

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 11/20/2024
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, Hedley, Kissel, Meyer, Vice Chair McKenna, Pelegri-Llopart, 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 October 16, 2024 Environmental Quality Commission meeting minutes ([Attachment](#))
- D2. Recognize Chair Schmidt's service on the Environmental Quality Commission
- D3. Discuss updates to the Heritage Tree Ordinance administrative guidelines recommendations

([Presentation](#)) ([Attachment](#))

- D4. Review additional urban forest recommendations from Heritage Tree Ordinance Administrative Guidelines Ad Hoc Subcommittee ([Presentation](#))
- D5. Review and discuss approach for the Love Our Earth Festival ([Presentation](#))
- D6. Update on compliance with Senate Bill (SB) 379 permitting for residential solar energy systems ([Presentation](#))

E. Reports and Announcements

- E1. Reports and announcements from staff and Commissioners

F. Informational Items

- F1. 2024-25 Environmental Quality Commission work plan ([Attachment](#))

G. 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: 10/16/2024
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 Schmidt called the meeting to order at 6:00 p.m.

B. Roll Call

Present: Hedley, Kissel, Meyer, Vice Chair McKenna, Pelegri-Llopart, Chair Schmidt
Absent: Hill
Staff: Sustainability Manager Rachael Londer, Management Analyst II Ori Paz

C. Public Comment

None.

D. Regular Business

D1. Approve the September 18, 2024 Environmental Quality Commission meeting (Attachment)

ACTION: Motion and second (Hedley/ Pelegri-Llopart), to approve the September 18, 2024 Environmental Quality Commission meeting minutes with an edit to item D2., passed 6-0-1(Hill absent).

D2. Presentation from Sustainable San Mateo County (Presentation)

Chair Schmidt introduced the item.

Sustainable San Mateo County Executive Director Sarah Hubbard and Communications and Outreach Lead Mollie Carter made the presentation.

The Commission received clarification on the electric vehicle (EV) to plug ratio data.

The Commission discussed the dashboard and provided feedback on the data sources, data usability, methodology, frequency of data updating, dashboard interface and opportunities for collaboration.

D3. Review and discuss heritage tree ordinance administrative guidelines (Presentation)

Chair Schmidt introduced the item.

Sustainability Manager Rachael Londer made the presentation.

The Commission received clarification on the release date for the draft guidelines, effect of the

guidelines on tree value, and the desired aim for the updates to the administrative guidelines.

- Scott Marshall spoke in support of time-of-sale heritage tree reporting requirements.
- Kathy Wipfler spoke in support of arborist report requirements with building permit applications.

The Commission discussed the overview of the proposed changes to the heritage tree ordinance administrative guidelines, existing data and resources and next steps; and provided feedback to staff about additional changes to include in the administrative guidelines.

D4. Receive and file the 2024-2025 Environmental Quality Commission work plan (Attachment)

Chair Schmidt introduced the item.

The Commission received clarification on the final work plan document.

ACTION: Motion and second (Kissel/ McKenna), to receive and file the 2024-2025 Environmental Quality Commission work plan, with a slight edit to correct a typographic error, passed 6-0-1 (Hill absent).

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

Management Analyst II Ori Paz reported out on the status of City facility water heater electrification and grant application coordination.

Sustainability Manager Rachael Londer reported out on upcoming events including the Bay Conservation and Development Commission (BCDC) public comment period ending climate adaptation plan on Oct. 17, compost giveaway at Bedwell Bayfront Park on Oct. 18, Flyway trail opening at Bedwell Bayfront Park on Oct. 19, Bay Area Air Quality Management District (BAAQMD) workshop on the new water heater and furnace point-of-sale rules for community members on Oct. 22, California Air Resource Board (CARB) listening session on Oct.23, California Public Utilities Commission (CPUC) webinar on energization timelines on Nov. 9 and a Household Hazardous Waste disposal event on Nov. 9.

Commissioner Hedley reported out on an upcoming electrification home tour on Oct. 19 and personal home electrification updates.

Chair Schmidt reported out on Canopy’s work in Belle Haven including asphalt replacement work mentioned in the Almanac, the school district’s climate action progress and Junior League pancake breakfast with the Menlo Park Fire Protection District on Oct. 19.

Commissioner Pelegri-Llopart spoke on the upcoming election date and importance of voting.

F. Adjournment

Chair Schmidt adjourned the meeting at 8:05 p.m.

Management Analyst II Ori Paz



Heritage Tree Ordinance Administrative Guidelines

November 20, 2024 EQC meeting



HERITAGE TREE ORDINANCE ADMINISTRATIVE GUIDELINES



Administrative guidelines:

- Companion document to the HTO
- Operational guidelines, not policy
- Supplemental procedures to further explain how to comply with the HTO
- Updated and implemented by the public works department
- Updates to the admin guidelines does not require public comment period, City Council or EQC action
- The EQC discussed an opportunity to update the HTO administrative guidelines during their March 20 meeting

HERITAGE TREE ORDINANCE ADMINISTRATIVE GUIDELINES

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6780



Background

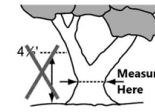
These administrative guidelines are supplemental procedures to further explain how to comply with the heritage tree ordinance and are to be read with it. This living document allows the public works director or designee the flexibility to strengthen and clarify the ordinance to reflect changes in industry standards and establish best practices. The public works director has designated the city arborist as responsible for maintaining and updating these administrative guidelines, unless otherwise specified in Menlo Park Municipal Code Section 13.24.080. The administrative guidelines are a companion document that refers to the heritage tree ordinance and is not intended to replace the ordinance.

13.24.080 Definitions

Section 13.24.080(4)(b) identifies special provisions for an oak tree which is native to California. The city arborist has determined the following species of oak trees are native to California:

- Coast live oak (*Quercus agrifolia*)
- Scrub oak (*Quercus berberidifolia*)
- Canyon live oak (*Quercus chrysolepis*)
- Blue oak (*Quercus douglasii*)
- Leather oak (*Quercus dumosa*)
- Englemann oak (*Quercus engelmannii*)
- Oregon white oak (*Quercus garryana*)
- Black oak (*Quercus kelloggii*)
- Valley oak (*Quercus lobata*)
- Shreve oak (*Quercus parvula* var. *shrevei*)
- Oracle oak (*Quercus x morehus*)
- Island oak (*Quercus tomentella*)
- Interior live oak (*Quercus wislizenii*)

Multi-trunk trees, where the trunk splits at 4.5 feet above the ground or less, are measured below the main union. See figure below.



