

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 2/21/2018
Time: 6:30 p.m.
City Hall – “Downtown” Conference Room
701 Laurel St., Menlo Park, CA 94025

A. Call to Order

B. Roll Call – Bedwell, DeCardy, Dickerson, London, Marshall, 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. Discuss and consider updates to the Climate Action Plan goals and Greenhouse Gas (GHG) reduction strategies through the year 2020 ([Attachment](#))
- D2. Approve the September 27, 2017, November 15, 2017, and January 17, 2018 Environmental Quality Commission meeting minutes ([Attachment](#))
- D3. Consider requests for future agenda items

E. Reports and Announcements

- E1. Subcommittee reports
- E2. Individual commissioner reports
- E3. Staff update and announcements

F. Adjournment

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MEMORANDUM

Date: 2/13/2018

To: Environment Quality Commission

From: Janelle London

Re: Discussion of Climate Action Plan goals and Greenhouse Gas (GHG) reduction strategy

In the past, the Environmental Quality Commission has held preliminary discussions of the following:

1. Drafting a Climate Action Plan ("CAP") Update to replace the [October 2015 Update](#) – specifically, updating the "Five Year Community GHG Reduction Strategies" ("Reduction Strategies") through 2020. The original October 2015 CAP Reduction Strategies are listed below.
2. Determining criteria for determining which activities/projects to include in the Reduction Strategies, and how to prioritize them.
3. Determining criteria for, and ultimately applying those criteria to recommend, a post-2020 CAP goal.

Tonight's meeting includes a block of time to have this discussion. Ideally, the result of the discussion would be:

1. A list of criteria for selecting GHG reduction strategies. (See below for sample criteria)
2. An initial list of GHG Reduction Strategies to consider in the period between now and December 31, 2020, whether prioritized or not. (See below for sample Reduction Strategies)
3. A list of criteria for a post-2020 CAP goal.

Points to note:

1. In November 2017, the CAP Subcommittee created a list of CAP priorities for the period through early/mid 2018, when staff was otherwise occupied with hiring and other urgent matters. That list is included below to the extent it may be useful in this discussion.
2. In making its list, the CAP Subcommittee reviewed a list of GHG reduction practices and criteria, which is also included below and may help inform the discussion.
3. The results of this discussion and lists may be helpful in drafting the Environmental Quality Commissions' 2-year work plan for 2019-2020 later this year.
4. The city's GHG inventory is outdated. One of staff's activities this year is to update it.

Sample Criteria:

1. GHG emissions reduced
2. Extent to which any expenses can be covered with CAP funds
3. Extent of staff resources to implement
4. Number of residents who benefit directly
5. Environmental justice interests served
6. Extent to which strategy is scalable, replicable
7. Extent to which resident education/training is needed

Sample Reduction Strategies:

1. Extend M2 Green/Sustainable Building Code to 1) Downtown Specific Plan, or 2) entire city
2. Strengthen EV charging infrastructure building code requirements
3. Streamline EVCI permitting process (including by pre-approving certain electricians)
4. Waive fees for EVCI permitting
5. Update and implement city's Sustainable Purchasing program, including EV First policy
6. Commission a study on financial strategy for adding EVCI to existing buildings, especially multi-unit dwellings
7. Install public EV superfast charger
8. Install public EV level 2 charger
9. Install public EV charger(s) in disadvantaged communities
10. Pilot EV car sharing program like the one in Los Angeles
11. Implement renewable water heating building code
12. Pilot resident education program on reducing GHGs
13. Pilot EV community class; advertise via Menlo Park Activity Guide (Parks and Rec)

11/11/17

EQC CAP Subcommittee Proposal: Priorities for upcoming months

Priorities:

- Achieve max GHG reductions at lowest cost (See chart below from Menlo Spark)
 - Avoid adding burden on staff
1. Advise City Council via letter re EQC position on EV Charging Infrastructure building code requirements (cc Deanna Chow, Rebecca, head of Planning Commission) to be approved by EQC at 11/15 meeting (see draft letter below)
 2. Alert Facebook of EVCI recommendations, seek FB input, and invite FB to also give recommendation to City Council.
 3. Contact Chamber of Commerce (11/30 meeting of Business Issues and Transportation Subcommittee), multi-unit property managers with proposed building code requirements and seek their input/support.
 4. Propose that City pursue streamlined, reduced-price permitting for EVCI, to benefit residents and ease burden on staff
 - a. Ask if City can pre-approve certain electricians and installers, to avoid need for city inspection
 - b. Advocate for free permits for EVCI (like MP has done with solar permits)
 5. Recommend to City Council to adopt an "EV First" policy for the city fleet
 - a. Recommend an EV First policy based on existing model ordinances
 - b. EQC to suggest to San Mateo County and Peninsula Clean Energy to pilot bulk purchases of electric fleet vehicles for city fleets; if this happens, encourage City to participate.

