



ENVIRONMENTAL COMMISSION MEETING AGENDA

7:00 PM - Monday, September 11, 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: 845 3961 8106, Passcode: 199213), or use this link:

<https://losaltosca-gov.zoom.us/j/84539618106?pwd=Q0ZwbU9GdFdLSFFTeTRWQ2NPdFRHQ09>

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 . 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 August 14, 2023.

2. **October Environmental Commission Meeting**

Discuss potential new date for the October Environmental Commission Meeting, due to City holiday.

INFORMATIONAL ITEMS

3. **Introduction: New Sustainability Staff**

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

DISCUSSION ITEMS

4. **Commission Annual Report**

Discuss the FY 22-23 commission accomplishments and annual report.

5. **Single-use Plastics Ordinance**

Discuss the Single-use Plastics Ordinance.

STAFF UPDATES

1. Receive information and announcements from City staff

COMMISSIONERS' REPORTS AND COMMENTS

1. Updates from Council Meetings
2. City Council Assignments (10/10, 10/24)

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.

ADJOURNMENTSPECIAL 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, AUGUST 14, 2023, AT 7:00 P.M.
 IN PERSON AND VIA TELECONFERENCE**

ESTABLISH QUORUM

- PRESENT:** Chair Delagneau, Vice Chair Hecht, Commissioner Teksler (Virtual Attendance), Commissioner van Reis, Commissioner Humayun, Commissioner Lu
- ABSENT:** Commissioner Weiden
- ATTENDEES:** Tania Katbi (Sustainability Coordinator)
 Nick Zornes (Director of Development Services)
 Councilmember Pete Dailey (Council Liaison)

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comment from Connie Miller.

CITY STAFF UPDATES

Director Nick Zornes reported on important updates.

ITEMS FOR CONSIDERATION/ACTION

1. Environmental Commission Minutes

Approved minutes of the meeting of June 12, 2023.

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

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

AYES: Delagneau, Hecht, Teksler, van Reis, Lu, Humayun

NOES: None

ABSENT: Weiden

ABSTAIN: None

2. Tree Protection Ordinance

Tania Katbi presented the recommendations, followed by questions and comments by commissioners.

Action: Upon a motion by Commissioner Hetch, seconded by Commissioner Lu, the Environmental Commission approved the recommendations with request to further review tree replacement ratio and native tree protection size with the consulting arborist.

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

AYES: Delagneau, Hecht, Teksler, van Reis, Lu, Humayun

NOES: None

ABSENT: Weiden

ABSTAIN: None

Public comment from Connie Miller and Gary Hedden (in person) and Jim Wing (written).

3. MWENDO

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

Action: Upon a motion by Commissioner Delagneau, seconded by Commissioner Hecht, the Environmental Commission approved the recommendation to defer MWENDO until the next cycle in 2025.

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

No public comment.

4. Commission Workplan

Tania Katbi provided a status update on the workplan followed by questions and comments by commissioners. Commissioners discussed prioritizing city fleet electrification, building greening, and the single-use plastic ordinance.

Action: Upon a motion by Commissioner van Reis, seconded by Commissioner Lu, the Environmental Commission approved the draft work plan for the FY 23-24.

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

No public comment.

INFORMATIONAL ITEMS

5. Commission and Handbook Updates

Tania Katbi provided an update on the Commission Handbook followed by questions and comments from the commissioners.

6. Other City Updates

Tania Katbi provided updates on the Cool Pavement Pilot Program, Self-Serve Compost Station Pilot Program, and the SVCE City Fleet Technical Assistance Program.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioners provided updates from the August City Council meetings and assigned Commissioners to attend the 9/12 (Vice Chair Hecht) and 9/26 (Commissioner Lu) City Council meetings.

