



## **ENVIRONMENTAL COMMISSION MEETING AGENDA**

**7:00 PM - Monday, November 13, 2023**

*Via Video Conference and In Person*

**PLEASE NOTE:** The Environmental Commission will meet in person as well as via Telephone/ Video Conference.

**PLEASE NOTE:** Chair Delagneau will participate in the meeting via videoconference from the site listed below. The meeting agenda will be posted at the videoconference site, which is accessible to the public. Anyone wishing to address the Commission from the videoconference site will be provided with an opportunity to do so.

### **Location:**

**24 Rue De L'ile Chamond**

**Gurgy, France**

**TO PARTICIPATE IN PERSON:** Members of the public may also participate in person by being present at the Los Altos Council Chamber at Los Altos City Hall located at 1 N. San Antonio Rd, Los Altos, CA.

**TO PARTICIPATE VIA VIDEO/TELEPHONE:** Members of the Public may call (669) 444-9171 (Meeting ID: 816 7287 9521, Passcode: 479222), or use this link:

<https://losaltosca.gov.zoom.us/j/81672879521?pwd=qD1zGXbDdkYaXQ7nntFUb1hLNAdroE.1>

**TO SUBMIT WRITTEN COMMENTS:** Members of the Public may only comment during times allotted for public comments. Prior to the meeting, comments on matters listed on the agenda may be emailed to [ECpubliccomment@losaltosca.gov](mailto:ECpubliccomment@losaltosca.gov). Please include a subject line in the following format:

**PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE**

All correspondence (written/digital) must be received by 2:00 P.M. on the day of the meeting to ensure distribution prior to the meeting. Correspondence received prior to the meeting will be included in the public record.

### **ESTABLISH QUORUM**

### **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission

is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as “the Brown Act”) items must first be noticed on the agenda before any discussion or action.

### ITEMS FOR CONSIDERATION/ACTION

1. **Environmental Commission Minutes**

Approve minutes of the regular meeting of September 11, 2023.

2. **Commission Updates**

Receive additional updates on City Council changes to City Commissions.

3. **Election of Chair and Vice Chair**

Staff will facilitate the election of Chair and Vice Chair to serve through September 2024.

### INFORMATIONAL ITEMS

4. **Presentation on Building Permit Applications**

Commissioners will receive a presentation on Building Permit applications for solar panels and heat pumps from Veronica Tinoko, City of Los Altos' Building Official.

### DISCUSSION ITEMS

5. **Dark Skies Ordinance**

Discuss the Commission assisting staff in exploring implementing a potential Dark Skies Ordinance in Los Altos.

6. **Lehigh Cement Plant Closure**

Commissioners will discuss the Lehigh Cement Plant closure and draft a letter of support.

7. **Building Electrification/Solar Resource Webpage Updates**

Review proposed updates to both webpages, provided by Chair Delagneau.

### CITY STAFF UPDATES

### COMMISSIONERS' REPORTS AND COMMENTS

1. Updates from Council Meetings
2. City Council Assignments (11/14, 11/28)

### POTENTIAL FUTURE AGENDA ITEMS

1. SVCE Tariff On-Bill Program

2. Presentation from Bidgely, Inc.
3. Parking Management Plan (NEW)
4. Community Center Cafe (NEW)

## ADJOURNMENT

### SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports, and some associated documents for the Environmental Commission items may be viewed on the interment at [https://www.losaltosca.gov/meetings?field\\_microsite\\_tid\\_1=2261](https://www.losaltosca.gov/meetings?field_microsite_tid_1=2261).

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For further questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

DRAFT MINUTES OF THE MEETING OF THE ENVIRONMENTAL COMMISSION OF THE CITY OF LOS ALTOS, HELD ON MONDAY, SEPTEMBER 11, 2023, AT 7:00 P.M. IN PERSON AND TELECONFERENCE

## ESTABLISHING QUORUM

PRESENT: Chair Delagneau (Virtual Attendance), Vice Chair Hecht, Commissioner van Reis, Commissioner Humayun, Commissioner Weiden

ABSENT: Commissioner Lu, Commissioner Teksler

ATTENDEES: Tania Katbi (Sustainability Coordinator)  
Arlo Karpelevitch (Development Services Technician)  
Nick Zornes (Director of Development Services)  
Councilmember Pete Dailey (Council Liaison)

## PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No Public Comment.

## ITEMS FOR CONSIDERATION/ACTION

### 1. Environmental Commission Minutes

Approved minutes of the August 14, 2023 meeting.

Action: Upon a motion by Commissioner Hecht, seconded by Commissioner Humayun, the Environmental Commission approved the meeting minutes with suggested modifications.

The motion was approved (5-0) by the following vote:  
AYES: Delagneau, Hecht, van Reis, Humayun, Weiden  
NOES: None  
ABSENT: Lu, Teksler  
ABSTAIN: None

No public comment.

### 2. October Environmental Commission Meeting

Discussed potential new date for the October Environmental Commission Meeting, due to City holiday. Tentatively agreed to October 16<sup>th</sup> with staff to follow up with the Commission.

