

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 6/19/2024
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

Commissioner Hedley will be participating from:
825988B Napoopoo Road
Captain Cook, Hawaii 96704

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

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Regular Session

A. Call To Order

B. Roll Call – Hill, Hedley, Kissel, Meyer, Vice Chair McKenna, Pelegri-Llopart, Chair Schmidt

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. You are not required to provide your name or City of residence, but it is helpful. 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 May 15, 2024 Environmental Quality Commission meeting minutes ([Attachment](#))

- D2. Review and discuss annual report out presentation to City Council ([Presentation](#))
- D3. Review and discuss Environmental Quality Commission 2024-2025 work plan to submit to City Council ([Presentation](#))
- D4. Create and select members for an Urban Forest and Canopy Ad Hoc Subcommittee

E. Reports and Announcements

- E1. Reports and announcements from staff and Commissioners

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.

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.

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Environmental Quality Commission



REGULAR MEETING MINUTES – DRAFT

Date: 5/15/2024
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 Hedley called the meeting to order at 6 p.m.

B. Roll Call

Present: Hill, Chair Hedley, Kissel, Meyer, McKenna, Pelegri-Llopert, Vice Chair Schmidt
Absent: None
Staff: Sustainability Manager Rachael Londer, Management Analyst II Liz Tapia

C. Public Comment

- Menlo Spark representative Brian Schmidt spoke on the City of Berkeley’s reach codes.

D. Regular Business

D1. Welcome new Commissioners

Vice Chair Hedley introduced the item.

The Commission introduced and welcomed new Commissioners Hill and Meyer.

D2. Select a Chair and Vice chair

Chair Hedley introduced the item.

The Commission discussed the selection of the chair and vice chair.

ACTION: Motion and second (McKenna/ Kissel), to select Commissioner Schmidt as Chair, passed unanimously.

ACTION: Motion and second (Schmidt/ Pelegri-Llopert), to select Commissioner McKenna as Vice Chair, passed unanimously.

D3. Approve the April 17, 2024 Environmental Quality Commission meeting minutes (Attachment)

Chair Schmidt introduced the item.

ACTION: Motion and second (Hedley/ Kissel), to approve the April 17, 2024 Environmental Quality Commission meeting minutes, passed 5-0-2 (Hill and Meyer abstaining).



ACTION: Motion and second (Hedley/ Kissel), to reorder agenda item D5. before item D4., passed unanimously.

- D5. Review and discuss Climate Action Plan strategy goal No. 4 and provide feedback to staff on scope of work implementation for 2025-2030 (Presentation)

Chair Schmidt introduced the item.

Sustainability Manager Rachael Londer made the presentation.

The Commission received clarification on scope of work and metrics.

- Menlo Spark representative Brian Schmidt spoke on concerns related to autonomous vehicles, parking needs, aging seniors, public transportation and the Complete Streets Commission.

The Commission discussed the vehicles miles traveled (VMT) metric in relation to the Climate Action Plan (CAP) and the Environmental Quality Commission goals.

The Commission received clarification on VMT projects and CAP goal No. 4.

ACTION: Motion and second (Hedley/ McKenna), to adopt the scope of work for CAP No. 4 as recommended by staff, with additional specificity on which programs are included and how programs can be enhanced to further reduce emissions, passed unanimously.

The Environmental Quality Commission took a recess at 7:37 p.m.

The Environmental Quality Commission reconvened at 7:43 p.m.

- D4. Discuss Environmental Quality Commission 2024-2025 work plan to submit to City Council (Presentation)

Chair Schmidt introduced the item.

Sustainability Manager Rachael Londer made the presentation.

The Commission discussed the Environmental Quality Commission 2024-2025 work plan.

ACTION: Motion and second (Hedley/ Kissel), to select Chair Schmidt to make the annual presentation to City Council with Vice Chair McKenna as backup at the July 9 City Council Meeting, passed unanimously.

ACTION: Motion and second (McKenna/ Hill), to create a work plan ad hoc subcommittee and select Commissioners Kissel, Pelegri-Llopert and Meyer to serve on the ad hoc subcommittee, present a first draft at the June 19 Environmental Quality Commission (EQC) meeting and to disband no later than the August EQC meeting, passed unanimously.

