

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION OF THE  
CITY OF LOS ALTOS, HELD ON MONDAY, SEPTEMBER 9, 2013 AT  
7:00 P.M. AT LOS ALTOS COMMUNITY MEETING CHAMBERS,  
1 NORTH SAN ANTONIO ROAD,  
LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Eyre, Bray, Keller Reed, Hedden, Ardehali, Yuan

ABSENT: None

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

**ITEMS FOR CONSIDERATION/ACTION**

1. Commission minutes

Action: Upon a motion by Commissioner Ardehali, seconded by Vice Chair Hedden, the Commission unanimously approved the minutes of the meeting of August 12, 2013.

2. Los Altos Climate Action Plan

Accepted Draft Climate Action Plan with discussion and report by staff and PMC Consulting and approved recommendation to Council.

Action: Commission voted unanimously to recommend that the Council adopt the draft Climate Action Plan with the recommended staff changes and the follow additional recommendations:

- a. Allow exceptions to the net-zero energy standard (2.2E) for properties with limited solar access; and
- b. Include the use of a "dashboard" to share annual activity data (e.g., natural gas, electricity, water, waste, VMT) in association with staff annual reporting process

3. Environmental public information forums

Approved subcommittee composition of Vice Chair Hedden and Commissioners Keller and Ardehali. Subcommittee will meet and present ideas for opportunities, topics and methodology for public education and outreach.

**INFORMATIONAL ITEMS**

4. Monthly staff report

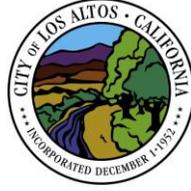
Received information and announcements from City staff and reviewed the 2013 Environmental Commission Work Plan.

**COMMISSIONERS' REPORTS AND COMMENTS**

**POTENTIAL FUTURE AGENDA ITEMS**

**ADJOURNMENT**

Chair Eyre adjourned the meeting at 9:15 p.m.



DATE: October 14, 2013

AGENDA ITEM # 2

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Environmental Public Information Forums

**RECOMMENDATION:**

Review and discuss opportunities, topics and methodology for public education and outreach

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**BACKGROUND**

The Environmental Commission Work Plan, Goal 1, is to provide community education outreach activities in accordance with the Council approved work plan goals to advance natural resource conservation and environmental quality in Los Altos.

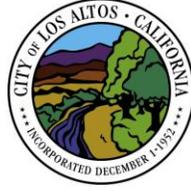
The Commission determines topics and opportunities for approved public forums related to sustainability. An example of public outreach activities were public forums held prior to the award of the waste disposal contract and a study to determine both Municipal and Community Green House Gas emissions for the City. Current outreach efforts include the design and analysis of a survey to the community to facilitate and gain public input for the Los Altos Climate Action Plan and coordination with the Climate Action Plan consultant firm and with the Community Development Department. An additional topic is single-use bags and issues involved with polystyrene products.

**DISCUSSION**

The Environmental Commission is continuing discussion regarding community education and outreach activities.

To that goal, a Commission subcommittee is exploring topic ideas and approaches on additional ways to engage the public via education and information forums, various outreach mechanisms. The subcommittee will guide this discussion.

The subcommittee is currently composed of Environmental Commission members Gary Hedden, Chris Keller and Zahra Ardehali. They will present an public education and information outreach plan for discussion.



DATE: October 14, 2013

AGENDA ITEM # 3

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** City Website

**RECOMMENDATION:**

Review and discuss City website and content on environment related topics

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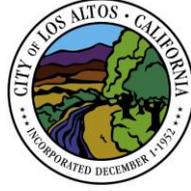
**BACKGROUND**

The Environmental Commission seeks to maintain environment website content with relevant, high value information in a manner that is visually pleasing, navigates well, and provides and serves the community. Content topics are:

- Recycling
- Hazardous Waste Disposal
- Greening an Event
- Greenhouse Gas Inventory
- Green Building
- Alternatives in Transportation
- Water Conservation
- Storm Water Protection
- Sustainable Eating
- Landscaping with Native Plants
- Tree Protection
- Local Creeks
- About the Commission
- City of Los Altos

**DISCUSSION**

Environmental Commissioners review the content of the website and will offer suggestions and edits. Commissioner Reed is leading this project.



DATE: October 14, 2013

AGENDA ITEM # 4

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Disposal and Management of Expanded Polystyrene (EPS) and Reusable Bags

**RECOMMENDATION:**

A. Receive staff report on status of public outreach for reusable bag ordinance and EPS

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**BACKGROUND**

The issue of restrictions on single use bags and polystyrene foam food containers was presented to the City Council at the January 10, 2012 Council meeting as a strategy to help mitigate effects of litter in storm water. City Council authorized staff to submit the City of Los Altos' Baseline Trash Load and Short-Term Trash Load Reduction Plan to the San Francisco Regional Water Quality Control Board. This Plan lists trash control measures that the City of Los Altos will need to implement in order to reduce the City's trash loads 40% by July 2014 as required by the Municipal Regional Storm water Discharge NPDES Permit (MRP). Two such control measures include prohibiting dispensing single use plastic bags at the checkout stands of retail establishments and prohibiting the use of polystyrene foam food containers at food service facilities.

During City Council meeting in January, February and March 2013, Council took action on staff recommendations and approved ordinances for the ban on plastic bags and approved proposals for public outreach and information to the community.

**DISCUSSION**

On January 8, 2013, the City of Los Altos City Council authorized staff to prepare an ordinance regulating the use of expanded or extruded polystyrene (EPS) food foam containers. Los Altos is one of several cities in Santa Clara County that have chosen to participate in a regional effort to reduce environmental impacts related to EPS foam food service container-ware. The objective of the ordinance, if adopted, would prohibit food vendors from providing prepared food or beverages in disposable food service container-ware made from EPS. This would significantly reduce foam food container-ware in urban litter and the amount that reaches local water ways and ultimately, San Francisco Bay and the Pacific Ocean.

