



REGULAR MEETING MINUTES

Date: 11/16/2022
Time: 6:00 p.m.
Location: Zoom

A. Call To Order

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

B. Roll Call

Present: Elkins, Evans (exited at 8:08 p.m.), Hedley (Vice Chair), Kabat (Chair), McKenna, Schmidt

Absent: Lin

Staff: Sustainability Manager Rebecca Lucky, Management Analyst II Ori Paz

C. Public Comment

None.

D. Regular Business

- D1. Approve the October 19, 2022 Environmental Quality Commission regular meeting minutes (Attachment)

ACTION: Motion and second (Evans/ Elkins), to approve the October 19, 2022 Environmental Quality Commission regular meeting minutes, passed 6-0 (Lin absent).

- D2. Discuss and recommend to City Council an update to the Environmental Quality Commission annual work plan (Attachment)

Chair Kabat introduced the item.

Vice Chair Hedley made a presentation.

The Commission discussed changes to Commission roles and responsibilities and subcommittee vacancies for work plan related items.

The Commission received clarification on items that are outside the Commission's role as an advisory body.

ACTION: Motion and second (Evans/ Schmidt), to approve updates to the 2023 Environmental Quality Commission annual work plan and advance the proposed revisions to the City Council, passed 6-0 (Lin absent).

ACTION: Motion and second (Hedley/ Kabat), to select Commissioner McKenna to serve on the Building Decarbonization Subcommittee, passed 6-0 (Lin absent).

D3. Review and discuss December meeting availability

Chair Kabat introduced the item.

Sustainability Manager Lucky provided an update on the December meeting, hybrid meeting changes, and requested clarification on potential agenda items and Commissioner availability.

The Commissioners discussed agenda items and availability.

ACTION: Motion and second (Elkins/ Evans), to cancel the December 21, 2022 regular meeting, failed 0-6 (Lin absent).

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 hybrid meeting structure for upcoming Environmental Quality Commission meetings
- Recent building reach code phase I adoption of continuation and all-electric conversion preventions and electric vehicle (EV) charging enhancements and next steps for phase II of reach codes
- A request for assistance with outreach for the Zero Emission Landscape Equipment discount program
- Electrification building permit process improvements
- City Council receiving funding from Senator Josh Becker for existing building electrification

Management Analyst II Paz provided an update on climate action plan (CAP) No. 5 efforts, highlighting EV charging, water heater electrification for City facilities, the CAP No. 5 roadmap status, and Zoning Ordinance updates to facilitate electrification.

Chair Kabat reported on a youth-climate action sponsored event at Gunn High School in Palo Alto with presentations by policymakers and Senator Becker praising city action as a laboratory for leadership and innovation.

F. Adjournment

Chair Kabat adjourned the meeting at 8:17 p.m.

Ori Paz, Management Analyst II

Minutes approved at the January 18, 2023 Environmental Quality Commission meeting.



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 of 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 inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the urgent threat of climate change. The EQC is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability. ~~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, sustainability, and climate change.~~

Environmental Quality Commission
Work Plan for 20224-20232



Environmental Quality Commission 20221-20232

Commission members listing

Commissioner (Chair) ~~Ryann Price~~ Tom Kabat

Commissioner (Vice Chair) ~~Janelle London~~ Nancy Larocca Hedley

Commissioner Leah Elkins

Commissioner ~~Josie Gaillard~~ Angela Evans

Commissioner ~~Tom Kabat~~ Jeffrey Lin

Commissioner ~~Deborah Martin~~ Jeff Schmidt

Commissioner ~~Vacancy~~ ~~James Payne~~ John McKenna



Environmental Commission Priority List

The Environmental Quality Commission has identified the following priorities during 2022-2032:

1.	<p>Climate Action Plan (CAP) – 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"> • Adoption of an existing building electrification policy (Action #1) • Promotion of City goals for increasing EVs and decreasing gasoline sales (Action #2) • Implementation of a program or policy to expand access to EV charging for multi-family and commercial properties (Action #3) • Reduction of vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission (Action #4) • Elimination of fossil fuels from municipal operations, including fleet vehicles, gardening equipment, furnaces, water heaters, pool heaters, etc. (Action #5) • Development of a climate adaptation plan to protect the community from sea level rise and flooding (Action #6)
2.	<p>Climate Resilience and Adaptation – Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts. Advise and recommend on policies to ensure that Menlo Park’s most vulnerable communities are protected from environmental impacts.</p>
32.	<p>Urban Canopy PreservationCanopy – 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. 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> <ul style="list-style-type: none"> • Support the C<u>createion of an Urban Forest Master Plan: secure funding, complete canopy audit, community engagement in the process, ensure urban forest is equitable across all districts.</u>
43.	<p>Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include but not be limited to <u>community outreach, climate events and celebrations</u>, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.</p>
4.	<p>Gas Powered Leaf Blower Ordinance– Recommend/advise City Council on a gas-powered leaf blower ordinance.</p>



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"> • Mitigating climate change by reducing community-wide greenhouse gas emissions to zero as rapidly as possible and inspiring other cities to follow, • Preparing the community for the effects of climate change, especially the threat of sea level rise, flooding and drought, • 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, • 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.
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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 <u>that inspires institutions and individuals and</u> that is well positioned to manage present and future environmental impacts, including the grave-urgent threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving <u>climate change</u> environmental protection, environmental improvement, and 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, <u>including outreach to the community</u>
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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 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"> Action #1: Review and recommend/advise on a policy to phase out the use of fossil fuels of existing buildings, including a two-step process (2022-2023) for renewing and updating Reach codes. Provide feedback and advice on ways to optimize electrification planning and building permit activities for speed and efficiency. Action #2: Advise on whether to work with BGI for promoting citywide goals of increasing EVs and decreasing gasoline sales Advise City Council on forming working 	<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 Permitting efficiency would free up staff 	<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: Change name of Climate Outreach subcommittee to Climate Education subcommittee Possible partnerships with organizations, businesses, other commissions Staff time Consultants/contractors 	<p>2+ years</p>	<ol style="list-style-type: none"> City reports progress on CAP metrics such as gasoline sales, EV registrations, natural gas sales, water heater replacements, etc. City adopts policy for phasing out the use of fossil fuels in existing buildings City launches program to assist multi-family and commercial building owners to install EV charging Complete Streets proposes a VMT reduction goal City makes progress on developing a climate adaptation plan Other cities copy Menlo Park’s climate policies and programs

<p>coalition of local nonprofits, schools, business, citizens from every district, and county representatives to review and recommend/advise on policies and programs that increase the number of EVs in Menlo Park and decrease gasoline sales.</p> <ul style="list-style-type: none"> • Action #3: Review and recommend/advise on policies and programs to increase access to EV charging for multi family and commercial properties • 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) • Action #5: Continue to advise/recommend ways to electrify municipal buildings, fleet and landscaping equipment • Action #6: Continue to advise/recommend a climate adaptation plan to protect the community from sea level rise and flooding • Recommend 2021-22 Climate Action for Council Adoption • Advise/recommend Council support for State 	<p>resources for most important activities.</p>					
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<p>adoption of impactful impactful CALGreen and energy reach codes for the 2022 building code update</p> <p>Continue to lead or host Community Collaboration Sessions to engage the community in implementing the CAP, to provide information about how homes and businesses can make climate progress toward CAP goals and solicit feedback about climate preservation.</p> <ul style="list-style-type: none">• Provide recommendations/advice that improves communication with the community about the Climate Action Plan• Recommend City strategy for sharing our policies and analysis with other cities to inspire and help others adopt bold climate action• Advise City Council on policy and program recommendations that are adopted and implemented, such as advice on developing a simple dashboard of relevant metrics (e.g. gasoline sales, EV registrations) and communications toolkit that can be used for progress reporting within the city as well as citizen education and awareness building.					
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*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 Resilience and Adaptation - Ensure that Menlo Park's most vulnerable communities are protected from environmental impacts.</p> <ul style="list-style-type: none"> • Create/strengthen partnerships with staff and community organizations to create greater awareness within the EQC about disproportionate impacts of climate change on vulnerable communities. • Ensure that perspectives from our most vulnerable populations are represented in EQC discussions and recommendations to Council. • Create subcommittee to work on this initiative and develop more specific goals. • Brainstorm with key members of city staff a 	<p>Recommendations to Council are informed with an environmental justice view.</p> <p>Recommendations to Council take into account the needs of the most vulnerable communities in our city.</p> <p>Historical inequities begin to be righted.</p>	<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 • Partnerships with organizations, businesses, other commissions • Staff time • Consultants/contractors 		<p>Vulnerable communities confirm that historic injustices are being addressed.</p>

