

# Environmental Quality Commission



## SPECIAL MEETING MINUTES

**Date:** 1/20/2021

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

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

### A. Call to Order

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

### B. Roll Call

**Present:** Elkins, Gaillard, Kabat, London (Vice Chair) (exited the meeting at 7:33 p.m.), Martin, Price (Chair)

**Absent:** Payne

**Staff:** Rebecca Lucky- Sustainability Manager, Christian Bonner- City Arborist

### C. Public Comment

- Peter Edmonds clarified his request about tree removals and asked about having former members of the Heritage Tree Task Force serve on the Environmental Quality Commission.

### D. Regular Business

D1. Review and receive information regarding the state of the urban forest.

Chair Price introduced item. City Arborist, Christian Bonner, provided presentation (Attachment).

- Peter Edmonds requested clarification on the Heritage Tree Ordinance and enforcement of tree removals on the weekends.
- Judy Rocchio requested clarification on the total redwood trees removed, expressed concern over the number of trees being removed, the delay in replanting trees at the Willow Road and Highway 101 interchange, and the number of tree removals required for the San Francisquito Creek project.
- Brielle Johnck and Steve Schmidt expressed concern about tree removals required for the San Francisquito Creek project, requested increased oversight of the project, and requested the Environmental Quality Commission to add this project to their upcoming two-year work plan.
- Scott Marshall requested developing a comprehensive urban tree master plan to be included in the Environmental Quality Commission's upcoming two-year work plan.

D2. Review and discuss the draft two-year commission work plan prepared by a subcommittee of the Environmental Quality Commission (Attachment)

Chair introduces item. Commissioner Gaillard provides overview of recommendations from ad-hoc subcommittee consisting of members Elkins, Gaillard, Kabat (Attachment).

Commissioner London exited the meeting at 7:33 p.m.

**ACTION:** Motion and second (Gaillard/Price), to approve and recommend to the City Council the Environmental Quality Commission's two-year work plan with two changes; 1) track citizen concerns on large scale tree removal projects and provide advice on future policy or plan improvements as it relates to tree removals and; 2) provide advice on developing an urban forest master plan to the City Council in year two, passed 5-0-2 (London and Payne absent).

D3. Review and discuss appointments to ad hoc subcommittees to implement the Environmental Quality Commission's two-year work plan ([Attachment](#))

Chair Price introduces item ([Attachment](#)).

**ACTION:** Motion and second (Kabat, Price), to remove Commissioner London from the Transportation Decarbonization and Climate Outreach subcommittees and add Commissioner Martin to Trees and Sustainable Initiatives subcommittee, passed 5-0-2 (London and Payne absent).

## **E. Reports and Announcements**

E1. Reports and Announcements from staff and commissioners

Sustainability Manager Rebecca Lucky provided update on annual City Council work plan process for January/February, and Mayor/Vice Mayor transitions.

## **F. Adjournment**

Chair Price adjourned the meeting at 8:04 p.m.

Minutes prepared by Rebecca Lucky, Sustainability Manager

These minutes were approved on March 17, 2021 by the Commission.