The City of San Jose acted as the Lead Agency in the California environmental Quality Act (CEQA) process and Los Altos, like all other participating jurisdictions, are "responsible

agencies” in this effort. The purpose of a regional approach is to ensure uniform, consistent regulations over a broader geographical area. This strategy provides several benefits including consistency for consumers and retailers and a level playing field for competing businesses in neighboring communities.

The City of San Jose has completed the Initial Study and Negative Declaration and adopted the resolution and ordinance. San Jose’s action saved the City of Los Altos time and money since the City of San Jose already had a consultant on board and the County’s Recycling & Waste Reduction Commission (RWRC) provided funds to include the participating cities in the Initial Study.

City staff is preparing an ordinance regulating the use of the polystyrene foam food container-ware by restaurants and food service establishments to be presented to the City Council at the December 10, 2013 meeting.

Public education is part of the lead-up activities for the community and food services establishments. Staff can use assistance from the Environmental Commission to:

1. Visit food service establishment (FSE) to determine if alternatives are needed to EPS products and to survey what products are being used
2. Invite ESEs to participate in a Vendor Fair on November 4, 2013. Los Altos FSE owners/managers that still use EPS can attend this event to look at alternative products if they are interested.
3. Identify community volunteers who can assist staff in this effort

Staff will work with the volunteers to prepare them for these activities.



DATE: October 14, 2013

AGENDA ITEM # 5

**TO:** Environmental Commission

**FROM:** J. Logan, Staff Liaison

**SUBJECT:** Monthly Staff Report

**RECOMMENDATION:**

Receive information and announcements from City staff

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**BACKGROUND**

Staff monthly updates will be discussed as listed below.

**DISCUSSION**

1. Updated Work Plan and assignments
2. No Environmental Commission meeting on November 11, 2013 – Veterans Day
3. Council Reports and Council Meeting Attendance
  - October 22, 2013 - Commissioner Bray
  - November 12, 2013 – Commissioner Keller
  - November 26 - Commissioner Yuan
  - December 10, 2013 – Commissioner Hedden

**Attachment:** Environmental Commission 2013/14 Work Plan (September, 2013)

**ENVIRONMENTAL COMMISSION**  
**2013/14 Work Plan**  
(Sept. 2013)

<b>Goal</b>	<b>Projects</b>	<b>Assignments</b>	<b>Target Date</b>	<b>Status</b>
Community education and outreach	City website – Environment information	<ul style="list-style-type: none"> <li>Identify information gaps and update content (Reed, staff). Migrate to new City website</li> <li>Revise document recommending healthy and sustainable chemicals/products used inside and outside the home (Ardehali)</li> <li>Develop web info on fostering local birds (Eyre)</li> </ul>	Dependent on City timetable Est. Aug 2013  Est. Fall 2013  Est. Fall. 2013	Reed served as Community Focus Group member  In progress  In progress
	Public information forums to the community (quarterly or tri-annually)	<ul style="list-style-type: none"> <li>Develop proposal for initial event (Ardehali, Hedden, Keller)</li> </ul>	Fall 2013	Hedden, Keller, Ardehali to develop proposal
	City performance Dashboard	<ul style="list-style-type: none"> <li>Identify parameters and sources of information (Bray)</li> </ul>	TBD: Dependent on CAP timetable	Developed and waiting for approval of CAP Report
Climate Action Plan	Aid in developing, Public input to a Los Altos Climate Action Plan	<ul style="list-style-type: none"> <li>Determine next steps after Council approves 2020 goal (Eyre, Bray, Hedden)</li> </ul>	Council action Dec. 10, 2013	EC will make assist with public education and outreach

Watershed stewardship	Signage on bridges over local streams	<ul style="list-style-type: none"> <li>Take photos of bridges over streams and recommend where creek signage should be placed (Eyre, Keller)</li> <li>Review plans for creek signage on new Fremont Ave bridge over Permanente Creek when design is finalized</li> </ul>	<p>Done</p> <p>Under design by Engineering Dept.</p>	<p>Staff preparing signs and installation</p> <p>On hold pending engineering</p>
	Stream water quality	<ul style="list-style-type: none"> <li>Receive status of new SCVURPPP study data on water quality of local streams</li> <li>Incorporate stream quality data into Dashboard (Bray)</li> <li>Review Storm Drain Master Plan when released. Encourage labeling of storm drain inlets with signage that specifies the recipient stream</li> </ul>	<p>Data not available for local level Report in progress</p> <p>Engineering Report in progress</p>	<p>In Progress</p> <p>In Progress</p>
Solid waste diversion and source reduction practices	MTWS diversion rate	<ul style="list-style-type: none"> <li>Staff to provide suggestions for next steps</li> </ul>	Pending report	On hold
Restrictions for use of selected environmentally-harmful products	Single use plastic bag ban	<ul style="list-style-type: none"> <li>Provided community outreach</li> </ul>	Done	Assisted with outreach and educ. efforts
	Expanded polystyrene (EPS) ban	<ul style="list-style-type: none"> <li>City is participating with City of SJ in EIR process</li> </ul>	Waiting ordinance and Council action Dec 10, 2013.	Assistance with outreach and educ.
Green business practices	Green purchasing and operational practices	<ul style="list-style-type: none"> <li>Investigate applicability of Green Business Initiative program to Los Altos businesses</li> </ul>	Under discussion	Project under discussion