



ENVIRONMENTAL COMMISSION MEETING AGENDA

7:00 PM - Monday, April 10, 2023

Via Video Conference and In Person

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

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: 867 8708 1039, Passcode: 190803), or use this link <https://losaltosca.gov.zoom.us/j/86787081039?pwd=TzJQnZnT3hja0hscK9Vek1GQXF4UT09>

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. Please include a subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

Correspondence submitted in hard copy/paper 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 March 13, 2023.

2. Environmental Commission Work Plan (FY 23/24)

Discuss and approve the Environmental Commission Work Plan for FY 23/24.

INFORMATIONAL ITEMS**3. Environmental Commission Work Plan (FY 22/23)****a. Reach Codes**

Status update by staff.

b. Tree Protection Ordinance

Status update by staff.

c. MWENDO

Status update by staff.

d. Other Work Plan Items

Subcommittees to provide updates.

DISCUSSION ITEMS**4. EV Fair**

Status update by Planning Committee, followed by a discussion amongst Commissioners.

CITY STAFF UPDATES**COMMISSIONERS' REPORTS AND COMMENTS****POTENTIAL FUTURE AGENDA ITEMS****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.

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, MARCH 13, 2022, AT 7:00 P.M.
IN PERSON AND TELECONFERENCE**

ESTABLISH QUORUM

PRESENT: Chair Delagneau, Vice Chair Hecht, Commissioner Teksler, Commissioner van Reis, Commissioner Lu, Commissioner Weiden

ABSENT: Commissioner Humayun

ATTENDEES: Director Aida Fairman (Environmental Services and Utilities)
Tania Katbi (Sustainability Coordinator)
Casey Leedom (Sustainability Coordinator)

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

ITEMS FOR CONSIDERATION/ACTION

1. Environmental Commission Minutes

Approved minutes of the meeting of February 13, 2022.

Action: Upon a motion by Commissioner Weiden, seconded by Chair Delagneau, the Environmental Commission approved the minutes of the meeting of February 13, 2022.

The motion was approved (6-0) by the following vote:
AYES: Delagneau, Lu, Teksler, van Reis, Weiden, Hecht
NOES: None
ABSENT: Humayun
ABSTAIN: None

INFORMATIONAL ITEMS

2. Environmental Commission Work Plan

a. **Reach Codes**

Tania Katbi provided a status update, followed by questions and comments from the Commissioners.

b. **Tree Protection Ordinance**

Tania Katbi provided a status update, followed by questions and comments from the Commissioners.

Gary Hedden provided a public comment.

c. **MWENDO**

Tania Katbi provided a status update, followed by questions and comments from the Commissioners.

d. **Other Work Plan Items**

Chair Delagneau provided an update on the Electrification webpage. Commissioner van Reis provided an update on the EV Fair, followed by questions and comments from other Commissioners. Commissioner Tekslar provided an update on the Gas-Powered Leaf Blower ordinance, followed by questions and comments from other Commissioners.

Gary Hedden provided a public comment.

DISCUSSION ITEMS**3. Single-use Plastics**

Tania Katbi provided a status update, followed by a discussion amongst the Commissioners.

CITY STAFF UPDATES

Tania Katbi provided an update on the 4/21 City of Los Altos compost giveaway, the 4/15 household hazardous waste event, and the SVCE Decarbonization Demonstration grant.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioners provided updates from the 2/14, 2/21, and 2/28 City Council meetings and assigned Commissioners to attend the 4/11 and 4/25 City Council meetings. Chair Delagneau provided updates on the 3/28 City Council Meeting Agenda, BlocPower, and the Cool Block Program.

POTENTIAL FUTURE AGENDA ITEMS

1. EC Workplan 2023/24
2. Permitting process for heat pumps, solar panels, and battery storage
3. Gas-powered Leaf Blower Ban
4. Shoulder-Improvement Policy
5. SVCE Tariff On-Bill Program

ANNUAL ELECTIONS**4. Election of Chair and Vice Chair**

Action: Upon a nomination by Commissioner Weiden, the Environmental Commission re-elected Chair Delagneau as the Chair of the Commission for a term up to March 11, 2024, by a majority vote of the Commission.

