



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

<p>Review purpose of Commission as defined by Menlo Park Council Policy 3-13-01</p>	<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

<p>Develop or review a Mission Statement that reflects that purpose</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>	<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 	<p>2 years</p>	<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 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • Subcommittee • Staff time budgeted 	End of FY 2018	<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 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • Creation of an Ad-Hoc Subcommittee • Connect Menlo participation 	In line with the City's timeline for Planning, Zoning and Building Code updates	<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