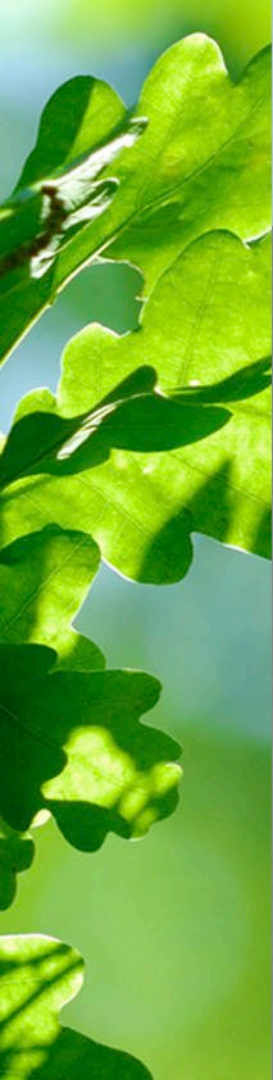
Multi-stemmed trees with a union occurring below the existing grade shall be considered individual trees and diameter measurements will be taken for each individual stem to determine trunk diameter – independent of the other stem diameters.

As of July 1, 2020, the City Council has not designated any trees under Menlo Park Municipal Code Section 13.24.020(4)(C).

13.24.080 Permits and decision making criteria for removal

Applicants who submitted a heritage tree permit application before March 16, 2020, have the option to have their applications be reviewed under (a) the current ordinance or (b) the updated ordinance. The review process includes, but not limited to, the decision making criteria, replacement tree requirements and the appeal process. These applicants must make a determination through an email to Joanna Chen (jchen@menlopark.org) by July 1, 2020, otherwise the application will be processed under the new ordinance.

A snapshot of the first page of the administrative guidelines (6 pages total) Page D-3.2



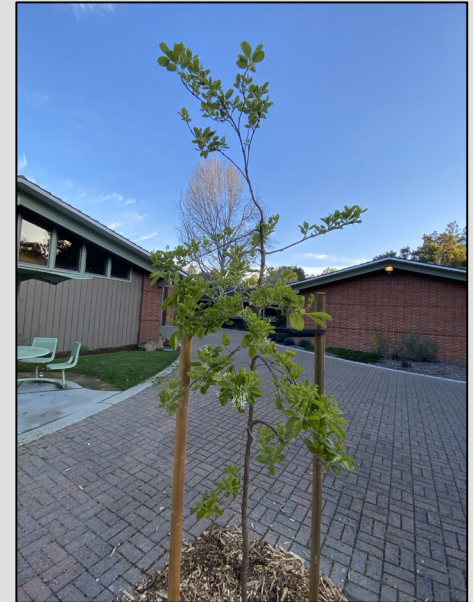
STAFF RECOMMENDATIONS FOR UPDATING THE ADMINISTRATIVE GUIDELINES



- The updated draft guidelines are provided in Attachment A to this presentation.
- Summary of updates:
 - The method of classifying multi-stemmed trees was changed for consistency with industry guidelines and the 10th Edition for Plant Appraisal (page 1 of the guidelines).
 - Added a process for reviewing trees proposed for removal due to conflict with an existing, habitable structure, e.g., the tree is right next to a house and is damaging the foundation.
 - Added a requirement for completed tree risk assessment forms for trees proposed for removal due to high risk.
 - Added species to the list of invasive/undesirable trees.
 - Based on increased costs of construction, labor, supplies, nursery trees, tree maintenance, etc., increased the thresholds for evaluating whether it is financially feasible to alter proposed construction to preserve a tree
 - Changed the requirements for removal of trees due to utility interference.
 - Added and removed tree species from the recommended heritage tree replacements list.

NEXT STEPS

- The EQC to discuss the administrative guidelines and give feedback to staff
- Public works staff will finalize and publish updated administrative guidelines





THANK YOU

HERITAGE TREE ORDINANCE ADMINISTRATIVE GUIDELINES

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6760



These guidelines are finalized as of XXX, 2024.

Background

The Heritage Tree Administrative Guidelines are supplemental procedures that further explain the ordinance. This living document allows the public works director or designee the flexibility to strengthen and clarify the ordinance based on industry standards and established best practices. The public works director has designated the city arborist as responsible for maintaining and updating the Heritage Tree Administrative Guidelines, unless otherwise specified in Menlo Park Municipal Code (MPMC) [Section 13.24.020](#). The city manager has designated the public works director to hear tree appeals and the deputy city manager to hear violation appeals. The Heritage Tree Administrative Guidelines are supplemental and not intended to replace the Heritage Tree Ordinance.

13.24.020 Definitions

[Section 13.24.020\(5\)\(B\)](#) identifies special provisions for oak species native to California. The following species of oak trees are native to California:

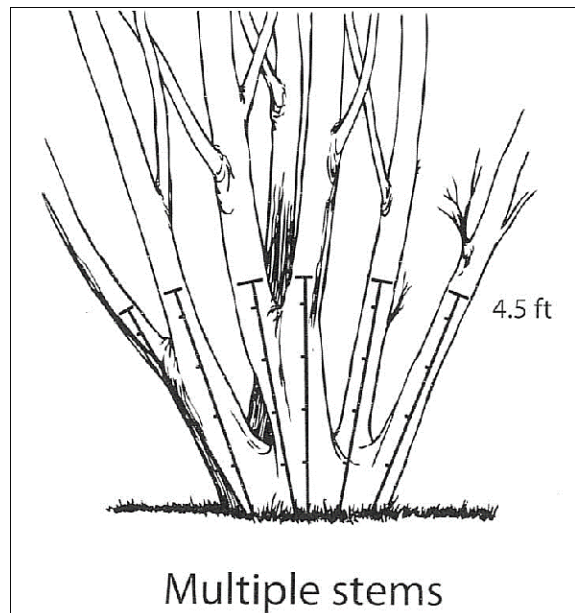
- Coast live oak (*Quercus agrifolia*)
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- Shreve oak (*Quercus parvula* var. *shrevei*)
- Oracle oak (*Quercus x morehus*)
- Island oak (*Quercus tomentella*)
- Interior live oak (*Quercus wislizenii*)

Trees with more than one (1) trunk shall be measured to best represent their size. If the union occurs above grade, each stem diameter shall be measured at 4.5 feet above natural grade, also known as diameter at standard height (DSH). The cross-sectional area (CSA) of each stem shall be calculated individually and then combined, as consistent with the Guide for Plant Appraisal, 10th Edition. If the sum is greater than or equal to 176 square inches for species that are not native oaks, the tree is considered heritage. If the sum is greater than or equal to 78.5 square inches for native oak species, the tree is considered heritage. See Table 1 for conversions of DSH to CSA. See Figure 1 to the right for measuring trees with multiple stems.

Multi-stemmed trees with a union occurring below the existing grade shall be considered individual trees. Diameter measurements at 54 inches above natural grade shall be taken for each individual stem to determine trunk diameter – independent of the other stem diameters.

As of July 1, 2020, the City Council has not designated any trees under MPMC Section 13.24.020(4)(C).

Figure 1: Measuring a tree with multiple stems



CTLA, 2018. *Guide for Plant Appraisal, 10th Edition.*
Champaign Il.: International Society of Arboriculture.
ISBN 978-1-943378-02-9.

13.24.030 Maintenance and preservation of heritage trees

Prior to demolition and construction work, an arborist report submitted pursuant to MPMC section 13.24.030 shall include the following, in addition to any other information required for submission by the public works director:

- Review of the most recent site plans and any development-related projects;
- Evaluation of impacts to the heritage trees from the proposed work;
- Recommendations for tree removal and preservation;
- Guidelines for protecting and reducing impacts to trees consistent with the [city's requirements](#); and
- Assessment of tree appraisal value(s).

13.24.050 Permits and decision making criteria for removal

Permit applicants may submit electronic heritage tree removal (HTR) permit applications online at menlopark.org/permitcenter and will need to create an account (username and password). The City will accept paper submittals upon request. Please contact staff at 650-330-6764 or by email JPChen@menlopark.gov to schedule an appointment to submit a paper application.

Application submission

The following documents are required to submit an HTR permit application:

For Criterion 1 (Death) or 4 (Species):

- A complete [heritage tree acknowledgement form](#);
- Provide images to show the tree is dead for Criterion 1 (Death).
- Provide images that show the tree is an invasive/undesirable species for Criterion 4 (Species).
- A landscape plan or written replacement tree plan, which includes information on the replacement tree species, the new planting location, and the container size. If the property does not have enough space to plant a replacement tree, the applicant would pay an in-lieu fee. Tree species must meet the [city's heritage tree replacement requirements](#).

For either Criterion 2 (Tree risk rating) or 3 (Tree health rating):

- A complete [heritage tree acknowledgement form](#);
- An arborist report from a city-approved [consulting arborist](#);
- A completed [tree risk assessment \(TRA\) form](#) for Criterion 2 (Tree risk rating); and
- A landscape plan or written replacement tree plan, which includes information on the replacement tree species, the new planting location, and the container size. If the property does not have enough space to plant a replacement tree, the applicant would pay an in-lieu fee. Tree species must meet the [city's heritage tree replacement requirements](#).

For Criterion 5 (Development) or Criterion 6 (Utility inference):

- Construction or utility work in conflict with heritage trees is planned within 12 months.
- A complete [heritage tree acknowledgement form](#);
- An arborist report with a tree protection plan from a city-approved [consulting arborist](#);
- A landscape plan or written replacement tree plan, which includes information on the replacement tree species, the new planting location, and the container size. If the property does not have enough space to plant a replacement tree, the applicant would pay an in-lieu fee. Tree species must meet the [city's heritage tree replacement requirements](#).
- Proposed construction site plans;
- Schematic diagrams that demonstrate the feasibility/livability of alternative design(s) that preserve the tree, including utilizing zoning ordinance variances or deviations from city standard details that would preserve the tree; and
- Documentation on the additional incremental construction cost attributable to an alternative that preserves the tree (i.e. construction cost of alternative design minus cost of original design) in relation to the appraised value of tree(s) and based on the most recent addition to the Guide for Plant Appraisal.

The following documents are necessary to submit heritage tree pruning permit applications for root pruning and canopy pruning (removal of more than 25% of a tree's total canopy or root system):

- A complete [heritage tree acknowledgement form](#); and
- An arborist report from a city-approved [consulting arborist](#).

Decision-making criteria

Pursuant to MPMC 13.24.050(a), the public works director has determined that the following criteria shall establish good cause for removal of a tree in addition to the criteria set forth in Chapter 13.24:

Criterion 1: Death

The heritage tree is considered dead if the photos provided indicate dead foliage during the summer for deciduous trees (except for California buckeye) or year round for evergreen trees.

Criterion 2: Tree risk rating

According to the International Society of Arboriculture (ISA), tree risk rating is defined as the following:

- Tree risk assessment (TRA) is a systematic process used to identify, analyze and evaluate tree risk. Risk is assessed by assessing the likelihood (probability) of occurrence (failure), the likelihood of impacting a target, and the severity of consequences should failure occur to determine a risk rating.
- Trees are required to have been evaluated by a city-approved, TRA qualified consulting arborist, who shall assess and provide options for mitigating tree risk (besides tree removal) and evaluate the residual risk after recommendations for mitigations have been incorporated.

The following documentation may be used to support Criterion 2:

- A completed [ISA basic TRA form](#).
- Evidence based conclusion that tree risk rating cannot be mitigated to low risk (through risk mitigation measures such as pruning, cabling, bracing, routine monitoring, plant health care, or other means), as determined by the city-approved, TRA qualified consulting arborist. This may require an advanced level 3 assessment such as an aerial inspection, sounding with a mallet, pull test, root flare excavation, or tomographic or resitograph (or equivalent) testing.

Criterion 3: Tree health rating

Tree must be in poor condition to qualify. Compromised health and/or structure may result in a tree in poor condition. Intolerance to adverse site conditions such as soil or water salinity, exposure to sun or wind, or increasingly high temperatures, drought conditions, or overcrowded growing conditions may also result in poor condition.

Table 4.1 of the Guide for Plant Appraisal, 10th Edition, or its successor manual, defines tree health as the following:

- Excellent rating – High vigor and nearly perfect health with little or no twig dieback, discoloration, or defoliation.
- Good rating – Vigor is normal for the species. No significant damage due to diseases or pests. Any twig dieback, defoliation, or discoloration is minor.
- Fair rating – Reduced vigor. Damage due to insects or diseases may be significant and associated with defoliation but is not likely to be fatal. Twig dieback, defoliation, discoloration, and/or dead branches may comprise up to 50% of crown.
- Poor rating – Unhealthy and declining in appearance. Poor vigor. Low foliage density and poor foliage color are present. Potentially fatal pest infestation. Extensive twig and/or branch dieback.
- Very poor rating – Poor vigor. Appears to be dying and in the last stages of life. Little live foliage.

Criterion 4: Species

The trees listed below have been designated by the city arborist to be invasive or low desirability species. Based on the [California Invasive Plant Council \(Cal IPC\) rating](#), other invasive species may be considered for removal. Note that HTR permits are still required for the removal of these trees in order to verify accurate species and document replacement tree planting agreements.