D6. Review and discuss Climate Action Plan metrics and progress report outline (Presentation)

Chair Schmidt introduced the item.

Sustainability Manager Rachael Londer made the presentation.

The Commission received clarification on staff recommendations related to the CAP and the annual report to City Council.

The Commission discussed recommending revising CAP goals, engage youth and include various metrics in the progress report.

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

Sustainability Manager Rachael Londer reported out on the Belle Haven Community Campus opening, May 21 City Council meeting items, Environmental Justice Element study session June 1 and Earth Day 2025.

Management Analyst II Liz Tapia reported out on the zero emission landscape equipment (ZELE) voucher program.

Chair Schmidt reported out on Acterra Code Red for the Planet presentation and Urban Forest Management Plan CAL FIRE grant submission progress.

Commissioner Hedley reported out on the inclusion of youth and community engagement, rental protections, water resiliency, community solar, 15-minute cities and Block by Block in the EQC work plan.

Commissioner Pelegri-Llopart spoke on the Heritage Tree Ordinance and administrative guidelines.

F. Adjournment

Chair Schmidt adjourned the meeting at 8:48 p.m.

Management Analyst II Liz Tapia

ENVIRONMENTAL QUALITY COMMISSION

Annual update - July 9, 2024

Chair Jeff Schmidt

AGENDA

EQC role and priorities

Looking back - Review of EQC activities

Public comment

Looking forward - EQC plans

Seeking guidance from City Council

Appendix: Additional details

Environmental Quality Commission

Advise City Council on matters involving climate change, environmental protection, and sustainability

Commissioners

Nancy Larocca Hedley

Susannah Hill (new)

Brian Kissel

John McKenna (Vice Chair)

Zachary Meyer (new)

Eduardo Pelegri-Llopart

Jeff Schmidt (Chair)

Roles and Responsibilities

The EQC is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change

The EQC is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability

Commission Priorities

- 1) **Climate Action Plan** - Advise and recommend on the next phase of implementation for the climate action plan
- 2) **Climate Resilience and Adaptation** - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts
- 3) **Urban Canopy** - 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) **Green and Sustainable Initiatives** - 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

Looking back

Review of EQC activities

Priority #1: Updated Climate Action Plan Scope of Work for 2025 to 2030

- ▶ Updated scope of work for all six goals in the plan
 1. Building electrification
 2. Electric vehicle adoption
 3. Electric vehicle charging
 4. Reduce vehicle miles traveled
 5. Fossil fuels out of city ops
 6. Sea level rise and flooding
- ▶ Some actions were getting more focus. Some were paused
- ▶ Some actions needed adjustment to fit new realities
- ▶ Each section was discussed by full group. Some subcommittees were formed to develop new recommendations
- ▶ Each section was updated according to new research or creative approaches used by other cities
- ▶ EQC finalized recommended updates to the Scope of Work in May 2024 and staff will present to city council in August 2024

Review of EQC
activities

Priority #1

Priority #2: Climate Resilience and Adaptation

- ▶ Members of the EQC have been attending Belle Haven CCCT meetings regularly as private residents and hearing more direct resident feedback
- ▶ Climate changes today (heat, health, storms) has just as large an impact on our community as the impacts we're mitigating for that are happening over time (e.g. temperature rise, sea level rise)
- ▶ Comment example - If it's 95 degrees this summer, where can I go to get cool and be protected from that heat?
- ▶ To further address these "here now" impacts, the EQC has recommended an expansion of CAP 6 from just sea level rise to a full suite of adaptation and resilience actions to protect our residents

Review of EQC
activities

Priority #2

Priority #3: Urban Canopy

- ▶ City made Urban Forest Management Plan (UFMP) Tier 1 priority / budgeted as \$250,000 CIP project
 - ▶ Staff update to EQC in Feb 2024 on creation of an UFMP
 - ▶ City has been consistently planting trees from 2018 to 2024
 - ▶ Planning led by community coalition. Strong focus on Belle Haven
 - ▶ Rationale: health impacts in Belle Haven, the example of East Palo Alto's UFMP, tree benefits - climate, health, community
-
- ▶ Separately, in March 2024, EQC listened to its first heritage tree ordinance appeal - remove a coast live oak at 219 Durham Street

