



REGULAR MEETING MINUTES

Date: 10/19/2022
Time: 6:00 p.m.
Location: Zoom

A. Call To Order

Chair Kabat called the meeting to order at 6:02 p.m.

B. Roll Call

Present: Elkins, Evans (exited at 8:10 p.m.), Hedley (Vice Chair), Kabat (Chair), Lin, Schmidt
Absent: None
Staff: Sustainability Manager Rebecca Lucky, Management Analyst II Ori Paz

C. Public Comment

- John McKenna spoke on a climate event screening of the film “2040” at the Guild Theatre.
- Menlo Spark representative Marlene Santoyo spoke on a collaborative meeting at the Belle Haven Branch Library reviewing the history of the neighborhood, racial segregation through zoning, environmental risks in low income areas and neighborhoods of color and Senate Bill 1000 creating an environmental justice element for General Plans, and the Menlo Park environmental justice element will be available for public review soon.
- Brian Kissel spoke on the leadership opportunity that Menlo Park has to play in the region and the nation through thoughtful leadership and demonstrated success.

D. Regular Business

- D1. Approve the September 21, 2022 Environmental Quality Commission regular meeting minutes (Attachment)

ACTION: Motion and second (Evans/ Hedley), to approve the September 21, 2022 Environmental Quality Commission regular meeting minutes, passed 5-0 (Elkins abstaining).

- D2. Discuss and recommend to City Council an update to the Environmental Quality Commission roles and responsibilities (Attachment)

Chair Kabat introduced the item.

Vice-Chair Hedley and Commissioner Lin made a presentation (Attachment).

- Andrew Barnes spoke on concerns about tree replacements and in support of creating neighborhood groups to explain roles and responsibilities related to tree planting/replanting.

The Commission discussed changes to the Commissions roles and responsibilities and received clarification on items that are outside the Commission’s role as an advisory body.

ACTION: Motion and second (Elkins/ Evans), to approve the roles and responsibilities (Attachment), advance the proposed revisions to the City Council, and work with staff and City Council to discuss modifying the role of the Commission in early 2023, passed 6-0.

- D3. Discuss and recommend to City Council an update to the 2023 Environmental Quality Commission annual work plan (Attachment)

Chair Kabat introduced the item.

Vice Chair Hedley presented draft changes to the work plan.

The Commissioners discussed revisions.

The Commission reordered the agenda.

- D4. Discuss and confirm subcommittee roles for the 2023 Environmental Quality Commission annual work plan (Attachment)

Chair Kabat introduced the item.

The Commission discussed the creation of a subcommittee to review the role of the Commission and directed all subcommittees to make revisions to the work plan sections related to their charges.

ACTION: Motion and second (Hedley/ Schmidt), to form the Exploring Collaborative Opportunities subcommittee selecting Commissioners Elkins, Evans and Schmidt, with the charge of updating the Commissions roles and responsibilities, exploring collaboration with community partners, and presenting a draft 2023 work plan to the full Commission at a later meeting this year, passed 5-0 (Evans absent).

The Commission returned to item D3.

- D3. Discuss and recommend to City Council an update to the 2023 Environmental Quality Commission annual work plan (Attachment)

ACTION: By acclamation, the Commission deferred specific revisions to the work plan related to subcommittee activities to the subcommittees and return to the Commission at a later date.

E. Reports and Announcements

- E1. Reports and Announcements from staff and commissioners

Sustainability Manager Lucky provided updates regarding recent City Council direction to pursue a zero emission landscape equipment ordinance, building reach code process, and the sustainability management analyst and public works engineer recruitments.

Management Analyst II Paz provided an update on climate action plan (CAP) No. 5 efforts, highlighting electric vehicle (EV) charging, water heater electrification for City facilities, and zoning ordinance updates to facilitate electrification.

Commissioner Schmidt reported on updates on coordination with community members regarding outreach and urban canopy efforts, earth day preparations, and staffing.

F. Adjournment

Chair Kabat adjourned the meeting at 8:45 p.m.

Ori Paz, Management Analyst II

Minutes approved at the November 16, 2022 Environmental Quality Commission meeting.

PROPOSED Roles and responsibilities

The Environmental Quality Commission (EQC) is committed to helping the City of Menlo Park to be a leading sustainable city [that inspires institutions and individuals and](#) that is well positioned to manage present and future environmental impacts, including the ~~grave-urgent~~ threat of climate change. The EQC is charged primarily with advising the City Council on matters involving [climate change](#), environmental protection, ~~and environmental improvement~~, sustainability, ~~and climate change~~. ~~Additionally, the EQC works with City Council, staff, community organizations, and the community at large to achieve its priorities.~~

Commission priorities

- **Climate Action Plan** - Advise and recommend on the implementation of the climate action plan.
- **Climate Resilience and Adaptation** - Ensure that our most vulnerable communities [have a voice in policies and programs to protect their communities](#) ~~-are protected~~ from environmental impacts.
- **Urban Canopy** - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy [in all areas of the city](#); and make determinations on appeals of heritage tree removal permits.
- **Green and Sustainable Initiatives** – Support sustainability initiatives, as needs arise, which may include but not be limited to [community outreach, climate events and celebrations](#), habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

[Separately, address with City Council the following sentence: Additionally, the EQC works with City Council, city staff, community organizations, and the community at large to achieve the City's and community's priorities.](#)

CURRENT Roles and responsibilities

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability.

Commission priorities

- Preserving heritage trees
- Using best practices to maintain city trees

- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation