

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 5/15/2024
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

Subject to change: The format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Regular Session

A. Call To Order

B. Roll Call – Hill, Chair Hedley, Kissel, Meyer, McKenna, Pelegri-Llopart, 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. Welcome new Commissioners

D2. Select a Chair and Vice chair

D3. Approve the April 17, 2024 Environmental Quality Commission meeting minutes ([Attachment](#))

- D4. Discuss Environmental Quality Commission 2024-2025 work plan to submit to City Council ([Presentation](#))
- D5. Review and discuss Climate Action Plan strategy goal No. 4 and provide feedback to staff on scope of work implementation for 2025-2030 ([Presentation](#))
- D6. Review and discuss Climate Action Plan metrics and progress report outline ([Presentation](#))

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: 4/17/2024
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 6:03 p.m.

B. Roll Call

Present: Hedley, Kissel, McKenna, Pelegri-Llopart, Schmidt
Absent: Lin
Staff: Sustainability Manager Rachael Londer, Management Analyst II Liz Tapia

C. Public Comment

- Pam D. Jones spoke on concerns related to program accessibility for the Belle Haven community electrification initiative and spoke in support of Commissioner Pelegri-Llopart's work on the Hetch Hetchy easement project.

D. Regular Business

D1. Approve the March 20, 2024 Environmental Quality Commission meeting minutes (Attachment)

ACTION: Motion and second (Pelegri-Llopart/ McKenna), to approve the March 20, 2024 Environmental Quality Commission meeting minutes, passed 5-0 (Lin absent).

D2. Review and discuss Climate Action Plan strategy No.6 and receive recommendations from the Climate adaptation subcommittee on scope of work for 2025-2030 (Presentation)

Chair Hedley introduced the item.

Management Analyst II Liz Tapia made the presentation.

Vice Chair Schmidt made a presentation.

- Pam D. Jones spoke on concerns related to groundwater and sea level rise in relation to the Urban Forest Management Plan, Belle Haven Community Climate Change team (BHCCCT) work on a vulnerability study and on concerns related to community engagement.
- Menlo Spark representative Brian Schmidt spoke in support of Red Cross and Community Emergency Response team (CERT) as potential partners, and including heat resilience in to the climate adaption plan.

The Commission discussed incorporating other state initiatives into the plan, restoring salt ponds

and wetlands, Menlo Park budget allocation to the plan and City priorities, incorporating resiliency and community partnerships.

ACTION: Motion and second (Kissel/ McKenna), to adopt recommendation of the Climate Adaptation Subcommittee to move scope of Climate Action Plan (CAP) No. 6 beyond sea-level rise and flooding to develop our CAP No. 6 goal in alignment with the four goals from the State of California framework (to tap into federal and state funding sources):

1. Build public awareness and notification
 2. Strengthen community services / response
 3. Increase resilience of built environment
 4. Utilize nature-based solutions,
- passed 5-0 (Lin absent).

ACTION: Motion and second (Hedley/ Kissel), to disband the Climate Adaptation Subcommittee, passed 5-0 (Lin absent).

D3. Receive recommendations from the Permit Streamlining Ad Hoc Subcommittee (Presentation)

Chair Hedley introduced the item.

Commissioners Pelegri-Llopart and McKenna made the presentation.

The Commission received clarification on inspection practices and processes.

- Pam D. Jones spoke in support of permit streamlining and on concerns related to electrification.
- Menlo Spark representative Brian Schmidt spoke in support of “blindness” during inspections of non-life-threatening situations.

The Commission discussed process improvements for defining permit streamlining.

ACTION: Motion and second (Hedley/ Pelegri-Llopart), to adopt the definition of permit streamlining:

1. Clear, fast, predictable, and interconnected process,
 2. Initial and continuous improvement of permit and inspection process,
 - a. Track key metrics
 - b. Monitor best practices from different jurisdictions
 - c. Solicit feedback from stakeholders (permit applicants, contractor, homeowners, staff)
 3. Inspections completed with a focus just on work with active permit except for life/safety issues,
 4. Completed by staff who are sufficiently trained on electric appliances (including electric vehicle charging) and installs, particularly on calculating load requirements,
- and recommendations of the Permit Streamlining Ad Hoc Subcommittee into the 2025 – 2030 scope of work for CAP strategy No. 1,
passed 5-0 (Lin absent).

ACTION: Motion and second (Hedley/ Kissel), to disband the Permit Streamlining Ad Hoc Subcommittee, passed 5-0 (Lin absent).

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

Chair Hedley reported out on the Love our Earth Festival, City Council Earth Day proclamation, Arbor Day celebration at Belle Haven Child Development Center and the Mayor’s tree planting event.

Commissioner Kissel spoke on community education for home electrification, and reported out on their work outside of the Commission on an awarded electrification grant.

Commissioner Pelegri-Llopart reported that the California Public Utilities Commission board will discuss community solar at the next meeting and Peninsula Clean Energy board of directors will discuss how to accomplish goals of hourly match renewable energy.

Vice Chair Schmidt reported out on the Love our Earth Festival, CAL FIRE Urban Forest Management Plan, and Menlo Park City School District meeting on CAP and the City budget.

Commissioner McKenna reported out on the Love Our Earth Festival and planning committee.

Sustainability Manager Rachael Londer reported out on the launch Zero Emission Landscaping Equipment Voucher program and the Home Upgrade Electrification Program.

Management Analyst II Liz Tapia reported out the Zero Emission Landscaping Equipment Voucher program.

F. Adjournment

Chair Hedley adjourned the meeting at 8:14 p.m.

Management Analyst II Liz Tapia

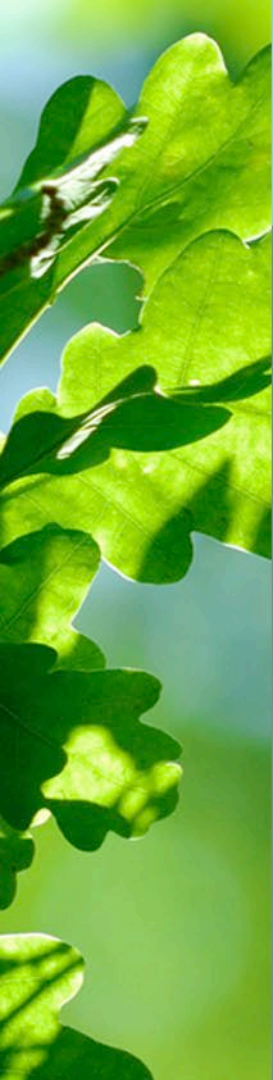


CITY COUNCIL ANNUAL WORK PLAN AND REPORT OUT

Rachael Londer, Sustainability Manager

RECOMMENDATION

- Staff recommends that the Environmental Quality Commission (EQC):
 1. Select a presenter and date for the EQC annual report out to the City Council
 2. Discuss presentation content
 3. Establish a subcommittee to develop the EQC's annual work plan



BACKGROUND ON ANNUAL COMMISSION REPORT OUTS

- Near the beginning of City Council meetings, there is an item called “Advisory Body Reports”. At this time, commissions can present recommendations or status reports and request direction and support from City Council.
- This annual report out can include:
 - What has been done in the past year
 - Upcoming plans
 - Specific discussion items that the representative of the advisory body would like to relay to City council.



REPORT OUT PRESENTATION AND SELECTION OF A PRESENTER



- A representative of the advisory body is to present the annual report out to the City Council during the July 9 or Aug. 13 City Council meeting
- Report out at City Council typically includes a 5-minute presentation and 10-minutes of discussion



EQC ANNUAL WORK PLAN DEVELOPMENT

- City Council to approve EQC's annual work plan during the September 24 City Council meeting

Environmental Quality Commission

City Manager's Office Department
701 Laurel Street, Menlo Park CA 94025
Adopted September 26, 2023



Work plan goals

1. Provide feedback to staff and advise the City Council on 2025-2030 scope of work for Climate Action Plan (CAP) strategies No.1 through No.6 that are anticipated to be presented to the City Council next year.
2. Form 1-2 subcommittees to work with staff on the CAP 2025-2030 scope of work updates.
3. Support the creation of an Urban Forest Master Plan: secure funding, complete canopy audit, support community engagement, and ensure urban forest is equitable across all districts.
4. Maintain an annual commission calendar to provide transparency and allow adequate time to prepare agenda items related to the commission's work plan; update and post for public review monthly. See attached.
5. Encourage and facilitate robust public comment and participation at Commission meetings.
6. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
7. Support the filling of openings on the Commission and the effective onboarding of new Commissioners.

