

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 2/22/2017
Time: 6:30 p.m.
City Hall/Administration Building
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call – Bedwell, DeCardy, Dickerson, Vice Chair London, Marshall, Chair Martin, Smolke

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. Please clearly state your name and address or political jurisdiction in which you live. 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. Informational presentation on the community zero waste plan and rate study update – 45 min

D2. Discuss Arbor Day tree planting event – 15 min

D3. Review the Environmental Quality Commission 2-Year Work Plan and discuss the next quarterly update to City Council ([Attachment](#)) – 30 min

D4. Discuss potential environmental participation with the City’s proposed “complete streets” commission – 10 min

D5. Approve January 25, 2017, Environmental Quality Commission meeting minutes ([Attachment](#)) – 5 mins

E. Reports and Announcements

E1. Future agenda items – 5 mins

F. Adjournment

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Agendas and staff reports may also be obtained by contacting Clay Curtin, Assistant to the City Manager and Interim Sustainability Manager, at 650-330-6615. (Posted: 2/16/17)

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.

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Commission Work Plan Guidelines

- Step 1** Review purpose of Commission as defined by Menlo Park Council Policy 3-13-01.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the Commission and determine the following:
- A. Identify priorities, goals, projects, ideas, etc.
 - B. Determine benefit, if project or item is completed
 - C. Is it mandated by State or local law or by Council direction?
 - D. Would the task or item require a policy change at Council level?
 - E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
 - F. Completion time? (1-year, 2-year, or longer term?)
 - G. Measurement criteria? (How will you know you are on track? Is it effective? etc.)
- Step 5** Prioritize projects from urgent to low priority.
- Step 6** Prepare final Work Plan for submission to Council for review and approval in the following order:
- Work Plan cover sheet, Listing of Members, Priority List, Work Plan Worksheet – Steps 1 through 8
- Step 7** Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand
- Step 8** Report out on work plan priorities to the City Council, which should include:
- A. List of “approved” priorities or goals
 - B. Status of each item, including any additional resources required in order to complete
 - C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete



Environmental Quality Commission

Mission Statement

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.

Environmental Quality Commission
Work Plan for 2016-2018



Environmental Quality Commission 2016-2018

Commission Members Listing

Commissioner Allan Bedwell

Commissioner Chris DeCardy

Commissioner Joyce Dickerson

Commissioner (Vice Chair) Janelle London

Commissioner Scott Marshall

Commissioner (Chair) Deborah Martin

Commissioner Christina Smolke



Environmental Commission Priority List

The Environmental Quality Commission has identified the following priorities to focus on during 2016-2018:

1.	Climate Action Plan (CAP) - Implement CAP initiatives to achieve or exceed the City's greenhouse gas (GHG) reduction target.
2.	Urban Canopy Preservation - Develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process.
3.	Sustainable Development Update - Improve the sustainability of the City's Planning, Zoning and Building Code regulations consistent with the EQC mission and City Council priorities (with focus on land use, buildings, and transportation).



Environmental Quality Commission Work Plan Worksheet

Step 1

Review purpose of Commission as defined by Menlo Park Council Policy 3-13-01	<p>The EQC is charged with advising the City Council on the following matters:</p> <ul style="list-style-type: none">• Advising on programs and policies related to protection of natural areas, recycling and solid waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.• Preserving heritage trees, expanding the urban canopy, using best practices to maintain City trees, and making determinations on appeals of heritage tree removal permits• Organizing annual Arbor Day Tree Planting event and continuing to support and recognize exemplary environmental stewardship throughout the community.
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Step 2

Develop or review a Mission Statement that reflects that purpose	The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability.
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Step 3

Discuss any priorities already established by Council	<ul style="list-style-type: none">• Continue work on the General Plan Update• Evaluate the City's Water Policy, including resources, uses, and conservation• Make gains in our Climate Action Plan, reducing greenhouse gas emissions
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Step 4 **The goals and priorities identified below are not listed in order of magnitude.*

*Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
<p>Climate Action Plan- Implement CAP initiatives to achieve or exceed the City's greenhouse gas (GHG) reduction target.</p> <ul style="list-style-type: none"> • Help the city staff to achieve the GHG reduction strategy with focus on 2016-2018 initiatives (refer to CAP update from 10/15). • Collaborate with other entities such as the bicycle and transportation commissions and local organizations on sustainable initiatives that support the CAP (e.g. expos, workshops, community outreach). • Work with city marketing to publicize CAP goal and show progress against target. Educate citizens on how they can contribute. 	<ul style="list-style-type: none"> • Reduce GHG emissions associated with city of Menlo Park • Increase citizen awareness and education on reduction goals and actions they can take • Improve transparency on city goals and activities to meet GHG targets 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> • Subcommittee • Possible partnerships with organizations, businesses, other commissions • Staff time 	2 years	<ul style="list-style-type: none"> • Periodic reports on grant opportunities that the city can take advantage of (pending alignment with staff direction). • Hold one community expo or workshop in partnership with others (e.g. commissions, local organizations). • Update city environmental webpage with CAP related content

<p>Urban Canopy Preservation- Develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process.</p> <ul style="list-style-type: none"> • Provide input into the Heritage Tree Ordinance revision process • Appoint EQC member(s) to attend Planning Commission meetings for items that are of interest for the EQC 	<ul style="list-style-type: none"> • Improve the awareness, evaluation, and appeal process for the community • Improve coordination with other commissions and City departments • Ensure adequate City resources to successfully implement and enforce the program 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Subcommittee • Staff time budgeted 	<p>End of FY 2018</p>	<ul style="list-style-type: none"> • Periodic reports • Recommendations adopted by Council • Reduction in the number of healthy trees removed • Increase in the diversity and quality of trees within the entire urban canopy • Improved coordination with the planning process
<p>Sustainable Development Update-Ensure the sustainability of the City's Planning, Zoning, and Building Code regulations consistent with the EQC mission and City Council priorities (with focus on land use, buildings, and transportation).</p> <ul style="list-style-type: none"> • Ensure the sustainability elements of the General Plan are adopted • Expansion of M2 green building standards to broaden General Plan • Appoint an EQC liaison to Connect Menlo 	<ul style="list-style-type: none"> • Help to promote the state Title 24 ZNE standards (new residential ZNE by 2020; commercial by 2030) • Improved energy efficiency in existing buildings 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Creation of an Ad-Hoc Subcommittee • Connect Menlo participation 	<p>In line with the City's timeline for Planning, Zoning and Building Code updates</p>	<ul style="list-style-type: none"> • Periodic reports • Development in the M2 area and city-wide circulation in line with EQC priorities (e.g. 27% GHG reduction target by 2020) • Periodic updates to EQC from liaison activities • Broaden updated GP to include M2 sustainability provisions. Specifically, incorporate ZNE, LEED requirements, and energy efficiency rating requirements (e.g. energy star) into planning requirements and building codes

Step 5

List identified Goals, Priorities and/or Tasks for the Commission	**Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Climate Action Plan (CAP) - Implement CAP initiatives to achieve or exceed the City's greenhouse gas (GHG) reduction target.	<ul style="list-style-type: none"> • Exploration of partnerships (bicycle and transportation commission, etc.) • City environmental website updates to incorporate CAP information 		Encourage the City Council to purchase off-sets if the Community does not achieve the City adopted GHG reduction targets	
Urban Canopy Preservation - Develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process.	Revise Heritage Tree Ordinance			
Sustainable Development Update - Improve the sustainability of the City's Planning, Zoning and Building Code regulations consistent with the EQC mission and City Council priorities (with focus on land use, building, and transportation).	Appoint a liaison for "Connect Menlo"	Update the General Plan with ZNE and LEED requirements and other sustainability elements	Consider implementing the sustainability elements including in the Connect Menlo process into other areas of the City	

Step 6 Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

Step 7 Once approved; use this plan as a tool to help guide you in your work as an advisory body.

Step 8 Report out on status of items completed. Provide any information needed regarding additional resources needed or And to indicate items that will need additional time in order to complete.

City of Menlo Park
Environmental Quality Commission Subcommittees
Updated September 28, 2016

Climate Action Plan Subcommittee

Priority Focus: Implement CAP initiatives, evaluate and advocate new initiatives to achieve or exceed the City's greenhouse gas (GHG) reduction target.

Members: Commissioners Dickerson, London, Martin

Urban Canopy Preservation Subcommittee

Priority Focus: Develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process.

