

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

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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 <ul style="list-style-type: none"> Outreach to assess community EV charging needs / where more is needed Identify & Promote EV Supply Equipment incentives <ul style="list-style-type: none"> Collaborate with internal city staff & external stakeholders Estimate budget and outline RFQ to hire a specialist consultant
	Reduce carbon emissions by reducing VMT	Promote a Walkable & Bikeable City Develop proposal for Electric Shuttle Program	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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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