No public comment.

## INFORMATIONAL ITEMS

### 3. Introduction: New Sustainability Staff

Introduction to Arlo Karpelevitch, the new Development Services Technician in the Sustainability Division.

No public comment.

## DISCUSSION ITEMS

### **4. Commission Annual Report**

Discussed the FY 22-23 commission accomplishments and annual report. Slight modifications were discussed and will be changed at a later date before bringing it to council.

No public comment.

### **5. Single-use Plastics Ordinance**

Tania Katbi gave a presentation about the proposed Single-use Plastics Ordinance followed by questions and comments from commissioners.

Public comment from Gary Hedden.

## STAFF UPDATES

Tania Katbi provided updates on the Self-Serve Compost Station Pilot Program and the City Fleet Electrification Project.

## COMMISSIONERS' REPORTS AND COMMENTS

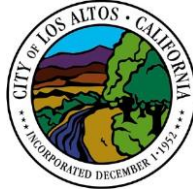
Commissioners provided updates from the August City Council meetings and assigned Commissioners to attend the 10/10 (Commissioner van Reis) and 10/24 (Commissioner Weiden) City Council meetings.

## POTENTIAL FUTURE AGENDA ITEMS

1. Letter of support: Lehigh Quarry
2. Permitting process for heat pumps, solar panels, and battery storage
3. SVCE Tariff On-Bill Program
4. Presentation from Bidgely, Inc.

## ADJOURNMENT

Chair Delagneau adjourned the meeting at 8:36 pm.



**Meeting Date:** November 13, 2023

**Subject:** Commission Updates

**Prepared by:** Tania Katbi, Sustainability Coordinator

**Purpose**

The City Council have reviewed and changed many aspects of city commissions over the past several months and staff will now provide updates on these changes.

**Discussion**

This agenda report will cover the following items:

- Meeting frequency, commission composition, and powers/ duties
- Attendance & Participation, including remote attendance
- Workplan & Reporting
- Ad Hoc Subcommittees
- Council Liaisons
- Conflict of Interest
- Commission Reorganization
- Public Comment

Environmental Commission

The City Council reduced the meeting frequency from 12 meetings annually to 10. The commission composition has not changed.

Furthermore, the City Council adjusted the Powers & Duties to the following as outlined in LAMC 2.08.080:

“The Environmental Commission shall:

- A. Submit an annual report to council providing an update on the implementation of the Climate Action and Adaptation Plan (CAAP) as well as updates on any relevant environmental policy or programs;
- B. Review and provide recommendations for the implementation of the CAAP, including prioritization of CAAP action items. Make annual recommendations for changes or updates to the Plan;
- C. Annually provide recommendations to the council that affect the natural and built environment to inform policy, budget, and CIP prioritization;
- D. Serve as a forum for community input and engagement; and
- E. Perform other tasks and duties as assigned by the Council.”

### Attendance & Participation

The majority of commission members are required in person for meeting to take place. Commissioners must attend 75% of regularly scheduled meetings and may attend no more than 20% of meetings remotely. Should a commission member be remote, the Chair must ask Commissioner participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.

### Workplan & Reporting

Commissions will provide a workplan for approval to Council in the 1<sup>st</sup> Quarter of every calendar year and commissions will provide an annual report to Council at the joint meeting.

### Ad Hoc Subcommittees

Commissions can establish Ad Hoc Subcommittees and can no longer have standing subcommittees. These Ad Hoc Subcommittees:

- Do not require posting, meeting in public, staff support, or minutes,
- Must have specific topic and timeframe,
- Cannot be an area of continuing jurisdiction,
- Can only last one year maximum,
- Cannot be established in multiple years,
- Must report findings out to full Commission, and
- Will have commissioners serving on only one subcommittee at a time.

The motion of establishment must include that the Ad Hoc Subcommittee:

- Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
- Consists of less than a quorum of the Commission,
- Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
- Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
- Will not be re-established or renewed in multiple years, and
- Is advisory in nature and is not established to work on an item where continuing jurisdiction exists.

### Commissioner Liaisons

Commissions may assign individual Commissioners to act as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee. The full Commission should be updated in public. The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic. This liaison can be member of the public.

Council Liaisons

Council liaison's attendance is no longer required at every meeting. Council liaison will meet with Commission Chair and Staff liaison once per year at a minimum as well as at joint meeting. Council liaisons shall not direct, guide or unduly influence the policy making work of the City's advisory bodies.

Perceived Conflict of Interest

Per the Los Altos Handbook, "a perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner's private interests impact the official duties of the Commissioner, or influence his/her decision-making."

Commissioners must notify Staff liaison, disclose perceived conflict of interest before participating in discussion, and seek out advice from City Attorney or FPPC as necessary.

Conflict of Interest (Incompatible Activities)

Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.

It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest. The City Attorney should be consulted as early as possible on any matters regarding incompatible activities.

Commission Reorganization

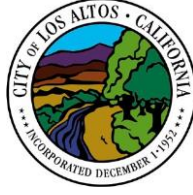
Commission appoints Chair and Vice Chair annually at the first meeting in October. No member of a Commission may serve consecutive terms as the chair so this role must change annually.

