Environmental Quality Commission

REGULAR MEETING AGENDA

Date: 11/18/2026
Time: 6:00 p.m.
Locations: 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 – 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 cancelled. 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).

A. Call To Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Regular Business

D1. Approve the October 21, 2026, Environmental Quality Commission meeting minutes (Attachment)

D2. Discuss potential updates to the electrification permit fee waiver and credit program (Attachment)

D3. Discuss preliminary plans for the annual Love Our Earth Festival (Attachment)

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

F. Informational Items

F1. 2026-27 Environmental Quality Commission work plan (Attachment)

G. 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.

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 prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing at www.menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 11/12/2026)

CITY OF MENLO PARK

REGULAR MEETING MINUTES – DRAFT

Date: **10/21/2026**
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

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

B. Roll Call

Present: Angiel, Goodwin, Hernandez, Kissel, McKenna, Saad
Absent: Hill
Staff: Sustainability Manager Rachael Londer, Management Analyst II Liz Tapia

C. Public Comment

None.

D. Regular Business

D1. Approve the Sept. 16, 2026, Environmental Quality Commission meeting minutes (Attachment)

ACTION: Motion and second (McKenna/ Kissel), to approve the Sept. 16, 2026 Environmental Quality Commission meeting minutes, passed 6-0-1 (Hill absent).

D2. Discuss the annual Climate Action Plan progress report (Attachment)

Sustainability Manager Rachael Londer and Management Analyst II Liz Tapia made the presentation (Attachment).

The Commission received clarification on greenhouse gas emission inventories, matching rebates, California Energy Commission grant funds remaining, outreach activities, remaining electrification projects in the Home Upgrade Services Program, Kelly Park electric vehicle (EV) charger project and the EV rebate program.

- Menlo Spark Director Brian Schmidt spoke on a webinar offered by ICLEI, emissions reductions, and Climate Action Plan (CAP) strategy No. 4, and greenhouse gas emissions inventory calculation methodology.

The Commission discussed opportunities to: implement regional Building Performance Standards (BPS), adopt a Building Energy Savings Ordinance (BESO) and non-residential AC to heat pump local code amendments, explore permit streamlining, add additional EV charging, explore waste reduction strategies, update vehicles miles traveled calculations, update the CAP, electrify remaining

City facilities, and evaluate the permit fee waiver program.

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

Sustainability Manager Rachael Londer reported out on a realtor toolkit from San Mateo County Sustainability Department and the Stanford Breathing Room Summit featuring Menlo Park homeowner Karen Williams as a panelist Oct. 23.

Commissioner McKenna reported out on WestLight Energy's commercial building electrification program, Bay Area Air District voting on rule 9-6 Nov. 4, and WestLight Energy will have an agenda item on rule 9-6 Oct. 22.

Commissioner Kissel reported out on EV rebates for rideshare drivers.

F. Informational Items

F1. 2026-27 Environmental Quality Commission work plan and Ad Hoc Subcommittee assignments (Attachment)

- Menlo Spark Director Brian Schmidt spoke on the Ad Hoc Subcommittee to update the CAP.

The commission discussed committee timelines and report outs.

F2. Receive and file City Council approved 2026-27 work plan (Attachment)

G. Adjournment

Vice Chair Hernandez adjourned the meeting at 7:05 p.m.

Management Analyst II Liz Tapia

Discuss potential updates to the electrification permit fee waiver and credit program

Presented by sustainability staff

Current program

- Menlo Park permit fee waiver and credit program intended to encourage electrification
- Waivers/credits can be claimed by contractor (vs homeowner), some projects are not constructed
- Administrative burden in permitting process
- Permit fees designed to recover cost of service