<p>new education and resource model that includes local nonprofits, schools, businesses, citizens, and other city and county governments.</p>						
*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>Urban canopy preservation <u>Urban Canopy</u> – <u>Continue to leverage best practices to advise and recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.</u></p> <ul style="list-style-type: none"> • Support the creation and implementation of an Urban Forest Master Plan (UFMP) to include securing funding for 	<ul style="list-style-type: none"> • Complete audit of Menlo Park’s tree canopy • Clear goals and implementation plan for the future of our urban forest • More equitable canopy coverage across all districts • Increased shade and cooling to counteract extreme heat • Increased carbon sequestration • Improved air quality 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> • Subcommittee • Partnerships with organizations, businesses, other commissions • Staff time • Consultants/contractors • Funding for the Urban Forest Master Plan creation and implementation. 	Ongoing	<ul style="list-style-type: none"> • Creation of the Urban Forest Master Plan • 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 • Deliver recommendation on conducting inventory and catalogue of urban tree canopy

<p>UFMP, complete canopy audit, community engagement in the process, ensure urban forest is equitable across all districts, researching ways other cities measure and enhance the health of their urban forest</p> <ul style="list-style-type: none"> • Continue to recommend/advise development of a comprehensive urban canopy strategy for Menlo Park, which include Monitoring the effectiveness of the new Heritage Tree Ordinance • H, hearing hearing heritage tree appeals, and consider establishing an urban canopy inventory. • Receive updates on implementation and operation of the Heritage Tree Ordinance and recommend adjustments as needed • Research ways other cities measure health of urban forest and make a recommendation to Council Organize annual Arbor Day event • Engage community, especially youth, in relevant programs 	<ul style="list-style-type: none"> • Improved public awareness and satisfaction with our urban forest and Heritage Tree policies • Efficient functioning of the Heritage Tree policies 					
<p>*Brainstorm goals, projects or priorities of the Commission</p>	<p>Benefit, if completed</p>	<p>Mandated by State/local law or by City Council direction?</p>	<p>Required policy change at City Council level?</p>	<p>Resources needed for completion? Staff or creation of subcommittees?</p>	<p>Estimated completion time</p>	<p>Measurement criteria How will we know how we are doing?</p>