- Bailey acacia (*Acacia baileyana*)
- Black locust (*Robinia pseudoacacia*)
- Blackwood acacia (*Acacia melanoxylon*)
- California fan palm (*Washingtonia filifera*)
- Glossy privet (*Ligustrum lucidum*)
- Japanese privet (*Ligustrum japonicum*)
- Mexican fan palm (*Washingtonia robusta*)
- Myoporum (*Myoporum laetum*)
- Purple leaf plum (*Prunus cerasifera* 'Atropurpurea')
- Red ironbark eucalyptus (*Eucalyptus sideroxylon*)
- Tree of heaven (*Ailanthus altissima*)

- Beach sheoak (*Casuarina equisetifolia*)
- Russian olive (*Elaeagnus angustifolia*)
- Silk oak tree (*Grevillea robusta*)
- Callery pear (*Pyrus calleryana*)

Criterion 5: Development

In calculating the incremental cost of the tree preservation alternative, only construction costs will be evaluated. No design fees or other soft costs will be considered. The following guidance will be used to determine how financially feasible it is to preserve the tree:

- If the incremental cost of the tree preservation alternative is more than 170% of the appraised value of the tree, the cost will be presumed to be financially infeasible.
- If the incremental cost of the tree preservation alternative is less than 140% of the appraised value of the tree, the cost will be presumed to be financially feasible.
- If the incremental cost of the tree preservation alternative is between 140% and 170% of the appraised value of the tree, public works director or their designee will consider a range of factors, including the value of the improvements, the value of the tree, the location of the tree, the viability of replacement mitigation and other site conditions.

Removal applications based on shading interference with proposed solar facilities should consider these alternate designs before applying the feasibility guidance above:

- Design the solar array to be ground mounted or elsewhere to avoid shading by the tree;
- Consider pruning the tree to resolve the conflict;
- Size the proposed solar array appropriately;
- Take into account the tree shading and increase the array to generate the same output; or
- Consider other energy efficiency measures that the applicant could employ to replace or reduce the need for the proposed solar array. Energy efficiency analysis should be prepared by a certified energy auditor.

If a tree is causing damage to the structure of an existing habitable building, it will be evaluated using the incremental cost of the tree preservation guidelines listed for Criterion 5: Development. Documentation of the damage is required. There should also be an evaluation of possible mitigation measures that can be taken to resolve the tree-structure conflict and preserve the tree. The replacement value for a heritage tree in this case will follow the tree replacement requirements of Criteria 2: Tree Risk Rating for the risk the tree poses to the structure. 2 Tree Risk Rating for the risk the tree poses to the structure. The following is required for these situations:

1. Appraised value of the tree;
2. Cost estimate to repair the existing structural damage;
3. Cost estimate for an alternative to repair the damage, preserve the tree, and mitigate the potential for future damage (design would be ideal but unnecessary). Examples include but are not limited to the following:
 - a. reinforcing the foundation;
 - b. removing a portion of the foundation and designing a pier on grade beam foundation near the trunk/roots;
 - c. moving the foundation;
 - d. selective root pruning and installation of root barriers.
4. Difference in the two costs (#3 - 2) related to the appraised value. The incremental cost of the tree preservation guidelines listed for Criterion 5: Development should then be used to demonstrate whether it is financially feasible to resolve the conflict with the structure while preserving the tree.

Criterion 6: Utility interference

The applicant must be working with a public agency or utility provider such as Pacific Gas and Electric (PG&E), CalWater, West Bay Sanitary District, Caltrain, etc.

The applicant shall provide documentation on all trees within the project area and assessment of impacts, with the goal of preserving as many trees as possible. The agency shall provide a tree replacement plan to the city for review with the goal of replacing trees on a two-to-one basis. If the agency is not planning to conduct independent public outreach, a public meeting or posting shall be made that explicitly outlines tree impacts and the replacement plan and provides an opportunity for public comment.

Notice requirements

Within seven (7) days after an HTR is conditionally approved under either Criterion 5 or Criterion 6, the applicant is responsible for posting onsite tree notices for a period of 15 days. During the 15 day posting period,

an appeal of the HTR permit issuance may be filed by any City of Menlo Park resident or property owner. Filing of an appeal shall automatically stay the issuance of the HTR permit until a final decision on the appeal has been rendered. The appeal process will need to be completed before the removal permit is issued.

- The applicant shall adhere to the following noticing requirements:
 - The City shall provide the required notice which shall be printed on an 11" by 17" yellow-colored paper.
 - Add the date, site, number, and type of trees, and the reason for removal (Criterion 5: Development or Criterion 6: Utility interference) to the notice.
 - The notices shall be posted on the subject property and shall be visible from the public right of way.
 - Send verification pictures to jpchen@menlopark.gov on Day 1 of the appeal period and upload Days 5, 10, and 15 pictures on the City's permitting portal to ensure the notice is visible to the public and is in good condition.
 - Picture #1: Overview of the heritage tree with the notice visible in relation to the property address. Picture must include the main building in the background.
 - Picture #2: Close up image of tree trunk with the notice visible

13.24.060 Appeals

Visit the [heritage tree appeals](#) webpage to learn who can appeal and who is the appealing body.

- An [appeal form](#) can be found online or contact jpchen@menlopark.gov for a copy.
- Appellants may submit an appeal form electronically to city staff at jpchen@menlopark.gov and will receive an invoice to be paid within three (3) days of the invoice date. The online submission and invoice payment must be made within the appeal period of 15 days.
 - If the appellant is the permit applicant, he/she may submit the same design alternatives as when the HTR permit application was submitted or propose new designs.
 - If the appellant is a community member, the alternative designs must include site plans and drawings to support his/her claim.
- The appeal fee is non-refundable if the appellant withdraws his/her appeal seven (7) days after paying the appeal fee.
- The City will accept paper submittals upon request. Please contact staff at 650-330-6764 or email jpchen@menlopark.gov to schedule a drop-off appointment.

Upon request by either party, the City may extend the review period (up to 60 days from the appeal file date) for the appellant to provide additional evidence and strategies on preserving the heritage tree(s). After the review period is over, new design plans will be not accepted.

13.24.070 Establishment of heritage tree fund

The in-lieu fees from the tree replacement requirement are deposited in the heritage tree fund. Funds are authorized to be used for site modifications and underlying treatments (such as concrete excavation, installation of structural soils, pervious pavers, Silva Cells, and cantilever sidewalks) to facilitate tree planting, limit infrastructure conflicts, and promote healthy tree growth.

13.24.080 Administrative guidelines

Before amending these Guidelines, the public works director shall make all proposed amendments available for public review and comment for 30 days by posting the amendments on the City's website.

13.24.090 Heritage tree replacements

An approved replacement tree list is not provided as site conditions vary from each property. A specified list also limits species diversity. However, below are some examples of replacement tree species that meet the replacement tree species criteria listed below. It is recommended that assistance of a certified arborist be sought prior to selecting a tree and planting location. Proposed replacement species and planting locations will require review and approval of the city arborist or the designated city consulting arborist.

The replacement tree species should meet these following criteria:

- Low to moderate water use, as defined by Water Use Classification of Landscape Species ([WUCOLS IV](#));
- Potential to reach a mature height of at least 35 feet, as defined by [SelectTree](#), a tree selection guide;
- A hardiness appropriate for planting in USDA zones 9 and 10 as defined by [SelectTree](#);
- Not an invasive or low desirability species as listed in Criterion 4: Species in the above section.

