



CITY COUNCIL STUDY SESSION AGENDA

6:00 PM - Tuesday, February 11, 2025

In-Person

SPECIAL MEETING AGENDA

PARTICIPATION: Members of the public may participate by being present at the Los Altos Council Chamber 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 PublicComment@losaltosca.gov.

RULES FOR CONDUCT: Pursuant to Los Altos Municipal Code, Section 2.05.010 "Interruptions and rules for conduct": Understanding that the purpose of the city council meetings is to conduct the people's business for the benefit of all the people, in the event that any meeting of the city council is willfully interrupted by a person or group of persons so as to render the orderly conduct of the meeting impossible, the mayor, mayor pro tem, or any other member of the city council acting as the chair may order the removal of the person or persons responsible for the disruption and bar them from further attendance at the council meeting, or otherwise proceed pursuant to Government Code Section 54957.0 or any applicable penal statute or city ordinance.

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. Public comment will be taken in-person, and members of the public may provide written public comment by following the instructions below.

<https://losaltosca-gov.zoom.us/j/87548421807?pwd=saYjfPKanMIX66W97W9vDXE1yJBrIC.1>

Telephone: 1-669-444-9171 / Webinar ID: 875 4842 1807 / Passcode: 621713

SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to PublicComment@losaltosca.gov. Emails sent to this email address are sent to/received immediately by the City Council. Emails sent directly to the City Council as a whole or individually, and not sent to PublicComment@losaltosca.gov will not be included as a public comment in the Council packet.

Please note: Personal information, such as e-mail addresses, telephone numbers, home addresses, and other contact information are not required to be included with your comments. If this information is included in your written comments, they will become part of the public

record. Redactions and/or edits will not be made to public comments, and the comments will be posted as they are submitted. Please do not include any information in your communication that you do not want to be made public.

Correspondence submitted in hard copy/paper format must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Comments provided in hard copy/paper format after 2:00 p.m. will be distributed the following day and included with public comment in the Council packet.

The Mayor will open public comment and will announce the length of time provided for comments during each item.

MEETING CALLED TO ORDER

CONFIRM QUORUM

DISCUSSION ITEM(S)

1. The City Council will meet with the following Commissions to discuss 2025 Commission work plans:
 - Environmental Commission
 - Library Commission
 - Historical Commission

ADJOURNMENT

SPECIAL NOTICES TO THE 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 72 hours prior to the meeting at (650) 947-2610.

2025 Los Altos Environmental Commission Work Plan

CORE WORKPLAN Powers & Duties B: Review & provide recommendations for the implementation of the CAAP

CAAP Focus Area	Goal	Projects	Anticipated Completion	Priority Source	Status	Assignment	Notes
Energy	Reduce or eliminate methane gas use in existing buildings	Propose incentive programs for residential carbon emission reduction	Q3 2025	CAAP Actions 2.3 & 2.4	Ongoing work	Ad-hoc Subcommittee + Sustainability coordinator	<ul style="list-style-type: none"> Propose and promote city incentives to electrify existing homes <ul style="list-style-type: none"> - 3rd part incentives - Additional targeted city sponsored monetary incentives - Budget \$50k/year for 3-5 years - City supported non-monetary incentives via Planning & Building Divisions Support 3rd party group hired by city <ul style="list-style-type: none"> - Promote electric water heaters, air conditioning units, stove tops, solar PV - Conduct multi scale community outreach - Budget \$70-100k Develop electrification ordinance for new construction & major remodels <ul style="list-style-type: none"> - Track 2025 Building Codes - Research REACH codes, NOx ordinance, other options - propose best path(s) forward and develop ordinance
	Require all-electric new buildings & major retrofits	Develop ordinance to promote all-electric homes (REACH Codes or similar)					
Green Community + Climate Risk	Expand green infrastructure for human & environmental health + Mitigate physical risk	Develop Urban Forest & Ecosystem Restoration Master Plan	Q4 2025	CAAP Action 5.2 Supporting CAAP Actions 5.5, 6.1, 6.2	Phase 1 done Phases 2 & 3 in planning	Ad-hoc Subcommittee + Sustainability coordinator	<ul style="list-style-type: none"> Incorporate fire safety & wildfire prevention techniques <ul style="list-style-type: none"> - Reference Santa Clara County Multijurisdictional Hazard Mitigation Plan - Reference Los Altos' General Plan Element Update of the Safety Element - Provide additional guidelines pertinent to the urban forest & ecosystem Phase 1: Tree protection ordinance (enacted in 2022) Phase 2: Canopy analysis & green spaces inventory (2025) <ul style="list-style-type: none"> - Community outreach to assess needs - Survey & evaluate consultants for analysis and outreach - Budget estimate \$100-150k Phase 3: Master Plan development (2025-26) <ul style="list-style-type: none"> - Set goals, scope, budget, based on analysis - Work with staff & consultant: budget estimate \$50-100k - Identify additional funding sources & grants for implementation Phase 4: Masterplan implementation (2026-35)