Members: Commissioners DeCardy, Marshall, Smolke

Sustainable Development Subcommittee

Priority Focus: Ensure the sustainability of the City's Planning, Zoning, and Building Code regulations consistent with the EQC mission and City Council priorities (with focus on land use, buildings, and transportation).

Members: Commissioners Bedwell, DeCardy

Environmental Quality Commission



REGULAR MEETING MINUTES - DRAFT

Date: 1/25/2017
Time: 6:30 p.m.
City Hall/Administration Building
701 Laurel St., Menlo Park, CA 94025

A. Chair Martin called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Allan Bedwell (arrived 6:45 p.m.), Chris DeCardy, Vice Chair Janelle London, Scott Marshall, Chair Deb Martin
Absent: Smolke
Staff: Clay Curtin, Assistant to the City Manager/Interim Sustainability Manager
Vanessa Marcadejas, Senior Sustainability Specialist

C. Public Comment

No one from the audience provided public comment.

D. Regular Business

D1. Announcement of Sustainability Division management transition to Clay Curtin

D2. Make a determination on an appeal for one coast redwood tree at 318 Pope St.

Commissioner Bedwell joined the meeting at 6:45 p.m.

City Arborist Christian Bonner provided a brief overview of his evaluation of the tree and his reasons for denying the removal permit.

Appellant Isabelle Cole stated her original intent to keep the tree but that now she seeks to have it removed due to her arborist's report stating the tree's risk of failure is moderate to severe.

The appellant's arborist, Kevin Kielty, stated that the redwood tree poses a hazard due to its poor form and that he does not recommend cabling as a mitigation measure.

Public comment on the item:

- Horace Nash stated opposition to the tree removal and urged mitigation measures instead.
- Betsy Nash stated opposition to the tree removal because of its value to the environment and surrounding wildlife.
- Katie Hadrovk stated opposition to the tree removal because of her family's enjoyment of the tree and stated that they have not experienced any related issues due to the tree.

- Joseph Ashton stated opposition to the tree removal because he feels it enhances the neighborhood.
- Sally Cole stated opposition to the tree removal because the City's arborist report found the tree to be in good condition.

ACTION: Motion and second (DeCardy/Bedwell) to deny the appeal based on the heritage tree criteria as stated in the arborist report, passes (6-0-1) (Ayes: Bedwell, DeCardy, Dickerson, London, Marshall, Martin; Absent: Smolke)

D3. Information presentation on PG&E's proposal to remove trees for gas line safety

ACTION: No formal action was taken on this item. PG&E representatives Bill Chiang and Darin Cline provided a presentation to the commission. The commissioners expressed interest in having PG&E provide another update at a future commission meeting.

D4. Discuss and approve moving the Environmental Quality Commission meeting date to the third Wednesday of every month

ACTION: No formal action was taken on this item. PG&E representatives Bill Chiang and Darin Cline provided a presentation to the commission. The commissioners expressed interest in having PG&E provide another update at a future commission meeting.

D5. Approve November 30, 2016, Environmental Quality Commission meeting minutes

ACTION: Motion and second (DeCardy/Bedwell) to approve the Nov. 30, 2016, meeting minutes passes (6-0-1) (Ayes: Bedwell, DeCardy, Dickerson, London, Marshall, Martin; Absent: Smolke)

Commissioner DeCardy left the meeting at 9:25 p.m.

E. Reports and Announcements

E1. Informational update on the proposed scope of work for the Jack Lyle Park restroom project

Vanessa Marcadejas provided a project update.

E2. Informational update on commissioner attendance report and City Clerk updates to the city commission policy

Clay Curtin and Vanessa Marcadejas provided the commission with an update on the commissioner attendance report for 2016. Staff acknowledged that there was an error in the 2016 attendance report and stated that the City Clerk would conduct an audit before providing her next update to the City Council.

E3. Staff update on the request for proposal for the heritage tree ordinance update, California Public Utilities Commission energy data ruling, Bedwell Bayfront Park master plan and zoning

Commissioner Bedwell recused himself from the meeting for this item at 10:02 p.m.

Vanessa Marcadejas and Clay Curtin provided updates to the commission.

Commissioner Bedwell rejoined the meeting at 10:11 p.m.

