

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 2/19/2020
Time: 6:00 p.m.
City Hall - Downtown Conference Room
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call - Gaillard, Kabat, London, Martin, Payne (Vice Chair), Price (Chair), Turley

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. 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. Approve January 27, 2020 minutes ([Attachment](#))
- D2. Issue determination on appeal of staff's denial of one heritage tree removal permit at 1345 Delfino Way ([Staff Report #20-001-EQC](#))
- D3. Discuss Arbor Day 2020 Coordination
- D4. Consider progress on the community zero waste plan, and setting benchmarks and modifying strategies to achieve the 2035 zero waste goal ([Staff Report #20-002-EQC](#))
- D5. Discuss 2020-21 capital improvement plan budget development ([Attachment](#))

E. Reports and Announcements

- E1. Commission reports and announcements
- E2. Staff update and announcements
- E3. Future agenda items

F. Adjournment

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.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at 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.

Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 02/14/2020)



SPECIAL MEETING MINUTES – DRAFT

Date: 1/27/2020
Time: 3:30 p.m.
City Hall
701 Laurel St., Menlo Park, CA 94025

A. Chair Price called the meeting to order at 3:36 p.m.

B. Roll Call

Present: Gaillard, Kabat, London, Martin (excused at 4:54 p.m.), Payne (Vice Chair), Price (Chair), Turley
Absent: None
Staff: Sustainability Manager Rebecca Lucky, Analyst Contractor Candise Almendral

C. Regular Business

C1. Review and discuss Climate Action Plan Subcommittee's recommendations and consider a recommendation to City Council for sustainability related priorities for 2020 and a new format for climate action plan 2.0

Chair Price introduced the item.

Climate Action Plan Subcommittee made the presentation (Attachment).

- Diane Bailey, representing Menlo Spark, spoke in support of the proposed carbon neutrality goal by 2030 and strategies identified by the subcommittee.
- Mitch Slomiak spoke in support of carbon neutrality by 2030, developing a "lean" climate action plan, and thoughtful initiatives.

Commissioner Martin left at 4:54 pm

ACTION: Motion and second (Price/ Kabat) to recommend proposed climate action plan format/template to the City Council, passed (6-0-1, Martin absent).

ACTION: Motion and second (Gaillard/Payne) to recommend complete a climate action plan by Earth Day 2020 for approval by the City Council, passed (6-0-1, Martin absent).

ACTION: Motion and second (Payne/Gaillard) to recommend that the City Council include specific climate action plan initiatives in the 2020 City Council work plan, passed (6-0-1, Martin absent).

D. Adjournment

Chair Price adjourned the meeting at 7:11 p.m.



STAFF REPORT

Environmental Quality Commission

Meeting Date: 2/19/2020

Staff Report Number: 20-001-EQC

Regular Business: Issue determination on appeal of staff's denial of one heritage tree removal permit at 1345 Delfino Way

Recommendation

Staff recommends the Environmental Quality Commission (EQC) to deny the appeal and uphold staff's decision to deny the permit application to remove a valley oak at 1345 Delfino Way.

Policy Issues

Under the heritage tree ordinance in the Menlo Park Municipal Code, any resident or property owner may appeal a heritage tree permit decision to the EQC. In addition, any resident or property owner may appeal the decision of the EQC to the City Council within 15 days after commission's decision. Tree removal decisions made by staff, the EQC, or City Council must be related to the decision-making criteria in section 13.24.040 of the heritage tree ordinance.

Background

The City adopted its heritage tree ordinance in 1979 to ensure the large population of healthy trees are protected for a long-term. The purpose of the ordinance is to:

- Protect numerous oak, bay and other trees in the City
- Preserve the trees for the health and welfare of the community
- Prevent erosion of topsoil and sedimentation in waterways
- Provide shade and wildlife habitat
- Reduce air pollutants
- Decrease wind velocities and noise

The ordinance was created to protect and preserve heritage trees on private property by requiring a permit for removal, and only allowing removals if there is a good cause. The permit applicant must hire an arboricultural professional to prepare a report detailing the rationale for requesting the removal using the criteria in the heritage tree ordinance. The city arborist reviews the permit application and arborist report, conducts a site visit, and makes a determination on whether to approve or deny the heritage tree removal.

The new heritage tree ordinance was approved by City Council November 19, 2019, but will be effective July 1. In the meantime, the current ordinance is still in effect, and the permit applicant or any community member may appeal the decision of the city arborist to EQC at the Commission's earliest convenience to make a determination.

April 23, 2019, the property owner, Aldo Dossola, submitted a heritage tree removal permit application (Attachment A) for the removal of one valley oak (*Quercus lobate*.) The project arborist, John McClenahan

completed the arborist form April 17, 2019, and identified the valley oak to be 60 feet tall with a trunk diameter of 44.8 inches. According to the applicant, a professional was hired to prune the tree for the past 45 years and accidentally created an irregular wound 40 feet up the trunk. The wound may increase the risk of limb failure, which may fall on the house. Removal was requested by the applicant on the basis of the following conditions:

- To prevent potential limb failures due to weak tree structure
- To minimize risk of damaging owner's house

The city arborist visited the site May 31, 2019, to inspect the tree to conduct a Level 2 basic inspection and assess the tree risk. Based on his evaluation, the city arborist determined the tree to be in good health with fair structure and that the tree had an overall low risk rating. There was insufficient information to support the project Arborist claim of decay in the irregular wound in the upper crown of the tree. Because there was insufficient analysis to support this tree condition, the applicant was given six months to provide the following information from a certified tree risk assessor (Attachment B:)

- Conduct a level 3 advanced aerial assessment to evaluate the decay in the tree;
- Conduct a tree risk assessment; and
- Submit a written report with both assessments with recommendations to mitigate risk.

The same project arborist, John McClenahan submitted a tree risk assessment and an aerial assessment report (Attachment C) June 10, 2019. His recommendation is to remove the tree based on these following reasons:

- The condition of the tree shows evidence of weak wood strength.
- Should tree failure occur, the primary target is the residential house at subject address.
- The project arborist cannot provide assurance tree failure will not occur.

The permit application was denied based on the following conditions:

- The tree is in fair to good condition with a low risk rating

The city arborist revisited the site August 8, 2019 and again January 30 with the conclusion that the condition and risk rating for the valley oak had remained unchanged. Continuing routine maintenance and monitoring of the tree is a reasonable and feasible alternative to preserve the valley oak. The applicant submitted his appeal letter September 24, 2019 (Attachment D) to the city clerk's office.

The applicant also submitted a packet addressed to the EQC Commissioners (Attachment E) January 31.

Analysis

Section 13.24.040 of Menlo Park's heritage tree ordinance requires staff, the EQC, and City Council to consider the eight criteria factors (Attachment F) when determining whether or not there is good cause for the removal of a heritage tree. The city arborist's determination for denying the removal of a valley oak heritage tree is based on criteria 1, 4 and 8:

- Criteria 1: The condition of the tree or trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services;
- Criteria 4: The long-term value of the species under consideration, particularly life span and growth rate;
- Criteria 8: The availability of reasonable and feasible alternatives that would allow for the preservation of the tree(s.)

Table 1 provides the city arborist's assessment of the heritage tree according to these criteria.

Table 1: Summary of city arborist's assessment		
Decision making criteria	Criteria description	City arborist assessment
Criteria 1	Tree health with respect to disease	<ul style="list-style-type: none"> The health of the tree is good with normal vigor (rate of growth.) No disease infections or pest infestations that are causing significant damage were visible.
	Danger of falling and tree structure	<ul style="list-style-type: none"> The structure of the tree is fair with upright vase shaped form typical of valley oak Main stem of the tree and all of its major lateral (scaffold) limbs have been significantly cut back and reduced in length. There are multiple large pruning wounds throughout the upper portion of the tree (see Figure 1.) Some limited decay from two pruning wounds (see Figure 2 and 3,) but overall no evidence of significant decay. The presence of healthy response growth and the reduction in loading from aggressive reduction pruning indicates that the major scaffold limbs are unlikely to fail. Crown reduction pruning work reduce and thin the water sprouts through Google Street View time lapse. Project arborist conducted an aerial inspection to evaluate the extent of decay and revealed no significant decay in or around the wound to the main stem. The lack of decay in the wound, the presence of wound wood response growth, the size of the sound wood in relation to the minor loss in sap wood, and the reduction in loading on the remaining lateral limb from pruning indicates that the likelihood of failure of this tree part is low.
	Proximity to existing or propose structure	<ul style="list-style-type: none"> The tree risk rating is low. The lower portion of the trunk has a minor (less than 5 degree) correct lean to the southeast with the top of the tree growing upright indicating the tree has been growing with this orientation for an extended period of time.
Criteria 4	Long-term value of species	<ul style="list-style-type: none"> Valley oaks has a very high desirability rating (90%) by the International Society of Arboriculture The subject tree is estimated to be over 100 years old and the tree species may live over 300 years.
Criteria 8	Reasonable alternatives	<ul style="list-style-type: none"> Tree risk rating is low. Continue to prune the tree to preserve it. Cabling or bracing may be considered as precautionary measure to further reduce the low risk rating (not recommended by the City, but is an option.)

With respect to criteria one, the concerns related to the condition of the tree and the risk associated with potential failure (including the proximity to existing structures) were assessed:

1. **Health** – The subject tree was determined to be in good health with normal vigor (rate of growth.) No disease infections or pest infestations that are causing significant damage were visible.

2. **Structure** – The tree has an upright vase shaped form typical of valley oak. However, the main stem of the tree and all of its major lateral (scaffold) limbs have been significantly cut back and reduced in length. There are multiple large pruning wounds throughout the upper portion of the tree (see Figure 1.)



Figure 1

- a. **Crown** – The extent of the previous reduction pruning was done inconsistent with best management practices, in that the total amount of photosynthetic area removed was excessive and the diameter of the pruning cuts in relation to the parent stems is disproportionate. Nonetheless, the majority of the reduction cuts were cut back to other lateral limbs (heading cuts.) This method of reduction pruning maximizes the tree's natural defensive response of compartmentalizing damage tissue and is preferable to the arbitrary stub cutting of main limbs to reduce their size (topping.)
- There was no evidence of significant decay in remaining limbs with large pruning wounds. The two exceptions are a tear on the lower side (compression side) of a major lateral limb approximately 18 inches in diameter on the south side of the crown (Figure 2) and a short (3 to 4 feet long) stub approximately 12 inches in diameter on the southeast side of the crown (Figure 3) where some

limited decay was visible from the ground at the time of inspection.



Figure 2



Figure 3

- Response growth around the major pruning wounds (wound wood) is visible as rolls or ribs of new wood on these limbs as well as most of the other major pruning cuts (Figure 3.) The following are characteristics of wound wood:
 - Can contain disease infections in the damaged tissue from spreading to the healthy tissue.
 - Can add strength to the damaged area
 - Has a higher density and adds support to damaged tissue by buttressing weakened tree parts.
- The presence of healthy response growth and the reduction in loading from aggressive reduction pruning indicates that the major scaffold limbs are unlikely to fail.
- Multiple water sprouts have arisen from previous pruning wounds in the crown of the tree. Water sprouts are vigorous shoots that typically arise from dormant or latent buds located immediately below the bark. Given the relatively shallow origin of the water sprouts in the cross section of a tree limb, their attachment is weak and more prone to failure than the original parent stem. Smaller pruning wounds throughout the crown indicated that ongoing maintenance had occurred to thin and reduce the sprouts' vigorous growth. Historical record of the tree reveals that the crown reduction

pruning work was performed prior to April 2008 and that routine pruning has occurred to reduce and thin water sprouts since that time (Google Street View.)

