

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 7/16/2025
Time: 6:00 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 879 3070 9093 and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

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

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

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Regular Session

A. Call To Order

B. Roll Call – Angiel, Hedley, Hernandez, Hill, Kissel, Chair McKenna, Vice Chair Meyer

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 June 18, 2025 Environmental Quality Commission meeting minutes ([Attachment](#))
- D2. Report out on strategies to reduce vehicle miles traveled by the Transportation Ad Hoc Subcommittee ([Attachment](#))

- D3. Discuss Environmental Quality Commission 2025-2026 work plan ([Attachment](#))

E. Reports and Announcements

- E1. Reports and announcements from staff and Commissioners

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.

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Environmental Quality Commission



REGULAR MEETING MINUTES – DRAFT

Date: 6/18/2025
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

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

B. Roll Call

Present: Hedley, Hernandez, Hill, Kissel, Chair McKenna, Vice Chair Meyer
Absent: Angiel
Staff: Sustainability Manager Rachael Londer, Management Analyst II Ori Paz

C. Public Comment

None.

D. Regular Business

D1. Approve the May 21, 2025, Environmental Quality Commission meeting minutes (Attachment)

ACTION: Motion and second (Hedley/ Hernandez), to approve the May 21, 2025, Environmental Quality Commission meeting minutes, passed 5-1-1 (Hill dissenting, Angiel absent).

D2. Review and discuss the fiscal year 2025-2026 fleet vehicle purchases (Attachment)

Chair McKenna introduced the item.

Management Analyst II Ori Paz, Assistant Public Works Director Brian Henry and Police Chief Norris made the presentation (Attachment).

The Commission received clarification on the number of vehicle purchases, vehicle emissions, timeline for additional electric vehicle (EV) charging stations, plug-in hybrid vehicles, vehicle replacements needed to reach Climate Action Plan (CAP) No. 5 goal by 2030, watch commander vehicle purpose, additional hybrid and EV patrol vehicle options,

- Jocelyn Anaya Galvan spoke in support of department collaboration on actualizing the CAP and on concerns about the vehicle replacement plan timeline, large equipment and truck replacement and specifying equipment that is replaced.
- Jane Rosten spoke in support of finding EVs to help transition the City fleet.

The Commission discussed the challenges of limited EV options.

ACTION: Motion and second (Hedley/ Kissel), to provide recommendation to the City Council to approve the proposed fleet purchase and direct staff to continue to evaluate new zero-emission vehicles for all duty cycles and pursue replacement of gas patrol vehicles by 2030, passed 6-0-1 (Angiel absent).

The Commission took a recess at 6:53 p.m.

The Commission reconvened at 7:12 p.m.

D3. Review and discuss the annual City Arborist report (Attachment)

Chair McKenna introduced the item.

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

The Commission received clarification on public tree removal appeals, tree valuation, Tree City USA certification and the tree permit website.

- Scott Marshall spoke in support of tree signs to identify heritage trees in public right of way, amending the heritage tree ordinance administrative guidelines to increase value of heritage trees and identifying earlier interventions with developers to ensure that the property's heritage trees are incorporated into the developer's designs.
- J.P. Renaud spoke in support of adding more trees to the Belle Haven neighborhood and the City's Tree USA certification.
- Jeff Schmidt spoke in support of Canopy, the Urban Forest Management Plan and making trees part of developer's designs.
- Megan O'Grady Green spoke in support of developers making trees part of their designs, and on concerns about impacts of new residential projects and tree valuation.

The Commission discussed tree signage, revising the heritage tree ordinance, a subcommittee for tree valuation, reviewing administrative guidelines and providing recommendations where tree plantings are focused, tree planting placement limitations, tree removal permit process, tree tags and Cool Cities Coalition's heat map.

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

Sustainability Manager Rachael Londer reported out on the zero emission landscape equipment ordinance enforcement beginning July 1, the home upgrade progress report to City Council June 24, building code amendment study session July 8 and review of four request for proposals for rental electrification kits.

Management Analyst II Ori Paz reported that the request for proposals for the electrification of the Belle Haven Child Development Center closed and installation of the solar photovoltaic project for municipal buildings would begin in July at the Menlo Park Library.

Chair McKenna reported out on Mayor Combs' upcoming meetings with Assemblymember Berman at Cafe Zoe June 20 and San Mateo County Supervisor Ray Mueller at the Menlo Park Farmer's

Market June 22, a webinar on heat pump reach codes June 24, an EV charging project event at Woodland Creek in East Palo Alto June 28 and a field trip to Tiburon organized by the Sierra Club to see a real natural grass playing field June 27.

F. Informational Items

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

G. Adjournment

Chair McKenna adjourned the meeting at 8:42 p.m.

