



AGENDA
COMMISSION ON THE ENVIRONMENT
REGULAR MEETING
WEDNESDAY, MARCH 23, 2016
6:00 PM
COMMUNITY ROOM
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

CALL TO ORDER AND ROLL CALL

Commissioners: Jacques Bertrand, Amie Forest, Kailash Mozumder, Peter Wilk, and Chair Kristin Sullivan

ORAL COMMUNICATIONS

The Chair may announce and set time limits at the beginning of each agenda item.

The Committee Members may not discuss Oral Communications to any significant degree, but may request issues raised be placed on a future agenda.

APPROVAL OF MINUTES – January 27, 2016 and February 24, 2016

OTHER BUSINESS

1. Green Building Update
2. Climate Action Plan Update
3. Sea Level Rise
4. Zoning Ordinance Update – Chapter 17.64 Environmentally Sensitive Habitat Areas
5. Ongoing Work Items
 - a. Procurement Policies
 - b. Website
 - c. Peery Park Habitat Restoration Project
 - d. Eco Walk
 - e. Farmer's Market

ITEMS FOR FUTURE AGENDAS

ADJOURNMENT to April 27, 2016

Notice: The Commission on the Environment meets on the fourth Wednesday of each month at 6:00 PM in the Community Room located at 420 Capitola Avenue, Capitola.

Agenda and Agenda Packet Materials: The Commission on the Environment Agenda is available on the City's website: www.cityofcapitola.org/ on Friday prior to the Wednesday meeting. If you need additional information please contact the Public Works Department at (831) 475-7300.

Americans with Disabilities Act: Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the City Clerk's office at least 24-hours in advance of the meeting at 831-475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.



MINUTES
COMMISSION ON THE ENVIRONMENT
REGULAR MEETING
WEDNESDAY, JANUARY 27, 2016
6:00 PM
COMMUNITY ROOM
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

Kristin Sullivan called the meeting to order at 6:00 p.m.

CALL TO ORDER AND ROLL CALL

Commissioners Present: Jacques Bertrand, Amie Forest, Kailash Mozumder, and Chair Kristin Sullivan

Commissioners Absent: Peter Wilk

City Staff Present: Steve Jesberg, Danielle Uharriet

Community Members Present: None

ORAL COMMUNICATIONS

Amie Forest and Kailash Mozumder will be working on the website.

Kristin Sullivan provided a summary of the Global Climate Summit in Paris. Amie Forest suggested that Kristin display the information gathered from the Summit in the Council Chambers, similar to the art displays. Kristin requested that the Climate Action Plan Update be a standing agenda item.

Jacques Bertrand suggested the COE design an eco-walk throughout the city.

APPROVAL OF MINUTES

Kristin Sullivan made a motion to approve the November 18, 2015 meeting minutes. Amie Forest seconded the motion. Motion passed 4-0.

OTHER BUSINESS

1. Peery Park Habitat Restoration Project Update - Peter

Steve Jesberg commented that the City Council supported the project. The first volunteer work day was scheduled for Saturday, January 23rd, but was canceled due to rain. The volunteer work day has been re-scheduled for Saturday, February 6th.

2. Community Choice Aggregation, PG&E/AB327 - Amie

Amie Forest suggested that the city and COE do something to participate in this effort. Jacques Bertrand stated there is a countywide effort. Steve Jesberg stated that the city is an active member of the Monterey Bay Community Power Project (Counties of Santa Cruz, Monterey and San Benito, and 18 cities within the 3 counties) which is investigating the viability of establishing a local community choice energy agency.

ITEMS FOR NEXT AGENDA

Climate Action Plan Update

Work Plan

Website Progress

Eco-Walk

ADJOURNMENT: The Commission adjourned to a Workshop Meeting on Wednesday, February 24, 2016.

Approved at the meeting of March 23, 2016

Danielle Uharriet
Environmental Projects Manager



MINUTES
COMMISSION ON THE ENVIRONMENT
WORKSHOP
WEDNESDAY, FEBRUARY 24, 2016
6:00 PM
COMMUNITY ROOM
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

Kristin Sullivan called the meeting to order at 6:00 p.m.

CALL TO ORDER AND ROLL CALL

Commissioners Present: Jacques Bertrand, Amie Forest, Kailash Mozumder, Peter Wilk, and Chair Kristin Sullivan

City Staff Present: Steve Jesberg, Danielle Uharriet

DISCUSSION

a. Climate Action Plan Update

Steve Jesberg provided a brief update. Community Development Department (CDD) staff is working on updating the Green Building ordinance and implementation standards. CDD staff may bring a presentation to the COE in mid-spring.

Peter Wilk stated the COE was working on a checklist to encourage use of the HERO Program benefits.

Danielle Uharriet will provide copies of the existing checklists.

Jacques Bertrand and Peter Wilk attended the Central Coast Regional Collaborative in San Luis Obispo. Jacques was appointed to a subcommittee for the region.

Peter Wilk attended a local climate change meeting with Ross Clark, City of Santa Cruz presenting a PowerPoint Presentation on sea level rise. Peter suggested the COE invite Mr. Clark to show the presentation, and then recommend the presentation to the City Council. The information could also be added to the COE website.

Kristin Sullivan suggested that the COE begin a public lecture series and invite Ross Clark.

Steve Jesberg stated Rich Grunow is the lead for the city for presentations and action pertaining to sea level rise and climate action.

Kristin Sullivan requested the opportunity to review applicable environmental sections of the Zoning Ordinance update.

b. Commission Work Plan

Kristin Sullivan commented staff had provided the work plans for the Climate Action Plan Assistance and City Procurement. She requested that staff provide copies of the city's procurement policies for discussion.

a. Website Progress

Kailash Mozumder gave a brief update for the website. Amie Forest asked Kristin Sullivan for assistance with the healthy food section. Kristin Sullivan suggested looking at a farmer's market. Staff will provide the contact information from the organizer of the mall farmer's market.

b. Eco-walk

Kristin stated that in the past there was an eco-tour. Kristin Sullivan will provide staff with materials, maps and photos from the previous project, and would like to include the tour in the Natural Spaces on the website.

c. Peery Park Update

Peter Wilk gave an update of Work Day #1. He wanted to complete Area A and then approach the City Council to request funding to hire assistance for the remainder of the project. He announced Work Day #2 will be held on Saturday, March 5th.