# STATE OF THE URBAN FOREST

1/1/2020- 12/31/2020



# URBAN FOREST OVERVIEW



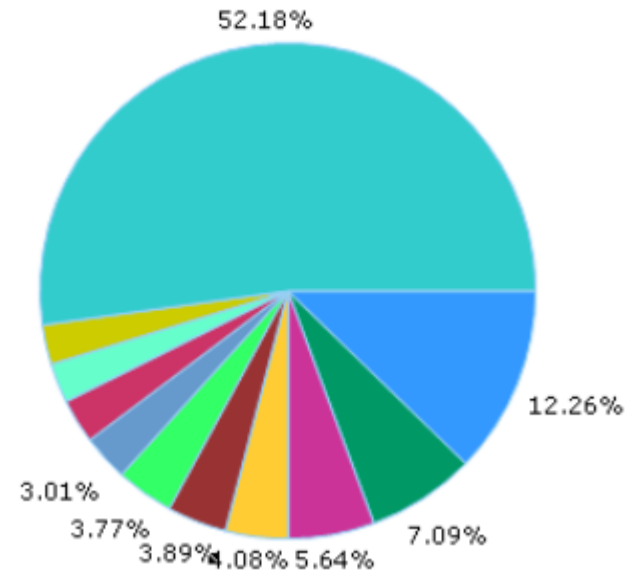


# SPECIES COMPOSITION & ESTIMATE VALUE OF PUBLIC TREES



	Botanical	Common	Total	Pct.	Estimated Value
	Quercus agrifolia	COAST LIVE OAK	2,347	12.26%	\$16,129,950.00
	Liquidambar styraciflua	AMERICAN SWEETGUM	1,357	7.09%	\$8,183,330.00
	Platanus X hispanica	LONDON PLANE	1,079	5.64%	\$3,841,430.00
	Eucalyptus rudis	DESERT GUM	780	4.08%	\$587,300.00
	Quercus lobata	VALLEY OAK	745	3.89%	\$2,376,910.00
	Magnolia grandiflora	SOUTHERN MAGNOLIA	721	3.77%	\$5,391,260.00
	Pistacia chinensis	CHINESE PISTACHE	577	3.01%	\$858,500.00
	Acer rubrum	RED MAPLE	556	2.90%	\$437,810.00
	Eucalyptus spathulata	NARROW LEAFED GIMLET	495	2.59%	\$705,190.00
	Lagerstroemia indica	CRAPE MYRTLE	495	2.59%	\$506,910.00
	Other	OTHER	9,988	52.18%	\$28,557,740.00
	<b>Total Trees</b>		<b>19,140</b>	<b>100%</b>	<b>\$67,576,330.00</b>

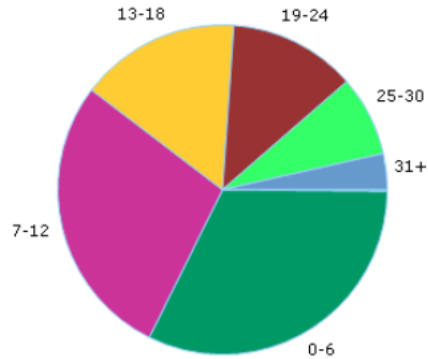
Top 10 Species / Estimated Value



# SIZE DISTRIBUTION OF PUBLIC TREES

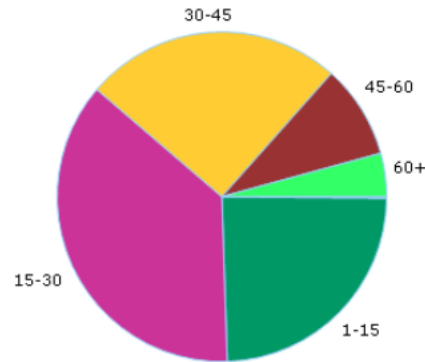


Frequency By DBH



	DBH (inches)	Total	Pct.
	---	30	0.16%
	0-6	6,161	32.19%
	7-12	5,362	28.01%
	13-18	3,009	15.72%
	19-24	2,396	12.52%
	25-30	1,507	7.87%
	31+	675	3.53%
	<b>Total Trees</b>	<b>19,140</b>	<b>100%</b>

Frequency By Height



	Height (feet)	Total	Pct.
	---	29	0.15%
	1-15	4,657	24.33%
	15-30	7,043	36.80%
	30-45	4,838	25.28%
	45-60	1,758	9.18%
	60+	815	4.26%
	<b>Total Trees</b>	<b>19,140</b>	<b>100%</b>