Management Analyst II Liz Tapia



Review of fiscal year 2025-2026 fleet purchase

Presented by City staff

Agenda



- Policy framework
- Fleet emissions
- Existing fleet
- Replacement plan
- Fiscal year 2025-26 purchase
- Discussion/recommendation



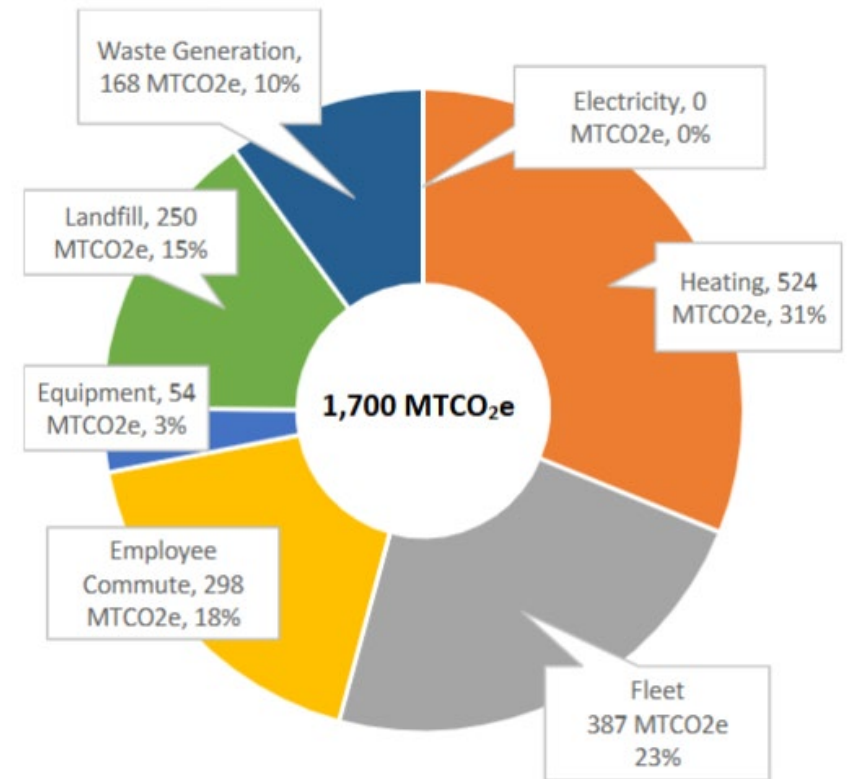
Climate action plan and fleet policy

- Climate action plan (CAP) strategy No. 5: eliminate fossil fuels from municipal (city) operations by 2030
- Sustainable fleet policy
 - Purchase zero-emission vehicles (ZEV) first
 - Lease non-ZEV if ZEVs are unavailable
 - Purchase non-ZEV as last resort

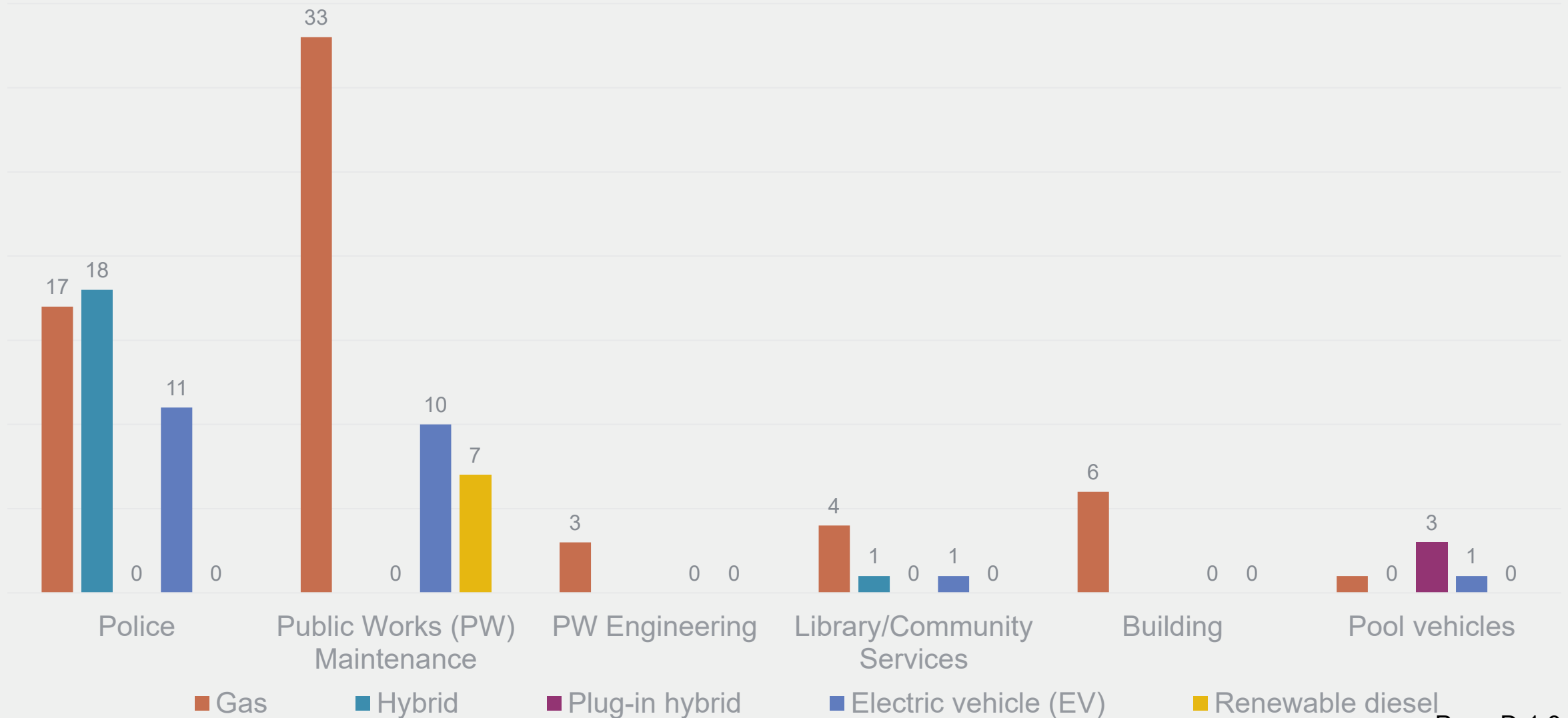
Fleet emissions

- The fleet is comprised of 116 vehicles and 38 pieces of equipment
- City fleet vehicles produce 23% of emissions from City operations and equipment produces 3%

