

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 7/17/2019
Time: 6:00 p.m.
City Hall – “Downtown” Conference Room
701 Laurel St., Menlo Park, CA 94025

EQC Commissioner Josie Gaillard will be participating by phone from:
39586 North Cotton Patch Hills
Bethany Beach, Delaware 19930

A. Call To Order

B. Roll Call – Gaillard, Kabat, London, Martin, Vice Chair Payne, Chair Price, Turley

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. Review and discuss a recommendation to the City Council regarding a proposed pricing structure for public use of city owned electric vehicle charging stations ([Staff Report 19-009-EQC](#))
- D2. Strategize on how to execute the 2019-2021 Environmental Quality Commission work plan and discuss formation of work plan subcommittees ([Staff Report 19-010-EQC](#))
- D3. Discuss the Environmental Quality Commission’s quarterly report to the City Council
- D4. Discuss September’s Environmental Quality Commission agenda
- D5. Approve the June 19, 2019, Environmental Quality Commission meetings minutes ([Attachment](#))

E. Reports and Announcements

- E1. Commission reports and announcements
- E2. Staff update and announcements
- E3. Future agenda items

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 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 for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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 menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 07/11/2019)



STAFF REPORT

Environmental Quality Commission

Meeting Date: 7/17/2019

Staff Report Number: 19-009-EQC

Regular Business:

Review and discuss a recommendation to the City Council regarding a proposed pricing structure for public use of city owned electric vehicle charging stations

Recommendation

Staff recommends that the Environmental Quality Commission (EQC) recommend the proposed pricing fee outlined in this report for public use of City owned electric vehicle charging stations to recover operational and initial installation costs, increase space turnover, and support local multifamily developments that don't have access to charging stations.

Policy Issues

This recommendation is consistent with how the City establishes rates and fee structures to recover costs for owning, operating, and maintaining utility services (e.g., solid waste and water rates.) The adoption of a pricing structure for public use of city owned electric vehicle charging stations is consistent the City's climate action plan and will help in achieving the City Council adopted target of reducing communitywide greenhouse gas (GHG) emissions by 27 percent by 2020 from 2005 levels.

Background

The City currently owns and operates four public electric vehicle (EV) charging stations. Two chargers are located in the City's Civic Center parking lot with two more located in the City's downtown Parking Plaza II on Crane Street. With the rise of EVs in the market and an increasing demand for public access to available EV charging stations, a pricing structure is needed to better utilize the stations, increase efficiency, and continue to promote the usage of EVs to further reduce local GHG emissions.

For the last year, the City has seen a high utilization of the four publicly available stations and an increase in EV owners as the market shifts toward electric modes of transportation. Due to this high use, the City has received a number of reports from City staff and residents indicating the difficulty to find an open, designated space to charge their EV, as well as experiencing community conflicts at the stations. The main problem is many EVs are not being moved from a charging space once fully charged. This creates frustrations for other users that need to charge and can discourage EV use and purchase when stations are not available due to slow space turnover. A pricing structure can help with higher turnover of public EV charging stations.

Analysis

The proposed pricing structure should be consistent across each station to reduce confusion and maintain equity and transparency. The intended outcome for the pricing structure is to recover the operational costs of the stations and increase EV space turnover through a penalty or escalation fee after an establish time frame.

The escalation fee provides a self-regulating system and reduces City resources to deter EV drivers from staying in the EV space once their vehicle is fully charged.

The operational and maintenance costs for the charging stations is \$33,656 per year. In addition, the initial cost of installation for the four public stations totaled \$98,000. This excludes the cost of the charging stations and some of the installation cost as a result of the City receiving a grant. The City is authorized to collect funds from users to operate, maintain, recover the capital costs, and replace the charging stations.