EQC ANNUAL WORK PLAN

- Work plan to be developed by EQC Commissioners in coordination with staff liaison and needs to be approved by EQC prior to Sept. 18
- The work plan includes:
 - Annual goals
 - Topics and presenters for EQC meetings
 - EQC role
 - List of active ad hoc subcommittees
 - Regular annual items (election of chair/vice chair, city arborist report, presentation to City Council, etc.)

Current work plan can be found online:

https://menlopark.gov/files/sharedassets/public/v/1/city-managers-office/documents/sustainability/2023_2024-eqc-workplan.pdf

RECOMMENDATION

- Staff recommends that the EQC:
 1. Select a presenter and date for the EQC annual report out to the City Council
 2. Discuss presentation content
 3. Establish a subcommittee to consider the EQC's annual work plan



THANK YOU



2025-2030 SCOPE OF WORK FOR CLIMATE ACTION PLAN STRATEGY NO. 4

Rachael Londer, Sustainability Manager

CONTENTS

- Overview of Climate Action Plan (CAP) strategy No. 4
- Policy background
- Recommended 2025 – 2030 scope of work update
- Discussion





STAFF RECOMMENDATION

- Staff recommends that the EQC discuss and adopt the CAP No. 4 scope of work update.

POLICY BACKGROUND

The City Council adopted the following related policies:

1. Vision Zero Action Plan (2024)
2. Housing Element (2024)
3. Transportation Master Plan (2020)
4. Circulation Element (2016)
5. Citywide Crosswalk Policy (2016)
6. Complete Streets Policy (2013)

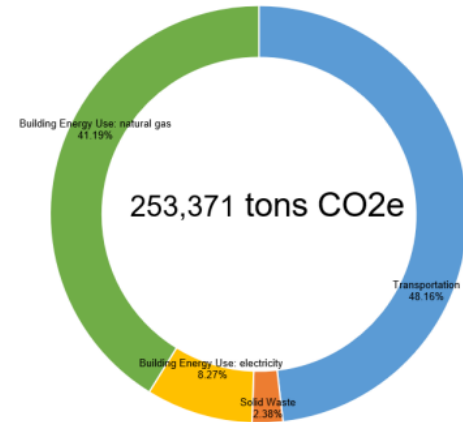
There are also state policies including Caltrans' California Transportation Plan 2050 and regional efforts from the Bay Area Air Quality Management District (BAAQMD) and the City/County Association of Governments.

2030 CAP STRATEGY NO. 4 SCOPE FROM 2021 UPDATE



- Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission
 - Change zoning to encourage higher density (esp. for housing) near transit
 - Make the City easier to navigate without a car by accelerating implementation of the Transportation Master Plan with an emphasis on developing a clear network of protected pedestrian/bike paths throughout town Current projects underway that help achieve this goal: SB2 Housing grant, Transportation Management Plan, Transportation Management Association, and implementation of new VMT guidelines for new development

City of Menlo Park communitywide greenhouse gas emissions 2019




Transportation related emissions make up 48.2% of the communitywide total.



2021 IMPLEMENTATION CAP STRATEGY NO. 4 SCOPE OF WORK



- Reduce VMT through the SB2 Housing grant, completion of the Transportation Management Association feasibility study, and implementation of VMT guidelines for new development adopted in June 2020. In addition, the Complete the Streets Commission's work plan includes prioritizing projects in the Transportation Master Plan that would reduce VMT. The Complete Streets Commission one-year work plan will be amended to include a future work effort to set a VMT reduction target in 2022 dependent upon staff resourcing to support this effort, provided it does not impact delivery of capital projects planned for the same timeframe.
- **How we are tracking it**
 - Estimated VMT used to calculate methane (CH₄) and nitrous oxide (N₂O) emissions
 - Estimated fuel usage is used to calculate carbon dioxide (CO₂) emissions