Climate Action Plan (CAP) actions

CAP Strategy No. 1: Explore policy/program options to convert 95% of existing buildings to all-electric by 2030					
Action ID	**Action name**	**Description**	**Lead**	**Timeline for initiation**	**Timeline for completion**
1.1	Building codes	Adopt pre-wiring requirements for existing buildings in the short term and evaluate performance requirements both new and existing buildings during the 2025 code cycle adoption	Building/ Planning/ Sustainability	Short term	Medium term
1.2	Multifamily electrification support	Support Peninsula Clean Energy (PCE) in the development of multifamily home electrification program	Sustainability	Medium term	Medium term
1.3	Community electrification	Develop additional program options to disperse California Energy Commission grant funds including opportunities for residents who are renting	Housing/ Sustainability	Short term	Short term
1.4	Outreach dashboard	Create a community outreach plan and measurement dashboard to track electrification progress, including data points for gas usage	Sustainability/ Information technology	Short term	Medium term
1.5	Permit streamlining	Continue to evaluate and enhance a permit streamlining program that: a. Provides a clear, fast, predictable, and interconnected process for permit applicants and staff b. Includes continuous improvement of permit and inspection process and monitoring best practices from of other jurisdictions c. Solicits feedback from stakeholders who complete electrification projects (permit applicants, homeowners, contractors, and staff)	Building/ Planning/ Sustainability	Ongoing	Ongoing
1.6	Affordable Housing	Require all-electric construction for affordable housing built on City owned land	Housing/ Planning/ Sustainability	Ongoing	Ongoing
1.7	Onsite energy generation	Complete a cost effectiveness study to activate Bayfront zoning green and sustainable building requirements (e.g. Municipal Code section 16.43.140(2)(A)) for onsite energy generation	Planning/ Building/ Sustainability	Medium term	Medium term
1.8	Online electrification education hub	Enhance outreach and education on electrification including presenting the benefits, available incentives, and permit process by improving the website and linking the sustainability, building and online permit websites. Create additional outreach materials and a strategic communications plan to direct community members to the resources online.	Building/ Sustainability	Short term	Medium term

Background: upcoming State policy

SB 222, Heat Pump Access Act for Residential heat pump water heater and heat pump HVAC systems		
Requirement	**Details**	**Implementation Deadline**
Permit fee caps	**$150 max for water heater permit** **$200 max for HVAC permit** **Jurisdictions may charge above the cap if they adopt a resolution or ordinance with substantial evidence of higher cost**	**Jan. 1, 2027**
Public posting and electronic applications	Jurisdictions must publish their adopted local standards, required permitting documentation, and full list of applicable fees online. They also must accept permit applications, supporting documents, and signatures electronically.	Jan. 1, 2027
Plug-in window units are exempt	No permit or inspection may be required for plug-in window air conditioner or heat pump given it meets certain qualifications.	Jan. 1, 2027
Ceiling on additional local standards	Beyond state-level requirements, a jurisdiction may only apply the following additional standards: setbacks, reach codes, evidence-based standards, noise, workforce labor standards	Jan. 1, 2027
Asynchronous inspections	Must offer inspections that don't require the contractor and inspector to be on-site at the same time • The inspector may contact the contractor by phone or real-time video during the inspection. • If the inspector finds an issue that needs the contractor present to test or cure, or needs the contractor there to access a space, the inspector can require a follow-up in-person inspection. • Can continue offering traditional in-person inspections.	July 1, 2027
One nondiscretionary permit per installation	Jurisdictions may only require one permit for the specified permit types. Jurisdictions may require additional permits for additional electrical/structural work	Jan. 1, 2028
Automated, real-time permitting	Must implement an online, automated permitting process that issues permits in real time to a licensed contractor. Applies only to "swapouts" that don't require a new electrical panel or structural work.	July 1, 2028

Table provided by the San Mateo County Regionally Integrated Climate Action Planning Support (RICAPS) program

Permit fees forfeited: Oct. 2022 to Oct. 2026

- In the last 4 years, there have been 1202 total electrification projects and $496,776 waived
- 53% of waivers were issued for projects with multiple permits
- Projected $134K in next fiscal year

Permit type	Number of permits	Total amount forfeited
Electrical panel upgrade	65	$15,919
EV charging infrastructure	41	$12,270
Heating, ventilation and air conditioning (HVAC)	383	$200,388
Multiple permits for electric equipment including additions, alterations, and remodels	563	$224,027
Water heater	150	$42,262
TOTAL	**1202**	**$494,867**

Recommendation

- Staff recommendation is to discontinue program and not extend for the April 2027 Master Fee Schedule update (effective July 1, 2027), and prepare for the implementation of SB 222, Heat Pump Access Act.