# CITY TREE MAINTENANCE PROGRAM





# STREET TREE MAINTENANCE PROGRAM

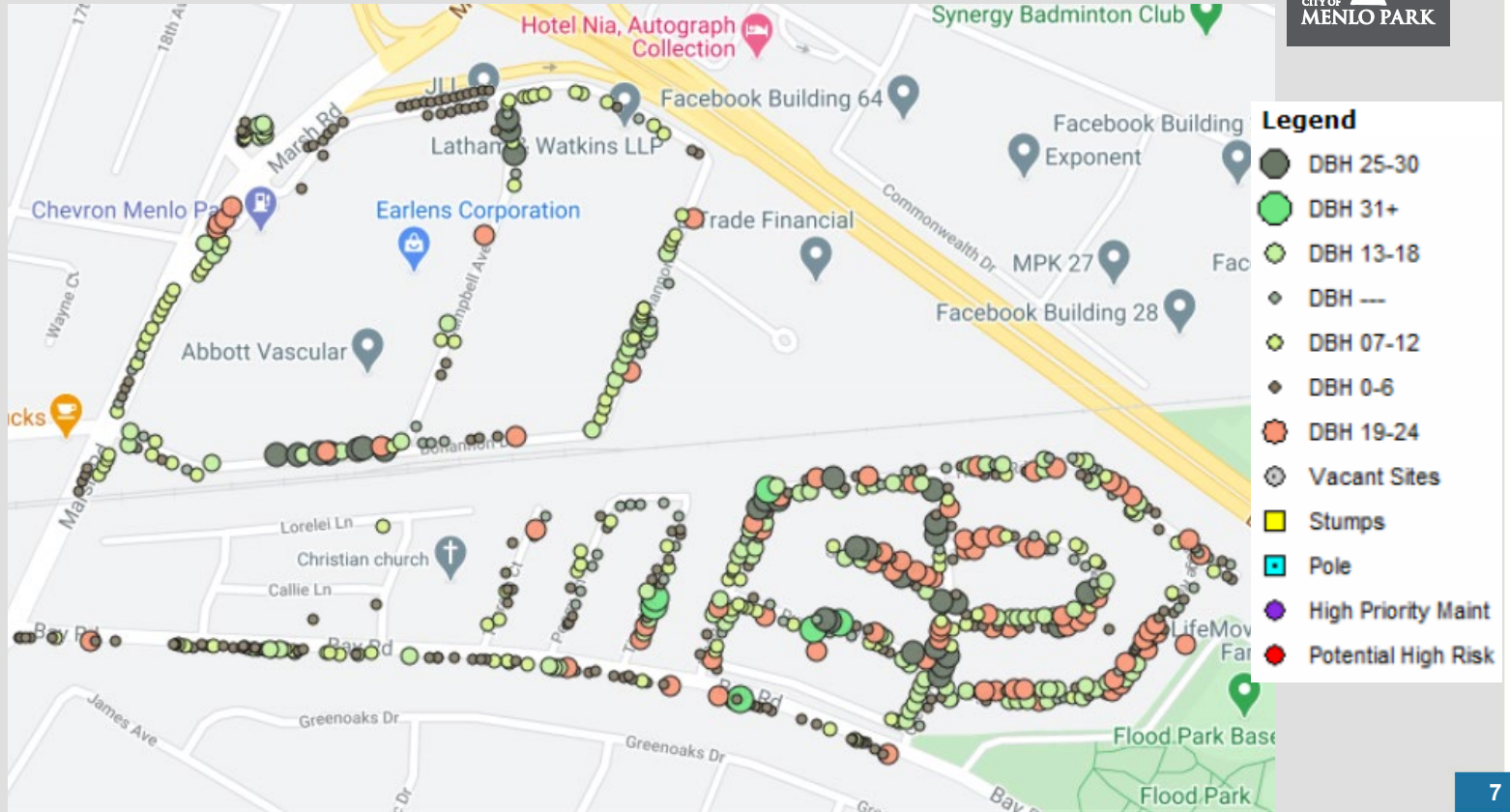


- 16 Districts
- 5 Year Cycle
  - Monitoring
  - Noticing
  - Pruning
  - Clean up