When designing the landscape plan, the following guidelines can be used to determine appropriate tree spacing. Please note that appropriate spacing will also depend on the tree species. As determined by the city arborist, exceptions may be made if there are site constraints.

- At least 25 feet between each heritage replacement tree and each existing shade tree (species maximum

height \geq 35 feet).

- At least 15 feet between each existing ornamental tree (species maximum height \leq 35 feet).
- At least 10 feet away from any structures (for example: habitable buildings, accessory dwelling unit, garages, pools, and sheds).
- At least 5 feet away from walls or fences.

The replacement tree species are not limited to the following trees if the above criteria are met:

Deciduous tree: Lose their leaves in winter

- Japanese zelkova (*Zelkova serrata*)
- Red Horsechestnut (*Aesculus x carnea*)
- American hornbeam (*Carpinus caroliniana*)
- California black walnut (*Juglans californica*)
- Black oak (*Quercus kelloggii*)
- Chinese flame (*Koelreuteria bipinnata*)
- Chinese pistache (*Pistacia chinensis*)
- Engelmann oak (*Quercus engelmannii*)
- Forest green oak/Hungarian oak (*Quercus frainetto* 'Forest Green')
- Frontier elm (*Ulmus carpinifolia x parvifolia* 'Frontier')
- Jacaranda (*Jacaranda mimosifolia*)
- Silver linden (*Tilia tomentosa*)
- Texas red oak (*Quercus buckleyi*)
- Valley oak (*Quercus lobata*)
- Western catalpa (*Catalpa speciosa*)
- Ginkgo (*Ginkgo biloba*)
- Persian ironwood (*Parrotia persica*)
- Big-tooth maple (*Acer saccharum* subsp. *Grandidentatum*)
- Golden rain (*Koelreuteria elegans*)

Evergreen trees: Retain their leaves in the winter

- African fern pine (*Afrocarpus gracilior*)
- Elegant water gum (*Tristaniaopsis laurina* 'Elegant')
- Atlas cedar (*Cedrus atlantica*)
- Brisbane box (*Lophostemon confertus*)
- Cajeput tree (*Melaluca quinquenervia*)
- California bay laurel (*Umbellaria californica*)
- Camphor (*Cinnamomum camphora*)
- Canary island pine (*Pinus canariensis*)
- Carob tree (*Ceratonia siliqua*)
- Aleppo pine (*Pinus halepensis*)
- Catalina ironwood (*Lyonothamnus floribundus*)
- Coast live oak (*Quercus agrifolia*)
- Cork oak (*Quercus suber*)
- Deodar cedar (*Cedrus deodara*)
- Island oak (*Quercus tomentella*)
- Red flowering gum (*Corymbia ficifolia*)
- Australian willow (*Geijera parviflora*)
- Southern live oak (*Quercus virginiana*)
- New Zealand Christmas tree (*Metrosideros excels*)
- Victorian box (*Pittosporum undulatum*)

Criterion 1, 2, 3, or 3 tree replacement requirements

If the primary removal reason is either Criterion 1, 2, 3, or 4, the appraised value of a replacement tree correlates to the size of the heritage tree trunk diameter (measured from 54 inches above grade) or as defined for multi-trunk trees. For every heritage tree proposed for removal, it must be replaced by the following replacement tree requirement:

- An oak heritage tree with a trunk diameter of 10 to 15 inches has a minimum replacement tree requirement of one (1) #5 container or an in-lieu fee of \$100.

- Any heritage tree with a trunk diameter of greater than 15 inches to 20 inches has a minimum replacement tree requirement of one (1) 15-gallon container or an in-lieu fee of \$200.
- Any heritage tree with a trunk diameter of greater than 20 inches to 30 inches has a minimum replacement tree requirement of one (1) 24-inch tree box or an in-lieu fee of \$400.
- Any heritage tree with a trunk diameter of greater than 30 inches to 40 inches has a minimum replacement tree requirement of one (1) 36-inch tree box or an in-lieu fee of \$1,200.
- Any heritage tree with a trunk diameter of greater than 40 inches to 50 inches has a minimum replacement tree requirement of one (1) 48-inch tree box or an in-lieu fee of \$5,000.
- Any heritage tree with a trunk diameter of greater than 50 inches has a minimum replacement tree requirement of one (1) 60-inch tree box or an in-lieu fee of \$7,000.

For example, any heritage tree with a trunk diameter of greater than 15 inches to 20 inches has a minimum replacement tree requirement of one (1) #15 container. If the property does not have adequate space to plant a replacement tree, the applicant could pay an in-lieu fee of the monetary value (\$200).

Applicants shall submit written statements or landscape plans to describe how they will fulfil the replacement tree requirements. The submissions shall include: (a) the replacement tree species, (b) the container size, (c) the planting location, and (d) an in lieu fee payment, if applicable.

Criterion 5 or 6 tree replacement requirements

In reference to Section 13.24.090(b), applicants may use the following values of the replacement trees to help design their landscape plans for development-related removals:

- One (1) #5 container – \$100
- One (1) #15 container – \$200
- One (1) 24-inch tree box – \$400
- One (1) 36-inch tree box – \$1,200
- One (1) 48-inch tree box – \$5,000
- One (1) 60-inch tree box – \$7,000
- One (1) 72-inch tree box – \$10,000
- One (1) 84-inch tree box – \$12,000
- One (1) 96-inch tree box – \$15,000
- One (1) 108-inch tree box – \$17,000
- One (1) 120-inch tree box – \$20,000

URBAN FOREST RECOMMENDATIONS

HERITAGE TREE ORDINANCE ADMINISTRATIVE
GUIDELINES AD HOC SUBCOMMITTEE

NANCY HEDLEY, SUSANNAH HILL, JEFF SCHMIDT





Photo credit: Jean-Paul Renaud, originally published in The Almanac on 10/15/24.

IMPORTANCE OF THE URBAN FOREST

TREES ARE ESSENTIAL

- Public Health and Social Benefits
- Environmental Benefits
- Economic Benefits
- Community Engagement & Education