FIGURE 3: 2024 EMISSIONS PRODUCTION BY CATEGORY



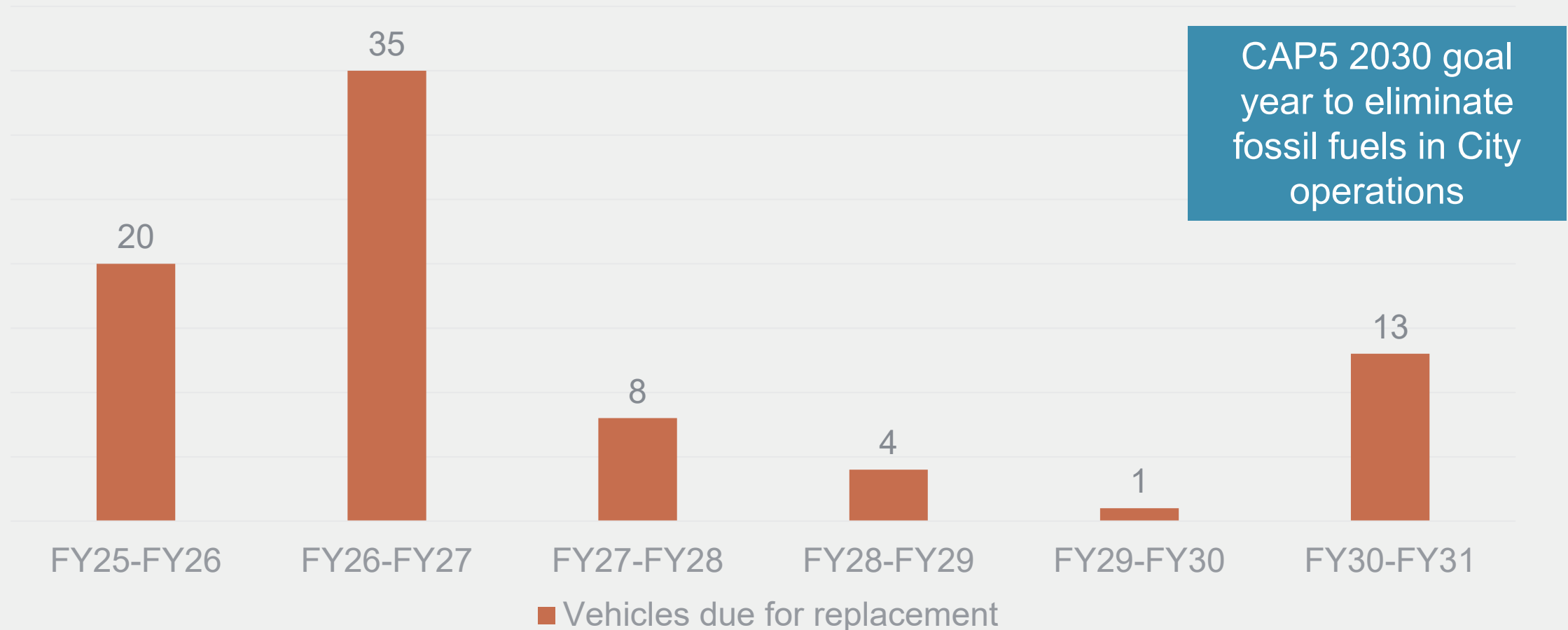
Fleet vehicle fuel type by work group



Replacement planning

- Vehicle replacement is planned based on vehicle age, mileage, and maintenance cost and time thresholds
- Typically, the oldest vehicles with the highest mileage are the first to be replaced
- Replacement schedule varies by the demands of the duty cycle
 - Five years for patrol vehicles
 - 10 years for most vehicles
 - 15 years for more specialized equipment
 - 20yrs+ for the largest trucks

Vehicle replacement needs by fiscal year (FY)



FY25-FY26 proposed purchase

- Total of 16 vehicles and one piece of equipment
- Eight gas-powered vehicles (to be replaced early by 2030)
 - Seven police patrol gas Ford Explorers
 - One watch commander Chevrolet Tahoe
- Eight EVs
 - Police: (2)
 - One watch commander Ford F150 Lightning EV, one command staff Ford F150 Lightning EV
 - Public works (4)
 - Two engineering inspector Chevrolet Equinox EVs, one streets Ford F150 Lightning EV, one arborist Chevrolet Equinox EV, one parks Ford F150 Lightning EV
 - Building (2)
 - Two building inspector Chevrolet Equinox EVs

Patrol gas vehicles

- Patrol vehicles are typically replaced after five years
- There are 10 gas patrol vehicles that are past due for replacement



Vehicle #	Replacement year	Years past due at replacement
1	2022	3
3	2021	4
4	2022	3
6	2021	4
9	2022	3
13	2022	3
17	2021	4
21	2020	5
23	2021	4
24	2023	2

Why are we proposing gas patrol vehicles?

