



Environmental Quality Commission

Mission Statement

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.

Environmental Quality Commission
Work Plan for 2016-2018



Environmental Quality Commission 2016-2018

Commission Members Listing

Commissioner Allan Bedwell

Commissioner Chris DeCardy

Commissioner Joyce Dickerson

Commissioner (Vice Chair) Janelle London

Commissioner Scott Marshall

Commissioner (Chair) Deborah Martin

Commissioner Christina Smolke



Environmental Commission Priority List

The Environmental Quality Commission has identified the following priorities to focus on during 2016-2018:

1.	Climate Action Plan (CAP) - Implement CAP initiatives to achieve or exceed the City's greenhouse gas (GHG) reduction target.
2.	Urban Canopy Preservation - Develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process.
3.	Sustainable Development Update - Improve the sustainability of the City's Planning, Zoning and Building Code regulations consistent with the EQC mission and City Council priorities (with focus on land use, buildings, and transportation).



Environmental Quality Commission Work Plan Worksheet

Step 1

Review purpose of Commission as defined by Menlo Park Council Policy 3-13-01	<p>The EQC is charged with advising the City Council on the following matters:</p> <ul style="list-style-type: none">• Advising on programs and policies related to protection of natural areas, recycling and solid waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.• Preserving heritage trees, expanding the urban canopy, using best practices to maintain City trees, and making determinations on appeals of heritage tree removal permits• Organizing annual Arbor Day Tree Planting event and continuing to support and recognize exemplary environmental stewardship throughout the community.
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Step 2

Develop or review a Mission Statement that reflects that purpose	<p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.</p>
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Step 3

Discuss any priorities already established by Council	<ul style="list-style-type: none">• Continue work on the General Plan Update• Evaluate the City's Water Policy, including resources, uses, and conservation• Make gains in our Climate Action Plan, reducing greenhouse gas emissions
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Step 4 **The goals and priorities identified below are not listed in order of magnitude.*

*Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
<p>Climate Action Plan- Implement CAP initiatives to achieve or exceed the City's greenhouse gas (GHG) reduction target.</p> <ul style="list-style-type: none"> • Help the city staff to achieve the GHG reduction strategy with focus on 2016-2018 initiatives (refer to CAP update from 10/15). • Collaborate with other entities such as the bicycle and transportation commissions and local organizations on sustainable initiatives that support the CAP (e.g. expos, workshops, community outreach). • Work with city marketing to publicize CAP goal and show progress against target. Educate citizens on how they can contribute. 	<ul style="list-style-type: none"> • Reduce GHG emissions associated with city of Menlo Park • Increase citizen awareness and education on reduction goals and actions they can take • Improve transparency on city goals and activities to meet GHG targets 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> • Subcommittee • Possible partnerships with organizations, businesses, other commissions • Staff time 	2 years	<ul style="list-style-type: none"> • Periodic reports on grant opportunities that the city can take advantage of (pending alignment with staff direction). • Hold one community expo or workshop in partnership with others (e.g. commissions, local organizations). • Update city environmental webpage with CAP related content

<p>Urban Canopy Preservation- Develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process.</p> <ul style="list-style-type: none"> • Provide input into the Heritage Tree Ordinance revision process • Appoint EQC member(s) to attend Planning Commission meetings for items that are of interest for the EQC 	<ul style="list-style-type: none"> • Improve the awareness, evaluation, and appeal process for the community • Improve coordination with other commissions and City departments • Ensure adequate City resources to successfully implement and enforce the program 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Subcommittee • Staff time budgeted 	<p>End of FY 2018</p>	<ul style="list-style-type: none"> • Periodic reports • Recommendations adopted by Council • Reduction in the number of healthy trees removed • Increase in the diversity and quality of trees within the entire urban canopy • Improved coordination with the planning process
<p>Sustainable Development Update-Ensure the sustainability of the City's Planning, Zoning, and Building Code regulations consistent with the EQC mission and City Council priorities (with focus on land use, buildings, and transportation).</p> <ul style="list-style-type: none"> • Ensure the sustainability elements of the General Plan are adopted • Expansion of M2 green building standards to broaden General Plan • Appoint an EQC liaison to Connect Menlo 	<ul style="list-style-type: none"> • Help to promote the state Title 24 ZNE standards (new residential ZNE by 2020; commercial by 2030) • Improved energy efficiency in existing buildings 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Creation of an Ad-Hoc Subcommittee • Connect Menlo participation 	<p>In line with the City's timeline for Planning, Zoning and Building Code updates</p>	<ul style="list-style-type: none"> • Periodic reports • Development in the M2 area and city-wide circulation in line with EQC priorities (e.g. 27% GHG reduction target by 2020) • Periodic updates to EQC from liaison activities • Broaden updated GP to include M2 sustainability provisions. Specifically, incorporate ZNE, LEED requirements, and energy efficiency rating requirements (e.g. energy star) into planning requirements and building codes

Step 5

List identified Goals, Priorities and/or Tasks for the Commission	**Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Climate Action Plan (CAP) - Implement CAP initiatives to achieve or exceed the City's greenhouse gas (GHG) reduction target.	<ul style="list-style-type: none"> • Exploration of partnerships (bicycle and transportation commission, etc.) • City environmental website updates to incorporate CAP information 		Encourage the City Council to purchase off-sets if the Community does not achieve the City adopted GHG reduction targets	
Urban Canopy Preservation - Develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process.	Revise Heritage Tree Ordinance			
Sustainable Development Update - Improve the sustainability of the City's Planning, Zoning and Building Code regulations consistent with the EQC mission and City Council priorities (with focus on land use, building, and transportation).	Appoint a liaison for "Connect Menlo"	Update the General Plan with ZNE and LEED requirements and other sustainability elements	Consider implementing the sustainability elements including in the Connect Menlo process into other areas of the City	

Step 6 Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

Step 7 Once approved; use this plan as a tool to help guide you in your work as an advisory body.

