

Environmental Quality Commission



SPECIAL MEETING AGENDA

Date: 2/26/2026
Time: 6:00 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 879 3070 9093 and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting, in-person, at the Downtown Conference Room
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID 879 3070 9093
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 879 3070 9093
Press *9 to raise hand to speak

Subject to change: The format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website www.menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (www.menlopark.gov/agendas).

Special Session

A. Call To Order

B. Roll Call – Angiel, Hedley, Hernandez, Hill, Kissel, Chair McKenna, Vice Chair Meyer

C. Regular Business

C1. Approve the January 21, 2026, Environmental Quality Commission meeting minutes ([Attachment](#))

C2. Discuss efforts related to Senate Bill 1383 to reduce organic waste ([Attachment](#))

C3. Food Systems Ad Hoc Subcommittee report out ([Attachment](#))

C4. Update on the electric vehicle charging rate study ([Attachment](#))

D. Reports and Announcements

D1. Reports and announcements from staff and Commissioners

E. Informational Items

E1. 2025-26 Environmental Quality Commission work plan ([Attachment](#))

F. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

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REGULAR MEETING MINUTES – DRAFT

Date: 1/21/2026
Time: 6:00 p.m.
Location: Teleconference and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair McKenna called the meeting to order at 6:00 p.m.

B. Roll Call

Present: Angiel, Hernandez, Hedley, Hill, Kissel (arrived 6:01 p.m.), Chair McKenna, Vice Chair Meyer
Absent: None
Staff: Sustainability Manager Rachael Londer

C. Public Comment

None.

D. Regular Business

D1. Approve the December 17, 2025 Environmental Quality Commission meeting minutes (Attachment)

ACTION: Motion and second (Hedley/ Hernandez), to approve the December 17, 2025, Environmental Quality Commission meeting minutes, passed unanimously.

D2. Deny the appeal and uphold staff's decision to approve the permit application to remove thirteen heritage trees at 68 Willow Rd (Staff Report #25-001-EQC) (Attachment)

Chair McKenna was recused and exited the meeting.

Vice Chair Meyer introduced the item.

City arborist Jillian Keller and Management Analyst II Joanna Chen made the presentation (Attachment).

Architect from SDG Designs Jeff Potts (applicant) made a presentation (Attachment).

Richard Crumb (appellant) made a presentation (Attachment).

The Commission received clarification on the amount of heritage trees being removed, tree locations, gas infrastructure and the tree appeal process.

- Rebecca Eisenberg spoke in support of saving the heritage trees.

- Preeti spoke in support of saving the heritage trees.

The Commission discussed alternative construction designs, replacement trees, tree growth and care, transplant options, tree canopy and open space access.

ACTION: Motion and second (Kissel/ Meyer), to deny the appeal and uphold staff's decision to approve the permit application to remove 13 City of Menlo Park heritage trees at 68 Willow Rd., failed 3-0-3-1 (Angiel, Hedley and Hernandez abstaining, McKenna recused).

ACTION: Motion and second (Hedley/ Hernandez), to approve the appeal and deny staff's decision to approve the permit application to remove 13 City of Menlo Park heritage trees at 68 Willow Rd., failed 3-3-1 (Kissel, Meyer and Hill dissenting, McKenna recused).

Chair McKenna rejoined the meeting.

D3. Presentation from the Community Engagement Ad Hoc Subcommittee

Chair McKenna introduced the item.

Chair McKenna, Vice Chair Meyer and Commissioner Kissel made the presentation (Attachment).

- Brian Schmidt spoke in support of near term and long term community engagement and community forums.

The Commission discussed door-to-door engagement, messaging, stakeholders, videos, partnering with existing organizations, leveraging Nextdoor, inviting by phone call during meetings and offering stipends to commissioners, and the Ad Hoc Subcommittee's final report out which will be at a future EQC meeting.

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

Sustainability Manager Rachael Londer reported out on city solar projects and Home Upgrade Services program paid media campaign launch.

F. Informational items

F1. 2025-26 Environmental Quality Commission work plan (Attachment)

G. Adjournment

Chair McKenna adjourned the meeting at 8:37p.m.

Sustainability Manager Rachael Londer



Heritage Tree Removal Appeal 68 Willow Rd.

Jillian Keller, City arborist

Determination

- Completed application form
- Arborist report
- Proposed construction site plans
- Mitigation plan
- Alternative design and cost analysis study

HERITAGE TREE REMOVAL PERMIT APPLICATION

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6760



Please have the following documents before submitting an application online through the City's online permit portal:	
<input type="checkbox"/> Completed and signed version of this form; <input type="checkbox"/> Obtain an arborist report from a City-approved consulting arborist; and <input type="checkbox"/> Attach a landscape plan or complete the replacement tree section below. Please refer to heritage tree replacement requirements for a list of appropriate replacement trees and guidelines to estimate the monetary values of replacement trees. <input type="checkbox"/> Additional documents are required for development-related heritage trees.	
The online submittal process requires additional contact information and detailed information on each tree proposed for removal. Incomplete applications will not be processed. The form may be signed digitally, or the form may be printed, signed and scanned. If you are signing digitally, please note that the signature should be added last, after all the proposal information has been entered.	
Proposal information	
Applicant:	
Property owner:	
Address:	
Description of proposed removal(s):	
Replacement tree plan	
Planting location:	
Tree species:	

Mitigation plan

- \$472,990 total mitigation required
- \$50,800 in tree replacement mitigation proposed
- Remaining unmitigated value of \$422,190 due as in-lieu fee
 - Goes back into the city's tree planting budget



Alternative design and cost analysis

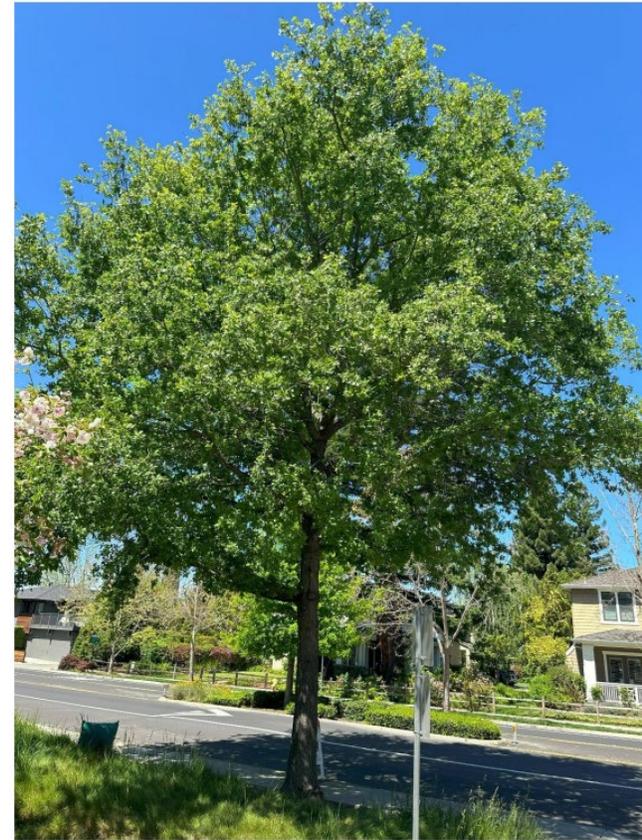
- Diagrams and/or written descriptions of alternative designs that enable tree preservation
 - while following zoning rules that allow for adjustments
- Breakdown of the extra construction costs of the design that saves the tree compared to the tree's appraised value

The following guidance will be used to determine feasibility:

- If the incremental cost of the tree preservation alternative is more than 140% of the appraised value of the tree, the cost will be presumed to be financially infeasible.
- If the incremental cost of the tree preservation alternative is less than 110% of the appraised value of the tree, the cost will be presumed to be financially feasible.
- If the incremental cost of the tree preservation alternative is between 110% and 140% of the appraised value of the tree, public works director or their designee will consider a range of factors, including the value of the improvements, the value of the tree, the location of the tree, the viability of replacement mitigation and other site conditions.
- In calculating the incremental cost of the tree preservation alternative, only construction costs will be evaluated. No design fees or other soft costs will be considered.

Alternative design

- Heritage valley oak #28, a California native species
- 55' tall, 40' wide
- City-owned and maintained street tree
- Excellent health and structure
- “Good specimen.”



Valley Oak #28

Example alternative design

FINANCIAL FEASIBILITY OF DESIGN ALTERNATIVES

<u>HERITAGE TREE # PER ARBORIST REPORT (REMOVALS)</u>	<u>SPECIES</u>	<u>DIAMETER OF HERITAGE TREE</u>	<u>VALUE OF HERITAGE TREE TO BE REMOVED x 140%</u>	<u>REASON FOR REMOVAL</u>	<u>EXPLANATION OF FINANCIAL INFEASIBILITY OF DESIGN ALTERNATIVE *</u>
#28	VALLEY OAK	15"	\$13,960 x 140% = \$19,544	PROPOSED UTILITY LINE & SIDEWALK CONFLICT (STREET TREE)	UNITS 8-D, 8-E, 8-F & 8-G WOULD NEED TO BE OMITTED TO SAVE TREE #28. THE NEW CITY REQUIRED 10' MONOLITHIC SIDEWALK WOULD NEED TO BE JOGGED AROUND THE TREE CONFLICTING W/ THE ABOVE NOTED UNITS. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 8-D & 8-E IS \$9,668,400 WHICH IS FAR GREATER THAN THE \$19,544 VALUE OF TREE #28. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.

EQC role

- Review and discuss the heritage tree removal permit application and site plans
 - The project is an SB 330 housing development project
- Review and discuss the appellant's proposed alternatives
 - No additional removal alternatives/concepts or third-party expert testimony shall be reviewed by the environmental quality commission
- Ask clarifying questions to all parties
 - City staff shall remain unbiased

EQC role

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Thank you

Supplemental information

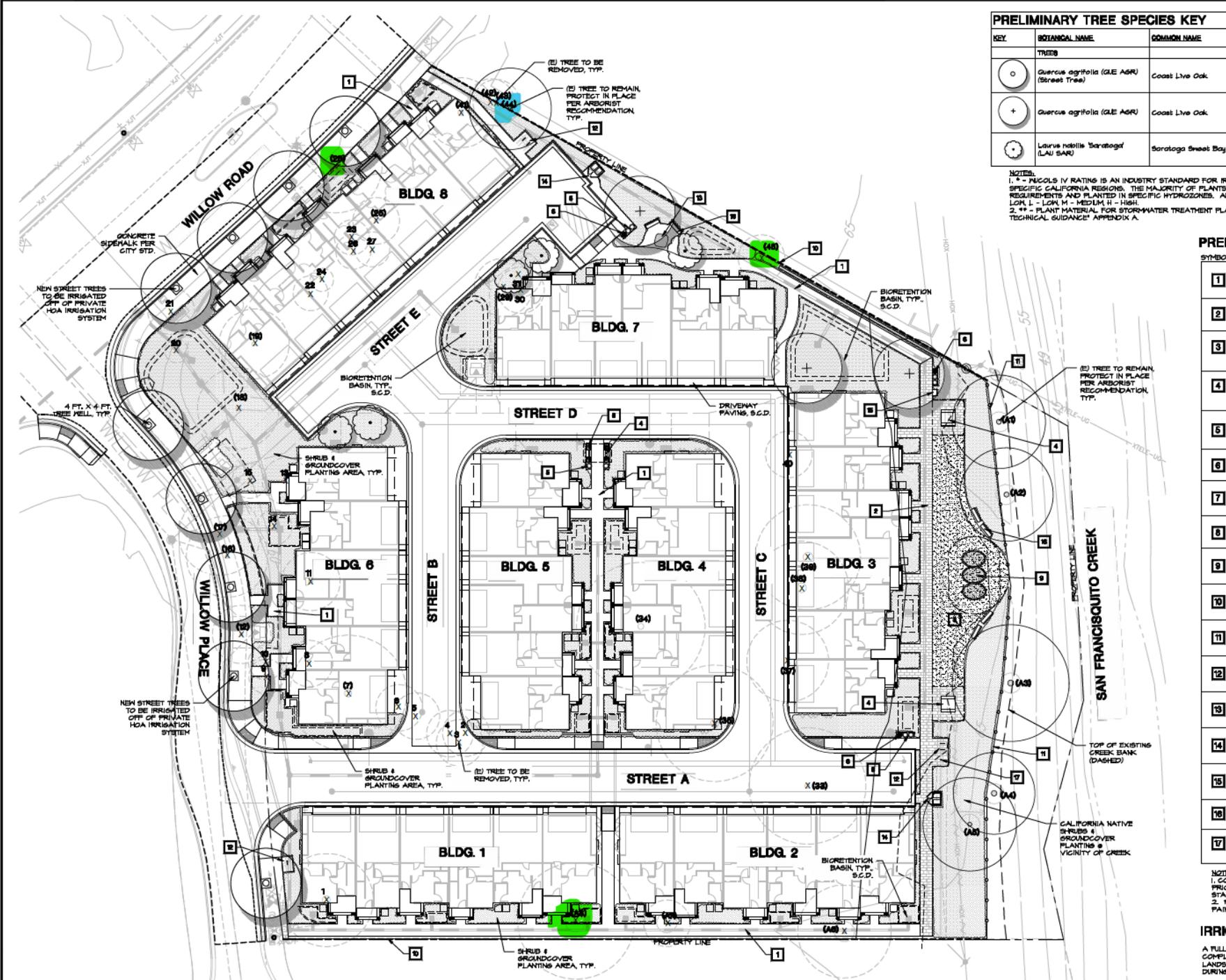
- Current sidewalk and private walkways are 5 feet.
- ADA requirements is at least 48 inches (4 feet) in width



PRELIMINARY TREE SPECIES KEY

KEY	BOTANICAL NAME	COMMON NAME
TREES		
○	Quercus agrifolia (QAE AGR) (Street Tree)	Coast Live Oak
+	Quercus agrifolia (QAE AGR)	Coast Live Oak
⊙	Laurus nobilis 'Saratoga' (LAU SAR)	Saratoga Sweet Bay

NOTES:
 1. * - NUGOLS IV RATING IS AN INDUSTRY STANDARD FOR IR SPECIFIC CALIFORNIA REGIONS. THE MAJORITY OF PLANTS REQUIREMENTS AND PLANTED IN SPECIFIC HYDROZONES. AT LOW, L - LOW, M - MEDIUM, H - HIGH.
 2. ** - PLANT MATERIAL FOR STORMWATER TREATMENT PL TECHNICAL GUIDANCE! APPENDIX A.