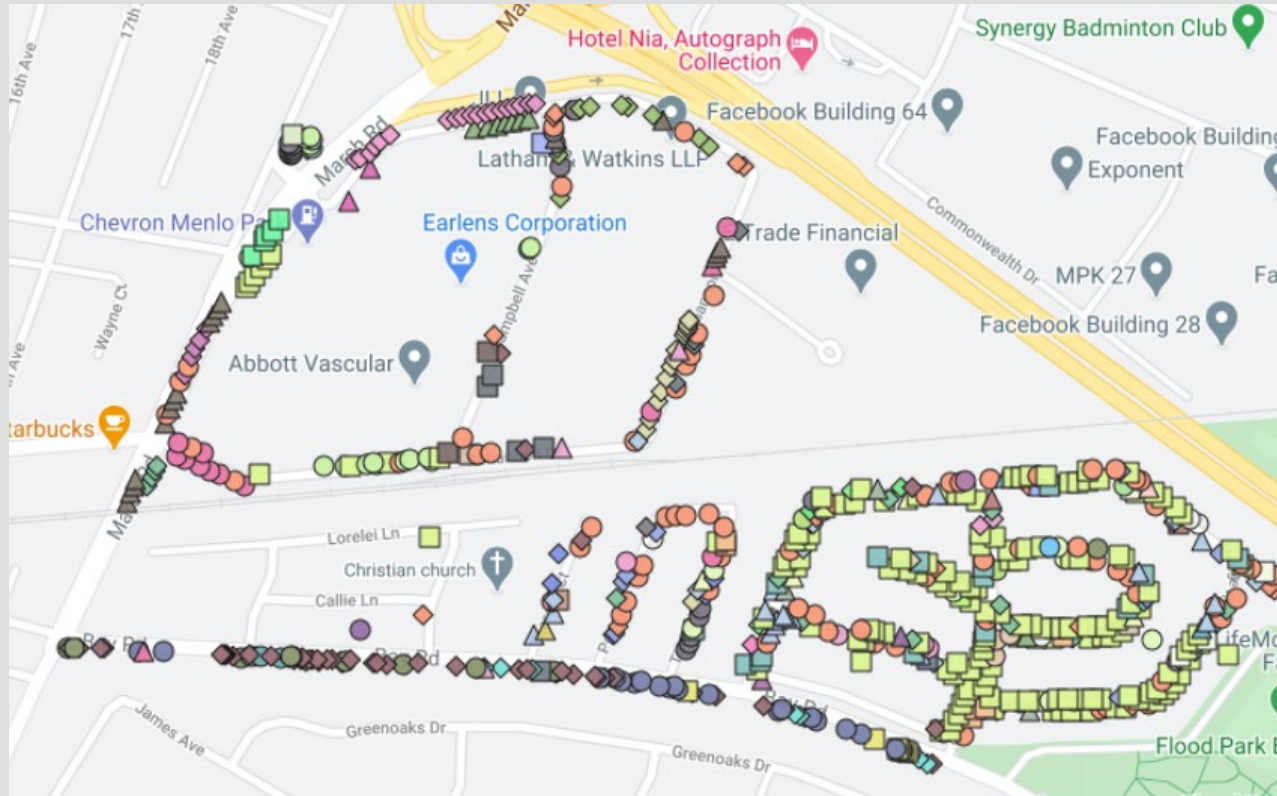




# SUBURBAN PARK DISTRICT – TREE SIZE



# SUBURBAN PARK – SPECIES







# PARK PRUNING MAINTENANCE PROGRAM



- **16 Parks & Recreation Use Areas**
- **9 Facilities**



# EMERGENCY RESPONSE WORK



# Tree removal vs. Tree planting



**187 trees  
removed**



**206 Trees  
Planted**

## PIERCE ROAD TREE PLANTING

- **Sidewalk improvement project**
- **Mitigation funds for 1000 ECR Heritage Tree Removal**





The background of the slide is a close-up photograph of a tree branch. The branch is covered with vibrant green, glossy leaves. A single, round, light green fruit, possibly a plum or cherry, is prominently displayed in the lower right quadrant. The lighting is bright, creating highlights on the leaves and the fruit. A semi-transparent orange banner is overlaid across the middle of the image, containing the title text.