- Ford Explorer Hybrids have had a long history of being unreliable and having costly maintenance
- Possession of the Chevrolet Blazer EV for patrol has been delayed, delaying deployment and evaluation to inform additional purchases
- Since PD vehicles are on a 5-year replacement schedule, the gas vehicles would be replaced in 2030



Evaluating patrol EVs

- The City continues to use the Tesla Model Y in patrol and other police operations
- A Chevrolet Blazer EV Police Pursuit Vehicle (PPV) was purchased in 2024 after several delays from the external procurement group
 - The vehicle is currently being outfitted for use and evaluation beginning in fall
- A Ford F150 Lightning is proposed with the purchase for evaluation as a watch commander vehicle in patrol


















Discussion and recommendation

- Staff recommend that the Environmental Quality Commission provide a recommendation to the City Council to approve the proposed fleet purchase and direct staff to continue to evaluate new zero-emission vehicles for all duty cycles and pursue replacement of the gas patrol vehicles by 2030

Thank you

Patrol vehicle considerations

	Gas	Hybrid	EV
Market availability			
Infrastructure			
Maintenance			
Suitability			
Carbon impact			



Desirable



Fair



Less
desirable



Not
desirable

Environmental Quality Commission Transportation Subcommittee

July 16, 2025

Nancy Larocca Hedley, Zachary Meyer, John McKenna

Overview / Context

CAP Strategy No. 4

Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission

Transportation Subcommittee Scope

Work with Complete Streets and Planning Commissions to develop, implement, and communicate programs that support transit, bicycling, walking, and rolling to reduce vehicles miles traveled.

VMT

VMT refers to vehicle miles traveled, a metric that accounts for the number of vehicle trips generated and the length or distance of those trips. For transportation impact analysis, VMT is generally expressed as VMT per capita for a typical weekday.

CAP Strategy No. 4 Actions

CAP Strategy No. 4: Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission					
Action ID	Action name	Description	Lead	Timeline for initiation	Timeline for completion
4.1	Multi-modal networks	Continue to implement the Transportation Master Plan to build connected and safer multimodal transportation networks that make walking, bicycling and transit viable for more trips locally and regionally	Public works	Ongoing	Ongoing
4.2	TDM requirements	Apply and update transportation demand management (TDM) requirements to help produce development that is not dependent on single occupant vehicles	Public works/ Planning	Ongoing	Ongoing
4.3	Shuttle study	Complete a shuttle study to evaluate and optimize shuttle service and implement findings	Public works	Medium term	Medium term
4.4	Infrastructure coordination	Coordinate bike/pedestrian improvements with planned street resurfacing	Public works	Ongoing	Ongoing
4.5	GIS dashboard updates	Update the Transportation Master Plan GIS dashboard to quantify GHG impacts of planned and completed VMT reduction projects (bike lanes, sidewalks)	Public works/ Information Technology/ Sustainability	Short term	Short term
4.6	TDM programs	Continue to operate programs, including the shuttle program and Safe Routes to School (including public, charter and private schools) to enhance transportation options for students, commuters and transit dependent populations	Public works	Ongoing	Ongoing
4.7	Bicyclist engagement	Provide educational and engagement opportunities to support cyclists of all ages	Public works /Sustainability	Ongoing	Ongoing
4.8	Housing Element TOD	Continue to implement Housing Element policies that support transit oriented development	Housing/ Planning/ Public works	Short term	Ongoing
4.9	C/CAG coordination	Coordinate with C/CAG to remove cross-jurisdictional barriers to regional active transportation planning and infrastructure projects	Public works	Short term	Ongoing
4.10	Bike, scooter, and car sharing	Explore opportunities for bike, scooter, and car sharing including City led programs and opportunities at large multifamily and commercial developments	Public works/Sustainability	Medium term	Ongoing

Overview / Context

- AB32 → SB375 → SB743
 - AB32 (2006) - Global Warming Solutions Act
 - SB375 (2008) - directs CARB to set regional targets thru MPOs (ABAG/MTC)
 - SB743 (2013) - requires agencies to use VMT to measure impacts
- Review VMT Data (4.5 / 4.9)
- Menlo Park VMT (Caltrans - CA Public Road Data / Hwy Performance Monitoring System)
 - 2005 (baseline) - 352K/day
 - 2030 (goal) - 264K/day
 - 2023 ("actual") - 124K/day (2022-107K/day; 2021 - 149K/day)
- VMT numbers for Menlo Park show "artificial" reduction
 - Methodology changed in 2023
- Modeled VMT data may not provide sufficient insights at the city level
 - **Replica** - offers "recent data and insights about the world we live in, the way people move, and why"
 - Utilizes anonymized credit card purchase data, mobile phone tracking data, etc.
 - Updated frequently (every 6 months)