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NOTE:
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68 WILLOW RD. MENLO PARK, CA



WILLOW ROAD STREET VIEW



WILLOW ROAD STREET VIEW

PROJECT OVERVIEW

- This project is an SB330 development that falls within the Housing Accountability Act. As such, it is afforded protections regarding approvals and the use of waivers and concessions to facilitate the design as submitted.
- The proposed project replaces an aging 27,000 sq. ft. office building with 50 (fifty) newly constructed townhome units with attached private garages. Per the zoning code, the maximum allowable number of units on this site is 75 (seventy-five). Eight (16%) of the 50 proposed units are designated as affordable housing units, as required by state law.
- The 50 dwelling units are contained within 8 (eight) 3-story residentially scaled and articulated buildings distributed across the 2 ½ acre site, in tandem with a common open space area along San Francisquito Creek on the eastern boundary of the site, as well as internal vehicular and pedestrian circulation routes.
- To date, the proposed project design has navigated a rigorous entitlement review process conducted by City of Menlo Park Planning staff.
- The project developer has utilized the services of a highly experienced team of design professionals who specialize in housing development and land use law, architecture, civil and structural engineering, landscape design, traffic engineering, fire suppression, and urban tree management.



PROJECT DEVELOPMENT STANDARDS

The design for the proposed project, as with any development project in Menlo Park, must comply with requirements for:

Basic site components

- ✓ building footprints (sized for user needs and site density objectives)
- ✓ internal streets (sized per Fire District standards for access width and turning radii)
- ✓ bio-retention basins (sized per requirements set by the San Francisco Bay Regional Water Quality Control Board)
- ✓ sewer and water infrastructure
- ✓ electrical and/or gas infrastructure

Menlo Park municipal ordinances and development guidelines

- ✓ Governing zoning, land use, aesthetic standards, provision of open space, and user quality of life

Current state building code and fire code requirements

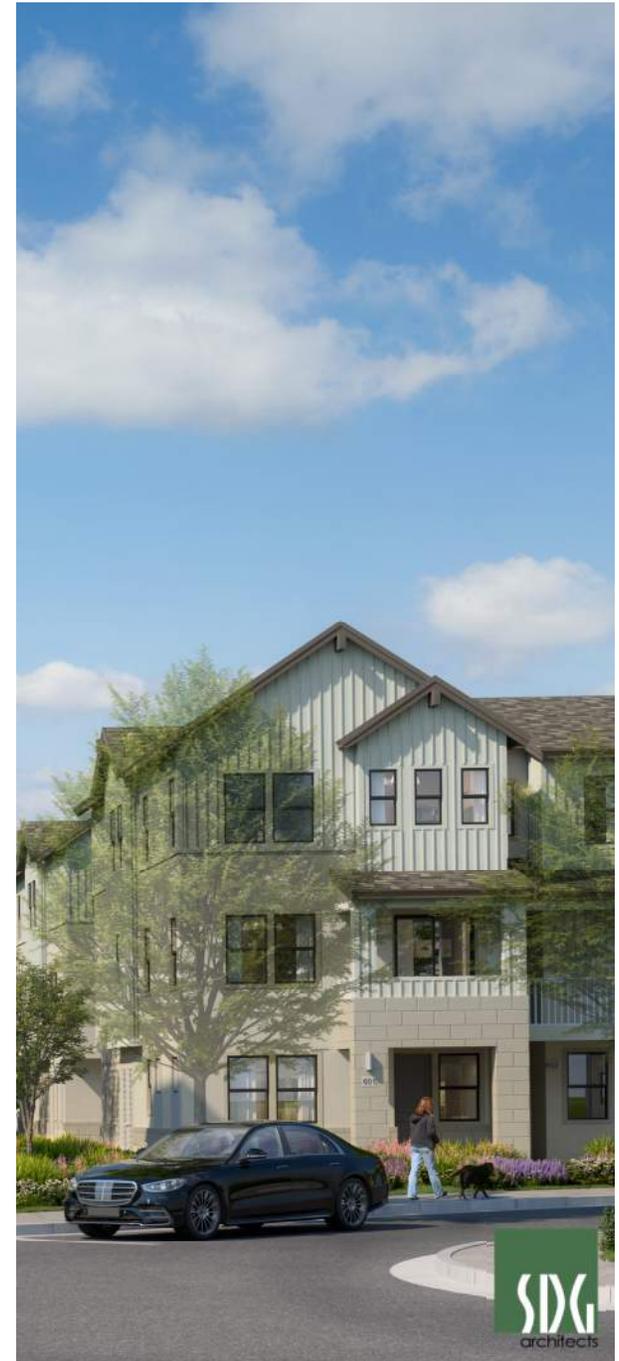
- ✓ Governing life safety, site and building accessibility, construction standards (California Residential, Building (Chapter 11A for accessibility), Fire, and Energy codes)

Public utility and infrastructure safety standards

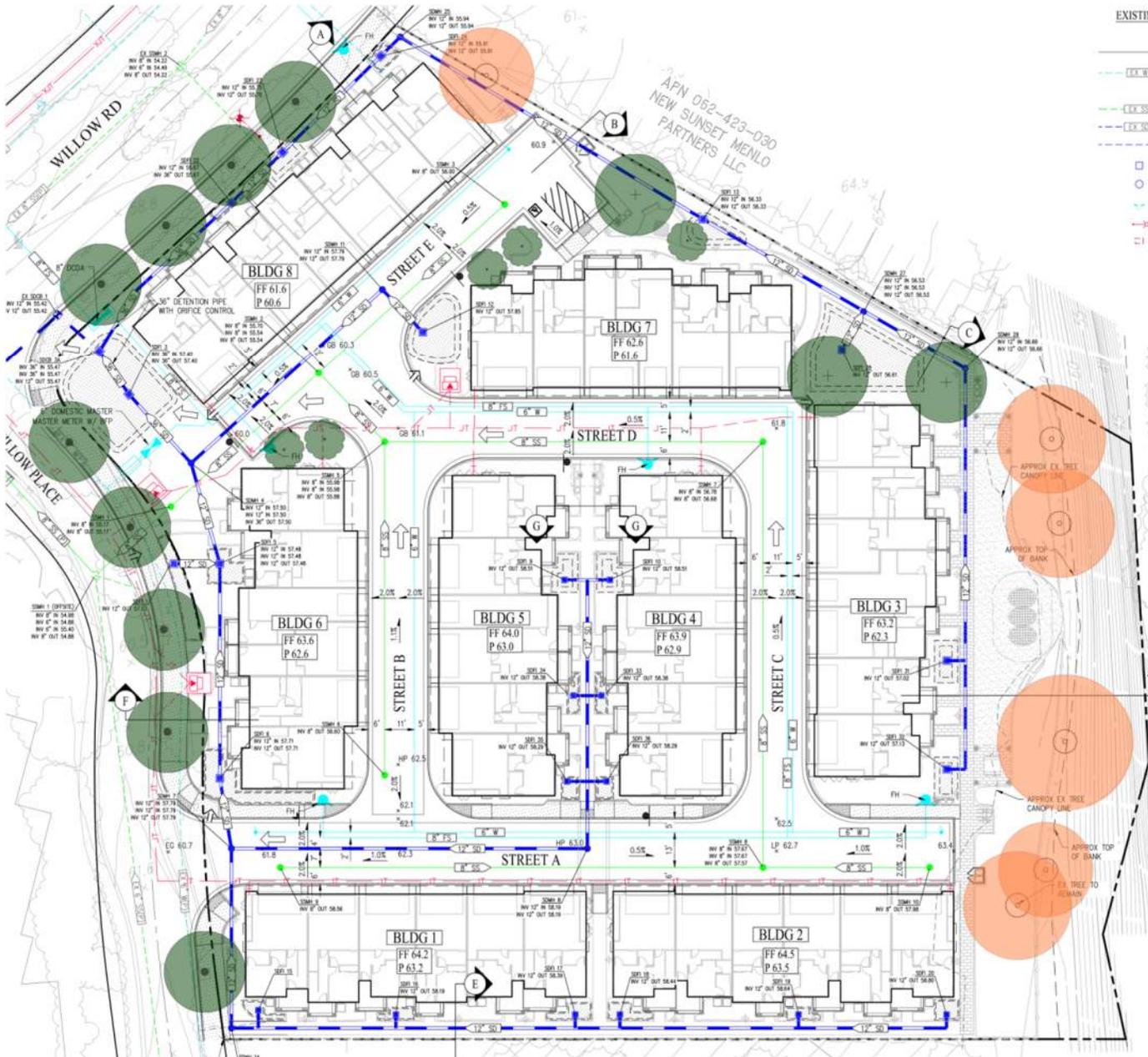
- ✓ Governing traffic design, sidewalk construction, electrical and water supply, waste management, site lighting

Menlo Park tree ordinance

- ✓ Governing standards for preservation of designated heritage trees (Chapter 13.24)



PROPOSED SITE w/ SAVED TREES + REPLACEMENT TREES



New replacement tree (36" to 48" box):

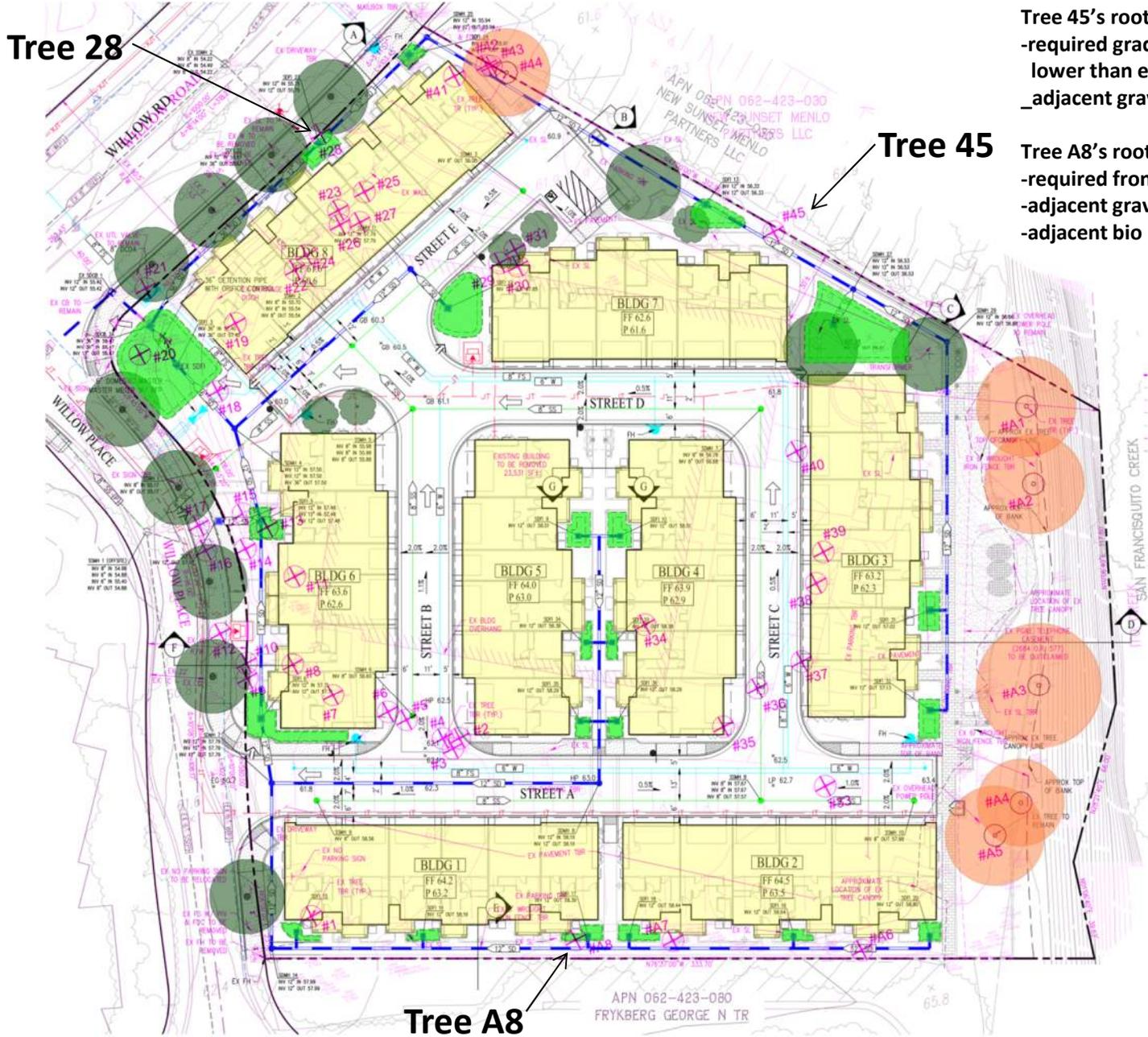


Saved tree:



PROPOSED SITE overlaid on REMOVED TREES

Tree 28



Tree A8

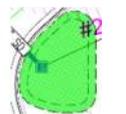
Tree 45

Tree 28's root system directly impacted by:
 -required adjacent sidewalk
 -adjacent gravity line storm drain

Tree 45's root system directly impacted by:
 -required grades for accessible adjacent sidewalk
 lower than existing grades surrounding tree
 _adjacent gravity line storm drain

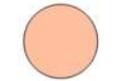
Tree A8's root system directly impacted by:
 -required frontage sidewalk
 -adjacent gravity line storm drain
 -adjacent bio retention basin

Building footprint: 

Required bio-retention basin: 

Removed tree: 

New replacement tree (36" to 48" box): 

Saved tree: 



Appeal for Heritage Tree Preservation

68 Willow Road Project A request to prioritize neighborhood character, environmental health, and ordinance compliance.



The Core of the Appeal



The Scope

The development proposes removing 23 heritage trees. This appeal specifically challenges the removal of **14 native trees**, primarily along the property perimeter.



The Criterion

This appeal is filed under **Criterion 5: Development**. The goal is to ensure development proceeds without the unnecessary loss of vital canopy.



The Goal

We seek to protect the creek corridor and neighborhood character within the context of a Density Bonus Law (DBL) housing project, consistent with the Heritage Tree Ordinance.

Understanding the Ordinance

The Heritage Tree Ordinance is not a formality; it is a mandate to protect the city's environmental assets.



Vital to the City

Heritage canopy is defined as "vital to the character and health of the city," providing essential scenic value, property-value benefits, and critical erosion/flood protection.



The Standard for Removal

Removal under Criterion 5 is permissible only when trees interfere with development AND there is no financially feasible and **reasonable design alternative** allowing preservation. (Menlo Park Municipal Code § 13.24.050)

- ❏ The EQC's task is to determine if this high standard has been met for the 14 appealed trees, not merely if the applicant prefers the current layout.

Project Impact by the Numbers

The Proposal

- **50 Townhomes** : For-sale units including 8 Below Market Rate (BMR) units.
- **Concessions** : Utilizes DBL concessions and a minimal 5-foot setback.
- **23 Removals** : 23 heritage trees on site are slated for removal.

79

Replacement Trees Required

The arborist's mitigation calculation requires the equivalent of 79 new trees to offset the canopy loss.

The Ecological Cost

- **Native Loss** : The 14 appealed trees are key natives providing shade, screening, and soil stabilization next to San Francisquito Creek.
- **Runoff Risk** : Removal increases risks associated with soil stability and stormwater management in a sensitive creek corridor.
- **Biodiversity Loss** : The 14 appealed trees provide critical habitat for native birds, insects, and wildlife. Their removal fragments the creek corridor ecosystem and disrupts migration and breeding patterns essential to local biodiversity.

