



## Commission work plan guidelines

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



## Environmental Quality Commission

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### *Mission Statement*

The Environmental Quality Commission (EQC) is committed to helping the City of Menlo Park to be a leading sustainable city that is well positioned to manage present and future environmental impacts. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, environmental improvement, and sustainability.

Environmental Quality Commission  
Work Plan for 2019-2021



## Environmental Quality Commission 2019-2021

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### **Commission members listing**

Commissioner (Chair) Scott Marshall

Commissioner (Vice Chair) Ryann Price

Commissioner Tom Kabat

Commissioner James Payne

Commissioner Janelle London

Commissioner Deborah Martin



## Environmental Commission Priority List

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

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



## Environmental Quality Commission Work Plan

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### Step 1

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

Develop or review a mission statement that reflects that purpose	<p>The Environmental Quality Commission (EQC) is committed to helping the City of Menlo Park to be a leading sustainable city that is well positioned to manage present and future environmental impacts. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, environmental improvement, and sustainability.</p>
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### Step 3

Discuss any priorities already established by City Council	<ul style="list-style-type: none"> <li>• Make gains in our Climate Action Plan</li> <li>• Implement Community Zero Waste Plan</li> </ul>
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**Step 4** *\*The goals and priorities identified below are not listed in order of magnitude.*

*Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by City Council direction?	Required policy change at City Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated completion time	Measurement criteria How will we know how we are doing?
<p><b>Climate Action Plan (CAP)</b> – Continue efforts on 2020 Climate Action Plan initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target and develop targets beyond 2020.</p> <ul style="list-style-type: none"> <li>• Help city staff to achieve GHG reduction goals through 2020.</li> <li>• Develop GHG target and emissions reduction strategies for 2025.</li> <li>• Improve communication with the community about the Climate Action Plan</li> <li>• Advocate for the full implementation of the Environmental Preferable Purchasing (EPP) Policy and Community Zero Waste Plan</li> <li>• Support phase II of EVCI policy options and gap analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced GHG emissions</li> <li>• Reduced air pollution</li> <li>• Improved health</li> <li>• Increased community engagement for emissions reductions</li> <li>• Fiscal savings and reduced waste</li> <li>• Demonstrated environmental leadership</li> <li>• Improved transparency on city goals and activities to meet GHG targets</li> </ul>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Subcommittee</li> <li>• Possible partnerships with organizations, businesses, other commissions</li> <li>• Staff time</li> </ul>	2 years	<ul style="list-style-type: none"> <li>• Periodic reports</li> <li>• 2025 GHG target approved by City Council</li> <li>• Increased CAP communication via channels such as updated city environmental webpage, social media, and workshops</li> <li>• Reduction of single use items</li> <li>• Reduced gasoline sales</li> <li>• Reduced natural gas sales</li> <li>• Improved air quality</li> <li>• Public recognition of Menlo Park CAP-related strategies</li> </ul>

<p><b>Urban canopy preservation</b> – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process, and establishing an urban canopy inventory.</p> <ul style="list-style-type: none"> <li>• Provide input into the Heritage Tree Ordinance revision process</li> <li>• Influence and enable the creation of an inventory and catalogue of the urban tree canopy</li> </ul>	<ul style="list-style-type: none"> <li>• Improve the awareness, evaluation, and appeal process for the community</li> <li>• Ensure adequate City resources for successful implementation and enforcement</li> </ul>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Subcommittee</li> <li>• Staff time budgeted</li> </ul>	<p>End of FY 2019</p>	<ul style="list-style-type: none"> <li>• Periodic reports</li> <li>• Recommendations adopted by City Council</li> <li>• Reduction in the number of healthy trees removed</li> <li>• Increase in the diversity and quality of trees within the entire urban canopy</li> <li>• Improved coordination with the planning process</li> <li>• Inventory and catalogue of urban tree canopy</li> </ul>
<p><b>Green and sustainable development</b> – Expand and enhance sustainable development practices, including green and sustainable building requirements, land use, and transportation.</p> <ul style="list-style-type: none"> <li>• Support adoption of impactful CALGreen and energy reach codes for the 2019 building code update</li> <li>• Participate in and advocate for the development of the Transportation Master Plan and Transportation Management Association</li> <li>• Expansion of successful green building standards to other zones (ex: El Camino Real/Downtown Specific Plan)</li> </ul>	<ul style="list-style-type: none"> <li>• Help to meet or exceed the state energy code(s) and carbon targets to show climate action leadership</li> <li>• Advance clean transportation and reduce emissions and impacts</li> <li>• Improved energy efficiency in new and existing buildings</li> </ul>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Creation of a Subcommittee</li> <li>• Participate in Transportation Master Plan Committee</li> <li>• Staff Report resolution, and public hearing for CALGreen and energy reach codes will be needed</li> </ul>	<p>In line with the City and State's timeline.</p>	<ul style="list-style-type: none"> <li>• Adoption of CALGreen and energy reach codes that are applicable to the City</li> <li>• Transportation Master Plan developed</li> <li>• Inclusion of green and sustainable building requirements in other zones</li> <li>• Periodic updates to Environmental Quality Commission from liaison activities</li> </ul>

## Step 5

List identified goals, priorities and/or tasks for the Commission	**Prioritize tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long term
<b>Climate Action Plan (CAP)</b> – Continue efforts on 2020 CAP initiatives to achieve or surpass the City's greenhouse gas (GHG) reduction target and develop targets beyond 2020.		<ul style="list-style-type: none"> <li>• Help city staff to achieve GHG reduction goals through 2020</li> <li>• Develop GHG target and emissions reduction strategies for 2025</li> <li>• Advocate for the full implementation of the Environmental Preferable Purchasing (EPP) Policy and Community Zero Waste Plan</li> <li>• Support phase II of EVCI policy options and gap analysis</li> </ul>		<ul style="list-style-type: none"> <li>• Improve communication with the community about the Climate Action Plan</li> </ul>
<b>Urban canopy preservation</b> – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process, and establishing an urban canopy inventory.	<ul style="list-style-type: none"> <li>• Provide input into the Heritage Tree Ordinance revision process</li> </ul>		<ul style="list-style-type: none"> <li>• Influence and enable the creation of an inventory and catalogue of the urban tree canopy</li> </ul>	
<b>Green and sustainable development</b> – Expanding and enhancing sustainable development practices,	<ul style="list-style-type: none"> <li>• Support adoption of impactful CALGreen and energy reach</li> </ul>	<ul style="list-style-type: none"> <li>• Expansion of successful green building standards to</li> </ul>		



including green and sustainable building requirements, land use, and transportation.	codes for the 2019 building code update <ul style="list-style-type: none"> <li>• Participate in and advocate for the development of the Transportation Master Plan and Transportation Management Association</li> </ul>	other zones (ex: El Camino Real/Downtown Specific Plan)		
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**Step 6** Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

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

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