



AGENDA

CAPITOLA COMMISSION ON THE ENVIRONMENT

Monday, February 24, 2014 – 6:00 P.M.
City Council Chambers
420 Capitola Avenue, Capitola CA

1. CALL TO ORDER & ROLL CALL

COMMISSION MEMBERS: Bruce Arthur, Arnie Forest, Maddie Marlatt, Dennis Norton, Elisabeth Russell - Chair, Kristin Sullivan

2. WRITTEN AND ORAL COMMUNICATIONS

The commission will receive written communications and consider brief oral communications about items not on the agenda.

3. APPROVAL OF MINUTES: January 22, 2014

4. OTHER BUSINESS:

- a. Adopt Meeting Schedule for 2014
- b. General Plan draft EIR comments – Kristin Sullivan
- c. Capitola Open Streets Community Day – May 4, 2014
- d. Discussion of Commission goals and programs
- e. Presentation by Skye Gray

5. ITEMS FOR NEXT AGENDA

6. ADJOURNMENT – Adjourn to the next meeting on Monday, March 17, 2014 at 6:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

If you require special assistance in order to attend the meeting, including needs addressed by American with Disabilities Act, please notify the City at least 3 days prior to meeting by calling (831) 475-7300.



MEETING MINUTES CAPITOLA COMMISSION ON THE ENVIRONMENT

Wednesday, January 22, 2014 – 6:00 P.M.
City Council Chambers
420 Capitola Avenue, Capitola CA

The meeting began at 6:05 p.m.

1. CALL TO ORDER & ROLL CALL

Members present: Bruce Arthur, Arnie Forest, Dennis Norton, Elisabeth Russell, Kristin Sullivan

Members absent: None

City Staff Present: Steven Jesberg, Danielle Uharriet

Community Members Present: Maddie Marlatt
Skye Wolfgang Gray
Antonio Ybarra

2. OATH OF OFFICE AND INTRODUCTIONS:

All commission members took the oath of office

3. WRITTEN AND ORAL COMMUNICATIONS: None

4. APPROVAL OF MINUTES: None

5. DISCUSSION ITEMS:

5a. Commission Guidelines and other housekeeping matters

Steve Jesberg reviewed the Commission Guidelines and discussed other housekeeping matters such as the Brown Act, agenda methods, distribution times, and notification of known absences. The commission unanimously requested electronic agenda packet distribution.

5b. Election of Chair and Vice-Chair

Elizabeth Russell was unanimously elected chair (Norton/Sullivan)
Bruce Arthur was nominated as Vice-Chair and declined.
Kristin Sullivan was unanimously elected vice-chair (Norton/Forest)

5c. Consider appointment of a non-voting ex officio member – student participant

Maddie Marlatt was unanimously appointed as the non-voting ex officio member.

5d. Adopt Meeting Schedule for 2014

Steve Jesberg proposed the commission meet every other month and sub-committees informally meet on alternate months.

Kristin Sullivan stated that City Council resolution specifies the commission to meet monthly.

Dennis Norton suggested holding a regular meeting in February, and discuss the 2014 meeting schedule as an agenda item.

The commission unanimously agreed to hold meetings on the third Monday of the month.

5f. Single-Use Plastic and Paper Carryout Bag Reduction Fee Review

Steve Jesberg stated that the City Council will be reviewing the fee requiring merchants charge for paper bags distributed at the point of sale. He will present the COE's comments to the Council.

Commission discussion ensued noting the high success throughout the county and the importance of keeping a consistent fee throughout the County. The Commission unanimously agreed to recommend keeping the fee at .25 cents, to the City Council.

5e. Discussion of Commission goals and programs: Steve Jesberg led a discussion of the following proposed programs and work items for the commission:

General Plan Update: The draft EIR comment deadline is February 19th. There will be additional time to comment on the General Plan document.

Kristin Sullivan agreed to review the draft EIR and submit comments. She will present her comments to the COE at the next meeting.