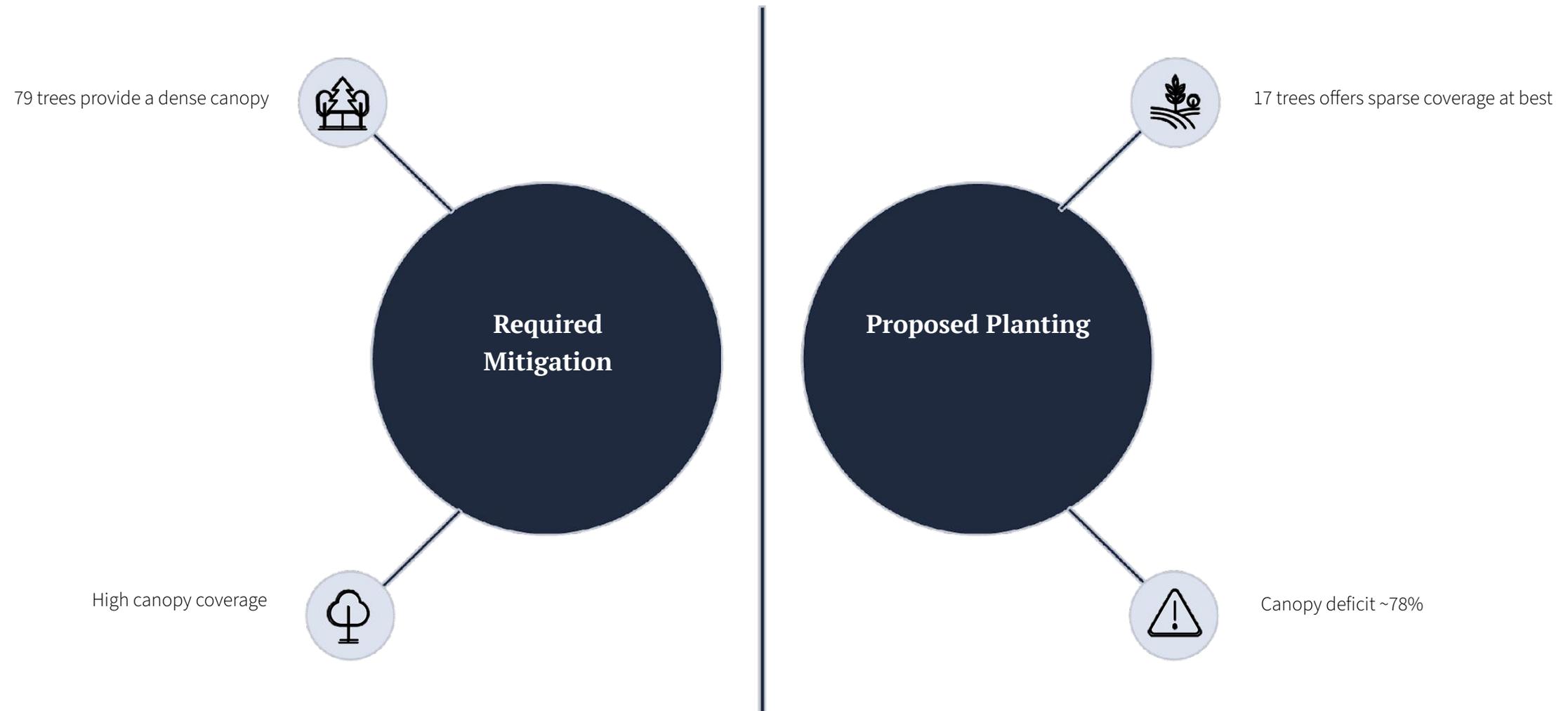
17

Trees Proposed

Only 17 new trees are proposed on-site. The massive deficit is covered by fees, not flora.

The Mitigation Gap

The disparity between required mitigation and proposed planting reveals a critical flaw in the site design.



Density Bonus Law & "Physically Preclude"

There is a misconception that Density Bonus Law (DBL) acts as a blanket waiver for local ordinances. This is incorrect.

→ **The Legal Standard**

DBL waivers apply only when standards would **physically preclude** the construction of a qualifying project. They do not grant immunity to maximize profit or specific preferred layouts. (California Government Code § 65915(e))

→ **The Burden of Proof**

The developer claims the current 50-unit scheme necessitates removing 23 trees. However, the applicant has not proven that a DBL-compliant project is physically impossible if trees were retained.

→ **Our Position**

We are not asking to deny the project or the below market units. We are asking: Is the removal of these specific 14 trees truly *necessary* to build housing here? We have not seen evidence that the developer has met this burden of proof.

Missing: A Good-Faith Alternatives Analysis

The applicant claims tight setbacks and site constraints make tree preservation impossible. Yet when we met with them last week, they developed a workaround for one heritage tree—and possibly a second—in just two days. This demonstrates that preservation is feasible if with thoughtful consideration and evaluation.

Community Outreach

The applicant has done little to no community outreach on the project. When asked why not, the response was: “we’ll do it once it’s approved.” The lack of outreach and this response signals an attempt to fly under the radar.

Infrastructure Rerouting

We met with the developer on December 3. The meeting yielded solutions for 1-2 trees in 2 days. What could a full alternatives analysis reveal? The record shows no evidence of systematic exploration of modest footprint reductions and underground utility routes at critical tree locations.

Commitment to Preservation

The city tree ordinance requires “reasonable efforts to preserve” and evaluate “reasonable design alternatives.” Under DBL, waivers require proof that standards would “physically preclude” the project. The applicant must demonstrate they exhausted all reasonable alternatives—not merely that their preferred layout requires tree removal.

□ The question is not whether preservation is possible, but whether the applicant has made a genuine, documented effort to achieve it.

Protecting Neighborhood Character

San Francisquito Creek and Willow Road are defined by their mature canopy. These trees are infrastructure.

Screening

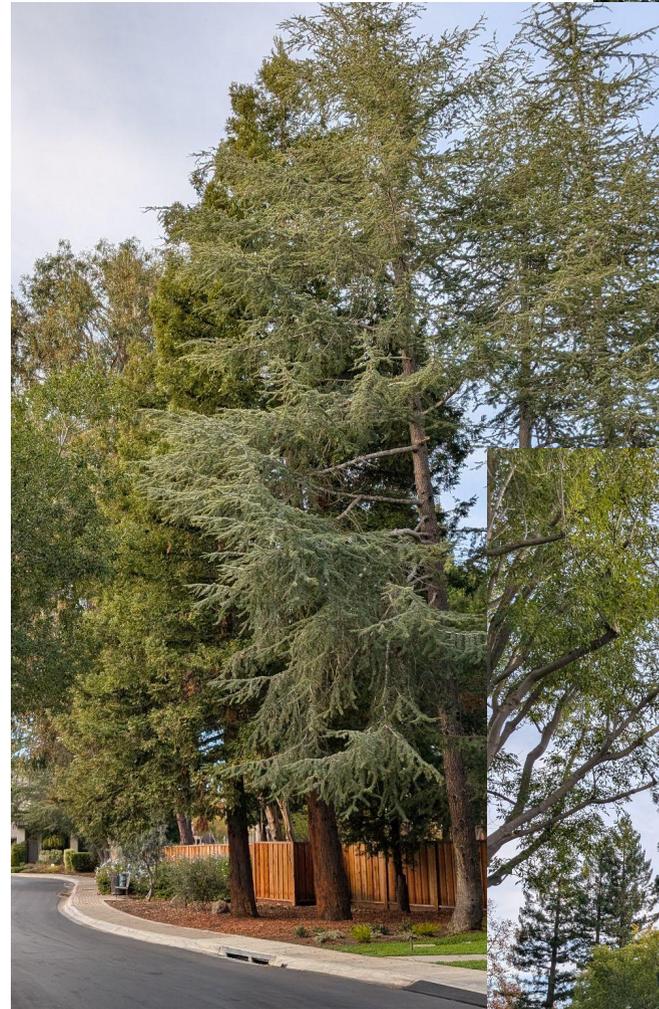
Mature trees screen building mass from the street and neighbors, preserving the visual rhythm of the block.

Habitat

They provide essential habitat and connectivity for wildlife along the creek corridor.

Resilience

Large root systems reduce runoff and erosion risks—critical factors for a creekside property.



Nearby projects (e.g., Paulson Cir. across the street, pictured here) prove Menlo Park can build housing while designing around major trees. We can do it here too.

A Timeline and Expert Input

We have provided suggested changes, some of which have been explored, however a full arborist review was not possible in the time allowed. The lack of clear communication of deadlines from City staff, Thanksgiving, and the American Society of Consulting Arborist Conference hampered our efforts in retaining an arborist that could meet the arbitrary deadline the city provided, despite interest from several

November 17: dropped off appeal form, tried to pay, but City didn't know how to process it

November 19: dropped off check and City confirmed they will "start the appeal process"

November 24: first communication from the City providing me background

December 3: met with developer and City

December 5: developer came up with a way to save 1 tree and possibly a second

December 5: 4:30pm (a Friday) was told I have until 5pm on Monday to submit any expert input

December 8: 3:45pm, City set an "end of day" December 9 deadline for any presentation materials

Quotes responding from multiple contacted consulting arborists:

*"It appears they plan to remove almost all the trees on site, which **seems contrary to the intent of the tree protection requirements of Menlo Park**. Missing is any suggestion from the arborist as to how trees might be retained...I saw no suggestions that there were alternative designs that might preserve trees which should also need to be approved by the City...I am sure my fees would be at least several thousand dollars...At a minimum, **I suggest encouraging the City to require documentation of possible design changes and tree preservation methods required to entertain saving trees**. At this juncture, it appears City requirements for construction are being leveraged by the developers to support tree removal, as is typical." - Consulting Arborist 1*

*"I see there is a meeting on the 17th, and unfortunately we will not be able to provide any work product or opinion turned around by then. With our current workload, **we are booking new clients in February**. If you need a reputable, defensible third party opinion by the December date, you may be out of luck, as many of our colleagues are also closing down for the holidays." - Consulting Arborist 2*

*"This sounds like an interesting project, and within my wheelhouse. Unfortunately, **I won't be available to begin a new project with such as tight deadline of Dec 17**. In order to honor all my current commitments with the holiday schedule, I will be taking on new projects in the new year." - Consulting Arborist 3*

Requested Action: Scrutiny & Deferral

We ask the Commission to hold the applicant to the ordinance's standard of "reasonable effort."

1 Prove Alternatives

Ask applicant to demonstrate, with drawings and analysis, that tree preserving alternatives would physically preclude the scope of the project - a quick third-party arborist review does not suggest this has been met

2 Exhaust Preservation

Require the developer to look at each tree again as they did with tree 44 and consider alternative preservation approaches - what worked for one tree may work for others

3 Maximize Mitigation

If approved, expand scope of replacement trees to exceed the proposed 17. Plant 100% native species. Plant all 48" box trees.

APPEAL OF 68 WILLOW HERITAGE TREE REMOVAL

January 21, 2026 EQC Meeting

This document is supplemental to (not replacing) the initial appeal presentation provided to the city in December as it includes updates based on third-party arborist investigations



BACKGROUND

- **Issue:** Appeal of heritage tree removal at 68 Willow Road
- **Rationale:** Heritage canopy is “vital to the character and health of the city.” We should ensure preservation was considered and reasonable design alternatives were evaluated.

NEED FOR ALTERNATIVE DESIGN/COST ANALYSIS

- The city requested an alternative design/cost analysis plan from the applicant
- The applicant provided a “planting narrative” and high-level rationale for tree removal, but no alternative design, preservation, and costing estimates
- The city asked again and raised the need for such information in the case of an appeal
- No alternative design/cost analysis was provided

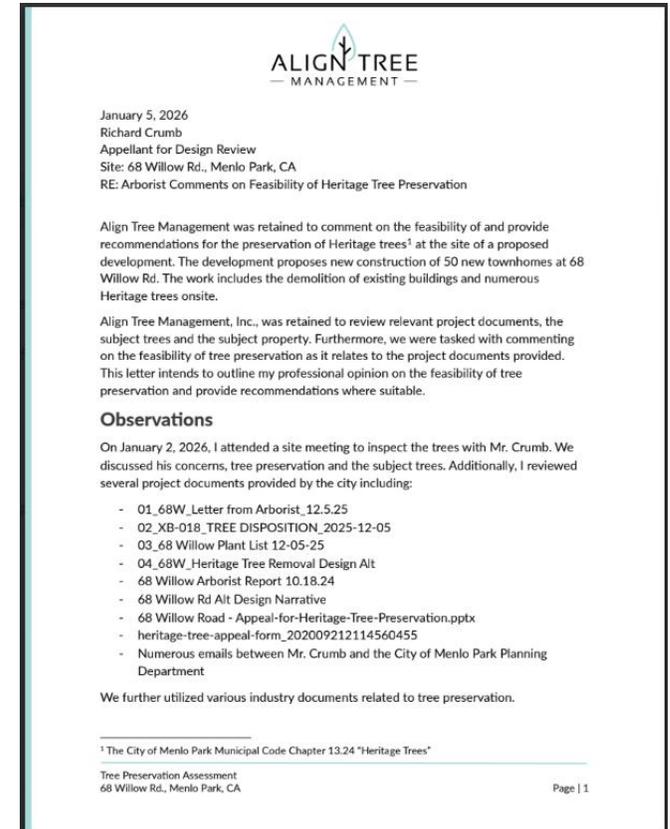


Conclusions:

- It is clear the applicant never considered preservation or evaluated alternative designs
- In the December 3, 2025 meeting with applicant, we asked about a certain cluster of trees and the response was: “don’t know, we’ll look into it.”
- In 2 days, the applicant was able to come up with ways to preserve two of the trees in question
- When we compared city-provided “typical” alternative design/cost analyses with applicant’s, it was clear they fell short of expectation

WHAT WE DID AND WHAT SHOULD HAPPEN

- **Actions taken:** engaged third-party consulting arborist (at our expense) to walk the site and provide independent perspective on preservation options; identified potential pathways for tree preservation (e.g., structural soil, hand digging, use of pressurized air, ramping, relocation of utilities, etc.)
- **Desired outcome:** require full alternative design/cost analysis for both tree preservation and modest adjustments to physical footprint; ensure any new plantings on site are large, 48” boxes and 100% native species
- **If not...** what is the purpose of the heritage tree ordinance? The city has guidelines it asked the applicant for input on, they were brushed off, and it became the burden of an appealing party to find preservation alternatives. If this is our process, then it is simply a waste of everyone’s time and money



Community Engagement Ad Hoc Subcommittee preliminary report

Commissioner Kissel, Chair McKenna, Vice Chair Meyer

January 21, 2026

Agenda

- Scope
- Strategies
- Communications and engagement
- Identifying stakeholders
- Messaging
- Other considerations
- EQC discussion

Scope

Research potential engagement with a comprehensive set of stakeholders and explore potential of a community taskforce with purpose of aligning City/community-wide efforts to achieve climate action plan (CAP) goals

Strategies

- Strategy #1 - Enhanced business-as-usual (BAU)
- Strategy #2 - Come join us!
- Strategy #3 - Can we talk?