- b. **Main stem** – A wound on the main central stem at approximately 35 feet in height was identified in the original arborist report as appearing, “jagged and decayed...creates a structural weakness that increases failure potential of a large top.” The city arborist’s inspection revealed there was minor tearing of the tissue below the wound on the north side of this previous branch union. No decay was visible from the ground at the time of inspection (Figured 4.) The remaining lateral limb attached to the main stem at the point of the wound is growing toward to home to south. Further evaluation of this potential defect was warranted given the orientation of the remaining stem toward the residential home to the south and the lack of information regarding the extent of the decay.



Figure 4

- Upon request from the city arborist, the project arborist conducted an aerial inspection to evaluate the extent of decay. The inspection revealed no significant decay in or around the wound to the main stem. It also revealed that significant response growth below the wound was occurring. (Figure 5.) The project arborist then reasoned that, rather than loss of wood strength from decay, there was a loss in wood strength from damage to the sapwood on the tension side of the limb. In angiosperms (most hardwoods) response wood is new growth on the opposite side (upper portion) of a tree part where a loading force is occurring to buttress the tree part from loading. Typically the loading is from gravity or wind but it can also be from other environmental factors. In this case the size of the damage to the sap wood on tension side of the limb is minor in relation to the uncompromised sound wood which is remaining.

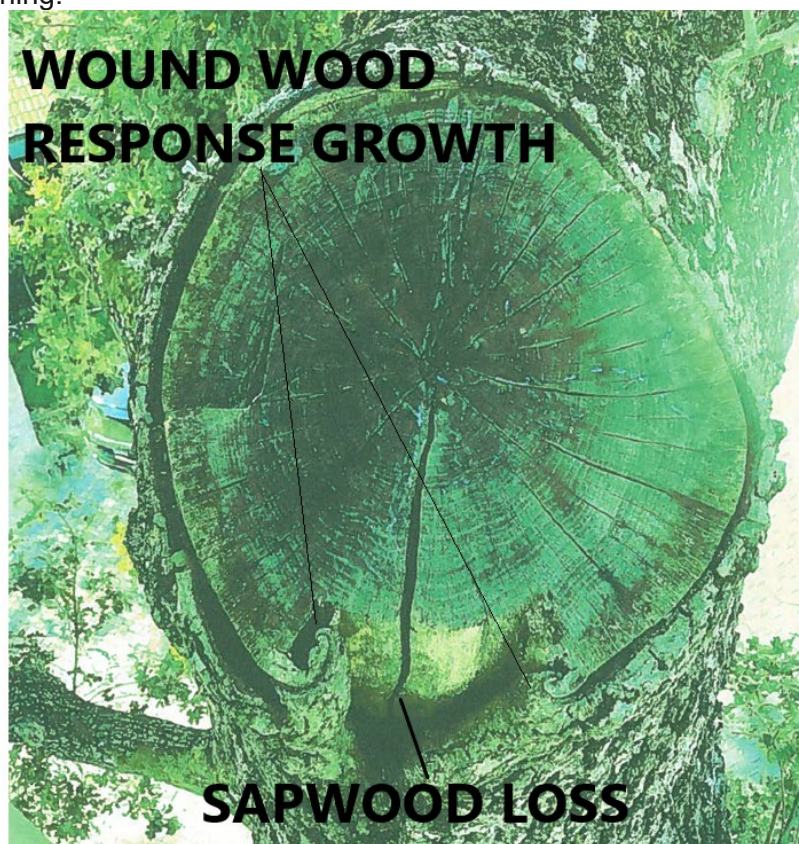


Figure 5 (McClenahan)

- The lack of decay in the wound, the presence of wound wood response growth, the size of the sound wood in relation to the minor loss in sap wood, and the reduction in loading on the remaining lateral limb from pruning indicates that the likelihood of failure of this tree part is low.
- c. **Trunk, root collar, roots** – The lower portion of the trunk has a minor (less than 5 degree) correct lean to the southeast with the top of the tree growing upright indicating the tree has been growing with this orientation for an extended period of time. There is no evidence of decay in the trunk or root collar (base of trunk) of subject tree. The tree is growing in a large landscaped planter which is boarded on two sides by asphalt, one side by a paver brick driveway and one side by bare dirt adjacent to the residential home at subject address. There was no evidence of root disturbance or recent repair the surround hardscape.
3. **Failure Profile** – Based on data from the International Tree Failure Database (ITFD,) a structural failure profile was developed and published in Western Arborist in 2013 (Attachment G.)

- a. **Limb failures** – The report indicates that the majority of failures reported for valley oaks were limb failures occurring on heavy lateral limbs. There were three times as many failures for heavy lateral limbs than limbs that were not considered to be heavy laterals. Heavy lateral limbs are defined as those with unusually long length for their diameter and/or a heavy foliage load, especially concentrated near the ends.
- b. **Root failures** – Root failures were the second most common type of failure. Decay plays a major role in root failures with decay were reported four times more than root failures without decay. Root disturbance by cutting or severance had occurred in 40 percent of the root failure cases reported.
- c. **Trunk failures** – The frequent type of failure reported for valley oaks was trunk failures. Of those reported, wood decay was associated with 75 percent of the cases.

4. **Tree Risk**

- The tree is healthy with fair structure. The trunk and root collar of the tree show no signs of defects and there is no evidence of decay. There is adequate growing space for the tree with no signs of damage to the roots, which might increase likelihood of fungal infection and failure. The past pruning wounds in the crown have effectively reduced end weight and show limited signs of decay with good response growth. Neither the condition of the tree trunk, limbs, nor roots is consistent with the failure profile for this tree. All these tree parts are unlikely to fail within a timeframe of one year. The primary target is the residential home to the south with a constant occupancy rate. Failure of the trunk or roots would likely result in severe consequences. Failure of any of the lateral limbs would likely result in significant consequences. Due to the unlikelihood of failure of the tree and all of its parts, the tree has an overall low risk rating.

With respect to criteria four, the long-term value of the species, particularly life span and growth rate, was considered:

- The Species Classification And Group Assignment published by the Western Chapter of the International Society of Arboriculture (2004) rates overall desirability of the valley oak in northern California as being 90 percent. This rating is the highest specified in the said publication.
- The subject tree is estimated to be over 100 years old. It is not unusual for valley oaks live over 150 years in favorable growing conditions. There are several valley oak trees have been documented to have lived for over 300 years.

With respect to criteria eight, reasonable and feasible alternatives were considered:

- The tree risk rating is low. Routine tree maintenance practices, such as monitoring and pruning. Consistent with the International Society of Arboriculture best management practices and the City of Menlo Park, heritage tree ordinance can be used to maintain a low risk rating and evaluate any changes in the tree condition, which may require further action.
- While it is not the recommendation of the City, cabling or bracing may be considered as precautionary measure to further reduce the low risk rating.

Impact on City Resources

There is no impact on City resources.

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 is a minor change that will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification of the EQC meeting was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Heritage tree removal permit application
- B. Request for further information
- C. September 10 applicant's appeal letter
- D. September 24 applicant's appeal letter
- E. Applicant's letter to EQC
- F. Decision making criteria for heritage tree removals
- G. Tree failure profile

Report prepared by:

Christian Bonner, City Arborist

Joanna Chen, Sustainability Specialist

PAID

Heritage Tree Removal Permit Application

This application must be submitted with the Arborist Report Form
Please submit completed forms to:
701 Laurel St., Menlo Park, CA 94025

APR 23 2019

Application No. HTR2019-00072

CITY OF MENLO PARK

Purpose of application: Removal ☒

Pruning of more than 25% ☐

Permit Fee: \$210.00 (each tree, up to 3 trees); \$174 each additional tree (separate forms required for each tree)

PLEASE PRINT CLEARLY

Site Address: 1345 DELFINO WAY

Name of Applicant: MR. ALDO DOSSOLA Phone (650) 322-555 FAX

Mailing Address: 1345 DELFINO WAY Email: DOSSOLASR@YAHOO.COM

Type of Tree: VALLEY OAK Location on property: FRONT

Reasons for Request:

CONCERNED LARGE LIMB WILL FALL THROUGH THE ROOF

IF TREE IS DEAD or DAMAGING STRUCTURE PLEASE ATTACH PHOTOS DEMONSTRATING CONDITION.

ARE YOU CONSIDERING ANY CONSTRUCTION ON YOUR PROPERTY IN THE NEXT 12 MONTHS?

Yes ☐ No ☒

If yes, please submit additional information describing what type of construction is planned and a site plan.

- Tree may not be removed (or pruned over 25%) unless and until the applicant has received final permission from the City as indicated below.
- The signed permit approval form must be on site and available for inspection while the tree work is being performed.
- A suitable replacement tree, 15 gallon size or larger with a mature height of 40 feet or more, is to be installed in the time frame indicated below.

I (we) hereby agree to hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City, including but not limited to, all cost in the City's defense of its actions in any proceeding brought in any State or Federal Court challenging the City's actions with respect to the proposed tree removal.

Incomplete applications will not be processed.

Signature of property owner authorizing access and inspection of tree in his/her absence.

Aldo Dossola

Date: 4/23/19

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

PERMIT APPROVED ☐

PERMIT DENIED ☐

TIMING OF REMOVAL

- ☐ Upon receipt of this approved permit
- ☐ After applying for a Building Permit for associated construction

TIMING OF REPLANTING

- ☐ Within 30 days of Heritage Tree removal
- ☐ Prior to final building inspection of associated construction

Staff Signature: _____ Date: _____

Print name and title: _____

Arborist Form

Please complete one form for each tree. Mark each tree with colored ribbon or tape prior to our inspection.

Site Address:

1345 DELFINO WAY

ARBORIST INFORMATION:

Name of Certified Arborist JOHN McCLENAHAN

ISA or ASCA number: WE14768 Menlo Park Business License number: 28155

Company: S.P. McCLENAHAN CO INC

Address: 1 ARASTRADERO ROAD

Phone: 650-326-8781 FAX: 650-854-1267 Email: JOHN@SPMCCLENAHAN.COM

TREE INFORMATION:

Date of Inspection: 4/17/19

Common Name: VALLEY OAK Botanical Name: QUERCUS lobata

Location of Tree: Height of Tree: 60'

Diameter of tree at 54 inches above natural grade: 44.8"

Circumference of tree at 54 inches above natural grade

Condition of Tree:

REGULAR CROWN REDUCTION PRUNING HAS OCCURRED REGULARLY OVER THE LAST 45 YEARS. THERE IS AN IRREGULAR WOUND ABOUT 40' UP THE MAIN STEM THAT LOOKS JAGGED & DELAYED.

If recommending removal or pruning, please list all reasons:

THE WOUND SHOWN IN THE ATTACHED PHOTO CREATES A STRUCTURAL WEAKNESS THAT INCREASES FAILURE POTENTIAL OF A LARGE TOP.

