

# Environmental Quality Commission



## REGULAR MEETING MINUTES

**Date:** 10/15/2025  
**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, Hedley, Hill, Chair McKenna, Vice Chair Meyer  
**Absent:** Hernandez, Kissel  
**Staff:** Sustainability Manager Rachael Londer

### C. Public Comment

- Julia Zeitlin spoke on distribution of extreme heat resilience kits.

### D. Regular Business

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

**ACTION:** Motion and second (Hill/ Hedley), to approve the September 17, 2025 Environmental Quality Commission meeting minutes, passed 5-0-2 (Hernandez and Kissel absent).

- D2. Review and discuss existing building electrification permit fee waiver program (Attachment)

Chair McKenna introduced the item.

Sustainability Manager Rachael Londer made the presentation (Attachment).

The Commission received clarification on staff recommendations, building permits fees, waivers provided by other cities and master fee schedule update timeline.

- Brian Schmidt spoke in support of continuing the permit fee waiver program.

The Commission discussed permit process streamlining, retaining the permit fee waiver program in place as-is or for low-income residents, upgrading the waiver process, eliminating permits for electrification and considering a set credit amount for replacement of gas appliance with electric.

- D3. Review and discuss approach for the 2026 Love Our Earth festival (Attachment)

Chair McKenna introduced the item.

Sustainability Manager Rachael Londer made the presentation (Attachment).

The Commission received clarification on the purpose of the Love Our Earth Festival.

- Brian Schmidt spoke on Menlo Spark's collaboration on Love Our Earth Festival planning and budget contribution.

The Commission discussed reaching a broader audience, hosting an event downtown, collaborating with downtown businesses, hosting multiple events throughout the month aimed at different age groups to promote electrification, partnering with restaurants, businesses and venues to host special events, incorporating a pledge program throughout Earth month, promoting themed weeks and creating a storytelling event.

**D4. Receive and file work plan and form ad hoc subcommittees (Attachment)**

Chair McKenna introduced the item.

The Commission discussed a new subcommittee to determine the metric to measure vehicles miles traveled.

**ACTION:** Motion and second (Hill/ Meyer), to approve the fiscal year 2025-26 Environmental Quality Commission work plan and form ad hoc subcommittees, passed 5-0-2 (Hernandez and Kissel absent).

**E. Reports and Announcements**

**E1. Reports and announcements from staff and Commissioners**

Sustainability Manager Rachael Londer reported out on the Dec. 17 Environmental Quality Commission meeting, Dec. 3 Youth Advisory Committee meeting and solar and carport installation at City Hall.

Commissioner Hedley reported out on the Nov. 8 Acterra Green@Home tour.

Chair McKenna reported out on the Oct. 16 Home is Where the Change is event.

**F. Informational Items**

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

**G. Adjournment**

Chair McKenna adjourned the meeting at 7:18 p.m.

Management Analyst II Liz Tapia

Minutes approved at the December 17, 2025 Environmental Quality Commission meeting.