

## ENVIRONMENTAL COMMISSION MEETING AGENDA

7:00 PM - Monday, January 08, 2024

*Via Video Conference and In Person*

**PARTICIPATION:** Members of the public may participate by being present at the Los Altos Community Meeting Chambers at Los Altos City Hall located at 1 N. San Antonio Rd, Los Altos, CA during the meeting. Public comment is accepted in person at the physical meeting location, or via email to [ECPublicComment@losaltosca.gov](mailto:ECPublicComment@losaltosca.gov).

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

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

**Telephone: 1-669-444-9171 / Meeting ID: 816 7287 9521 / Passcode: 479222**

**SUBMIT WRITTEN COMMENTS:** Verbal comments can be made 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.

### 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, 2023

#### INFORMATIONAL ITEMS

#### DISCUSSION ITEMS

- [2.](#) **Dark Skies Ordinance:** Chair Hecht will report on dark skies and bird safe design policies.
- [3.](#) **Commission Meeting Schedule:** Review Environmental Commission Meeting Schedule for 2024
- [4.](#) **City Council Assignments:** Review Commissioner City Council meeting assignments for the year
- [5.](#) **Preparation for Work Plan and Joint Meeting:** Review the work plan and discuss possible topics for the joint meeting with the Council.

## STAFF UPDATES

## COMMISSIONERS' REPORTS AND COMMENTS

1. Updates from Council Meetings

## POTENTIAL FUTURE AGENDA ITEMS

1. SVCE Tariff On-Bill Program
2. Presentation Bidgely, Inc.
3. Parking Management Plan
4. Community Center Cafe

## 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>.

DRAFT MINUTES OF THE MEETING OF THE ENVIRONMENTAL COMMISSION OF THE CITY OF LOS ALTOS, HELD ON MONDAY, NOVEMBER 13, 2023, AT 7:00 P.M. IN PERSON AND TELECONFERENCE

## ESTABLISHING QUORUM

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

ABSENT: None

ATTENDEES: Tania Katbi (Sustainability Coordinator)  
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 Wieden, seconded by Chair Hecht, the Environmental Commission approved the meeting minutes with suggested modifications.

The motion was approved (7-0) by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

No public comment.

### 2. Commission Updates

Commissioners received additional updates on City Council changes to City Commissions, followed by questions and comments.

No public comment.

### 3. Election of Chair and Vice Chair

Commissioners elected a new Chair and Vice Chair to serve through September 2024.

Action 1: Upon a motion by Commissioner Teksler, seconded by Commissioner Humayun, the Environmental Commission elected Commissioner Hecht as Chair.

Action 2: Upon a motion by Commissioner Delagneau, seconded by Commissioner Humayun, the Environmental Commission elected Commissioner Humayun as Vice Chair.

The motion was approved (7-0) by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

No public comment.

## INFORMATIONAL ITEMS

### 4. Presentation on Building Permit Applications

The City's Building Official, Veronica Tinoko, presented on the building permit application process for solar panels and heat pumps followed by questions and comments from commissioners.

No public comment.

## DISCUSSION ITEMS

### 5. Dark Skies Ordinance

Staff and Commission discussed City Council's directive to assist staff in conducting research on Dark Skies policies and Bird Safe Design. Chair Hecht was assigned to start initial research, with potential help from Commissioner Weiden. Chair Hecht will report on the initial findings at the January EC meeting.

No public comment.

### 6. Lehigh Cement Plant Closure

Commissioners discussed the Lehigh Cement Plant closure and drafted a letter of support for City Council to sign.

No public comment.

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

Commissioners approved the proposed changes to the website.

No public comment.

## STAFF UPDATES

Staff provided updates on various Sustainability Division projects and other announcements.

## COMMISSIONERS' REPORTS AND COMMENTS

Commissioners provided updates from the September City Council meetings and assigned Commissioners to attend the 11/14 (Commissioner Teksler) 11/28 (Vice Chair Humayun) and 12/12 (Chair Hecht) City Council meetings.

**POTENTIAL FUTURE AGENDA ITEMS**

1. SVCE Tariff On-Bill Program
2. Presentation from Bidgely, Inc.
3. Parking Management Plan
4. Community Center Cafe

**ADJOURNMENT**

Chair Hecht adjourned the meeting at 9:35 pm.