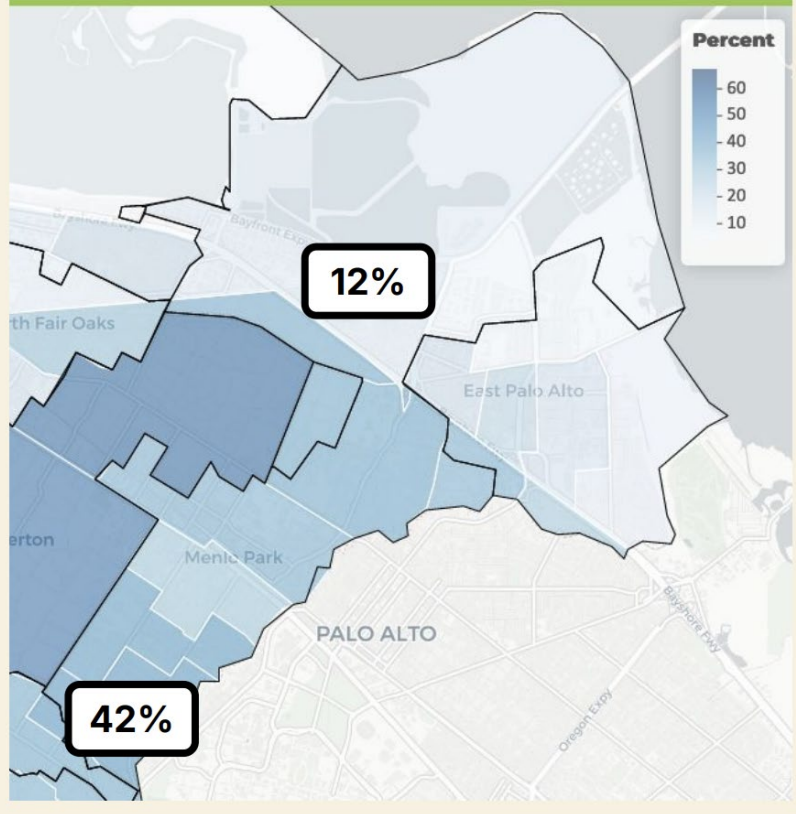
LET'S GET STARTED

Sources:

<https://canopy.org/tree-info/benefits-of-trees/>

<https://dashboard.sustainablesanmateo.org>

Urban Tree Canopy



Source: Source : US Forestry Service. (2018). Urban Canopy GIS Data via Sustainable San Mateo County

OBSERVATIONS OF OUR CHALLENGES

- Trees are not valued for their full benefits to our neighborhoods and residents (GHG, heat/shade, air quality, public health, wildlife habitats, and quality of life)
- Current standards for tree removal and replacement during development, including large-scale city projects and public works, are not sufficient. Missing elements include:
 - Larger replacement ratios
 - Replacements with more mature trees
 - Adding replanting and tree education to community benefits in development agreements
 - Verify tree replacement planting and survival
- Lack of data on total canopy
- Canopy inequities across the city and no long-range strategy to address them (Belle Haven 12% coverage, Menlo Park overall at 28%)



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Photo credit: City of Menlo Park Instagram

RECOMMENDED ACTIONS



CREATE NEW PROJECT PLAN FOR URBAN FOREST MGMT PLAN (UFMP)

Reset project plan after the CalFIRE decision



INVENTORY

Perform canopy inventory for entire city



DEFINE CITYWIDE METRICS & TARGETS

Set goals for our urban forest



CREATE THE NEW UFMP

To guide and direct the city's investments in urban forestry over the long-term



BUILD COMMUNITY COMMITMENT

Promote tree planting, care, and protection through outreach, engagement, and education



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Canopy employees Arlene Nuñez García and Bria Blicht with young event attendees

Photo credit: City of Menlo Park Instagram



CREATE NEW PROJECT PLAN

Reset the main steps and timing to create an Urban Forest Management Plan (UFMP):

1. Identify project lead(s)
2. Create project teams
3. Establish project plan
4. Communicate project plan to EQC and City Council and regularly provide updates



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Photo credit: City of Menlo Park Instagram



INVENTORY

Perform canopy inventory:

- Complete drone-based canopy inventory for entire city
- Analyze results to determine priorities



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Photo credit: City of Menlo Park Instagram



DEFINE METRICS AND TARGETS

Define citywide metrics and targets for our urban forest:

- Identify key metrics to assess the current state of our urban forest (e.g. canopy coverage by census tract or district, number of public and private heritage trees, trees planted and removed, etc.)
- Identify targets for the protection and growth of our urban forest, especially including healthy heritage tree removals
- Track progress toward goals and report out during annual arborist updates to EQC
- Update dashboards providing community members with insight into year-over-year trends for key metrics (Dashboards currently report on [heritage tree removals](#) for the most recent fiscal year and [Arbor Day/Mayor tree plantings](#).)

Page D-4.7



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Canopy employees Arlene Nuñez García and Bria Blicht with young event attendees

Photo credit: City of Menlo Park Instagram



CREATE NEW UFMP

To guide and direct the city's investments, programs, and actions in urban forestry over the long-term:

1. Fund plan creation and its multi-year implementation via the annual budget
2. Secure grants to support UFMP outreach, creation, planting, care, and education
3. Leverage Canopy and other non-profits and community-based organizations
4. Write and publish an inspirational UFMP that succeeds in protecting and expanding our urban forest



EUGENE, OR



SAN FRANCISCO, CA



Source: National Band & Tag Company



BUILD COMMUNITY COMMITMENT (1/2)

Promote tree planting, care, and protection through outreach, engagement, and education:

- Continue community education initiatives about tree planting and care (record and create library of classes available online, offer tree tours)
- Continue to involve community in tree plantings and celebrations
- Celebrate trees planted with signage (see left for ideas)
- Create signage, arboretum-style, for heritage trees on city property. i.e. “Menlo Park protects heritage trees on public and private land. Learn more [QR code]”
- Invite community to add signage for heritage street trees on their property

CITY OF SAN JOSÉ STREET TREE DISCLOSURE FORM

The City of San José ("City") requires the seller or transferor of residential real property ("Property") in the City to disclose to the acquirer of the Property whether the Property fully complies with the City's requirements to have, maintain and if necessary, replace street trees pursuant to the San José Municipal Code ("SJMC").

13.28.195 Disclosure Obligations Upon Sale or Transfer of a Residential Real Property

A. Not less than seven (7) business days before the sale or other transfer of residential real property concludes a selling or transferring property owner must disclose to the acquiring property owner, on a disclosure form provided by the City, whether the residential real property to be sold or transferred fully complies with the City's street tree maintenance and replacement requirements of Sections 13.28.130.B and 13.28.190.

B. If the selling or transferring property owner cannot determine whether street trees located on the residential property are substantially in compliance with the approved development permits for the property, or the property's approved development permits are inconclusive as to the requirements for the presence and location of street trees on the property, then the following requirements for the planting and presence of street trees shall apply:

1. The property must have one (1) street tree for any adjacent street if it is an interior lot and at least three (3) street trees if it is a corner lot, unless otherwise modified by the Director in the interest of public safety.
2. If the current General Plan requirements for street trees on the property differ from the requirements specified in Subsection B.1, then the current General Plan requirements shall govern the number and location of street trees required on the property at the time of sale or transfer. If the property meets the General Plan requirement, then the selling property owner must indicate such compliance with the General Plan on the disclosure to the acquiring property owner.
3. All street trees shall be planted in accordance with the requirements of Section 13.28.070.

C. Upon a written request, the Director may grant the selling or transferring property owner an exemption in writing from the requirements of this Section if the Director determines in the interest of public safety that planting and maintaining street trees on the residential property at the time of sale or transfer is not appropriate. Such an exemption does not run with the land and shall not allow any deviations from the disclosure requirements upon residential real property sales or transfers for future sellers or transferors.