Therefore, staff recommends a four tiered pricing fee structure where the first tier is an access fee, the second is an equitable energy-based fee, the third is an escalation fee, and the fourth is an off-peak pricing fee. The access fee will allow the City to recover the initial costs of the four public stations when they were installed within seven years. The energy-based pricing structure is an equitable price for the various EV models to recover operational costs. The escalation fee will encourage EV charging space turnover and the additional revenue will support the City's climate action plan. The off-peak pricing fee will support local multifamily development EV owners with limited access to at home charging stations by keeping prices minimal.

Staff recommends the following pricing structure:

- Tier 1 - Access fee: \$1.00
- Tier 2 - Energy-based fee: between \$0.23 and \$0.25 per kWh. This will also be charged if battery is fully charged and still parked in the space to encourage higher turnover rates.
- Tier 3 - Escalation fee: \$5 per hour after allotted 3 hour charging time frame with a 15 minute grace period to move the vehicle
- Tier 4 - Off-peak fee: between \$0.10 per and \$0.12 kWh with no escalation penalty fee between 7 p.m. and 7:30 a.m. with no escalation fee or continued charges once battery is fully charged.
- Employee Benefit: Access fee charge and free for first 3 hours with \$5 escalation fee after 15 minute grace period

Staff will better determine the energy-based fee and the off-peak fee when more data is acquired from stations. The second tiered energy-based fee estimated cost for EV owners for the 3 hour allotted time period varies between EV models and their battery acceptance rate. The table below compares costs for a three hour charge between a Nissan Leaf and Chevy Bolt.

Table 1: EV model cost comparison for 3 hours during peak use	
Nissan Leaf	Chevy Bolt
Energy draw rate: 3.3 kWh	Energy draw rate: 7.2 kWh
\$1 access fee applied (Tier 1)	\$1 access fee applied (Tier 1)
\$3.28 for energy used (Tier 2 @ \$0.23)	\$4.97 for energy used (Tier 2 @ \$0.23)
Total is \$3.28 for three hour charge	Total is \$5.97 for three hour charge

The off-peak pricing for EV drivers will only be charged the first access fee (\$1) and Tier 4 off-peak pricing fee up to \$0.12/kwh.

The final consideration is an employee benefit where staff EV owners will not be charged for the first 3 hours, but will be charged the \$5 escalation fee after the 15 minute grace period.

Revenue forecasts for the first access fee, second energy-based fee, and fourth off-peak pricing fee is

estimated between \$50,040 and \$54,360 per year with a seven year pay back for the initial station installation costs. This would cover the cost of operation and maintenance and recover the capital costs for installation over seven years. The cost recovery could allow future purchases of public EV charging stations or promote other EV infrastructure programs.

The escalation fee revenue based on data indicating May 2019 idle hours as 747 is estimated to be about \$44,820 per year. Once an escalation price is in place, the number of idling hours is likely to significantly drop, and is estimated to be \$11,000 per year. These funds could be used for other activities in the climate action plan or for EV related projects, policies, and programs.

Almost all Bay Area cities surveyed that operate publically owned EV charging stations have implemented a pricing fee structure (Attachment A). While some jurisdictions have instituted an hourly or time-based fee, it was found through research that hourly fees are not equitable for slower charging EV models and unintentionally benefits faster charging EV models. Additionally, the escalation fee is consistent with Bay Area Climate Collaborative recommendation to use an escalation fee that is five times greater than the charging fee. Furthermore, once the four public stations have recovered their initial operational costs, the access fee will be removed where the stations will result to a three tiered pricing fee structure.

Next steps:

City Council approval and rate adoption is the next step in this process. If adopted by the City Council, rates would need to be updated regularly to reflect current energy and maintenance costs.