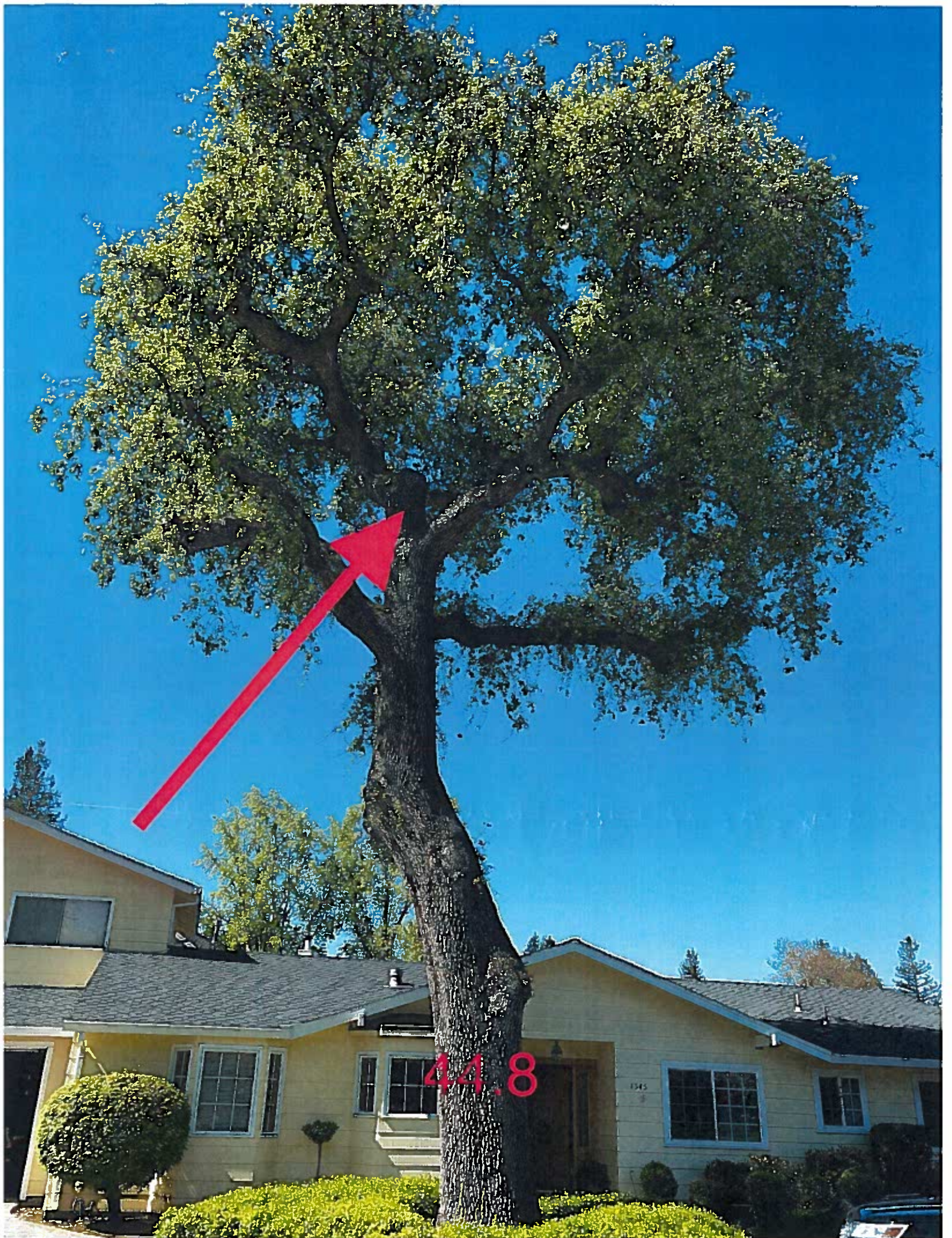
THE HOUSE IS THE TARGET. HOMEOWNER HAS TRIED TO MITIGATE RISK FOR 45 YEARS BY CROWN REDUCTION PRUNING PERFORMED BY HIS CONTRACTOR

Suggested Replacement Tree:

VALLEY OAK

Signature of Arborist:

Date: 4/18/19





May 31, 2019

Mr. Aldo Dossola
1345 Delfino Way
Menlo Park, CA 94025

RE: Application to remove 1, valley oak (*Quercus lobata*) at 1345 Delfino Way.

Dear Mr. Aldo Dossola,

This letter is to inform you that the City has received and reviewed the application for the removal of 1, valley oak at subject address. Based on a basic level 2 assessment, performed by the City Arborist, the tree appears to be in good condition with a low risk rating. Further evaluation is needed in order to take further City action on the permit. Please have an ISA qualified tree risk assessor complete the following and submit for City review:

1. Conduct a level 3 advanced aerial assessment to test for decay in main stem to evaluate the extent of decay in crown.
2. Conduct a tree risk assessment.
3. Submit a written report to describe assessments above and make recommendations on course of action to mitigate risk.

The permit application you submitted is valid for 6 months. If the information specified above is not received within 6 months from the date of this letter, the application will be withdrawn.

For information regarding the City's action on this heritage tree removal request, please contact me at 650-330-6793 or crbonner@menlopark.org.

Sincerely,

Christian Bonner
City Arborist

FROM: Aldo Dossola

DATE: September 10, 2019

TO: Rebecca Lucky

SUBJECT: Appeal of Tree Removal Denial

Dear Ms. Lucky:

I am a 86 year lifetime (except military) resident of Menlo Park. I'm submitting this letter to appeal a decision made by City Arborist Christian Bonner that declined a request for removal of one valley oak that fronts my home located at 1345 Delfino Way, Menlo Park, CA. A chronology of the oak tree removal request and denial follows.

On April 23, 2019, I submitted a Heritage Tree Removal Permit Application (Att. A) along with a \$210 check to the City of Menlo Park. On May 31, 2019 Mr. Bonner sent a letter (Att. B) requesting more information regarding the condition of the oak tree. On June 10, 2019, McClenahan Consulting performed an aerial inspection of the tree (Att. C) at a cost of \$450. On June 13, 2019, I sent the McClenahan report recommending tree removal (Att. D) to Mr. Bonner. On August 8, 2019, Mr. Bonner responded that the tree removal request had been denied (Att. E). I was told that I could appeal the tree removal denial with you.

Ms. Lucky, I have cared for this valley oak for 45 years. During this time the tree has grown in size. Because the tree targets my home, I have cut back some of the limbs that were overhanging my home. Nevertheless, the upper limbs of my valley oak are much larger and heavier than what is normally seen on valley oaks. The upper limbs are especially large relative to the size of the tree trunk. The possibility of tree failure has posed a continual concern for me as these huge upper limbs clearly target my home. Below are some questions and my responses.

Q. Why remove the oak tree after all these years (45)?

A. The tree limbs are much bigger now than in 1974 when I purchased the property. Further, 2 of the 4 oak trees in our cul de sac have failed over the years. A 3rd tree saw the loss of a major limb. So far, I'm the lucky one. If the tree were to fall, failure in all likelihood would cause major home damage. Because the tree points towards my upstairs bedroom, there is also possibility of loss of life. Further, the summer heat has resulted in the failure of a good-sized number of seemingly healthy M.P. oak trees. I'm adverse to playing Russian Roulette with oak tree failure—especially when a failure could create some really dire consequences.

Q. If tree failure is such a concern, why not sell the property and move elsewhere?

A. I've considered this alternative. However, my CPA estimates that my tax bill would exceed \$600,000.

Q. What else motivates your concern about the oak tree?

A. McClenahan Consulting is a major highly-regarded arboriculturist having operated in Menlo Park since the early 1900s. John McClenahan advises tree removal. Furthermore, John told me privately that he would not want to live in my home mindful of the home-targeting oak tree. Is this advice to be simply tabled?

Ms. Lucky, I hope that you will approve the removal of the valley oak located at 1345 Delfino Way, Menlo Park. If tree removal is approved, I would be most willing to replace the tree with one that is recommended by the City of Menlo Park. Thank you for considering this appeal.

Best regards,

Aldo Dossola

Aldo Dossola

- 20 year

- 3 years

Fallen trees
valley oaks

ATT. A

Heritage Tree Removal Permit Application

This application must be submitted with the Arborist Report Form
Please submit completed forms to:
701 Laurel St., Menlo Park, CA 94025

Application No. _____

Purpose of application: Removal ☒

Pruning of more than 25% ☐

Permit Fee: \$210.00 (each tree, up to 3 trees); \$174 each additional tree (separate forms required for each tree)

PLEASE PRINT CLEARLY

Site Address: 1345 DELFINO WAY

Name of Applicant: MR. ALDO DOSSOLA Phone _____ FAX _____

Mailing Address: 1345 DELFINO WAY Email: [REDACTED]

Type of Tree: VALLEY OAK Location on property: FRONT

Reasons for Request:

CONCERNED LARGE LIMB WILL FALL THROUGH THE ROOF

IF TREE IS DEAD or DAMAGING STRUCTURE PLEASE ATTACH PHOTOS DEMONSTRATING CONDITION.

ARE YOU CONSIDERING ANY CONSTRUCTION ON YOUR PROPERTY IN THE NEXT 12 MONTHS?

Yes ☐ No ☐

If yes, please submit additional information describing what type of construction is planned and a site plan.

- Tree may not be removed (or pruned over 25%) unless and until the applicant has received final permission from the City as indicated below.
- The signed permit approval form must be on site and available for inspection while the tree work is being performed.
- A suitable replacement tree, 15 gallon size or larger with a mature height of 40 feet or more, is to be installed in the time frame indicated below.

I (we) hereby agree to hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City, including but not limited to, all cost in the City's defense of its actions in any proceeding brought in any State or Federal Court challenging the City's actions with respect to the proposed tree removal.

Incomplete applications will not be processed.

Signature of property owner authorizing access and inspection of tree in his/her absence.

Date: _____

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

PERMIT APPROVED ☐

PERMIT DENIED ☐

TIMING OF REMOVAL

- ☐ Upon receipt of this approved permit
- ☐ After applying for a Building Permit for associated construction

TIMING OF REPLANTING

- ☐ Within 30 days of Heritage Tree removal
- ☐ Prior to final building inspection of associated construction

Staff Signature: _____ Date: _____

Print name and title: _____



May 31, 2019

Mr. Aldo Dossola
1345 Delfino Way
Menlo Park, CA 94025

RE: Application to remove 1, valley oak (*Quercus lobata*) at 1345 Delfino Way.

Dear Mr. Aldo Dossola,

This letter is to inform you that the City has received and reviewed the application for the removal of 1, valley oak at subject address. Based on a basic level 2 assessment, performed by the City Arborist, the tree appears to be in good condition with a low risk rating. Further evaluation is needed in order to take further City action on the permit. Please have an ISA qualified tree risk assessor complete the following and submit for City review:

1. Conduct a level 3 advanced aerial assessment to test for decay in main stem to evaluate the extent of decay in crown.
2. Conduct a tree risk assessment.
3. Submit a written report to describe assessments above and make recommendations on course of action to mitigate risk.

The permit application you submitted is valid for 6 months. If the information specified above is not received within 6 months from the date of this letter, the application will be withdrawn.

For information regarding the City's action on this heritage tree removal request, please contact me at 650-330-6793 or crbonner@menlopark.org.

Sincerely,

Christian Bonner
City Arborist

Arborist Form

Please complete one form for each tree. Mark each tree with colored ribbon or tape prior to our inspection.

Site Address:

1345 DELFINO WAY

ARBORIST INFORMATION:

Name of Certified Arborist JOHN McCLENAHAN

ISA or ASCA number: WE1476B Menlo Park Business License number: 28155

Company: S.P. McCLENAHAN CO INC

Address: 1 ARASTRADERO ROAD

Phone: 650-326-8781 FAX: 650-854-1267 Email: JOHN@SPMCCLENAHAN.COM

TREE INFORMATION:

Date of Inspection: 4/17/19

Common Name: VALLEY OAK Botanical Name: QUERCUS lobata

Location of Tree: _____ Height of Tree: 60'

Diameter of tree at 54 inches above natural grade: 44.8"

Circumference of tree at 54 inches above natural grade _____

Condition of Tree:

REGULAR CROWN REDUCTION PRUNING HAS OCCURRED REGULARLY OVER THE LAST 45 YEARS. THERE IS AN IRREGULAR WOUND ABOUT 40' UP THE MAIN STEM THAT LOOKS JAGGED & DELAYED.

If recommending removal or pruning, please list all reasons:

THE WOUND SHOWN IN THE ATTACHED PHOTO CREATES A STRUCTURAL WEAKNESS THAT INCREASES FAILURE POTENTIAL OF A LARGE TOP.