Review of EQC activities

Priority #3

Priority #4: Green and Sustainable Initiatives

EQC Discussions and Actions

Jan 2024 - PCE solar for public facilities update

- ▶ Action: Power purchase agreement with PCE / solar on city facilities

Jan 2024 - PD Tesla patrol pilot update

- ▶ Action: Continue studying results and officer utilization impacts

Feb 2024 - Menlo Park urban forest management plan update

- ▶ Action: Grants submitted to CALF FIRE on May 30

Mar 2024 - Electrification permit streamlining and fee waiver

- ▶ Action: Presented to city council May 21 and extension approved

May 2024 - Metrics and progress report

- ▶ Action: EQC and staff to collaborate on types of metrics and reporting desired to show progress

Review of EQC
activities

Priority #4

Other Activities

- ▶ Attended Arbor Day Celebration + Mayor's Tree Planting with Canopy
- ▶ Attended Love Our Earth Festival
- ▶ Letters from Mrs. Ward's 4th grade class at Oak Knoll
 - ▶ Suggestions for EQC and City Council
- ▶ Funding deployment for Belle Haven home electrification
 - ▶ Recommended contract with Peninsula Clean Energy
- ▶ Zero Emission Landscaping Equipment
 - ▶ Recommended an incentive program
- ▶ Developing Annual Work Plan
 - ▶ Subcommittee established, approved prior to Sept 18

Other Activities

Looking forward EQC plans

For EQC to discuss and determine what to present for future plans:

- 1.
- 2.
- 3.
- 4.
- 5.

Commission plans

Do you have any feedback for the EQC and staff? How do you feel about our progress on city priorities?

Are you hearing other concerns from the community that we should incorporate into the EQC work plan?

Seeking guidance

The background features a large, abstract geometric shape on the right side, composed of several overlapping triangles in various shades of green, ranging from light lime to dark forest green. This shape extends from the top right towards the bottom left. The rest of the background is a solid, bright lime green.

THANK YOU

Environmental Quality Commission work plan

City Manager's Office Department
701 Laurel Street, Menlo Park CA 94025
Approved September 24, 2024

D3-ATTACHMENT



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. Support the development of an Urban Forest Management Plan
3. 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.
4. Encourage and facilitate robust public comment and participation at Commission meetings.
5. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
6. Support the filling of openings on the Commission and the effective onboarding of new Commissioners.

Work plan history

Action	Date	Notes
Work plan recommended to EQC		Commission approved
Work plan City Council approval		Approved by City Council

Proposed Environmental Quality Commission Agenda Topics Fiscal Year 2024-25

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

Month	Topics	Author/Presenter	EQC role
2024			
July 2024	Approve fiscal year 2024-25 agenda calendar and work plan	Sustainability staff/Chair and Vice Chair	Action by commission
	Annual City Arborist Report and Review of Heritage Tree Ordinance Administrative Guidelines	City Arborist and Public Works Staff	Feedback to staff on ideas, policies and programs
	Review subcommittees scope, timeline and deliverables	Sustainability staff/ Ad hoc subcommittees	Action by commission
	Annual Report Out to City Council (July 9 City Council Meeting)	Chair Schmidt	Deliver presentation to Council
August 2024	Approve subcommittees scope, timeline and deliverables	Sustainability staff	Feedback to staff on ideas, policies, and programs
September 2024			
October 2024			
November 2024	No meeting due to holiday		
December 2024 Early December meeting to avoid holiday conflicts			
2025			
January 2025	Report out on Zero Emission Landscaping Equipment Voucher program	Sustainability staff	Informational, provide feedback to staff
February 2025			
March 2025	Receive Climate Action Plan progress report	Sustainability staff	Informational item/no action
April 2025	Annual City Arborist Report	City Arborist and Public Works staff	Informational item
		Sustainability and Public Works staff	Informational, provide feedback to staff
May 2025	Elect Chair and Vice Chair	Chair	Action by commission
	Update on building electrification outreach and education	Sustainability staff	Provide feedback to staff
June 2025	Annual City Arborist Report	Public Works staff	Informational Item
	Discuss annual agenda calendar/ work plan to submit to the City Council	Sustainability staff/Chair and Vice Chair	Action by commission
July 2025	Approve of the fiscal year 2025-2026 agenda calendar	Sustainability staff	Informational