To the best of my / our knowledge but without any investigation, I / WE, _____ disclose that the street tree(s) on the Property to be sold or transferred and located at _____, San José, CA _____ are in the following condition:

1. The Property fully complies with the street tree requirements outlined in the SJMC.
2. The Property does not have the required number of street trees as required by the SJMC.
3. The Property has the required number of street trees but the street trees have not been maintained as required by the SJMC.
4. Seller/Transferor is unaware if the requirements to have and maintain street trees on the Property have been met.

Source: <https://www.scca.or.com/wp-content/uploads/2017/10/disc-sjtree.pdf>



BUILD COMMUNITY COMMITMENT (2/2)

Promote tree planting, care, and protection through outreach, engagement, and education:

- Consider municipal ordinance (city council approval) to implement real estate disclosure program to inform property purchasers of Menlo Park's Heritage Tree Ordinance and count of heritage and non-heritage trees on the property (ex: San Jose at left)
- Create "Menlo Park Tree Specialist" certification for real estate agents



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Photo credit: City of Menlo Park Instagram

IN SUMMARY



CREATE NEW PROJECT PLAN FOR URBAN FOREST MGMT PLAN (UFMP)

Reset project plan after the CalFIRE decision



INVENTORY

Perform canopy inventory for entire city



DEFINE CITYWIDE METRICS & TARGETS

Set goals for our urban forest



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BUILD COMMUNITY COMMITMENT

Promote tree planting, care, and protection through outreach, engagement, and education



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Canopy employees Arlene Nuñez García and Bria Blicht with young event attendees

Photo credit: City of Menlo Park Instagram



RECOMMENDATIONS FOR EQC/CITY COUNCIL

SUPPORT AND FUND URBAN CANOPY

City Council to continue to support the protection and expansion of the urban forest, including the creation of the UFMP, as part of the annual budget process, with a particular emphasis on reducing canopy inequity across the city.

ENACT DISCLOSURE ORDINANCE

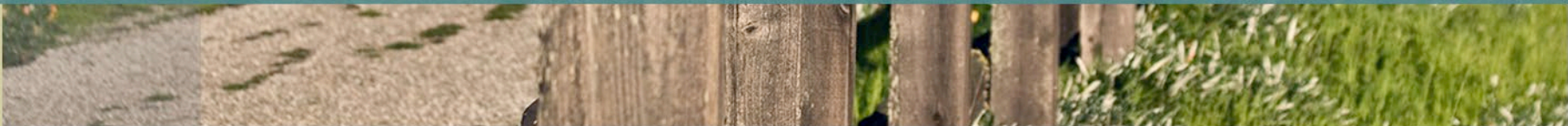
Enact an ordinance to require real estate disclosures from sellers to buyers upon transfer of property about our urban forest and Heritage Tree Ordinance

THANK YOU





2025 LOVE OUR EARTH FESTIVAL



CONTENTS

- Overview of Love of Earth Festival
- Event Background
- 2025 Resources
- Options for 2025
- Discussion



EVENT OVERVIEW

- Event started as the *We Love Earth Festival* at Flood Park in 2022.
- Purpose of event is to promote climate awareness and sustainability through family-friendly activities.
- Festival has featured educational exhibits on eco-friendly practices, live entertainment, EV showcase, plant-based market and food trucks, and interactive demonstrations on climate action.
- Event name changed to *Love our Earth Festival* in 2023.

EVENT BACKGROUND

The Love our Earth Festival has been planned and implemented with community partners since 2022. Total cost for 2024 production was approximately \$13,000.

Previous Locations:

- Flood Park, 2022
- Menlo-Atherton High School, 2023
- Bloomhouse, East Palo Alto, 2024
- Belle Haven Community Campus is booked for May 17, 2025

Previous Partners:

- Acterra
- Town of Atherton
- City of East Palo Alto
- City of Palo Alto
- Menlo Spark
- Peninsula Clean Energy
- 350 Silicon Valley



2025 CITY EVENT RESOURCES

- \$5,000 budget from the City
- Approximately 4 hours per week of staff time until the event
- Use of Belle Haven Community Campus and facility equipment (including tables, chairs, canopies, etc.)

2025 EVENT OPTIONS

- 350 Silicon Valley will not be partnering this year and Acterra has a conflict on May 17.
- Event Options:
 - Proceed with the *Love Our Earth Festival* at BHCC on May 17
 - Choose an alternate with BHCC and Acterra availability:
 - Potential BHCC alternative availability:
 - April 19 (Easter weekend)
 - April 26
 - May 10 (Mother’s Day weekend)
 - May 31
 - Host smaller Earth Day events throughout Earth Month
 - Additional ideas?



DISCUSSION LOVE OUR EARTH FESTIVAL 2025



THANK YOU



SOLAR PERMITTING UPDATE

Rachael Londer, Sustainability Manager

OVERVIEW OF STATE'S NEW SOLAR PERMITTING REQUIREMENT

- September 2022: SB 379, Wiener. Residential solar energy systems: permitting.
- Establishes requirements for California cities and counties related to the implementation of an online, automated permitting platform such as SolarAPP+ for installation of new solar energy systems.
- SolarAPP+ is a web-based portal that automates plan review, produces code-compliant approvals, and allows a jurisdiction to issue permits in real time for residential solar energy systems as well as solar energy systems paired with energy storage.
- The bill requires non-exempt cities and counties to report to the Energy Commission annually on the number of permits issued and other relevant permitting metrics.
- The City received a grant to update the online permitting portal to be able to accept SolarAPP+ projects and issue permits in real time.
- Residential solar reviews can still be completed in house without going through SolarAPP+.

MENLO PARK'S COMPLIANCE

- Menlo Park's photovoltaic real time permit (PRT) process complies with California SB 379 requirements for issuing residential solar energy system permits to a licensed solar installation contractor.
- Eligible residential PV projects shall meet the following criteria:
 - Single-family residential
 - Roof-mounted system
 - New PV system (no upgrades or additions)
 - PV systems 38.4 kW or less
 - Electric service 400 A or less (no electrical panel upgrades)
 - Service to contain a 225 A service disconnect switch
 - Service to contain 225A bus bars
 - Applicant is a California-licensed contractor
- Menlo Park Fire District reviews proposed solar photovoltaic system installation for compliance to the 2022 California Fire Code.
- Once installed, schedule inspection to finalize project.
- So far, we have had zero solar projects follow the new PRT process.