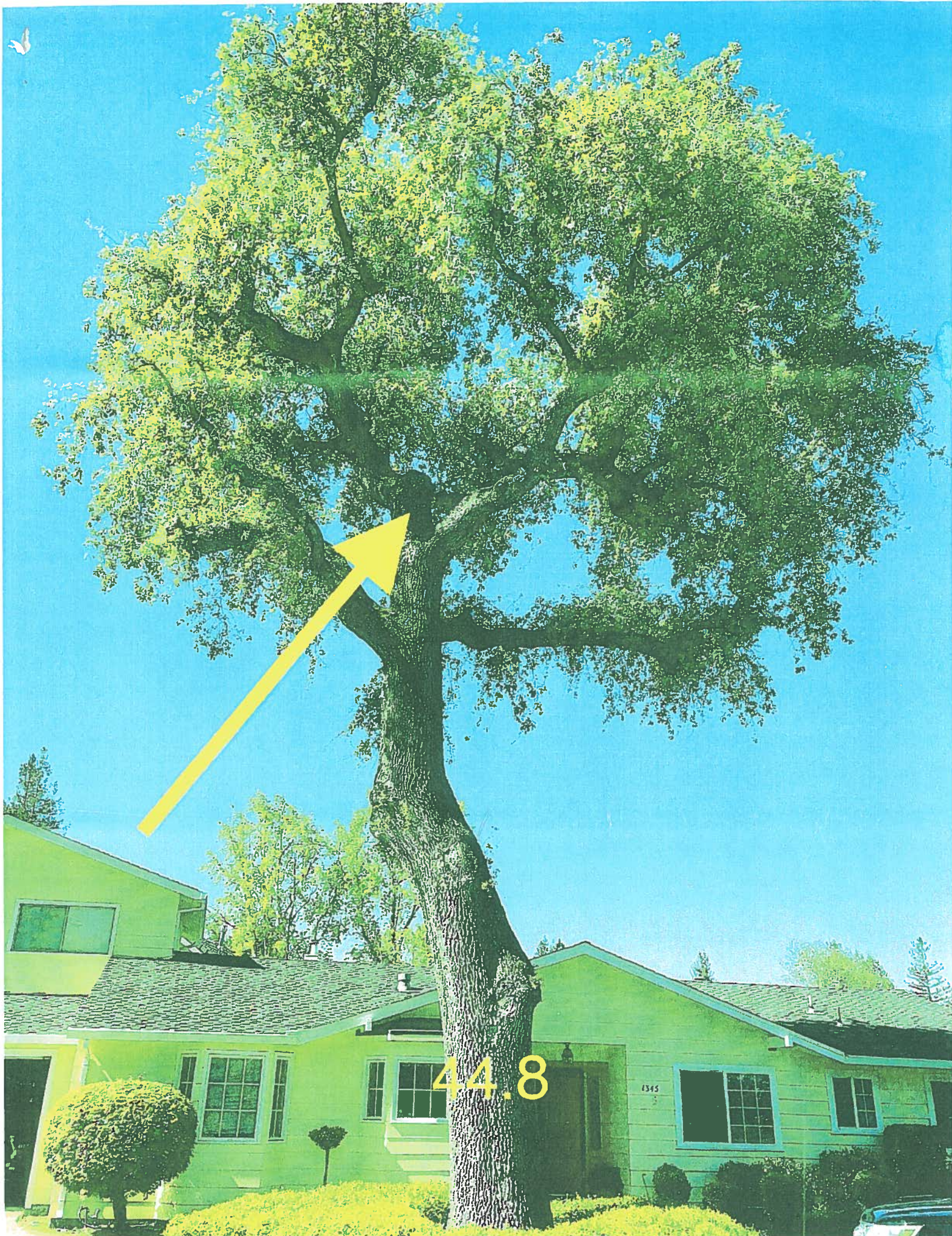
THE HOUSE IS THE TARGET. HOMEOWNER HAS TRIED TO MITIGATE RISK FOR 45 YEARS BY CROWN REDUCTION PRUNING PERFORMED BY HIS CONTRACTOR

Suggested Replacement Tree:

VALLEY OAK

Signature of Arborist: 

Date: 4/18/19



44.8



McClenahan Consulting, LLC

Arboriculturists Since 1911

1 Arastradero Road, Portola Valley, CA 94028-8012

Telephone (650) 326-8781

Fax (650) 854-1267

www.spmcclenahan.com

June 10, 2019

Mr. Aldo Dossola

1345 Delfino Way

Menlo Park, CA 94025

Assignment

As requested, our firm performed an aerial inspection of an old wound on the valley oak to better assess risk.

Summary

This tree was previously recommended for removal due to a wound in the tension wood visible from the ground. The large old pruning wound does not appear to be badly decayed, however given the loss of sapwood, wood strength is weakened. Failures do occur in wood conditions like this as I have seen several during summer months in valley oak and blue oak. Should tree failure occur either due to root failure or stem failure, the primary target is the tree owner's house. Since we are unable to provide the requested assurance that failure will not occur and no further mitigation would help, removal is recommended.

Methodology

No root crown exploration, climbing or plant tissue analysis was performed as part of this survey.

In determining Tree Condition several factors have been considered which include:

- Rate of growth over several seasons;
- Structural decays or weaknesses and form;
- Presence of disease or insects; and
- Life expectancy.

Tree Description/Observation

1 Valley oak (*Quercus lobata*)

Diameter: 44.8"

Height: 60' **Spread:** 40'

Condition: Poor to Fair

Location: Front of house

Observation:

Crown has been pruned heavily by an unknown contractor over the years. There is an old wound about half way up the stem located in tension wood. Existing asphalt street, sidewalk, driveway and house create a limited root environment. Several valley oaks located in the streetscapes have fallen over the years. The photo in Figure 2 shows the wound of concern.

Mr. Aldo Dossola
1345 Delfino Way, Menlo Park, CA

While there is no visible hollow, I have observed summer failures of valley oak and blue oak at large old pruning wounds. One of the scaffold limbs on the driveway side does exhibit decay from an old limb failure scar.

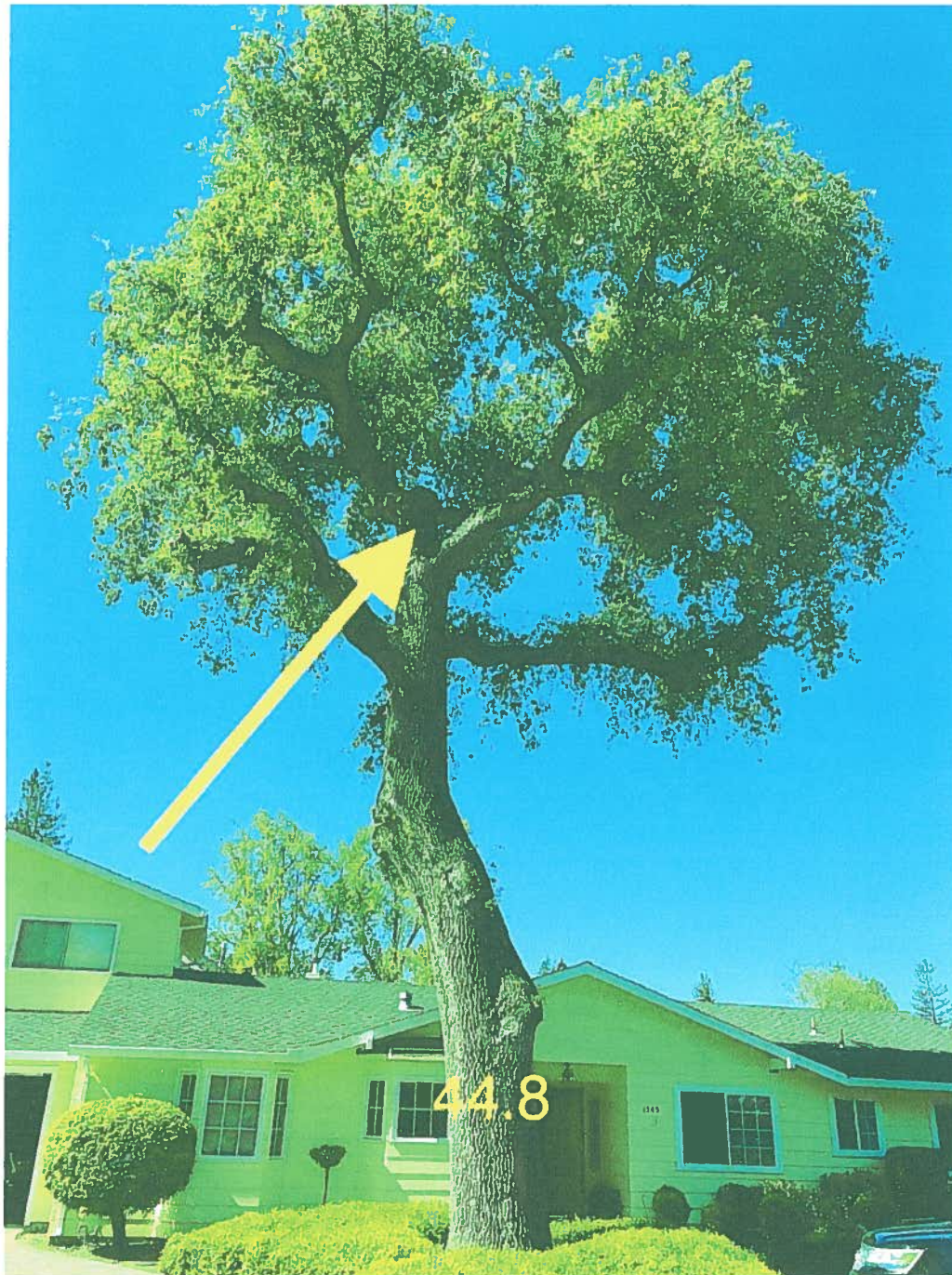


Figure 1: Tree size and old wound

Mr. Aldo Dossola
1345 Delfino Way, Menlo Park, CA



Figure 2: Close up of wound shown in Figure 1

Mr. Aldo Dossola
1345 Delfino Way, Menlo Park, CA

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We thank you for this opportunity to be of assistance in your tree preservation concerns.

Should you have any questions, or if we may be of further assistance in these concerns, kindly contact our office at any time.

McCLENAHAN CONSULTING, LLC

A handwritten signature in black ink, appearing to read "John H. McClenahan". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

By: **John H. McClenahan**
ISA Board Certified Master Arborist, WE-1476B
member, American Society of Consulting Arborists

JHMc: cm

Mr. Aldo Dossola
1345 Delfino Way, Menlo Park, CA



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Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

A handwritten signature in dark ink, appearing to read "John H. McClenahan", written over a horizontal line.

Arborist: John H. McClenahan
Date: June 10, 2019

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Heritage Tree Removal Permit Application -1345
Delfino Way

Yahoo/Inbox



Bonner, Christian R <crbonner@menlopark.org>



Aug 8 at 9:21 AM

To: [REDACTED]

Cc: Lucky, Rebecca L

Hi Aldo,

Following up with our phone conversation yesterday. The removal of the valley oak Heritage Tree is not approved. This decision may be appealed within 30 days. Please see attached letter regarding details.

Please let me know if you have any questions or would like to request further information regarding this decision.

Regards,



Christian R. Bonner
Public Works Supervisor | City Arborist
City Corporation Yard
333 Burgess Dr.
tel 650-330-6793
menlopark.org

Download all attachments as a zip file

FROM: Aldo Dossola

DATE: September 24, 2019

TOL Rebecca Lucky

SUBJECT: Request for Hearing

Dear Ms. Lucky:

I would like to appeal the findings of City Arborist Christian Bonner regarding the requested authorization for removal of my oak tree at 1345 Delfino Way, Menlo Park, CA.

Accordingly, I am enclosing a check for \$200 payable to the City of Menlo Park. My understanding is that the appeal will be held before the Environmental Quality Commission at a date to be determined.

