



## ENVIRONMENTAL COMMISSION MEETING AGENDA

6:00 PM - Wednesday, January 08, 2025

*Via Video Conference and In Person*

**IN-PERSON PARTICIPATION:** Members of the public may participate in-person at the Los Altos Community Center in the Sequoia Room located at 97 Hillview Ave., Los Altos, CA.

**REMOTE MEETING PARTICIPATION:** Members of the public may attend the meeting virtually via the link below, but will not be permitted to provide public comment via Zoom or telephone.

**<https://losaltosca-gov.zoom.us/j/84746058434>**

**Telephone: 1-669-444-9171 / Meeting ID: 847 4605 8434**

**PUBLIC COMMENT:** Public comments can be made verbally, in-person at the public hearing or submitted in writing prior to the meeting. Written comments can be mailed or delivered in person to the Development Services Department or emailed to [ECPublicComment@losaltosca.gov](mailto:ECPublicComment@losaltosca.gov).

Correspondence must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Comments provided after 2:00 p.m. will be distributed the following day and included with public comment in the Environmental Commission packet.

Public comment cannot be taken via Zoom or telephone.

### AGENDA

#### 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. The Commission Chair will announce the time speakers will be granted before comments begin. Please be advised that, by law, the Planning 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 noted on the agenda before any discussion or action.*

#### ITEMS FOR CONSIDERATION/ACTION

- 1. Meeting Minutes:** Approve minutes of the regular meeting of November 13, 2024.

#### INFORMATIONAL ITEMS

#### DISCUSSION ITEMS

2. **2025 Commission Updates:** Staff will provide an overview of commission guidelines and new updates.
3. **EV Fair (Electrification Event):** Receive updates from Vice Chair van Reis on the 2025 event.
4. **2022 GHG Inventory:** Staff will provide an update on the findings of the 2022 GHG Inventory.
5. **2025 Environmental Commission Workplan:** Commissioners will discuss and finalize the 2025 workplan in preparation for the joint meeting in February.

## COMMISSIONERS' REPORTS AND COMMENTS

6. **Council Meetings:** Report out on topics discussed at Los Altos Council Meetings relevant to the Environmental Commission.
7. **Ad Hoc Subcommittee Reports**
  - a. Building Electrification
  - b. Dark Skies/Bird Safety

## STAFF UPDATES

## POTENTIAL FUTURE AGENDA ITEMS

1. SVCE Update
2. CAL Water Update

## ADJOURNMENT

## SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Agendas, Staff Reports and some associated documents for the Environmental Commission items may be viewed on the Internet at <http://losaltosca.gov/meetings>.

MINUTES OF THE MEETING OF THE ENVIRONMENTAL COMMISSION OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, NOVEMBER 13, 2024, AT 6:00 P.M. IN PERSON AND TELECONFERENCE

### ESTABLISHING QUORUM

PRESENT: Chair Humayun, Vice Chair van Reis, Commissioner Hecht, Commissioner Weiden, Commissioner Nee, and Commissioner Lu

ABSENT: None

ATTENDEES: Tania Katbi (Management Analyst II)  
Nick Zornes (Assistant City Manager, Land Use)  
Jonathan Weinberg (Mayor)

### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Written public comments were provided.

### ITEMS FOR CONSIDERATION/ACTION

1. **Environmental Commission Minutes**

Approved minutes of the October 9, 2024, meeting.

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

The motion was approved (6-0) by the following vote:

AYES: Hecht, Humayun, Weiden, van Reis, Lu, Nee

NOES: None

ABSENT: None

### INFORMATIONAL ITEMS

2. **2025 Environmental Commission Meeting Dates**

No discussion or action taken for this item.

### DISCUSSION ITEMS

3. **General Outreach**

The commission approved the Outreach Plan as presented.

Action: Upon a motion by Chair Humayun, seconded by Vice Chair van Reis, the Environmental Commission approved the general outreach plan.

The motion was approved (6-0) by the following vote:

AYES: Hecht, Humayun, Weiden, van Reis, Lu, Nee

NOES: None

ABSENT: None

**4. Electrification Event (EV Fair)**

Suresh Venkatraman of GreenTown presented to the Commission regarding the current status of planning and recent developments related to the 2025 Electrification event.

**5. CAAP Implementation Roadmap & 2024/2025 Workplan**

Chair Humayan and Vice Chair van Reis presented the draft 2025 workplan for the Commission's consideration. Following a thorough discussion of the items, the Commission agreed to reconvene in January to finalize the workplan.

**COMMISSIONERS' REPORTS AND COMMENTS****6. Council Meetings**

Commissioners shared updates from Council meetings.

