

## ENVIRONMENTAL QUALITY COMMISSION AGENDA

Regular Meeting  
December 18, 2013, 6:30pm  
Advanced from December 25, 2013  
City Administration Building  
701 Laurel Street, Menlo Park

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### CALL TO ORDER

**ROLL CALL:** Allan Bedwell, Chris DeCardy (Chair), Kristin Kuntz-Duriseti, , Scott Marshall, Deborah Martin, Mitchel Slomiak (Vice Chair), Christina Smolke

#### A. PUBLIC COMMENT (Limited to 30 minutes)

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.

#### B. REGULAR BUSINESS

- B1. Approve November 20, 2013 Minutes ([Attachment](#))
- B2. Consider a Recommendation on a Request to Remove 42 Heritage Trees Associated With the Construction of a New Recreation Center Building, New Leasing Office, and Comprehensive Landscaping and Site Improvements Located at 350 Sharon Park Drive ([Attachment](#))
- B3. Consider a Recommendation to the City Council Regarding the Draft 2014-2019 Capital Improvement Plan ([Memo from City Manager](#)) ([Draft 2014-2019 Capital Improvement Plan](#))
- B4. Receive Update on Environmental Quality Awards
- B5. Discuss Environmental Quality Commission Two Year Work Plan Update and Subcommittee Changes ([Work Plan and Subcommittee Attachment](#))

#### C. COMMISSION REPORTS AND ANNOUNCEMENTS

- C1. Staff Update on Environmental Policies to be considered by City Council
- C2. Commission Subcommittee Reports and Announcements

### C3. Discuss Future Agenda Items

### D. ADJOURNMENT

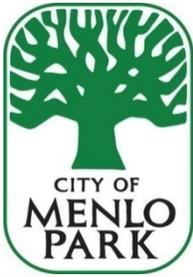
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At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to 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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## ENVIRONMENTAL QUALITY COMMISSION MEETING MINUTES

Wednesday, November 20, 2013 at 6:30 p.m.  
City Administration Building  
701 Laurel Street, Menlo Park

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The meeting was called to order by Vice Chair Mitchel Slomiak at 6:45 p.m.

### ROLL CALL:

Present: Kristin Kuntz-Duriseti, Scott Marshall, Deborah Martin (arrived at 7 p.m.), Mitchel Slomiak (Vice Chair), Christina Smolke

Absent: Allen Bedwell, Chris DeCardy (Chair)

**A. PUBLIC COMMENT:** None

### B. REGULAR BUSINESS

**B1.** Approve October 23, 2013 Minutes ([Attachment](#))

**ACTION:** Motion and Second (Smolke/Marshall) to approve October 23, 2013 minutes passes (4-0-3: Absent: Allan Bedwell, Chris DeCardy, and Deborah Martin)

**B2.** Discuss Environmental Quality Commission Two Year Work Plan Update and Subcommittee Changes ([Work Plan and Subcommittee Attachment](#))

Commissioner Slomiak facilitated discussion

**ACTION:** No Action. Item is to be continued to finalize subcommittees' focus and members.

**B3.** Discuss Environmental Quality Award Status

Commissioner Martin provided status update of modified application.

**ACTION:** No Action. By consensus commission language regarding the Education and Heritage Tree awards categories will be modified to include examples in the education category and modify heritage tree category to state exemplary protection of heritage trees.

**B4.** Informational Presentation regarding Menlo Spark Project and How It Can Help Menlo Park Reduce Green House Gas Emissions

Commissioner Slomiak presented information.

**ACTION:** No Action.

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## **C. REPORTS AND ANNOUNCEMENTS**

The following updates were received by commission:

**C1.** Staff Update on Environmental Policies to be Considered by City Council

**C2.** Commission Subcommittee Reports and Announcements

**C3.** Discuss Future Agenda Items

The meeting was adjourned at 8:40 p.m.

Meeting minutes prepared by Rebecca Fotu, Environmental Program Manager and Staff Liaison.



## Environmental Quality Commission

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### *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 2012-2014  
Approved by the City Council May 8, 2012



**Environmental Quality Commission  
2012-2014**

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Work Plan for 2012-2014

**Commission Members**

Commissioner	Mitchel Slomiak (Chair)
Commissioner	Christina Smolke (Vice Chair)
Commissioner	Chris DeCardy
Commissioner	Kristin Kuntz-Duriseti
Commissioner	Adina Levin
Commissioner	Scott Marshall
Commissioner	Douglas Scott



## Environmental Quality Commission Priority List

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The **Environmental Quality Commission** has identified the following priorities to focus on during 2012 through 2014:

1.	Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability
2.	Assist in developing sustainable building policies and programs for private and public development projects
3.	Maximize the urban canopy through programs and policies
4.	Implement Climate Action Plan
5.	Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation and management policies, including gray water and groundwater management policies.



## Commission Work Plan Guidelines Work Plan Worksheet

### Step 1

<p>Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004</p>	<p>The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability. Specific focus areas include:</p> <ul style="list-style-type: none"> <li>• Preserving heritage trees</li> <li>• Using best practices to maintain City trees</li> <li>• Preserving and expanding the urban canopy</li> <li>• Making determinations on appeals of heritage tree removal permits</li> <li>• Administering annual Environmental Quality Awards program</li> <li>• Organizing annual Arbor Day Event; typically a tree planting event</li> <li>• Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.</li> </ul>
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### Step 2

<p>Develop or review a Mission Statement that reflects that purpose</p> <p><i>Who we are, what we do, who we do it for, and why we do it</i></p>	<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