Climate Action Plan: The Climate Action Plan (CAP) will be prepared by The Planning Center|DC&E following the adoption of the General Plan. The COE will participate in the development and implementation programs for the CAP.

Bruce Arthur requested the COE have input prior to the development of the CAP.

Green Energy Incentive Program promotion: The COE to assist in developing ways to promote and advertise the newly adopted Green Energy Incentive Program.

Elizabeth Russell suggested distributing information to vendors who would then promote the incentive programs available. She also suggested a press release and city newsletter article.

Amie Forest suggested a partnership with Soquel Creek Water District.

Capitola Open Streets Community Day Information Table: The Open Streets event will be held on Sunday, May 4th. This event is an opportunity for the COE to staff an informational table. The commission unanimously agreed to participate in the event.

Stormwater Single Family Best Management Construction Practices: Staff is working with a consultant on the implementation of the new Post-Construction Stormwater Management Requirements. The COE unanimously agreed to assist in developing ways to promote the program.

Soquel Creek Brochure: Staff suggested updating and distributing the 1992 Soquel Creek Streamside Care Guide.

Bruce Arthur suggested the content of the brochure be updated and expanded to educate the public beyond information focused on Soquel Creek.

COE Website: Kristin Sullivan commented that the City of Santa Monica has an excellent website for resource reduction and recycling. She suggested the commission view the site as an example and bring this item back for further discussion regarding the COE website page content.

Other: Kristin Sullivan stated that she had prepared and presented a work detailed program to the City Council, and would like the Commission to review the work program at the next meeting.

Dennis Norton suggested the commission should focus on the most effective work items that can be completed.

Maddie Marlatt suggested that the graffiti at the Rispin property be painted over as soon as possible and native vegetation be planted to cover walls and discourage further graffiti.

Elisabeth Russell suggested a planting project could be a service project for high school students.

Steve Jesberg commented that the city's consultant for riparian restoration has organized clean up volunteer events to help maintain the Rispin property and Soquel Creek. The commission may want to help promote and/or participate in a volunteer event.

Skye Wolfgang Gray, community member, commented on the lack of education for businesses regarding packing material reuse and recycling. He also commented that there be more trash cans and recycling cans placed in the Village and beach areas.

Dennis Norton suggested the COE schedule a field trip to the San Jose Recycling Center to gain insight into recycling.

6. ITEMS FOR NEXT AGENDA

- a. 2014 Meeting Schedule
- b. General Plan draft EIR comments
- c. Capitola Open Streets Community Day
- d. Discussion of Commission goals and programs

7. ADJOURNMENT: The commission adjourned to a meeting to be determined.

Approved at the meeting of _____

Steven E. Jesberg
Public Works Director

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

Meeting Date: February 24, 2014

Agenda Item: 4.a

Subject: 2014 Proposed Meeting Schedule

For 2014 it is proposed that the Commission on the Environment schedule bi-monthly meetings with workshops on alternate months.

January 22, 2014 - meeting

February 24, 2014 - meeting

March 17, 2014 - workshop

April 21, 2014 - meeting

May 19, 2014 - workshop

June 16, 2014 - meeting

July 21, 2014- workshop

August 18, 2014 - meeting

September 15, 2014 - workshop

October 20, 2014 - meeting

November 17, 2014 - workshop

December 15, 2014 - meeting

The Commission Meeting is defined as a full agenda on a wide range of topics, minutes, voting, etc.

The Commission Workshop is defined as a forum for more informal and in-depth discussion on a limited set of agenda topics.

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

Meeting Date: February 24, 2014

Agenda Item: 4.d

Subject: Commission Goals and Programs

The purpose of the Commission is to provide advice and recommendations to the City Council on policy matters relating to sustainability, environmental protection, and resource enhancement which benefit the City of Capitola. This continued discussion is to indentify programs, priorities and scheduling for the Commission's work.

Attached, for discussion, is Kristin Sullivan's memo presented to the City Council on September 26, 2014.

