

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 8/16/2023
Time: 6:00 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 879 3070 9093 and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting, in-person, at the Downtown Conference Room
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID 879 3070 9093
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 879 3070 9093
Press *9 to raise hand to speak

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Regular Session

A. Call To Order

B. Roll Call – Evans, Chair Hedley, Kissel, Lin, McKenna, Pelegri-Llopert, Vice Chair Schmidt

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

D. Regular Business

- D1. Approve the July 19, 2023 Environmental Quality Commission meeting minutes and updates to the June 21, 2023 Environmental Quality Commission meeting minutes ([Attachment](#))
- D2. Review and discuss Climate Action Plan strategy goals No. 2 & No.3 and provide feedback to staff on scope of work implementation for 2025-2030

- D3. Approve the Chair's quarterly report to City Council ([Presentation](#))
- D4. Consider climate adaptation subcommittee member appointments

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 before, 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.gov. 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.

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REGULAR MEETING MINUTES – DRAFT

Date: 6/21/2023
Time: 6:00 p.m.
Location: Teleconference and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park. CA 94025

A. Call To Order

Chair Hedley called the meeting to order at 6:05 p.m.

B. Roll Call

Present: Evans, Kissel, Hedley (Chair), Lin, McKenna, Pelegri-Llopart, (Vice Chair) Schmidt
Absent: None
Staff: Sustainability Manager Rebecca Lucky, Management Analyst II Ori Paz

C. Public Comment

None.

D. Regular Business

D1. Approve the May 17, 2023 Environmental Quality Commission regular meeting minutes (Attachment)

ACTION: Motion and second (Evans/ Kissel), to approve the May 17, 2023 Environmental Quality Commission regular meeting minutes, passed unanimously.

D2. Review and discuss the annual City Arborist report (Presentation)

City Arborist Jillian Keller and Management Analyst Joanna Chen made the presentation (Attachment).

- Kirsten Mouradi requested clarification on the dashboard.
- Pam Jones requested clarification on follow-up for tree replacements and updating the approved arborist list.
- Lynne Bramlett spoke on concerns related to a tree in a median.
- Megan Green spoke in support of the arborist and team.

The Commission discussed the presentation, future plans for an Urban Forest Master Plan, and including it as a priority in the upcoming budget process.

ACTION: Motion and second (Schmidt/ McKenna), to make a statement of support for the Urban Forest Master Plan as the tier 1 priority for the fiscal year 2023-2024 capital improvement program (CIP) budget, passed unanimously.

The Environmental Quality Commission took a recess at 7:38 p.m.

The Environmental Quality Commission reconvened at 7:44 p.m.

- D3. Consider and advise on possible programs to expend \$4.5 million in state funds for communitywide electrification projects (Presentation) (Attachment)

Sustainability Manager Lucky made the presentation.

- Tom Kabat spoke on the urgency of the climate crisis and the opportunity to partner with Peninsula Clean Energy in order to take advantage of federal incentives.
- Pam Jones requested that a strong knowledgeable person engage with residents on the electrification offering.

The Commission discussed options for spending the state grant and structuring administration of the spending program.

ACTION: Motion and second (Kissel/ Hedley) to advise the City Council to consider the following in moving forward with the \$4.5 million in state funding from the California Energy Commission for citywide electrification project:

- Partner with Peninsula Clean Energy to be the program administrator,
 - Provide no cost home electrification for low income single-family homeowners in District 1,
 - At least two appliances per home transitioned to electric (at minimum include replacing gas-fired water heating and gas-fired space heating), and support homeowners with a roadmap to electrification
 - Establish a goal to achieve a high volume of homes
 - Enable a quick start program to convert gas-fired heating equipment that would also include cooling features to support high-need populations in extreme heat,
 - Provide seed funding for existing building electrification workforce development,
 - Provide portable resilience package (e.g. solar and battery) for power outages in District 1, medical needs, and elderly,
- passed unanimously.

- D4. Consider appointing additional commissioners to the building decarbonization and climate outreach ad hoc subcommittee (Attachment)

Chair Hedley introduced the item

The Commission discussed adding new members to the subcommittees.

