

Environmental Quality Commission



REGULAR MEETING AGENDA

Date: 5/17/2023
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:
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Regular Session

- A. Call To Order**
- B. Roll Call** – Evans, Vice Chair Hedley, Kissel, Lin, McKenna, Pelegri-Llopart, Schmidt
- C. Public Comment**

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

D. Regular Business

- D1. Welcome new Commissioners
Not a California Environmental Quality Act (CEQA) project.
- D2. Select chair and vice chair
Not a CEQA project.

- D3. Approve the April 27, 2023 Environmental Quality Commission special meeting minutes ([Attachment](#))
Not a CEQA project.
- D4. Review and provide feedback on proposed education and outreach ideas for existing building electrification ([Presentation](#))
Not a CEQA project.
- D5. Consider disbanding commission subcommittees and establish a process for creating ad hoc subcommittees going forward ([Presentation](#)) ([Attachment](#))
Not a CEQA project.

E. Reports and Announcements

- E1. Reports and announcements from staff and Commissioners
Not a CEQA project.

F. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

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SPECIAL MEETING MINUTES – DRAFT

Date: 4/27/2023
Time: 6:00 p.m.
Location: Teleconference and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park. CA 94025

A. Call To Order

Chair Kabat called the meeting to order at 6:04 p.m.

B. Roll Call

Present: Elkins, Evans (arrived at 6:09 p.m.), Hedley (Vice Chair), Kabat (Chair), McKenna, Schmidt (arrived at 6:09 p.m.)

Absent: Lin

Staff: Sustainability Manager Rebecca Lucky, Management Analyst II Ori Paz

C. Regular Business

C1. Recognize outgoing Commissioners

The Commission thanked outgoing Commissioners for their service to the community and introduced incoming Commissioners Eduardo Pelegri-Llopart and Brian Kissel.

- Bernard Clouse thanked the Commission for their research on issues concerning the community.

C2. Approve the February 15, 2023 Environmental Quality Commission regular meeting minutes (Attachment)

ACTION: Motion and second (Elkins/ Schmidt), to approve the February 15, 2023 Environmental Quality Commission regular meeting minutes, passed 6-0 (Lin absent).

C3. Provide recommendation to City Council regarding proposed rules for gas powered gardening equipment (Zero Emission Landscaping Equipment Ordinance) (Attachment)

Sustainability Manager Lucky gave the presentation (Attachment).

- Bernard Clouse spoke in support of police enforcement of spare the air rules.
- Eduardo Pelegri-Llopart spoke on concerns related to the impact on plants from leaf blowers.
- Brian Kissel requested clarification on support needed from the City for gardeners to transition to electric equipment.

The Commission discussed implementation of new rules around zero emission landscape equipment (ZELE).

ACTION: Motion and second (McKenna/ Hedley), to recommend that the City Council:

- Approve the ZELE Ordinance rules proposed by staff,
 - Consider a local incentive,
 - Explore community relationships for implementation, provided that:
 - The above does not limit the City’s ability to make progress on climate action plan items, most specifically the potential for an existing building electrification reach code, approved 6-0 (Lin absent).
- C4. Receive informational report on Bay Area Air Quality Management District (BAAQMD) decision to regulate gas water heater and furnace emissions (Attachment)

Chair Kabat made the presentation.

- Eduardo Pelegri-Llopart spoke on concerns related to the difficulties of radiant heating and tankless water heater replacements.

The Commission discussed the new BAAQMD regulations.

D. Reports and Announcements

- E1. Reports and announcements from staff and Commissioners

Commissioner Schmidt provided an update on the Arbor Day event at Karl E. Clark park, and requested the group consider workforce development of qualified professionals for electrification in addition to the reach code initiative.

Commissioner Evans provided an update on a Menlo Park local training program for an electrification-trained workforce.

Chair Kabat provided an update on an online training class for SunWork to install solar and heatpump water heaters.

Sustainability Manager Lucky provided updates regarding the building electrification permit fee waiver and options to expedite electrification permits, existing building electrification reach codes, and roles and responsibilities of the Environmental Quality Commission.