E4. Update on commissioner volunteer work

Commissioner London spoke about the Green Ninja program, a school-age educational initiative to inspire interest in the science and solutions associated with our changing climate. Recent self-reported data show that children reported a 10 percent reduction in home energy use after participating in Green Ninja.

E5. Future agenda items

- Arbor Day tree planting event coordination
- Informational presentation on the community zero waste plan and rate study update
- Update on San Francisquito Creek projects
- Review of the Environmental Quality Commission 2-year work plan and subcommittee activities
- Update on the PG&E proposal for tree removals related to gas line safety
- Next Environmental Quality Commission quarterly update to City Council

F. Adjournment

Chair Martin adjourned the meeting at 10:35 p.m.

Minutes prepared by Vanessa Marcadejas.

Community Pipeline Safety Initiative

Menlo Park, Environmental Quality Commission

January 25, 2017



Improving Pipeline Safety and Reliability

- PG&E's top priority is the safety of our customers and communities – we are testing, studying and upgrading our gas system, including:
 - **Hydrostatic pressure testing** which verifies the pipeline's strength and safe operating pressure
 - **Internal pipe inspection robots** to check for signs of corrosion
 - **Valve automation** to allow faster response during gas emergencies
 - **Leak survey** of our entire gas pipeline system more frequently
 - **Aerial and ground patrols** to identify any excavations, signs of construction and other potential safety concerns



Program at a Glance

WHAT WE'RE DOING



Checking the area above the gas transmission pipeline for trees and structures that pose an emergency access or safety concern



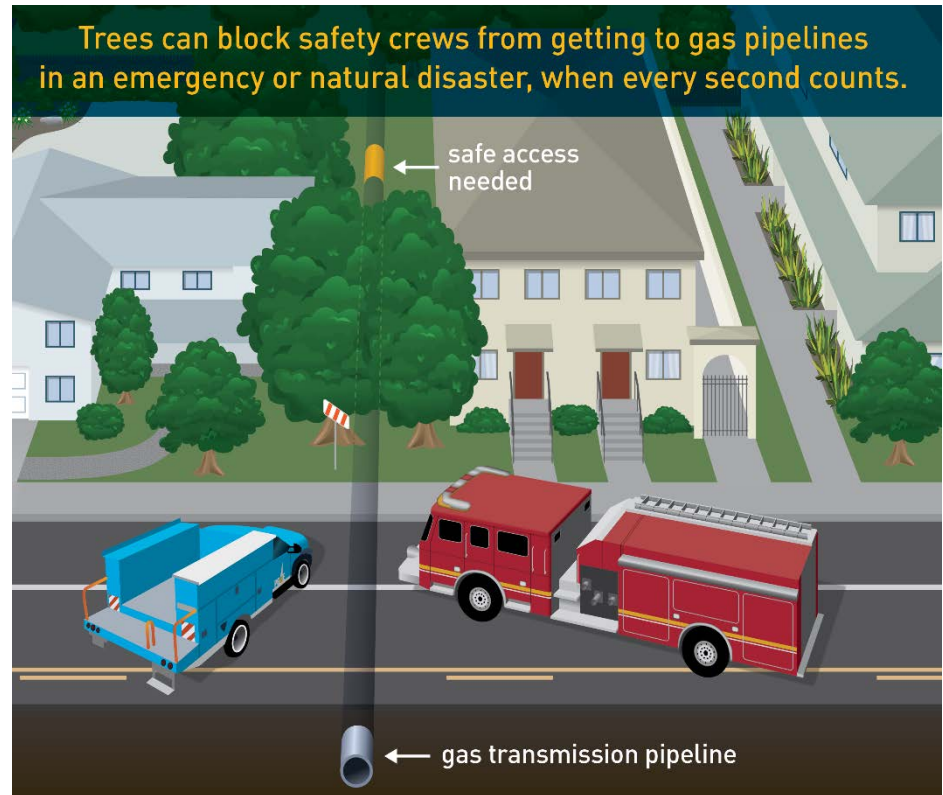
Helping to ensure immediate access for first responders and safety crews, and preventing potential damage to the pipe