ITEMS FOR NEXT AGENDA

Rich Grunow will attend the next meeting to give an update on the Green Building, Climate Action Plan, and sea level rise

Zoning Ordinance Update-Environmental Sections

Work Plan Update:

- Procurement Policies

- Website

- Peery Park

- Eco Walk

- Farmers Market

ADJOURNMENT

The Commission adjourned to a Regular Meeting on Wednesday, March 23, 2016.

Approved at the meeting of March 23, 2016

Danielle Uharriet
Environmental Projects Manager

**CITY OF CAPITOLA
COMMISSION ON THE ENVIRONMENT
Agenda Report**

Meeting Date: March 23, 2016

Subject: Green Building Checklists

Attached are the current Green Building Checklists for Residential Construction and Non-Residential Construction

The following is the link to the city's Green Building Information:

<http://www.cityofcapitola.org/building/page/green-building-information>

Appendix B

CITY OF CAPITOLA GREEN BUILDING PROGRAM



Non-Residential Construction Green Building Checklist

April 2008

Version 1

Non-Residential Construction Green Building Checklist

Instructions for Completing Check List

Use this check list to design and develop your project and to account for the points being claimed.

It is based on the LEED™ Green Building Rating System for New Construction and Major Renovations. Explanations of each category are available on the USGBC website under LEED™ NC Version 2.1 or from the building department.

Unless exempted from the Green Building Program by Capitola Municipal Code (CMC) Section 17.100.040, your project must comply with the minimum number of points to obtain a building permit for your new or remodeled building or addition. For eligibility for a Green Building Award, the appropriate number of points must be attained as outlined in Table-1 in Section 17.100.030.

All compliance measures must also be indicated clearly on the plan sets. A separate table must be included on either the title sheet or on the index sheet detailing what compliance measures are being taken.

NON-RESIDENTIAL COMPLIANCE SUMMARY

Project Address: _____ Square Footage: _____ (Total New Area)

Type of Project: (Check one) _____ NEW _____ ADDITION _____ REMODEL

POINTS REQUIRED FOR (Check which one you are applying for):

PERMIT ISSUANCE _____ GREEN BUILDING AWARD: _____

Total Points required from (Table 1): = _____

POINTS BY CATEGORY:

A: Sustainable Sites _____ B: Water Efficiency _____

C: Energy and Atmosphere _____ D: Materials and Resources _____

E: Indoor Environmental Quality _____ F: Innovation and Design Process _____

TOTAL POINTS FOR THIS PROJECT: _____ Verified By: _____

* Projects consisting of 5 or more units may use either this check list or the Residential Construction Checklist.

**Non-Residential Construction Green Building Checklist
(Based on LEED-NC 2.1)**

A. Sustainable Sites	Points Available for Building Dept Incentives
	(All points on the LEED checklist)
1. Erosion & Sedimentation Control -	1
2. Site Selection	1
3. Urban Redevelopment/Development Density	1
4. Brownfield Redevelopment	1
Alternative Transportation - Public	
5. Transportation Access	1
Alternative Transportation - Bicycle Storage	
6. and Changing Rooms	1
Alternative Transportation - Alternative Fuel	
7. Vehicles	1
8. Alternative Transportation - Parking Capacity	1
Reduce Site Disturbance - Protect or Restore	
9. Open Space	1
Reduce Site Disturbance - Development	
10. Footprint	1
11. Stormwater Management - Rate and Quantity	1
12. Stormwater Management - Treatment	1
13. Heat Island Effect - Non-Roof	1
14. Heat Island Effect - Roof	1
15. Light Pollution Reduction	1
Site-related innovation comparable in scope	
16. to the above	0
Available Points	15

B. Water Efficiency	Points Available for Building Dept Incentives
Water Efficient Landscaping - Reduce by	
1. 50%	1
Water Efficient Landscaping - No Potable	
2. Use or No Irrigation	1
3. Innovative Wastewater Technologies	1
4. Water Use Reduction - 20% Reduction	1
5. Water Use Reduction - 30% Reduction	1
Available Points	5

C. Energy & Atmosphere		Points Available for Building Dept Incentives
Fundamental Building System		
1. Commissioning		1
2. Minimum Energy Performance (already required in Title 24)		0
3. CFC Reduction in HVAC&R Equipments		1
4. Optimize Energy Performance		10
5. Renewable Energy - 5%		1
6. Renewable Energy - 10%		1
7. Renewable Energy - 20%		1
8. Additional Commissioning		1
9. Ozone Depletion		1
10. Measurement & Verification		1
11. Green Power		1
Available Points for Energy		19

D. Materials & Resources		Points Available for Building Dept Incentives
1. Storage and Collection of Recyclables		1
2. Building Reuse - Maintain 75% of Existing		
2. Shell		1
3. Building Reuse - Maintain 100% of Existing		
3. Shell		1
4. Building Reuse - Maintain 100% Shell and 50% Non-Shell		1
5. Construction Waste Management - Divert 50%		1
6. Construction Waste Management - Divert 100%		1
7. Resource Reuse - Specify 5%		1
8. Resource Reuse - Specify 10%		1
9. Recycled Content - Specify 5%		1
10. Recycled Content - Specify 10%		1
11. Local/Regional Materials - 20% Manufactured Locally		1
12. Local/Regional Materials - 20% Manufactured Locally + 50% Harvested		
12. Locally		1
11. Rapidly Renewable Materials		1
13. Certified Wood		1
Available Points		14

E. Indoor Environmental Quality		Points Available for Building Dept Incentives
1. Minimum IAQ Performance		1
2. Environmental Tobacco Smoke Control		1
3. Carbon Dioxide Monitoring		1
4. Ventilation Effectiveness		1
5. Construction IAQ Management Plan - During Construction		1

E. Indoor Environmental Quality, Continued		Points Available for Building Dept Incentives
Construction IAQ Management Plan -		
6. Before Occupancy		1
Low-Emitting Materials - Adhesives and		
7. Sealants		1
8. Low-Emitting Materials - Paints		1
9. Low-Emitting Materials - Carpet		1
10. Low-Emitting Materials - Composite Wood		1
11. Indoor Chemical & Pollutant Source Control		1
12. Controllability of Systems - Perimeter		1
13. Controllability of Systems - Non-Perimeter		1
Thermal Comfort - Comply with ASHRAE		
14. 55-1992		1
Thermal Comfort - Permanent Monitoring		
15. System		1
16. Daylight & Views - Daylight 75% of Spaces		1
17. Daylight & Views - Views for 90% of Spaces		1
Available Points		17

F. Innovation & Design Process		Points Available for Building Dept Incentives
1. Innovation in Design		1
2. Another Innovation in Design		1
3. Another Innovation in Design		1
4. Another Innovation in Design		1
5. LEED Accredited Professional		1
Available Points		5
Total Available Points		75

Appendix C

Application Number: _____

Project Address: _____

CITY OF CAPITOLA GREEN BUILDING PROGRAM



Residential Construction Green Building Checklist

July 2009
Version 2

Compliance Process

Plan Submittal Requirements:

- Plans Submitted for permit application must include an index of the green features and techniques to be implemented
- The Index must be specific to the project
- The Index must include the point category, features, points and plan page number
- The points must be taken from appendices B or C
- The Index must show the points required for the desired level of action
- The Index must be cross referenced on the plan page specific to the features location, application, utilization, or installation
- Exceeding the minimum point requirement by 15%-20% is suggested to allow for project modifications such as unavailability of materials or design changes
- The Green points for the projects are verified and totaled during the plan check process.