RESOURCES

- Website update outlining PRT steps is in queue, steps can be viewed through the Accela Community Access (ACA)
- More information on SolarAPP+: <https://gosolarapp.org/>
- Traditional solar install process:
<https://menlopark.gov/Government/Departments/Community-Development/Building-Division/General-information/Photovoltaic-System-and-ESS-Installation-Requirements?transfer=827dae41-2a24-401b-af74-3ca44c915d4c>



THANK YOU

Environmental Quality Commission work plan

City Manager's Office
 701 Laurel Street, Menlo Park CA 94025
 Approved Sept. 24, 2024



Work plan goals		
<ol style="list-style-type: none"> 1. Provide feedback to staff and advise the City Council on 2025-2030 scope of work implementation for Climate Action Plan (CAP) strategies No. 1 through No. 6 2. Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts. 3. 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. 4. 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. 5. 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. 6. Encourage and facilitate robust public comment and participation at Commission meetings. 7. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community. 8. Support the filling of openings on the Commission and the effective onboarding of new Commissioners. 		
Work plan history		
Action	Date	Notes
Work plan recommended to EQC	7/17/2024	
Work plan City Council approval	9/24/2024	

Environmental Quality Commission (EQC) agenda topics fiscal year 2024-25

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

Month	Topics	Author/Presenter	EQC role
July 2024	Discuss fiscal year 2024-25 agenda calendar, work plan and subcommittees	Sustainability staff/ad hoc subcommittee	Action by Commission
	Annual City Arborist Report and review of heritage tree ordinance administrative guidelines	City arborist and public works staff	Feedback to staff on ideas, policies and programs
	Discuss opportunities for student engagement in EQC	Chair	Action by Commission
August 2024	Review student engagement goals and plan	Student engagement ad hoc subcommittee	Action by Commission
	Presentation on the San Francisco Bay Area Planning and Urban Research Association's (SPUR) relevant research and programs	Guest speakers	Informational/no action
September 2024	Review and discuss student engagement ad hoc subcommittee recommendations	Student engagement ad hoc subcommittee	Action by Commission
	Presentation from the Institute for Market Transformation on Building Performance Standards	Guest speaker	Informational/no action
	Consider appointing commissioners to subcommittees	Sustainability staff	Action by Commission
	Update on the Menlo Park City School District Climate Action Plan	Chair	Informational/no action
October 2024	Presentation from Sustainable San Mateo County	Guest speakers	Informational/no action
	Review Heritage Tree Ordinance administrative guidelines	Sustainability staff	Informational
November 2024	Discuss updates to the Heritage Tree Ordinance administrative guidelines process	Heritage Tree Ordinance administrative guidelines ad hoc subcommittee	Action by Commission
	Review additional urban forest recommendations	Heritage Tree Ordinance administrative	Action by Commission

		guidelines ad hoc subcommittee	
	Update on Compliance with SB 379 Permitting for residential solar energy systems	Sustainability Staff	Informational/no action
	Review and discuss approach for the Love Our Earth festival	Sustainability staff	Informational/provide feedback to staff
December 2024	No meeting		
January 2025	Review and discuss recommendations from the impact of plastics on the environment ad hoc subcommittee	Impact of plastics on the environment ad hoc subcommittee	Action by Commission
	Review progress on Home Upgrade program	Sustainability staff	Informational/provide feedback to staff
	Review and discuss recommendations to promote solar and battery storage	Distributed energy resources ad hoc subcommittee	Action by Commission
February 2025	Discuss climate bond and state, federal and additional grant opportunities	Chair	Informational
	Select Chair and Vice Chair	Chair	Action by Commission
	Review options and outreach approach for adopting amendments to the building code	Sustainability staff	Action by commission
March 2025	Discuss CAP progress report	Sustainability staff	Informational/no action
	Report out on Zero Emission Landscaping Equipment Voucher Program	Sustainability staff	Informational, provide feedback to staff
	Review and discuss recommendations for developing a climate change resilience and adaptation plan	Climate change resilience and adaptation ad hoc subcommittee, sustainability staff	Action by commission
April 2025	Update on building electrification outreach and education and provide feedback on second round of programming (\$4.5 million grant)	Sustainability staff	Provide feedback to staff
May 2025	Transportation presentation/joint EQC meeting with Complete Streets Commission	City staff	Informational/provide feedback to staff

June 2025	Annual City Arborist Report	City arborist and public works staff	Informational
	Discuss annual agenda calendar/ work plan to present to the City Council	Sustainability staff	Action by Commission
July 2025	Review and discuss recommendations to reduce vehicle miles traveled	Transportation ad hoc subcommittee, sustainability and public works staff	Provide feedback to staff
	Review Peninsula Clean Energy's programs	Sustainability staff	Provide feedback to staff
	Approve annual agenda calendar/ work plan to present to the City Council	Sustainability staff	Action by Commission

Ad hoc subcommittees

- Student Engagement Ad Hoc Subcommittee
 - Scope: To identify opportunities, recommend programs, and discuss ways to engage students in Menlo Park.
 - Duration: Three months with an expected report to EQC by September 2024
 - Commissioners: Chair Schmidt, Vice Chair McKenna, Commissioner Meyer
- Heritage Tree Ordinance Administrative Guidelines Ad Hoc Subcommittee
 - Scope: Review and present recommendations to amend the heritage tree ordinance administrative guidelines to protect heritage trees and the city's tree canopy.
 - Duration: Three months with an expected report to EQC by October 2024
 - Commissioners: Chair Schmidt, Commissioner Hill, Commissioner Hedley
- Distributed Energy Resources Ad Hoc Subcommittee
 - Scope: Identify and implement programs that can increase the amount of solar and battery storage in Menlo Park.
 - Duration: Two months with an expected report to EQC by December 2024
 - Commissioners: Commissioner Pelegri-Llopart, Commissioner Hill, Commissioner Kissel
- Impact of Plastics on the Environment Ad Hoc Subcommittee
 - Scope: Research and present recommendations on programs and policies to prevent stormwater pollution in the city including artificial turf and single use plastics.
 - Duration: Two months with an expected report to the EQC in January 2025
 - Commissioners: Vice Chair McKenna, Commissioner Hedley
- Climate Change Resilience and Adaptation Ad Hoc Subcommittee
 - Scope: Provide feedback to inform the development of a Climate Change Resilience and Adaptation Plan
 - Duration: Two months with an expected report to the EQC in March 2025
 - Commissioners: Chair Schmidt, Vice Chair McKenna
- Transportation Ad Hoc Subcommittee
 - Scope: Work with Complete Streets and Planning Commissions to develop, implement, and communicate programs that support public transit, bicycling, walking, and rolling to reduce vehicle miles traveled.
 - Duration: Two months with an expected report to the EQC in July 2025
 - Commissioners: Commissioner Hedley, Commissioner Meyer, Vice Chair McKenna

Other topics to be determined

- Identify grant funding opportunities
- Track Menlo Park School District electrification efforts and CAP development
- Promote the installation of electric vehicle charging infrastructure
- Provide recommendations for workforce training related to building electrification
- Urban forest management plan
- Electrification reach codes and policies

Regular items

- Annual selection 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 directed by the city council starting in 2025)