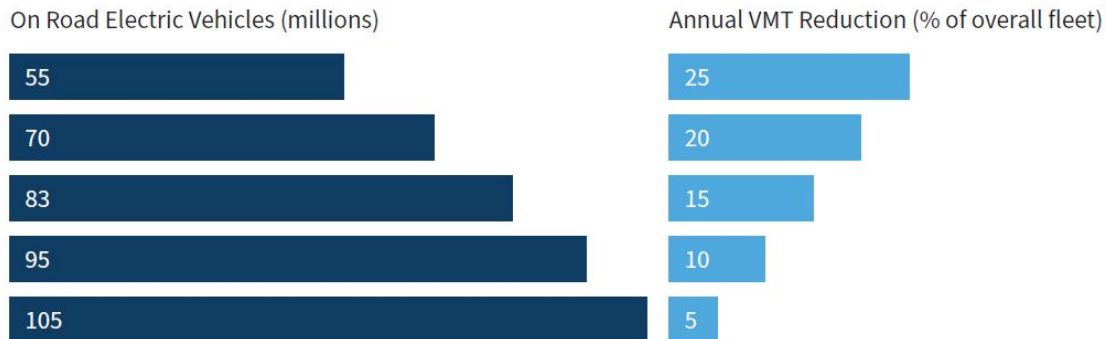
Overview / Context

- Decades of “car culture” decisions have given cars special status and have cost society pollution, money, and lives
- By 2050, a 20% decrease in national VMT per capita could avoid*:
 - 6,000 annual fatalities
 - \$259B in annual vehicle fuel and maintenance costs
 - 2.3 gigatons of CO2e (same as reducing total US emissions to **ZERO** for four months)
- Even if there are 70M EVs on roads by 2030, a 20% VMT reduction is still needed to meet climate targets
 - Target - staying below 1.5 degree limit requires reduction of US transportation related emissions by 45% by 2030
 - Currently about 4M EVs on roads (NREL estimates 30-42M by 2030)
 - Estimates may need to be revised lower due to recently passed Federal legislation

*RMI Report (1.8.24) - Drive Less, Live More: How States Can Lead the Way in Climate-Smart Transportation

Overview / Context

Various VMT Reduction and EV Adoption Scenarios That Would Achieve US Transportation Emissions Reduction Goals



Note: This chart illustrates the relationship between vehicle electrification and VMT reduction needed to reach the transportation sector direct emissions target. Considering indirect emissions sources such as vehicle production would enhance the benefits of VMT reduction beyond those shown here.

*RMI Report (April 2023) - Urban Land Use Reform: The Missing Key to Climate Action

Focus Areas

1. Low-Stress/High-Safety Bike & Pedestrian Network (CAP 4.1, 4.4, 4.6, 4.7, 4.9)
2. Support Regional Public Transit (CAP 4.3, 4.6, 4.9)
3. Co-Locate Housing and Services (CAP 4.2, 4.8)

Low-Stress/High-Safety (LS/HS) Bike & Pedestrian Network

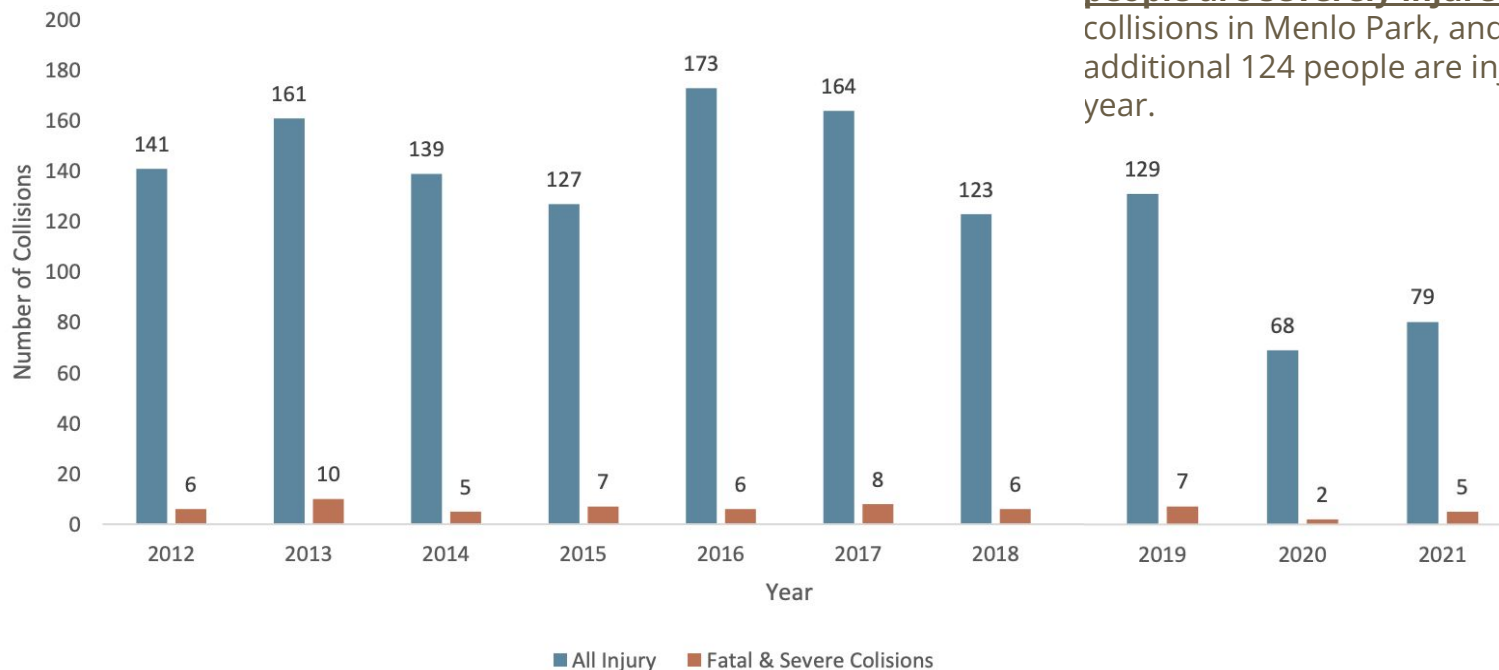
(CAP 4.1, 4.4, 4.6, 4.7, 4.9)