**COMMISSION ON THE ENVIRONMENT (COE)-
RESTRUCTURING- June 2013**

1) Proposed New COE Structure

- Criteria set for who should serve on COE- Application process. City Council members choose COE commissioners based on the members that apply within the desired criteria
- Commissioners appointed by City Council- 5 members (one City Council member and 4 City Council appointees)
- Need one staff member (~ 6 hours/month)- interested staff
- Meet once a month (working meetings and every other month are subcommittee meetings)

2) Proposed Goals of COE

- Address crucial City environmental and sustainable issues
- Be productive, proactive, purposeful, streamlined and focused
- Have well defined goals, objectives, and action items for accountability; Concentrate on a few goals at a times, recommend to Council
- Write a brief plan for the year that spells out where the COE expects to focus its energy and efforts and how this plan aligns with broader plans i.e. GPAC's Climate Action Plan.
- Project-based (*See #3 below)- Hone in, what alignment is with sustainability, work with the City (champion for staff), carve out specific tasks (*See #3 below)

3) Proposed COE Project Ideas- Need to manage doable projects

- Climate Action Planning (CAP)- Help staff to implement ideas that come forward from the CAP (AMBAG has no cost tools to help GPAC)
- Educational and Educational Materials- BPM's (stormwater- liason); Sustainability lecture series; Brochures
- Work With Existing Governmental Structures- City Council; City work on on beach and stream environments; GPAC- Incorporate Green Economy Matrix and CAP documents into our COE work; Work with the County COE and other city and county environmental commissions, CCA, AMBAG
- Outreach and Action- Involve youth, diversity; Advocate for planning issues- with smart growth; COE Ecotour

**COMMISSION ON THE ENVIRONMENT (COE)-
IMPORTANCE AND ACCOMPLISHMENTS**

- 1) **Importance of COE** (Sustainability= economic, social, environmental)
 - a. First in County- we serve(d) as a model (i.e., for the County COE)
 - b. COE needed in 21st Century- we are confronted with numerous environmental issues and need a body to help to solve such issues. Quality of life for present and future generations
 - c. City values the environmental perspective- we need real commitment here. COE needs to be a part of this community in its current capacity. We garner a lot of support from the community. People of Capitola appreciate and want the COE.
 - d. We volunteer our expertise, have skills of importance- If city staff were to do the work that we do (for staff) it would amount to a lot more in staff hours/\$'s. My time in last 1 year: I have put in at least 50 free hours. Add in other active commissioners, could get at least ~150 more free hours. This equates to ~20 FREE hours work per month (Return on Investment).
 - e. Environmental rules and regulations, from federal and state, require that we meet specific environmental requirements. Have lots of environmental regulations, ordinances in place—require staff time. i.e., By law, must decrease waste. We help with this mandate.
 - f. We work to educate and promote programs and projects that help to protect and enhance our treasured natural resources (and social and economic too)
- 2) **Accomplishments of COE (highlights)**
 - a. Sustainability lecture series- 11/12 (~64 attended), 4/13 (~20 attended)
 - b. Developed content for a COE webpage as part of the City website to include an extensive list of green resources both City-wide and regional as a service to residents.
 - c. Worked with City staff to produce a green economy matrix identifying goals and opportunities to incorporate sustainability into City philosophy on growth and development. (This work was also part of the GPAC)
 - d. Developed the Construction Site Stormwater Best Management Practices guidance document and plan sheet for contractors
 - e. Represented Capitola on GPAC, worked with City Council members to discuss ideas, goals of the COE
 - f. Work with City and have City staff present at our COE meetings on matters relating to zero waste goals and water issues
 - g. Assisted staff and Council with City ordinances such as the polystyrene ban, the green building ordinance, and the plastics bags ban.
 - h. Developed a Green Building Home Ideas pamphlet
 - i. We have several projects currently underway (see Page 1)
 - j. Reaffirming our value- There is a lack of staff and the COE fills this gap in our community—there is a demand and need for the COE in our community