

City of Capitola

Commission on the Environment

Regular Meeting Agenda

Wednesday, February 19, 2025 – 6:00 PM



Capitola City Hall, Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Chair: To Be Determined At Meeting

Vice-Chair: To Be Determined At Meeting

Commissioners: Mayor Clarke, Michelle Beritzhoff-Law, Michael Maroney, John Mulry, Dennis Norton

Staff Representative: Erika Senyk

1. Call to Order and Roll Call

2. Swearing in of new Commissioners

3. Additions and Deletions to the Agenda

4. Public Oral and Written 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.

5. Staff Comments

6. November 20, 2024 Regular Commission Meeting Minutes

Recommended Action: Review and approve minutes.

7. General Business

A. Selection of Chair and Vice Chair

Recommended Action: Select a Chair and Vice Chair to serve a one-year term for 2025.

B. Commissioner Training

Recommended Action: Receive training on ethics, transparency, and general governance from the City Attorney's Office and the City Clerk.

C. Regular Meeting Schedule

Recommended Action: Approve the Commission's 2025 regular meeting schedule.

8. Items for Future Agenda

A. 2025 COE Workplan

B. Prohibited Sale of Filtered Tobacco Products

9. Adjournment

Next regular Commission meeting is scheduled for March 19, 2025.

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.

City of Capitola Commission on the Environment Meeting Minutes

Wednesday, November 20, 2024– 6:00 PM



Capitola City Hall, Community Room
420 Capitola Avenue, Capitola, CA 95010

Chair: Jason Shepardson
Vice Chair: Anthony Lacenere
Council Member: Margaux Morgan
Commissioners: Michelle Beritzhoff-Law, Peter Wilk

- 1. Call to Order and Roll Call** – Chair Shepardson called the meeting to order at 6:00 pm.
Commissioners Present: Jason Shepardson, Anthony Lacenere, Michelle Beritzhoff-Law, Peter Wilk
Absent: Margaux Morgan
City Staff Present: Erika Senyk

- 2. Additions and Deletions to the Agenda**
No additions or deletions to the agenda.

- 3. Oral and Written Communications**

Sheryl Coulston, Katy Guernsey, and John Guernsey, three residents of Brookvale Terrace Mobile Home Park and members of the Brookvale Terrace Native Plant Restoration Committee, reported on the status and positive impacts of the Committee’s Noble Gulch native plant restoration project, which was partially funded by the City’s Environmentally Sensitive Habitat Area (ESHA) Riparian Vegetation Planting Reimbursement Program.

Capitola resident, Neal Savage, spoke on behalf of his support for the County of Santa Cruz Board of Supervisors approved ordinance to prohibit the sale of filtered tobacco products and is in favor of City Council passing an ordinance banning the sale of filtered tobacco products in Capitola.

Local resident, Goran Klepic, asked that the City increase enforcement to prohibit the sale of illegal substances in Capitola.

Elliot Guernsey, resident of Brookvale Terrace Mobile Home Park, asked that the City consider a plan to address removal of invasive Eucalyptus trees in riparian corridor areas and to plant native species that butterflies will use for roosting.

- 4. Staff Comments**

Staff provided a reminder from the City Clerk’s office for Commissioners to submit applications for reappointment to the COE by Friday, November 22nd at 5pm or to notify the City Clerk that they will not be reapplying to join the COE for calendar years 2025/26.

5. Consider the minutes from the September 18, 2024 Regular Commission on the Environment Meeting

Recommended Action: Approve minutes.

Motion to approve the September 18, 2024 minutes: Commissioner Beritzhoff-Law

Seconded: Vice Chair Lacenere

Motion passed 4-0-1 (Council Member Morgan absent)

6. General Business

A. Climate Action Plan

Recommended Action: Review and approve the proposed Scope of Work to be included in the Request for Proposals (RFP) for the update of the City's Climate Action Plan.

Commission reviewed the proposed Scope of Work (SOW) and provided edits to be incorporated into the SOW prior to release of the RFP for Climate Action Plan updates.

Motion to approve the Scope of Work, as edited by the Commission, to be included in the RFP for the update of the City's Climate Action Plan: Chair Shepardson

Seconded: Commissioner Beritzhoff-Law

Passed: 4-0-1 (Council Member Morgan absent)

B. Prohibited Sale of Filtered Tobacco Products

Recommended Action: Provide feedback on the County of Santa Cruz Board of Supervisors approved ordinance amending Santa Cruz County Code Ch. 5.60 to Prohibit the Sale of Filtered Tobacco Products.

Motion to notify City Council that the Commission on the Environment is unanimous in their support for prohibiting the sale of filtered tobacco products in Capitola: Chair Shepardson

Seconded: Commissioner Wilk

Motion passed 4-0-1 (Council Member Morgan absent)

C. December COE Regular Meeting

Recommended Action: Select a date for the December 2024 Commission on the Environment Regular Meeting.

Commission selected Thursday, December 19th as the preferred date for the next COE meeting, with Wednesday, December 17th as the alternative date.

D. Soquel Creek Native Plant Restoration

Recommended Action: Discuss potential projects for restoring native vegetation along Soquel Creek and Noble Gulch riparian habitats.