**From:** [Mary Jane Edwards](#)  
**To:** [Public Comment - EC](#)  
**Subject:** Dark Sky& Bird Safe Design policies  
**Date:** Monday, January 8, 2024 1:50:47 PM

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This is to request that Los Altos implement both the Dark Sky and the Bird Safe Design policies.  
Thank you,  
Mary Jane Edwards  
Sent from my iPhone

**From:** [Agnes Caulfield](#)  
**To:** [Public Comment - EC](#)  
**Cc:** [Agnes](#)  
**Subject:** Public Comments for Dark Sky Environmental Commission Meeting  
**Date:** Monday, January 8, 2024 4:02:48 PM

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I am a Los Altos resident and writing to request the City of Los Altos implement Dark Sky **AND** Bird Safe Design policies for Los Altos. Several neighboring cities in the Bay area have Dark Sky and Bird safe Designs policies in place and this is the right time for Los Altos to implement these policies too.

Artificial light at night creates light pollution that negatively impacts birds, mammals, insects and even trees. Birds and insects are particularly impacted by artificial lights at night. The artificial lights interfere with their night migration because they become disoriented by light pollution.

Outdoor/artificial lighting can negatively impacts human health too. Some studies suggest that outdoor lighting at night can cause serious health issues in people including cancer. A Dark Sky policy would be smart for our community, the environment, reduce energy consumption and let residents enjoy the stars at night.

The City should also implement a Bird Safe Design policy for new construction and consider phasing in a retrofit program. This will further protects many birds from accidentally flying into windows.

Sincerely,  
Agnes Caulfield

**From:** [Shani Kleinhaus](#)  
**To:** [Public Comment - EC](#)  
**Cc:** [Dashiell Leeds](#); [Matthew Dodder](#); [James Eggers](#)  
**Subject:** Item 2 on tonight's agenda: Dark Sky and bird Safe Design ordinances  
**Date:** Monday, January 8, 2024 10:55:59 AM  
**Attachments:** [bird collision article mercury news 1-6-24 \(1\).pdf](#)  
[SCLP SCVAS joint letter to Los Altos Oct 23 2023.pdf](#)

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Dear members of the Los Altos Environmental Committee,

The Santa Clara Valley Audubon Society writes with the hope that you will study and advance Bird Safe Design for all structures as well as Dark Sky ordinances in Los Altos. With climate change and loss of biodiversity threatening bird life on earth, we should all do what we can to protect birds and our environment.

We attach a story from the Mercury news (published January 2024) as well as a letter we wrote jointly with the Sierra Club.

In addition, we have developed a Model Dark Sky Ordinance you can use, [https://docs.google.com/document/d/1SqIMHj8tZIUQeOPTfEtsxI5DMU2jcCEyX6HPgBI\\_ew/edit?usp=sharing](https://docs.google.com/document/d/1SqIMHj8tZIUQeOPTfEtsxI5DMU2jcCEyX6HPgBI_ew/edit?usp=sharing) (it includes references to Malibu, Brisbane, and Cupertino's Dark Sky Ordinances). The Sierra Club also provides a compilation of Bird-Safe Design Policy, which can help serve as a model for the Bird-Safety ordinance, here: [https://docs.google.com/spreadsheets/d/1sqcYqgZso7tQK7CCRbnmD-YYBx\\_Z0YMPz-WUrawrv5U/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1sqcYqgZso7tQK7CCRbnmD-YYBx_Z0YMPz-WUrawrv5U/edit?usp=sharing)

We are available to support this effort. Please feel free to contact us if you have any questions or concerns,

Shani Kleinhaus, Ph.D.  
Environmental Advocate  
Santa Clara Valley Audubon Society  
22221 McClellan Rd.  
Cupertino, CA 95014  
650-868-2114  
[advocate@scvas.org](mailto:advocate@scvas.org)





**From:** [Ann H.](#)  
**To:** [Tania Katbi](#)  
**Subject:** for Jan 8 Environmental Commission Discussion Item 2  
**Date:** Monday, January 8, 2024 12:20:35 PM

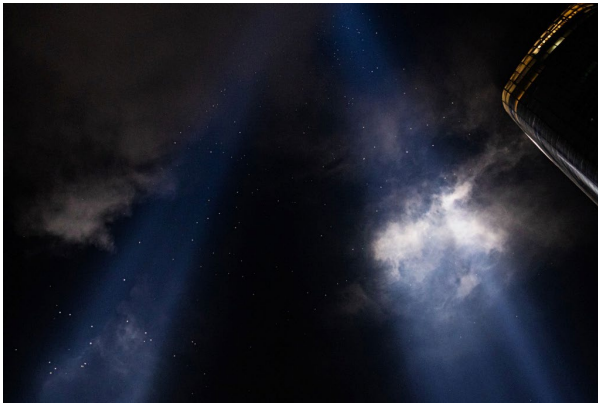
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Please forward this to the Environmental Commission for tonight's meeting, re:  
Discussion Item 2