# HERITAGE TREE PERMITTING OVERVIEW



# HERITAGE TREE ORDINANCE PROCEDURAL REVISIONS

- **Administrative Guidelines**
- **List of pre-approved consulting arborists**
- **Permitting database with public access**

## HERITAGE TREE ORDINANCE ADMINISTRATIVE GUIDELINES

Public Works  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6780



### Background

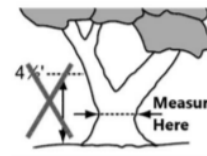
These administrative guidelines are supplemental procedures to further explain how to comply with the heritage tree ordinance and are to be read with it. This living document allows the public works director or designee the flexibility to strengthen and clarify the ordinance to reflect changes in industry standards and establish best practices. The public works director has designated the city arborist as responsible for maintaining and updating these administrative guidelines, unless otherwise specified in Menlo Park Municipal Code Section 13.24.080. The administrative guidelines are a companion document that refers to the heritage tree ordinance and is not intended to replace the ordinance.

### 13.24.020 Definitions

Section 13.24.080(4)(B) identifies special provisions for an oak tree which is native to California. The city arborist has determined the following species of oak trees are native to California:

- Coast live oak (*Quercus agrifolia*)
- Scrub oak (*Quercus berberidifolia*)
- Canyon live oak (*Quercus chrysolepis*)
- Blue oak (*Quercus douglasii*)
- Leather oak (*Quercus dumosa*)
- Englemann oak (*Quercus engelmannii*)
- Oregon white oak (*Quercus garryana*)
- Black oak (*Quercus kelloggii*)
- Valley oak (*Quercus lobata*)
- Shreve oak (*Quercus parvula* var. *shrevei*)
- Oracle oak (*Quercus x morehus*)
- Island oak (*Quercus tomentella*)
- Interior live oak (*Quercus wislizenii*)

Multi-trunk trees, where the trunk splits at 4.5 feet above the ground or less, are measured below the main union. See figure below:



Multi-stemmed trees with a union occurring below the existing grade shall be considered individual trees and diameter measurements will be taken for each individual stem to determine trunk diameter – independent of the other stem diameters.

As of July 1, 2020, the City Council has not designated any trees under Menlo Park Municipal Code Section 13.24.020(4)(C).

### 13.24.050 Permits and decision making criteria for removal

Applicants who submitted a heritage tree permit application before March 16, 2020, have the option to have their applications be reviewed under (a) the current ordinance or (b) the updated ordinance. The review process includes, but not limited to be, the decision making criteria, replacement tree requirements and the appeal process. These applicants must make a determination through an email to Joanna Chen (jchen@menlopark.org) by July 1, 2020, otherwise the application will be processed under the new ordinance.



## HERITAGE TREE PERMITTING SUMMARY (2020)

- Permit applications received: 318 (Trees)
- Trees approved for removal: 207
- Trees removal permits denied: 13
- Applications Withdrawn: 4
- Permits Pending: 94



**THANK YOU**



## Commission work plan guidelines

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- 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

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### *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

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### 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

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

1.	<p><b>Climate Action Plan (CAP)</b> – Continue to recommend/advise on implementation of the City’s adopted 2030 Climate Action Plan initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target, which includes:</p> <ul style="list-style-type: none"> <li>• Adoption of an existing building electrification policy (Action #1)</li> <li>• Promotion of City goals for increasing EVs and decreasing gasoline sales (Action #2)</li> <li>• Implementation of a program or policy to expand access to EV charging for multi-family and commercial properties (Action #3)</li> <li>• Reduction of vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission (Action #4)</li> <li>• Elimination of fossil fuels from municipal operations, including fleet vehicles, gardening equipment, furnaces, water heaters, pool heaters, etc. (Action #5)</li> <li>• Development of a climate adaptation plan to protect the community from sea level rise and flooding (Action #6)</li> </ul>
2.	<p><b>Urban Canopy Preservation</b> – Continue to recommend/advise development of 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 consider establishing an urban canopy inventory.</p>
3.	<p><b>Green and Sustainable Initiatives</b> – Support sustainability initiatives, as needs arise, which may include but not be limited to habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.</p>



## Environmental Quality Commission Work Plan

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### 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"> <li>• Mitigating climate change by reducing community-wide greenhouse gas emissions to zero as rapidly as possible and inspiring other cities to follow,</li> <li>• Preparing the community for the effects of climate change, especially the threat of sea level rise, flooding and drought,</li> <li>• Preserving heritage trees, maintaining the urban canopy, making determinations on appeals of heritage tree removal permits and organizing an annual Arbor Day tree planting event,</li> <li>• Advising on programs and policies related to all other areas of environmental sustainability, including protection of natural areas, recycling and solid waste reduction, environmentally sustainable practices, air and water pollution prevention, and water and energy conservation.</li> </ul>
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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"> <li>• Make gains on our Climate Action Plan</li> </ul>
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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><b>Climate Action Plan (CAP) –</b> Continue to recommend/advise on implementation of the City’s adopted 2030 Climate Action Plan initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target, which includes:</p> <ul style="list-style-type: none"> <li>• Action #1: Review and recommend/advise on a policy to phase out the use of fossil fuels of existing buildings</li> <li>• Action #2: Advise on whether to work with BGI for promoting citywide goals of increasing EVs and decreasing gasoline sales</li> <li>• Action #3: Review and recommend/advise on policies and programs to increase access to EV charging for multi family and commercial properties</li> <li>• Action #4: Recommend that Council request CAP action #4 be included on Complete Streets</li> </ul>	<ul style="list-style-type: none"> <li>• Other cities inspired to join us in adopting bold climate action, as happened with City’s all-electric Reach Code</li> <li>• Reduced GHG emissions</li> <li>• Reduced air pollution</li> <li>• Reduced traffic congestion</li> <li>• Improved public health</li> <li>• Increased community engagement for emissions reductions</li> <li>• Reduced risk of stranding fossil fuel assets</li> <li>• Increased equity and environmental justice</li> <li>• Increased preparedness for sea level rise and other climate threats</li> <li>• Demonstrated environmental leadership</li> <li>• Improved transparency on city goals and activities to meet GHG targets</li> </ul>	<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"> <li>• Subcommittees</li> <li>• Possible partnerships with organizations, businesses, other commissions</li> <li>• Staff time</li> <li>• Consultants/contractors</li> </ul>	<p>2 years</p>	<ol style="list-style-type: none"> <li>1. City reports progress on CAP metrics such as gasoline sales, EV registrations, natural gas sales, water heater replacements, etc.</li> <li>2. City adopts policy for phasing out the use of fossil fuels in existing buildings</li> <li>3. City launches program to assist multi-family and commercial building owners to install EV charging</li> <li>4. Complete Streets proposes a VMT reduction goal</li> <li>5. City makes progress on developing a climate adaptation plan</li> <li>6. Other cities copy Menlo Park’s climate policies and programs</li> </ol>

<p>Commission Work Plan (reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission)</p> <ul style="list-style-type: none"><li>• Action #5: Continue to advise/recommend ways to electrify municipal buildings, fleet and landscaping equipment</li><li>• Action #6: Continue to advise/recommend a climate adaptation plan to protect the community from sea level rise and flooding</li><li>• Recommend 2021-22 Climate Action for Council Adoption</li><li>• Advise/recommend Council support for State adoption of impactful impactful CALGreen and energy reach codes for the 2022 building code update</li><li>• Continue to provide recommendations/advice that improves communication with the community about the Climate Action Plan</li><li>• Recommend City strategy for sharing our policies and analysis with other cities to inspire and help others adopt bold climate action</li></ul>						
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<p><b>Urban canopy preservation</b>                  – Continue to recommend/ advise development of a comprehensive urban canopy strategy for Menlo Park, which includes monitoring the effectiveness of the new Heritage Tree Ordinance, hearing heritage tree appeals, and consider establishing an urban canopy inventory.</p> <ul style="list-style-type: none"> <li>• Receive update on implementation and operation of the Heritage Tree Ordinance and recommend adjustments as needed</li> <li>• Research ways other cities measure health of urban forest and make a recommendation to Council</li> </ul>	<ul style="list-style-type: none"> <li>• Improved public awareness and satisfaction with Heritage Tree policies</li> <li>• Efficient functioning of the Heritage Tree policies</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Subcommittee</li> <li>• Staff time budgeted</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Reduction in the number of healthy trees removed</li> <li>• Increase in the diversity and quality of trees within the entire urban canopy</li> <li>• Improved coordination with the planning process</li> <li>• Deliver recommendation on conducting inventory and catalogue of urban tree canopy</li> </ul>
<p><b>Green and sustainable initiatives</b> – Support sustainability initiatives, as needs arise, which may include but not be limited to 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"> <li>• Develop recommendation for pesticide posting ordinance</li> <li>• Support initiatives improving air and water quality</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced cases of asthma</li> <li>• Clean air</li> <li>• Clean water</li> <li>• Reduced environmental impacts on health</li> <li>• Reduced exposure to pollutants</li> <li>• More efficient water usage</li> <li>• Critical habitat preserved</li> <li>• Less waste generated</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Create Subcommittee, if needed</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Council and community view Commission as responsive to environmental concerns</li> </ul>

