



TO: MEMBERS OF THE PLANNING & TRANSPORTATION COMMISSION

FROM: HILLARY GITELMAN, DIRECTOR, PLANNING AND COMMUNITY ENVIRONMENT

DATE: MAY 31, 2017 REGULAR MEETING

**SUBJECT: AGENDA ITEM NUMBER 1B – COMPREHENSIVE PLAN SUBCOMMITTEE
PROCESS AND SCHEDULE**

This memo is intended to supplement and update information in your packet regarding the PTC's review of the Comprehensive Plan Update. At an earlier meeting, the Commission discussed its plan to create subcommittees to conduct its review of the Comprehensive Plan Update when the draft plan is referred to the Commission for review. Since then, the PTC has met with the City Council in joint session, where this subject was referenced, and City staff has been able to clarify the process set forth in the operable section of the Municipal Code.

Staff is hoping the Commission can again have a brief discussion about its review of the Comprehensive Plan Update this summer, and this memo provides recommendations and meeting dates based on the Commission's last discussion. Staff is requesting that the City Council refer the draft plan to the PTC on June 12, after which staff will make any requested changes and transmit the document to the PTC on or before June 30, 2017. This would enable the PTC to start its review.

PTC's Review Responsibility

Section 19.04.010 of the Palo Alto Municipal Code states that the planning commission "*shall have the primary duty to prepare, adopt, and recommend to the City Council for their adoption, a long range, comprehensive general plan...*" and subsequent sections of the Code specify relevant duties and procedures.

The City Council initiated the update of the Comprehensive Plan in 2006 and the PTC prepared changes between 2008 and 2014, ultimately transmitting their recommendations to the City Council in April of 2014. Upon receipt of the PTC's recommendations, the City Council elected to make additional changes, creating a Citizens Advisory Committee to engage in further dialog and community outreach to inform the Council's amendments.

Section 19.04.080 of the Municipal Code describes two processes for adoption of a Comprehensive Plan Update and reflects the State law as it existed in 1955. Former Government Code sections 65501 through 65510 apply to updates initiated by the PTC, while former Government Code sections 65511 through 65513 apply to updates initiated by the Council. The procedures are very similar in both instances: the PTC must hold at least one public hearing prior before making a recommendation to the Council. Where the PTC has initiated an update, Council amendments are referred back to the PTC for a 45 day review period; where the Council has initiated an update, Council amendments are referred to the PTC for a 90 day review period. In both cases, once this review period is complete, the City Council may ultimately adopt an update to the Comprehensive Plan at a noticed public hearing (former Gov. Code Section 65514).

This process is similar to the one under current State law, which provides that the Planning Commission shall make a recommendation to the City Council on proposed Comprehensive Plan amendments, for adoption by the City Council. Under current State law, however, the Planning Commission has only 45 days after council referral to submit its report. As explained above, the prior law incorporated into the Municipal Code provides the PTC with a review period of up to 90 days.

As noted above, staff is requesting that the City Council refer the draft Comprehensive Plan Update to the PTC on June 12, 2017, and that the Council's referral would be effective (and the PTC's review period would start), when the document is transmitted to the PTC on or before June 30, 2017.

Suggested Approach to PTC Review

- Staff will review the subcommittee structure and schedule with the PTC on May 31 and ask the Chair to appoint subcommittee members.
- Once the Council refers the draft plan to the PTC (expected on June 12), staff will revise the draft plan to reflect the Council's input and transmit the document to the PTC with background materials on or before June 30.
- The PTC would commence its review with a July 12, 2017 Orientation Meeting, where staff would provide an overview of the Comprehensive Plan Update history, organization, major issues, and legal requirements. We could also review the process for we're using for the PTC's review once again.
- Subcommittees would be established for the purpose of framing recommendations for the full PTC. The PTC's recommendations will take the form of motions with a list of recommended adjustments/changes rather than in the form of tracked-changes versions of the draft Plan.
- The Subcommittees would be asked to complete their work one week before the PTC meeting on individual elements/sections of the plan, as shown in the table below. If subcommittee members would like to meet more than once, they should schedule their additional meetings before the dates shown here and alert staff so staff can participate if feasible.
- Subcommittee members will have copies of the PTC staff report on their elements/sections of the plan prior to their final meeting. The staff report will help the subcommittee's work by

identifying key issues. This will make it easier for the subcommittee members to frame the key issues, comments and potential policy changes that the entire PTC should address at their Regular meeting. The goal is for the subcommittees to draft motions to guide the PTC’s discussion of individual elements. The product of the subcommittee meetings is a brief memo that outlines the subcommittee’s proposed motion(s).

Subcommittee meetings are tentatively scheduled for 1.5 to 2.0 hours on Tuesday afternoons, as shown in the table below. These meetings are intended to identify major policy issues and comments vs. editing the Elements. Subcommittees have two members, ideally representing different perspectives.

Table 1. PROPOSED SCHEDULE FOR PTC REVIEW OF THE COMPREHENSIVE PLAN UPDATE

DATE	ACTION
Tuesday, May 31	Meet with the PTC to discuss the subcommittee schedule and request the Chair to appointment members ¹
Monday, June 12	City Council Referral of the Comp Plan to the PTC
Friday, June 30	Staff transmits the plan to the PTC with background information ²
Wednesday, July 12	PTC meeting –Comprehensive Plan Update Orientation
Tuesday, July 18	Subcommittee on Land Use and Transportation Elements
Wednesday, July 26	PTC meeting- Land Use and Transportation Elements
Tuesday, August 1	Subcommittee on Safety and Natural Environment Elements
Wednesday, August 9	PTC meeting-Safety and Natural Environment Elements
Tuesday, August 15	Subcommittee on Community Services and Business & Economics Elements
Friday, August 18	Staff transmits the Final EIR to the PTC
Wednesday, August 30	PTC meeting: -Community Services and Business & Economics Elements,
Wednesday, September 13	PTC meeting - Introduction, Governance and Implementation Chapters, Recommendation to the City Council on the Comp Plan and Final EIR

Notes:

- (1) Subcommittee appointments should attempt to balance perspectives and be cognizant of Commissioners’ availability/travel plans over the summer.
- (2) The 90-day review would start June 30, so a final meeting could be scheduled for September 27 if necessary.