The election of Chair Delagneau was approved (5-0) by the following vote:

AYES: Tekslar, Hecht, van Reis, Weiden, Lu

ABSENT: Humayun

NOES: None

Action: Upon a nomination by Commissioner Weiden, the Environmental Commission re-elected Vice Chair Hecht as the Vice Chair of the Commission for a term up to March 11, 2024, by a majority vote of the Commission.

The election of Vice Chair Hecht was approved (5-0) by the following vote:

AYES: Teksler, Delagneau, van Reis, Weiden, Lu

ABSENT: Humayun

NOES: None

ADJOURNMENT

Chair Delagneau adjourned the meeting at 9:04 P.M.



MEETING DATE: April 10, 2023

SUBJECT: Environmental Commission Work Plan (FY 23/24)

PREPARED BY: Casey Leedom, Sustainability Coordinator

REVIEWED BY: Aida Fairman, Director of Environmental Services and Utilities

BACKGROUND

The Environmental Commission Work Plan is intended to focus the Commission’s agenda items and align them with City Council priorities and to serve as a roadmap for projects and actions, as appropriate, during the 2023/24 fiscal year. The Commission will review the targets, projects, and status updates at each of its monthly meetings and review its priorities every six months.

The items shown in the attachment have been identified as potential items by City Staff and the Environmental Commission Chair for the 2023/24 Environmental Commission Work Plan.

The prioritization of the tasks in the Work Plan and target dates will be updated by staff as needed.

ACTION

Commission to discuss work plan priorities for FY 23/24. Commission and Staff to narrow the priority list down to a list that can be reasonably achieved in the next year. Commission and Staff will also identify concrete goals for each work plan item.

Priority #	CAAP Action Item	Overall Priority Item	Specific Goals
1	n/a	Tree Protection Ordinance	Adopt updated ordinance
2	5.1A	Water Conservation (MWENDO)	Adopt ordinance
3	3.1B	Single Use Plastics Ordinance	Conduct outreach; Adopt ordinance
4		Greening City Operations	
	4.3A	a. Fleet Electrification Planning	Complete SVCE Fleet Technical Assistance Program; Identify and apply for funding
	4.1A	b. Municipal Building Energy Audits	Complete BayREN Technical Assistance Program for Municipal Building Portfolio
	2.5B, 4.2A	c. Net Zero Standards for New City Buildings	
?	5.2A	Urban Forest Management Plan	Create RFP requirements and publish RFP
?		Emergency Management / Resilience	
	7.1B, 7.2C, 8.1A	a. Resilience Hubs	Evaluate existing municipal buildings / resilience hubs; identify potential improvements to building infrastructure and operations for extreme heat and wildfire smoke events or potential sites for resilience hubs.
	7.1A, 7.2B, 7.2C	b. Heat Safety and Air Quality Protocols	Evaluate existing heat safety and air quality protocols, make recommendations for policy updates.
?		Accelerate Existing Building Electrification	
	2.3A, 2.3B	a. Programming / Project Management Support to Electrify Existing Buildings	Contract with BlocPower for two-year pilot program.
	2.3A, 2.3B	b. Community Outreach	Contract with CCS or another firm to conduct community outreach around building electrification and other sustainability initiatives.
?	Overall CAAP Goal	GHG Inventory for 2020 and 2024 CAAP Progress Report	Conduct GHG Inventory for 2020 (City Staff); Compile and publish 2024 CAAP Progress Report (EC and City Staff)
?		Transportation	
	1.5A, 1.5B	a. DCFC Plan / Electric Vehicle Supply Equipment Master Plan	EVSE needs assessment (conduct or create RFP)
	1.5A, 1.5D	b. EV Infrastructure Grants	Identify and apply for funding to

			install Community EV Charging Infrastructure
	1.1C	c. New Parking Management Plan	
Ongoing Efforts			
	1.4A	2024 EV Fair	Plan and execute EV Fair for 2024. Adjust as needed based on 2023 EV Fair.
	n/a	Outreach and Education Efforts	EC to assist Staff as needed on outreach and education items.
	n/a	Update Environmental Commission Webpage on City Website	