Management Analyst II Paz provided an update on climate action plan (CAP) No. 5 efforts to eliminate fossil fuel from city operations, and reported on the Love Our Earth festival.

E. Adjournment

Chair Kabat adjourned the meeting at 8:34 p.m.

Ori Paz, Management Analyst II



PUBLIC OUTREACH FOR EXISTING BUILDING ELECTRIFICATION

LIZ TAPIA, SUSTAINABILITY MANAGEMENT ANALYST

GOALS

- Educate public on the benefits of building electrification
- Provide resources and incentive information to help residents make the transition to all-electric
- Inform and assist residents with City processes to streamline and fast-track transition



CITY COUNCIL DIRECTION AUGUST 2021



- In August 2021 City Council directed staff to begin public engagement on building electrification

- Engagement activities to date:
 - Electrification survey, November 2021
 - Resolution of support for BlocPower (June 2022)
 - Promotion of the following events:
 - *How to retrofit your home for electrification*, Nov. & Dec. 2021
 - *Join the building electrification conversation*, Feb. 2022
 - *Electrify your home (January 2023)- Community Collaboration Session*
 - *Learn about home electrification at Climate Smart San José's webinars*, May 2023

ENGAGEMENT ACTIVITIES

- Engagement activities (continued)
 - “Existing Building Electrification” city webpage September 2022
 - Including incentives
 - “Existing building electrification permit requirements” city webpage November 2022

EDUCATIONAL OUTREACH APPROACH

- Main messages center on what electrification is, benefits, how to transition, the process and assistance available, address electric grid concerns

- Continue regular updates to City website
 - Update available incentives as they become available (BAYREN, PCE, etc.)
 - Provide resources in English & Spanish for permit process information and waivers

- Community organization educational workshops & discussions
 - General public
 - Contractors

- Create video/animated clips

EDUCATIONAL OUTREACH APPROACH

- Produce informational flyers/postcard for mailing and distribution at events
- Social Media:
 - Scheduled posts for new information, animations, illustrations, and polls/surveys to engage the community on all platforms.
 - Regular posting of upcoming workshops and events hosted by/in collaboration with local agencies
- Use text and email where appropriate
- Use informational bill inserts in water and solid waste billing statements



EDUCATIONAL OUTREACH APPROACH



- Identify how to conduct outreach in an equitable manner, such as:
 - Provide material in multiple languages
 - Hosting in-person or neighborhood discussions
 - Translation services for recorded webinars
 - Working with leaders and nonprofits providing services to disadvantaged neighborhoods
 - Connecting community to resources for assistance to transition and for other any other services that might be needed

- Explore potential partners identified by EQC in July 2022
 - Menlo Spark, Climate Resilient Communities, Acterra, Boys and Girls Club, School Districts, Religious organizations, Fire district, Rotary Club, Chamber of Commerce, MPC Ready, Friends of the Menlo Park library, Menlo Park Climate Team-Silicon Valley 360, High school students-environmental clubs, El Concilio, Police Department

EDUCATIONAL OUTREACH APPROACH

- Presence/tabling information at community events and farmer's markets that target families and households
 - Distribute informational flyers
 - Display story boards and animated/illustrated resources
 - Feature hands-on activities
 - General discussion and answering questions

- Events to consider:
 - Summer Camp fair (March)
 - Egg Hunt
 - Earth day festival
 - Arbor Day
 - Summer Concerts
 - National Night Out
 - Belle Haven Resource Fair
 - Halloween Carnival
 - Light up the Season

EDUCATIONAL OUTREACH APPROACH

- Other potential opportunities:
 - Induction cooking workshop and loaner program

 - Tours of electrified homes

 - Electric displays
 - Cooktop
 - Fireplace
 - Mobile battery back-up

FEEDBACK

- Identify top three priorities from proposed outreach
- Comments on the proposed outreach?
- Any suggestions?
- Additional feedback?