POTENTIAL FUTURE AGENDA ITEMS

1. Letter of support for the decommissioning of the 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 10:35 p.m.



MEETING DATE: September 11, 2023

PREPARED BY: Tania Katbi, Sustainability Coordinator

SUBJECT: Commission Annual Report

The commission will discuss and review the FY 22-23 accomplishments compiled by Chair Delagneau and Vice Chair Tom Hecht. The annual report will be presented to City Council at a future date.

**Environmental Commission
2022/23 Accomplishments and 2023/24 Work Plan**

2022/23 Accomplishments

The EC worked across several initiatives in 2022/2023, as summarized below. The city lacked resources to support the commission for most of the year but hired two new sustainability coordinators in late September and October. We are optimistic that we can be more productive and efficient in the coming year with the now more experienced coordinators. The key focus items of the 2022/23 term included Reach Codes, EV education, Tree Protection, Building Electrification Information and Water Conservation.

Focus Area	Accomplishments
<u>Energy</u>	Reach Codes (Leads: Hecht, Teksler and Weiden): Held several meetings, conducted outreach (business and community), developed a resident survey, and presented recommendations to the council (study session in July and draft recommendations presented in September). The proposed reach codes were approved by the council in April 2023. Because of the 9 th circuit court decision on Berkeley gas ban, legal review is currently ongoing before further action.
	New Energy Resource Page (Leads: Delagneau, Humayun, Van Reis): Developed documents on building electrification (including solar panels and batteries), discounts, rebates, and tips for residents. Published a letter to the town crier to promote the new resource page. Page is accessible through the Environmental Commission page at https://www.losaltosca.gov/environmentalcommission/page/energy

Focus Area	Accomplishments
	<p>Building Electrification: Met with BlocPower to explore a potential pilot program to accelerate and facilitate residential building electrification.</p>
	<p>Resident Engagement and Outreach: Received a presentation from Community Climate Solutions (CCS) to evaluate a partnership for accelerating climate action. Explored the Cool City Challenge concept with the CEO of the Empowerment Institute.</p>
<p><u>Transportation</u></p>	<p>Electric Vehicle Fair (Lead: Van Reis): Collaborated with Greentown Los Altos, Silicon Valley EV association, and staff to organize the first Los Altos EV Fair on June 3rd. Showcased electric vehicles and educated residents on their benefits.</p>
	<p>Enforcement of GPLB Ordinance: Supported a proposal by Greentown to fine homeowners for operating gasoline-powered leaf blowers on their property. Also recognized the importance of additional education and outreach.</p>
<p><u>City Operations</u></p>	<p>Energy Audit of City Buildings: Initiated a collaboration with BayRen's technical assistance program to perform an energy audit of city buildings. Due to staff availability, further action will take place in 2023-24.</p>
<p><u>Resource Conservation</u></p>	<p>Water Conservation (Leads: Humayun, Lu, Van Reis): Received presentations from Cal Water and Santa Clara Water valley District on current conservation efforts and a proposed water efficiency ordinance (MWENDO). Work was initiated on MWENDO but is being reassessed since Santa Clara Valley District stopped</p>

Focus Area	Accomplishments
	updating the model ordinance. Council will be updated by staff in at upcoming meeting.
	Single-use Plastics Ordinance (Leads: Delagneau, Teksler, Weiden): A Single-Use Foodware accessories and condiments ordinance in compliance with AB1276 was approved by council in March 2023. The commission is considering a complete Single-Use Foodware and Foodware Accessories ban for 2023-24.
	Waste: Received a presentation on the Food Recovery Program (SB 1383).
<u>Green Community</u>	Tree Protection Ordinance (Leads: Humayun, Teksler, Lu): A new tree protection ordinance was developed with staff. Planning to present a draft ordinance to the council in September.
<u>Other</u>	State and Federal Climate Action: Received a presentation on new state legislation for building and transportation decarbonization. Reviewed state decarbonization targets.
	Lehigh Hansen and Stevens Creek Quarry (Lu): Regular updates provided on new developments and future actions related to the cement plant and quarry.