I appreciate the opportunity to speak to the commission and thank you for facilitating this. Please let me know regarding the date, time, and location.

Best regards,



Aldo Dossola

1345 Delfino Way, Menlo Park, CA 94025



FROM: Aldo Dossola

DATE: January 31, 2020

TO: Joanna Chen

Joanna:

Attached is a handout for my February 19, 2020 meeting with the Environmental Quality Commission. I would appreciate it if the commission members can receive a copy of my attached handout. Please also see that Christian Bonner and Rebecca Lucky receive a copy.

Thank you.

A handwritten signature in black ink, reading "Aldo Dossola". The signature is written in a cursive style with a long, sweeping underline.

FROM: Aldo Dossola

DATE: January 31, 2020

TO: Menlo Park Environmental Quality Commission

SUBJECT: Proposed oak tree removal at
1345 Delfino Way, Menlo Park, CA

My name is Aldo Dossola. I am a 86 year resident of Menlo Park minus my 2 years for military service. The purpose of this appeal is to request permission to remove a valley oak tree from my property at 1345 Delfino Way, Menlo Park. I'm scheduled to make my appeal with you on February 19, 2020 and trust this background information may be helpful.

TREE CONCERNS

My oak tree, although maintained and trimmed extensively over the years, has some sizable limbs that lean toward my home. The limbs that I'm referring to are quite large especially when viewed in relation to the circumference of the tree trunk. You can view the tree limbs via Att. 1. A full view of the oak tree is in Att.2, Page 3 of 5. Although my oak tree appears healthy, McClenahan Consulting recommended tree removal (refer to Att.2. S.P. McClenahan is a major highly-regarded arborcultural firm that has serviced the Menlo Park area for over one century As a "heritage resident" of Menlo Park, I have in recent years worried increasingly about the potential for life loss and home damage should the tree fall. This is mindful that in recent years, a seemingly healthy valley oak fell at 1390 Delfino Way. Fortunately, that tree leaned toward the street and only caused damage to an automobile residing across the street in the driveway at 1395 Delfino Way. Years ago, there were four oak trees on Delfino Way. Two of the trees remain. One of the remaining 2 oak trees (not mine) had a major limb failure. I repeat, tree failure could result in a loss of life.

TREE LOCATION

The subject valley oak tree is located at the end of the 17 home Delfino Way cul-de-sac (see Att. 3). Because the the cul de sac is wider at end-of-street, the subject tree is accordingly set back. As such, it is within the immediate view of 5 homes at the end of the cul de sac The tree receives minimal viewing by passerby traffic because of its dead-end and set back street location. However, neighborhood children play at the end of the cul de sac because there is little traffic. The 5 homeowners that can directly view my tree are aware of my appeal for oak tree removal. A field trip by commission members is invited should there be a desire to view the subject tree.

PRIOR APPEALS

I previously appealed for tree removal to Menlo Park City Arborist Christian Bonner. He denied my appeal (Att. 4). I then appealed to City Sustainability Manager, Rebecca Lucky. Ms. Lucky reviewed my documentation and then called upon Mr. Bonner who reiterated what he had stated in his tree removal rejection letter. My 2nd appeal was also denied. I have now spent \$760 to appeal for tree removal on a tree that grows within my property. I trust that the prior two appeal denials are not set in stone and that there is room for the commission to consider the real concerns of the tree-owner as this appeal process unfolds.

TREE REPLACEMENT

I have always maintained a pristine yard (see Att. 5) and never hired a gardener. Yet, I've received a number of requests asking me the name of my gardener. If oak tree removal is granted, I would plan to plant a new non-threatening tree that enhances the appearance of the neighborhood. I'd be happy to plant a tree that is specified by the City of Menlo Park should the city wish to so specify. Maintaining attractive landscaping is a way of life for me.

ABOUT ME (ALDO DOSSOLA)

My parents legally immigrated to Menlo Park from Italy in 1923 and built a home in 1924 at 1076 Santa Cruz Ave. My parents had a 2nd grade education. They valued their new-found independence and personified what it means to work hard and to never request government help. I grew up at that home. The home had an oak tree in front, and that tree is still there. Our family enjoyed that oak tree as there were no safety concerns. I went on to graduate with honors from Santa Clara University and spent 37 years in management roles at Hewlett-Packard Company. From my experience at HP, I know that it is very difficult to change the decision of an associate without real compelling reasons. Hopefully, the concerns of a long-time Menlo Park resident carries some weight and can override prior decisions that are logical but seemingly place limited value on resident safety concerns.

SUMMARY

I realize that I'm requesting authorization to remove a heritage oak from a city that includes a tree on its logo. Objectively, if the tree is viewed as healthy and at face value, my appeal would be denied. Subjectively, I'm asking each commission member to give serious thought to how your view regarding tree removal might change if this same tree was hovering over your home. Tree failure is unpredictable. Please think about the enormous potential liability if the unexpected were to happen and refer back to the letter from McClanahan Consulting. Stated in another way, please consider the objective of a long-time taxpayer who wishes tranquility in his later years vs an impressive but inanimate tree.

I ask that you kindly approve my request to remove the valley oak from my property so that I may replace it with a tree that will be safe and environment-friendly for those who view it. Thank you for your consideration.



ATT. 1

IMG_0270.JPG





McClenahan Consulting, LLC

Arboriculturists Since 1911

1 Arastradero Road, Portola Valley, CA 94028-8012

Telephone (650) 326-8781

Fax (650) 854-1267

www.spmcclenahan.com

June 10, 2019

Mr. Aldo Dossola

1345 Delfino Way

Menlo Park, CA 94025

Assignment

As requested, our firm performed an aerial inspection of an old wound on the valley oak to better assess risk.

Summary

This tree was previously recommended for removal due to a wound in the tension wood visible from the ground. The large old pruning wound does not appear to be badly decayed, however given the loss of sapwood, wood strength is weakened. Failures do occur in wood conditions like this as I have seen several during summer months in valley oak and blue oak. Should tree failure occur either due to root failure or stem failure, the primary target is the tree owner's house. Since we are unable to provide the requested assurance that failure will not occur and no further mitigation would help, removal is recommended.

Methodology

No root crown exploration, climbing or plant tissue analysis was performed as part of this survey.

In determining Tree Condition several factors have been considered which include:

- Rate of growth over several seasons;
- Structural decays or weaknesses and form;
- Presence of disease or insects; and
- Life expectancy.

Tree Description/Observation

1 Valley oak (*Quercus lobata*)

Diameter: 44.8"

Height: 60' Spread: 40'

Condition: Poor to Fair

Location: Front of house

Observation:

Crown has been pruned heavily by an unknown contractor over the years. There is an old wound about half way up the stem located in tension wood. Existing asphalt street, sidewalk, driveway and house create a limited root environment. Several valley oaks located in the streetscapes have fallen over the years. The photo in Figure 2 shows the wound of c

Mr. Aldo Dossola
1345 Delfino Way, Menlo Park, CA

Att. 2
Page 2 of 5

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We thank you for this opportunity to be of assistance in your tree preservation concerns.

Should you have any questions, or if we may be of further assistance in these concerns, kindly contact our office at any time.

McCLENAHAN CONSULTING, LLC



By: **John H. McClenahan**
ISA Board Certified Master Arborist, WE-1476B
member, American Society of Consulting Arborists

JHMc: cm

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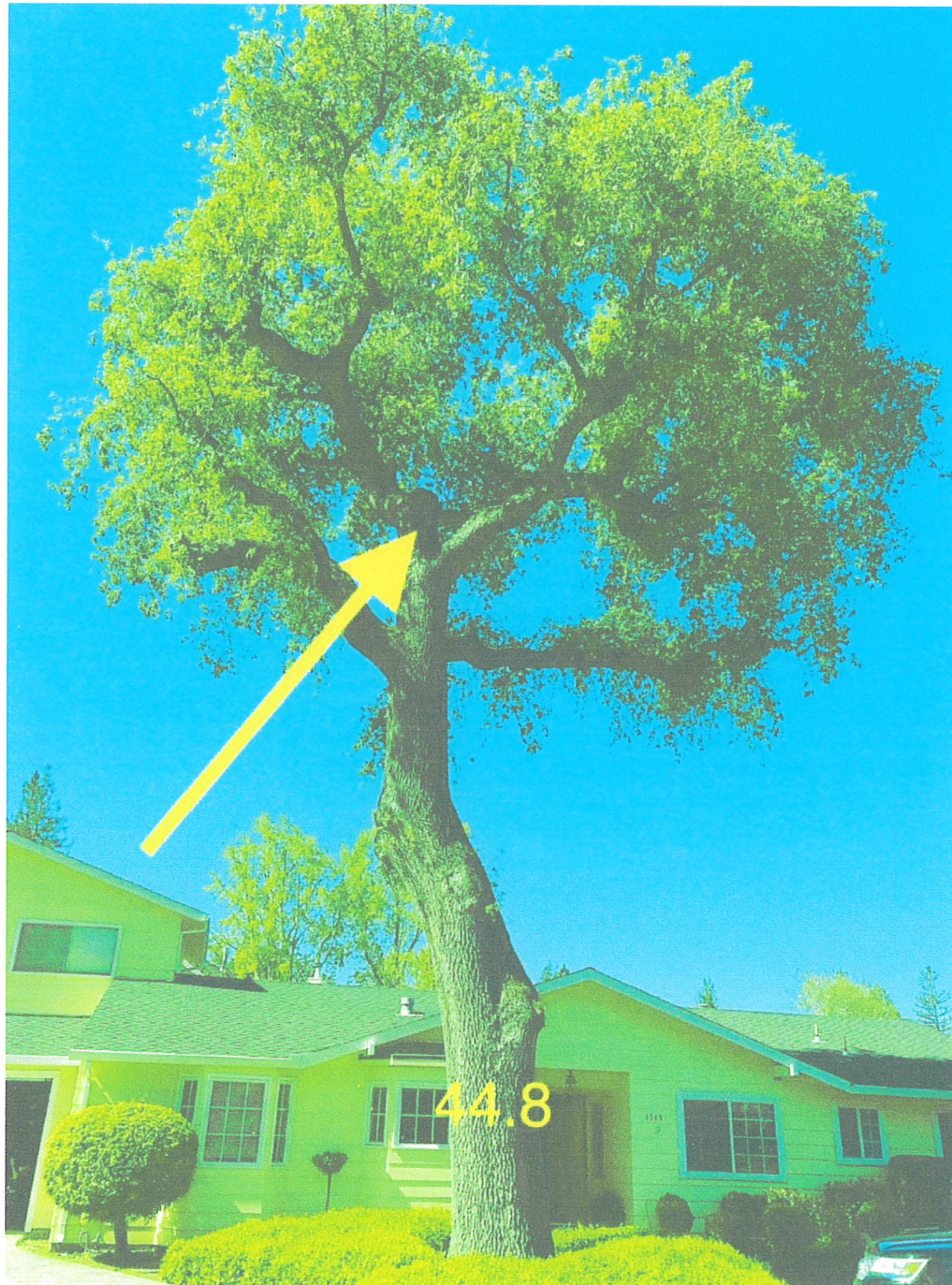


Figure 1: Tree size and old wound



Figure 2: Close up of wound shown in Figure 1

Mr. Aldo Dossola
1345 Delfino Way, Menlo Park, CA

ATT. 2
Page 5 of 5



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Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

Arborist: John H. McClenahan
Date: June 10, 2019

1/7/2020

(74 unread) daniel@... Yahoo Mail

Att. 3

This is a view of Delfino Way taken from Valparaiso Ave. Delfino Way is a 0.2 mile cul de sac with 17 homes. The oak tree in this photo is located mid-street a little more than $\frac{1}{2}$ the distance to my home. My oak tree cannot be seen because it sits on my property which is set-back as a result of the circular end of cul de sac location.