ACTION: Motion and second (Hedley/ Kissel) to advise the City Council to appoint Commissioner Kissel to the Building Decarbonization subcommittee and remove Commissioner Schmidt and appoint Commissioners Lin and Pelegri-Llopart to the Climate Outreach subcommittee, passed unanimously.

E. Reports and Announcements

- E1. Reports and announcements from staff and Commissioners

Chair Hedley requested the Commissioners and staff send out reports and announcement by email.

E. Adjournment

Chair Hedley adjourned the meeting at 9:24 p.m.

Ori Paz, Management Analyst II



REGULAR MEETING MINUTES – DRAFT

Date: 7/19/2023
Time: 6:00 p.m.
Location: Teleconference and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park. CA 94025

A. Call To Order

Chair Hedley called the meeting to order at 6:00 p.m.

B. Roll Call

Present: Evans, Kissel, Hedley (Chair), Lin, McKenna, Pelegri-Llopart, Schmidt (Vice Chair, arrived at 6:02 p.m.)
Absent: None
Staff: Assistant City Manager Stephen Stolte, Management Analyst II Ori Paz, Management Analyst II Liz Tapia

C. Public Comment

None.

D. Regular Business

D1. Approve the June 21, 2023 Environmental Quality Commission meeting minutes (Attachment)

ACTION: Motion and second (Evans/ Kissel), to approve the June 21, 2023 Environmental Quality Commission meeting minutes, passed unanimously.

D2. Approve the fiscal year 2023-24 agenda calendar (Presentation) (Attachment)

Management Analyst II Ori Paz made the presentation

The Commission discussed changes to the agenda calendar.

ACTION: Motion and second (Evans/ Kissel), to approve the fiscal year 2023-24 calendar with the following revisions (Attachment):

- Consider moving the permit streamlining discussion about existing building electrification to a sooner date,
- Include data as a part of the CAP No. 1 discussion: number of buildings, type of buildings (single-family homes, commercial, multi-family residential), ownership structure, Bayfront Area offsets related to green and sustainable building requirements, status of electrification, emissions data from gas usage in the existing building stock,
- Include an update and discussion on the policy landscape around building electrification (December 2023/January 2024),

- Discuss forming an ad hoc subcommittee for Arbor Day and Earth Day in the October timeframe,
- Add workforce development as a topic of discussion to the “Other topics TBD” section,
- Add an update on the \$4.5M California Energy Commission (CEC) grant for the electrification program to the “Other topics TBD” section,
- Add an update on the Environmental Justice Element to the “Other topics TBD” section, passed unanimously.

D3. Approve scope, timeline, and deliverables for building decarbonization and climate outreach ad hoc subcommittees (Presentation)

Commissioner McKenna gave the presentation for the building decarbonization ad hoc subcommittee.

- Pam Jones spoke in support of the efforts of the Environmental Quality Commission.

The Commission discussed the building decarbonization ad hoc subcommittee’s scope of work, data collection and analysis.

ACTION: Motion and second (Pelegri-Llopart/ Schmidt), approve the following scope and duration for the building electrification ad hoc subcommittee:

- Scope: Explore Zoning updates, permit streamlining, flexibility/leniency programs for underserved residents during electrification permit inspections, reach codes or other policies to require electrification replacement in existing buildings, and methods to cost-effectively construct all-electric lab buildings and to convert existing lab buildings to all-electric,
- Duration: Four months with an expected report to the Commission in December 2023 passed unanimously.

Commissioner Lin gave the presentation for the climate outreach ad hoc subcommittee.

The Commission discussed the climate outreach ad hoc subcommittee’s scope of work, duration, and updated the subcommittee name to climate adaptation ad hoc subcommittee.

ACTION: Motion and second (Kissel/ McKenna) approve the following scope and duration of the climate adaptation ad hoc subcommittee:

- Scope: Review current city strategies, policies and programs around climate adaptation and recommend changes and enhancements to current city strategies, policies and programs, including specific strategies for different populations,
- Duration: Six months with an expected report to the Commission in January 2024 passed unanimously.

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

Management Analyst II Ori Paz gave an update on CAP goal 5 efforts related to fleet electrification and the Pacific Gas and Electric (PG&E) Fleet Program application progress, facilities water heater replacement program, and Peninsula Clean Energy (PCE) solar and battery program.