LS/HS Bike & Pedestrian Network - Context

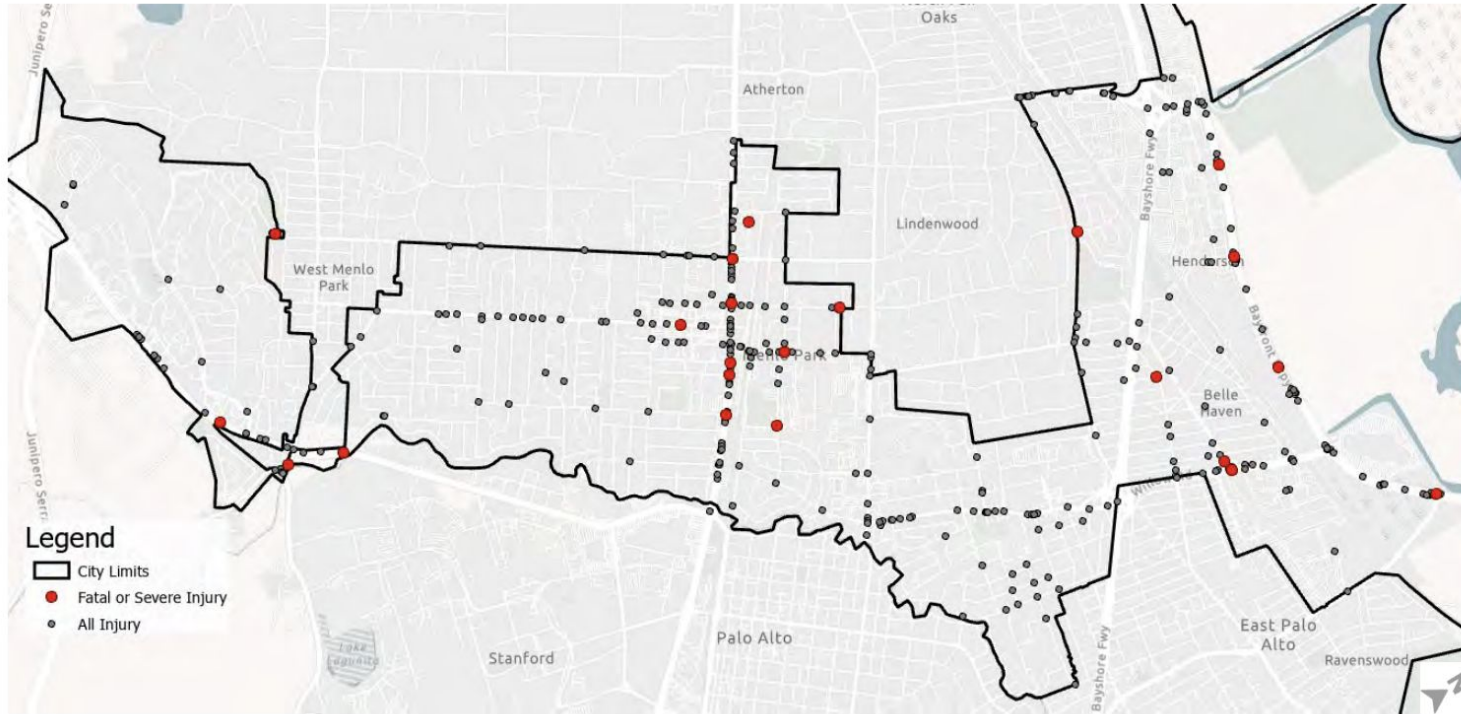
- Menlo Park lacks a connected, low-stress / high-safety bike and pedestrian network, with critical sidewalk and protected lane gaps that limit safe access for all users.
- El Camino Real remains a 2-mile break in an emerging 13-mile protected bike lane corridor; public input from the City's own 2014 study strongly supported bike and pedestrian safety improvements over new vehicle lanes.
- Community survey data emphasized the need for safer crossings, separated bike lanes, and traffic calming, particularly to protect students, seniors, and Caltrain riders.
- Unclear or unsafe infrastructure continues to deter E-Bike and micro-mobility use, despite growing demand and rebates from [PCE](#) and others.
- Menlo Park still lacks shared mobility options, like E-Bike share, which limits low-emission first/last-mile solutions near Downtown, Caltrain, and school zones. Lacking a hub for mobility.
- Regional partners (including Palo Alto, SVBC, Caltrans, [SamTrans' Grand Boulevard Initiative](#) and others) are moving forward with protected corridors and E-Bike programs; Menlo Park risks being left behind.
- Many programs and recommendations are underway with the support/guidance of the Complete Streets Commission including the [Safe Routes to School](#) program and the [Vision Zero Action Plan](#), and [Slow Streets Program](#)

Number of Collisions Per Year

On average, **1 person is killed and 5 people are severely injured** in collisions in Menlo Park, and an additional 124 people are injured per year.