August 8, 2019

Aldo Dossoia
1345 Delfino Way
Menlo Park, CA 94025

Sent via email to dossolasr@yahoo.com

RE: Application to remove one (1) valley oak Heritage Tree at 1345 Delfino Way

Dear Aldo Dossoia,

This letter is to inform you that the City has reviewed the application for the removal of 1 valley oak (*Quercus lobata*) Heritage Tree located at subject address. The tree has been determined to be healthy and in fair condition with a low risk rating. There are reasonable and feasible alternatives to removal. Concerns regarding risk can be addressed by routine tree monitoring and maintenance. Therefore, the application for removal has been denied.

You or any member of the public may appeal this decision to the Environmental Quality Commission by contacting the City Sustainability Manager, Rebecca Lucky, at 650-330-6765 or rlucky@menlopark.org. A written letter stating the reasons for your appeal must be submitted to the City within 15 days from the date of this notice and an appeal fee of \$200 per tree shall be due at the time of appeal.

For information regarding the City's action on this Heritage Tree removal request, please contact me at 650-330-6793 or crbonner@menlopark.org. For further information on the appeal process, please contact Sustainability Manager Rebecca Lucky at 650-330-6765 or rlucky@menlopark.org.

Sincerely,

Christian Bonner
City of Menlo Park, City Arborist

cc: **Rebecca Lucky**, Sustainability Manger, City of Menlo Park

1/7/2020

This is a view of the front yard a my home at 1345 Delfino Way. Note the symmetry of all bushes. I've personally maintained my garden which also includes a large magnolia tree and a ornamental pear tree.....both of which I recently pruned.

Att. 5

← Back IV

✕



Decision making criteria for heritage tree removals

1. The condition of the tree or trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services;
2. The necessity to remove the tree or trees in order to construct proposed improvements to the property;
3. The topography of the land and the effect of the removal of the tree on erosion, soil retention and diversion or increased flow of surface waters;
4. The long-term value of the species under consideration, particularly lifespan and growth rate;
5. The ecological value of the tree or group of trees, such as food, nesting, habitat, protection and shade for wildlife or other plant species;
6. The number, size, species, age distribution and location of existing trees in the area and the effect the removal would have upon shade, privacy impact and scenic beauty;
7. The number of trees the particular parcel can adequately support according to good arboricultural practices;
8. The availability of reasonable and feasible alternatives that would allow for the preservation of the tree(s).

Structural failure profile: Valley oak (*Quercus lobata*)

L. R. Costello, K. S. Jones, C. Drake



EACH YEAR, THE STRUCTURAL failure of trees in urban areas and forested recreation sites results in personal injuries and property damage (Fig. 1). A key objective of tree management programs is to reduce failure potential to the extent possible. One important element of failure reduction strategies is to prevent or mitigate conditions that may lead to failure, such as removing or shortening branches weakened by wood decay.

All tree species do not fail in similar ways, however. Some are more prone to fail as a result of weak architecture, such as codominant stems. Others have a greater propensity to fail because they develop large end weights on branches that exceed the load tolerance of wood. Knowing the particular failure patterns or traits of species can help tree managers identify key defects that may lead to failure.

By collecting detailed information following the failure of a tree, data can be compiled and then used to develop structural failure profiles for

the species. Such a profile has been developed for valley oak (*Quercus lobata*) using data from the International Tree Failure Database (ITFD). With this profile, arborists and foresters can apply the information to the structural management of valley oak.

The development of this profile was commissioned by the Britton Fund of the Western Chapter of the International Society of Arboriculture. The process for developing the profile is described in the following section.

Methods

The ITFD was established in 2003 to serve as a repository of data collected by project cooperators following the

failure of trees in urban areas or forested recreation sites. Its predecessor, the California Tree Failure Database, was initiated in 1987 and is the source of many of the reports in the ITFD. As of 2013, the database contains 6,680 failure reports (<http://svinetfc8.fs.fed.us/natfdb/>). Of these, 251 are for valley oak. These reports were used here to develop the valley oak failure profile.

Data for valley oak failures was segregated from the database and analyzed statistically. Several statistical tests were used to identify significant associations, including t-test where appropriate, Wilcoxon Mann Whitney test, Chi-square, and Fisher's exact

Knowing the particular failure patterns or traits of species can help tree managers identify key defects that may lead to failure.

Figure 1. (Left) Property damage and personal injuries can occur when valley oaks fail.

Figure 2. (Right) Valley oak is the largest of all oak species and is a signature species in California landscapes. Photo: B. Hagen



test. In addition, descriptive statistics for continuous (quantitative) and discrete (qualitative) data were used to provide descriptive information about the species.

Typically, statistical analyses are limited by the size of the data set and this is no exception. Although the number of failure reports for valley oak (251) is substantial, it is limiting for statistical purposes. Some questions regarding factors associated with failures cannot be answered because of insufficient data. As more reports are entered and comparisons

between tree species become available, however, a broader statistical treatment can be achieved.

In addition to limitations associated with the size of the data set, the nature of the data is also limiting. Reports are filed only for trees that have failed. No data has been collected for trees that have not failed. As a result, certain questions concerning statistical associations between a defect and failure occurrence cannot be answered. For instance, data has been collected for valley oak branch failures and decay occurrence. However, data has not been collected for decay presence or absence in branches that have not failed. Therefore, an association between decay occurrence and branch failures cannot be assessed.

Nonetheless, associations between factors that contribute to a type of failure can be analyzed, such as whether decay plays a role in branch breaks at the attachment versus branch breaks along the branch. Such types of associations are included in this profile.

Findings

Valley oak is distributed widely in California from Shasta County to the Channel Islands and is common in the Central Valley and foothills below 6,000 ft. It is a member of the white oak section and is the largest of all oak species (Fig. 2).

Tree failures can be divided into 3 groups based on the part that fails: branch, trunk, and root. Of the 251 reports for valley oak, 107 are branch failures, 62 are trunk failures, and 82 are root failures (Fig. 3). Table 1 gives general statistics for all valley oak failures.

Table 1. General statistics for valley oak.

Variable	Mean
Age	150 years
Height	62 feet
DBH	44 inches



Figure 3. (Left) Mean age for valley oak failure is 150 years.



Figure 4. (Right) Branch failure is the most commonly reported failure for valley oak.

A. BRANCH FAILURES

Branch failures represent 43% of all valley oak failure reports (Fig. 4). Table 2 provides general statistics for branch failures.

Table 2. General statistics for branch failures.

Variable	Mean
Age	163 years
Height	66 feet
DBH	47 inches
Temperature	63 °F
Wind speed	9 mph

Time of year and branch failures

The month with the greatest number of branch failures is August (22). From May to October, 81 failures occurred, while from November to April, 15 failures were reported (Fig. 5). Clearly, fewer branch failures occur in the winter months, while the frequency increases in the summer.

Branch failure location

Branch failures can occur either at the point of attachment to the trunk or along the branch (Fig. 6). Tables 3 and 4 give general statistics for each type of failure.

Failures along the branch (68) versus at attachment (37) are not statistically related to tree height, DBH, or air temperature. They are related to branch diameter, however. Failures at the attachment have a significantly larger mean diameter than those along the branch.

Live vs dead branches

The great majority of branch failure reports are for live branches: 95% live branches, and 5% dead branches. No statistical association was found between the location of failure and whether a branch was alive or dead. Both live and dead branches failed at the attachment and along the branch.

Decay

Wood decay was reported to be a factor contributing to branch failure in 61% of all cases, while no decay was reported in 39% of cases (Fig. 7).

Table 3. Failures along the branch.

Variable	Mean
Branch diameter	20 inches
Age	165 years
Height	68 feet
DBH	46 inches
Temperature	74 °F

For failures along the branch, decay was present in 57% of cases, while no decay was reported in 43% of cases. For failures at the attachment, decay was present in 70% of cases, while decay was not present in 30% of cases. Only 5% of all branch failures were associated with the failed portion being dead. Statistically, decay is as likely to occur in failures along the branch as at the attachment.

Although many failed branches have decay, a sporophore (fruiting body) is not commonly found. No sporophores were reported in 93% of all cases of branch failures associated with decay, while only 6 cases reported a sporophore being present.

Figure 5. (Left) Valley oak branch failures are more common in the summer months than the winter months.

Figure 6. (Center) Branch failures occur at the attachment or along the branch.



Included bark

Included bark does not appear to be a key factor associated with branch failures in valley oak (**Fig. 8**). Included bark was reported in only 5% of all cases of branch failure at the attachment, while no included bark was found in 95% of cases.

Dense crown

The majority of branch failure cases are not associated with a dense crown (**Fig. 9**). A dense crown was reported to be a contributing factor in 14% of branch break cases, while in 86% of cases the crown was not considered to be dense. Failures along the branch occur at a much greater frequency than failures at the attachment when

Table 4. Failures at the attachment.

Variable	Mean
Branch diameter	27 inches
Age	160 years
Height	62 feet
DBH	50 inches
Temperature	69 °F

the crown is dense, however.

Heavy lateral limbs

Heavy lateral limbs are associated with the majority of branch failures (75%) (**Fig. 10**). More than 3 times as many cases of heavy lateral limbs (72) were reported to contribute to failures than no heavy lateral limbs (23). The ratio of 3:1 was consistent for failures along the limb as well as those at the point of attachment. However, no statistical association was found between heavy lateral limbs and location of attachment.

Defect visible?

Reporters are asked if the defect associated with a branch failure would have been visible from a ground inspection (**Fig. 11**). In 46% of the cases, the defect was thought to be visible, while in 35% of the cases it was not. This evaluation was not reported in the remainder of cases (18%).

B. TRUNK FAILURES

Trunk failures (62) are fewer in num-

Figure 7. (Right) Sporophores are not commonly found on branches that have failed. Photo: B. Kempf





Figure 8. (Left) Although included bark is found on this branch failure, it is not commonly reported for valley oak failures. Photo: B. Hagen

Figure 9. (Center) Dense crown is not reported to be a key factor associated with branch breaks. Photo: B. Hagen

Figure 10. (Right) Heavy lateral limbs are reported as a common factor contributing to branch failure in valley oak.

ber than branch failures (107) (Fig. 12). Table 5 gives general statistics associated with trunk failures.

Tree condition

In 94% of all trunk failure reports, the tree was not considered to be declining. In other words, it was in relatively good health. Only 5% of the trunk failure reports indicated that the tree was declining.

Failure location and size

Trunk failures occur more commonly above the ground line than at the ground line. In 80% of cases, the failure occurred above the ground line and mean diameter was 32 inches. In 20% of cases, the failure occurred at

the ground line and mean diameter was 46 inches. As may be expected, trunk diameter is larger for ground line failures.

Decay

Decay plays a role in many valley oak trunk failures (Fig. 13). In 75% of cases, wood decay was reported to play a role in the failure. Conversely, in 25% of cases, the wood was sound at the failure location. No statistical association was found between decay and the location of failure, however. Decay is as likely to occur in ground line failures as it is in failures above the ground line. Similar to branch failures, fruiting bodies or sporophores were found in a small percentage (10%) of cases.

Multiple trunks

Although more cases of trunk failures are reported for single-trunk trees,

37% of trunk failures are linked to multiple trunks (Fig. 14).

Precipitation and trunk failures

Precipitation was not linked to trunk failures in 70% of cases reported. A statistical association was found between precipitation and failure location, however: trunk failures at ground line and above ground line are more likely to occur during dry conditions than during wet conditions. In fact, the most common trunk failure was above the ground line during dry conditions.