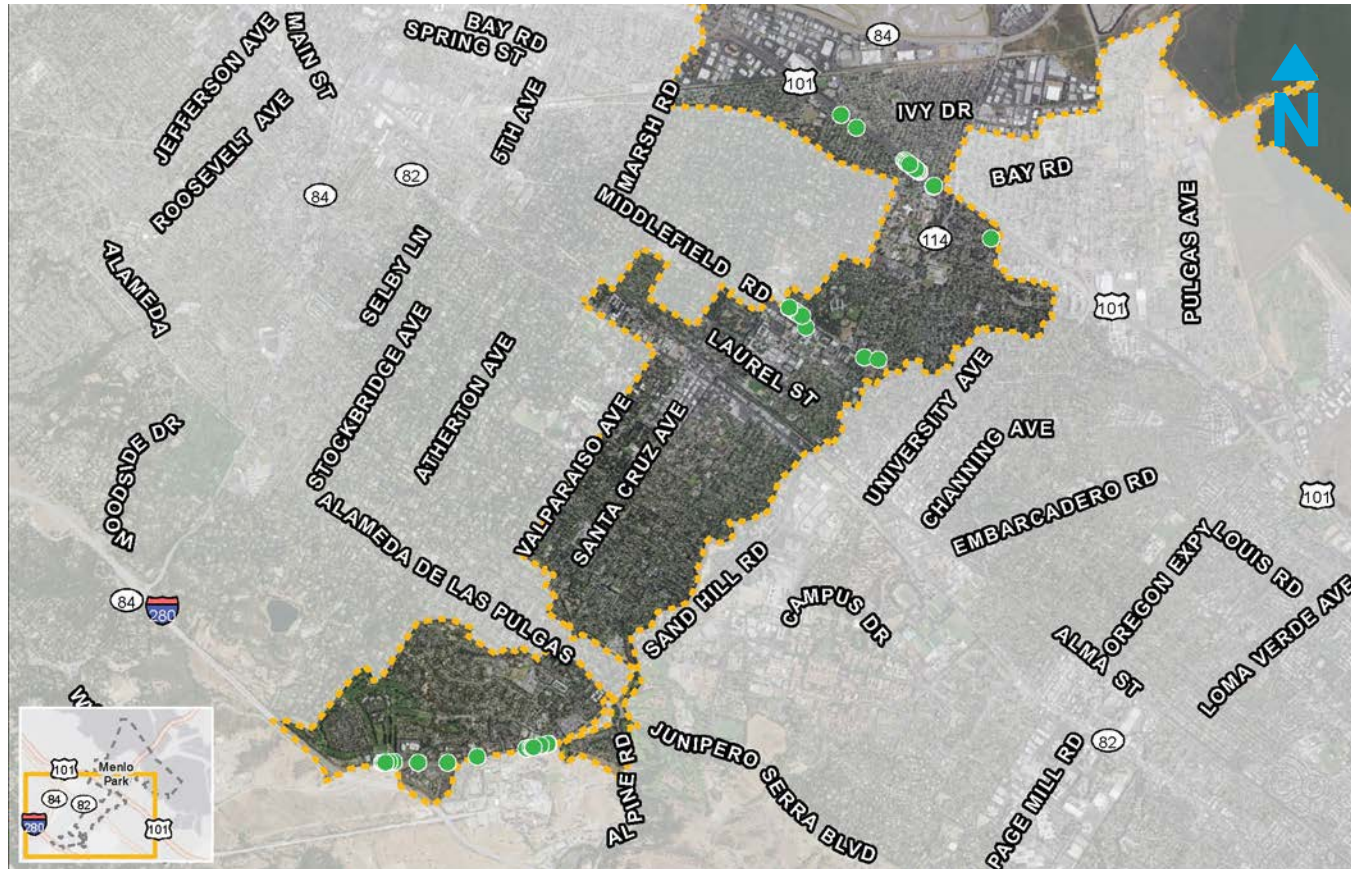
Working with our customers and communities where a safety risk has been identified to develop shared solutions



Planting new trees at a safe distance from the pipeline and restoring the area to preserve the natural beauty of our communities



Proposed Safety Work Area Overview



Trees proposed for removal



City Boundary

Facilities to be operated by PG&E personnel only. Point and boundary locations are approximate and for illustrative purposes only. Data subject to updates. Call 811 before you dig. Map Created 1/11/17.