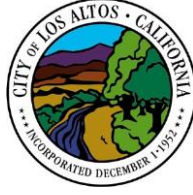
I am writing in support of Bird Safe Design and reduction of light pollution, in order to protect the migratory birds along with human health.

The attached link is an article written by my oldest (young adult) kid, and articulates well the dangers that light poses to birds.

regards,  
Ann Hepenstal  
South Los Altos resident



Up All Night at the 9/11 Tribute in Light, Looking  
Out for Birds  
[hellgatenyc.com](http://hellgatenyc.com)



**Meeting Date:** January 8, 2023

**Subject:** 2024 Meeting Schedule

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

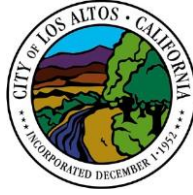
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The Environmental Commission holds its regular meetings on the second Monday of the month at 7:00pm in the Council Chambers.

Environmental Commission 2024 regular meeting dates:

- January 8, 2024
- February 12, 2024
- March 11, 2024
- April 8, 2024
- May 13, 2024
- June 10, 2024
- **July – No Meeting**
- August 12, 2024
- September 9, 2024
- **October 14, 2024 (City Holiday)**
- **November 11, 2024 (City Holiday)**
- **December 9, 2024 – No Meeting**

Staff and the Commission will review and discuss the regular meeting schedule.



**Meeting Date:** January 8, 2023  
**Subject:** Commissioner City Council Assignments  
**Prepared by:** Tania Katbi, Sustainability Coordinator

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Commissioner City Council Assignments based on the tentative 2024 City Council meeting calendar:

<b>Meeting Date</b>	<b>Assigned Commissioner</b>
January 9	Delagneau
January 23	Hecht
February 13	Humayun
February 27	Lu
March 12	Teksler
March 26	van Reis
April 9	Weiden
April 30	Delagneau
May 14	Hecht
May 28	Humayun
June 11	Lu
June 24	Teksler
July 9	van Reis
August 27	Weiden
September 10	Delagneau
September 24	Hecht
October 8	Humayun
October 22	Lu
November 12	Teksler
December 10	van Reis

**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>	<b>Reach Codes (Leads: Hecht, Teksler and Weiden):</b> 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 <sup>th</sup> circuit court decision on Berkeley gas ban, legal review is currently ongoing before further action.
	<b>New Energy Resource Page (Leads: Delagneau, Humayun, Van Reis):</b> 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 <a href="https://www.losaltosca.gov/environmentalcommission/page/energy">https://www.losaltosca.gov/environmentalcommission/page/energy</a>

Focus Area	Accomplishments
	<p><b>Building Electrification:</b> Met with BlocPower to explore a potential pilot program to accelerate and facilitate residential building electrification.</p>
	<p><b>Resident Engagement and Outreach:</b> 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><b>Electric Vehicle Fair (Lead: Van Reis):</b> 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><b>Enforcement of GPLB Ordinance:</b> 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><b>Energy Audit of City Buildings:</b> 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><b>Water Conservation (Leads: Humayun, Lu, Teksler):</b> 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.
	<b>Single-use Plastics Ordinance (Leads: Delagneau, Teksler, Weiden):</b> 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.
	<b>Waste:</b> Received a presentation on the Food Recovery Program (SB 1383).
<u>Green Community</u>	<b>Tree Protection Ordinance (Leads: Humayun, Van Reis, Lu):</b> A new tree protection ordinance was developed with staff. Planning to present a draft ordinance to the council in September.
<u>Other</u>	<b>State and Federal Climate Action:</b> Received a presentation on new state legislation for building and transportation decarbonization. Reviewed state decarbonization targets.
	<b>Lehigh Hansen and Stevens Creek Quarry (Lu):</b> Regular updates provided on new developments and future actions related to the cement plant and quarry.

Focus Area	Accomplishments
	<p><b>2022 Beacon Spotlight Awards:</b> 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)	
<b>Ongoing Efforts</b>				
	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		