Providing Public Comment

Care should be taken to ensure that viewpoints expressed as public officials are consistent with City Council policy and the position of the majority of the Commission. Minority opinions are allowed but Commissioners acting in the role of a Commissioner should support actions taken by a majority of the Commission.

Unless speaking as the official spokesperson for the commission at a City Council or other public forum, commissioners should begin all written or verbal comments with "I am a commissioner for the [insert commission name here], but I am speaking on behalf of myself and my own personal beliefs."





**Meeting Date:** November 13, 2023

**Subject:** Dark Skies Ordinance

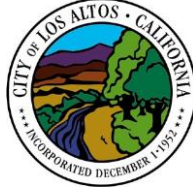
**Prepared by:** Tania Katbi, Sustainability Coordinator

### **Background**

On October 24, 2023, the City Council discussed the potential of adopting a Dark Skies Ordinance that would preserve the nocturnal environment in Los Altos. The City Council voted that the Environmental Commission assist City staff in exploring dark skies policies and bring back findings to Council for further review.

### **Discussion**

Staff to discuss and define the Commission's role and facilitate the formation of an Ad-Hoc Subcommittee.



**Meeting Date:** November 13, 2023

**Subject:** Lehigh Cement Plant Closure

**Prepared by:** Tania Katbi, Sustainability Coordinator

### **Background**

In August 2023, Santa Clara County and the Lehigh cement plant entered into an agreement to permanently shut down the plant.

Read more here: [October Town Crier Article](#)

### **Discussion**

Commissioners will discuss the Lehigh Cement Plant closure and draft a letter of a support for continued efforts.

Joe Simitian and team  
Santa Clara County Supervisor  
*Address..*

mmddy

Dear Supervisor Simitian and team,

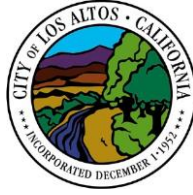
On behalf of Los Altos City Council, the Environmental Commission of Los Altos would like to offer our full support for your continued effort in the monitoring, negotiating and obtaining of firm commitments from Lehigh cement/Quarry and its parent company to cease cement production operation and to develop an acceptable restoration plan. We appreciate the tremendous efforts you and your team has taken on in the past decade:

- to effectively build evidence by collaborating with impacted communities and various environmental agencies.
- to track and demonstrate the harmful environmental impacts.
- for reaching a binding agreement to put a stop on cement production operation.
- to request development/submission of acceptable restoration plan for review.

We know the work is far from over and that a sound restoration plan must be developed. We must remain on track now and in the next decade so that the continued operation of production/transportation of the rocks and its impacts on air/water/noise pollution is monitored. We like to offer support in a way that would add value to your team and continue it even when you leave office at the end of 2024. We look forward to continuing the conversation on how we can support in the next steps of this process.

Best Regards,

Los Altos City Council  
Los Altos Environmental Commission



**Meeting Date:** November 13, 2023

**Subject:** Building Electrification / Solar Webpage Updates

**Prepared by:** Tania Katbi, Sustainability Coordinator

## Background

In late 2022, two electrification resource webpages were added to the Environmental Commission section of the City's website as a guide for residents interested in switching to electric. The webpage provides information on electric appliances, available rebates, solar panels and battery storage, and more.

## Discussion

Review proposed updates to both webpages, provided by Chair Delagneau.

### Building Electrification Resource Page

Changes to the rebate section:

- BayRen rebate for heat pump water heater is now \$400 instead of \$1,000
- BayRen rebate for heat pumps is now \$400 for ductless and central instead of \$1,000
- Bayren rebate for induction cooktop is now \$250 instead of \$750
- Whole building electrification from CA energy smart homes should read up to \$6,950 in 2023 and up to \$5,500 in 2024
- Multifamily low rise up to \$4,550 in 2023 and \$3,050 in 2024.

Changes/additions to Inflation Reduction Act section:

Addition of the different types of credits available:

- [Energy efficiency home improvement credits](#) for exterior doors, windows, skylights and insulation materials, central air conditioners, water heaters, furnaces, boilers and heat pumps, biomass stoves / boilers and home energy audits

- [Residential Clean energy Credits](#) for Solar, wind and geothermal power generation, Solar water heaters, Fuel cells, Battery storage

Credits can cover up to 30% of the expense incurred for qualified energy improvements until 2032.

### Residential Solar Resource Page

Changes to paragraph 2:

- Original language: The price of solar panels has come down significantly in the past 15 years. Thanks to the passing of the Inflation Reduction Act of 2022, [solar tax credits are being extended through 2034 and will start at 30%](#) and step down to 22% in the last year of the program. As a result, the cost of installing a new solar panel system can be paid back in less than 10 years<sup>1</sup>.
- Updated language: The price of solar panels has come down significantly in the past 15 years. Thanks to the passing of the Inflation Reduction Act of 2022, [solar tax credits start at 30%](#) and will step down to 22% only in the last year of the program<sup>1</sup>.