Plan Review Requirements: Levels of Action

Permit Issuance

- Pass Plan Check =
Approved for Permit Issuance
- Fail Plan Check =
Revisions and Clarification Required
Resubmit Revised Plans for Re-Check

Green Building Award

- Pass Plan Check =
Approved for Permit Issuance
Plans and Application Flagged for Accelerated Processing
Application Marked for Early Fee Assignment
- Fail Plan Check =
Revisions and Clarification Required
Resubmit Revised Plans for Re-Check

Plans and applications will be reviewed relative to the level of action sought. Plans that are not in compliance with the requirements specified level of action will not be considered for further processing. Processing will proceed when plans are re-submitted to reflect the level of action desired.

Inspection Requirements:

- Green Features are verified by the building inspectors during the inspections process. Changes or substitutions are allowed provided they are at least equal in merit to the original features indicated on the plans. Minor changes and upgrades can be field verified by the inspection staff. Major changes require re-submittals in writing or renderings for approval/ verification by the Building Department.

- As part of the final inspection process and prior to authorization for occupancy or the issuance of a certificate of occupancy the project must successfully pass a final green point verification/inspection. The project must meet the points required for the level of action specified on the project plans green index. If the project does not pass final verification/inspection it will be incumbent upon permit holder to remedy any deficiencies or occupancy will be denied until inspection is successfully passed or verification completed

Inspection Sequence:

Site/Foundation Inspection: GB01

Verify points taken for features prior to placing foundation concrete, examples B.5.Storm Water Management (BMP'S) and C.3. re-usable metal forms.

Under-Floor Frame: GB02

Verify points taken for features that will be covered by sub-floor or slab on grade concrete placement, examples F.1.Plumbing insulate hot water piping and K.1. HVAC use duct mastic.

Frame/Insulation (Close-in**): GB03

Verify points for features taken prior to covering the walls, example D.3. Structural Frame wood I-joint, K.2 HVAC ductwork in conditioned spaces and L.3 Pre-wire for Solar Panels

Final Inspection: GB15

Verify all points for features taken prior to occupancy, example Exterior Finish E.1. Recycled content decking, O.1. Use FSC flooring and O.6. Use Finished or Exposed Concrete for 50% or More of the Project Floor Area on the Ground Floor

**At this phase the project must pass the required proper insulation installation verification/inspection.

Prerequisites & Program Requirements:

Requirements:

1. All projects, Addition/Remodel and New Construction, must provide verification of Proper Insulation Installation.

Multi-Family Residential

Multi-Family residential projects have one or more of the following characteristics:

1. The housing units have shared utility meters.
Or
2. The project has common spaces such as community rooms, lobbies, meeting rooms, offices, retail space, central laundry, or hallways within the same building envelope as the residential units.
Or
3. The project has 4 or more housing units included within the same building envelope.

If the project qualifies as multi-family, there are three methods for determining the square footage that is to be used for the calculation of points required for permit issuance or a green building award. (Use conditioned space)

1. The square footage of the largest unit if all fixtures in all of the units are similar.
Or
2. The average square footage of the units provided the fixtures in all units are similar, and the largest unit is not more than 25% larger than the rest of the units being averaged.
Or
3. The square footage of each unit type, if each unit is to be considered separately.

Multi-Family Program Prerequisite:

- **Must participate in a Green Building conference with designated Building Department Staff prior to commencing construction.**

A. Integrated Design Features

	New Homes	Remodel & Additions
1. Design Smaller Homes (See Chart on Following Page)	9	9
2. Orient Roof to Obtain Maximum Solar Access	1	1
3. Orient Buildings on E/W Axis for Solar Access	1	1
4. Conduct Preconstruction Green Building Techniques/ Methods/ BMP Conference	10	10
5. Certified/Accredited Green Building Project Staff: a. Designer b. Builder c. Management	1 point each up to 3	1 point each up to 3
6. Design Project Without Fencing	1	1
7. Deconstruct Existing Structure	5	5
8. Locate Buildings to Preserve Open Space and Wildlife Habitat	1	1
9. Construct Detached Garage or Carport	2	2
10. Design and Build a Zero Energy Home	10	10
Available Points	43	43

Home Size Chart

Number of Bedrooms

	2	3	4	5+	<u>Points</u>
A	1382	1890	2648	3424	0
R	1332	1825	2555	3296	1
E	1282	1756	2459	3172	2
A	1232	1688	2363	3048	3
<u>of</u>	1182	1619	2267	2925	4
H	1132	1551	2171	2801	5
O	1082	1482	2075	2677	6
M	1032	1414	1979	2553	7
E	982	1345	1883	2430	8
(Square Feet)	932	1277	1788	2306	9

(Chart Based on ANSI z765 3003)

B. Site

	New Homes	Remodel & Additions
1. Recycle Job Site Construction and Demolition waste 50% required 65% Recycling Rate = 1 point 75% Recycling Rate = 2 points 80% Recycling Rate = 4 points <i>*maximum of 4 points</i>	4	4
2. Donate Unused Materials	2	2
3. Protect Native Soil	1	0
4. Minimize Disruption of Existing Plants/ Trees	1	1
5. Implement Construction Site Storm water Practices	2	2
6. Protect Water Quality with Landscape Design	2	0
7. Design Resource and Water- Efficient Landscapes	2	2
8. Reuse Materials/ Use Recycled Content Materials for Landscape Areas	2	2
9. Install High Efficiency Irrigation System	2	2
10. Provide On-Site Water Catchment/ Retention	2	2
11. Utilize Permeable Paving for 50% of Non- Structural Site Paved Area	2	2
12. Install Solar Walkway Lights	2	2
Available Points	24	21