Strategy #1 - Enhanced BAU

- Utilize existing City communication channels
 - Weekly digest, website, social media, sign boards, flyers at city facilities, community events, etc.
 - Create CAP-focused materials / content
 - Find right messaging / language
 - Stakeholder specific or same general messaging/language to all?
 - What would work to inspire stakeholder action towards achievement of CAP goals?
 - Is the message about climate or other co-benefits?
 - Connect stakeholders to available resources (technical and financial)

Strategy #2 - Come join us!

- Organize group meetings to gather stakeholders together in “same room”
 - Build awareness of CAP goals and inspire action
 - Determine barriers and solutions
 - Create consensus and “buy-in”
 - Establish accountability, track progress
 - Provide support and resources
 - Consider policy/programs
- Considerations
 - Poll for interest
 - How to recruit stakeholders
 - Logistics - how to organize meetings, where located, how often, who leads (City, volunteers, or third-party)
 - Meeting topics align with CAP goals (buildings, transportation/electric vehicle (EV) charging infrastructure, adaptation/resiliency, food)

Strategy #3 - Can we talk?

- Build “small” leadership team to create a canvassing / outreach program
- Establish subcommittees specific to each stakeholder group
- Develop messaging, talking points, resources guide
 - Focus on CAP goals (buildings, transportation, adaptation/resiliency)
 - Food?
- Knock on doors (“deep canvassing”) and set up meetings with stakeholders
 - Engage with existing CBO’s & community groups / presentations & listening sessions
 - Canvassing also presents opportunity to recruit more canvassers

Communications and engagement

- Communications
 - Focused on outbound information to stakeholders
 - How to obtain stakeholder contact info
 - Different stakeholder groups prefer/utilize different channels
- Engagement
 - Stakeholders often engage later in the process, how to effectuate early and sustained engagement
- How do other jurisdictions communicate with and engage stakeholders?

Identifying stakeholders

- Who will be in the conversation?
 - Renters, homeowners, small business owners/associations, large corporations, restaurants, commercial building owners, apartment building owners, condominium owners/associations, schools/districts, PTA, youth/adult sports leagues, Stanford University, City leaders, City staff, contractors, PG&E/PCE, low-income residents, seniors, realtors/associations, community organizations, youth/students
 - Are there any stakeholders missing?

Identifying stakeholders

- Leveraging existing community organizations (included but not limited to):
 - Menlo Spark, Menlo Together, 350 Silicon Valley, Climate Resilient Communities, Belle Haven Action, Belle Haven Empowered, Downtown Menlo Fund, Save Downtown Menlo, Sharon Heights Community Association, Chamber San Mateo County, Tarlton Properties/Menlo Labs, Felton Gables Homeowners Association, Menlo Swim & Sport, Junior League, waste collectors
 - Are there any community organizations missing?

Messaging

- What messages will resonate with the community and inspire participation / action?
 - Economic benefits
 - Health
 - Safety
 - Climate
 - Investing in our collective future
 - Cost of action will be far less than the cost of inaction (rising costs of damages from extreme weather events, insurance costs, health costs, food costs)
 - Togetherness (community)
 - Jobs
- Should there be different messaging for different stakeholders (or consistency to all)?

Other options and considerations

- What expectations should we hold around achieving the CAP goals?
- What role can other City of Menlo Park commissions play in efforts to engage community in climate action?
- Establish block captains?
 - Organize bulk buys
 - Neighborhood decarbonization
- Workforce/contractors - communications / engagement / training / job opportunities
- What role can youth/students/schools play?

EQC discussion

- Evaluate cost/benefit of each strategy
- Other ideas on ways to communicate / invite stakeholders?
- Who should lead Strategy #2/#3?
- Are there other strategies that should be considered?
- Have we identified all appropriate stakeholders?
- What is messaging that will engage the city-wide community to prioritize meeting the CAP goals?
- How can city staff better leverage our existing channels to improve communications on the CAP?

Thank you!

Final Report to be presented at future
EQC meeting.



Reducing Waste through Edible Food Recovery

February 26, 2026

Jack Steinmann
Sustainability Specialist, Waste Reduction



Building a sustainable community that fulfills the needs of the present and the future



What Is Edible Food Recovery?



How Do We Define Edible Food Recovery?

Collection of safe, surplus food that would otherwise go to waste and redistributing it to people in need.

Led by Food Recovery Organizations with expertise in food safety and food insecurity.



What Is Edible Food

Food safe to eat, but not sold or used due to:

- Appearance
- Grade or size
- Surplus supply



What Is Not Edible Food

Food that is:

- Moldy or rotting food
- Contaminated or unsafe items
- Inedible scraps (peels, bones, shells)



How It Works



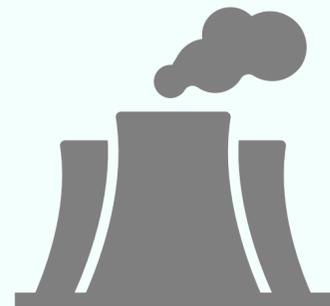
Why It's Important



Waste Reduction



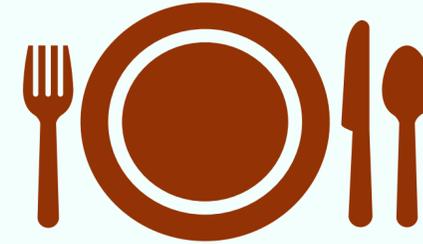
California disposes **23 million tons** of organic waste each year — food makes up 18%.



Climate Impacts



Landfilled food creates **methane**, a **super-pollutant**.



Food Insecurity



1 in 7 Californians — including 1 in 6 children — struggle with food insecurity.



Opportunity



Redirect surplus edible food to **feed people, not landfills**.



Driven By State Regulations

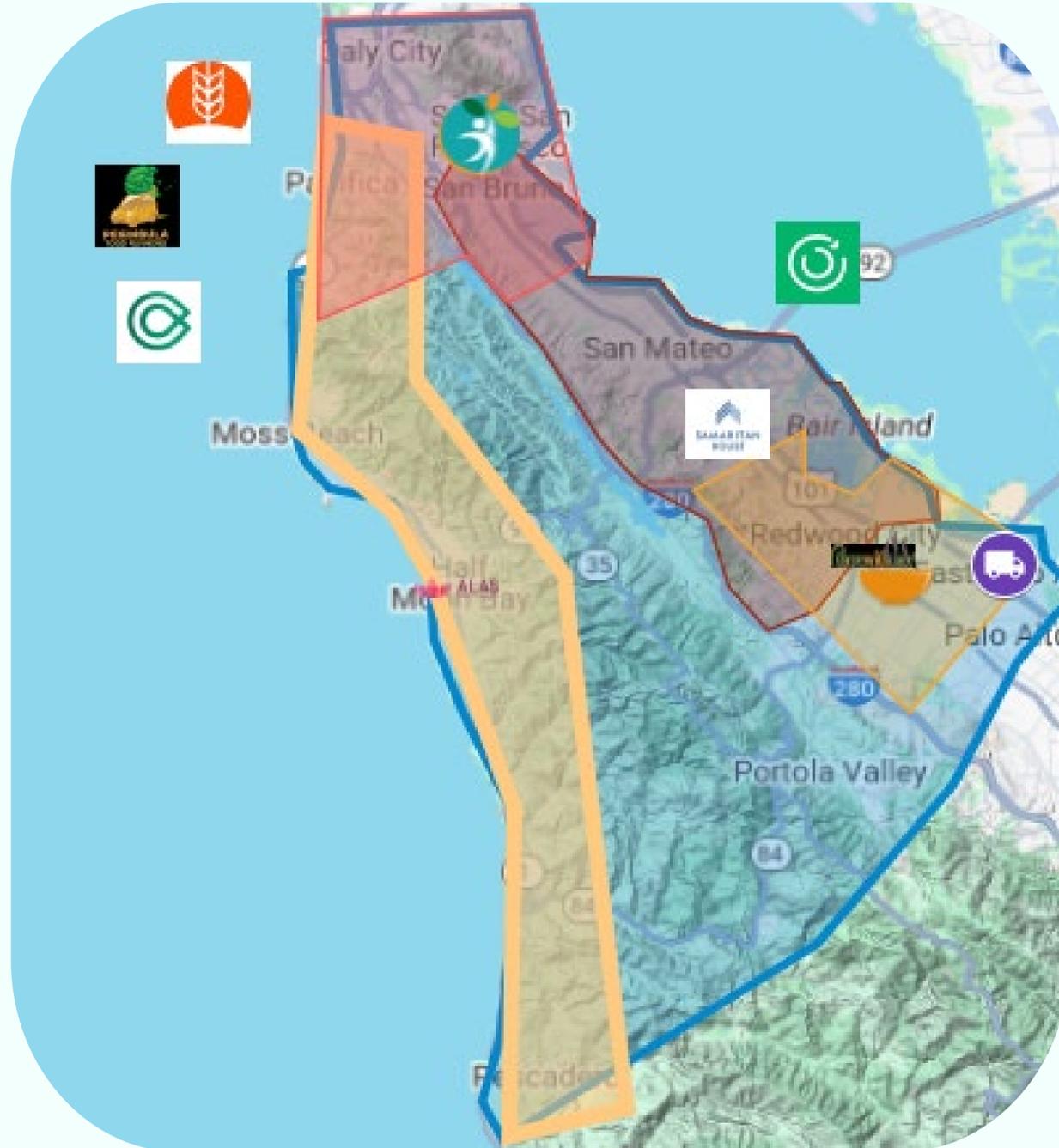


California adopted SB 1383 in 2016 to cut methane emissions, setting statewide goals by 2025:

- **75% reduction** of organic waste to landfill
- **20% increase** of surplus food recovered



San Mateo County Edible Food Recovery Program



The County of San Mateo Sustainability Department leads the countywide program on behalf of all cities and towns in the county.

Program

- Conduct outreach and technical assistance
- Audit businesses for compliance
- Maintain records
- Report to state

Capacity building

- Pilot projects

Coordinate with Food Recovery Organizations (see map)

- Copia
- Loaves and Fishes
- Peninsula Food Runners
- Replate
- Samaritan House
- Second Harvest of Silicon Valley Food Bank



Map: Service areas of food recovery organizations in San Mateo County

Countywide Community Impacts (2018-2024)



REDUCED EMISSIONS

Diverted **millions of pounds of food** from landfills, cutting emissions equivalent to removing **2,770 cars off the road.**



RECOVERED FOOD

32 million pounds of food recovered by food recovery organizations between 2020-2024!



INCREASED CAPACITY

\$3 million of investments in **trucks, storage, and equipment** expanded the ability to recover and distribute food across the County.

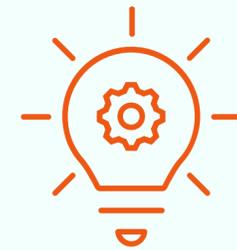


MORE FOOD ACCESS

Increase of **fresh food reaching families in need**, helping reduce daily meal costs. Between 2020-2024; **27 million meals** worth of recovered food has been distributed to residents!



Building On The Current Program



Innovative next steps will require collaboration across jurisdictions, food recovery organizations, non-profits, and businesses.

LEVERAGE SSMC INDICATORS REPORT

- Review Indicators Report Key Recommendations

EXPLORE NEW MODELS

- Community fridge pilot
- Fee-for-service pilot
- Direct-to-consumer food sharing

EXPAND PARTNERSHIPS

- Support Food Recovery Organization collaboration
- Strengthen volunteer networks

LONG-TERM FUNDING

- Conduct studies to identify ongoing funding sources



Edible Food Recovery Pilots



Community Fridge

Pilot a new last-mile distribution channel for surplus edible food, strengthening local recovery systems and improving access for low-income residents.



Technical Assistance & Volunteer Support

Provide hands-on support to help food generators meet SB 1383 requirements. Support FROs recruit and manage volunteers.



Earned Revenue

Test a tech-enabled, food recovery revenue model in Burlingame that compensates nonprofits and creates a scalable system for SB 1383 compliance.



A Vision For A Sustainable County





Thank you.

Gordon Tong
Program Manager, Waste Reduction
gtong@smcgov.org



A Public Agency

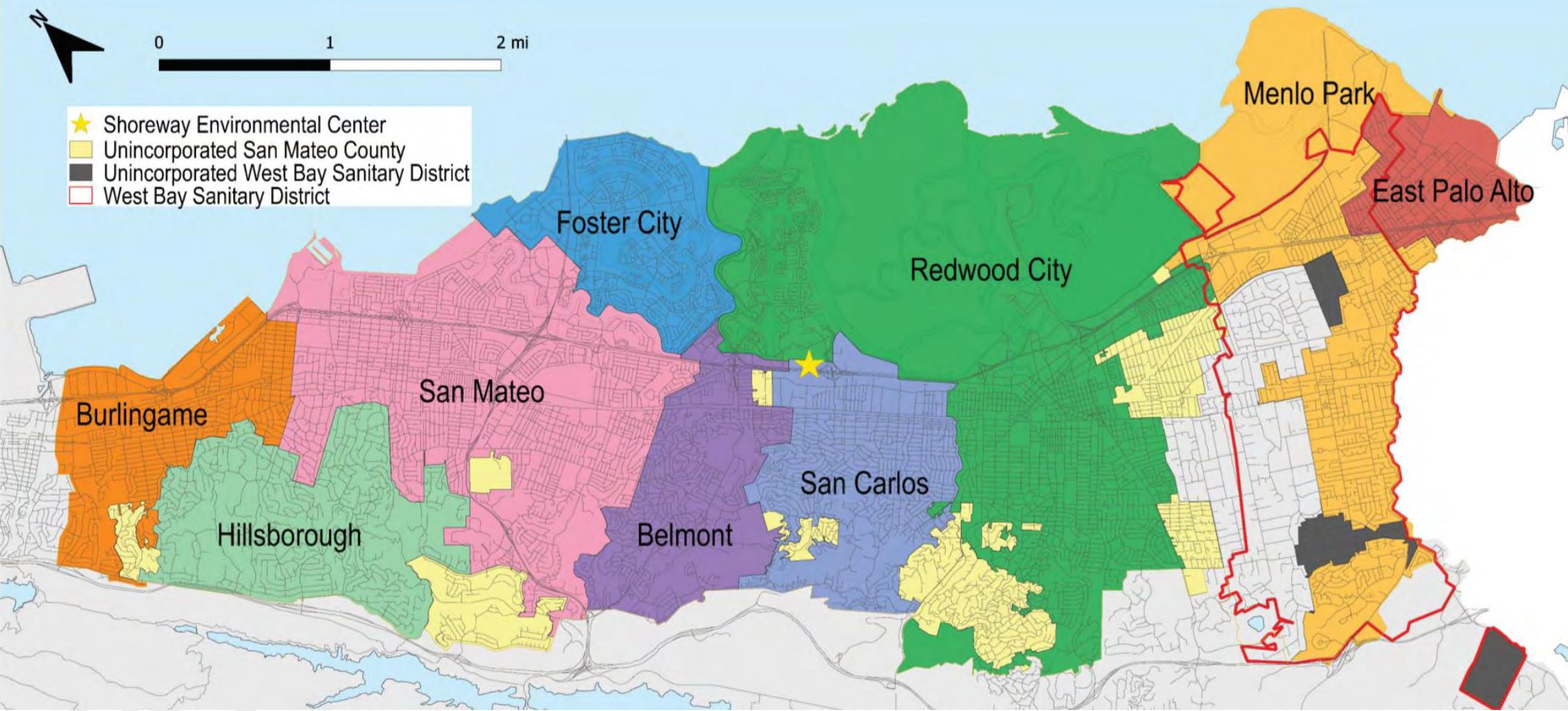
Senate Bill (SB) 1383 Compliance, Menlo Park

February 26, 2026

Reagan Chung
Recycling and Compliance Program Manager



- ★ Shoreway Environmental Center
- Unincorporated San Mateo County
- Unincorporated West Bay Sanitary District
- West Bay Sanitary District



Who Are We?