2025 Los Altos Environmental Commission Work Plan - Continued

CORE WORKPLAN
Powers & Duties B: Review & provide recommendations for the implementation of the CAAP

CAAP Focus Area	Goal	Projects	Anticipated Completion	Priority Source	Status	Assignment	Notes
Transportation	Electrify transportation	Lay groundwork for developing an EV Charging Master Plan	Q3 2025	CAAP Action 1.4	Ongoing work	Ad-hoc Subcommittee + Sustainability coordinator	<ul style="list-style-type: none"> Review EV Charging network efficacy - Outreach to assess community EV charging needs / where more is needed Identify & Promote EV Supply Equipment incentives - Collaborate with internal city staff & external stakeholders Estimate budget and outline RFQ to hire a specialist consultant
	Reduce carbon emissions by reducing VMT	<p>Promote a Walkable & Bikeable City</p> <hr/> <p>Develop proposal for Electric Shuttle Program</p>	Q4 2025	CAAP Actions 1.1, 1.3 & 1.4	Planning	EC Liaisons to CSC & PC	<ul style="list-style-type: none"> Collaborate with CSC and staff to prioritize CSMP projects that reduce VMT - Increase awareness/education on CSMP & CAAP - Identify and engage on areas of workplan overlap - Review where CSMP actions might conflict with CAAP & propose mitigation Collaborate with PC & Transportation / Public works staff to - Include VMT reduction goals in relevant City Plans - Consider walkability/bikeability for major development projects Develop guidelines & proposals to promote "15 min city" accessibility Expand on shuttle program laid out in "Downtown Vision" document - Access community needs and underserved areas of city - Evaluate potential implementation partners
Resource Conservation	Resource conservation Reduce total waste	Reduce waste from demolition, construction & building materials by requiring deconstruction rather than demolition	Q2 2025	CAAP Action 3.1C	Planning	Commissioner Research	<ul style="list-style-type: none"> Deconstruction recovers building materials for reuse, fosters circular economy Work with Building Department to evaluate options for incentives & ordinance Discuss future "Design for Disassembly Guidelines" with Planning Commission