Impact on City Resources

The City is currently providing electricity, network fees and maintenance to all EV charging stations at no cost to the charging station users. The proposed pricing structure will provide an opportunity for the City to recover the operational costs of the stations while creating a new revenue stream to support purchase of additional charging stations as well as support implementation of the City's climate action plan. This requires little staff resources to implement as ChargePoint administers the billing system used for the charging stations.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines § 15378 and 15061(b) (3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. San Francisco Bay Area EV charge prices

Report prepared by:

Elise Doan, Climate Corps Fellow

Reviewed by:

Peter Ibrahim, Management Analyst II

Staff Report #: 19-009-EQC

Rebecca Lucky, Sustainability Manager
Clay Curtin, Assistant to the City Manager

Location	City	# of Chargers	Level Charger	EV Pricing Policies in the Bay Area						
				Access Fee	Hourly Fee	Power per kWh Fee	Escalation Fee	Off-Peak	Time Limit	Parking Fee
City of Berkeley	Berkeley				\$1.50/ hr.					
Brisbane Village	Brisbane		50 kW DCFC			\$0.20/ kWh	\$5/ hr. after 45 min			Evening flat rate at \$8
Brisbane Marina *not owned by the City	Brisbane		Level 2			\$0.52/ kWh	\$3/ hr. w/ 15 min grace period			
Burlingame City Hall	Burlingame	2	Level 2			\$0.30/ kWh				
Downtown Burlingame	Burlingame	4	Level 2			\$0.30/ kWh				
City of Fremont	Fremont	17				\$0.35/ kWh				\$1 between 8 AM to 6 PM
County of San Mateo	County of San Mateo		Level 2		\$1.00/ hr. for first 4 hrs.		\$7.50/ hr. after first 4 hrs.			
City of Pleasant Hill	Pleasant Hill		Level 2			\$0.20/ kWh				
City of Redwood City	Redwood City		Level 2		\$2.00/ hr.				4 hrs.	
City of Petaluma	Petaluma	12	9 - Level 2; 3 - Level 1		\$1.00/ hr.					
Palo Alto CA High #3 (*Price set by City of Palo Alto)	Palo Alto	8	Level 2			\$0.23/ kWh	\$2/ hr. w/ 20 min grace period			
City of Palo Alto	Palo Alto	4	3 - Level 2; 1- Level 1			\$0.23/ kWh	\$2/ hr. w/ 20 min grace period			
Simon Stanford	Menlo Park	2	Level 2			\$0.40/ kWh				

CTR 1 & 2 (price set by Simon Property Group)						
City of Mountain View	Mountain View	5/ 10 ports	Level 2	\$1/ hr. for first 2 hrs.	\$4/ hr. after first 2 hrs.	4 hrs.
City of San Jose	San Jose	50 stations		\$1.25	\$0.25/ kWh during day	\$0.20/ kWh (9:30 PM to 8:30 AM)



STAFF REPORT

City Council

Meeting Date:

7/17/2019

Staff Report Number:

19-010-EQC

Regular Business:

**Strategize on how to execute the 2019-2021
Environmental Quality Commission work plan and
discuss formation of work plan subcommittees**

Recommendation

Staff recommends that the Environmental Quality Commission strategize on how to execute the 2019-2021 Environmental Quality Commission work plan and discuss formation of work plan subcommittees.

Policy Issues

The Environmental Quality Commission (EQC) is an advisory body to the City Council, and in accordance with City Council Policy CC-19-004, advisory bodies are required to establish a two-year work plan that aligns with the City Council's goals.

Background

The purpose of the EQC work plan is to outline the Commission's focus areas for the next two to three years that aligns with the annual City Council work plan.

At the last EQC meeting in June, the commission expressed desire in forming subcommittees to begin execution of the EQC work plan. This is also timely as two new commissioners joined the commission in May. The purpose of this meeting is to form ad hoc subcommittees and to agree at a high level on how to execute each of the work plan items with clear direction.

Analysis

Below is a table that compares the work plan between the City Council, the EQC, and the sustainability division. Note that the sustainability has more work plan items than the City Council and the EQC. This is due to carry over in implementing new projects and programs from previous years. New projects and programs typically take up to two years to implement and require resources for ongoing implementation. The Sustainability Division work plan provides specifics projects to the City Council and EQC work plan items. Lastly, the sustainability division work plan excludes ongoing administrative responsibly, such as being the liaison for community general waste management issues or processing heritage tree appeals.