MEETING DATE: April 10, 2023

SUBJECT: Reach Codes

PREPARED BY: Casey Leedom, Sustainability Coordinator

REVIEWED BY: Aida Fairman, Director of Environmental Services and Utilities

BACKGROUND

On September 6, 2022, City Council accepted staff's recommendations to (1) complete a cost effectiveness study based on the recommendations of the Environmental Commission on Reach Codes, (2) refer the recommended Codes to the California Energy Commission (CEC) for comment, (3) affirm or re-adopt the existing Reach Codes to continue after 12/31/2022, and (4) direct staff to review what other peer and local agencies have adopted with regards to Reach Codes after the new State Codes take effect on 1/1/23.

On February 13, 2023, staff presented their Reach Code recommendations to the Environmental Commission for comment and approval. The Commission approved staff's recommendations with amendments.

STATUS UPDATE

Staff reviewed and incorporated the Commission's suggestions as appropriate and will bring the final recommendations to City Council for a first reading on April 11, 2023. If City Council approves the Reach Codes as submitted, staff will submit the application to the CEC, where they have a period for review and comment. Following approval by the CEC, the Reach Codes will be filed with the Buildings Standard Commission (BSC), after which they go into effect.



MEETING DATE: April 10, 2023

SUBJECT: Tree Protection Ordinance

PREPARED BY: Casey Leedom, Sustainability Coordinator

REVIEWED BY: Aida Fairman, Director of Environmental Services and Utilities

BACKGROUND

Staff is working with a consulting firm to provide technical and policy recommendations to inform the update of the City's Tree Protection Ordinance and Street Tree Planting List and to create a Private Tree Planting List for replacement trees.

The Planning and Sustainability Division met with the consultant on February 15, 2023, to kick off the project, assess the current implementation process for the tree protection ordinance, and review goals for the updated ordinance. During this time, the consultant was able to ask questions of the Planning staff and learn more about the Tree Protection Permit Process. Furthermore, the challenges of the process were assessed, as well as the updated ordinance's objectives.

The Parks / Maintenance and Sustainability Divisions met with the consultant on February 22, 2023, to understand the Trees in the Public Right-of-Way Permit Process. Additionally, they discussed the challenges of the current processes and goals for the updated ordinance regarding trees in the public right-of-way.

STATUS UPDATE

The consultant provided a Draft Preliminary Tree List, including recommendations for Street Trees and Private Replacement Trees, on March 14, 2023. Staff distributed the List to other City Departments and the Environmental Commission Subcommittee for review and comment. In the coming week, staff will compile feedback and provide comments to the consultant.

The consultant continues to work on the remaining deliverables and is expected to complete their work in the coming months. Once recommendations for the Tree Protection Ordinance have been updated, City staff will bring these recommendations to the Environmental Commission Subcommittee before bringing them to the Environmental Commission.



MEETING DATE: April 10, 2023

SUBJECT: MWENDO

PREPARED BY: Casey Leedom, Sustainability Coordinator

REVIEWED BY: Aida Fairman, Director of Environmental Services and Utilities

BACKGROUND

In 2015, the Santa Clara County Water Efficient New Development Task Force (“Task Force”) was formed to develop a Model Water Efficient New Development Ordinance (MWENDO) for jurisdictions in Santa Clara County to adopt. MWENDO includes water efficiency measures for new development projects, which are intended to extend the region’s water supplies. In September 2018, the Santa Clara Valley Water District, on behalf of the Task Force, procured the technical assistance of a qualified sustainability consulting firm to finalize MWENDO, with input from Task Force representatives, the California Building Standards Commission, and the California Energy Commission.

City staff met in November 2022 with the EC subcommittee, Valley Water, and their contractor, Green Evolution, to get up to speed on MWENDO. City Staff also met internally with the Planning Division to review specific measures within the ordinance.