Management Analyst II Liz Tapia gave an update on Zero Emissions Landscaping Equipment ordinance and existing building electrification public outreach, and building permitting streamlining status.

Commissioner Kissel spoke on electric vehicle (EV) charging programs for multi-family use through GoPowerEV.

Vice Chair Schmidt reported out on on the Climate Change Community Team (CCCT) gathering in Belle Haven for disaster preparedness and the Climate Resilient Communities (CRC) community vulnerability meeting in Belle Haven.

Commissioner Pelegri-Llopart reported out on the PCE Citizens Advisory Committee meeting.

Commissioner McKenna reported out on the July 17 heat pump water heater Community Collaborations workshop.

Chair Hedley gave reported out on home electrification tour program opportunities.

F. Adjournment

Chair Hedley adjourned the meeting at 7:53 p.m.

Liz Tapia, Management Analyst II

Proposed Environmental Quality Commission Agenda Topics for Fiscal Year 2023-24

Agenda schedule may change based on City Council, Chair and Vice Chair, and staff requests/direction

Month	Topics	Author/Presenter	EQC role
2023			
July 2023	Approve fiscal year 2023-24 agenda calendar	Sustainability staff/Chair and Vice Chair	Action by commission
	Approve building decarbonization and climate outreach ad hoc subcommittees scope, timeline and deliverables	Sustainability staff/ Ad hoc subcommittees	Action by commission
August 2023	Review and discuss Climate Action Plan strategy No.2 to set citywide goals for increasing electric vehicles to 100% of new vehicles by 2025 and reducing gasoline sales each year by 10% starting in 2018 <i>(moved up from September)</i>	Sustainability staff	Feedback to staff on ideas, policies, and programs
	Review and discuss Climate Action Plan strategy No.3 to expand access to electric vehicle charging for multifamily and commercial properties	Sustainability staff	Feedback to staff on ideas, policies, and programs
	Chair report to the City Council	Chair	Action by commission
September 2023	Review and discuss Climate Action Plan strategy No.1 to electrify 95% of existing buildings by 2030 <i>(moved from August)</i>	Sustainability staff/ad hoc building decarbonization ad hoc subcommittee	Feedback to staff on ideas, policies, and programs
October 2023	Review and discuss Climate Action Plan strategy goal No.5 to eliminate fossil fuels from municipal operations	Sustainability staff	Feedback to staff on ideas, policies, and programs
November 2023	Cancel due to holiday		
December 2023 Early December meeting to avoid holiday conflicts	Review and discuss Climate Action Plan strategy No.4 to reduce vehicle miles traveled by 25% or an amount recommended by the Complete the Streets Commission	Sustainability staff	Feedback to staff on ideas, policies, and programs
2024			
January 2024	Review and discuss Climate Action strategy No.6 to develop a climate adaptation plan to protect the community from sea level rise and flooding	Sustainability staff Climate Adaptation ad hoc subcommittee	Feedback to staff on ideas, policies, and programs
2024			
February 2024	Review and discuss permit streamlining for existing building electrification projects	Sustainability staff	Feedback to staff on ideas, processes, or programs to consider
	Review and discuss subcommittee project deliverables and disbandment	Sustainability staff/ad hoc subcommittees	Action by commission
March 2024	Receive Climate Action Plan progress report	Sustainability staff	Informational item/no action
April 2024	Annual City Arborist Report	Public Works staff	Informational item
	Receive update on City operations electric handheld gardening equipment transition	Sustainability and Public Works staff	Informational, provide feedback to staff
May 2024	Elect Chair and Vice Chair	Chair	Action by commission
	Update on building electrification outreach and education	Sustainability staff	Provide feedback to staff

June 2024	Review and discuss Climate Action Plan proposed scope of work for 2025-2030	Sustainability staff	Provide feedback to staff
	Approval of annual agenda calendar to submit to the City Council	Sustainability staff/Chair and Vice Chair	Action by commission
July 2024	Approve Climate Action Plan 2025 to 2030 scope of work	Sustainability staff	Advice to City Council
	Review and discuss subcommittee project deliverables and disbandment	Sustainability staff/ad hoc subcommittees	Action by commission

Active ad hoc subcommittees:

- **Building electrification with Commissioners Evans, Kissel and McKenna**
 - **Scope:** Explore Zoning updates, permit streamlining, flexibility/leniency programs for underserved residents during electrification permit inspections, reach codes or other policies to require electrification at replacement in existing buildings, and methods to cost effectively construct all-electric lab buildings and to convert existing lab buildings to all-electric.
 - **Duration:** Four (4) months with an expected report to EQC December 2023
- **Climate adaptation with Commissioners Hedley, Pelegri-Llopert and Lin**
 - **Scope:** Reviewing current city strategies, policies and programs around climate adaptation and recommending changes and enhancements to current city strategies, policies and programs including specific strategies for different populations
 - **Duration:** Six (6) months with an expected report to the EQC in January 2024

Other topics TBD:

- Reach Codes for existing buildings
- Urban Forest Master Plan
- Waste management
- Water conservation
- Stormwater/water quality
- Tesla patrol pilot results
- Update on the \$4.5M California Energy Commission (CEC) grant for the electrification program
- Environmental Justice Element update
- Advise on participation in Peninsula Clean Energy’s program to install photovoltaic system on city facilities
- Workforce development discussion
- Discuss forming an ad hoc subcommittee for Arbor Day and Earth Day in the October timeframe
- Receive update and discuss the policy landscape around building electrification December 2023/January 2024

Regular items

- Annual Election of Chair and Vice Chair (May)
- Chair report to the City Council (at minimum once per year)
- Set fiscal year commission agenda calendar (June/July)
- Annual informational presentation on existing building electrification outreach and education (annual)
- Annual City Arborist Report (Spring)
- Zero Emissions Landscaping Equipment (ZELE) Policy progress (requires two years of reporting to the commission)
- Review and discuss ad hoc subcommittee deliverables and disbandment (every 6 months)

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ENVIRONMENTAL QUALITY COMMISSION

Semi-Annual Update August 2023

EQC Chair Nancy Larocca Hedley

AGENDA

- ▶ Context Setting
- ▶ Looking Back: Review of EQC Activities
- ▶ Looking Forward: EQC Plans
- ▶ Public Comment
- ▶ Seeking Guidance from Council

Environmental Quality Commission

Advise City Council on matters involving climate change, environmental protection, and sustainability.

Commissioners:

- Angela Evans
- Nancy Larocca Hedley (Chair)
- Brian Kissel (new)
- Jeffrey Lin
- John McKenna
- Eduardo Pelegri-Llopart (new)
- Jeff Schmidt (Vice Chair)

Roles & Responsibilities

The Environmental Quality Commission 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 threat of climate change.

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

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 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; and make determinations on appeals of heritage tree removal permits.
- **Green and Sustainable Initiatives** - Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.



Earth Updates

- ▶ U.S. broke more than 2,000 high record temperatures this summer
- ▶ July 2023 was the hottest month on Earth since scientists have been keeping records
- ▶ Ocean water off the tip of Florida reached over 100 degrees Fahrenheit on July 25th (normal temperatures for this time of year are 73-82F)

Looking Back: Review of EQC Activities

CAP Strategy #1 - Building Electrification

February 15, 2023 - Voted to Recommend to City Council

- ▶ Eliminate restrictions in the garage for car space for electrification projects, with fallback to 9 feet by 17 feet standard, reduced to 9 feet by 16.5 feet for homes with driveways
- ▶ Allow outdoor enclosure for electrification of any footprint shape provided it does not impose on egress, or exceed 15 square feet in area or exceed the height of the first floor
- ▶ Adjust the Noise Ordinance limitations for electrification equipment to remove 50 decibel (dB) limit at nighttime and set to 60 dB regardless of the time of day
- ▶ Explore providing a financial incentive for quieter equipment
- ▶ Allow heat pump equipment in the front yard in a screened enclosure if side and rear yards are not viable, passed unanimously

May 17, 2023: The Commission discussed and provided feedback to city staff on proposed education and outreach ideas for existing building electrification.