**7. Ad Hoc Committee Reports**

Commissioners provided updates on respective subcommittee topics.

**STAFF UPDATES**

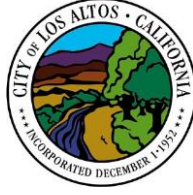
Staff informed the commission that David Recht is no longer able to participate as a commissioner.

**POTENTIAL FUTURE AGENDA ITEMS**

1. SVCE Update
2. CAL Water Update

**ADJOURNMENT**

Chair Humayan adjourned the meeting at 8:24 pm.



**Meeting Date:** January 8, 2025  
**Subject:** 2022 GHG Inventory Results  
**Prepared by:** Tania Katbi, Management Analyst II

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## Background

The City Council's Climate Action and Adaptation Plan (CAAP), specifically Goal 4.6C, mandates biennial updates of the City's Greenhouse Gas (GHG) emissions inventory to track progress against established targets. The last inventory was conducted in 2018. However, due to the COVID-19 pandemic, City staff and the Environmental Commission (EC) jointly decided to conduct an inventory for the year 2022 to ensure a more accurate reflection of GHG emissions.

## Analysis

Utilizing the ClearPath software as done so in previous inventories, staff conducted the 2022 inventory for the Community Sector. Based on ICLEI guidance and in keeping with the 2013 CAP, the sectors included in the 2022 Community inventory are:

- Transportation
  - On-road emissions
  - Off-road emissions
- Energy
  - Residential energy
  - Commercial energy
- Solid waste
- Water & wastewater

Staff utilized several data sources such as EPA's eGRID, local data sources from SVCE, PG&E, Palo Alto Public works, etc. to gather the necessary information.

Due to limited documentation of previous methodologies and availability of data sources, staff encountered challenges in replicating certain aspects of the inventory, particularly in the Energy and Water/Wastewater sector. Further analysis is required to improve accuracy for these sectors, but its impact on the overall inventory is minimal and does not impede the continuation of climate action planning.

The findings of this analysis are as follows:

COMMUNITY SECTOR	2018 ACTIVITY DATA	2022 ACTIVITY DATA	UNITS	ACTIVITY CHANGE	% CHANGE
Residential Electricity	80,391,486	76,031,756	kWh	4,359,730	5.73%
Residential Natural gas	6,640,225	6,645,808	therms	(5,583)	(0.08%)
Commercial Electricity	58,760,342	49,161,509	kWh	9,598,833	19%
Commercial Natural Gas	1,329,206	1,195,995	therms	133,211	11%
On-Road Transportation	166,865,877	197,635,123	VMT	(30,769,246)	(16%)
Off-road Transportation	6,725	15,074	MTCO <sub>2e</sub>	(8,349)	(55%)
Municipal Solid Waste	9,273	19,040	tons	(9,767)	(51%)

\*Water and Wastewater data are excluded from this table pending further review.

COMMUNITY SECTOR	2005 EMISSIONS	2018 EMISSIONS	2022 EMISSIONS	% CHANGE	EMISSIONS REDUCTION (MTCO <sub>2e</sub> )
Transportation/Mobile Sources	96,610	63,280	73,785	17%	(10,505)
Solid Waste	3,950	2,653	3,748	41%	(1,095)
*Water & Wastewater	2,250	1,063	832	(22%)	231
Commercial Energy	20,070	7,535	7,610	1%	(75)
Residential Energy	59,950	35,661	37,816	6%	(2,155)
<b>Community Total</b>	<b>182,830</b>	<b>110,192</b>	<b>123,791</b>	<b>43%</b>	<b>(13,599)</b>

\*Water and Wastewater data included in this table may be inaccurate and require further review.

The data reveals an overall community-wide emissions increase of 43% from 2018 to 2022, remaining below 2005 levels. This represents an increase of 13,599 CO<sub>2e</sub>. However, activity data shows some decreases in usage, indicating that further investigation is needed to fully understand the factors contributing to this emissions increase, as it may not be solely attributed to increased activity.

**Transportation:** The transportation/mobile sources sector remains the largest contributor to community emissions, increasing by 17% from 2018. This is likely due to an increase in vehicle miles travelled (VMT) for on-road vehicles and increased activity in off-road equipment.

**Solid Waste:** Emissions from this sector increased by 41% from 2018 to 2022. This increase is likely attributable to the inclusion of organics recycling as a separate data point in the 2022 inventory. In 2018, green waste and garbage tonnage were combined. The Mission Trail Waste Systems (MTWS) 2022 annual report indicates an increase in material generated (up 5% from 2021), primarily driven by an expansion of recycling and organics collection programs.

