



REGULAR MEETING MINUTES

Date: 7/17/2024
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 Schmidt called the meeting to order at 6:01 p.m.

B. Roll Call

Present: Hill, Hedley, Kissel, Meyer, Vice Chair McKenna, Pelegri-Llopart, Chair Schmidt
Absent: None
Staff: Sustainability Manager Rachael Londer, Management Analyst II Liz Tapia, City Arborist Jillian Keller, Management Analyst II Joanna Chen, Public Works Supervisor Natividad Alamo

C. Public Comment

- Menlo Spark representative Brian Schmidt spoke on new bike lanes on El Camino Real in Palo Alto.

D. Regular Business

D1. Approve the June 19, 2024 Environmental Quality Commission meeting minutes (Attachment)

ACTION: Motion and second (Hedley/ Kissel), to approve the June 19, 2024 Environmental Quality Commission meeting minutes, passed unanimously.

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

Chair Schmidt introduced the item.

City Arborist Jillian Keller, Public Works Supervisor Natividad Alamo and Management Analyst II Joanna Chen made the presentation.

The Commission received clarification on tree replacement and removal permitting processes.

- Brian Schmidt spoke on concerns related to advanced mitigation, replacement tree types and groundwater.
- Megan spoke on concerns related to new development trends and costs.
- Scott Marshall spoke in support of calculating canopy rather number of trees, review of prior presentations for comparison and home design canopy process being included in home buying process.
- Pam D. Jones spoke in support of the arborist report, the Urban Forest Master Plan, counting trees lost, tree replacement and tree removal concerns.

The Commission discussed the permit process timeline and stages, process and content of updating administrative guidelines, and the U.S. 101/Willow Road interchange landscaping.

D3. Discuss opportunities for students to engage with the Environmental Quality Commission

Chair Schmidt introduced the item (Attachment).

The Commission discussed equity, engaging Menlo Park Youth Advisory Committee, building a pilot program and involving youth in forming a Climate Action Plan.

The Environmental Quality Commission took a recess at 7:58 p.m.

The Environmental Quality Commission reconvened at 8:06 p.m.

D4. Approve the fiscal year 2024-25 agenda calendar and work plan (Attachment)

Chair Schmidt introduced the item.

Commissioners Pelegri-Llopart, Meyer, and Kissel gave the presentation.

The Commission discussed the work plan scopes of work, subcommittees and subcommittee assignments.

ACTION: Motion and second (Kissel/ Hedley), to approve the work plan and form ad hoc subcommittees as outlined on the FY 24-25 work plan document, passed unanimously.

ACTION: Motion and second (Hedley/ Pelegri-Llopart), to disband the Work Plan Ad Hoc Subcommittee, passed unanimously.

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

Sustainability Manager Rachael Londer reported out on shredding and hazardous waste events, upcoming City Council meetings and zero emission landscaping equipment enforcement.

Management Analyst II Liz Tapia reported out on the zero emission landscaping equipment ordinance and voucher program.

Commissioner Meyer reported out on the Silicon Valley Youth Climate Summit on August 3.

Chair Schmidt reported out on a school bond.

F. Adjournment

Chair Schmidt adjourned the meeting at 9:22 p.m.

Management Analyst II Liz Tapia

Minutes approved at the August 21, 2024 Environmental Quality Commission meeting

Environmental Quality Commission work plan

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



Work plan goals

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	Recommend updates to heritage tree ordinance administrative guidelines and discuss CAL FIRE grant results	Heritage tree ordinance administrative guidelines ad hoc subcommittee	Action by Commission
October 2024	Presentation from Sustainable San Mateo County	Guest speakers	Informational/no action
	Review and discuss student engagement ad hoc subcommittee recommendations	Student engagement ad hoc subcommittee	Feedback to ad hoc subcommittee
November 2024	No meeting due to holiday		
December 2024	Review and discuss recommendations to promote solar and battery storage	Distributed energy resources ad hoc subcommittee	Action by Commission
	Review of Peninsula Clean Energy (PCE) offerings	PCE staff	Informational
January 2025	Report out on Zero Emission Landscaping Equipment Voucher Program	Sustainability staff	Informational/provide feedback to staff
	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

February 2025	Transportation presentation/joint EQC meeting with Complete Streets Commission	City staff	Informational/provide feedback to staff
	CAP metrics	Sustainability staff	Provide feedback to staff
	Discuss climate bond	Chair	Informational
March 2025	Receive CAP progress report	Sustainability staff	Informational/no action
	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	Report out on Zero Emission Landscaping Equipment Voucher Program	Sustainability staff	Informational, provide feedback to staff
	Discuss state, federal and additional grant opportunities	Chair	Informational, provide feedback to staff
May 2025	Select Chair and Vice Chair	Chair	Action by Commission
	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
June 2025	Discuss annual agenda calendar/ work plan to submit to the City Council	Sustainability staff/Chair and Vice Chair	Action by Commission
	Annual City Arborist Report	City arborist and public works staff	Informational
July 2025	Approve of the fiscal year 2025-26 agenda calendar	Sustainability staff	Informational
	Review and discuss recommendations to the impact of plastics on the environment ad hoc subcommittee	Impact of plastics on the environment ad hoc subcommittee	Action by Commission
	Review and discuss recommendations to reduce vehicle miles traveled	Transportation ad hoc subcommittee, sustainability and public works staff	Provide feedback to staff

Ad hoc subcommittees

- 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 September 2024
 - Commissioners: Chair Schmidt, Commissioner Hill, Commissioner Larocca Hedley
- 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 August 2024.
 - Commissioners: Chair Schmidt, Vice Chair McKenna, Commissioner Meyer
- Community Education and Engagement Ad Hoc Subcommittee
 - Scope: Explore and make recommendation for a new city commission for community engagement and ways that the city can encourage participation and engagement.
 - Duration: Two months with an expected report to EQC by September 2024
 - Commissioners: Commissioner Kissel, Commissioner Meyer, Commissioner Pelegri-Llopart
- 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 prevention 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
- 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 Larocca 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)