STATUS UPDATE

Green Evolution continues to update the Model Ordinance based on the recent California Building Standards Code cycle and will provide it to jurisdictions upon completion. In the meantime, staff will continue:

- Peer jurisdiction research to understand what other MWENDO measures neighboring cities have adopted,
- Reviewing the 2022 California Green Building Standards Code (Title 24, CALGreen) for regulations on water efficiency and conservation, and
- Verifying the City’s MWELO ordinance for overlap in requirements.

Staff will review the updated ordinance and meet internally to discuss critical changes. Staff will then move forward with additional research, meetings with the EC subcommittee and Planning and Building Divisions, and will provide recommendations.



MEETING DATE: April 10, 2023

SUBJECT: Environmental Commission Work Plan (FY 22/23)

PREPARED BY: Casey Leedom, Sustainability Coordinator

REVIEWED BY: Aida Fairman, Director of Environmental Services and Utilities

BACKGROUND

The Environmental Commission Work Plan is intended to focus the Commission’s agenda items and align them with City Council priorities and to serve as a roadmap for projects and actions, as appropriate, during the 2022/23 year. The Commission will review the targets, projects, and status updates at each of its monthly meetings and review its priorities every three to six months.

At the Environmental Commission’s regular meeting on August 8, 2022, the Commissioners discussed prioritization of the Commission’s Work Plan items upon request by staff. They put forth the following priorities (listed in order) for review by staff. City staff have updated “EV Fair” to Priority #5 and “Greening City Operations” to Priority #6.

1. Reach Codes
2. Tree Preservation Guidelines
3. Water Conservation (MWENDO), Implementation of CAAP priorities
4. Update Environmental Webpage on the City website
5. EV Fair
6. Greening City Operations
7. Assist staff with Outreach and Education Efforts
8. Single Use Plastics
9. Gas-Powered Off-Road Engines

The prioritization of the tasks in the Work Plan and target dates will be updated by staff as needed.

STATUS UPDATE

City Staff are primarily focusing on the first three items listed above per Council direction. City Staff have also progressed items #4, #5, and #6.

The subcommittees will provide updates on recent work related to the work plan.



MEETING DATE: April 10, 2023

SUBJECT: EV Fair

PREPARED BY: Casey Leedom, Sustainability Coordinator

REVIEWED BY: Aida Fairman, Director of Environmental Services and Utilities

BACKGROUND

Goal 1.4A of the Climate Action and Adaptation (CAAP) Plan recommends the following:

- Develop a yearly EV fair with participation from local dealerships and owners.
- Develop a map of the city charging network and available dedicated parking spaces.
- Create a webinar series on EV ownership.
- Promote all available incentive programs and encourage their use.

The goal is to increase education and awareness of available EV resources and incentive programs.

STATUS UPDATE

City staff have continued to meet with the EV Fair Planning Committee (Sybil Cramer, Jerry Pohorsky, and Ben White – Silicon Valley Chapter of Electric Vehicle Association, Suresh Venkatraman – GreenTown, and Commissioner Van Reis) to establish elements of the fair and coordinate next steps.

The event will be held at the Los Altos Community Center on June 3, 2023, from 10 am to 2 pm. The plan is to incorporate a ‘meet and greet’ model where EV owners will display their vehicles. Attendees can chat with EV owners, ask questions, and explore different features of the vehicles. There will be E-bikes on display, as well as informational booths and exhibits.

The Committee has confirmed informational booth vendors and EV owners for the EV Fair.

The Committee is working with the City Communications Team to create marketing materials and a plan for advertising the event. Thus far, the Committee plans to promote the event through multiple platforms: El Camino Real/San Antonio and Fremont/Grant banners, webpage, Town Crier, GreenTown Newsletter, social media, City Manager Weekly Update, school newsletters, neighboring jurisdictions’ newsletters, and informational fliers.

The Committee will share a presentation with updates on the EV Fair planning.

DISCUSSION

1. Environmental Commission / City of Los Altos Booth
 - a. Volunteer schedule for booth

- b. Outreach materials / other elements to share at the booth
- c. EV recruitment