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

Powers & Duties	Goal	Projects	Anticipated Completion	Priority Source	Status	Assignment	Notes
Powers & Duties B: Make annual recommendations for changes or updates to the plan							
Update CAAP	Review CAAP priorities	Reassess CAAP timelines Propose goal/action edits Adjust priority levels	Q4 2025	Power & Duties Item B	Planning	Ad-hoc Subcommittee	<ul style="list-style-type: none"> Per the municipal code, the EC should make "annual recommendations for changes or updates to the plan" Commissioners to review sections through the year & report to EC A subcommittee in Q4 to compile reports and propose changes to CAAP EC to bring any recommended updates to council at joint meeting
Powers & Duties C: Annually provide recommendations to the council that affect the natural & built environment to inform policy, budget, & CIP prioritization;							
Recommend to Council	CAAP implementation	Develop a staff task force for CAAP Implementation	Q1 2025	CAAP Goal 4.6	Planning	Sustainability Coordinator	<ul style="list-style-type: none"> Improve collaboration with other city departments Empower Sustainability coordinator to <ul style="list-style-type: none"> - Ensure CAAP guidelines are prioritized in all city plans & projects - Include CAAP implementation budget in annual fiscal planning Review additional staff/resource needs indicated in CAAP Appendix E
	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"> Allows access to some grants & builds community pride Approved by Environmental Commission in 2024 Staff to confirm Los Altos meets qualifications
Powers & Duties D. Serve as a forum for community input & engagement							
Community Outreach	Annual outreach at Electrification Fair	Broaden EV fair to cover electrification & sustainability	Q2 2025	CAAP Action 1.4A	Ongoing	EC Liason + Volunteer group	<ul style="list-style-type: none"> Support & provide guidance to Volunteer Group
	Year-round outreach & communication	Increase engagement with the residents of Los Altos	Ongoing	Powers & Duties Item D	Planning	Commissioners	<ul style="list-style-type: none"> Implement outreach plan approved by EC in Q4 2024 <ul style="list-style-type: none"> - Develop content & timeline for various outreach efforts - Assign liasons to key community groups to increase collaboration - Publish articles in local news papers & quarterly newsletters
	Educate & prepare for climate adaptation & emergency response	Adaptation & emergency preparedness outreach	Q4 2025	CAAP Strategies 7 & 8	Planning	Commissioners + Community groups	<ul style="list-style-type: none"> Build community wide Climate Adaptation awareness Outreach to understand needs & concerns of residents and businesses Identify & connect with vulnerable populations Support & advise Emergency Response Coordinator

2025 Los Altos Library Commission Work Plan

Goal	Projects	Anticipated Completion	Priority Source	Status	Assignment	Notes
Improve infrastructure	Improvements to main library building*	Summer 2025	City Council - Asset Management	In Progress	City staff in collaboration with Commission	City staff has identified design firm through RFP. Library Commission will be community forum space for RFP project.
Improve services	Research new services, programs, and events for library*	Spring 2025	Powers and Duties	In Progress		Through Commission work, County purchased six sensory headsets for pilot program that will be evaluated in Spring 2025. Explore other opportunities to create new services and programs.
Increase awareness	Explore targeted outreach to seniors, youth, and/or general public*	Fall 2025	Powers and Duties	In Progress		Explore other ways that the library can provide targeted services for key population groups in collaboration with partner organizations.
	Improve the Commission's presence	Spring 2025		In Progress	Ad-Hoc Subcommittee	Ad-Hoc Subcommittee was established at October 2024 meeting and will present in January 2025.
	Host community events at library	Summer 2025		In Progress	Ad-Hoc Subcommittee	Night at the Library Ad-Hoc Subcommittee is working with Library staff to coordinate event in new year. Providing feedback on Santa Clara County Library District Event Policy.
Enhance partnerships	Attend meetings for external community organizations	Ongoing	Powers and Duties	In Progress		Commission liaisons are regularly attending external organization meetings and reporting back to Commission.

*Aligns with County Library Strategic Plan

2025 Los Altos Library Commission Calendar

January 9	February	March 6	April	May 1	June
Joint Meeting	No meeting	Night at the Library	No meeting	Night at the Library	No meeting
Commission Update		Main Library Improvements		Main Library Improvements	
Woodland Library Patio		Sensory Headsets Pilot Next Steps		Work Plan	
Commission Presence		Targeted Outreach for Youth			
Work Plan					
Cindy Hill Recognition					

July	August 7	September 4	October 2	November	December
No meeting	Commission Presence	Work Plan	Election of Chair/ Vice Chair	No meeting	No meeting
	Main Library Improvements	Future Event Planning	Main Library Improvements		
		Targeted Outreach for Youth	Targeted Outreach		
			Work Plan		

HISTORICAL COMMISSION 2025 Work Plan

Goal	Projects	Due Date	Priority Source	Status	Assignments	Notes
Improve Awareness	Conduct the Margaret Thompson Essay Contest	Begins in December each year Ends in May each year	The priority is related to the Historic Commission's purpose to encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources	In Progress	The Commission and staff in coordination with the Los Altos History Museum Commissioner Atkinson is the primary commissioner assigned to work with staff	The Ice Cream Social is scheduled to take place on the same day as the first Council meeting in May.
Improve Awareness	Conduct the Historic Plaque program	Begins in December each year Ends in May each year	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources	In Progress	The Commission in coordination with City staff. Commissioner Adams is the primary commissioner assigned to work with staff	Staff will provide status report at the Historical Commission meeting in April.