Focus Area	Accomplishments
	<p>2022 Beacon Spotlight Awards: 3 platinum level awards (gas reductions, Community and Agency GHG reductions) and one silver award (best sustainability practices) were received by the city from the Institute for Local Government.</p>

2023/24 work Plan

For 2023/2024, the EC will be focusing on a) very specific priorities as identified in the Los Altos CAAP and b) identifying for staff/council other potential environmental priorities for the City. The work plan below highlights these items.

REQUESTED RESOURCES: We're grateful for the addition of two Sustainability Coordinators at the end of last year. They will help us accomplish our goals and stay on target to reach carbon neutrality by 2035. However, a better definition of the interaction between staff and commission is needed to maximize our collaboration and make it more efficient.

Moreover, in the current context of current and future federal and state funding for electrification in general as well as climate adaptation, we believe that to access those grants council should discuss hiring a **dedicated Grant Manager** with successful experience applying for and getting both federal and state grants. He/she can be shared with other commissions such as the Complete Street Commission or Parks and Recreation. Short of receiving state or federal funding, we may not be able to complete some of the most important actions listed in the CAAP. Currently grant applications are done by the sustainability coordinators but we believe more expertise is required to be successful at this highly competitive grant process.

The commission has identified several actions for 2023/24. Three are being prioritized and additional actions listed in the table will be moved up the list based on progress or available grant. Additionally, the commission recommends that staff update our GHG inventory as soon as 2022 data is available. In addition, the commission is planning to hold a second EV Fair in Spring 2024.

Priority #	CAAP Action Item	Overall Priority Item	Specific Goals	Funding
1		Greening City Operations		
	4.3a	a. Fleet electrification planning	Complete SVCE Fleet Technical Assistance Program; Identify and apply for funding	Grant dependent for second phase (City EVs acquisition and EV charging infrastructure)
	4.1a	b. Municipal Building Energy Audits	Complete BayREN Technical Assistance Program for Municipal Building Portfolio	Building modifications based on audit will be grant dependent
2	3.1b	Single use plastics ordinance	Conduct outreach. Adopt ordinance	n/a
3		Accelerate Existing Building Electrification		
	2.3A, 2.3B	a. Programming / Project Management Support to Electrify Existing Commercial and residential Buildings	Program Planning / Grant Research	May be grant dependent based on scope.
	2.3A, 2.3B	b. Community Outreach	Contract with CCS or another firm to conduct community outreach around building electrification and other sustainability initiatives.	Budgeted FY23/24
n/a		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	n/a

			as 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.	n/a
n/a		Transportation		
	1.5A, 1.5B	a. DCFC Plan / Electric Vehicle Supply Equipment Master Plan	EVSE needs assessment (conduct or create RFP)	Grant Dependent
	1.5A, 1.5D	b. EV Infrastructure Grants	Identify and apply for funding to install Community EV Charging Infrastructure	Based on a.
n/a	Overall CAAP Goal	GHG Inventory for 2022	Conduct GHG Inventory for 2022 (City Staff); Compile and publish 2024 CAAP Progress Report (EC and City Staff)	
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: September 11, 2023

PREPARED BY: Tania Katbi, Sustainability Coordinator

SUBJECT: Single Use Plastics Ordinance

Background

The Environmental Commission and City Staff had completed prior work on a Single-Use Plastics Ordinance prior to COVID-19. Due to the pandemic, work was put on pause. The draft ordinance created in 2020 was based on the Santa Clara County Model Ordinance.

Staff have reviewed the work done by the Subcommittee, and due to the amount of time that has passed and the affects of the pandemic, staff have also been conducting their own research and meeting with neighboring jurisdictions. Staff met with the City of Cupertino to understand their process prior to adopting their Single Use Plastics Foodware Ordinance and will be conducting more meetings with other jurisdictions in the coming weeks.

Discussion

Staff will report out on information related to the Single Use Plastics Ordinance, present policy questions, and discuss next steps.