RethinkWaste is a joint powers authority formed by eleven local government jurisdictions (**City of Belmont, City of Burlingame, City of East Palo Alto, City of Foster City, Town of Hillsborough, City of Menlo Park, City of Redwood City, City of San Carlos, City of San Mateo, the County of San Mateo and the West Bay Sanitary District**) in San Mateo County, California.



Our Joint Powers Authority (JPA)

RethinkWaste is governed by a [Board of Directors](#) comprised of one elected official from each of our [Member Agencies](#). The [staff](#) is managed by Executive Director Joe La Mariana who reports directly to the Board. Our Board and staff are responsible to the rate payers.





Shoreway Environmental Center

IN
OPERATION
SINCE
1982

- 16 acres in San Carlos – Publicly Owned
- Handles 450,000 tons of waste per year
- **Public Recycling Center; Transfer Station; Materials Recovery Facility (MRF)**
- Recology San Mateo County & South Bayside Industries offices & maintenance facilities

Transfer Station

580

tons of **garbage**/day
or 210,000 tons/yr.

303

tons of **compost**/day
or 110,000 tons/yr.

124

tons of **construction
and demotion
debris**/day or 45,000
tons/yr.



Materials Recovery Facility (MRF)



292

tons of recyclables/day or 76,000 tons/yr.

What is SB 1383: Reducing Short-Lived Climate Pollutants in California

- What does SB 1383 mean for residents, businesses, and apartments/condos?

Organics service is required for all customers.



SB 1383 Timeline and Goals

2020	50% REDUCTION IN LANDFILLED ORGANIC WASTE (11.5 Million Tons Allowed Organic Waste Disposal)
2022	REGULATIONS TAKE EFFECT
2025	75% REDUCTION IN LANDFILLED ORGANIC WASTE (5.7 Million Tons Allowed Organic Waste Disposal)
2025	20% RECOVERY OF CURRENTLY DISPOSED EDIBLE FOOD FOR HUMAN CONSUMPTION
	

- Reduce organic waste disposal 75% by 2025.
- Rescue 20% of surplus edible food for those that need it by 2025.
- In San Mateo County almost 71% of all waste landfilled by San Mateo County is compost material. Meeting the goals of SB 1383 for 75% requires diversion of about 292,000 tons per year.

What Do Businesses and Apartments in Menlo Park Have to Do?

Step 1: Subscribe to Organics Collection

- Subscribe to and participate in organics collection service. This means providing organic waste collection services for:
 - Employees
 - Tenants
 - Customers

OR

- Self-haul organic waste to a specified composting facility, community composting program, or other collection activity or program.



What Do Businesses and Apartments in Menlo Park Have to Do?

Step 2: Provide Internal Containers

- Provide collection containers for organic waste and recyclables in all areas where disposal containers are provided for customers, except in restrooms.
- If your business does not generate any of the materials that would be collected in a specific container, then you do not have to provide that specific container.



ORGANICS WASTE
RECYCLING



SINGLE STREAM
RECYCLING

What Do Businesses and Apartments in Menlo Park Have to Do?

Step 3: Use correct colors

Internal containers must conform to the proper color requirements or labeling requirements.



ORGANICS WASTE
RECYCLING



SINGLE STREAM
RECYCLING



LANDFILL/
GARBAGE

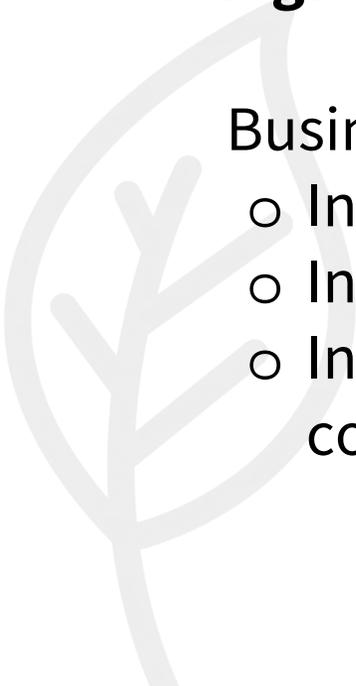
What Do Businesses and Apartments in Menlo Park Have to Do?

Step 4: Educate

- To reduce contamination, businesses must provide education to employees, tenants, and customers regarding **how to properly sort organic material into the correct containers.**

Businesses must periodically:

- Inspect organic waste containers for contamination
- Inform employees if containers are contaminated
- Instruct employees about how to properly sort material into the correct containers.



What Do Businesses and Apartments in Menlo Park Have to Do?

Step 4: Educate (continued)

- Supply and allow access to an adequate number, size, and location of containers with the correct labels or container colors.
- Annually educate employees, contractors, customers, and tenants on how to properly sort organic waste into the correct bins, AND
- Provide information to new tenants within 14 days of occupation of the premises (for MFDs/Apartments).

COMMON QUESTIONS

Is compost service required?
Yes. Starting Jan 1, 2022, compost service will be required by California state law. Jurisdictions have the authority to assess a fee for non-compliance.

Will my property receive educational materials to pass out to residents?
Yes. Rethink Waste and other educational materials are available to residents at no charge.

What if my apartment/condo complex doesn't have space for a compost bin?
Recology is available to meet on-site to assess the space and determine if there is opportunity to adjust service levels to accommodate a compost container.

Will my compost container smell?
Bagging your compost helps keep odors down and your car or bin clean. Bags, made of paper or BPI-certified compostable material, are accepted. No plastic bags.

Learn more: RethinkWaste.org/581383

BIN & CART SIZES

SIZE	DEPTH	WIDTH	HEIGHT
33-Gallon	24.25"	19.25"	38.50"
44-Gallon	31.75"	24.25"	41.75"
55-Gallon	35.25"	29.75"	43.25"
1-Cubic Yard	29.00"	82.00"	39.00"
2-Cubic Yard	40.00"	82.00"	53.00"
3-Cubic Yard	47.00"	82.00"	42.00"

Weight limits apply. Sizes are approximate.

QUESTIONS?
Contact Recology's Waste Zero Team to learn more about compost and recycling programs.

650.595.3900
GreenYourBin@Recology.com
Recology.com

Para obtener información en español, visite: RethinkWaste.org
有中文信息，請訪問：
RethinkWaste.org

Printed on 100% post consumer paper.
Please recycle again!
08/21

SENATE BILL 1383

New California Law Requires Apartments, Condos & Townhouses to Compost



Recology
San Mateo County
WASTE ZERO

Rethink Waste
A Public Agency

Download the Recology Mobile App for a convenient way to check service days & access www.recology.com



[Recology.com](https://www.recology.com)
(650) 595-3900

Para obtener información en español, visite [Recology.com](https://www.recology.com)
有中文信息，請訪問：
[Recology.com](https://www.recology.com)

Printed on 100% post consumer paper.
Please recycle again!
[10/21]



225 Shoreway Rd
San Carlos, CA 94070

MULTI-FAMILY/APARTMENT AND CONDOMINIUM SERVICE GUIDE

FOR RESIDENTS OF: Belmont, Burlingame, East Palo Alto, Foster City, Menlo Park, Redwood City, San Carlos, San Mateo, Parts of Unincorporated San Mateo County, and West Bay Sanitary District






WASTE ZERO

RECYCLE	COMPOST	LANDFILL
<p>Put clean and dry recyclable items loose in the blue container EXCEPT for shredded paper—place that in a paper bag labeled "shredded paper".</p> <p>PLEASE DON'T BAG YOUR RECYCLING</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>Glass Bottles & Jars</p>  <p>Metal Cans & Clean Aluminum</p>  </div> <div style="width: 45%;"> <p>Plastic Containers, Bottles & Tubs</p>  <p>Clean Paper Products and Cardboard</p>  </div> </div> <p>RECYCLING "BUDDY BAGS" These are available in clear recycle bags until you're ready to empty them into the container bag labeled "shredded paper". Recycle Buddy Bag: Contact your Property Manager to arrange for a free delivery from Recology.</p> <p>PLEASE NO PLASTIC PACKAGING OR FLIMSY PLASTICS:</p>	<p>Put food scraps, food & beverage soiled paper, and yard/landscape materials in the green container. NO glass and plastics (including bioplastics).</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>Food Scraps</p>  <p>Food & Beverage Soiled Paper Products</p>  </div> <div style="width: 45%;"> <p>Yard Trimmings</p>  <p>Rethink Pull! Residents are provided such bins at no charge, to make it more convenient to collect compostable materials at home. Simply use the goal for food scraps and food/beverage soiled paper, then empty the contents into the centralized GREEN COMPOST CONTAINER.</p> <p>PLEASE IF YOUR COMPLEX DOESN'T HAVE A COMPOST PROGRAM: State law requires compost services for all complexes. See next page for more information about mandatory organic collection bins.</p> </div> </div>	<p>Put non-recyclable, non-compostable, and non-toxic items in the black container:</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>Snack Wrappers, Chip Bags, Juice/Soup Boxes</p>  <p>Plastic Wrap & Bags, Plastic Cutlery, Black Plastic, PLA & Bioplastics</p>  </div> <div style="width: 45%;"> <p>Foam Packaging & Bubble Wrap</p>  <p>Diapers, Pet Waste</p>  </div> </div> <p>BAG YOUR WASTE & KEEP CONTAINER LIDS CLOSED!</p> <p>Please remember to bag your waste and keep lids closed. This will help reduce odor and prevent bins and carts from getting into your garage.</p> <p>Need more help knowing which items go into what bin? Get answers at: www.recology.com</p>
		

What Do Businesses and Apartments in Menlo Park Have to Do?

Step 5: Properly Sort!

Employees, contactors, tenants, and customers **must properly sort organic materials into the correct containers.**



RethinkWaste's Education and Outreach on Behalf of Menlo Park

COMPOST
COMPOSTA | 堆肥
(DESECHOS ORGANICOS)

Food Scraps, Meat, Bones, Dairy

Food & Beverage Soiled Paper Products

Yard Trimmings, Holiday Trees, Clean Untreated Wood Scraps

NO:

- Bio-based & PLA Materials
- Bottles, Cans, & Glass
- Construction Material
- Diapers & Pet Waste
- Dirt, Rocks, & Sod
- Hazardous Waste
- Large/Long Tree Branches & Stumps
- Liquids & Grease
- Palm Tree Leaves
- Plastic Wrap, Cutlery, & Bags
- Plywood & Painted Wood
- Rubber Gloves

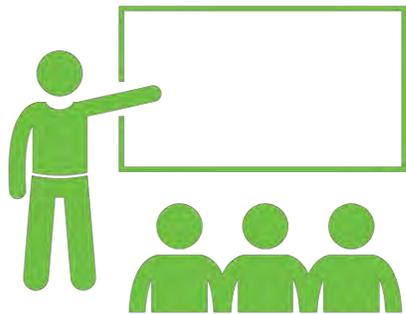
- Trainings and additional signage
- Annual information about your waste collection services

Recology.com | RethinkWaste.org
Looking for a particular item? Visit WhatBin.com.



Getting In Compliance Today

- On-site waste analysis by Recology Team
- Trainings + presentations
- Distribution of internal containers + signage



Menlo Park's SB 1383 Waiver Process

- Starting January 1, 2022, all businesses and apartments are required to ***subscribe to compost and recycling collection services***
 - Unless they have an approved waiver or an alternative service (such as back-haul, self-haul, shared service, or third-party service provider).



There are two types of waivers offered

- **Minimal generation waivers (De Minimis)**
 - Total solid waste collection is more than 2 cubic yards per week, and the amount of organics waste generated is less than 20 gallons per week.
 - Total solid waste collection is less than 2 cubic yards per week, and the amount of organics waste generated is less than 10 gallons per week.
- **Physical Space Waiver** - if your business premises lacks adequate space for organics waste containers, you may qualify for a Physical Space Waiver.

Please visit RethinkWaste.org/waivers

For more information and for the waiver application.

CALENDAR OF EVENTS

CONTACT US

SCHEDULE A SHOREWAY
TOUR

ORGANICS COLLECTION WAIVER

Starting January 1, 2022, all businesses and multi-family properties (apartments/condominiums) are required to subscribe to compost and recycling collection services, unless they have an approved waiver or an alternative service (such as back-haul, self-haul, shared service, or third-party service provider).

There are two types of waivers offered:

1. Minimal generation waivers (De Minimis)

- Total solid waste collection is **more** than 2 cubic yards per week, and the amount of organics generated is less than 20 gallons per week.
- Total solid waste collection is **less** than 2 cubic yards per week, and the amount of organics generated is less than 10 gallons per week.

2. Physical space waivers

- Physical space constraints prohibit the addition of compost and recycling containers.

Customers with an approved waiver will not be required to subscribe to compost and recycling service for a 5-year period.

Start waiver application

Menlo Park's Notice of Violation (NOV)

- If your business or apartment receives a letter or Notice of Violation from your local city government, it means **you are required to subscribe to organics waste service. There are no exceptions.**
- Further delay may result in penalties enforced by that local city government.

Administrative Services

November 21, 2025

[REDACTED]
[REDACTED]
MENLO PARK, CA 94025

RE: NOTICE OF VIOLATION OF MENLO PARK MUNICIPAL CODE CHAPTER 7.04 (SOLID WASTE, RECYCLABLES, AND ORGANIC WASTE DISPOSAL)
Subscribe to Required Organics (Compost) Service or Apply for a Waiver

Dear Business Owner or Property Manager/Owner,

All businesses and multi-family dwellings are subject to the City of Menlo Park's Solid Waste, Recyclable, and Organic Waste Disposal Ordinance and California Senate Bill 1383 (SB 1383) that requires all generators of organic waste to properly sort and recycle their organic waste materials. Organic waste includes yard trimmings, food scraps, and food and beverage-soiled paper products (e.g., pizza boxes, paper towels, paper cups).

Records show that your property does not currently subscribe to compost collection service nor has a waiver on file, which is in violation of the City's ordinance and the state law. Each individual Recology account shall subscribe to compost collection service.