Appendix

Additional background

- **Climate Action Plan (CAP) Goal No. 1:** Explore policy/program options to convert 95% of existing buildings to all-electric by 2030
- **August 2022:** The City Council approved a permit fee waiver for electrification permit fees with the Master Fee Schedule
  - Council directed staff to return to City council when approximately $150,000 in permit fees had been forfeited
- **May 2024:** The City Council approved to continue the building permit fee waiver program until the next annual master fee schedule amendment

Additional background

- **October 2025:** The Environmental Quality Commission (EQC) discussed continuation of the electrification permit fee waiver program
- **April 2026:** The City Council adopted the updated Master Fee Schedule, choosing to continue the building permit fee waiver
- **October 2026:** The City Council reviewed the user fee cost recovery policy and noted that the FY 2027-28 Master Fee Schedule (MFS) may include updates, informed by the EQC, to decide whether to continue, modify, or sunset the waiver program ahead of the upcoming April 2027 update

Discuss preliminary plans for the annual Love Our Earth Festival

Presented by sustainability staff

Agenda

- Background
- 2027 resources
- 2027 event preliminary plans
- Discussion



Background

- Event started as the *We Love Earth Festival* at Flood Park in 2022
- Purpose of event is to promote climate awareness and sustainability through family-friendly activities.
- Festival has featured educational exhibits on eco-friendly practices, live entertainment, EV showcase, plant-based market and food trucks, and interactive demonstrations on climate action.
- Event name changed to *Love our Earth Festival* in 2023



Background

- The Love our Earth Festival has been planned and implemented with community partners since 2022. Total budget for 2026 was approximately $13,800.
- Previous locations:
  - Flood Park, 2022
  - Menlo-Atherton High School, 2023
  - Bloomhouse, East Palo Alto, 2024
  - Belle Haven Community Campus (BHCC), 2025
  - Ravenswood Middle School, East Palo Alto, 2026
- 2026 partners:
  - Acterra, City of East Palo Alto, Menlo Spark, WestLight Energy, 350 Silicon Valley



Background

2026 event highlights

- 366 registered attendees
- 20 volunteers
- 43 local community-based organizations and businesses
- 7 plant-based food vendors
- $10 free food token for first 100 registered attendees
- Air purifier giveaway
- Activities:
  - Interactive environmental education exhibits
  - Children's activities and story times
  - Live entertainment
  - Plant-based food market featuring local cuisine
  - Tree planting
  - T-shirt screen printing
  - Electric vehicle (EV) display



2027 event resources

- Budget from the City
- Potential budget and staff time from 350 Silicon Valley, Acterra, City of East Palo Alto, and Menlo Spark
- Approximately 4 hours per week of staff time until the event
- Venue: BHCC



2027 event preliminary plans

- Love Our Earth Festival
  - Confirmed date and time: Friday, April 16, 2027. 5-8 p.m.
  - Location: BHCC
  - New format: smaller, more curated event footprint
  - No theme has been identified yet
  - Potential features:
    - Family-style meal
    - Climate carnival
    - Loteria
    - Aztec danza
    - Live music from local musicians

2027 Love Our Earth Festival discussion

Environmental Quality Commission work plan

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

Work plan goals
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 and environmental justice 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 in 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	July 15, 2026	Approved
Work plan recommended to City Council	September 15, 2026	Approved

Environmental Quality Commission (EQC) agenda topics fiscal year 2026-27

Using the below template, the EQC will discuss scheduling topics from August 2026 through July 2027. The agenda schedule may change based on City Council, Chair and Vice Chair and staff requests/direction.

Month	Topics	Author/Presenter	EQC role
August 2026	*Cancelled*		
September 2026	LEED for Cities presentation	U.S. Green Building Council guest presenter	Informational
	Approve work plan agenda topics and form fiscal year 2026-27 ad hoc subcommittees	Work plan Ad Hoc Subcommittee	Action
October 2026	Progress report on implementing the 2030 Climate Action Plan	Sustainability staff	Action
November 2026	Discuss preliminary plans for the annual Love Our Earth Festival	Sustainability staff	Action
	Discuss potential updates to the electrification permit fee waiver and credit program	Sustainability staff	Action
December 2026	Food systems focused on engagement with Belle Haven Collective Ad Hoc Subcommittee report out	Food systems focused on engagement with Belle Haven Collective Ad Hoc Subcommittee	Action
	Building Energy Savings Ordinance (BESO) and Building Performance Standard (BPS) Ad Hoc Subcommittee second report out	BESO/BPS Ad Hoc Subcommittee	Action
January 2027	Stanford sustainable cities partnership	Sustainability staff	Action
February 2027	Annual update of existing building electrification outreach and education	Sustainability staff	Informational
	Climate Action Plan No. 1 Implementation Ad Hoc Subcommittee report out	Climate Action Plan No. 1 Implementation Ad Hoc Subcommittee	Action
March 2027	Climate Action Plan & Environmental Justice Element Dashboard and Sustainability Education Hub	Climate Action Plan & Environmental Justice Element Dashboard and Sustainability Education Hub Ad Hoc Subcommittee	Action