CAP NO. 4 2020 & 2021 SCOPE PROGRESS



- Implementation of the SB2 Housing grant
- Implementation and annual updates to the Complete Streets Commission's work plan which includes prioritizing projects in the Transportation Master Plan that would reduce VMT
- October 21, 2021: The Transportation Management Association feasibility study was adopted by City Council
- January 11, 2022: Updated VMT guidelines for new development were adopted by City Council



RECOMMENDED 2025-2030 SCOPE OF WORK



- Update scope of work:
 - Build connected and safer multimodal transportation networks that make walking, bicycling and transit viable for more trips locally and regionally
 - Apply and update transportation demand management (TDM) requirements to help produce development that is not dependent on single occupant vehicles
 - Operate programs, including the shuttle program and safe routes to school to enhance transportation options for students, commuters and transit dependent populations



STAFF RECOMMENDATION

- Staff recommends that the EQC discuss and adopt the CAP No. 4 scope of work update.



THANK YOU

DISCUSSION FOR CAP NO.4 2025-2030



CLIMATE ACTION PLAN METRICS AND PROGRESS REPORT

Rachael Londer, Sustainability Manager

CONTENTS

- Climate Action Plan Background
- Progress Report Outline
- Metrics
- Recommendation





BACKGROUND



CLIMATE ACTION PLAN BACKGROUND



- Over the last year, the commission has been providing recommendations to staff on possible ideas to explore for implementation of each Climate Action Plan (CAP) strategy for 2025-2030
 - City Council last approved a scope of work for each strategy in 2021, and remains part of the current implementation strategy
- In addition, to the CAP scope of work update, the Sustainability Division provides updates on progress towards the goals in the Climate Action Plan every one to three years.



PROCESS

EQC provides recommendations for Scope of Work Update and CAP Progress Report

CAP 2025-2030 Scope of Work Update presentation to City Council

Greenhouse Gas Emissions Inventory Update and Progress Report



CAP Progress Report to City Council

Implementation of CAP 2025-2030 Scope of Work



CLIMATE ACTION PLAN BACKGROUND



- The CAP has six strategies to begin on a path to be carbon neutral by 2030:
 - Explore policy/program options to electrify 95% of existing buildings by 2030
 - Set citywide goal for increasing electric vehicles (EVs) and decreasing gasoline sales
 - Expand access to EV charging for multifamily and commercial properties
 - Reduce vehicle miles traveled (VMT) by 25%
 - Eliminate the use of fossil fuels from municipal operations
 - Develop a climate adaptation plan to protect the community from sea level rise and flooding
- The CAP defines carbon neutral as achieving a 90% reduction in community and municipal greenhouse gas emissions from 2005 levels, and eliminating the remaining 10% of emissions through direct carbon removal measures. In 2005, Menlo Park’s greenhouse gas emissions totaled 350,000 tons.



PROGRESS REPORT OUTLINE

PROGRESS REPORT OUTLINE

- The latest progress report was a staff report to City Council on May 23, 2023. The progress report includes:
 - Staff resources
 - Work streams
 - Volunteer support
 - Activities completed and planned under each strategy
 - Impact on city resources
 - Outreach activities



METRICS

METRICS

- Metrics are provided during the City's greenhouse gas emissions (GHG) inventory update (not during the annual progress report update)
- The latest GHG inventory was presented to City Council on October 12, 2021
- The next GHG inventory update, including data up to 2022, is underway with technical assistance from the County's Regionally Integrated Climate Action Planning Suite (RICAPS)

METRICS

The following metrics are tracked and analyzed in the full greenhouse gas emissions inventory update:

- Therms of natural gas consumed (commercial, residential, and municipal)
- Total number of full battery EVs registered in Menlo Park
- Total number of gallons of fossil fuel (gasoline/diesel) sales
- Total number of multifamily households with access to onsite EV charging
- Total number of multifamily households with access to public EV charging within 0.25 miles
- Total number of commercial properties with EV charging
- Increases in participation in mode share programs and percent change trends in mode sharing behavior (if available)
- Miles of multi-modal infrastructure installed and/or improved
- Tons of greenhouse gas emissions from municipal operations
- Gasoline consumption by municipal vehicles
- Implementation status of long term planning efforts
- Miles of shoreline protected against sea level rise



RECOMMENDATION

RECOMMENDATION

- Staff recommends that the EQC discuss the progress report outline and provide feedback to inform the 2024 progress report update



DISCUSSION