Regular items

- Annual Election of Chair and Vice Chair (May)
- Chair report to the City Council (at minimum once per year)
- Set fiscal year commission agenda calendar (June/July)
- Annual informational presentation on existing building electrification outreach and education (annual)
- Annual City Arborist Report (Spring)
- Zero Emissions Landscaping Equipment (ZELE) Policy progress (requires two years of reporting to the commission directed by the city council starting in 2025)
- Review and discuss ad hoc subcommittee deliverables and disbandment (every 6 months)

Commission priorities

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - 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.
- Green and Sustainable Initiatives – 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

EQC to determine which Ad hoc subcommittees to include in fy 24-25 work plan:

- **Urban Forest Management and Canopy**
 - **Scope:**
 - **Duration:** X months with an expected report to EQC by XXX
 - **Commissioners:**
- **Community Education and Engagement**
 - **Scope:**
 - **Duration:** X months with an expected report to EQC by XXX
 - **Commissioners:**
- **Transportation (beyond EV/EV charging, for example mass transit, bikes, walkable cities)**
 - **Scope:**
 - **Duration:** X months with an expected report to the EQC in XXX
 - **Commissioners:**
- **Water Usage and Storage**
 - **Scope:**
 - **Duration:** X months with an expected report to the EQC in XXX
 - **Commissioners:**
- **Climate Change Resilience and Adaptation**
 - **Scope:**
 - **Duration:** X months with an expected report to the EQC in XXX
 - **Commissioners:**
- **Waste Management and Pollution Prevention**
 - **Scope:**
 - **Duration:** X months with an expected report to the EQC in XXX
 - **Commissioners:**
- **CAP Goal updates and revisions**
 - **Scope:**
 - **Duration:** X months with an expected report to the EQC in XXX
 - **Commissioners:**

Other topics TBD for the EQC to consider adding to the work plan*

- Develop recommendations to inform CAP No. 1 Scope of Work Implementation
 - Explore voluntary programs and projects to encourage electrification and energy efficiency upgrades for ADUs and remodels
 - Explore local amendments or reach codes to the California Building Standards for both new and existing buildings
 - Identify and recommend grant funding opportunities
 - Review opportunities for Distributed Energy Resources
 - Community Solar (self generation incentive program)
 - More engaged, aware, empowered customers
 - Decarbonize Block by Block or Eco Block program
- Develop recommendations for CAP 2 and 3 Scope of Work Implementation
- Develop recommendations for CAP 4 Scope of Work Implementation
 - Provide recommendations on becoming a 15 minute city
 - Identifying metrics to track and reviewing gas consumption data
 - Coordination with Complete Streets and Planning Commissions
- Develop recommendations for CAP 6 Scope of Work Implementation
 - Provide feedback to inform the development of a Climate Change Resilience and Adaptation Plan
- Waste Management and Pollution Prevention
 - Provide recommendations to reduce use of single use plastics in the city
- Water Conservation and Stormwater
 - Promote native, water efficient landscaping and explore the impacts of astroturf
 - Consider concepts such as a sponge city and water table as part of CAP No. 6
- Develop and implement programs for Community Education and Engagement
 - Engage the youth advisory committee and develop student outreach programs
 - Focus on District 1 outreach for PCE Home Upgrade project including hosting meetings at the Belle Haven Community Center
 - Promote Earth Day and the Love Our Earth Festival
 - Provide recommendations for workforce training related to building electrification
 - Provide recommendations on outreach campaign to encourage electrification for homes including messaging, outreach materials, and events
 - Provide recommendations on educating landscapers and residents on the zero emission landscaping equipment ordinance
 - Presentation from SSMC on their dashboard, community events, etc.

***These topics will be discussed by EQC and used to build out the EQC Agenda Calendar (above).**