Ongoing:

1. Advise City to expand M2/Bayfront Green and Sustainable Building Code to entire city as soon as possible.

Future actions:

1. Draft communication around EVs for city to share with residents, via website, FB, other social media, email, letter, advising them of actions they can take to reduce GHG emissions in Menlo Park.
2. Ask City to adopt renewable water heating ordinance (like the one we recommended the City support to the CEC)

GHG Reduction Potential (from Menlo Spark)

Best Practices & Criteria		Estimate of GHG reductions/year in 2025 (MT CO2e)	Minimize Fossil Fuel Use	Innovate on technology or deployment	Community Co-Benefits (Jobs, air quality, resiliency, social justice)	Anticipating Future Needs	Cost to the City	Notes
Electric Vehicle Charging Infrastructure								
Part 1	City Ordinance & Zoning: Minimum parking spaces required with pre-wiring or EV Chargers for multi-family & commercial	22,000	+			+	none	This measure is already being developed; it will assist a transition to Evs
	Collaborations with existing multi-family & employers	24,000	+		+	+	low	This will help lower-income families utilize Evs
Part 2	Streamlined Permitting		+			+	low	This will remove a barrier to EV purchasing
	City EV First Policy		+	+			Est. ROI < 5 years	This will raise visibility of Evs, save the city operational (fuel) costs, and introduce new technology (medium duty/work trucks)
Renewable Energy (RE)								
	Solar Carports over parking, Could be coupled with energy storage and/or EV Charging (e.g. Green Charge)	50	+	+	++	+	~ \$5,000 savings	Solar carports will add community benefits in the form of shade and visibility to renewable energy. Adding energy storage & EV Charging would increase community benefits & innovation
	City-wide Zoning Codes requiring 100% Renewable Energy (both electricity & gas)	14,500	+	+	+	+	none	This applies to new developments
	Renewable Water- & Space - Heating	11,000	+	+			low	This applies to renovations & replacements
Energy Efficiency								
Existing Buildings:								
	Deep Energy Retrofits for low-income multi-family	7,000	+		++		moderate	This helps low-income families reduce monthly costs, with substantial co-benefits
City Financing								
	Raise Funding for Deep Energy Retrofits & Other Measures, through: Increase in Utility User Tax, New Climate Impact Fee, or partnership with PCE and/or other agencies							This is an enabling measure

October 2015 CAP Reduction Strategies:

Figure 4 – Menlo Park Five Year Community GHG Reduction Strategies 2015-2020

Fiscal Year 2015-16

- ☐ Complete installation of Solar PV on four City buildings
- ☐ Complete installation of four Electric Vehicle (EV) Charging stations at City public parking locations
- ☐ Incorporate CAP strategies and GHG emission reductions into General Plan update
- ☐ Complete energy efficient upgrades and renewable energy installation at city facilities
- ☐ Consider Community Choice Energy (CCE) options to gain additional renewable power in Menlo Park's portfolio
- ☐ Complete evaluation of methane capture and treatment at Bedwell Bayfront Park (Closed Landfill)

Fiscal Year 2016-17

- ☐ Incorporate Zero Net Energy and LEED Silver requirements into Planning requirements and Building Codes to increase efficiency in new buildings
- ☐ Implement Energy Star ratings requirement, or other performance tracking methodology, into Planning requirements for new buildings
- ☐ Consider changes to City's solid waste, recycling, and organics collection franchise that encourage zero waste and decrease waste to landfill
- ☐ Consider developing an energy efficient/renewable energy plan for commercial and residential sector to re-invigorate energy upgrades for existing buildings
- ☐ Re-invigorate a social marketing program to increase biking, public transit, and walking in the community
- ☐ Implement CCE, if selected as an option

Fiscal Year 2017-18

- ☐ Support Transportation Commission's car sharing program
- ☐ Support Bicycle Commission's bike sharing program
- ☐ Consider program to increase Caltrain ridership by downtown employees
- ☐ Encourage local food production through social marketing, education, and community garden programs
- ☐ Consider large scale renewable energy generation within Menlo Park (such as solar farm on a portion of open space, or large number of solar roof-top installations)

Fiscal Year 2018-19

- ☐ Revisit City Environmental Purchasing Program (EPP) to consider requiring new City buildings, facilities, and vehicles meet certain minimum environmental attributes
- ☐ Revise 2004 City Street Tree Master Plan, with the support of the City Arborist, to increase urban tree canopy
- ☐ Consider fuel switching strategies to move residential and commercial energy from natural gas and other fuels to renewable electricity portfolio
- ☐ Consider consumption based community engagement program to reduce GHG impacts of plug load, food and consumer goods purchased in Menlo Park

Fiscal Year 2019-20

- ☐ Consider replacement of all remaining City non-LED street lights with LED fixtures
- ☐ Consider height and density limit adjustments to promote active and public transportation
- ☐ Consider resiliency strategies for protecting Menlo Park land in the projected Sea Level Rise (SLR) zone
- ☐ Robust Climate Action Plan update community engagement program to craft Menlo Park's strategy looking forward to 2040

For All Years 2015-2020:

- ☐ Continue implementation of City EPP, residential and commercial water, waste and energy efficiency programs

The above is a recommended timeline only. New policies and programs related to GHG reductions may require a comprehensive cost-benefit analysis. Nearly all policies and programs would require City Council approval prior to implementation. In addition, the five-year strategy also reflects what can be accomplished with current staff resources.