Table 1: Comparison of work plans		
City Council 2019 work plan	EQC work plan 2019-2021	Sustainability division work plan over the next two years
<ul style="list-style-type: none"> Implementing the community zero waste plan Adopting reach codes Updating the heritage tree ordinance 	<ul style="list-style-type: none"> Climate action plan Green and sustainable development Urban canopy preservation 	<ul style="list-style-type: none"> Zero Waste Implementation <ul style="list-style-type: none"> Implement zero waste program for new development in Bayfront area Bottle filling stations Janitorial contract zero waste compliance Update solid waste ordinance Update construction and demolition ordinance Downtown waste management Zero waste events policy Toy library concept Climate action plan <ul style="list-style-type: none"> Environmental purchasing policy Community electric vehicle charging station infrastructure Policy and program analysis reach codes City Green fleet transition Bike/Scooter sharing ordinance Transportation Management Association development Community greenhouse gas inventory update Update climate action plan Pricing structure for city owned Electric vehicle charging stations Heritage tree ordinance update

The City Council's work plan is updated annually, and can change the direction of the sustainability's division and EQC priorities and routine operations. For example, the City Council added exploring reach codes for their 2019 work plan, which delayed updating the climate action plan and the community greenhouse gas inventory. These trade-offs are recognized and acceptable given emerging opportunities and changes in environmental issues.

However, this means that as the EQC moves forward with recommending new policies or programs to the City Council, the recommendations need to also include removing or delaying projects that are currently not underway.

The sustainability division has two full time staff and one onsite contractor with restrictions on types of tasks and projects that can be worked on. In addition, another consulting firm is being hired to assist with zero waste plan implementation, but the same constraints exist on the type of projects and tasks that can be performed in this capacity. Given the current capacity and work load of the sustainability division, only one new project can be advanced per year.

Each subcommittee will need to work with staff to determine project tradeoffs. Some trade-offs may not be

doable if a project or policy is in the implementation stage, such as janitorial zero waste contract compliance or Environmental Purchasing. There is flexibility in other areas, such as removing sustainability division involvement in developing a Transportation Management Association or delaying the bike/scooter sharing ordinance.

The EQC also serves primarily as an advisory body to the City Council. It is important to be aware that matters beyond the EQC work plan are sometimes referred to the EQC by the City Council. These matters then take higher priority over work plan items. In addition, the EQC is the hearing body for heritage tree appeals, and appeals are a high priority as they need to be resolved in a timely manner. Finally, the EQC is a Brown Act Body that can hear public comment on other environmental issues beyond the work plan and City Council direction. The committee has an obligation to report the public feedback to City Council through their quarterly updates. However, City Council authorization is needed in order for staff and/or the EQC to begin working on an issue outside City Council direction or established work plans.

Subcommittee rules and guidance

No more than three Commissioners can be in a subcommittee to adhere to the Brown Body Act.

Establishing new subcommittees is beneficial because they can:

- Have a flexible meeting schedule without publically noticing
- Discuss specific focus areas more in depth outside of the official EQC meetings
- Obtain additional support from other entities

Impact on City Resources

There are no additional City resources required for this item.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in the environment.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. EQC 2019-2021 work plan

Report prepared by:

Joanna Chen, Sustainability Specialist

Rebecca Lucky, Sustainability Manager



Commission work plan guidelines

- Step 1** Review purpose of Commission as defined by Menlo Park City Council Policy 3-13-01.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by City 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 City Council direction?
 - D. Would the task or item require a policy change at City 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 City 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 (EQC) is committed to helping the City of Menlo Park to be a leading sustainable city that is well positioned to manage present and future environmental impacts. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, environmental improvement, and sustainability.