Site(s) In Violation	Violation	Action Required	Due Date
[REDACTED] ROBLE AVE (Account #: [REDACTED])	Failure to have compost service.	Subscribe to compost service by calling Recology San Mateo County at 650-595-3900 or verify organic material produced on-site is backhauled to a composting facility	January 20, 2026

ACTION REQUIRED: You must subscribe to compost collection service by calling Recology San Mateo County at 650-595-3900 and speaking with a live representative within the next 60 days. The customer service line is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Be sure to have your account number ready found on your Recology statement.

Failure to do so may result in a fine of up to \$100 for the first violation, a fine of up to \$200 for a second violation within any 12 consecutive month period, and a fine of up to \$500 for each additional violation within any 12 consecutive month period.

Waivers: Sites that generate a minimal amount of organic waste, or sites that do not have the physical space to accommodate the necessary collection containers may qualify for a waiver. For more information, visit RethinkWaste.org/Waiver.

What do I need to do to be compliant?

- Divert all organic materials from the landfill by participating in a compost program.
- Display color-coded, labeled bins for garbage, recycling, and compost available next to each other.
- Sort materials into the correct bins.
- Educate staff, residents, and/or tenants on proper sorting. For property managers/owners, note that new tenants must be informed of requirements to properly sort within 14 days of move-in.
- If you generate surplus edible food, you might be required to donate edible food. See more information at smcsustainability.org/ediblefoodrecovery.

The purpose of SB 1383 is to reduce greenhouse gas emissions by diverting organic material out of landfills. Compliance with SB 1383 regulations and the City ordinance is a State requirement for all generators and also a way to address climate change and other negative impacts to the environment.

The enclosed brochure contains additional information on how to comply with these new requirements.

Sincerely,

Joanna Chen
Management Analyst II

City of Menlo Park | 701 Laurel St. | Menlo Park, CA 94025 | tel 650-330-6600 | menlopark.gov

How is Menlo Park doing?

2025 Quarter 1	Compliance %
Apartments	89%
Commercial Businesses	86%

2026 Quarter 1	Compliance %
Apartments	97%
Commercial Businesses	93%

*Info provided by Alex Rinear at Recology on 2/17/2026



Contact Information

Reagan Chung, Recycling and Compliance Program Manager

650-610-1625

rchung@rethinkwaste.org

Manpreet Chandok, Public Outreach Fellow

mchandok@rethinkwaste.org

Connect with us!

 [Facebook.com/RethinkWaste](https://www.facebook.com/RethinkWaste)

 [X.com/RethinkWaste](https://www.x.com/RethinkWaste)

 [Instagram.com/RethinkWasteOrg](https://www.instagram.com/RethinkWasteOrg)

Food Systems Ad Hoc Subcommittee



Agenda

- **Background**
- **Recommendations**
- **Appendix/Resources**



Date

Why Menlo Park Should Eat More Plants



- **Better Individual Health**

- 40% reduction in heart disease risk
- 10% lower overall stroke risk
- Type 2 diabetes prevention and even reversal
- Reduced risk of certain cancers
- Promoting a healthy body weight
- Reducing inflammation
- Supporting immune function

- **Better Planetary Health**

- Animal-based foods require more land and water and emit more GHGs, water and air pollution than plant-based foods
- Raising cows emits high levels of methane and is essential to meeting climate goals

Environmental Justice (EJ) Element

Priority 2: Promote access to high quality and affordable food.

- Goal EJ4 is the second highest community-identified priority.
- Policy EJ4.1: Encourage adequate food access to fresh and healthy foods for all residents, particularly those in underserved communities.*
 - **EJ4.A: Increasing Food Security**
 - EJ4.B: Food Assistance Outreach
 - **EJ4.C: Food Options at City Events**
 - **EJ4.D: Healthy Food Markets**
 - **EJ4.E: Community Gardens**



* The ad hoc subcommittee has recommendations for the items above in bold (A, C, D, and E)

EJ4.A: Increasing Food Security

Work with grocery stores and online food service delivery and meal providers to increase access to high-quality affordable and healthy food (e.g., reduced or waived delivery service fees). Encourage and support the acceptance of SNAP (Supplemental Nutrition Assistance Program), CalFresh, and other governmental food assistance programs that increase food security.



Recommendation for EJ4.A: Match CalFresh Benefits Spent on Produce

CalFresh Fruit & Veggie EBT Pilot Program

- Santa Clara, Alameda and other CA counties
- For every \$1 of CalFresh EBT spent on fresh fruits and vegetables receive \$1 back on EBT card
- Requirements:
 - State Waiver to give supplemental benefits
 - Implementation Partner to engage and support merchant is essential
 - Software updates and coding needed for POS
- Implementation Models:
 - credit for future purchase
 - immediate discount of 50%
 - points through loyalty program

Store Specific Vouchers (short term solution)

- \$50/month to approved residents through an application program



EJ4.C: Food Options at City Events

Encourage healthy food options, including vegan and vegetarian options, at municipal buildings and City-participating events. Encourage sourcing food from local small businesses.

Why. Plant-based food options at City events demonstrates Menlo Park's leadership: its commitment to addressing climate change, implementing the EJ Element, honoring our city's commitment to inclusivity, and ensuring that food provided is nourishing to all residents.



Recommendation for EJ4.C: Food Options at City Events

Adopt an ordinance committing the city to provide plant-based food as the default at all City-participating events.

- Include **binding procurement standards** that institutionalize sustainability, equity, and health across all purchasing decisions. Be sure to include the following language:
 - Ensure that food providers incorporate educational materials/displays on the benefits of plant-based foods and display them where food is served
 - Prevent food waste through careful planning and donation of any leftover food
 - Prioritize local foods/vendors and healthy whole foods
 - Prioritize reusables as practical or compostables (no single-use plastic)
 - Set up water stations to eliminate plastic water bottles
 - Examples in appendix



If an **incremental approach** is needed:

- **Adopt a resolution** to prioritize nutritious and delicious plant-based meals at City events
- As momentum builds, **transition to plant-based meals as the default**, with

Recommendation for EJ4.C: Food Options for City Programs

Ensure **plant -based menu choices** are available at every meal at the City’s child care, educational programs, and Senior Center

- Incorporate **weekly menu initiatives** such as “Green Mondays” or “Plant-Powered Fridays” to normalize plant-based meals and build support
- Create **educational materials/displays** on the benefits of plant-based foods and display them where food is served
- As momentum builds, **transition to plant -based meals as the default** , with meat/dairy available by request, with a binding ordinance to follow.



Recommendation for EJ4.C and CAP: ~~Plant~~ Based Education

In addition to educating the public at City events and programs, **engage the community** about how a plant-forward diet can lead to **better health**, **cost savings**, and a **healthier planet**. Ideas for engagement:

- Library displays
- Drawing contests
- Social media/city newsletters
- Community celebrations
- Engage local restaurants and chefs to add plant-based dishes to their menus for a “Plant-Forward Week/Month”
- Example - Mountain View launched a Plant-Based Eating Initiative with recipe submissions, curated resources, and public food events



EJ4.D: Healthy Food Markets

Encourage and facilitate the establishment and operation of a farmer's market(s), farm stands, ethnic markets, and mobile health food markets in underserved communities. Conduct widespread outreach and engagement to advertise these markets.



Recommendation for EJ4.D

Relaunch Belle Haven Farmers' Market

Pilot mobile farmers' market to start

- Fresh Approach can provide truck and logistics, coordinating with neighboring communities (e.g. North Fair Oaks)
- Hold market weekly and complement with workshops, tabling, etc.
- Implement Market Match to increase affordability with 50% off produce
- Belle Haven Action & Climate Resilient Communities can provide outreach - suggest school as best site



Consider expanding to larger “on the ground market” as demand grows.

Recommendation for EJ4.D Gardening and Nutrition Education

Provide workshops in tandem with BH Farmers' Market

Fresh Approach offers:

- 16 week Veggie Rx curriculum and vouchers for produce at farmers' market
- Rain Garden Workshop with free rain barrels and home gardening kits/instruction (see slide 15)
- Cooking demonstrations (see image)
- Youth training and engagement
- All available in English and Spanish

Promotion, Tabling and Additional Workshop Partners:

- MP Library
- Belle Haven Action



EJ4.E: Community Gardens

Encourage and simplify the process of developing community gardens within or adjacent to neighborhoods and housing development sites. Facilitate the creation or enhancement of one community garden within three years of Environmental Justice Element adoption.

Why:

- *“Growing and eating your own fruits and vegetables can have a positive impact on your diet. Gardeners are more likely to include vegetables as part of healthy, well-balanced diets.” Source: Mayo Clinic*
- *Time outdoors can improve physical health and lower stress.*
- *Gardening strengthens social connections and sense of purpose.*



Recommendation for EJ4.E: People's Garden

People's Garden: Planter Box Kits & Home Gardening Workshops

- Climate Resilient Communities (CRC) and Fresh Approach are working on a pilot of project with an initial workshop for late February 2026
 - Project remains a priority for CRC and are paying for an initial 40 planter boxes
 - Fresh Approach is donating space for the workshop and leading the workshop
- Local CBOs are willing to partner with the City to promote and develop this program



Community Garden

- Fresh Approach operates the East Palo Alto Community Garden and could create and manage a similar community garden in Belle Haven with City funding
- City could provide land for garden at the BH community center

EJ3.4, EJ3. Partner with Ravenswood School District

Partnering with schools, Ravenswood School District in particular, is mentioned throughout the EJ Element Action Guide.

Food Systems Opportunities:

- EJ3.4 - Coordinate with local school districts...to provide adequate public facilities, improvements, and programs in underserved communities
- EJ3.E - After School Programs Coordination

Other Partnership Opportunities Include:

- EJ2.H - Collaboration for Electrification
- EJ3.D.4 - Identify a partner who can provide a community health clinic in Belle Haven.
- EJ3.G.5 - Communicate with the Ravenswood City School District to enhance an understanding of preferred amenities and activities that can be included at Belle Haven Community Campus.



Recommendation for EJ3.4, EJ3.E

Develop Partnership with Ravenswood School District

- **Develop a partnership** with the Ravenswood School District
 - Explore the school district's **needs and barriers** to providing fresh, healthy, high-quality food
 - Explore ways **schools can support the implementation** of the EJ Element
 - Explore ways the **city can support the school district** in implementation (e.g. financial resources, staff training, culinary support, assistance with procurement and supplier connections, education materials for students/parents, case studies, menu design, policy advocacy support)



School Partnerships: Ideas for Action 1/2

- Transition to Plant-Based Foods
 - Ensure a nutritious and delicious **vegan or vegetarian option** (with adequate protein) is **available every day**
 - Invite students to **test and approve** vegan meals (NYC)
 - Create vegan meals from a **variety of cultures**, especially those represented in the community (NYC)
 - Partner with **local organic farms and ranches** (La Honda-Pescadero Unified) or explore FruitGuys Farm-to-School program
 - **Messaging ideas** include “Lean & Green Wednesdays” - reduced meat, increased fruit/veggies (Oakland), “California Thursdays” - focused on local and regional foods (Oakland), “Meatless Mondays” (LA) and “Plant-Powered Fridays”



School Partnerships: Ideas for Action 2/2

- School Gardens/Living Schoolyards
 - **Hyper-local food supply** that can be shared with children, their families, and the community.
 - Potential location for **additional community gardens** that could be deployed cross-generationally.
 - An effective and engaging **educational opportunity** for children on the value of nature, food, and understanding sustainability over time.
 - Opportunity to integrate **composting initiatives** to nourish the garden.
 - Hydroponics?
- Nutrition Education
 - Educate children on the **health and climate benefits** of a plant-based diet
 - Consider leveraging Seeds to Solutions for grade-appropriate instructional materials
 - San Mateo County of Education for more resources



Food Systems Subcommittee Recommendation Summary

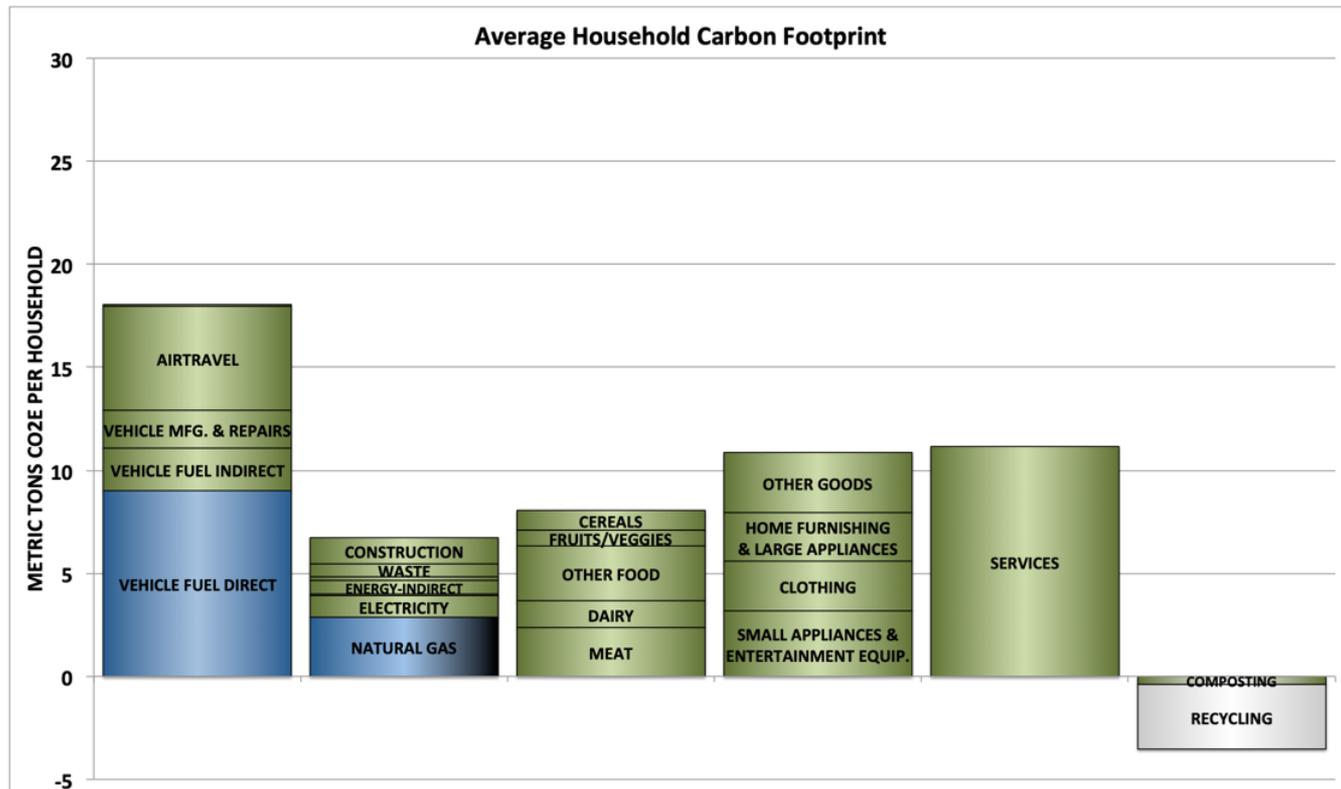
City Policy	Rec#	Subcommittee Recommendation	Est. Cost	Priority	EQC
EJ4.A Food Security	1	Provide a \$50 voucher/mo to 200 households for produce at local markets (p 6)	\$120k/yr*	High	
EJ4.A Food Security	2	Apply for and fund CalFresh Fruit & Veggie EBT Pilot Program (replaces rec #1 in year 2) (p 6)	\$200k/yr*	High	
EJ4.C -City Events	3	City ordinance @ plant-based food as default for all city-participating events (p 8)	\$0	High	
EJ4.C City Programs	4	Ensure plant-based menu choices are available at every meal in City programs (p 9)	\$0	High	
EJ4.D - Healthy Markets	5	Pilot Mobile BH Farmers' Market with Market Match program (June launch) (p 12)	\$50k/yr	High	
EJ4.D - Healthy Markets	6	Provide weekly cooking/gardening workshops at Farmers' Market (p 13 & 15)	\$50-70k/yr	High	
EJ4.D - Healthy Markets	7	Provide Veggie Rx Program 2X/yr to 30 participants/program (p 13) (includes \$20k in vouchers)	\$50k/yr	High	
EJ4.E - Community Gardens	8	Develop and maintain a community garden in Belle Haven (p 15) Cost details: \$50-100k to build, then \$25-75k/year to maintain	\$100k	High	
EJ3.4, EJ3.E, plus EJ2.H, EJ3.D.4, EJ3.G.5, EJ6.C	9	Develop partnership with Ravenswood School District @ implementing EJ Element (p 16-18)	\$0-100k+	Med	
EJ4.C + CAP	10	Educate/engage community @ benefits of plant-forward eating (p 10)	\$0-30k	Med	
		Total Costs for first year (does not include rec #2)	\$370-520k*		