Environmental Quality Commission



SPECIAL MEETING MINUTES - DRAFT

Date: 9/27/2017
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

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

B. Roll Call

Present: Bedwell (arrived at 6:39 p.m.), DeCardy, London, Marshall, Dickerson, Martin
Absent: Smolke
Staff: Sustainability Manager Rebecca Lucky and Sustainability Assistant Jason Ino

C. Public Comment

No public comment was received.

D. Regular Business

D1. Update and discussion of City's progress for electric vehicle charging station infrastructure.

Rebecca Lucky provided a presentation (Attachment).

Commissioner Bedwell joined the meeting at 6:39 p.m.

- John Woodell spoke about electric vehicle charging station infrastructure.

ACTION: Motion and second (London/Martin) to nominate Commissioner Bedwell to represent the Environmental Quality Commission at the community stakeholder meeting in October (6-0-1; Smolke absent).

D2. Discussion of 2018 to 2020 Climate Action Plan initiatives.

Rebecca Lucky provided an update to the commission.

- Diane Bailey, Menlo Spark, spoke about potential Climate Action Plan initiatives.

By acclamation, the Commission referred this to the Climate Action Plan subcommittee for further review and recommendation to the full Commission at a future meeting.

D3. Discussion of greenhouse gas reduction goal beyond 2020.

Rebecca Lucky provided an update.

- Diane Bailey, Menlo Spark, spoke about setting greenhouse gas reduction goals beyond 2020.

Commissioner DeCardy left the meeting at 8:56 p.m.

By acclamation, the Commission referred this to the Climate Action Plan subcommittee for further review and recommendation to the full Commission at a future meeting.

- D4. Approve the August 23, 2017, Environmental Quality Commission meeting minutes.

ACTION: Motion and second (London/Bedwell) to approve the August 23, 2017, Environmental Quality Commission meeting minutes passes (4-1-2; Dickerson abstains; DeCardy and Smolke absent).

E. Reports and Announcements

- E1. Commissioner reports

Commissioner London reported on the City Council's consideration of the 2111-2121 Sand Hill Road development project on September 26, 2017. The item included the Planning Commission's recommendation to approve the Mitigated Negative Declaration, rezoning, rezoning, General Plan amendment, tentative map, use permit, architectural control, below market rate housing agreement, and heritage tree removal permits, as well as a tax exchange agreement, for the 2111-2121 Sand Hill Road ("2131 Sand Hill Road") project.

- E2. Staff updates and announcements

Sustainability Manager Rebecca Lucky provided updates on the progress of the Community Zero Waste Plan, staff recruitment and general focus for the Sustainability Office over the next three months.

- E3. Future agenda items

By acclamation, the Commission requested to add the following items to a future agenda:

- 1730 Stanford Ave. heritage tree appeal for one magnolia tree
- An informal report on the electric vehicle charging station meeting from Bedwell
- CAP subcommittee report on goal and CAP strategies

F. Adjournment

Chair London adjourned the meeting at 9:41 p.m.

Minutes prepared by Jason Ino

Environmental Quality Commission



REGULAR MEETING MINUTES - DRAFT

Date: 11/15/2017
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Chair London called the meeting to order at 6:33 p.m.

B. Roll Call

Present: Bedwell, Dickerson, London, Marshall, Smolke
Absent: DeCardy, Martin
Staff: Sustainability Manager Rebecca Lucky and Sustainability Assistant Jason Ino

C. Public Comment

No public comment was received.

D. Regular Business

D1. Make a determination on an appeal for one Southern magnolia tree at 1730 Stanford Avenue.

City Arborist Christian Bonner made a presentation (Attachment).

Appellants Stephanie Elkins and Brad Bently spoke against the removal permit.

- Bess Wiersema, property owner's architect, spoke in support of the removal permit.
- Irving Tamura, property owner's landscape designer, spoke in support of the removal permit.
- Sally Johnson, property owner, spoke in support of the removal permit.
- William Roth spoke about another tree on the property

ACTION: Motion and second (Bedwell/Dickerson) to deny the appeal and uphold staff decision to grant removal of the heritage tree, failed (2-2-1-2; Smolke and Marshall dissented, London abstained, DeCardy and Martin absent). No subsequent motion was made, therefore the City Arborist's original determination to approve the removal permit stands.