C. Foundation

	New Homes	Remodel & Additions
1. Incorporate Recycled Flyash in Concrete up to 15% = 2 points; Add 1 Point for Every 10% Increase in Flyash, Up to 5 Points	5	5
2. Reuse Form Boards	1	1
3. Re-usable Metal Forms	2	2
4. Use Recycle Content Aggregate for building pads, pathways, driveways etc.	2	2
5. Insulate Foundation/ Slab Before Backfill	3	3
6. Install Rigid Foam, Insulated Concrete Forms (ICF's)	3	3
7. Rammed Earth Foundation (Must Meet Engineering Requirements for Seismic Design Category D)	5	5
8. Use Non-Toxic Release Agents on Concrete Forms	1	1
9. Seal Crawl Space with Vapor Barrier & Install Sump Pump	10	10
10. Create Drainage Swale @ 2% Grade For 3' Away From Foundation	2	2
11. Install Drainage Plane and Barrier Adjacent To Foundations (No Plant Strip 3' Extending From Foundation)	2	2
Available Points	36	36

D. Structural Frame

	New Homes	Remodel & Additions
1. Substitute Solid Sawn Lumber with Engineered Lumber		
A. Floors	1	1
B. Headers (non-structural)	1	1
C. Structural Beams and Headers	1	1
2. Use FSC Certified Wood for Framing (For every 10% of FSC lumber used = 2 points, up to 10.)	10	10
3. Use Wood I- Joists for Floor and Ceilings	2	2
4. Use Steel Interior Web Trusses	2	2
5. Use Energy Heels on Trusses	2	2
6. Use OSB		
A. Sub-floors	1	1
B. Sheathing	1	1
7. Use Finger- Jointed Studs for Non- Structural Vertical Applications	2	2
8. Use Engineered Studs for Vertical Applications	2	2
Continued on Next Page		

	New Homes	Remodel & Additions
9. Use Recycled Content Steel Studs for Interior Framing	2	2
10. Reduce Lumber Framing by Utilizing Alternative Wall Construction Such As: -Insulated concrete forms** -Rammed-earth and pressed earthen block** -Straw bale** -Structural bamboo** -2 points for every 10% reduction in framing compared to standard framing. <i>*Steel framing is not eligible for this point due to thermal performance. ** Must meet code requirements for Seismic Design Category D</i>	20	20
11. Design with 8 foot high plate: 2 points for each floor where used	6	6
12. Design Using 2' Modules, 1 Point Per Dimension (Length/Width) Up To 2 points	2	2
13. Apply Advanced Framing Techniques	4	4
14. Use Reclaimed Lumber for Non-Structural Applications	3	3
Available Points	62	62

E. Exterior Finish

	New Homes	Remodel & Additions
1. Use Sustainable Decking Materials		
A. Recycled Content	3	3
B. FSC Certified Wood	3	3
2. Use Non-CCA Treated Wood	1	1
3. Install House Wrap Under Siding	1	1
4. Use Alternative Siding Materials		
A. Recycled Content	1	1
B. Fiber-Cement	3	3
C. Earth and/or Plaster	3	3
5. Use Low/No VOC Exterior Paint	2	2
6. Provide Advanced Flashing/ Weather Proofing Details	2	2
Available Points	19	19

F. Plumbing

	New Homes	Remodel & Additions
1. Insulate All Hot Water Pipes	2	2
2. Install Flow Reducers to Reduce Flow to Less Than is Currently Required By SCMC		
A. Faucets (1 point each up to 2 points)	2	2
B. Showerheads (1 point each up to 2 points)	2	2
3. Install Dual Flush/High Efficiency Toilets (1 point each up to 4 points)	4	4
4. Install Chlorine Filter on Showerhead (1 Point Per Showerhead up to 4) or A Whole House Chlorine Filter (4 Points)	4	4
5. Install High Efficiency Water Heater	2	2
6. Pre-Plumb for Grey Water Conversion	4	4
7. Install Indoor Grey Water Recovery/ Reuse System	10	10
8. Install water Filtration Units as Faucets (2 points each up to 4 points)	4	4
9. Install On-Demand Hot Water Circulation Pump	4	4
10. Install Pans/ Drains Under Water Using Appliances	2	2
11. Install Rainwater Collection and Storage		
A. 2500 Gallon Capacity	5	5
B. 5000 Gallon Capacity	10	10
12. Install Drain Water Heat Recovery Fixtures	3	3
Available Points	58	58

G. Electrical

	New Homes	Remodel & Additions
1. Install Compact Fluorescent Light Bulbs- CFL's -6 bulbs = 2 points -12 bulbs = 4 points *up to a max of 4 points	0	4*
2. Install Air-Tight Insulation-Compatible Recessed Fixtures for CFL's (1 point each up to 5 points, T-24 required)	0	5
3. Install Lighting Controls (1 point per fixture up to 4 points)	0	4
4. Install High Efficiency Ceiling Fans with CFL's (1 point each up to 4 points)	4	4
Available Points	4	17

* Only CFL's located in the remodeled and existing portions of the project are counted. Those located in the addition will not be.

H. Appliances

	New Homes	Remodel & Addition
1. Install ENERGY STAR Dishwasher	1	1
2. Install ENERGY STAR Horizontal Axis Washing Machine	1	1
3. Install ENERGY STAR Refrigerator	1	1
4. Install Built-In Recycling Center	1	1
Available Points	3	4

I. Insulation

	New Homes	Remodel & Additions
1. Upgrade Insulation to Exceed Title 24 Requirements by 20%		
A. Walls	2	2
B. Ceilings	2	2
2. Install Recycled-Content, Formaldehyde-Free Fiberglass Insulation	1	1
3. Practice Proper Insulation Installation	Required	Required
4. Use Environmentally preferable Insulation Materials (Wool, Foamed Concrete, Soy-Based Polyurethane)		
A. Walls	4	4
B. Ceilings	4	4
5. Install Straw Bale Insulation at Least 18” thick	6	6
Available Points	19	19

J. Windows

	New Homes	Remodel & Additions
1. Install Energy-Efficient Windows		
A. Double-Paned	0	1
B. Triple-Paned	1	1
C. Low-Emissivity (Low-E)	0	2
D. Low Conductivity Frames	0	2
Available Points	1	6

K. Heating Ventilation and Air Conditioning

	New Homes	Remodel & Additions
1. Use Duct Mastic on All Duct Joints	0	1
2. Install Ductwork Within Conditioned Space	3	3
3. Vent Range Hood to the Outside	0	1
4. Clean All Ducts Before Occupancy	1	1
5. Install Attic Ventilation System	1	1
6. Install Whole House fan	3	3
7. Install Sealed Combustion Units		
A. Furnaces	3	3
B. Water Heaters	3	3
8. Install 13 Seer/11 EER or Higher AC with a TXV	3	3
9. Install AC with Non-HCFC Refrigerants	2	2
10. Install 90% Annual Fuel Utilization efficiency (AFUE) Furnace	2	2
11. Eliminate Wood Burning Fireplaces	1	1
12. Install Zoned Hydronic Radiant Heating	3	3
13. Install High Efficiency Air Filter (MERV 6+)	4	4
14. Install Heat Recovery Ventilation Unit (HRV)	5	5
15. Install Separate Garage Exhaust Fan	3	3
Available Points	37	39

L. Renewable Energy and Roofing

	New Homes	Remodel & Additions
1. Pre-Plumb for Solar Hot Water	4	4
2. Install Solar Hot Water Heating System	14	14
3. Pre-Wire for Future Photovoltaic Installation	4	4
4. Install Photovoltaic Panels	14	14
5. Install Solar Tubes (1 point each up to 5 points)	5	5
6. Select Safe and Durable Roofing Material, (Class 'A', 40 year)	3	3
7. Install Radiant Barrier Roof Sheathing Material	3	3
8. Select EPA ENERGY STAR Cool Roofing Material (California Cool Roof Rated)	3	3
9. Use Roofing Materials with at least 33% Recycled Content	3	3
10. Install a Green Roof (Living Roof)	12	12
Available Points	65	65

M. Natural Heating and Cooling

	New Homes	Remodel & Addition
1. Incorporate Passive Solar Heating	5	5
2. Install Subterranean Cooling Tubes (Ground Coupled Heat Exchangers)	3	3
3. Overhangs or Awnings on South Facing Walls and/or Windows designed for optimum passive solar benefit.	3	3
4. Oversized Overhangs Around Entire Structure for increased weather proofing: 16" = 1 point 24" = 2 points	3	3
5. Plant Deciduous Trees on the West and South Sides	3	3
Available Points	17	17

N. Indoor Air Quality and Finishes

	New Homes	Remodel & Additions
1. Install Whole House Vacuum System	3	3
2. Use Low/No VOC Paint	1	1
3. Use Low VOC, Water Based Wood Finishes	2	2
4. Use Solvent-Free Adhesives	3	3
5. Formaldehyde Free Particleboard	6	6
6. Use Exterior Grade Plywood for Interior Uses	1	1
7. Use Formaldehyde-Free MDF and Materials	4	4
8. Seal All Exposed Particleboard or MDF	4	4
9. Use FSC Certified Materials for Interior Finish	4	4
10. Use Finger-Jointed or Recycled Content Trim	1	1
11. Use Recycled Content Counter Tops and Finishes	3	3
Available Points	32	32

O. Flooring

	New Homes	Remodel & Additions
1. Select FSC Certified Wood Flooring	6	6
2. Use Rapidly Renewable Flooring Materials	4	4
3. Use Salvaged or at least 20% Recycled Content Ceramic Tiles	3	3
4. Install Natural Linoleum in Place of Vinyl	5	5
5. Install Recycled Content Carpet with Low VOC's	4	4
6. Use Finished or Exposed Concrete for 50% or More of the Project Floor Area on the Ground Floor	6	6
Available Points	28	28

P. Other

	New Homes	Remodel & Additions
1. Incorporate Listing of Green Features into Cover of Blueprints	1	1
2. Develop Homeowner Manual of Green Features and Benefits	1	1
3. Energy Ratings: Every 1 % Reduction in Whole House Energy Beyond Title 24 = 1 point up to 30 points. Use Energy Software to Show Improvement over California Residential Energy Standards (Title 24)	30	30
4. Innovation Points – These points are given for innovations or new approaches, new materials or practices. These Approaches must meet environmental goals identified in the Residential Green Building Guidelines	-	-
a. Design, Provide and Install Compost Bin	1	1
b. Turf Less than 10% of Total Lot Area Minus Building Footprint, Decking, Patios, Driveways	8	8
c. After Installation of Finishes, Indoor Air Tests Show Formaldehyde Level <27 ppb, Install CO Monitors, Install Humidity Monitors	5	5
d. Conduct and Pass a Duct Blower Test	5	5
e. Install Mudroom with Bench, Shoe Rack, and Hard Floor to Protect IAQ	3	3
f. Install Permanent Clothes Line	1	1
g. Increased Damp Proofing of Bathrooms	2	2
h. Features Not Listed: Requires Submittal of Verification Form and Must be Approved by Green Building Department		
Available Points	57	57

Tables:

TABLE 2: RESIDENTIAL NEW CONSTRUCTION ACTIONS AND POINT REQUIREMENTS

Total Points Available	506	
<i>Action</i>	<i>Points required to receive action:</i>	
	<i>First 350 Square Feet</i>	<i>Each Additional 100 Square Feet</i>
R-N-1. Receipt of building permit	20	1.5
R-N-2. Green Building Award	75	3.5

*Exceptions:

- These points are not required for stand alone Decks less than 350 square feet

TABLE 3: RESIDENTIAL REMODEL AND ADDITION ACTION POINT REQUIREMENTS

*Exceptions:

Total Points Available	523	
<i>Action</i>	<i>Points required to receive action:</i>	
	<i>First 350 Square Feet</i>	<i>Each Additional 100 Square Feet</i>
R-A/R-1. Receipt of building permit*	15	1.1
R-A/R-2. Green Building Award	45	2.5

- These points are not required for additions and/or remodels of less than 350 square feet.
- These points are not required for stand alone Decks less than 350 square feet.

To Calculate Project Square Footage Add The Following:

New Construction:

- Building Footprint + Decks + Porches

Remodel/Addition:

- Footprint of Addition + All Remodel + All Effected Decks + Porches

Residential Buildings

Unless exempted from the Green Building Program by CMC Sec. 17.10.040, your project must comply with the minimum number of points to obtain a building permit for your new or remodeled building or addition. For eligibility for a Green Building Award, the appropriate number of points must be attained as outlined in Tables 2 and 3 on the preceding page.