Review of EQC Activities

CAP Strategy #1 - Building Electrification

June 21, 2023

Voted to advise the City Council to consider the following in moving forward with the \$4.5 million in state funding from the California Energy Commission for citywide electrification project:

- ▶ Partner with Peninsula Clean Energy to be the program administrator
- ▶ Provide no cost home electrification for low income single-family homeowners in District 1
- ▶ At least two appliances per home transitioned to electric (at minimum include replacing gas-fired water heating and gas-fired space heating), and support homeowners with a roadmap to electrification
- ▶ Establish a goal to achieve a high volume of homes
- ▶ Enable a quick start program to convert gas-fired heating equipment that would also include cooling features to support high-need populations in extreme heat
- ▶ Provide seed funding for existing building electrification workforce development
- ▶ Provide portable resilience package (e.g. solar and battery) for power outages in District 1, medical needs, and elderly

Review of EQC Activities

Other Actions Taken

April 27, 2023: Voted to approve and recommend to City Council the Zero Emission Landscaping Equipment (ZELE) Ordinance rules proposed by staff. Approved by City Council.

April 29, 2023: Community celebration of Arbor Day with tree planting and activities at Karl E. Clark Park.

June 21, 2023: Reviewed and discussed the annual City Arborist report. Voted to make a statement of support for the Urban Forest Master Plan being a tier 1 priority for the fiscal year 2023-2024 capital improvement program (CIP) budget. Approved by City Council.

Review of EQC Activities

Looking Forward: EQC Plans

Climate Action Plan (CAP)

- ▶ Discuss Climate Action Plan implementation scope of work for 2025-2030
- ▶ Revise based on latest climate science
- ▶ Last scope of work was approved by the City Council in 2021 with the intent of updating each strategy on a regular basis

Establish a Structured 2023-2024 Calendar

- ▶ Serves as annual fiscal year work plan
- ▶ Provides additional transparency and advance notice to interested parties, and adequate time to prepare for commissioners and staff

Support Two Active Ad-hoc Subcommittees

- ▶ Building Decarbonization and Climate Adaptation

Looking Forward: Commission Plans

Highlights of Commission Agenda Plans*

- ▶ August
 - ▶ CAP Strategy #2 (EVs)
 - ▶ CAP Strategy #3 (EV charging)

- ▶ September
 - ▶ CAP Strategy #1 (building electrification)

- ▶ October
 - ▶ CAP Strategy #5 (eliminate fossil fuels from municipal operations)

- ▶ Early December
 - ▶ CAP Strategy #4 (reduce vehicle miles traveled)

- ▶ January 2024
 - ▶ CAP Strategy #6 (climate adaptation, sea level rise, flooding)

*Note: subject to change. Complete and up-to-date calendar will be shared at <https://menlopark.gov/Government/Commissions-and-committees/Environmental-Quality-Commission>

Looking
Forward:
Commission
Plans

Building Decarbonization Ad Hoc Subcommittee

Scope: Explore zoning updates, permit streamlining, flexibility/leniency programs for underserved residents during electrification permit inspections, reach codes or other policies to require electrification at replacement in existing buildings, and methods to cost effectively construct all-electric lab buildings and to convert existing lab buildings to all-electric.

Expected duration: Four (4) months with report to the EQC in December 2023

Commissioners: Evans, Kissel, McKenna

Looking Forward: Building Decarbonization Subcommittee

Climate Adaptation Ad Hoc Subcommittee

Scope: Review current city strategies, policies and programs around climate adaptation and recommend changes and enhancements to current city strategies, policies and programs including specific strategies for different populations.

Duration: Six (6) months with an expected report to the EQC in January 2024

Commissioners: Hedley, Lin, Pelegri-Llopart

Looking Forward: Climate Adaptation Subcommittee

Public Comment @ EQC Meetings (February 2023-July 2023)

- ▶ Urgency expressed about the climate crisis, encouraging Menlo Park to continue to take bold action.
- ▶ Appreciation for engagement and collaboration of Commissioners with local community organizations.
- ▶ Desire for the City to partner with local organizations, including Peninsula Clean Energy (PCE), to meet our Climate Action Plan goals.
- ▶ Desire to streamline permitting and ensure local rules support building electrification.
- ▶ Appreciation for Menlo Park's trees, our City Arborist and team was expressed, along with ideas for how to make information more accessible to residents about how to care for trees.

Public Comment Themes

Seeking Guidance

- ▶ Do you have any feedback for the EQC and staff regarding the 2023-2024 Commission Calendar? Are there other topics we should be considering?
- ▶ Are you hearing other concerns from the community that we should incorporate into our Climate Action Plan Update?

THANK YOU