Geographic Distribution of Collisions



Palo Alto - Menlo Park Border (El Camino Real)

Palo Alto



Menlo Park



Palo Alto - Menlo Park Border (El Camino Real)

Menlo Park



Menlo Park



Shared Car / Bike Lane



LS/HS Bike & Pedestrian Network - Recommendations

- Create pathway for Mobility Hubs connecting regional and local transport (Including Active and Micro Mobility) (CAP 4.1)
- Prioritize bicycle safety on El Camino to promote continuous travel between Palo Alto and Atherton (Priority on Sand Hill Road to Middle Ave section). (CAP 4.4)
- Act on past public input by committing to a citywide low-stress/high-safety bike/ped network and closing sidewalk gaps within 5 years, prioritizing equity and Safe Routes to School. (CAP 4.6)
- Develop a comprehensive E-Bike program with shared mobility, expanded rebates (helmets, locks, lights), targeted education, clear class rules, and infrastructure for charging and secure storage (CAP 4.7)
- Coordinate with regional agencies (e.g., Caltrans, SVBC, adjacent cities) to secure funding, align planning, and join cross-jurisdictional mobility initiatives. (CAP 4.9)

Support Regional Public Transit

(CAP 4.3, 4.6, 4.9)

Support Regional Public Transit - Context

- Having a **robust, integrated regional public transportation system** is critical to Menlo Park achieving its climate action goals.
- **RICAPS** launched three implementation groups in 2025: 1) Building Electrification, 2) EV Infrastructure, and 3) **Mode Shift** (transition away from single-occupancy trips in a car).
- On June 24th, Governor Newsom and the Legislature announced a final budget agreement that **reverses \$1.1 billion of proposed statewide transit cuts** and provides a new loan up to \$750 million to maintain Muni, BART, Caltrain, and AC Transit service. This will tide over transit operators through early 2027, averting severe service cuts for the next 18 months.
- **SB 63** (Wiener, Arreguin) would enable a multi-county ballot measure to be placed on the November 2026 ballot that would provide operating funds for regional transit systems for the next decade.

Resources: [SPUR](#), [RICAPS Tool and Resource Review](#)

Support Regional Public Transit - Recommendations

- **Advocate for funding/coordination to improve regional public transit system (CAP 4.9)**
 - Participate in and **dedicate resources to RICAPS' Mode Shift** implementation group
 - **Coordinate with C/CAG** to remove cross-jurisdictional barriers
 - **Pursue regional and state grants** in partnership with other cities and regional agencies to create unified “asks”
 - **Support SB 63:** pass a **resolution in support, engage press and residents** about how SB 63 aligns with Menlo Park's climate goals
 - Further subsidize [discounts to Clipper BayPass](#) for youth, seniors, and low-income riders
- **Community Engagement (CAP 4.6)**
 - **Run campaigns** to educate and encourage active and public transit
 - Educate community about climate, air quality, and health **benefits of reduced driving**
 - **Incentivize employers** to implement commute reduction programs and provide **transit subsidies**
- **Shuttle Study (CAP 4.3)**
 - Completed in [November/December 2024](#)

Co-Locate Housing & Services

(CAP 4.1, 4.2, 4.4, 4.8, & 4.10)

Co-Locate Housing & Services - Context

- **Land use decisions have significant impacts on VMT**
 - Discriminatory land use & housing policies
 - Segregated neighborhoods
 - Entire cities engineered around single-family homes & personally owned cars
 - Chronic housing shortage, numerous harms for disadvantaged communities, sprawling development patterns that exacerbate climate change and ecological harm
- **Land use reforms reduce:**
 - VMT by up to 13%
 - Building energy use by up to 16%
 - Local greenhouse gas emissions by up to 14%
- **Parking minimums**
 - **Required minimums** for new developments counterproductive to VMT reduction efforts
 - **Current** Planning Commission development approval process does not consider reduced parking minimums (traffic impact scenarios: no project, project w/required min, project w/o required min)
- **“Fifteen minute city” concepts**
 - Design/Redesign communities so that most of what individuals/families need are 15 minute bike or walk from home

Co-Locate Housing & Services - Recommendations

Downtown (4.1 / 4.2 / 4.4 / 4.8 / 4.10)

- **Infill Housing (4.2 / 4.8 / 4.10)** - dense affordable infill housing in/around Downtown reduces VMT (residents are walking distance to amenities and public transit)
 - Consider constructing **one central downtown parking structure**
 - robust directional signage reduces the need for visitors to drive and search for a parking spot
 - Consider a parking fee to bring revenue to City and discourage people from driving altogether
 - Ensure abundant EV charging is available (waive parking fee for EV's?)
 - Study feasibility of constructing a “modular” parking structure that could be converted to housing/commercial space in the future
- **Ensure zoning (4.2)** allows proper mix of new developments of high-rise market-rate / affordable housing and office in/around downtown to support downtown businesses
 - **Caveat** - ensure quantity of housing units vs. office square footage does not exacerbate the jobs/housing imbalance
 - Bringing companies to newly developed office spaces allows for more downtown and Menlo Park residents to walk/bike to work
 - Encourage / incentivize a **balanced mix of businesses** to populate downtown, lessening the need for residents to travel farther for needs/wants
 - **Vibrancy** - a vibrant downtown reduces VMT by giving residents a nearby location to dine, shop, and find entertainment
 - Support creation of **Downtown Association**
- Completely **close Santa Cruz Avenue to vehicles** - creates safe “community” space and an additional downtown amenity (4.1 / 4.4)
- Ensure downtown has robust **bike parking** options (4.1 / 4.4)

Co-Locate Housing & Services - Recommendations

Belle Haven (4.8)