Wind speed

No statistical association was found between wind speed and failure location. Valley oaks are as likely to fail in high or low wind at ground line as above ground line. Trunk failures above ground line and low wind conditions were most common. Overall,

Figure 11. (Left) Defects associated with branch failure are not always visible

Figure 12. (Right) Trunk failure in valley oak occurs more commonly above the ground line than at the ground line. Photo: B. Hagen



Table 5. General statistics for trunk failures.

Variable	Mean
Age	153 years
Height	62 feet
DBH	44 inches
Crown spread	57 feet
Temperature	60 °F
Wind speed	12 mph
Break diameter	35 inches



Figure 13. (Left) Decay occurs in 75% of trunk failures reported for valley oak.

Figure 14. (Right) Multiple trunks occur in 37% of trunk failures reported for valley oak.

the greatest number of trunk failures occurred under low wind conditions (Table 6).

C. ROOT FAILURES

Root failures are the second most common type of failure for valley oak (81). Table 7 provides general information regarding root failures.

Tree condition

In 94% of all cases reported, valley oaks were considered not to be declining, while in 6% of cases, they were declining.

Decay

Decay was associated with the majority of root failures (Fig. 15). In 81% of cases reported, decay played a role, while no decay was found in 19% of cases. In other words, four times more

failures were associated with decay than failures without decay. Similar to branch and trunk failures associated with decay, sporophores were found in only 27% of all root failures reported for valley oak.

Root cutting, lifting, and breaking

Mechanical injury to roots or restrictions to root development played a role in valley oak root failures (Fig. 16). In 40% of cases, roots had been cut or severed. In 26% of cases, they had been broken, in 13% of cases, they were lifted, and in 11% of cases they were restricted and broken.

Wind

Although wind contributes to root failure of valley oak, there are many cases of failure when wind was less than 5 mph. Table 8 shows root

Table 7. General statistics for valley oak root failures.

Variable	Mean
Age	143 years
Height	60 feet
DBH	41 inches
Crown spread	48 feet
Temperature	54 °F
Wind speed	15 mph

failure cases associated with wind speeds.

As shown in Table 8, the least number of cases of root failure occurred in high wind conditions. This suggests that many valley oak root failures are not precipitated by wind events.

Soil moisture and precipitation

The majority of root failure cases for

Table 8. Wind and root failure of valley oak.

Wind Speed	Cases
Low (<5 mph)	24 (35%)
Moderate (5-25 mph)	26 (39%)
High (>25 mph)	18 (26%)

Table 6. Wind speed and trunk failures.

Wind Speed	Cases
High wind (>25 mph)	13 (24%)
Moderate wind (5-25 mph)	15 (27%)
Low wind (<5 mph)	27 (49%)

Figure 15. (Left) Decay plays a role in many cases of root failure in valley oak. Photo: B. Hagen

Figure 16. (Right) Root cutting is an important factor associated with root failure in valley oak. Photo: B. Hagen





Figure 17. (Left) Saturated soil is reported to occur in 83% of root failure cases for valley oak. Photo: L. Abner

Figure 18. (Right) Fill soils are reported to have been associated with 38% of root failures in valley oak.

valley oak are associated with saturated soil, (Fig. 17) while few cases occur when the soil is dry (Table 9).

Similarly, rainfall occurred during 72% of root failure cases, while 28% did not occur during a rain.

Table 9. Soil moisture and root failure of valley oak.

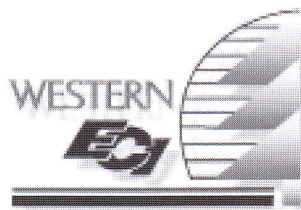
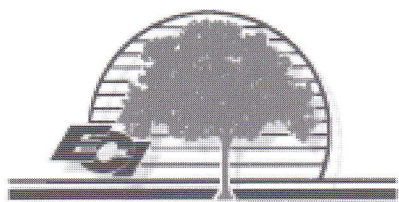
Variable	Percent of cases
Saturated soil	83%
Flooded	2%
Moist	10%
Dry	6%

Grade changes (fills)

Some level of grade change (fill) was reported in 38% of root failure cases, while most (62%) did not have fill (Fig. 18).

L. R. Costello, K. S. Jones, C. Drake

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STAFF REPORT

Environmental Quality Commission

Meeting Date: 2/19/2020

Staff Report Number: 20-002-EQC

Regular Business: Consider progress on the community zero waste plan, and setting benchmarks and modifying strategies to achieve the 2035 zero waste goal

Recommendation

Staff recommends that Environmental Quality Commission (EQC) consider and advise on the community zero waste plan's implementation progress, and setting benchmarks and modifying strategies to achieve the 2035 zero waste goal.

Policy Issues

Implementation of the community zero waste plan (zero waste plan) is consistent with delivering on item No. 13 in the City Council's adopted 2019 work plan. In addition, it is consistent with implementing the City's climate action plan strategy to reduce greenhouse gas emissions. It also supports state requirements to implement mandatory recycling and composting (AB 341, AB1826 and SB 1383) for the commercial sector and aligns with the overall statewide goal to divert 75 percent of waste from landfills by 2020.

Background

The City Council adopted the zero waste plan in 2017 (Attachment A,) which includes an ambitious goal to achieve zero waste by 2035. Implementation involves addressing two areas of waste management: (1) reducing waste that is generated in the community and (2) diverting remaining waste from the landfill through increased recycling and composting.

For Menlo Park to reach its zero waste goal, it would mean that each person would need to reduce their waste production to less 0.5 pounds per day, and 90 percent of the total remaining waste generated in the community would be diverted from the landfill. Currently, the waste generation rate per person per day is between 4.5 and 5.8 pounds per person and a little over 60 percent is diverted from the landfill.

The purpose of this report is to inform the EQC on implementation progress, challenges and opportunities, and to receive feedback on setting benchmarks and modifying strategies to ensure Menlo Park is on track to meeting its 2035 zero waste goal.

Analysis

Waste is one of the most complex and challenging environmental issues to address. It requires looking at a problem that involves many layers, starting from a product's production, its useful life, and its end of life environmental impact, which is known as "cradle to grave" waste management. Furthermore, the generation of products and eventual waste is an ongoing daily cycle with many implications. It impacts human health, ecosystems, water quality and climate change. For example, some plastics have been linked to cancer and

a host of other health issues, and as litter, it severely impacts water quality and aquatic health. Landfill, recycling, and composting facilities can negatively impact the environment and limit other possible land uses or change the natural environment. In terms of climate change, community greenhouse gas emission inventories have only been able to partly capture greenhouse gas emissions resulting from landfilling waste. Measuring the embodied greenhouse gas emissions of products is an emerging concept, but will be highly valuable in understanding the true significance of greenhouse gas emissions associated with the total production and disposal of products on a daily basis.

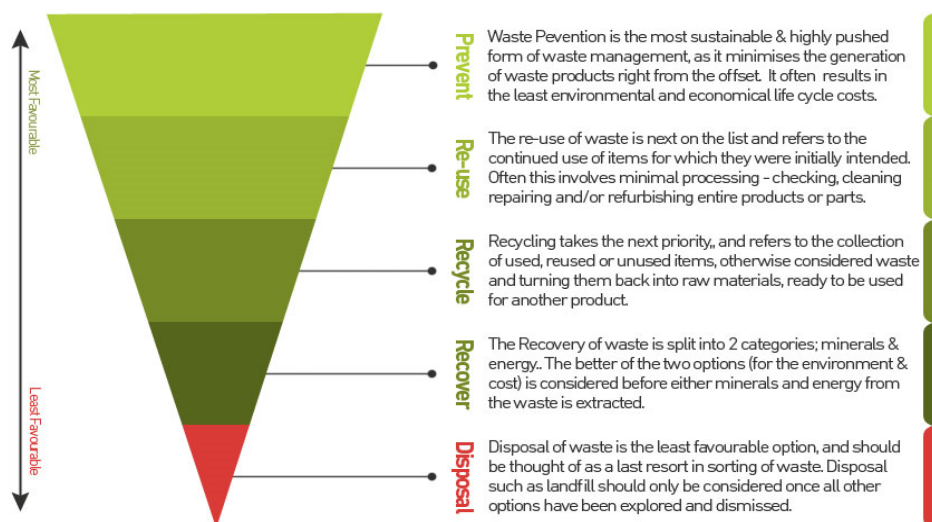
Many communities, such as San Francisco, Oakland, San Jose, Palo Alto, and Sunnyvale are finding it difficult to meet their zero waste goals. Menlo Park is the only city in San Mateo County with a zero waste plan, and the smallest Bay Area community to have one as well. The zero waste plan was born out of Menlo Park's climate action plan to reduce greenhouse gas emissions associated with waste generation.

Achieving zero waste can be a daunting task for communities, especially smaller communities with less resources. It requires infrastructure changes, standardization of recycling/composting materials produced and accepted, enforcement programs, changing community values, behavioral compliance, and coordination with multiple stakeholders (product managers, retail, food service, industry, haulers, recycling facilities, residents, businesses, etc.)

While it is one of the most difficult environmental issues to address, it is one area where local government has the most leverage for improving environmental sustainability. In California, cities and counties are responsible for managing the community's waste to ensure that it is disposed of properly. Local governments also establish solid waste rates to recover the cost of this community service. In addition, they are held accountable that a certain amount of waste is diverted from the landfill to avoid state fines (AB 939). These activities and state mandates provide many opportunities, tools, and authority for local governments to create programs and/or regulations to manage community waste that reduces overall costs and environmental impacts.

It is also important to acknowledge the following hierarchy used for managing waste as it is useful for prioritizing strategies in the zero waste plan (Figure 1).

Figure 1: Waste Management Hierarchy



Implementation of the zero waste plan has been challenging, and increased alignment with the waste management hierarchy above is needed to ensure strategies are prioritized and balanced appropriately to meet the 2035 zero waste goal.

Zero waste plan progress to date

The zero waste plan outlined short, medium and long term strategies (Attachment A). Staff has been able to make advancements on two of the eight strategies for the short term (2018-2020) that include:

1. Requiring all projects to direct construction and demolition waste materials to designated recycling facilities. This ensures that the recycling facilities meet specific criteria and reporting requirements to ensure that construction waste does in fact get reused or recycled.
2. Promote reusable bottles and bottle filling stations. This is partially being implemented in 2020 by converting all city owned drinking fountains to bottle filling stations.

The other strategies have not been completed due to diverting resources to other higher priority city projects/needs, such as reach codes and the heritage tree ordinance update, and implementing three additional new and/or innovative zero waste strategies, which are:

3. Developing zero waste post occupancy standards and processes for new development in the Bayfront area as required by the general plan and adopted by the City Council in 2016. This aligns with five strategies in the zero waste plan (Numbers: 2,5,9,18, and 19). The policy requires property owners and/or tenants to conduct periodic waste assessments to ensure that new developments achieve zero waste by 2035. This will require ongoing operational support from the sustainability division, which impacts the ability to advance other zero waste strategies. It will also add additional costs to permit applicants that will be required to pay for periodic waste assessments if found in noncompliance and in order to recover costs to the city for enforcement.
4. Achieving zero waste designations for all city facilities. It is anticipated that City Hall will be designated as a zero waste facility in 2020, and other facilities will be added in 2021. This will require some ongoing operational support from the sustainability division.
5. Developing an environmental purchasing policy for city operations. This was also a strategy of the climate action plan. This will require some ongoing operational support from the sustainability division, and continues to be challenging to implement as it requires significant staff resources.

Setting benchmarks and modifying zero waste strategies to reach zero waste by 2035

Staff recommends setting the following benchmarks to measure progress toward meeting the 2035 goal:

- By 2023, 5.0 pounds of waste generated per person/employee per day (PPD) and 70 percent of waste is diverted from the landfill
- By 2026, 4.0 PPD and 75 percent diversion
- By 2029, 3.5 PPD and 80 percent diversion
- By 2032, 2.0 PPD and 85 percent diversion
- By 2035, 0.5 PPD and 90 percent diversion

These benchmarks are also included in the Bayfront area zero waste development requirements.