Step 8 Report out on status of items completed. Provide any information needed regarding additional resources needed or And to indicate items that will need additional time in order to complete.

City of Menlo Park
Environmental Quality Commission Subcommittees
Updated September 28, 2016

Climate Action Plan Subcommittee

Priority Focus: Implement CAP initiatives, evaluate and advocate new initiatives to achieve or exceed the City's greenhouse gas (GHG) reduction target.

Members: Commissioners Dickerson, London, Martin

Urban Canopy Preservation Subcommittee

Priority Focus: Develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process.

Members: Commissioners DeCardy, Marshall, Smolke

Sustainable Development Subcommittee

Priority Focus: Ensure the sustainability of the City's Planning, Zoning, and Building Code regulations consistent with the EQC mission and City Council priorities (with focus on land use, buildings, and transportation).

Members: Commissioners Bedwell, DeCardy

Environmental Quality Commission



REGULAR MEETING MINUTES - DRAFT

Date: 9/26/2018
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Chair Marshall called the meeting to order at 6:07 p.m.

B. Roll Call

Present: London, Kabat, Chair Marshall, Martin, Payne, Vice Chair Price
Absent: None.
Staff: Sustainability Manager Rebecca Lucky, Senior Sustainability Specialist Alexandria Skoch, Acting Principal Planner Kyle Perata, Assistant Community Development Director Deanna Chow, Assistant Community Development Director Ron La France

C. Public Comment

No public comment was received.

D. Regular Business

D1. Review and consider a recommendation to the Planning Commission and City Council on a request to remove 14 heritage trees for Facebook at 180-200 Jefferson Drive and 220 Jefferson Drive (Staff Report #18-011-EQC).

Chair Scott Marshall introduced the item.

Price recused herself at 6:10 from this item.

Acting Principal Planner Kyle Perata made the presentation.

Public Comment:

- Molly Batcholder from SBCA Tree Consulting spoke in support of approving the removal of 14 heritage trees for Facebook at 180-200 and 220 Jefferson Drive.
- Mandy Spain from Facebook spoke in support of approving the removal of 14 heritage trees for Facebook at 180-200 and 220 Jefferson Drive.
- Reuben Verkamp from Gensler spoke in support of approving the removal of 14 heritage trees for Facebook at 180-200 and 220 Jefferson Drive.

ACTION: Motion and second (Chair Marshall/Martin) to approve the request to remove 14 heritage trees for the Facebook development at 180-200 and 220 Jefferson Drive, passed 5-0-1 (Price recused).

D2. Review and discuss a recommendation to City Council to add an electric vehicle charging space

exception to Menlo Park's municipal code for qualifying affordable housing developments (Staff Report # 18-012-EQC).

Chair Scott Marshall introduced the item.

Assistant Community Development Director Deanna Chow and Assistant Community Development Director Ron La France made the presentation.

Public Comment:

- Nesreen Kawar from MidPeninsula Housing spoke in support of the recommendation to City Council to add an electric vehicle charging space exception to Menlo Park's municipal code for qualifying affordable housing developments.
- Nevada V. Merriman from MidPeninsula Housing spoke in support of the recommendation to City Council to add an electric vehicle charging space exception to Menlo Park's municipal code for qualifying affordable housing developments.
- Diane Bailey from Menlo Spark spoke in general support of the recommendation to City Council, but wanted to increase the minimum electric vehicle charging spaces required for the exception beyond 10 percent.

ACTION: Motion and second (Chair Marshall/Martin) to recommend to City Council to add an electric vehicle charging station space exception to Menlo Park's municipal code for qualifying affordable housing developments with the stated requirement as a minimum of 10 percent, passed (6-0-0).

- D3. Discuss and consider Environmental Quality Commission meeting date for the month of November 2018.

Chair Scott Marshall introduced the item.

ACTION: Motion and second (Payne/London) to cancel regular meeting November and December, and hold a special meeting on December 5, 2018 starting at 6:00 p.m., passed (6-0-0).

- D4. Approve the June 20, 2018, Environmental Quality Commission meeting minutes (Attachment).

Rebecca Lucky introduced the item.

ACTION: Motion and second (Chair Marshall/Payne) to approve the June 20, 2018, Environmental Quality Commission meeting minutes, passed (6-0-0).

E. Reports and Announcements

- E1. Subcommittee reports

There were no subcommittee reports.

- E2. Individual commissioner reports

Commissioner Tom Kabat provided a verbal report on energy reach codes for 2019.

E3. Staff update and announcements

Sustainability Manager Rebecca Lucky provided a verbal update on the Heritage Tree Community Taskforce, Environmental Purchasing Policy, and Community Zero Waste Plan implementation.

F. Adjournment

Chair Marshall adjourned the meeting at 9:13 p.m.

Minutes prepared by Alexandria Skoch.