



**Town of Atherton  
ENVIRONMENTAL PROGRAMS COMMITTEE  
MINUTES**

**February 1, 2018  
1:30 p.m.  
TOWN COUNCIL CHAMBERS  
94 ASHFIELD ROAD  
ATHERTON, CALIFORNIA**

**REGULAR MEETING**

1. **ROLL CALL**

**Present:** Elizabeth Lewis  
Holly Joseph  
Valerie Gardner  
Jasenka Rakas  
Janet Larson

**Staff Present:** Stephanie Davis, Senior Planner  
Nestor Delgado, Assistant Planner

2. **PUBLIC COMMENTS**

No public comment.

3. **COMMITTEE AND STAFF MEMBER COMMENTS:**

No Committee or Staff comments.

4. **REGULAR AGENDA**

**a. Approval of Minutes from the November 30, 2017 Minutes**

The minutes were approved as distributed.

**M/S Joseph / Gardner    Aye: 3    Noes: 0    Excused: 1**

**b. Discuss Implementation of Priorities 1-3 of Approved Climate Action Plan (CAP)  
Greenhouse Gas (GHG) Reduction Measures.**

Committee members Joseph and Lewis summarized education and marketing ad-hoc committee work.

Senior Planner Davis presented the staff memo. Videos showcasing green homes in San Mateo County were presented to the Committee.

Senior Planner Davis presented updates made to the Town Sustainability website. The Committee discussed having the Town Sustainability web page under “Community” tab to make it more visible to visitors.

The Committee discussed creating brochures for different aspects of sustainability. Senior Planner Davis suggested creating one master brochure with general sustainability information, along with other more specific brochures detailing specific components of sustainability. The Committee directed staff to create draft digital versions and present to the EPC at a future meeting.

Senior Planner Davis summarized the San Mateo County’s Office of Sustainability Green Building Awards program and noted the discussion of the Ad-Hoc Committees preference to create such a program for Atherton. The Committee directed staff to draft a new program for Green Building Awards and present to the EPC at a future meeting.

Committee Member Gardner suggested including an open item on the agenda for committee members to discuss ongoing environmental issues and for staff to update the committee on any Town environmental issues in which the Committee may comment on. Senior Planner Davis advised the Committee on limitations of the Brown Act on discussing items not specifically on the agenda and that both a Committee member and/or member of the public could bring up an item not on the agenda, however the Committee could not discuss further or take action on it. Following such, the Committee could direct staff to agendize the topic for a future meeting however. The Committee would like to further evaluate possibility of having “open environmental” discussions in future agendas. Staff will check with legal counsel and report back to Committee.

Staff reported on construction lifecycle analysis software researched: SoFi and ClearPath. The Committee expressed interest in learning more about these programs to see if other nearby jurisdictions use it and the possibility of partnering in order to share the software. Staff will further research sustainability and lifecycle analysis software.

**c. Discuss ideas for potential environmental/sustainability community event for 2018.**

Senior Planner Davis presented the staff memo, adding that feedback received from the teachers noted that Menlo-Atherton AP exams would make it difficult for students to participate in Earth Day student challenge prior to Earth Day. Staff also reported that elementary schools expressed interest in participating in some type of challenge.

The Committee suggested contacting schools for a possible Fall event.

Senior Planner Davis reported that very little feedback was received from the development community in regards to Green Building Showcase.

Committee Member Gardner noted that the producer for the climate change film “The New Fire” is willing to travel to Atherton for an Earth Day event of a film screening and possible panel discussion.

Committee member Lewis suggested staff bring the proposal for an Earth Day event entailing the film screening and panel discussion for consideration by the City Council meeting on February 21, 2018.

The Committee requested staff to look into tentatively reserving the Menlo-Atherton Performance Arts Center for either April 20<sup>th</sup> or April 21<sup>st</sup>. Committee member Gardner mentioned she will contact film producer to confirm dates he is available.

The Committee agreed to have a special meeting on February 22<sup>nd</sup> in order to allow time to plan the logistics of a 2018 Earth Day should the City Council approve the item at its February 21, 2018 meeting.

The Committee created a subcommittee consisting of members Gardner and Rakas to lead efforts of marketing, advertising, and organizing the 2018 Earth Day film screening event should it be approved by the City Council.

**5. SET/ CONFIRM NEXT MEETING**

The Committee will hold a special meeting on February 22<sup>nd</sup>, 2018 from 1:30 – 3:30 in the Town Council Chambers

**6. ADJOURN**

The meeting adjourned at 3:22 pm.