<p>Green and Sustainable Initiatives – 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"> • Support community and/or city-led Earth Day events • Support awareness and implementation of future Zero Emission Landscape Equipment (ZELE) ordinance • Develop recommendation for pesticide posting ordinance (?) • 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 • Administer Environmental Quality Awards program. 	<ul style="list-style-type: none"> • Reduced cases of asthma • 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 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"> • Create Subcommittees, if additional focus is needed. 	<p>Ongoing</p>	<ul style="list-style-type: none"> • Council and community view Commission as responsive to environmental concerns
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<p>Gas Powered Leaf Blower Ordinance- Recommend/advise City Council on a gas-powered leaf blower ordinance.</p>	<ul style="list-style-type: none"> • Clean air • Reduced exposure to pollutants • Improved public health 	<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>	<p>• Subcommittee</p>	<p>1 year</p>	<p>Recommendation provided to City Council</p>
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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 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"> Action #1: Review and recommend/advise on policies to phase out the use of fossil fuels of existing buildings. Review and recommend/advise on Reach Codes for new and existing buildings. Review and recommend/advise on ways to optimize electrification planning and building permit activities for speed and efficiency. Action #2: Advise on whether to work with BGI to promote citywide goals of increasing EVs and decreasing gasoline sales Advise City Council on forming working coalition of local nonprofits, schools, businesses, citizens from every district, and county 	<ul style="list-style-type: none"> Action #3: Review and recommend/advise on policies and/or programs to increase access to EV charging for multi family and commercial properties Action #5: Continue to provide recommendations/advise to electrify municipal buildings, fleet and landscaping equipment Advise/recommend Council support for State adoption of impactful impactful CALGreen and energy reach codes for the 2022 building code update <ul style="list-style-type: none"> Provide recommendations/advise that improves communication with the community about the Climate Action Plan Recommend City strategy for sharing our policies and analysis with other cities to inspire and help others adopt bold climate action 	<ul style="list-style-type: none"> Action #6: Continue to provide recommendations/advise in developing a climate adaptation plan to protect the community from sea level rise and flooding Continue to provide recommendations/advise on new climate actions to be adopted by Council in 2021 	<ul style="list-style-type: none"> Continue to provide recommendations/advise that improves communication with the community about the Climate Action Plan Recommend City strategy for sharing our policies and analysis with other cities to inspire and help others adopt bold climate action

	<p><u>representatives to review and recommend/advise on policies and programs that increase the number of EVs in Menlo Park and decrease gasoline sales.</u></p> <ul style="list-style-type: none">• 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) <p>• Recommend 2021-22 Climate Action for Council Adoption</p> <p>• Continue to host Community Collaboration Sessions to educate the community on climate change, the ways they can address it, and solicit feedback about climate preservation.</p> <ul style="list-style-type: none">• Advise City Council on policy			
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	<p><u>and program recommendations that are adopted and implemented, such as advice on developing a simple dashboard of relevant metrics (e.g. gasoline sales, EV registrations) and communications toolkit that can be used for progress reporting with the city as well as citizen education and awareness building.</u></p>			
<p><u>Climate Resilience and Adaptation</u> – Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.</p>	<ul style="list-style-type: none"> Brainstorm with key members of city staff a new education and resource model that includes local nonprofits, schools, businesses, citizens, and other city and county governments. 			
<p><u>Urban Canopy</u> – Continue to leverage best practices to advise and recommend on the preservation of heritage trees, city trees, and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits. <u>Urban canopy preservation</u> —Continue to recommend/</p>	<ul style="list-style-type: none"> Support sTrack citizen concerns on large scale tree removal projects and provide advice on future policy improvements as it relates to tree removals submission of concept 	<ul style="list-style-type: none"> Support creation of the UFMP Support the implementation of the UFMP Receive <u>annual</u> updates on operation and implementation of the Heritage Tree Ordinance and recommend 	<ul style="list-style-type: none"> Support the implementation of UFMP Provide advice on developing an urban forest master plan to City Council 	<ul style="list-style-type: none"> Support the <u>implementation of UFMP</u>

<p>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>proposal to CalFire for grant to create Urban Forest Master Plan (UFMP)</p> <ul style="list-style-type: none"> • Track citizen concerns on large scale tree removal projects and provide advice on future policy improvements as it relates to tree removals 	<p>adjustments as needed</p> <ul style="list-style-type: none"> • Organize annual Arbor Day event 		
<p>Green and Sustainable Initiatives – 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"> • Support community and/or city-led Earth Day events • Support awareness and implementation of future ZELE ordinance 		<ul style="list-style-type: none"> • Develop recommendation for pesticide posting ordinance • 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 • Administer Environmental Awards Quality program
<p>Gas Powered Leaf Blower Ordinance Recommend/advise City Council on a gas-powered leaf blower ordinance.</p>		<ul style="list-style-type: none"> • Form a subcommittee • Prepare recommendation to City Council and receive further direction 		

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.