Commission discussed potential native plant restoration projects in riparian areas and funding sources. Commission requested for staff to contact the City's contracted native plant specialist, George McMenamin, to inquire about the optimal times of year for invasive ivy removal.

7. Items for Future Agenda

The Commission requested that the following items be agendaized for a future meeting:

- White roof rebate program
- Incorporating community outreach into the development of the City's new Climate Action Plan
- Incorporating community involvement in native plant restoration projects

8. Adjournment

The meeting was adjourned at 7:48 pm to the next Regular Meeting of the Commission on the Environment on December 19th, 2024.

Capitola Commission on the Environment Agenda Report



Meeting: February 19, 2025

From: Public Works Department

Topic: Selection of Chair and Vice Chair

Recommended Action: Select a Chair and Vice Chair to serve a one-year term for 2025.

Background: Each calendar year, the Commission on the Environment shall select one of its members as Chairperson and one of its members as a Vice-Chairperson. The Chairperson and Vice Chairperson shall serve a term of one year, or until a successor is elected.

The positions shall be elected by a majority vote of the membership. The Chairperson presides at all meetings and is the representative of the Commission before the City Council. The Chairperson also coordinates with City staff to set meeting agendas.

The Vice Chairperson assumes the duties of the Chairperson in their absence.

Report Prepared By: Erika Senyk, Environmental Projects Manager

Capitola Commission on the Environment Agenda Report



Meeting: February 19, 2025
From: Public Works Department
Topic: Regular Meeting Schedule

Recommended Action: Approve the Commission’s 2025 regular meeting schedule.

Background: As stated in the Commission’s bylaws (Attachment 1), regular meetings of the Commission on the Environment (COE) will be held on a monthly basis. The COE meets on the third Wednesday of each month at 6pm in the Community Room at City Hall. In-person attendance is required at COE meetings and no remote access will be provided.

Discussion: Staff prepared the following draft regular meeting schedule for 2025 for review and approval by the Commission:

2025 COE Regular Meeting Schedule
Wednesday, February 19 (6pm)
Wednesday, March 19 (6pm)
Wednesday, April 16 (6pm)
Wednesday, May 21 (6pm)
Wednesday, June 18 (6pm)
Wednesday, July 16 (6pm)
Wednesday, August 20 (6pm)
Wednesday, September 17 (6pm)
Wednesday, October 15 (6pm)
Wednesday, November 19 (6pm)
Wednesday, December 17 (6pm)

Report Prepared By: Erika Senyk, Environmental Projects Manager

Attachments:

1. COE Bylaws

RESOLUTION NO. 4373

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
REPEALING RESOLUTION NO. 3967 AND ADOPTING REVISED
COMMISSION ON THE ENVIRONMENT BYLAWS**

WHEREAS, The City of Capitola benefits substantially from numerous and significant environmental resources, some of which include Soquel Creek, the ocean and Capitola Beach, and associated riparian and sensitive habitat areas; and

WHEREAS, protection and enhancement of these environmental resources maintains and enhances a quality of life in the City of Capitola that is beneficial to all; and

WHEREAS, the City Council of the City of Capitola desires to receive advice and recommendations on matters of an environmental concern from a special commission comprised of dedicated individuals with expertise in ecological and resource protection issues; and

WHEREAS, the City Council established the Commission on the Environment on January 13, 2005, by adopting Resolution No. 3424. Since the formation of the Commission on the Environment, the Commission's Bylaws have been amended by Resolutions 3610, 3696, 3779, and 3967.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Capitola that Resolution No. 3967 is hereby repealed in its entirety and the Commission on the Environment Bylaws are replaced to read as set forth in Exhibit A, attached hereto and incorporated by reference.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 23rd day of May, 2024, by the following vote:

AYES: CLARKE, MORGAN, PEDERSEN, BROOKS
NOES: NONE
ABSENT: BROWN
ABSTAIN: NONE

DocuSigned by:

D94288B8BCC4481...

Yvette Brooks, Vice Mayor

ATTEST:

DocuSigned by:

4DF9B5A4452E43B...

Julia Gautho, City Clerk

**COMMISSION ON THE ENVIRONMENT
BYLAWS**

- Section 1. The Commission shall be called the City of Capitola Commission on the Environment (COE) and is hereby established by adoption of City Council Resolution No. 3424.
- Section 2. The purpose of the COE is to provide advice and recommendations to the City Council on policy and funding matters relating to sustainability, environmental protection, climate action plan implementation and resource enhancement which benefit the City of Capitola, and which are not under the jurisdictions of existing committees or commissions. The COE will also, from time to time, consider any such matters referred to it by the City Council or the City Manager.
- Section 3. The COE shall be comprised of five members, consisting of one City Council member and one appointee from each of the remaining four City Council members. The COE may, at their discretion, appoint non-voting ex officio members such as student participants.
- Section 4. The COE members may be City residents or non-residents.
- Section 5. Regular meetings of the COE will be held on a monthly basis.
- Section 6. The City will provide staff support to the COE as assigned by the City Manager. The assigned staff will be primarily responsible for assisting the COE with the preparation of agendas and minutes, compilation of material for discussion at meetings and follow-up as necessary.