Many of the short-term and medium strategies in the zero waste plan require significant staff resources with negligible results toward achieving the zero waste goal. For example, recycling ambassadors and door-to-door outreach requires significant personnel resources, and would not yield consistent significant reductions in waste as it relies on behavior changes in an ever-changing material and waste generating environment. Incentives/disincentives and regulatory measures can yield greater results, such as implementing a fee for

using single use products (e.g., disposable beverage containers) or requiring periodic waste assessments.

In order to meet the zero waste goal by 2035, staff advises approval of Attachment B that modifies timelines, benchmarks, and strategies in the zero waste plan. The top priorities between 2020 and 2025 would be:

1. Implementing zero waste requirements for new development in the Bayfront area.
2. Updating the solid waste ordinance to meet state mandates related to commercial recycling and organics, and explore applying zero waste post occupancy requirements in the Bayfront area citywide.
3. Adopting a dine-in and takeout food ware ordinance. San Mateo County is already leading this effort and providing a model ordinance and enforcement for some elements of this type of policy.
4. Explore establishment of a “things library,” such as toy, kitchen appliance, and/or tool library to reduce waste.
5. Establishing a grant program to convert privately owned drinking fountains to bottle filling stations
6. Updating the construction and demolition ordinance.
7. Including universal recycling and composting collection requirements through the franchise agreement.

Budget and resources

When the City Council adopted the zero waste plan, an additional \$115,000 per year was included in the solid waste rates to implement the plan. This funding can only be used for zero waste strategies and are not transferable to other sustainability programs, such as electric vehicle or building electrification policy or programs.

This funding has allowed the city to work on zero waste strategies through on-site and off-site sustainability contract workers. However, there are legal constraints to using contractors for operational tasks and duties. There are also inefficiencies due to knowledge gaps and ability to address issues when working off-site.

The sustainability manager and sustainability specialist are the only full time employees in the division that can work on operational tasks. With current resources (including contract support,) the sustainability division can only undertake up to two new zero waste policy and/or programs every two years.

There are two major constraints limiting the advancement of strategies in both the zero waste plan and the climate action plan according to their adopted/approved timelines: (1) maintaining current baseline sustainability operations plus any new work streams resulting from new policy and (2) startup implementation time required for new policies and programs.

Baseline operations include general waste management for the city, such as ensuring that state mandates are met, overseeing the franchise agreement with Recology, coordinating the rate setting process, handling waste questions and disputes, organizing recycling events and other related issues, such as illegal dumping. In addition, the Sustainability Division’s operations include handling heritage tree appeal cases, representing the city on various regional committees and boards, supporting the EQC and supporting other departments, City Council and the public on projects, questions or requests.

Startup implementation time also creates an additional constraint for advancing new strategies according to their timeline. Up to a year is typically needed to provide startup implementation support if the new sustainability program or policy involves another department or city operation. In some cases, particularly with waste management, a new work stream/responsibility is added to the sustainability division’s baseline operations. This greatly reduces the opportunity to advance strategies according to a plan’s timeline and may make other strategies no longer possible if there are no staff resources to support the baseline operation of a policy or program after adoption. For example, it may reduce advancing new zero waste

policies or programs in the sustainability division from two new projects every two years to one every five years due to either implementation startup time and/or becoming the responsible division for administering the policy or program.

Last year the sustainability division was assigned to work on the heritage tree ordinance update and developing reach codes. These projects required significant staff resources, and will require additional time for implementation startup over the next six months before being transferred fully to another department. The significance of the policy changes requires extra sustainability support by developing tools, education materials, and process strategies to minimize day to day operation and duty demands of other departments during the startup period.

In another example, the implementation of the post occupancy zero waste requirements in the Bayfront area will add to sustainability's baseline operations over the next 15 years by being responsible for the coordination, education and enforcement of requirements. This will delay advancement of other zero waste strategies.

Many cities are recognizing this gap between new policy and program adoption and the ongoing resources needed to ensure effective implementation and desired outcomes are met. For example, the City of Mountain view is investing \$4.6 million over the next three years in sustainability staff to implement their sustainability action plan that will include a mix of 10 new permanent and provisional (temporary) staff. Two new staff will be dedicated to zero waste plan implementation.

Some options to address this challenge include:

1. Budgeting for two (2) five-year provisional zero waste staff to allow for a "catalyst period" of advancing policies and programs while addressing startup needs and implementation of past policies. After the "catalyst period" of adopting major zero waste policies and programs, a permanent zero waste specialist position would likely be needed to maintain implementation.
2. Budget for on-site zero waste contractors. This is similar to option No.1 above, but would have more constraints as contractors can only work on specific projects and not ongoing operations. This limits existing permanent staff to mainly work on operational work instead of new projects, which does not maximize existing knowledge, relationships, and skillsets that might advance policies faster with more innovative and desirable outcomes.
3. Budget for a combination of a five-year provisional staff (1) and zero waste contractors.

Each of these options would be funded by the solid waste rates, and be incorporated into the fiscal year 2020-21 fiscal year budget process. New rates will also be established in 2021 and can incorporate budgetary needs for zero waste implementation.

Alternatives

Some alternatives to consider if additional resources or budget is not desired to implement the zero waste plan include:

1. Choosing up to two zero waste strategies every two years to implement that requires no ongoing staff resources to implement. This could be product bans, such as a reusable food ware ordinance or ordinances that can be implemented by San Mateo County, Recology or another entity. This option is heavily reliant on regulation and compliance, which may be politically infeasible for some strategies. It is likely that the zero waste goal year would need to be extended beyond 2035.
2. Deprioritize the zero waste plan and extend the goal to a future date to reduce the need for additional staff resources and budget. This would mean that Menlo Park would not be able to reach its 2035 zero waste goal, and will limit the ability to meet greenhouse gas reduction goals in the climate action plan.

Impact on City Resources

The zero waste plan and implementation of the strategies were estimated to cost approximately \$115,000 per year, and contractors are currently being used to implement the zero waste plan. Funding for the implementation of the zero waste plan is included in the 2018, 2019 and 2020 solid waste rates. However, in order to meet the 2035 zero waste goal, additional resources will be needed.

Environmental Review

Changes to the zero waste plan will not result either in a direct or indirect physical change to the environment, and as a result would not be subject to the California Environmental Quality Act. In addition, each strategy will be reviewed for approval before adoption and implementation, and will be determined at the time of approval if the California Environmental Quality Act applies to a specific strategy.

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. Hyperlink – zero waste plan: menlopark.org/DocumentCenter/View/17480/Community-Zero-Waste-Plan
- B. Updated zero waste implementation project on a page

Report prepared by:
Rebecca L. Lucky, Sustainability Manager

Zero Waste Implementation

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Project summary

The City Council adopted a zero waste plan in 2017, which includes an ambitious goal to achieve zero waste by 2035. Implementation involves addressing two areas of waste management: (1) reducing waste that is generated in the community and (2) diverting remaining waste from the landfill through increased recycling and composting.

Waste is a complex and challenging issue to manage from the generation to final disposal. It involves infrastructure changes, standardization of materials and processes, multiple stakeholders, community values, and behavioral compliance. While it is one of the most difficult environmental issues to address, it is one area where local government has the most leverage for improving environmental sustainability.

The desired outcome of this project is to deliver various programs and policies over the next 16 years that will achieve the zero waste goal set by City Council.

Key project activities and timeline

Given that this is a 16-year project with an end goal in 2035, benchmarks are needed to track progress and achievements:

- 70% diversion from landfill AND 5.0 pounds of waste generated per person/employee per day (PPD) by 2023.
- 75% diversion AND 4.0 PPD by 2026.
- 80% diversion AND 3.5 PPD by 2029.
- 85% diversion AND 2.0 PPD by 2032.
- 90% diversion AND 0.5 PPD by 2035.

2020-2025 Planned activities

- Implementing zero waste requirements for new development in the Bayfront area
- Updating the solid waste ordinance
- Updating the construction and demolition ordinance
- Including universal recycling and composting collection requirements through the franchise agreement
- Adopting a dine-in and take-out food ware ordinance
- Converting drinking fountains to include bottle filling hydration stations
- Establishing a grant program to convert privately owned drinking fountains to bottle filling stations
- Explore establishment of a toy, kitchen appliance, and/or tool library to reduce waste
- Achieving zero waste at all city facilities

Beyond 2025 Planned activities

- City environmental purchasing policy
- Zero waste event requirements
- TBD

Related existing policies, programs, future projects

Climate action plan, zero waste plan, solid waste ordinance, construction and demolition ordinance, California building codes, franchise agreement with Recology



MEMORANDUM

Date: 1/2/2020
To: Commissioners and Committee Members
From: Nick Pegueros, Assistant City Manager
Re: 2020-21 Capital Improvement Plan (CIP) Budget Development

Happy New Year!

As with previous years, the City Manager's Office is transmitting this memorandum to advise the Commissions and Committees of the CIP budget development process for the upcoming year.

Before a discussion of the 2020 process, I want to commend our staff and dedicated volunteers comprising the Commissions and Committees for a very productive 2019. Several highlights include:

- New energy reach codes
- Transportation impact fee update
- New Nealon Park nature playground
- Parks and recreation facilities master plan
- Heritage tree ordinance update
- Green stormwater infrastructure plan adoption
- Citywide street resurfacing

And work continues on a number of projects! Staff continues to work diligently to complete the City Council's adopted priorities and work plan for 2019-20 as well as several CIP projects approved by the current city council and previous city councils. For more information on the City Council's adopted priorities and work plan, please visit menlopark.org/goalsetting.

The development of this year's CIP will differ from previous years in light of the proposal from Facebook to partner on the construction of a new Multigenerational Community Center and Library (MGCCL) in the Belle Haven neighborhood. The MGCCL proposal is an exciting opportunity to develop a state of the art facility for the community. If the City Council accepts the proposal and directs staff to move forward, staff expects that the MGCCL will require a great deal of interdepartmental collaboration in 2020. Specifically, the proposal outlines an aggressive construction schedule that results in the facility opening in July 2022.

At the City Council's January 28 meeting, staff will present a project plan for the MGCCL project plan, which outlines the resources necessary to entitle the project by June 2020 and begin construction in January 2021. Staff expects that the ambitious timeline for the MGCCL project will require adjustments to business as usual. Such adjustments are likely to include clear roles for the Planning Commission in the project's review and how City Council advisory bodies participate in the project.

Additionally, if the City Council accepts the Facebook proposal, staff anticipates that

the MGCCL project will be the highest priority for 2020 and require resources that have previously been committed to other projects. At their goal-setting session, tentatively scheduled for January 30, the City Council will consider recommendations from staff to suspend or cancel projects so that resources are available to meet deliverable deadlines for the MGCCL project.

Staff liaisons to the Commissions and Committees will include this memorandum for discussion at your next commission/committee meeting. At that time, I anticipate that there will be an update following the scheduled meetings below:

- January 9 – Budget process informational workshop
5:30–7 p.m.; City Council Chambers
- January 11 – Community meeting on the MGCCL
10 a.m.–Noon; Menlo Park Senior Center
- January 14 – City Council meeting
5:30 p.m.; City Council Chambers
Study session: Resource capacity analysis for anticipated projects
Informational item: MGCCL proposal
- January 28 – City Council meeting
7 p.m.; City Council Chambers
Regular business item: Accept the MGCCL offer
- January 30 – City Council goal setting session
tentative 1–5 p.m.; City Council Chambers

You are invited to attend any of the meetings above. Again, happy New Year, thank you for your service to our community, and looking forward to a very productive 2020.

cc: City Council
Executive and Management Teams
Commission and Committee staff liaisons