<p>Discuss any priorities already established by Council</p>	<p><b>2. Future focused planning and visioning, supporting a high quality of life:</b></p> <ul style="list-style-type: none"> <li>○ Recommend implementation of more projects in the Climate Action Plan</li> <li>○ Early adoption of State Green Building Codes</li> <li>○ Funding Green Projects</li> </ul> <p><b>3. Regional focus creating synergy of efforts on issues of mutual interest:</b></p> <ul style="list-style-type: none"> <li>○ Increase water conservation polices and programs that are in line with the State and the Bay Area Water Supply and Conservation Agency (BAWSCA).</li> <li>○ Increase recycling efforts through South Bayside Waste Management Authority (SBWMA)</li> </ul>
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**Step 4**

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?
Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability.	<ul style="list-style-type: none"> <li>Enables the policy choices taken as part of the planning process to have better environmental outcomes.</li> </ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Creation of a Sustainable Transportation Subcommittee and staff resources for information and data	1 year	<ul style="list-style-type: none"> <li>Periodic reports</li> <li>Recommendations to City Council</li> </ul>
Assist with the development of a sustainable building policy for private and public development projects. Look into and/or recommend standards that are beyond the minimum CalGreen Code requirements.	<ul style="list-style-type: none"> <li>Improved indoor air quality</li> <li>Increase water and energy conservation</li> <li>Reduced greenhouse gas emissions</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Minimum State CalGreen Requirements were adopted in November 2010.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Creation of a subcommittee.  Staff time to educate commission	1 year	<ul style="list-style-type: none"> <li>Periodic reports</li> <li>Recommendations to City Council</li> </ul>
Maximize urban canopy	<ul style="list-style-type: none"> <li>Reduce greenhouse gas emissions</li> <li>Improve wildlife habitat</li> <li>Reduce erosion</li> <li>Improve air quality</li> <li>Improve scenic beauty</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Creation of subcommittee.  Staff resources for data collection.	Ongoing	<ul style="list-style-type: none"> <li>Periodic reports</li> <li>Recommendations to City Council</li> </ul>
Climate Action Plan Implementation	<ul style="list-style-type: none"> <li>Reduce Greenhouse Gas Emissions from community and municipal operations.</li> <li>Reduce methane emissions</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Existing subcommittee	Ongoing	<ul style="list-style-type: none"> <li>Periodic reports</li> <li>Recommendations City Council</li> </ul>
Enhance, develop and evaluate resource conservation and pollution prevention programs and policies, such as : <ul style="list-style-type: none"> <li>Waste reduction</li> <li>Water conservation and Management</li> </ul>	<ul style="list-style-type: none"> <li>Increase Landfill Capacity</li> <li>Reduce Methane</li> <li>Increase Recycling</li> <li>Increase Resource Conservation</li> <li>Storm water Pollution Prevention</li> <li>Preserve future water supply</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Commission time or creation of subcommittee.  Staff resources for information	Ongoing	<ul style="list-style-type: none"> <li>Periodic reports</li> <li>Recommendations to Staff</li> <li>Possible recommendations to City Council if new policy increases operation costs</li> </ul>

**Step 5**

List identified Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
<p>Analyze and recommend improvement on how the City's planning process can be used to advance environmental sustainability and develop criteria and metrics to evaluate process: Specific tasks include:</p> <ul style="list-style-type: none"> <li>• Reviewing current process and planning documents</li> <li>• Developing criteria and metrics to evaluate progress</li> <li>• Ad Hoc Sustainable Transportation Subcommittee to provide recommendations</li> </ul>	X			
<p>Assist in developing, evaluating, and/or recommending a sustainable building policy for private and public development projects that are beyond minimum State CalGreen requirements. Specific tasks include:</p> <ul style="list-style-type: none"> <li>• Engage with City staff on implementation of phase I and support phase II of green building code</li> <li>• Research best practices in terms of sustainable building (ultimately feed into general plan). The ad hoc subcommittee will look into incentives and initiatives, potentially engage in public outreach and outreach to specific parties, and potentially engage with a Planning Commission representative.</li> </ul>	X			
<p>Review Heritage Tree Ordinance and develop an improvement plan, including but not limited to, application and appeal procedures, a drought tolerant replacement policy, heritage tree replacement verification, urban canopy, urban canopy expansion through staff and volunteer efforts.</p>	X			
<p>Develop a tree planting volunteer program.</p>	X			

List identified Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Advise City Council on the Climate Action Plan Assessment Report and assist with evaluation of each project before implementation. <ul style="list-style-type: none"> <li>• Work with Council to adopt GHG reduction target</li> <li>• Work with staff to re-assess CAP priorities</li> <li>• Identify new initiatives toward reduction target adopted by Council</li> <li>• Review 2011 GHG inventory when available and recommend any course corrections to CAP</li> </ul>	X To Start	X Ongoing		
Enhance, evaluate and propose waste reduction program improvements.		X		
Enhance, evaluate and propose water conservation and management program improvements.	X January-July	X Ongoing		

## Current Subcommittees and Tasks

As of May 2013

### Sustainable Transportation Subcommittee

**Priority Focus:** Analyze and recommend improvement on how the city's planning process can be used as a leverage for environmental sustainability

**Members:** Commissioners DeCardy, and Kuntz-Duriseti.

### Sustainable Building Subcommittee

**Priority Focus:** Assist in developing sustainable building policies and programs for private and public development projects.

**Members:** Commissioners DeCardy, Slomiak, and Smolke.

### Heritage Tree Subcommittee

**Priority Focus:** Maximize the urban canopy through programs and policies

**Members:** Commissioners Marshall and Smolke

### Climate Action Plan Subcommittee

**Priority Focus:** Implement Climate Action Plan Activities

**Members:** Commissioners Kuntz-Duriseti, Slomiak, and Bedwell

### Resource Conservation and Pollution Prevention Subcommittee

**Priority Focus:** Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation and management polices

**Members:** Commissioners DeCardy, and Bedwell