**Water & Wastewater:** This sector shows a significant 22% reduction in emissions, warranting further review to determine the cause of this change. One possible contributing factor could be major efficiency improvements in treatment processes.

**Commercial and Residential Energy:** Both the Commercial and Residential Energy sectors show slight emission increases, 1% and 6% respectively, despite a decrease in kWh usage. This discrepancy likely stems from a change in the calculation methodology since 2018.

This GHG inventory provides a comprehensive assessment of community-wide emissions for 2022. While significant progress has been made in reducing emissions since 2005, the overall trend shows an increase from 2018, with an estimated 13,599 MTCO<sub>2</sub>e increase. However, this analysis is based on the data provided and availability and may not capture all the nuances of emissions within the community.

**2025 Los Altos Environmental Commission Work Plan**

**CORE WORKPLAN**

**Powers and Duties B: Review and provide recommendations for the implementation of the CAAP**

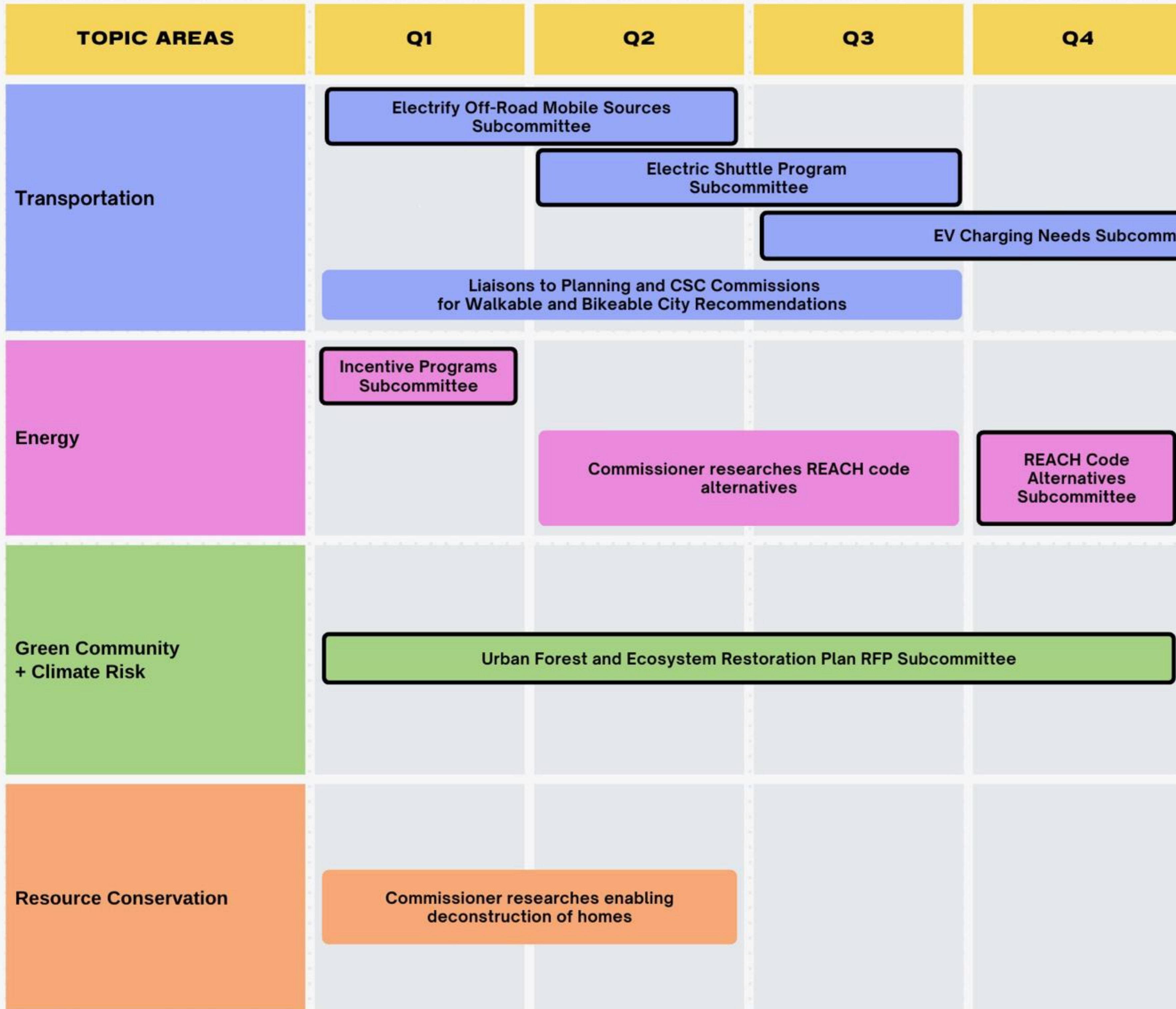
CAAP Focus Area	Goal	Projects	Anticipated Completion	Priority Source	Status	Assignment	Notes
Transportation	Electrify Transportation	Review EV Charging network efficacy Propose EV Charging Masterplan Develop EV incentivization program	Q4 2025	CAAP Action 1.4	Ongoing work	Ad-hoc Subcommittee (Q3-Q4) Sustainability coordinator	<ul style="list-style-type: none"> <li>• Outreach to assess community EV charging needs / where more is needed</li> <li>• Identify and Promote EV Supply Equipment incentives</li> <li>• Collaborate with various internal city staff and external stakeholders</li> </ul>
	Reduce Carbon Emissions by reducing VMT	Develop recommendations to promote a Walkable and Bikeable City in collaboration with Complete Streets and Planning Commissions	Q3 2025	CAAP Action 1.1	Planning	EC Liaisons to CSC and PC	<ul style="list-style-type: none"> <li>• Collaborate with CSC and staff to prioritize CSMP projects that reduce VMT</li> <li>• Collaborate with Planning Commission to develop guidelines and proposals to promote "15 min city" accessibility</li> </ul>
	Reduce Carbon Emissions by reducing VMT	Develop proposal for Electric Shuttle Program	Q3 2025	CAAP Action 1.3 + 1.4	Preliminary Discussion	Ad-hoc Subcommittee (Q2-Q3)	<ul style="list-style-type: none"> <li>• Expand on shuttle program laid out in Downtown Vision document</li> <li>• Collaborate with staff in Transportation / Public works</li> </ul>