THANK YOU



AD HOC SUBCOMMITTEES

Rebecca Lucky, Sustainability Manager

AGENDA

- Overview of Ad Hoc Subcommittees
- EQC subcommittees and challenges
- What to do going forward to continue some of the work as individuals instead of a subcommittee
- Recommendation



WHAT IS AN AD HOC SUBCOMMITTEE

- An Ad Hoc Committee is:
 - Limited in duration and scope
 - Appointed by the Commission to consider a specific matter
 - Dissolved automatically upon submitting its final report/recommendation to the Commission

- Generally ad hoc subcommittees result from an agenda item or topic where the commission is having difficulties reaching a decision or they would like to explore an alternative policy, program, or recommendation to present back to the Environmental Quality Commission (EQC)

- No more than a quorum of the Commission members can serve on an ad hoc subcommittee

AD HOC SUBCOMMITTEE CONTINUED

- An Ad Hoc Subcommittee is not:
 - A standing committee with a broad scope
 - Ongoing indefinitely

- Standing ongoing committees become Brown Act bodies that require further process and protocols:
 - Must follow Brown Act public meeting rules
 - Posting agendas prior to the meeting and preparing minutes for public record
 - Only the City Council can establish a standing subcommittee
 - Requires additional staff resources that may not be available

BEST PRACTICES FOR AD HOC SUBCOMMITTEES

- Aligns with direction provided to the EQC by the City Council
- Scope is narrow and specific resulting in a final report to the EQC
- Time limited- no longer than six months
- Scope is within the roles and responsibilities as defined for commissions
- Involves limited dealings with staff operations, but some check-ins may be required for final report out to the commission



ENVIRONMENTAL QUALITY COMMISSION (EQC) SUBCOMMITTEES

- Currently the EQC has 6 ad hoc subcommittees:
 1. Building Decarbonization
 2. Transportation Decarbonization
 3. Climate Adaptation
 4. Climate Outreach
 5. Trees & Sustainable Initiatives
 6. Exploring Collaborative Opportunities

- See attachment A for further details

CHALLENGES WITH CURRENT SUBCOMMITTEES

- Have existed longer than one year
- Lacks a narrow and specific scope that would result in a recommendation to the commission
- Several subcommittees require significant staff resources and limits the value of subcommittees to the commission if staff is not available to support or can only provided limited support
- Some subcommittee activities are outside the roles and responsibilities of the EQC as an advisory body to the City Council
- Potential Brown Act violations

HOW TO CONTINUE SOME OF THE GREAT IDEAS OF THE SUBCOMMITTEES

- Continue work as individuals:
 - Citizen-led community collaboration sessions
 - Research opportunities and policies and programs
 - Attending meetings of other commissions or advocacy organizations or groups
 - Working with electrification partners on specific projects as an individual and not as a city or commission representative

- Use and share what you are learning, seeing, hearing, and working on as it relates to items that come before the EQC

- Choose a Brown Act buddy and let staff know to ensure no Brown Act violations

RECOMMENDATION

- Consider disbanding all subcommittees and establish an agreed upon process for creating subcommittees going forward, such as:
 - Informing staff of your Brown Act buddies
 - Creating no more than two subcommittees at a time
 - Follow best practices when forming subcommittees

- Example of appropriate ad hoc subcommittees:
 - 2023 EQC work plan
 - Prohibition on gas powered gardening equipment that was directed by the City Council