Working with First Responders

“PG&E’s community-based gas safety initiatives will help keep San Mateo County residents and our first responders safe. As a fire chief, I know that response times in an emergency are critical and clearing obstructions to gas pipelines will help speed response times and save lives.”

**Harold Schapelhouman, Fire Chief,
Menlo Park Fire Protection District**

“The work PG&E is doing now to improve gas safety will help our first responders better access pipelines in the event of an emergency.”

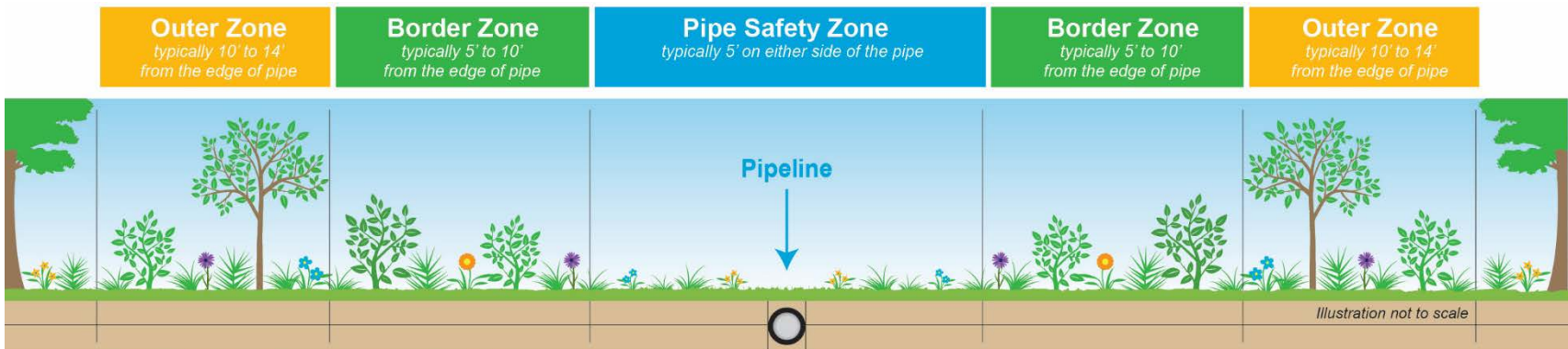
**Scott Jalbert, Fire Chief, San Mateo
County Fire Department and the
Coastside Fire Protection District**



First responders depend on immediate access in an emergency

Guide to Safe Landscaping

Making sure the right plants and trees are located in the right location adds to the safety and natural beauty of your community



Pipe Safety Zone	Lawns, flowers, low-profile grasses and low-growing herbaceous plants work well within the Pipe Safety Zone.
Border Zone	Small to medium shrubs with a trunk or main branch less than 8" in diameter at full maturity work well within the Border Zone. Diameter is measured 4.5 feet above the ground.
Outer Zone	Large shrubs and small trees with a trunk or main branch less than 36" in diameter at full maturity work well within the Outer Zone. Diameter is measured 4.5 feet above the ground.

Please note easement widths can vary and the above represents best practices and guidance for safe landscaping near gas pipelines.

Tree Replacement and Restoration

- We understand how important trees are to the community. They are important to us too. When a tree poses a safety concern and needs to be replaced, PG&E works with the property owner to determine:
 - **Tree Replacement:** Including the following replacement options:
 - **Option 1:** One 15-gallon replacement tree per tree, including planting
 - **Option 2:** Two 15-gallon replacement trees per tree, and PG&E will donate the trees
 - **Option 3:** An in-lieu payment
 - **Restoration:** Work together to develop a landscape plan that restores the area with native, drought-tolerant landscaping, such as grasses or flowers
 - **Protected Trees:** For those trees designated protected or heritage by the city, we will submit ministerial permits and meet the replacement tree ratio specified in the city's tree ordinance
- We recognize every customer and property is different, and we will address special circumstances on a case-by-case basis

Community Partnership and Outreach

- It is important to us that our customers get answers to their questions and have an opportunity to provide feedback
- Our outreach includes:
 - Meeting with city officials and staff to discuss the safety risks and work together to plan for gas safety work in public areas
 - Communicating about gas pipeline safety to all residents within 500-feet of the safety work
 - Notifying nearby residents before any safety work takes place
 - Hosting answer centers near work areas
 - Contacting private property owners regarding any safety work proposed for their property
- We will not move forward with any planned work until we have a signed agreement in place with the customer