	Electrify Transportation	Review EV Charging network efficacy Propose EV Charging Masterplan Develop EV incentivization program	Q4 2025	CAAP Action 1.4	Ongoing work	Ad-hoc Subcommittee (Q3-Q4) Sustainability coordinator	<ul style="list-style-type: none"> <li>• Outreach to assess community EV charging needs / where more is needed</li> <li>• Identify and Promote EV Supply Equipment incentives</li> <li>• Collaborate with various internal city staff and external stakeholders</li> </ul>
Energy	Reduce or Eliminate Methane Gas Use In Existing Buildings	Propose incentive Programs for Home Carbon Emission Reduction	Q1 2025	CAAP Action 2.3	Ongoing work	Ad-hoc Subcommittee (Q1)	<ul style="list-style-type: none"> <li>• Complete Ad-hoc Electrification Subcommittee task</li> <li>• Target water heaters, air conditioning units, stove tops</li> <li>• City sponsored monetary and non-monetary incentives</li> </ul>
	Require All-Electric New Buildings and Major Retrofits	Track 2025 Building Codes Research neighboring city actions Propose options for Reach Codes eg. NOX ordinance	Q4 2025	CAAP Action 2.2	Ongoing work	Commissioner Research (Q2-Q3) Ad-hoc Subcommittee (Q4) Sustainability coordinator (Q4)	<ul style="list-style-type: none"> <li>• Commissioner to research and report to EC</li> <li>• From Ad-hoc SC to propose plan of action and draft ordinance</li> </ul>
Green Community + Climate Risk	Expand Green Infrastructure for human and environmental health + mitigate physical risk	Propose scope and guidelines for Urban Forest and Ecosystem Restoration Master Plan Evaluate funding sources and budget Build RFP for Consultant	Q4 2025	CAAP Action 5.2 Supporting CAAP Actions 5.5, 6.1, 6.2	Preliminary Discussion	Ad-hoc Subcommittee (Q1-Q4) Sustainability coordinator (Q2-Q4)	<ul style="list-style-type: none"> <li>• Phase 1: Tree protection ordinance enacted in 2022</li> <li>• Phase 2: Canopy analysis and green spaces inventory</li> <li>• Phase 3: Set goals, budget, consultant expectations based on analysis</li> <li>• Help identify funding sources</li> <li>• Collaborate with Parks and Recreation Commission</li> <li>• Work with staff to frame RFP for consultant to build masterplan</li> </ul>
Resource Conservation	Resource Conservation Reduce Total Waste	Reduce waste from demolition, construction and building materials by requiring deconstruction rather than demolition	Q2 2025	CAAP Action 3.1C	Planning	Commissioner Research	<ul style="list-style-type: none"> <li>• Deconstruction recovers building materials for reuse, fosters circular economy</li> <li>• Work with Building Division to evaluate options for incentives and ordinance</li> <li>• Discuss future Design for Disassembly Guidelines with Planning Commission</li> </ul>

