



ENVIRONMENTAL COMMISSION MEETING AGENDA

**January 14, 2026 - 6:00 PM
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.

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. 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. **Meeting Minutes: Approve minutes of the regular meeting of November 12, 2025.**

DISCUSSION ITEMS

2. **Recieve Commission Updates**
3. **Transportation: Recieve update from Commissioner Humayun**
4. **Building Electrification Updates**

5. **Review and approve 2026 Environmental Commission Workplan**

6. **Establish Ad-Hoc Subcommittees**

COMMISSIONERS' REPORTS

STAFF UPDATES

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO THE 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 WEDNESDAY, NOVEMBER 12, 2025, AT 6:00 P.M.
IN PERSON AND TELECONFERENCE

ESTABLISHING QUORUM

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

ABSENT: None

ATTENDEES: Tania Katbi (Management Analyst II)

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments provided by Gary Hedden.

ITEMS FOR CONSIDERATION/ACTION**1. Environmental Commission Minutes**

Approved minutes of the October 8, 2025, meeting.

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

The motion was approved (6-0) by the following vote:
AYES: Hecht, Humayun, Nee, van Reis, Weiden and Lu
NOES: None
ABSTAIN: Commissioner De Giuli

DISCUSSION ITEMS**2. Shared Mobility Update**

Commissioner Humayun provided updates from her research on this item. Report out to come in January.

3. Workplan Update

Commissioners discussed the 2025 workplan project status and began planning for 2026. Item to come back in January.

Public Comment provided by Andrea Wald and Maria Bautista.

4. Urban Forest: Wildfire Protection

Commissioner Humayun presented on the Altadena Fire followed by discussion.

5. 2026 Meeting Dates

Commissioners approved the 2026 meetings dates.

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

Commissioners shared updates from Council meetings.

7. Roundtable Progress Updates

Commissioners shared project updates.

Group	Topic	Commissioner
Working Pair	Residential Home Electrification	Hecht, Nee
Working Pair	Urban Forest	Lu, van Reis
Individual Work	Transportation	Humayun
Individual Work	Deconstruction	Humayun

STAFF UPDATES

Staff shared updates with the commission.

POTENTIAL FUTURE AGENDA ITEMS

1. CAL Water Update (Special Presentation)
2. GHG Inventory Follow-up (Staff)
3. Workplan Updates (All)
4. Artificial Turf Discussion (All)
5. Living Green Event Discussion (Humayun)
6. Native Grasses (van Reis) (Special Presentation)
7. Rainwater Harvesting (Lu) (Special Presentation)

ADJOURNMENT

Chair van Reis adjourned the meeting at 8:45pm.

COMMISSION HANDBOOK & UPDATES

Environmental Commission
January 14, 2026

MEMBERS & MEETING FREQUENCY

Environmental Commission		Recommended
# of Members	7	
# of Meetings per year	10	

POWERS AND DUTIES

The commission shall:

- Submit an annual report to council providing an update on the implementation of the Climate Action and Adaptation Plan (CAAP) as well as updates on any relevant environmental policy or programs;
- Review and provide recommendations for the implementation of the CAAP, including prioritization of CAAP action items. Make annual recommendations for changes or updates to the Plan;
- Annually provide recommendations to the council that affect the natural and built environment to inform policy, budget, and CIP prioritization;
- Serve as a forum for community input and engagement; and
- Perform other tasks and duties as assigned by the Council.

ATTENDANCE & PARTICIPATION

- Majority of members required *in person* for a meeting to take place
- Must attend 75% of regularly scheduled meetings (2 per calendar year)
- May attend 20% of meetings remotely (2 per calendar year)

ELECTION OF CHAIR & VICE CHAIR

- Chair and Vice Chair appointed annually at October meeting.
- No member of a Commission may serve consecutive terms as the chair

COUNCIL-COMMISSION JOINT MEETINGS

- Provide a workplan for approval to Council in Q1 of each calendar year
- Commissions provide an annual report to Council at the joint meeting

WORK PLAN

2025 Los Altos Commission Work Plan

Goal	Projects	Anticipated Completion	Priority Source	Status	Assignment	Notes
Overarching goal for Commission	Name of Project	When project is planned for review	Where this project comes from	What is the current status	Who has been assigned	Further information that will be useful to know

AD HOC SUBCOMMITTEES

- Must be Ad Hoc, cannot be standing
- May appoint Ad Hoc subcommittees, consisting of less than a majority of the body, to work on specific tasks.
- Should be focused on one specific topic and shall not last more than one year.
- Must comply with all aspects of the Brown Act, but do not require meetings to be posted or staff support.