Environmental Quality Commission
Work Plan for 2019-2021



Environmental Quality Commission 2019-2021

Commission members listing

Commissioner (Chair) Ryann Price

Commissioner (Vice Chair) James Payne

Commissioner Josie Gaillard

Commissioner Tom Kabat

Commissioner Janelle London

Commissioner Deborah Martin

Commissioner Rebecca Turley



Environmental Commission Priority List

The Environmental Quality Commission has identified the following priorities to focus on during 2019-2021:

1.	Climate Action Plan (CAP) – Continue efforts on 2020 Climate Action Plan initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target and develop targets beyond 2020.
2.	Urban Canopy Preservation – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process, and establishing an urban canopy inventory.
3.	Green and Sustainable Development – Expand and enhance sustainable development practices, including green and sustainable building requirements, land use, and transportation.



Environmental Quality Commission Work Plan

Step 1

Review purpose of Commission as defined by Menlo Park City Council Policy 3-13-01	<p>The Environmental Quality Commission 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; and • Organizing annual Arbor Day Tree Planting event and continuing to support and recognize exemplary environmental stewardship throughout the community.
---	---

Step 2

Develop or review a mission statement that reflects that purpose	<p>The Environmental Quality Commission (EQC) is committed to helping the City of Menlo Park to be a leading sustainable city that is well positioned to manage present and future environmental impacts. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, environmental improvement, and sustainability.</p>
--	--

Step 3

Discuss any priorities already established by City Council	<ul style="list-style-type: none"> • Make gains in our Climate Action Plan • Implement Community Zero Waste Plan
--	--

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 City Council direction?	Required policy change at City 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 (CAP) – Continue efforts on 2020 Climate Action Plan initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target and develop targets beyond 2020.</p> <ul style="list-style-type: none"> • Help city staff to achieve GHG reduction goals through 2020. • Develop GHG target and emissions reduction strategies for 2025. • Improve communication with the community about the Climate Action Plan • Advocate for the full implementation of the Environmental Preferable Purchasing (EPP) Policy and Community Zero Waste Plan • Support phase II of EVCI policy options and gap analysis 	<ul style="list-style-type: none"> • Reduced GHG emissions • Reduced air pollution • Improved health • Increased community engagement for emissions reductions • Fiscal savings and reduced waste • Demonstrated environmental leadership • Improved 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 • 2025 GHG target approved by City Council • Increased CAP communication via channels such as updated city environmental webpage, social media, and workshops • Reduction of single use items • Reduced gasoline sales • Reduced natural gas sales • Improved air quality • Public recognition of Menlo Park CAP-related strategies

<p>Urban canopy preservation – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process, and establishing an urban canopy inventory.</p> <ul style="list-style-type: none"> • Provide input into the Heritage Tree Ordinance revision process • Influence and enable the creation of an inventory and catalogue of the urban tree canopy 	<ul style="list-style-type: none"> • Improve the awareness, evaluation, and appeal process for the community • Ensure adequate City resources for successful implementation and enforcement 	<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 2019</p>	<ul style="list-style-type: none"> • Periodic reports • Recommendations adopted by City 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 • Inventory and catalogue of urban tree canopy
<p>Green and sustainable development – Expand and enhance sustainable development practices, including green and sustainable building requirements, land use, and transportation.</p> <ul style="list-style-type: none"> • Support adoption of impactful CALGreen and energy reach codes for the 2019 building code update • Participate in and advocate for the development of the Transportation Master Plan and Transportation Management Association • Expansion of successful green building standards to other zones (ex: El Camino Real/Downtown Specific Plan) 	<ul style="list-style-type: none"> • Help to meet or exceed the state energy code(s) and carbon targets to show climate action leadership • Advance clean transportation and reduce emissions and impacts • Improved energy efficiency in new and 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 a Subcommittee • Participate in Transportation Master Plan Committee • Staff Report resolution, and public hearing for CALGreen and energy reach codes will be needed 	<p>In line with the City and State's timeline.</p>	<ul style="list-style-type: none"> • Adoption of CALGreen and energy reach codes that are applicable to the City • Transportation Master Plan developed • Inclusion of green and sustainable building requirements in other zones • Periodic updates to Environmental Quality Commission from liaison activities