April 2027	CAP Update Planning Ad Hoc Subcommittee report out	CAP Update Planning Ad Hoc Subcommittee	Action
May 2027	Annual selection of Chair and Vice Chair	Chair	Action
	Complete Streets Commission Coordination Ad Hoc Subcommittee report out	Complete Streets Commission Coordination Ad Hoc Subcommittee	Action
June 2027	Annual City Arborist report	City staff	Informational
	Climate Action Plan No. 6 Implementation Ad Hoc Subcommittee report out	Climate Action Plan No. 6 Implementation Ad Hoc Subcommittee	Action
July 2027	Tree planting in Belle Haven Ad Hoc Subcommittee report out	Tree planting in Belle Haven Ad Hoc Subcommittee	Action
	Discuss annual report to the City Council and set fiscal year commission agenda calendar	Sustainability staff/Chair and Vice Chair	Action

Regular items

- Progress report on implementing the 2030 Climate Action Plan (October)
- 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
- Annual update on the permit fee waiver program
- Climate adaptation and resiliency update from public works – staff presentation with EQC action, potential to form ad hoc subcommittee
- Provide feedback on municipal decarbonization projects, following a staff presentation on the work being accomplished
- Emergency preparedness

Potential topics to add to calendar

- Priorities included in the City Council work plan for fiscal year 2026-27 (Attachment A)
- Priorities included in the Environmental Justice Element
- Stanford sustainable cities course partnership
- Youth engagement with the Youth Advisory Committee

Ad hoc subcommittees (in alphabetical order)

Building Energy Savings Ordinance (BESO) and Building Performance Standard (BPS) Ad Hoc Subcommittee

- Scope: Update research from May 2026 BESO and BPS ad hoc subcommittee presentation with new information and make final recommendation regarding BESO and BPS.
- Duration: 3 months (Oct. 2026 - Dec. 2026)
- Commissioners: Chair Hill, Commissioners Angiel and McKenna

CAP Update Planning Ad Hoc Subcommittee

- Scope: Identify approach for updating the City's CAP, including reducing emissions to achieve net zero and climate adaptation as well as significant community engagement to prioritize goals and strategies beyond 2030 to enable staff to initiate a process prior to the CAP's expiration in 2030.
- Duration: 3 months (Feb. 2027 - April 2027)
- Commissioners: Commissioners Goodwin, Kissel, and Saad

Climate Action Plan & Environmental Justice Element dashboard and sustainability education hub

- Scope: Identify opportunities to increase awareness about the Climate Action Plan and Environmental Justice Element to Menlo Park community members.
- Duration: 3 months (Jan. 2027 - March 2027)
- Commissioners: Commissioners Angiel, Kissel, and Saad

Climate Action Plan No. 1 Implementation Ad Hoc Subcommittee

- Scope: Explore building electrification strategies including incentives and policies including, but not limited to, non-residential heat pump requirements, FlexPath, permit streamlining, and potential incentives.
- Duration: 3 months (Dec. 2026 – Jan. 2027)
- Commissioners: Chair Hill, Commissioners Kissel and McKenna

Complete Streets Commission Coordination Ad Hoc Subcommittee

- Scope: Participate in 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.
- Duration: 3 months (March 2027 – May 2027)
- Commissioners: Vice Chair Hernandez, Commissioners McKenna and Saad

Food systems focused on engagement with Belle Haven Collective Ad Hoc Subcommittee

- Scope: Identify one priority food systems project with community partners to further scope and advance.
- Duration: 3 months (Oct. 2026 – Dec. 2026)
- Commissioners: Vice Chair Hernandez, Commissioners Angiel and Goodwin

Tree planting in Belle Haven Ad Hoc Subcommittee

- Scope: Provide support for community engagement and education to advance the early action tree planting in Belle Haven and urban forest management plan project.
- Duration: 3 months (May 2027 – July 2027)
- Commissioners: Vice Chair Hernandez, Commissioners Angiel and Goodwin