

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 12/16/2020

Time: 5:00 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 915 4675 0502

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Environmental Quality Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the regular meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID 915 4675 0502

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Regular Session ([Zoom.us/join](https://zoom.us/join) – ID# 915 4675 0502)

A. Call To Order

B. Roll Call – Elkins, Gaillard, Kabat, London, Martin, Payne, Price

C. Public Comment

The public may address the Environmental Quality Commission (EQC) on any subject not listed on the agenda. Each speaker can make public comment for a limit of three minutes once. The EQC cannot act on items not listed on the agenda other than to provide general information.

D. Regular Business

- D1. Review and discuss the draft 2021-2022 commission work plan prepared by a subcommittee of the

Environmental Quality Commission ([Attachment](#))

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 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 by request by emailing the city clerk at jaherren@menlopark.org. 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:12/11/2020)



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, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, environmental improvement, sustainability and climate change.

Environmental Quality Commission
Work Plan for 2021-2022



**Environmental Quality Commission
2021-2022**

Commission members listing

Commissioner (Chair) Ryann Price

Commissioner (Vice Chair) Janelle London

Commissioner Leah Elkins

Commissioner Josie Gaillard

Commissioner Tom Kabat

Commissioner Deborah Martin

Commissioner James Payne



Environmental Commission Priority List

The Environmental Quality Commission has identified the following priorities to focus on during 2021-2022:

1.	Climate Action Plan (CAP) – Continue planning and supporting implementation of the City’s on 2030 Climate Action Plan initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target.
2.	Urban Canopy Preservation – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes monitoring the effectiveness of the City’s Heritage Tree Ordinance, hearing heritage tree appeals and establishing an urban canopy inventory.
3.	Green and Sustainable Initiatives – Expand and enhance sustainable development initiatives, including habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.



Environmental Quality Commission Work Plan

Step 1

<p>Review purpose of Commission as defined by Menlo Park City Council Policy 3-13-01</p>	<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.
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Step 2

<p>Develop or review a mission statement that reflects that purpose</p>	<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, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, environmental improvement, sustainability and climate change.</p>
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Step 3

<p>Discuss any priorities already established by City Council</p>	<ul style="list-style-type: none"> • Make gains on our Climate Action Plan •
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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 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 planning and supporting implementation of the City’s 2030 Climate Action Plan initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target.</p> <ul style="list-style-type: none"> Action #1: Explore policy/program options to convert 95% of existing buildings to all-electric by 2030 Action #2: Set citywide goal for increasing EVs and decreasing gasoline sales Action #3: Expand access to EV charging for multi family and commercial properties Action #4: Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission Action #5: Eliminate the use of fossil fuels from municipal operations Action #6: Develop a climate adaptation plan to 	<ul style="list-style-type: none"> Other cities inspired to join us in adopting bold climate action, as happened with City’s all-electric Reach Code Reduced GHG emissions Reduced air pollution Reduced traffic congestion Improved public health Increased community engagement for emissions reductions Reduced risk of stranding fossil fuel assets Increased equity and environmental justice Increased preparedness for sea level rise and other climate threats 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 checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> Subcommittees Possible partnerships with organizations, businesses, other commissions Staff time Consultants/contractors 	<p>2 years</p>	<ol style="list-style-type: none"> Number of gas hot water heaters citywide replaced with electric versions (data source: Menlo Park Building Department) Number of gas furnaces citywide replaced with electric versions (data source: Menlo Park Building Department) Number of utility natural gas accounts terminated (data source: Peninsula CleanEnergy or PG&E) Number of new cars registered that are gas vs. EV (data source: DMV) Number of total cars registered that are gas vs. EV (data source: DMV) Gallons of gasoline sold in Menlo Park (datasource: City sales tax reports) Percentage of municipal assets converted from gas or

<p>protect the community from sea level rise and flooding</p> <ul style="list-style-type: none"> • Recommend 2021-22 Climate Action for Council Adoption • Support adoption of impactful CALGreen and energy reach codes for the 2022 building code update 						<p>diesel to electric (data source: Menlo Park Public Works Department)</p> <p>8. Vehicle miles traveled, including trips inbound, outbound and within the City(Google Environmental Insights Explorer)</p> <p>9. Number of other cities that query and/or copy Menlo Park’s climate policies and programs (data source: outreach efforts and research by Menlo Park Sustainability staff)</p> <p>10.</p>
<p>Urban canopy preservation – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes monitoring the effectiveness of the new Heritage Tree Ordinance, hearing heritage tree appeals, and establishing an urban canopy inventory.</p> <ul style="list-style-type: none"> • Assess effectiveness of the Heritage Tree Ordinance and recommend adjustments as needed • Influence and enable the creation of an inventory and catalogue of the urban tree canopy 	<ul style="list-style-type: none"> • Improved public awareness and satisfaction with Heritage Tree policies • Efficient functioning of the Heritage Tree policies 	<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 • Staff time budgeted 	<p>Ongoing</p>	<ul style="list-style-type: none"> • Periodic reports • 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 initiatives – Expand and enhance sustainable initiatives, including habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.</p> <ul style="list-style-type: none"> • Support initiatives improving air and water quality • Support initiatives protecting environmental health • Support initiatives that reduce waste • Support initiatives that conserve water • Support initiatives that improve the quality of water runoff in the City 	<ul style="list-style-type: none"> • Clean air • Clean water • Reduced environmental impacts on health • Reduced exposure to pollutants • More efficient water usage • Critical habitat preserved • Less waste generated • 	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Create Subcommittee, if needed 	<p>Ongoing</p>	<ul style="list-style-type: none"> • Number of asthma cases • Air quality as measured by sensors throughout City • Toxin levels in water runoff • Water consumption • Volume of solid waste generated •
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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
<p>Climate Action Plan (CAP) – Continue planning and supporting implementation of the City’s 2030 CAP initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target.</p>	<ul style="list-style-type: none"> Action #1: Explore policy/program options to convert 95% of existing buildings to all-electric by 2030 	<ul style="list-style-type: none"> Action #3: Expand access to EV charging for multi family and commercial properties Action #5: Eliminate the use of fossil fuels from municipal operations Recommend 2021-22 Climate Action for Council Adoption 	<ul style="list-style-type: none"> Action #2: Set citywide goal for increasing EVs and decreasing gasoline sales Action #4: Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission Action #6: Develop a climate adaptation plan to protect the community from sea level rise and flooding Support new climate actions to be adopted by Council in 2021 Support adoption of impactful CALGreen and energy reach codes 	<ul style="list-style-type: none"> Improve communication with the community about the Climate Action Plan Inspire other cities to adopt bold climate action

			for the 2022 building code update	
Urban canopy preservation – Continue to develop a comprehensive urban canopy strategy for Menlo Park, which includes monitoring the effectiveness of the new Heritage Tree Ordinance, hearing heritage tree appeals and establishing an urban canopy inventory.	•	• Assess effectiveness of the Heritage Tree Ordinance and recommend adjustments as needed	• Influence and enable the creation of an inventory and catalogue of the urban tree canopy	
Green and sustainable initiatives – Expanding and enhancing sustainable development initiatives, including habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.	•		<ul style="list-style-type: none"> • Support initiatives improving air and water quality • Support initiatives protecting environmental health • Support initiatives that reduce waste • Support initiatives that conserve water • Support initiatives that improve the quality of water runoff in 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.