To figure out the points required for your project, enter the square footage of your project in line (A). Proceed through the equation, from (A) to (B) to (C). Multiply by the appropriate multiplier for the desired level of action, permit issuance or accelerated processing or Green Building Award, to calculate (D). Add the appropriate number for the desired level of action, permit issuance or accelerated processing or Green Building Award, to calculate the total required points.

NEW CONSTRUCTION:

(A) _____ (Sq. Ft.) – 350 (Sq. Ft.) = (B) _____ (Sq. Ft.)

(B) _____ (Sq. Ft.) / 100 = (C) _____ (points per 100 Sq. Ft.)

(C) _____ X 1.5 (Permit issuance multiplier) = (D) _____ (additionally required points)
or
X 3.5 (Green Building Award)

(D) _____ + 20 (Permit issuance) = _____ (**required points**)

or
+ 75 (Green Building Award)

Enter the square footage of the project on line (A), subtract 350, multiply by the chosen multiplier (Permit Issuance or Award) and then add the corresponding points to figure out how many points are required for your project

REMODEL/ADDITION:

(A) _____ (Sq. Ft.) – 350 (Sq. Ft.) = (B) _____ (Sq. Ft.)

(B) _____ (Sq. Ft.) / 100 = (C) _____ (points per 100 Sq. Ft.)

(C) _____ X 1.1 (Permit issuance multiplier) = (D) _____ (additionally required points)
or

X 2.5 (Green Building Award)

(D) _____ + 15 (Permit issuance) = _____ (**required points**)

or
+ 45 (Green Building Award)

Enter the square footage of the project on line (A), subtract 350, multiply by the chosen multiplier (Permit Issuance or Award) and then add the corresponding points to figure out how many points are required for your project

Permit Number: _____	Square Footage: _____
<u>Type of Project: (Check One)</u>	New: _____ Addition/Remodel: _____
<u>Level of Action Desired: (Check One)</u>	-Permit Issuance: _____
	-Green Building Award: _____
<u>Points By Category:</u>	
A: Integrated Design Features: _____	I: Insulation _____
B: Site: _____	J: Windows _____
C: Foundation _____	K: HVAC _____
D: Structural Frame _____	L: Renewable Energy & Roofing _____
E: Exterior Finish _____	M: Natural Heating & Cooling _____
F: Plumbing _____	N: Indoor Air Quality & Finishes _____
G: Electrical _____	O: Flooring _____
H: Appliances _____	P: Other _____
Total Points: _____	Verified By: _____

**CITY OF CAPITOLA
COMMISSION ON THE ENVIRONMENT
Agenda Report**

Meeting Date: March 23, 2016

Subject: Zoning Ordinance Update-Chapter 17.64 Environmentally Sensitive Habitat Areas

Attached is an excerpt from the Draft Zoning Ordinance Update of Chapter 17.64 Environmentally Sensitive Habitat Areas.

The following is the link to the entire Draft Zoning Ordinance Update:

http://www.cityofcapitola.org/sites/default/files/fileattachments/community_development/page/3566/public_review_draft_zoning_code_02.04.2016.pdf

Chapter 17.64 – ENVIRONMENTALLY SENSITIVE HABITAT AREAS

Sections:

- 17.64.010 Purpose
- 17.64.020 Applicability
- 17.64.030 General Standards
- 17.64.040 Soquel Creek and Lagoon
- 17.64.050 Soquel Creek and Escalona Gulch Monarch Butterfly Habitat Areas
- 17.64.060 Escalona Gulch Monarch Butterfly Habitat Areas

17.64.010 Purpose

This chapter establishes standards to protect and preserve environmentally sensitive habitat areas in Capitola consistent with Capitola's General Plan, Local Coastal Program (LCP), and the requirements of the Coastal Act.

17.64.020 Applicability

This chapter applies to the following environmentally sensitive habitat areas as identified in Capitola's LCP:

- A. Soquel Creek and Lagoon
- B. Soquel Creek Riparian Corridor
- C. Noble Gulch Riparian Corridor
- D. Tannery Gulch Riparian Corridor
- E. Soquel Creek – Escalona Gulch Monarch Butterfly Habitat Areas
- F. Escalona Gulch Monarch Butterfly Habitat Area

17.64.030 General Standards

The following standards apply to all environmentally sensitive habitat areas:

- A. **Impact Prevention.** Development in areas adjacent to an environmentally sensitive habitat area shall be sited and designed to prevent impacts which would significantly degrade the area.
- B. **Long-Term Protection.** Development shall be located, designed, and maintained to achieve the long-term protection of the environmentally sensitive habitat areas.
- C. **Prohibited Areas for Development.** New development may not encroach into the waters of Soquel Creek or Lagoon, be sited within the root zone of riparian or butterfly host trees, or require the removal of trees in a Monarch butterfly habitat area which provide roosting habitat or wind protection.

D. Minimum Setbacks.

1. Development may not encroach into required minimum setbacks from environmentally sensitive habitat areas as shown in Table 17.64-1 (Required Setbacks from Environmentally Sensitive Habitat Areas), except as allowed in subparagraph (2) below.

TABLE 17.64-1: REQUIRED SETBACKS FROM ENVIRONMENTALLY SENSITIVE HABITAT AREAS

Environmentally Sensitive Habitat Area	Minimum Setback
Soquel Creek and Lagoon	35 ft. from the western shoreline of Soquel Creek Lagoon [1]
Soquel Creek Riparian Corridor	35 feet from the outer edge of riparian vegetation. On the heavily developed east side of the lagoon and creek (from Stockton Avenue to Center Street) the setback requirement shall be measured from the bank of Soquel Creek. In no case may the setback be located on the west side of the pedestrian path.
Noble Gulch Riparian Corridor	35 feet from the outer edge of riparian vegetation
Tannery Gulch Riparian Corridor	50 feet from the outer edge or riparian and oak woodland vegetation

Notes:

[1] Does not apply to public facilities outside the coastal zone. Within the coastal zone, applies to public facilities unless otherwise specified in Section 30233 of the Coastal Act.

2. To allow for a minimum level of development on a physically constrained lot, the City may allow a reduction to the required minimum setback provided that the reduced setback does not have a significant adverse effect on the natural area.

E. Biological Study. The City shall contract with a qualified biologist at the applicant’s expense to prepare a biological study that identifies the precise location of the environmentally sensitive habitat area and required setbacks, potential impacts on the habitat area, and measures to mitigate the impacts to the greatest extent possible.