Goal	Projects	Due Date	Priority Source	Status	Assignments	Notes
Improve Infrastructure	Rehabilitation of the Historic Landmark Apricot Orchard	No Due Date, the Goal is implemented year-round	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission’s purpose to encourage public knowledge, understanding and appreciation of the City's past, and foster civic and neighborhood pride.	In Progress	The Commission in coordination with City staff and the Los Altos History Museum.	
Review Historic Preservation Entitlements	Process and evaluate applications for, historical alteration permits or advisory review, historic landmark designation or historic resource designation and Mills Act applications	No Due Date, the Goal is implemented year-round	The priority is related to the Historic Commission’s purpose to (1) Safeguard the heritage of the city by providing for the protection of irreplaceable historic resources representing significant elements of its history; and (2) encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and	In Progress	The Commission in coordination with City staff	Evaluate and respond to applications for historic designation, as well as applications for permits related to historic alteration and historic advisory reviews. (All Commissioners)

Goal	Projects	Due Date	Priority Source	Status	Assignments	Notes
	Facilitate a forum for public discourse on the preservation of the City's heritage		sense of identity based upon the recognition and use of the City's historic resources.			
Improve Awareness	Historic Preservation Award	Begins in December each year Ends in May each year	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources.	In Progress	The Commission in coordination with City staff.	1) Review nominations and vote on the historic preservation award recipient at the April Historical Commission meeting. (All Commissioner 2) Staff will provide a status report at the Historical Commission meeting in April.

Goal	Projects	Due Date	Priority Source	Status	Assignments	Notes
<p>Improve Compliance with City program</p>	<p>Complete Quinquennial Inspections of Mills Act Properties</p>	<p>Begins in December each year Ends in May each year</p>	<p>The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission’s purpose to support the preservation, maintenance, and appropriate rehabilitation of the City's historic resources</p>	<p>In Progress</p>	<p>The Commission in coordination with City staff. Commissioner Coe is the primary commissioner assigned to work with staff</p>	<p>Review staff’s ongoing efforts on Mills Act compliance. Staff to provide annual report to the Historical Commission in the Spring.</p>
<p>Maintain Compliance with Certified Local Government Status</p>	<p>Complete Certified Local Government Report</p>	<p>April each year</p>	<p>The Certified Local Government Program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties. The priority is consistent with Goal 6 of the Community Design & Historic Resource Element of the General Plan. The Certified Local Government Program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties. The priority is consistent with Goal 6 of the Community Design & Historic Resource</p>	<p>In Progress</p>	<p>The Commission in coordination with City staff</p>	<p>Historical Commission reviews and approves CLG annual report (All Commissioners)</p>

Goal	Projects	Due Date	Priority Source	Status	Assignments	Notes
<p>Foster Partnership with Los Altos History Museum</p>	<p>Hold an annual joint meeting with the Museum Board of Directors</p> <p>Seek opportunities to partner with the Museum on historic education and outreach</p>	<p>Summer each year</p>	<p>The priority is related to the Historic Commission’s purpose to encourage public knowledge, understanding and appreciation of the.</p>	<p>In Progress</p>	<p>The Commission in coordination with City staff</p>	<p>Coordinate the annual joint meeting with the Museum Board of Directors</p> <p>Actively coordinate with the Los Altos History Museum on current and future education and outreach programs</p> <p>Coordinate with the Los Altos History Museum the establishment of an Apricot Orchard Festival</p>
<p>Advocate for Good stewardship of city-owned historic properties</p>	<p>Evaluate the current status of city-owned historic properties.</p>	<p>No Due Date, the Goal is implemented year-round</p>	<p>The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission’s purpose to support the preservation, maintenance, and appropriate rehabilitation of the City's historic resources.</p>	<p>In Progress</p>	<p>The Commission</p> <p>Commissioner Maguire-Negus is the primary commissioner assigned to work with staff</p>	<p>Evaluate the current status of city-owned historic properties.</p>