Tree-by-Tree Review

- We understand how important trees are to your community and the environment
- To ensure we are only replacing trees that pose an emergency access or safety concern, we conduct a review of all trees near the gas pipelines, which involves:
 - Analyzing specific vegetation and pipe data, such as the tree height, species and distance from the pipe
 - Determining if a tree is a manageable risk and can potentially remain with regular monitoring, or an unacceptable risk and must be replaced
- In the future, it may be determined that manageable risk trees pose an unacceptable safety risk and will need to be replaced



Tree-by-Tree Review Criteria

What does the tree-by-tree review involve?

Our pipeline integrity and risk management experts review a number of factors, including:

Tree Characteristics	Pipeline Information	Site Conditions
<ul style="list-style-type: none"> Tree species and size at full maturity 	<ul style="list-style-type: none"> Pipeline depth 	<ul style="list-style-type: none"> Ability to access pipeline in an emergency
<ul style="list-style-type: none"> Distance from tree to pipeline 	<ul style="list-style-type: none"> Pipeline installation date 	<ul style="list-style-type: none"> Ability to access pipeline for critical maintenance work and patrols
<ul style="list-style-type: none"> Potential for root interaction with pipeline 	<ul style="list-style-type: none"> Pipeline coating type 	<ul style="list-style-type: none"> Lightning and wind exposure
<ul style="list-style-type: none"> Tree hazard 	<ul style="list-style-type: none"> Pipeline size (diameter) 	<ul style="list-style-type: none"> Seismic activity and soil instability

Private Property Review Process

- To ensure we are only replacing trees that pose an emergency access or safety concern, we also conduct a review of trees on private property and are coordinating with the City Arborist for necessary permitting
- The review involves meeting with property owners to discuss safety risks and gather more information about their tree(s) and property
- This analysis will determine which trees need to be replaced for safety reasons and which can potentially remain in place with regular monitoring
 - Trees and brush within 5 feet of pipeline must be removed to ensure access and protect public safety
 - Trees located between 5.1 and 14 feet will be reviewed as part of the assessment, and in some cases, may be able to remain in place with ongoing monitoring



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graph LR; A[Outreach to Property Owner] --> B[Conduct Safety Assessment]; B --> C[Review Results]; C --> D[Work Together on Next Steps]
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Outreach to
Property
Owner

Conduct Safety
Assessment

Review
Results

Work Together
on Next Steps

Overview of Vegetation Work in the City of Menlo Park

Proposed Franchise/City-Owned Work	
Tree Assessments	236
<i>Manageable</i>	<i>136</i>
<i>Unacceptable</i>	<i>100</i>
Brush Assessments	0

Proposed Private Property Work	
Tree Assessments	708
<i>Manageable</i>	<i>Review TBD</i>
<i>Unacceptable</i>	<i>Review TBD</i>
Brush Assessments	341

Next Steps

- Working together with city staff, we are developing a path forward for the 100 unacceptable risk franchise trees. These trees entail:
 - **Species:** 11 species including Acacia, Ceanothus, Crepe Myrtles, Eucalyptus, California Black Oak, Coast Live Oak, Red Oak, Valley Oak, Plum, Pine and Privet
 - **Diameter at Breast Height (DBH) Range:**
 - 0-9" DBH: 65 trees
 - Oak Species Greater than 10" DBH: 22 trees
 - Non-Oak Species Greater than 15" DBH: 13 trees
 - **Locations:** Van Buren Road, Sand Hill Road, Middlefield Road, Iris Lane, Bay Road and Chester Street
- We will continue to evaluate the remaining private property trees with city staff through the private property permit process
- Once a path forward is put together with city staff, we will return to the Menlo Park Environmental Quality Commission for updates, discussion and comment.

Contact Information

- For questions regarding the upcoming pipeline safety work, please contact Bill Chiang, Public Affairs Representative, at **1-650-598-7392** or by email at **william.chiang@pge.com**
- For more information about our gas safety efforts, visit us at **pge.com/GasSafety**
- To learn more about our gas transmission pipeline in your neighborhood, visit us at **pge.com/pipelinelocations**



Thank You