F. Conservation Easements. If necessary and appropriate to protect natural areas, the City shall require a permanent conservation easements over portions of the property containing environmentally sensitive habitat areas. All environmentally sensitive habitat areas and their buffer zones shall be protected by conservation easements or deed restrictions.

G. Erosion Control and Water Quality.

1. All development shall conform to erosion control and water quality requirements consistent with federal, state, and local regulations. Within riparian areas, grading shall be minimized within the riparian setback area. Grading shall not be permitted to damage the roots of riparian trees or trees within butterfly habitat areas. Grading shall only take place during the dry season.

2. During construction, erosion control measures shall be implemented, including limiting removal of vegetation, minimizing exposure of bare soils, replanting disturbed soils with suitable native species, controlling runoff, and preventing sedimentation from entering drainages. All areas outside the immediate construction areas shall not be disturbed. The City shall require measures for temporary drainage retention during construction, including mulching, erosion control seeding, and other measures as needed to prevent any sediment from reaching sensitive habitat areas.

- H. Removal of Native Riparian Trees.** Removal of native riparian trees within riparian corridors is prohibited unless it is determined by the Community Development Director that such removal is in the public interest by reason of good forestry practice, disease of the tree, or safety considerations.
- I. Dead Trees in Riparian Corridors.** Snags, or standing dead trees, shall not be removed from riparian corridors unless in imminent danger of falling. Removal shall be consistent with all applicable provisions of Capitola Municipal Code Chapter 12.12 (Community Tree and Forest Management). Any removed tree shall be replaced with a healthy young tree of an appropriate native riparian species.
- J. Landscaping Plan.** A landscaping plan shall be prepared for proposed developments that identifies the location and extent of any proposed modification to existing vegetation and the locations, kinds, and extent of new landscaping. The emphasis of such plans shall be on the maintenance and enhancement of native species, the removal of existing invasive species, and the enhancement of natural habitat. New invasive plant or tree species are not permitted, with the exception of species which positively contribute to Monarch butterfly habitat.

17.64.040 Soquel Creek and Lagoon

The following standards apply in the Soquel Creek and Lagoon area in addition to the standards in Section 17.64.030 (General Standards):

- A. No New Development.** No new development is permitted within the banks of Soquel Creek and Lagoon, except for public facilities outside of the coastal zone.
- B. Division of Land.** New divisions of land may be approved only if each new parcel contains adequate area outside the riparian or stream bank setback to accommodate new development.

17.64.050 Soquel Creek and Escalona Gulch Monarch Butterfly Habitat Areas

The following standard applies to both the Soquel Creek and the Escalona Gulch Monarch Butterfly Habitat Areas in addition to the standards in Section 17.64.030 (General Standards):

- A. Permitted Construction Periods.** Construction within or on properties contiguous to the designated butterfly groves shall be prohibited during fall and winter months when

the Monarch butterflies are present. Removal or modification of trees within the groves shall not be permitted during these periods except when determined by the Community Development Director to be an emergency necessary to protect human life or property.

17.64.060 Escalona Gulch Monarch Butterfly Habitat Areas

The following standards apply to the Escalona Gulch Monarch Butterfly Habitat Area in addition to the standards in Section 17.64.030 (General Standards):

- A. Permitted Development Location.** On the Escalona Gulch properties (APN 036-141-26,27, & 28)) development shall be confined to Lots 2, 3 and 4 shown on the Escalona Gulch Monarch Butter Habitat Area Map maintained on file in the office of the City Clerk.
- B. Maximum Floor Area and Building Coverage.** Total building floor area shall be limited to 6,000 square feet and building coverage shall be limited to 4,000 square feet. Buildings shall be located and designed so that they do not have a significant adverse impact on the Monarch butterfly habitat.
- C. Additional Driveway Area.** Up to an additional 600 square feet of footprint for a driveway may be allowed if a redesigned site plan with fewer or relocated buildings results in reduced impacts to the Monarch grove habitat.
- D. Conservation Easement.** Conservation easements shall be established on lands outside the identified roadway and building envelopes where development and tree removal is prohibited. The easement shall also establish that modifications to the understory including trimming and alteration must be reviewed by a qualified arborist and Monarch butterfly expert and approved by the Community Development Director. The easement shall be held by a government agency or organization authorized to monitor and enforce easement restrictions.
- E. Landscaping.** Landscaping at future homesites shall be limited to areas within identified building envelopes. Shrubs which flower in the early fall and could provide a good source of flower nectar for the butterflies should be planted based on a list of landscape suggestions written by a qualified Monarch butterfly biologist.
- F. Butterfly Monitoring.**
 - 1. Due to lack of quantified data base and some disagreement among butterfly specialists, microclimatic measurements shall be taken before and after construction to help develop a data base regarding environmental parameters associated with butterfly behavior. Such monitoring shall be funded by the applicant and be conducted by a qualified Monarch butterfly expert.
 - 2. Monitoring shall include measurements of wind direction and velocity, temperature and humidity profiles and light intensity. Monitoring shall be conducted for three years after final construction on the property. Measurements of height, diameter, and age of cluster trees shall be taken the first year.

G. Tree Protection.

1. Development shall be located and designed to avoid removal of large trees. Large trees to be protected immediately adjacent to buildings should be evaluated by an arborist to assure that they will not pose a hazard in the future.
2. Trees and vegetation within the Escalona Drive right-of-way, but outside any planned paved area, shall be retained in their existing condition
3. Trees and ground vegetation adjacent to the building envelopes shall not be trimmed or altered in any way unless reviewed by a qualified arborist and Monarch butterfly expert and approved by the Community Development Director.
4. Trees which are seriously diseased or hazardous should be trimmed or removed during the building process, rather than having to disturb the habitat during some future winter season when falling limbs are the most likely to occur. If removal is deemed necessary, replanting shall be implemented in conjunction with the site replanting program.
5. Trees removed for construction shall be replaced based on a tree replanting program developed in consultation with a qualified Monarch butterfly expert and the California Department of Fish and Game. The trees shall be sited in strategic locations as identified by the replanting program.
6. Barrier fencing shall be installed around large trees, especially cluster trees, for protection during construction.

H. Structure Height. The City shall limit structure heights as needed to prevent shading of cluster sites.

I. Wood-Burning Fireplaces. Wood-burning fireplaces shall be prohibited in structures built on site where Monarch butterflies may be disturbed due to chimney smoke.

J. Construction Involving Heavy Equipment. No construction involving heavy equipment that may bump into the cluster trees or produce heavy plumes of exhaust smoke is permitted during the months in which the Monarch butterflies are in residence (October 1st to March 1st).