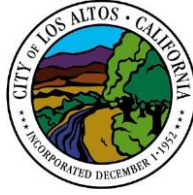


**2025 Los Altos Environmental Commission - Additional Activities Based on Assigned Powers and Duties**

POWER & DUTIES	Goal	Projects	Anticipated Completion	Priority Source	Status	Assignment	Notes
<b>Powers &amp; Duties B: Make annual recommendations for changes or updates to the plan</b>							
<b>Update CAAP</b>	Reduce Total Waste	Reduce consumption and waste: Add CAAP item addressing total waste	Q1 2025	CAAP Goal 3.1	Planning	City Council Resolution	<ul style="list-style-type: none"> <li>Reduce total waste hauled (organic, recycle and landfill)</li> <li>e.g. encourage compost in place; reduce and reuse strategies</li> <li>Reduces consumption and hauling energy used</li> <li>Add as 3.1D</li> </ul>
	Prioritize Green Landscaping	Improve Water Resilience: Add CAAP item encouraging permeable and/or green surfaces over hard landscaping	Q1 2025	CAAP Goal 5.1	Planning	City Council Resolution	<ul style="list-style-type: none"> <li>Increase green surfaces to aid natural water cycle</li> <li>Increase water permeation to ground water</li> <li>Add as 5.1C</li> </ul>
<b>Powers &amp; Duties C: Annually provide recommendations to the council that affect the natural and built environment to inform policy, budget, and CIP prioritization;</b>							
<b>Recommend to Council</b>	CAAP Implementation	Develop a staff task force for CAAP Implementation	Q1 2025	Powers & Duties Item C	Planning	Sustainability Coordinator	<ul style="list-style-type: none"> <li>Empower Sustainability coordinator</li> <li>Improve collaboration with other city departments</li> <li>Improve collaboration and unify goals for citywide plans and projects</li> <li>Ensure CAAP guidelines are prioritized in all city plans and projects</li> </ul>
	Foster green community	Propose Arbor Day celebration Apply for Tree City USA	Q1 2025	CAAP Action 5.2A	Planning	City Staff	<ul style="list-style-type: none"> <li>Allows access to some grants and build community pride</li> <li>Environmental Commission approved action if qualifications are met</li> <li>Staff to confirm Los Altos meets qualifications</li> </ul>
<b>Powers &amp; Duties D. Serve as a forum for community input and engagement</b>							
<b>Community Outreach</b>	Annual outreach at Electrification Fair	Collaborate with volunteer group to broaden EV fair to cover electrification and sustainability	Q2 2025	CAAP Action 1.4A	Ongoing	GreenTown lead volunteer group Sustainability Coordinator EC Liaison	<ul style="list-style-type: none"> <li>Support and provide guidance to Volunteer Group</li> </ul>
	Year-round outreach and communication	Implement outreach plan approved by Environmental Commission in Q4 2024	Q4 2025	Powers & Duties Item D	Planning	Commissioners	<ul style="list-style-type: none"> <li>Develop content and timeline for various outreach efforts</li> </ul>
	Educate and prepare for adaptation and Emergency response	Adaptation and emergency preparedness outreach	Q4 2025	CAAP Strategies 7 and 8	Planning	Commissioners Emergency Response Coordinator Resilient Los Altos	<ul style="list-style-type: none"> <li>Build community wide Climate Adaptation awareness</li> <li>Outreach to understand needs and concerns of citizens</li> <li>Identify and connect with vulnerable populations</li> <li>Support and advise Emergency Response Coordinator</li> </ul>

# Work Plan Gantt Chart





**Meeting Date:** January 8, 2025  
**Subject:** Commissioner City Council Assignments  
**Prepared by:** Tania Katbi, Management Analyst II

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Commissioner City Council Assignments based on the tentative 2025 City Council meeting calendar:

<b>Meeting Date</b>	<b>Assigned Commissioner</b>
January 14	Nee
January 28	Hecht
February 11	Humayun
February 25	Lu
March 11	Van Reis
March 25	Weiden
April 8	TBD
April 22	Nee
May 13	Hecht
May 27	Humayun
June 10	Lu
June 24	van Reis
July 8	Weiden
August 26	TBD
September 9	Nee
September 30	Hecht
October 14	Humayun
October 28	Lu
November 18	van Reis
December 2	Weiden
December 9	TBD