THANK YOU

Environmental Quality Commission Subcommittees

AGENDA ITEM D-5

Building Decarbonization	Transportation Decarbonization	Climate Adaptation	Climate Outreach	Trees & Sustainable Initiatives
<p>This subcommittee of up to 3 people will assist staff in developing policies and plans to convert 95% of Menlo Park’s existing buildings to all-electric by 2030.</p> <p><u>Work will include:</u></p> <ul style="list-style-type: none"> • Researching the technical and financial feasibility of converting the City’s existing building stock to all-electric • Researching financing options available to assist community members with conversions • Researching policy and funding mechanisms to assist low-income households with conversions • Reviewing legal frameworks for key policies • Facilitating City collaboration with key regional agencies and nonprofits, such as Peninsula Clean Energy • Collaborating with City staff and contractors in drafting key policies • Preparing materials to help educate the public about building electrification • Assisting City staff in completing electrification of municipal buildings • Developing Council recommendations for 2021 CAP actions related to building decarbonization 	<p>This subcommittee of 3 people will assist staff in developing policies and plans to eliminate the use of fossil fuels in transportation in Menlo Park by 2030.</p> <p><u>Work will include:</u></p> <ul style="list-style-type: none"> • Researching the technical and financial feasibility of policies and programs to increase access to EV charging, especially during the day and for residents of multi-family housing • Reviewing the offerings of service providers who may be able to assist the City and community members in building out its EV charging network • Reviewing legal frameworks for proposed policies • Serving as a liaison to the Complete Streets Commission in developing and achieving a City goal to reduce Vehicle Miles Traveled by 25% through 1) rezoning to support increased housing density near transit and 2) the build out of a network of connected bike/ped paths throughout town • Tracking and promoting the City’s goals of 1) making all new vehicles be electric by 2025 and 2) reducing gasoline sales each year by 10% • Assisting City staff in converting the municipal vehicle fleet to all-electric by identifying new electric vehicle offerings for staff and Council consideration • Developing Council recommendations for 2021 CAP actions related to transportation decarbonization • Facilitating City collaboration with key regional nonprofits and agencies 	<p>This subcommittee of up to 3 people will research and inform City staff and Council on strategies for preparing the City for the effects of climate change.</p> <p><u>Work will include:</u></p> <ul style="list-style-type: none"> • Attending meetings of the San Mateo County Flood and Sea Level Rise Resiliency District Board and reporting back to EQC • Working with staff and Council members to engage community members who will be most affected by sea level rise to educate them and take their input on how best to address the issue • Tracking Menlo Park’s plans for sea walls and/or levees to protect the community against sea level rise and keeping the EQC apprised of those plans • Making recommendations to City Council on proposed development in the City’s future flood zones • Researching other potential effects of climate change on the City, including wildfire, drought and heat waves, and identifying plans to address those effects • Developing a proposal for capturing 10% of the City’s 2005 greenhouse gas emissions by 2030 through direct carbon removal • Facilitating City collaboration with key regional nonprofits and agencies 	<p>This subcommittee of 3 people will devise strategies for educating members of the public about Menlo Park’s climate action plan to reduce greenhouse gas emissions by 90% by 2030.</p> <p><u>Work will include:</u></p> <ul style="list-style-type: none"> • Identifying opportunities for Staff and the EQC to educate the public about climate change and Menlo Park’s climate action plan • Preparing educational materials and promoting them, either in conjunction with Staff or as private citizens with a focus on student/teacher/school outreach • Devising a plan, including proposed venues, for regularly presenting the public with information about ways to electrify buildings, decrease gasoline consumption, reduce vehicle miles traveled and prepare for climate-related emergencies • Relaying to EQC any public feedback on the CAP and related policy proposals • Supporting the City’s formal outreach effort on climate policies, as directed by Staff • Facilitating City collaboration with key regional nonprofits and agencies 	<p>This subcommittee of up to 3 people will support Staff in addressing all sustainability matters not addressed by the Climate Action Plan. <u>Work will include:</u></p> <ul style="list-style-type: none"> • Organizing the City’s Arbor Day Tree Planting event • Assessing the effectiveness of the City’s new Heritage Tree Ordinance and making recommendations to EQC for any changes needed • Supporting Staff in development of an inventory and catalogue of the urban tree canopy • Receiving public concern related to non-climate sustainability concerns, including: habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction • Recommending appropriate responses or programs to address public concerns about non-climate sustainability matters • Facilitating City collaboration with key regional nonprofits and agencies
<p>This subcommittee supports CAP actions #1 & 5</p>	<p>This subcommittee supports CAP actions #2, 3, 4 and 5</p>	<p>This subcommittee supports CAP action #6</p>	<p>This subcommittee supports CAP action #1, 2, 3, 4 and 6</p>	<p>This subcommittee supports EQC goals for Urban Canopy Preservation and Green and Sustainable Initiatives not related to the Climate Action Plan</p>
<p>Evans, McKenna</p>	<p>Schmidt, McKenna</p>	<p>Lin, McKenna</p>	<p>Hedley, Schmidt</p>	<p>Hedley, Schmidt</p>

Exploring Collaborative Opportunities subcommittee consisting of Commissioners Evans and Schmidt