→ **Appendix/Resources**



Consumption-based GHG Inventory

- From the Cool Climate Network, UC Berkeley, 2015
- Full life cycle of goods and services consumed by residents
- Emissions from Dairy and Meat exceed Natural Gas
- Menlo Park's Climate Action Plan not



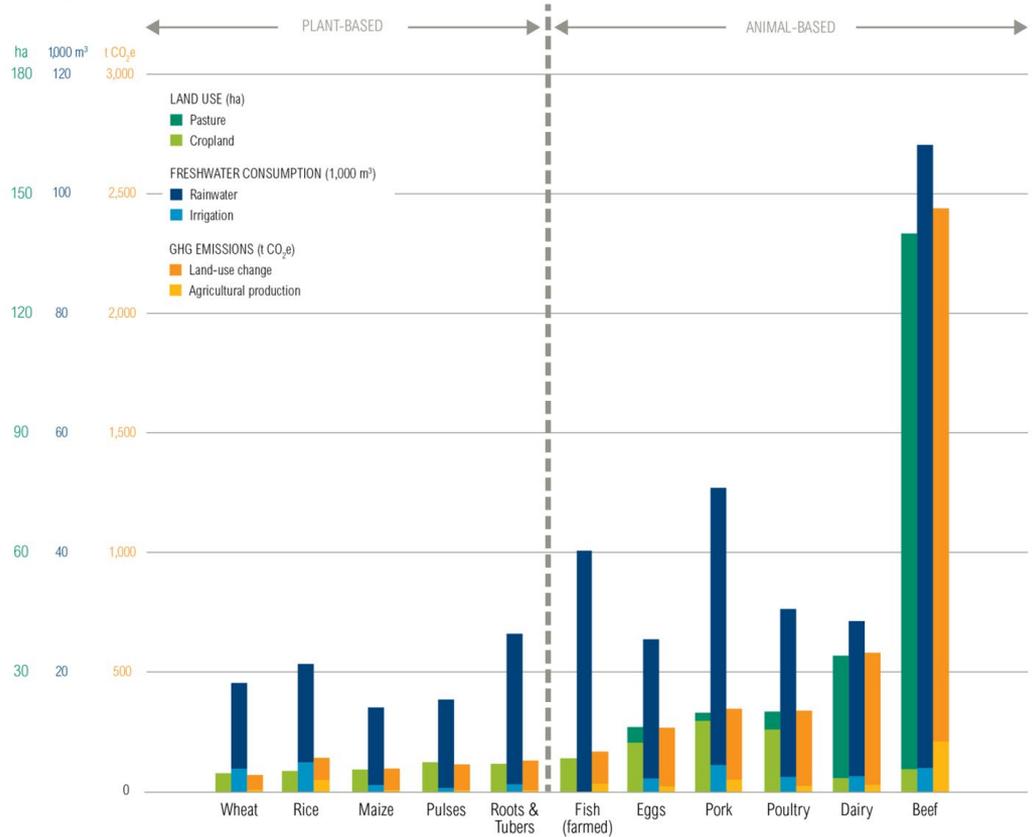
HOUSEHOLD CONSUMPTION		HOUSEHOLD CHARACTERISTICS		HOMES		NEIGHBORHOODS	
22,538	Vehicle miles traveled	\$ 177,589	Income before taxes	61%	owner occupied	7,483	Persons per sq.mile
11,311	Air travel miles	2.6	Persons per household	61%	single-detached	2,678	Heating degree days
5,925	kWh electricity	1.9	Vehicles per household	80%	heat natural gas	270	Cooling degree days
525	Therms natural gas	40%	with graduate degree	1959	Avg. year built		
7	Gallons of heating fuel	79%	white householders	1,591	Square feet		
1.08	Short tons of waste						
0.99	Short tons of recycling						

Food and Climate

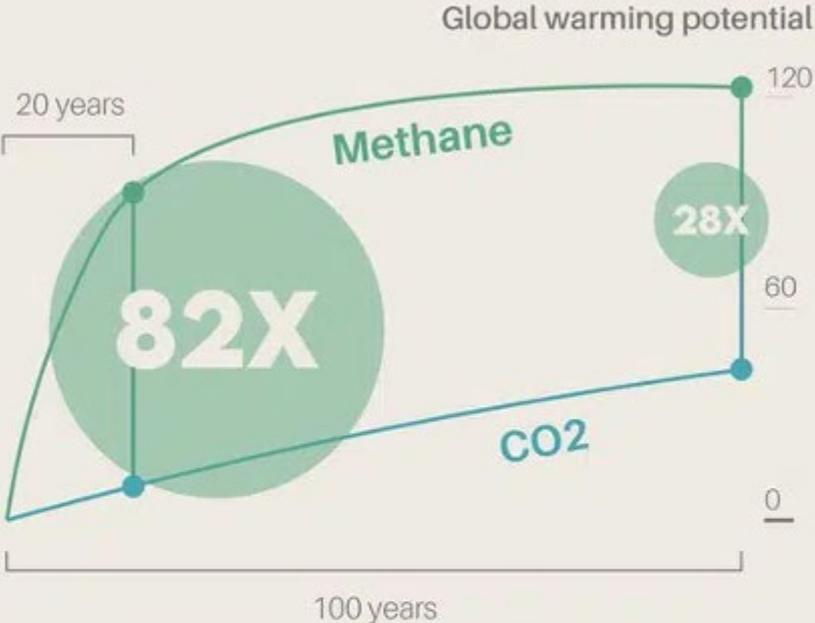
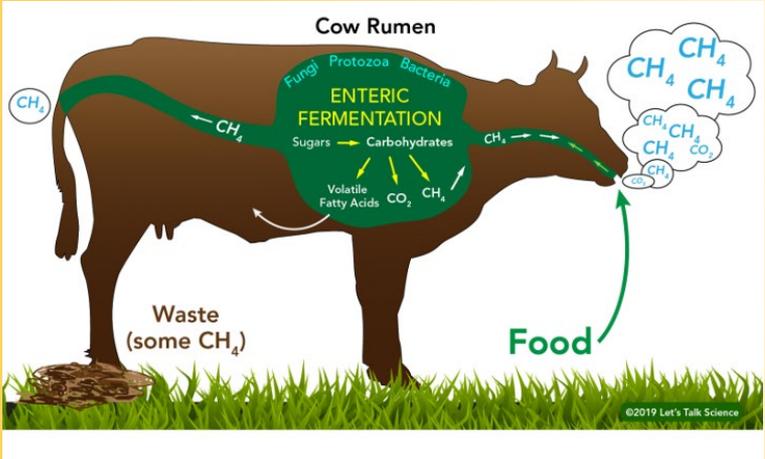
- Animal-based foods use more land, water and emit more GHGs than plant-based foods
- Beef is by far the biggest contributor due to deforestation to clear land for cattle, major land use for feed, and cows belching methane (see next slide) that is far more potent a GHG than CO₂

Animal-Based Foods Are More Resource-Intensive than Plant-Based Foods

PER TON PROTEIN CONSUMED



Plantbased for Reduced Emissions



METHANE IS VERY POTENT ON THE SHORT TERM, MAKING IT A GOOD TARGET TO STAY UNDER 1.5°C.

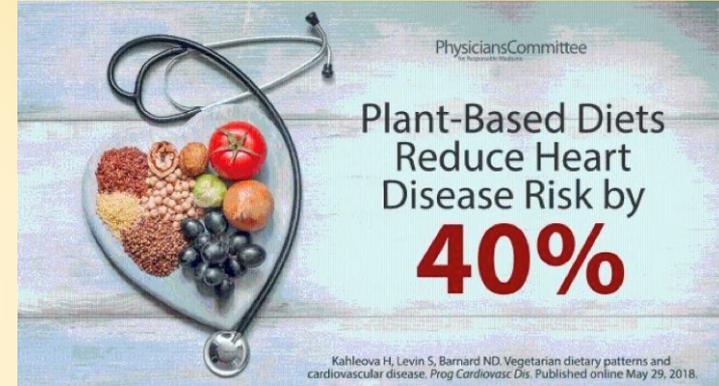
Plantbased for Better Health

Consuming a whole foods plant -based diet is associated with:

- 40% reduction in heart disease risk
- 10% lower overall stroke risk
- Type 2 diabetes prevention and even reversal
- Reduced risk of certain cancers
- Promoting a healthy body weight
- Reducing inflammation
- Supporting immune function

Does it require going vegan?

- No. Any reduction in meat and dairy consumption is beneficial to human and planetary health. It's not all or nothing!



Small Food Markets in Menlo Park

The following smaller food markets in Menlo Park serve primarily lower income residents:

- Soleska Market (on Willow Rd east of 101)
- Mi Tierra Linda (on Willow Rd east of 101)
- El Rancho Market (on Willow Rd west of 101)
- Mi Tienda Supermarket (on Willow Rd west of 101)
- La Hacienda Market (on Menalto in Willows neighborhood)

All welcome CalFresh/SNAP members and accept EBT and could be partners in increasing food security through our recommendations for EJ4.A



Resources (page 1 of 3)

Local Data

- Sustainable San Mateo County's 2025 Indicators Report - <https://sustainablesanmateo.org/wp-content/uploads/2025/09/SSMC-2025-Indicators-Report-Chapter-1-Food-Consumption.pdf>
- UC Berkeley CoolClimate Network Consumption Based GHG Inventory - <https://coolclimate.berkeley.edu/inventory>
- Menlo Park EJ Element Action Guide - <https://www.menlopark.gov/files/sharedassets/public/v/3/community-development/documents/ej-element/appendix-b-ej-element-action-guide-updated-february-2025.pdf>
- Climate Action Plan - <https://www.menlopark.gov/files/sharedassets/public/v/3/city-managers-office/documents/sustainability/2030-cap.pdf>

Food Security Programs

- MarketMatch has information about the program, application process and links to partners - <https://marketmatch.org/>
- CalFresh Fruit and Veggie EBT Pilot - <https://www.doubleupca.org/about-ca-fruit-and-veggie-ebt-incentives-copy>
- Foodwise. (n.d.). *Foodwise: Growing thriving communities through the power and joy of local food*. Retrieved [1/30/2026] - <https://foodwise.org>
- Fullwell can provide advisory support and make introductions with potential partners like The Food Trust in San Jose to implement an EBT or coupon based fruit and veggie pilot - <https://www.fullwell.us/>
- Saba Grocers in Oakland has a Fresh5x program that offers \$5 in store credit for every \$1 spent on produce and serves as a food hub to connect local farmers to markets in underserved areas - <https://www.sabagrocers.org/programs#fresh5x>

Farmers' Market

- Fresh Approach offers mobile farmers' markets, gardening and nutrition programming and is already partnering with Belle Haven Action to provide pop up markets in Belle Haven - <https://www.freshapproach.org>

Resources (page 2 of 3)

Procurement

- Greener by Default - empowers institutions to provide sustainable, healthy food as the default - <https://www.greenerbydefault.com>
- The Fruit Guys Farm to School Program - <https://www.fruitguysfarmtoschool.com/>

Sample Policies/Resolutions/Ordinances/Programs

- Plant-Forward Food Procurement Policy from City of Portland (scroll down) and other helpful info from Lewis and Clark Law School - <https://law.lclark.edu/live/blogs/187-plant-forward-food-policy-an-opportunity-for-city>
- Resolution by City of West Hollywood - https://weho.granicus.com/MetaViewer.php?view_id=&event_id=1544&meta_id=277053
- Resolution by City of Berkeley - <https://berkeleyca.gov/sites/default/files/documents/2021-07-27%20Item%2022%20Accelerating%20transition%20to%20Plant-Based%20Foods.pdf>
- Mountain View's Plant-Based Eating program - <https://collaborate.mountainview.gov/plant-based-eating>

Guidelines for Cities to Reduce Food Related Emissions

- C40 Cities Food Systems - <https://www.c40.org/what-we-do/scaling-up-climate-action/food-systems/>
- Center for Biological Diversity Guide and Resources to Reduce Food-Related Emissions - <https://takeextinctionoffyourplate.com/climate-friendly-cities>
- Meat of the Matter: A Municipal Guide to Climate-Friendly Food Purchasing by Friends of the Earth - https://www.c40knowledgehub.org/s/article/Meat-of-the-Matter-A-Municipal-Guide-to-Climate-Friendly-Food-Purchasing?language=en_US
- WRI Playbook for Guiding Diners Toward Plant-Rich Dishes in Food Service - https://www.oneplanetnetwork.org/sites/default/files/from-crm/19_Report_Playbook_Plant-Rich_Diets_final.pdf
- Plant-Based Treaty's 40 Suggested Proposals - <https://docs.google.com/document/d/1hscF9oXzMLmrzqSrBkd1RkiEE26V3KoBh26YqmfGKjI/edit?tab=t.0>

Resources (page 3 of 3)

Gardening

- Mayo Clinic Health System. (2022, July 12). *Dig into the benefits of gardening*. Retrieved from <https://www.mayoclinichealthsystem.org/hometown-health/speaking-of-health/dig-into-the-benefits-of-gardening>
- UC Master Gardeners of San Mateo County - events, resources, planting calendars - <https://ucanr.edu/site/mgsmf>
- Fresh Approach manages the East Palo Alto community garden including a community compost hub where food scraps can be exchanged for finished compost - <https://www.freshapproach.org/east-palo-alto-community-garden/>

Community Education

- Acterra's Healthy Plate, Healthy Planet Program - <https://acterra.org/food/healthy-plate-healthy-planet/>
- Acterra's Climate Friendly Kitchens is a free sustainability hospitality program focused on working directly with Bay Area restaurants through personalized on-site consultations and training. Includes menu evaluation, kitchen staff training, menu writing and labeling, etc. - <https://acterra.org/food/climate-friendly-kitchens/>
- Plant-Based Treaty provides helpful starter-guides which could be distributed to the community - <https://plantbasedtreaty.org/vegan-pledge/>
- Kaiser Permanente - The Plant-Based Diet: A healthier way to eat - <https://healthy.kaiserpermanente.org/content/dam/kporg/final/documents/health-education-materials/instructions/plant-based-diet-hi-en.pdf>

School & Education Materials

- Ravenswood School District - <https://capouyab20.wixsite.com/ravenswoodschools>
- Seeds to Solutions for grade-appropriate instructional materials - <https://seedstosolutions.org/>
- San Mateo County of Education - <https://www.smcoe.org/for-educators/environmental-literacy-and-sustainability>



Electric vehicle charging fee study

Sustainability staff

Agenda

- Recommendation
- Background
- Analysis



Recommendation

- Eliminate session fee
- Remove peak times

Fees	Fee amount	Unit
Escalation fee* - 3 hour charging, 15 minute grace period to move the vehicle	\$5.00	Per hour

Charger level	Fee	Unit
Level 2	\$0.41	kWh
Level 3	\$0.51	kWh

*City of Menlo Park employee: Free for first 3 hours with \$5 escalation fee after 15 minute grace period



Background

- July 2019: The EQC recommended that the City Council implement EV charging fees based on findings from pricing study.
- August 2019: City Council directed staff to prepare an update to the City's master fee schedule incorporating the EQC's proposed fees.
- August 2022: City Council adopted an updated master fee schedule that added EV charging fees, the first update since July 2018.

