

Environmental Quality Commission



SPECIAL MEETING AGENDA

Date: 12/5/2018
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. Informational update on the Transportation Master Plan Oversight and Outreach Committee

D2. Approve a recommendation to the City Council regarding the Environmental Quality Commission two-year work plan ([Staff Report #18-014-EQC](#))

D3. Approve the October 17, 2018, Environmental Quality Commission meeting minutes ([Attachment](#))

E. Reports and Announcements

E1. Commission reports and announcements

E2. Staff update and announcements

E3. Future agenda items

F. Adjournment

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

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

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STAFF REPORT

City Council

Meeting Date:

12/5/2018

Staff Report Number:

18-014-EQC

Regular Business:

Review and discuss the Environmental Quality Commission 2019-2021 work plan

Recommendation

Staff recommends that the Environmental Quality Commission review and consider approving the Environmental Quality Commission 2019-2021 work plan.

Policy Issues

The proposed action is consistent with Menlo Park Council Policy CC-01-0004, which defines the purpose for an advisory body to the City Council. This includes the requirement to develop a two-year work plan which needs to be formally presented to City Council for their direction and approval and thereafter reported upon quarterly.

Background

The purpose of the Environmental Quality Commission (EQC) work plan is to identify and prioritize the EQC's focus and goals for the next two years. The EQC work plan is based on the discussion and review of the EQC's mission statement and the priorities established by the City Council work plan.

The current 2016-2018 work plan was approved by City Council on October 11, 2016, and can be found on the EQC's webpage. In May 2018, the EQC began the review of the work plan update and took action to form a subcommittee to lead the update. The EQC discussed the subcommittee's proposed work plan at its June and October 2018 meetings, proposing the following focus areas to develop:

- Climate Action Plan
- Green and sustainable development
- Urban canopy preservation

For the December 5, 2018 meeting, the EQC agreed to have members make edits to their corresponding topics based on previous meeting discussions, and submit changes to City staff. Staff compiled the edits into the proposed EQC 2019-2021 work plan (Attachment A.) The EQC can agree to present the work plan to City Council for approval or make further edits to the proposed work plan.

Analysis

The priorities identified within the proposed 2019-2021 EQC work plan align with City Council's current annual work plan and priorities, specifically the Transportation Master Plan, Transportation Management Association, heritage tree ordinance update, Zero Waste Plan Implementation, and the implementation of the El Camino Real/Downtown Specific Plan biennial review.

The priorities identified in the 2019-2021 EQC work plan further align with the strategies outlined within the

Climate Action Plan, which was amended and adopted by City Council in May 2018, including the electric vehicle charging policy options and gap analysis, integrating green design standards into the El Camino Real/Downtown Specific Plan, development of a Transportation Master Plan and Transportation Management Association, and implementing the Community Zero Waste Plan.

Impact on City Resources

There are no additional City resources required for this item.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in the environment.

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. Proposed 2019-2021 work plan

Report prepared by:
Alexandria Skoch, Senior Sustainability Specialist

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Commission work plan guidelines

- Step 1** Review purpose of Commission as defined by Menlo Park City Council Policy 3-13-01.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by City 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 City Council direction?
 - D. Would the task or item require a policy change at City 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 City 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 (EQC) is committed to helping the City of Menlo Park to be a leading sustainable city that is well positioned to manage present and future environmental impacts. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, environmental improvement, and sustainability.

Environmental Quality Commission
Work Plan for 2019-2021



Environmental Quality Commission 2019-2021

Commission members listing

Commissioner (Chair) Scott Marshall

Commissioner (Vice Chair) Ryann Price

Commissioner Tom Kabat

Commissioner James Payne

Commissioner Janelle London

Commissioner Deborah Martin



Environmental Commission Priority List

The Environmental Quality Commission has identified the following priorities to focus on during 2019-2021:

1.	Climate Action Plan (CAP) – Continue efforts on 2020 Climate Action Plan initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target and develop targets beyond 2020.
2.	Urban Canopy Preservation – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process, and establishing an urban canopy inventory.
3.	Green and Sustainable Development – Expand and enhance sustainable development practices, including green and sustainable building requirements, land use, and transportation.



Environmental Quality Commission Work Plan

Step 1

Review purpose of Commission as defined by Menlo Park City Council Policy 3-13-01	<p>The Environmental Quality Commission 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; and• 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 (EQC) is committed to helping the City of Menlo Park to be a leading sustainable city that is well positioned to manage present and future environmental impacts. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, environmental improvement, and sustainability.</p>
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Step 3

Discuss any priorities already established by City Council	<ul style="list-style-type: none">• Make gains in our Climate Action Plan• Implement Community Zero Waste Plan
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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 City Council direction?	Required policy change at City 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 (CAP) – Continue efforts on 2020 Climate Action Plan initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target and develop targets beyond 2020.</p> <ul style="list-style-type: none"> • Help city staff to achieve GHG reduction goals through 2020. • Develop GHG target and emissions reduction strategies for 2025. • Improve communication with the community about the Climate Action Plan • Advocate for the full implementation of the Environmental Preferable Purchasing (EPP) Policy • Support phase II of EVCI policy options and gap analysis 	<ul style="list-style-type: none"> • Reduced GHG emissions • Reduced air pollution • Improved health • Increased community engagement for emissions reductions • Fiscal savings and reduced waste • Demonstrated environmental leadership • Improved 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 • 2025 GHG target approved by City Council • Increased CAP communication via channels such as updated city environmental webpage, social media, and workshops • Reduction of single use items • Reduced gasoline sales • Reduced natural gas sales • Improved air quality • Public recognition of Menlo Park CAP-related strategies