- Work with community to identify needs
 - Bring goods and services to community
 - Full-service grocery store
 - Pharmacy
 - Restart Farmers Market
 - Previously subsidized by Meta to help with affordability of goods - can City subsidize now?
 - Utilize EJ Element funds?
 - Work with Rotary to ensure Community Gardens serve renters as well as homeowners
 - Work with businesses in East Menlo Park and East Palo Alto to develop a program to encourage the hiring of local community members

Recommendation Summary

- Ensure City has meaningful data to properly track progress **(4.5)**
- Commit to a Safe and Bicycle-Friendly Plan for El Camino Real **(4.4)**
 - Study Session & Encroachment Permit
- Create a Pathway for Mobility Hubs
 - Make e-Bikes More Accessible - expanded infrastructure **(4.7)**
 - Expand local and regional connectivity **(4.1)**
- Advocate for funding/coordination to improve regional active and public transit system **(4.9)**
- Increase community engagement around active and public transit and its benefits **(4.6)**
- Continue efforts to create a vibrant downtown and surrounding area with dense housing (affordable & market-rate), offices, & variety of businesses/services/amenities **(4.2 / 4.8 / 4.10)**
- Redouble efforts in Belle Haven to bring goods (food/pharmacy), services, and greater employment opportunities to community **(4.8)**
- Consider removing or lowering minimum parking requirements for new developments **(4.2)**

Appendix

Potential Funding Sources

- Regional Funding Opportunities
 - San Mateo County Transportation Authority ([SMCTA](#)) (Multiple Funding Opportunities: Transit, Highway, Local Streets & Transportation, Grade Separation, Pedestrian & Bicycles, Transportation Demand Management))
- State Funding Opportunities
 - Transit & Intercity Rail Capital Program ([TIRCP](#))
 - Active Transportation Program ([ATP](#))
 - Affordable Housing and Sustainable Communities ([AHSC](#))

Environmental Quality Commission work plan

City Manager's Office

701 Laurel Street, Menlo Park CA 94025

Approved



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	7/16/2025	
Work plan City Council approval		

Environmental Quality Commission (EQC) agenda topics fiscal year 2025-26

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

Month	Topics	Author/Presenter	EQC role
July 2025	Report out from annual work plan subcommittee	Annual work plan ad hoc subcommittee	Action by Commission
	Review and discuss recommendations to reduce vehicle miles traveled	Transportation ad hoc subcommittee	Provide feedback to staff
August 2025	Approve EQC 2025-2026 work plan	Annual work plan ad hoc subcommittee	Action by Commission
	Annual Climate Action Plan progress report	Sustainability staff	Provide feedback to staff
September 2025	Annual informational presentation on existing building electrification outreach and education and Update on Home Upgrade Services Program	Sustainability staff	Provide feedback to staff
October 2025	Discuss permit fee waiver program	Sustainability staff	Action by Commission
	Discuss local code amendment implementation	Sustainability staff	Provide feedback to staff
November 2025	Review and discuss approach for the Love Our Earth festival	Sustainability staff	Action by Commission
	Discuss options for disbursing the \$4.5 million communitywide electrification grant funds	Sustainability staff	Provide feedback to staff
December 2025 <i>(option to cancel)</i>			
January 2026	Discuss Urban Forest Management Plan and early tree planting action progress	Sustainability staff	Provide feedback to staff
February 2026	Discuss City efforts related to Senate Bill 1383 to reduce organic waste	Administrative services staff	Provide feedback to staff
March 2026	Overview of Peninsula Clean Energy programs	Peninsula Clean Energy staff	Informational/no action
April 2026	Discuss updated CAP dashboard	Sustainability staff	Provide feedback to staff

	Discuss progress on CAP No. 6	Sustainability staff	Provide feedback to staff
May 2026	Zero Emissions Landscaping Equipment (ZELE) Policy progress	Sustainability Staff	Provide feedback to staff
	Select Chair and Vice Chair	Chair	Action by Commission
June 2026	Annual City Arborist Report	City arborist and public works staff	Feedback to staff
	Set fiscal year commission agenda calendar (June-August)	Sustainability staff/Chair and Vice Chair	Action by Commission
July 2026	Update on Home Upgrade Services Program	Sustainability staff	Provide feedback to staff

Regular items

- Climate Action Plan progress report
- Annual selection of Chair and Vice Chair (May)
- Annual City Arborist Report (June)
- Set fiscal year commission agenda calendar (June-August)
- Chair report to the City Council (July/August)
- Annual informational presentation on existing building electrification outreach and education (annual)
- Zero Emissions Landscaping Equipment (ZELE) Policy progress (requires two years of reporting to the commission directed by the city council starting in 2025)
- Annual update on the Permit fee waiver program

Potential topics to add to calendar

- Priorities included in the City Council work plan for fiscal year 2025-26 (Attachment A)
- Community engagement across stakeholders (residents, business owners, schools, property owners, contractors, etc.) to improve dialogue to support CAP implementation
- Heat resiliency
- Fossil fuel divestment
- Discuss policy options including the Building Energy Savings Ordinance and Building Performance Standards to encourage electrification

Ad hoc subcommittees

Community engagement ad hoc subcommittee

- Scope:
- Duration:
- Commissioners:

Plant forward diets ad hoc subcommittee

- Scope:
- Duration:
- Commissioners:

Attachments

- A. Hyperlink – City Council fiscal year 2025-26 work plan, July 8, 2025, Staff Report #25-108-CC:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250708/i2-20250708-cc-cc-fy2025-26-work-plan.pdf