**CITY OF CAPITOLA
COMMISSION ON THE ENVIRONMENT
Agenda Report**

Meeting Date: March 23, 2016

Subject: Procurement Policies

Attached is the city Administrative Policy regarding Environmentally Preferable Product Purchasing and Practices.



ADMINISTRATIVE POLICY

Number: I-25

Issued: 10/11/07

Jurisdiction: City Council

ENVIRONMENTALLY PREFERABLE PRODUCT PURCHASING AND PRACTICES

I. PURPOSE

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize environmental impacts relating to our work.

II. POLICY

Consistent with the requirements of Assembly Bill 939, requiring a 50% reduction of material going to landfills, and the economics of effectively managing costs for solid waste disposal, all departments within the City of Capitola shall adopt and promote the use of recycled/recyclable supplies and materials as a City priority. In so doing, the City shall:

- A. Encourage waste prevention, recycling, market development and the use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses and other governmental agencies.
- B. Adopt waste prevention, recycling and the use of recycled supplies/materials as a City priority.
- C. Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed.

III. DEFINITIONS

- A. "Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.
- B. "Waste Prevention" means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.
- C. "Environmentally Preferable Products" means products that have a positive impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.
- D. "Recycled Products" are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

October 11, 2007

E. "Practicable" means sufficient in performance and available at a reasonably competitive cost.

IV. BEST PRACTICES

- A. Procurement Practices: In cooperation with their customers, all City Departments/Divisions shall evaluate, at least, the following environmentally preferable product categories and purchase them whenever practicable:
1. Printing and Writing Papers, including all imprinted letterhead paper, envelopes, copy paper and business cards. When practical, these shall contain a minimum of 30% post-consumer recycled content.
 2. Paper Products, including janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders and other products comprised largely of paper.
 3. Compostable or biodegradable food service ware.
 4. Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
 5. Re-refined antifreeze, including on-site antifreeze recycling.
 6. Re-refined lubricating and hydraulic oils.
 7. Recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs and posts.
 8. Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation.
 9. Re-crushed cement, concrete, aggregate and asphalt.
 10. Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products.
 11. Re-treaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces and fatigue mats.
 12. Compost, mulch, and other organics including recycled biosolid products.
 13. Re-manufactured paint.
 14. Other products that may be designated by the City Manager.
- B. Waste Prevention Practices: City staff is encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities:
1. Consider durability and reparability of products prior to purchase.
 2. Conduct routine maintenance on products/equipment to increase its useful life.
 3. Use duplex features on laser printers and copiers. Specify duplex on print jobs.

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Environmentally Preferable Product Purchasing
and Practices

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4. Create electronic letterhead
5. Send and store information electronically when possible. This includes e-mail, website and electronic fax.
6. Review record retention policies and implement document imaging systems.
7. Recyclable materials shall not be placed in trash cans or wastebaskets. The custodial staff should not empty trash cans or waste baskets that contain significant amounts of recyclable material and shall notify the Custodial Contract Administrator of any location where this is observed. The intent is to encourage staff to recycle all materials possible.
8. Maintain other waste prevention practices that further the goals of this policy.

V. NON-PROCUREMENT:

The following is a list of items that shall NOT be purchased:

- A. Polystyrene foam cups, plates and packaging material.
- B. Plastic throwaway containers which are not reusable, or recyclable (look for the code #7 contained in the chasing arrows on the bottom, it is not recyclable).
- C. Products which are manufactured from non-recyclable material if an alternative product exists which is either manufactured from recycled material or can be recycled itself.

VI. RESPONSIBILITIES OF ALL DEPARTMENTS/DIVISIONS

Each Department/Division shall be responsible for the implementation of this policy and shall:

- A. Practice waste prevention whenever possible.
- B. Continue to utilize recycling programs and expand them where possible.
- C. Procure recycled products whenever practical.
- D. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials. Cross-feed information to other Departments/Divisions when potential use of a product exists.
- E. Develop specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.
- F. Ensure that procurement documents issued by the Departments/Divisions require environmentally preferred alternatives whenever practical.

VII. CONTRACTORS

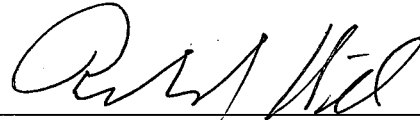
All City contractors shall be requested to conform to the minimum recycled-content procurement standards set forth by this policy. This request shall be applied to contractors in procuring materials or products to perform contractual services for the City, to produce or provide a work product to the City or on the City's behalf.

Any Request For Proposals or bids for services requested by the City will include a statement that the City prefers doing business with companies that adhere to this Policy. In addition, any proposal submitted to the City shall be printed two-sided on recycled and recyclable paper. Any consultants or contractors producing reports for the City will submit such on (post-consumer) recycled and recyclable paper.

VIII. EXEMPTION

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately and/or are not reasonably available at a reasonable cost or as may be determined by the City Manager.

This policy is approved and authorized by:



Richard Hill, City Manager

RH/lgm

**CITY OF CAPITOLA
COMMISSION ON THE ENVIRONMENT
Agenda Report**

Meeting Date: March 23, 2016

Subject: Peery Park Habitat Restoration Project

Work Day #2 has been scheduled for Saturday, April 14th from 9:00 a.m. until 12 noon.

The announcement has been distributed to the following:

- Posted on the city's website
- Harbor High School and Soquel High School environmental clubs
- Coastal Watershed Council - website
- RCD - website

Peery Park Habitat Restoration Project

VOLUNTEERS NEEDED

Students receive community service credit



Before First Removal



After First Removal

Come join us **Saturday, April 16th** from 9:00 A.M. until noon (approximately) to help remove the invasive English Ivy as the first step in returning Peery Park to its natural riparian habitat. English Ivy, the green desert, is not native to the area and is harmful to indigenous plants and animals.

Instructions and tools will be provided on site. Rain cancels this event.

Peery Park is located in Capitola, behind the Bay Avenue Nob Hill grocery store by the foot bridge.

If you are interested in volunteering, please contact Danielle Uharriet, Environmental Projects Manager, by phone at 831.475.7300 x218 or e-mail at duharriet@ci.capitola.ca.us. For questions or more information contact the City of Capitola Commission on the Environment Commissioner Peter Wilk at petergwilk@gmail.com or call 510.378.2769.

All volunteers will be required to sign a release of liability. If a volunteer is under the age of 18, a parent or guardian must sign the release.

