



REGULAR MEETING MINUTES

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-Llopert/ 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

Minutes approved at the August 16, 2023 Environmental Quality Commission meeting.

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)