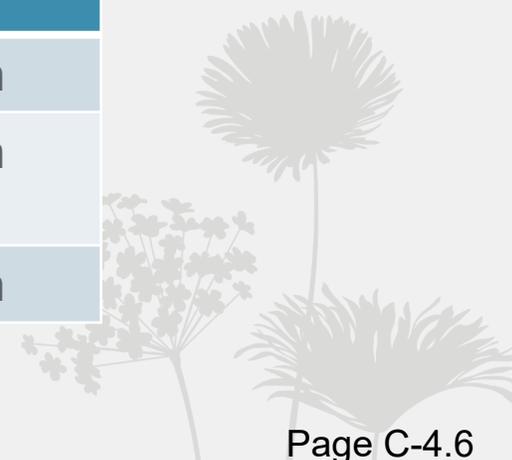
Background

- September 2022: The City began administering EV charging fees.
- August 2023: The EQC recommended staff explore removing some of the fees from City-owned charging stations.
- January 2024: City Council adopted an amendment to the master fee schedule, reducing the EV charging access fee from \$1.00 to \$0.50.
- September 2025: Consultant and staff began to evaluate EV charging fees as part of the cost of services study.
- March 10, 2026: City Council study session on the cost of services study.

Background

Current fees	Fee amount	Unit
Session fee	\$0.50	Per session
Escalation fee - 3 hour charging time frame with a 15 minute grace period to move the vehicle	\$5.00	Per hour

Peak times	Summer Fees (June 1 - Sept 30)	Winter Fees (Oct 1 - May 31)	Unit
Peak (4 p.m. - 9 p.m.)	\$0.23643	\$0.17838	kWh
Part-Peak (2 p.m. - 4 p.m. and 9 p.m. - 12 a.m.)	\$0.17474	\$0.14290	kWh
Off-Peak (12 a.m. - 2 p.m.)	\$0.14217	\$0.10656	kWh



Analysis

- 18 City owned EV chargers
 - 15 Level 2 chargers
 - 3 Level 3 chargers
- Increased costs since 2019
 - Electricity
 - Maintenance
 - Warranty
 - Cloud services
- Aging equipment
- No fee increases since initial 2019 study and 2022 implementation.



Analysis

- Average electricity cost across station locations is \$0.41 per kWh
- Recommended Level 2 pricing of \$0.41 per kWh includes warranty, electricity and maintenance
- Recommended Level 3 pricing of \$0.51 per kWh
 - DC Level 3 chargers have higher warranty and cloud service costs than Level 2
 - More frequent repairs and maintenance
- Escalation fee will stay the same to continue encouraging users to move vehicles
- Session fee will be removed and incorporated in per kWh cost



Analysis

- Eliminating peak time and seasonal pricing
 - Dynamic electricity rates change throughout the day, making it difficult to accurately charge different prices for peak and off peak times.
 - Not a cost recovery structure
 - Risk of overcharging public
 - Difficult to implement administratively



Analysis

- Average session with current pricing Level 2
 - Session length: 2 hours and 17 minutes
 - Station output: ~9.6kW
 - Average energy delivered: 21.88 kWh
 - **Cost**
 - **Summer:** Peak \$5.18, Part-Peak \$3.83, Off-Peak \$3.12
 - **Winter:** Peak \$3.91, Part-Peak \$3.13, Off-Peak \$2.34

- Average session with proposed pricing Level 2
 - Session length: 2 hours and 17 minutes
 - Station output: ~9.6kW
 - Average energy delivered: 21.88 kWh
 - Total cost of average session: **\$8.97**



Analysis

- Average session with current pricing Level 3
 - Session length: 48 minutes
 - Station output: ~52 kW
 - Average energy delivered: 41.6 kWh
 - **Cost**
 - **Summer:** Peak \$9.46, Part-Peak \$6.99, Off-Peak \$5.69
 - **Winter:** Peak \$7.14, Part-Peak \$5.72, Off-Peak \$4.26

- Average session with proposed pricing Level 3
 - Session length: 48 mins
 - Station output: ~52 kW
 - Average energy delivered: 41.6 kWh
 - Total cost of average session: **\$21.22**



Analysis

- City comparison

City	Level 2 fees
Berkeley	\$0.40 per kWh: 4pm-9pm \$0.30 per kWh: 12am - 4pm; 9pm-12am \$1.50 per session
Palo Alto	\$0.24 per kWh
Redwood City	\$1.67 per kWh
San Jose	\$0.45 per kWh: 4pm - 9pm \$0.35 per kWh: 9pm - 9 am; 2pm - 4pm \$0.25 per kWh: 9am - 2pm
San Mateo County	\$0.23 per kWh

- Average fees for Level 3 throughout Bay Area \$0.57 per kWh

Recommendation

- Eliminate session fee
- Remove peak times

Fees	Fee amount	Unit
Escalation fee* - 3 hour charging, 15 minute grace period to move the vehicle	\$5.00	Per hour

Charger level	Fee	Unit
Level 2	\$0.41	kWh
Level 3	\$0.51	kWh

*City of Menlo Park Employee: Free for first 3 hours with \$5 escalation fee after 15 minute grace period



Environmental Quality Commission work plan

City Manager's Office
 701 Laurel St., Menlo Park CA 94025
 Approved



Work plan goals		
<ol style="list-style-type: none"> 1. Provide feedback to staff and advise the City Council on 2025-2030 scope of work implementation for Climate Action Plan (CAP) strategies No. 1 through No. 6 2. Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts. 3. Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits. 4. Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction. 5. Maintain an annual commission calendar to provide transparency and allow adequate time to prepare agenda items related to the commission's work plan; update and post for public review monthly. 6. Encourage and facilitate robust public comment and participation at Commission meetings. 7. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community. 8. Support the filling of openings on the Commission and the effective onboarding of new Commissioners. 9. Participate an ad hoc subcommittee of the Complete Streets Commission comprised of both Complete Streets and Environmental Quality Commissioners to evaluate metrics to measure progress on and set specific long term and annual goals. The subcommittee shall consist of no more than three EQC commissioners and no more than three CSC commissioners so as not to violate the Brown Act. 		
Work plan history		
Action	Date	Notes
Work plan recommended to EQC	August 20, 2025	Commission approved
Work plan recommended to City Council	September 30, 2025	City Council approved

Environmental Quality Commission (EQC) agenda topics fiscal year 2025-26

Agenda schedule may change based on City Council, Chair and Vice Chair and staff requests/direction

Month	Topics	Author/Presenter	EQC role
July 2025	Presentation from annual work plan ad hoc subcommittee	Annual work plan ad hoc subcommittee	Action by Commission
	Review and discuss recommendations to reduce vehicle miles traveled	Transportation ad hoc subcommittee	Provide feedback to staff/possible action by Commission
August 2025	Approve EQC 2025-2026 work plan	Annual work plan ad hoc subcommittee	Action by Commission
	Annual Climate Action Plan progress report	Sustainability staff	Provide feedback to staff/possible action by Commission
September 2025	Existing building electrification outreach and update on Home Upgrade Services Program	Sustainability staff	Provide feedback to staff/possible action by Commission
	Presentation from Matching Rebates ad hoc subcommittee	Ad Hoc Subcommittee	Action by Commission
October 2025	Discuss permit fee waiver program	Sustainability staff	Action by Commission
	Review and discuss approach for the Love Our Earth festival	Sustainability staff	Action by Commission
	Receive and file work plan and form ad hoc subcommittees	Sustainability staff	Action by Commission
November 2025	Cancelled		
December 2025	Update on installation of solar at city facilities	Sustainability staff	Informational/no action
	Emissions Reductions Impact Study ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
January 2026	Deny the appeal and uphold staff's decision to approve the permit application to remove thirteen heritage trees at 68 Willow Rd	Sustainability staff	Action by Commission
	Community Engagement ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
February 2026	Discuss City efforts related to Senate Bill 1383 to reduce organic waste	ReThink Waste and County Sustainability Department staff	Informational/no action

	Electric vehicle charging rate study	Sustainability staff	Provide feedback to staff
	Food Systems ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
March 2026	Community Engagement ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
	Overview of Peninsula Clean Energy programs	Peninsula Clean Energy staff	Informational/no action
April 2026	Discuss Urban Forest Management Plan and early tree planting action progress	Sustainability staff	Provide feedback to staff
	Discuss updated CAP dashboard	Sustainability staff	Provide feedback to staff/possible action by Commission
	Zero Emissions Landscaping Equipment (ZELE) Policy progress	Sustainability staff	Provide feedback to staff/possible action by Commission
May 2026	BESO & BPS ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
	Discuss progress on CAP No. 6 and Local Hazard Mitigation Plan and potential to form a resiliency and adaptation ad hoc subcommittee	Sustainability staff	Provide feedback to staff/possible action by Commission
	Select Chair and Vice Chair	Chair	Action by Commission
June 2026	Annual City Arborist Report	City arborist and public works staff	Provide feedback to staff/possible action by Commission
	Set fiscal year commission agenda calendar (June-August)	Sustainability staff/Chair and Vice Chair	Action by Commission
	Sustainable Cities Project ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
July 2026	Update on Home Upgrade Services program	Sustainability staff	Provide feedback to staff/possible action by Commission

Regular items

- Climate Action Plan progress report
- Annual selection of Chair and Vice Chair (May)
- Annual City Arborist Report (June)
- Set fiscal year commission agenda calendar (June-August)
- Chair report to the City Council (July/August)
- Annual update of existing building electrification outreach and education

- Zero Emissions Landscaping Equipment (ZELE) Policy progress (requires two years of reporting to the commission directed by the city council starting in 2025)
- Annual update on the permit fee waiver program

Potential topics to add to calendar

- Priorities included in the City Council work plan for fiscal year 2025-26 (Attachment A)
- Heat resiliency
- Community solar and microgrid
- Online electrification education hub

Ad hoc subcommittees (in alphabetical order)

Community Engagement ad hoc subcommittee

- Scope: Research potential engagement with a comprehensive set of stakeholders and explore potential of a community taskforce with purpose of aligning City/communitywide efforts to achieve CAP goals
- Duration: 3 months (tentative report out in January 2026)
- Commissioners: Commissioner Kissel, Chair McKenna, Vice Chair Meyer

BESO and BPS ad hoc subcommittee

- Scope: Research adoption of Building Emissions Savings Ordinance (similar to Berkeley) and how the City can collaborate with state and regional partners to study, adopt, implement, and enforce a Building Performance Standard
- Duration: 3 months (tentative report out in May 2026)
- Commissioners: Chair McKenna, Commissioner Hill, Commissioner Angiel

Emissions Reductions Impact Study ad hoc subcommittee

- Scope: Review bi-annual greenhouse gas emissions inventory and identify opportunities for sharing data with a community facing dashboard
- Duration: 3 months (tentative report out in February 2026)
- Commissioners: Commissioner Kissel, Commissioner Hill

Food Systems ad hoc subcommittee

- Scope: Research ways to engage community and provide more services to community members with goal of promoting more plant-based eating, greater access to high quality and affordable foods, and reduction of food waste
- Duration: 3 months (tentative report out in March 2026)
- Commissioners: Commissioner Hernandez, Commissioner Angiel, Commissioner Hedley

Matching Rebates ad hoc subcommittee

- Scope: Research viability and impact of City matching electrification rebates currently offered by Peninsula Clean Energy in order to assist with transition to electric devices, particularly water heater rebates in light of pending Air District rules scheduled to go into effect in 2027
- Duration: 1 month (tentative report out in September 2025)
- Commissioners: Chair McKenna, Commissioner Hernandez

Sustainable Cities Project Ad Hoc subcommittee

- Scope: Work with students as a part of Stanford's Sustainable Cities course to develop an online dashboard of greenhouse gas emissions and other data to improve community visibility into climate action plan progress, enable deeper analysis of emissions reductions, and communicate actions that community members can take to support reaching zero carbon.
- Duration: 6 months (tentative report out in June 2026)
- Commissioners: Commissioner Kissel, Vice Chair Meyer

Vehicle Miles Traveled Metric ad hoc subcommittee (joint with Complete Streets Commission)

- Scope: Form an ad hoc subcommittee of the Complete Streets Commission comprised of both Complete Streets and Environmental Quality Commissioners to evaluate metrics to measure Climate Action Plan progress on Strategy No. 4 to reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission and set specific long term and annual goals. The subcommittee shall consist of no more than three EQC commissioners and no more than three CSC commissioners so as not to violate the Brown Act. The subcommittee is tasked to work for a period of up to one year and dissolve upon submitting a report to the CSC.
- Duration: 1 year (tentative report out TBD)
- Commissioners: Vice Chair Meyer, Chair McKenna, Commissioner Hedley

Attachments

- A. Hyperlink – City Council fiscal year 2025-26 work plan, July 8, 2025, Staff Report #25-108-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250708/i2-20250708-cc-cc-fy2025-26-work-plan.pdf