<ul style="list-style-type: none"><li>• Support initiatives protecting environmental health</li><li>• Support initiatives that reduce waste</li><li>• Support initiatives that conserve water</li><li>• Support initiatives that improve the quality of water runoff in the City</li></ul>						
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**Step 5**

List identified goals, priorities and/or tasks for the Commission	<b>**Prioritize tasks by their significance</b>			
	<b>1 Urgent</b>	<b>2 1-year</b>	<b>3 2-year</b>	<b>4 Long term</b>
<p><b>Climate Action Plan (CAP) –</b> Continue to recommend/advise on implementation of the City’s adopted 2030 Climate Action Plan initiatives to achieve or surpass the City’s greenhouse gas (GHG) reduction target.</p>	<ul style="list-style-type: none"> <li>Action #1: Review and recommend/advise on policies to phase out the use of fossil fuels of existing buildings</li> <li>Action #2: Advise on whether to work with BGI to promote citywide goals of increasing EVs and decreasing gasoline sales</li> <li>Action #4: Recommend that Council request CAP action #4 be included on Complete Streets Commission Work Plan (reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission)</li> <li>Recommend 2021-22 Climate Action for Council Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Action #3: Review and recommend/advise on policies and/or programs to increase access to EV charging for multi family and commercial properties</li> <li>Action #5: Continue to provide recommendations/advise to electrify municipal buildings, fleet and landscaping equipment</li> <li>Advise/recommend Council support for State adoption of impactful CALGreen and energy reach codes for the 2022 building code update</li> </ul>	<ul style="list-style-type: none"> <li>Action #6: Continue to provide recommendations/advise in developing a climate adaptation plan to protect the community from sea level rise and flooding</li> <li>Continue to provide recommendations/advise on new climate actions to be adopted by Council in 2021</li> </ul>	<ul style="list-style-type: none"> <li>Continue to provide recommendations/advise that improves communication with the community about the Climate Action Plan</li> <li>Recommend City strategy for sharing our policies and analysis with other cities to inspire and help others adopt bold climate action</li> </ul>
	Track citizen concerns on large	<ul style="list-style-type: none"> <li>Receive update on operation and</li> </ul>	<ul style="list-style-type: none"> <li>Provide advice on developing an</li> </ul>	

<p><b>Urban canopy preservation</b>                  – Continue to recommend/ advise development of a comprehensive urban canopy strategy for Menlo Park, which includes monitoring the effectiveness of the new Heritage Tree Ordinance, hearing heritage tree appeals, and consider establishing an urban canopy inventory.</p>	<p>scale tree removal projects and provide advice on future policy improvements as it relates to tree removals</p>	<p>implementation of the Heritage Tree Ordinance and recommend adjustments as needed</p>	<p>urban forest master plan to City Council</p>	
<p><b>Green and sustainable initiatives</b> – Support sustainability initiatives, as needs arise, which may include but not be limited to 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"> <li>• Develop recommendation for pesticide posting ordinance</li> <li>• Support initiatives improving air and water quality</li> <li>• Support initiatives protecting environmental health</li> <li>• Support initiatives that reduce waste</li> <li>• Support initiatives that conserve water</li> <li>• Support initiatives that improve the quality of water runoff in the City</li> </ul>

**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.

**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 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 and Kabat)**

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, Martin 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