AD HOC SUBCOMMITTEES

- Must have specific topic and timeframe
- Cannot be an area of continuing jurisdiction
- Cannot be established in multiple years
- Must report findings out to full Commission
- Commissioners can only serve on one subcommittee at a time

AD HOC SUBCOMMITTEES

The motion of establishment must include that the Ad Hoc Subcommittee:

1. Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
2. Consists of less than a quorum of the Commission,
3. Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
4. Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
5. Will not be re-established or renewed in multiple years, and
6. Is advisory in nature and is not established to work on an item where continuing jurisdiction exists

CURRENT SUBCOMMITTEES

- Building Electrification
- Urban Forest

WORKING PAIRS

- Unlike Ad Hoc Subcommittees which require a formal approval and are limited in time duration and scope, the Commission may assign Commissioners into working groups to provide research, information, fact gathering, prioritizing, or other activities related to the Commissions work plan.
- Working groups may consist of 1 or 2 Commissioners who are able to meet to discuss topics of interest to the Commission, prior to reporting back at an open meeting to the full Commission.
- The Commission may take action on the report or simply receive it.

WORKING PAIRS

- Working groups are designed to allow Commissions to work in a more flexible manner, to respond to requests, initiatives, or direction from Council, or to move work plans forward.
- There is no limit to the amount of working pairs a Commissioner can participate in at one time.

WHAT'S THE DIFFERENCE?

Ad-hoc Subcommittee

- Formal
- Focused on project
- Workplan development
- Example: Urban Forest Master Plan

Working Pairs

- Informal
- Component of plan or project
- Ex: Flyer for Electrification event

COMMISSIONER LIAISONS

- Commissions may assign individual Commissioners to act as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee.
- The full Commission should be updated in public
- The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic
- Can be member of the public

COUNCIL LIAISONS

- Council liaison will meet with Commission Chair and Staff liaison once per year at a min. in addition to the joint meeting
- Council liaisons shall not direct, guide or unduly influence the policy making work of the City's advisory bodies

CONFLICT OF INTEREST

Perceived Conflict of Interest:

- A perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner's private interests impact the official duties of the Commissioner, or influence his/her decision-making.

CONFLICT OF INTEREST

- Commissioners must notify Staff liaison
- Commissioner must disclose perceived conflict of interest before participating in discussion
- Commissioner should seek out the advice from City Attorney or FPPC

CONFLICT OF INTEREST

Incompatible Activities:

- Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.

CONFLICT OF INTEREST

- It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest.
- The City Attorney should be consulted as early as possible on any matters regarding incompatible activities or perceived conflicts of interest.



QUESTIONS

2026 Los Altos Environmental Commission Work Plan

Focus Area	Goal	Project	Expected Completion	Priority Source	Status	Assignment	Notes
Update CAAP	Review CAAP priorities	Reassess CAAP timelines Propose goal/action edits Adjust priority levels	Q1 2026	Power & Duties Item B	Not started	City Staff + Commission	- 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 - EC to bring recommended updates if any to council at joint meeting
Building Electrification	Promote electrification through incentives	Create a prioritized list of traditional electrification incentives and programs to assist in determining future municipal offerings.	TBD	<u>City Council Strategic Goal:</u> Environmental Sustainability, Public Safety CAAP Goals 2.3 & 2.4	Not started	City Staff + Commission	
	Encourage energy conservation measures in homes	Identify and rank residential energy-saving actions to align energy-reduction goals with financial incentives.	TBD	CAAP item 2.1B	Not Started	City Staff + Commission	
	Support Public Engagement at events	Table at electrification event	Q2 2026	CAAP Action 1.4A	Ongoing	City Staff + Commission	
Green Community + Climate Risk	Sequester carbon and improve environmental and human health	Provide advisory support for the Urban Forest & Ecosystem Health Project	TBD	<u>City Council Strategic Goal:</u> Environmental Sustainability, Public Safety CAAP Action 5.2 Supporting CAAP Actions 5.5, 6.1, 6.2	In Progress	City Staff + Commission	Commissioners to provide support as needed to Ecosystem health research and assessment to inform future urban forestry and greenspace efforts
	Reduce flood risk	Research and develop recommendations or provide advisory support to staff on artificial turf guidance	TBD	Council Direction CAAP Action 6.1C	Not started	TBD	Delivery of Sunnyvale guidance from their current study to determine start time