<p>Urban canopy preservation – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process, and establishing an urban canopy inventory.</p> <ul style="list-style-type: none"> • Provide input into the Heritage Tree Ordinance revision process • Influence and enable the creation of an inventory and catalogue of the urban tree canopy 	<ul style="list-style-type: none"> • Improve the awareness, evaluation, and appeal process for the community • Ensure adequate City resources for successful implementation and enforcement 	<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 2019</p>	<ul style="list-style-type: none"> • Periodic reports • Recommendations adopted by City 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 • Inventory and catalogue of urban tree canopy
<p>Green and sustainable development – Expand and enhance sustainable development practices, including green and sustainable building requirements, land use, and transportation.</p> <ul style="list-style-type: none"> • Support adoption of impactful CALGreen reach codes for the 2019 building code update • Participate in and advocate for the development of the Transportation Master Plan • Expansion of successful green building standards to other zones (ex: El Camino Real/Downtown Specific Plan) 	<ul style="list-style-type: none"> • Help to meet or exceed the state energy code(s) and carbon targets to show climate action leadership • Advance clean transportation and reduce emissions and impacts • Improved energy efficiency in new and 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 a Subcommittee • Participate in Transportation Master Plan Committee • Staff Report resolution, and public hearing for CALGreen reach codes will be needed 	<p>In line with the City and State's timeline. Reach codes by 2020 based off CALGreen</p>	<ul style="list-style-type: none"> • Adoption of CALGreen reach codes that are applicable to the City • Transportation Master Plan developed • Inclusion of green and sustainable building requirements in other zones • Periodic updates to Environmental Quality Commission from liaison activities

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) – Continue efforts on 2020 CAP initiatives to achieve or surpass the City's greenhouse gas (GHG) reduction target and develop targets beyond 2020.		<ul style="list-style-type: none"> • Help city staff to achieve GHG reduction goals through 2020 • Develop GHG target and emissions reduction strategies for 2025 • Advocate for the full implementation of the Environmental Preferable Purchasing (EPP) Policy • Support phase II of EVCI policy options and gap analysis 		<ul style="list-style-type: none"> • Improve communication with the community about the Climate Action Plan
Urban canopy preservation – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process, and establishing an urban canopy inventory.	<ul style="list-style-type: none"> • Provide input into the Heritage Tree Ordinance revision process 		<ul style="list-style-type: none"> • Influence and enable the creation of an inventory and catalogue of the urban tree canopy 	
Green and sustainable development – Expanding and enhancing sustainable development practices, including green and sustainable building requirements, land use, and transportation.	<ul style="list-style-type: none"> • Support adoption of impactful CALGreen reach codes for the 2019 building code update • Participate in and advocate for the 	<ul style="list-style-type: none"> • Expansion of successful green building standards to other zones (ex: El Camino 		

	development of the Transportation Master Plan	Real/Downtown Specific Plan)		
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- 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.

Environmental Quality Commission



REGULAR MEETING MINUTES - DRAFT

Date: 10/17/2018
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Chair Marshall called the meeting to order at 6:10 p.m.

B. Roll Call

Present: Kabat, London, Chair Marshall, Martin, Payne, Vice Chair Price
Absent: None
Staff: Senior Sustainability Specialist Alexandria Skoch and Sustainability Admin Assistant Hannah Guenther

C. Public Comment

None.

D. Regular Business

D1. Review and discuss the Environmental Quality Commission's quarterly report to the City Council

Chair Marshall introduced the item.

Commission provided feedback on Chair Marshall's quarterly report before coming to a consensus to present to City Council.

D2. Review and discuss the Environmental Quality Commission's 2019-2021 Work Plan updates (Attachment).

Vice Chair Price introduced the item.

Commission came to a consensus to revisit the Environmental Quality Commission Two-Year Work Plan at the next scheduled meeting after the subcommittees review their topics.

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

Chair Marshall introduced the item.

ACTION: Motion and second (Chair Marshall/Payne) to approve time change for scheduled Environmental Quality Commission meetings from 6:30 p.m. to 6:00 p.m., passed (6-0).

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

Chair Marshall introduced the item.

ACTION: Motion and second (London/Martin) to approve the September 26, 2018, Environmental Quality Commission special meeting minutes, passed (6-0).

E. Reports and Announcements

E1. Commission reports and announcements

E2. Staff updates and announcements

Sustainability Manager's Report postponed for the December 5, 2018, Environmental Quality Commission special meeting.

F. Adjournment

Chair Marshall adjourned the meeting at 9:22 p.m.

Minutes prepared by Hannah Guenther.