

# Environmental Quality Commission



## REGULAR MEETING MINUTES

**Date:** 12/16/2020

**Time:** 5:00 p.m.

**Regular Meeting Location:** Zoom.us/join – ID# 915 4675 0502

### A. Call to Order

Vice Chair London called the meeting to order at 5:10 p.m.

### B. Roll Call

**Present:** Elkins, Gaillard, Kabat, London (Vice Chair), Martin (exited the meeting at 6 p.m.), Payne

**Absent:** Price (Chair)

**Staff:** Rebecca Lucky- Sustainability Manager

### C. Public Comment

None.

### D. Regular Business

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

Chair London introduced the item.

Commissioner Gaillard provided an overview of the subcommittee's work consisting of Commissioners Elkins, Gaillard, and Kabat (Attachment).

Commissioner Martin left the meeting at 6 p.m.

**ACTION:** Motion and second (Gaillard/London), to refer modifications of draft two-year work plan, create ad-hoc subcommittees to five work plan subcommittees charged with accomplishing tasks in the two-year work plan, passed 5-0-2 (Martin and Price absent) (Attachment).

### E. Reports and Announcements

- E1. Reports and Announcements from staff and commissioners

### F. Adjournment

Vice Chair London adjourned the meeting at 7:06 p.m.

Minutes prepared by Rebecca Lucky, Sustainability Manager

These minutes were approved on February 25, 2021 by the Commission.

**Memo**

To: EQC  
From: Commissioner Josie Gaillard  
Re: EQC Subcommittee Descriptions

At our last meeting, the EQC requested detailed descriptions of the goals and purpose of each subcommittee that I proposed to address the Climate Action Plan (CAP). As a reminder, I recommended that we create the following subcommittees to organize our work:

- Building Decarbonization Subcommittee (2 people)
- Transportation Decarbonization Subcommittee (3 people)
- Climate Adaptation Subcommittee (2 people)
- Climate Outreach Subcommittee (3 people)

In reviewing the EQC's work plan with the Work Plan Subcommittee, I suggest adding one more subcommittee to the list:

- Trees and Sustainable Initiatives Subcommittee (2 people)

The proposed list of five EQC subcommittees places the appropriate emphasis, I believe, on tackling climate change without ignoring the other intended functions of the EQC.

Below are descriptions and suggested goals for each of the proposed subcommittees for your review and consideration.

**Building Decarbonization Subcommittee (Commissioners Gaillard and Kabat)**

This subcommittee of 2-3 people will assist staff in developing policies and plans to convert 95% of Menlo Park's existing buildings to all-electric by 2030. Work will include:

- Researching the technical and financial feasibility of converting the City's existing building stock to all-electric
- Researching financing options available to assist community members with conversions
- Researching policy and funding mechanisms to assist low-income households with conversions
- Reviewing legal frameworks for key policies
- Facilitating City collaboration with key regional agencies, such as Peninsula Clean Energy
- Collaborating with City staff and contractors in drafting key policies
- Preparing materials to help educate the public about building electrification
- Assisting City staff in completing electrification of municipal buildings
- Developing Council recommendations for 2021 CAP actions related to building decarbonization

This subcommittee supports CAP actions #1 & 5.

**Transportation Decarbonization Subcommittee (Commissioner London and Payne)**

This subcommittee of 3 people will assist staff in developing policies and plans to eliminate the use of fossil fuels in transportation in Menlo Park by 2030. Work will include:

- Researching the technical and financial feasibility of policies and programs to increase access to EV charging, especially during the day and for residents of multi-family housing
- Reviewing the offerings of service providers who may be able to assist the City and community members in building out its EV charging network
- Reviewing legal frameworks for proposed policies
- Serving as a liaison to the Complete Streets Commission in developing and achieving a City goal to reduce Vehicle Miles Traveled by 25% through 1) rezoning to support increased housing density near transit and 2) the build out of a network of connected bike/ped paths throughout town
- Tracking and promoting the City's goals of 1) making all new vehicles be electric by 2025 and 2) reducing gasoline sales each year by 10%
- Assisting City staff in converting the municipal vehicle fleet to all-electric by identifying new electric vehicle offerings for staff and Council consideration
- Developing Council recommendations for 2021 CAP actions related to transportation decarbonization

This subcommittee supports CAP actions #2, 3, 4 and 5

**Climate Adaptation Subcommittee (Commissioners Elkins and Price)**

This subcommittee of 2 people will research and inform City staff and Council on strategies for preparing the City for the effects of climate change. Work will include:

- Attending meetings of the San Mateo County Flood and Sea Level Rise Resiliency District Board and reporting back to EQC
- Working with staff and Council members to engage community members who will be most affected by sea level rise to educate them and take their input on how best to address the issue
- Tracking Menlo Park's plans for sea walls and/or levees to protect the community against sea level rise and keeping the EQC apprised of those plans
- Making recommendations to City Council on proposed development in the City's future flood zones
- Researching other potential effects of climate change on the City, including wildfire, drought and heat waves, and identifying plans to address those effects
- Developing a proposal for capturing 10% of the City's 2005 greenhouse gas emissions by 2030 through direct carbon removal

This subcommittee supports CAP action #6

**Climate Outreach Subcommittee (Commissioners Gaillard, Kabat, and London)**

This subcommittee of 3 people will devise strategies for educating members of the public about Menlo Park's climate action plan to reduce greenhouse gas emissions by 90% by 2030. Work will include:

- Identifying opportunities for Staff and the EQC to educate the public about climate change and Menlo Park's climate action plan
- Preparing educational materials and promoting them, either in conjunction with Staff or as private citizens

- Devising a plan, including proposed venues, for regularly presenting the public with information about ways to electrify buildings, decrease gasoline consumption, reduce vehicle miles traveled and prepare for climate-related emergencies
- Relaying to EQC any public feedback on the CAP and related policy proposals
- Supporting the City's formal outreach effort on climate policies, as directed by Staff

This subcommittee supports CAP action #1, 2, 3, 4 and 6

**Trees and Sustainable Initiatives Subcommittee (Commissioners Elkins and Payne)**

This subcommittee of 2 people will support Staff in addressing all sustainability matters not addressed by the Climate Action Plan. Work will include:

- Organizing the City's Arbor Day Tree Planting event
- Assessing the effectiveness of the City's new Heritage Tree Ordinance and making recommendations to EQC for any changes needed
- Supporting Staff in development of an inventory and catalogue of the urban tree canopy
- Receiving public concern related to non-climate sustainability concerns, including: habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction
- Recommending appropriate responses or programs to address public concerns about non-climate sustainability matters

This subcommittee supports EQC goals for Urban Canopy Preservation and Green and Sustainable Initiatives not related to the Climate Action Plan

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