D2. Discussion and recommendation to City Council on the proposed citywide electric vehicle charging station policy.

Chair London provided a report from the community meeting in October.

ACTION: Motion and second (Bedwell/Dickerson) authorizing the Chair to finalize and email a letter to the City Council's Electric Vehicle Charging Station subcommittee, and designate Bedwell (primary) and Dickerson (alternate) to speak on behalf of the Environmental Quality Commission at City Council on this topic, passed (5-0-2; DeCardy and Martin absent).

Commissioner Marshall left the meeting at 8:21 p.m.

- D3. Report from the Climate Action Plan Subcommittee on the Strategic Five Year Climate Action Plan, and proposed initiatives and goals beyond 2020.

Chair London provided an update.

E. Reports and Announcements

- E1. Commissioner reports

No commissioner reports were given.

- E2. Staff updates and announcements

Sustainability Manager Rebecca Lucky provided an update on staff recruitments, City Council's approval of garbage rate increases and development of a Sustainability Division work plan.

- E3. Future agenda items

No future agenda items were discussed.

F. Adjournment

Chair London adjourned the meeting at 9:23 p.m.

Minutes prepared by Jason Ino



HERITAGE TREE REMOVAL PERMIT APPEAL – 1730 STANFORD AVE.









Heartwood Decay



Environmental Quality Commission



REGULAR MEETING MINUTES - DRAFT

Date: 1/17/2018
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Vice Chair Martin called the meeting to order at 6:43 p.m.

B. Roll Call

Present: DeCardy, Dickerson, Marshall, Martin
Absent: Bedwell, London, Smolke
Staff: Sustainability Manager Rebecca Lucky, Sustainability Specialist Candise Almendral and Sustainability Assistant Milena Cancilla

C. Public Comment

No public comment was received.

D. Regular Business

D1. Discuss and consider recommending sustainability projects and/or programs for the City Council's annual work plan preparation meeting on January 29, 2018 (Staff Report #18-001-EQC)

ACTION: Motion and second (Martin/Dickerson) to support the proposed 2018 activities for the Sustainability Office presented in the staff report (numbered one through nine). In particular, the Environmental Quality Commission strongly supports the update to the Heritage Tree Ordinance Update as a high priority to complete by the end of this year.

The Environment Quality Commission also advises the City Council to use the Climate Action Plan funds identified in the Capital Improvement Plan to expedite (if additional funding is needed) the following activities:

- An update to the community greenhouse gas inventory;
- Development of a Transportation Master Plan;
- Extending the new electric vehicle charging station requirements citywide; and/or
- Supporting the implementation of new green design standards in the General Plan

If no further funding or resources are needed to expedite the climate action plan related items proposed in the staff report, the Environmental Quality Commission advises the City Council to use the Climate Action Plan funds in the Capital Improvement Plan to:

1. Undertake a Phase II of the electric vehicle charging station policy by completing a gap analysis of areas in the community that are undersupplied with electric vehicle charging stations (such as residential or existing commercial areas) and identify policy and/or program options to prepare the community for a full transition to electric vehicles and encourage a higher rate of electric vehicle ownership; and/or

2. Undertake a Phase II of the new green design standards in the General Plan that could include extending the requirements to other areas of the city.

The Environmental Quality Commission designates the Chair to communicate this action to the City Council. (4-0-3; Bedwell, London, and Smolke absent)

- D2. Discuss the Environmental Quality Commission's quarterly report to the City Council

By acclamation, the Commission provided feedback to be incorporated into the quarterly report.

- D3. Approve the November 15, 2017, Environmental Quality Commission meeting minutes

ACTION: Motion and second (Marshall/Dickerson) to approve the November 15, 2017, meeting minutes failed (2-0-2-3; DeCardy and Martin abstain; Bedwell, London, and Smolke absent).

E. Reports and Announcements

- E1. Commissioner reports

There were no commissioner reports.

- E2. Staff updates and announcements

Sustainability Manager Rebecca Lucky provided a verbal report on staff recruitments, electric vehicle charging station policy update and informed that the policy will be discussed by the Planning Commission on January 22, 2018.

- E3. Future agenda items

By acclamation, the Commission requested to add the following items to a future agenda:

- Discuss Climate Action Plan target beyond 2020 (March) from the Climate Action Plan Subcommittee
- Urban Forest Master Plan
- Green Infrastructure
- Heritage Tree Ordinance Update plan
- Environmental Quality Commission work plan update
- Elect new commissioner for the Transportation Master Plan (March)

F. Adjournment

Vice Chair Martin adjourned the meeting at 8:25 p.m.

Minutes prepared by Milena Cancilla