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) – Continue efforts on 2020 CAP initiatives to achieve or surpass the City's greenhouse gas (GHG) reduction target and develop targets beyond 2020.		<ul style="list-style-type: none"> • Help city staff to achieve GHG reduction goals through 2020 • Develop GHG target and emissions reduction strategies for 2025 • Advocate for the full implementation of the Environmental Preferable Purchasing (EPP) Policy and Community Zero Waste Plan • Support phase II of EVCI policy options and gap analysis 		<ul style="list-style-type: none"> • Improve communication with the community about the Climate Action Plan
Urban canopy preservation – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes revising the Heritage Tree Ordinance and heritage tree appeal process, and establishing an urban canopy inventory.	<ul style="list-style-type: none"> • Provide input into the Heritage Tree Ordinance revision process 		<ul style="list-style-type: none"> • Influence and enable the creation of an inventory and catalogue of the urban tree canopy 	
Green and sustainable development – Expanding and enhancing sustainable development practices,	<ul style="list-style-type: none"> • Support adoption of impactful CALGreen and energy reach 	<ul style="list-style-type: none"> • Expansion of successful green building standards to 		

including green and sustainable building requirements, land use, and transportation.	codes for the 2019 building code update <ul style="list-style-type: none"> • Participate in and advocate for the development of the Transportation Master Plan and Transportation Management Association 	other zones (ex: El Camino Real/Downtown Specific Plan)		
--	---	---	--	--

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.

Environmental Quality Commission



REGULAR MEETING MINUTES - DRAFT

Date: 6/19/2019
Time: 6:00 p.m.
City Hall – “Downtown” Conference Room
701 Laurel St., Menlo Park, CA 94025

A. Chair Price called the meeting to order at 6:09 p.m.

B. Roll Call

Present: Gaillard, Kabat, London, Vice Chair Payne, Chair Price, Turley
Absent: Martin
Staff: Sustainability Specialist Joanna Chen and Sustainability Manager Rebecca Lucky

C. Public Comment

- Eduardo Gonzalez spoke in support of expanding PACE providers and sought recommendation from EQC to make a recommendation to City Council.

D. Regular Business

D1. Transportation Master Plan Outreach and Oversight Committee informational update

Chair Ryann Price introduced the item.

Chris DeCardy provided a verbal report on how sustainability is incorporated into the transportation master plan.

D2. Consider a recommendation to City Council to adopt local energy amendments to the 2019 California Building Standards Code that (1) discourage natural gas for heating newly constructed buildings and (2) require certain amount of solar production for nonresidential buildings (Staff Report #19-008-EQC)

Chair Ryann Price introduced the item.

Sustainability Specialist Joanna Chen made a presentation (Attachment).

- Diane Bailey commented on an email to staff and EQC Commissioners in support of adopting reach codes (Attachment).

ACTION: Motion and second (London/Vice Chair Payne) to recommend adopting option 3 in the staff report that requires buildings to be electrically heated or all electric if the City Attorney finds that there are no federal preemption challenges or restrictions (6-0-1, Martin absent).

D3. Approve the May 15, 2019, Environmental Quality Commission meeting minutes

Chair Ryann Price introduced the item.

ACTION: Motion and second (Chair Price/Gaillard) to approve May 15, 2019 Environmental Quality Commission meetings minutes, passed (6-0-1, Martin absent).

E. Reports and Announcements

- E1. Commission reports and announcements
- E2. Staff update and announcements
- E3. Future agenda items

Gaillard requested an update on the Environmental Quality Commission's 2019-2021 work plan to join a subcommittee.

Chair Price is interested in revisiting and discussing more about the PACE program.

F. Adjournment

Chair Price adjourned the meeting at 9:01 p.m.

Minutes prepared by Joanna Chen.