



Planning & Transportation Commission Action Agenda: May 11, 2022

Council Chambers & Virtual
6:00 PM

Call to Order / Roll Call

Approximately 6:02 pm

Chair Lauing called the meeting to order and requested Staff conduct the roll call.

Madina Klicheva, Administrative Assistant, called the roll and announced all Commissioners were present.

Rachael Tanner, Assistant Director, read the procedures on how members of the public can participate in the meeting either via Zoom or in person.

Oral Communications

The public may speak to any item not on the agenda. Three (3) minutes per speaker.^{1,2}

Chair Lauing invited members of the public to provide comments on items not on the agenda.

Kerry Yarkin stated the Planning Department is responsible for all permits and conformance to the City's Municipal Code for all structures in Palo Alto. Regarding the Variance for Castilleja's Expansion Project, she referred to the Dudek Report of November 2021 which highlighted the square footage of the existing structures. Once the five non-conforming buildings are demolished and if the Variance is granted, Castilleja will receive an extra 47,300-square feet which is a glaring mistake that has to be corrected. The Variance should have been heard at a separate hearing and the Planning and Transportation Commission (PTC) should have deliberated it.

Agenda Changes, Additions and Deletions

The Chair or Commission majority may modify the agenda order to improve meeting management.

Chair Lauing inquired if there were any agenda changes, additions or deletions.

Rachael Tanner, Assistant Director, stated there were no changes from Staff.

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1 **City Official Reports**

2 1. Directors Report, Meeting Schedule and Assignments

3 Rachael Tanner, Assistant Director, mentioned there has been an increasing trend of COVID-19
4 cases in the State and invited folks to take extra precautions.

5 Sylvia Star-Lack, Transportation Manager, introduced Rafael Rius, a Senior Transportation
6 Engineer with the City, and announced he will be the liaison to the PTC. Also, the month of May
7 is bike month and Bike To Wherever Days ran through the whole month. Local volunteers ran
8 three energizing stations on May 20, 2022, and May 21, 2022, with information, gifts, and
9 snacks.

10 Rafael Rius, Senior Transportation Engineer, looked forward to working in the City again.

11 **Action Items**

12 Public Comment is Permitted. Applicants/Appellant Teams: Fifteen (15) minutes, plus three (3) minutes rebuttal.
13 All others: Five (5) minutes per speaker.1,3

14

15 2. Review and Recommendation to Finance Committee and the City Council on
16 Proposed 2023-2027 Capital Improvement Plan and Comprehensive Plan Compliance

17 Chitra Moitra, Planner, reported the goals for the item included PTC’s review of the New Capital
18 Improvement Projects (CIPs) and providing feedback to the Finance committee and City
19 Council. Annual, the City departments compare a list of CIPs based on the City-wide
20 infrastructure needs and the Council’s priorities. For Fiscal Year (FY) 2023, 174 CIPs were
21 included in the Capital Budget and it included 12 new CIPs. Of the 12 new CIPs, six fell under the
22 Natural Environmental Element, three under the Community Services and Facilities Element,
23 two under Land Use and Community Design Element, and one under the Safety Element. Staff
24 has determined that all 12 new CIPs were consistent with the Comprehensive Plan. The next
25 steps involved taking the item to the Finance Committee in May and June of 2022 and receiving
26 the final budget adoption from Council on June 21, 2022 meeting.

27 Chair Lauing invited members of the public to share their comments with the Commission.
28 Hearing none, he restated the Commission can suggest improvements to efficiency if needed.
29 He recommended PTC review each CIP individually and provide comments.

30 Commissioner Reckdahl requested more information regarding environmental reviews for the
31 projects.

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1 Ms. Moitra explained that CIPs exempted from the California Environmental Quality Act (CEQA)
2 are minor repairs and maintenance of existing facilities. The larger projects require CEQA
3 review and an Environmental Impact Report (EIR).

4 Commissioner Chang asked how projects were added to the CIP each year.

5 Paul Harper, Budget Manager, explained departments identify CIP projects for the upcoming
6 year. Those projects go through a review process to determine which projects should be
7 included in the 5-year CIP plan as well do the projects have funding.

8 Commissioner Hechtman appreciated how synced and clear the Staff report was. He remarked
9 only 28 of the 174 CIP projects were categorized as land use or transportation. He found this
10 interesting because Council Members often say at least half their work is to review land use
11 items. Also, more than half of the projects are focused on Natural Environment. He encouraged
12 the City when developing future CIPs, to identify holes in the other categories. Regarding the
13 airport CIPs, he inquired if the proposed resources were secured funds.

14 Andrew Swanson, Airport Manager, explained the funds were part of a 5-year plan and the
15 funds were applied for in the year of the grant cycle. Also, there is a 10 percent match from the
16 Airport Enterprise Fund.

17 Commissioner Hechtman asked if it was a high probability the City will receive the funds.

18 Mr. Swanson remarked the City has been very successful in obtaining the funds.

19 Commissioner Hechtman inquired what phase the airport parking lot electric vehicle (EV)
20 charger installation project was in.

21 Mr. Swanson answered the project is in the design phase.

22 Chair Lauing asked why the Federal Aviation Administration (FAA) was being so generous with
23 its funds.

24 Mr. Swanson confirmed the airport is the busiest general aviation airport in the Bay area.

25 Commissioner Chang inquired if the total amount listed in the budget binder included FAA
26 contributions or not.

27 Mr. Swanson answered that was the total cost for the project without outside funding sources.

28 Commissioner Chang wanted to know if the EV charging project at the airport could be
29 accelerated.

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1 Mr. Swanson restated there are not enough resources to accelerate the project. Staff continued
2 to explore funding mechanisms provided by the FAA when they come available.

3 Commissioner Reckdahl mentioned the Staff report stated that up to 90 percent of the projects
4 at the airport will receive outside funding. He inquired if that was typical reimbursement.

5 Mr. Swanson clarified it changes from year to year but currently it is 90 percent.

6 Commissioner Reckdahl mentioned several of the projects are high-priced projects but were
7 manageable if the City is only paying 10 percent. He asked where does the City's portion of
8 funds come from.

9 Mr. Swanson mentioned the funds are generated from the airport and go to the Airport
10 Enterprise Fund.

11 Vice Chair Summa remarked the projects proposed for the airport align with the goals outlined
12 in the City's Comprehensive Plan.

13 Chair Lauing invited comments on the Cubberley Community Center CIPs.

14 Commissioner Hechtman shared his excitement to see Cubberley Community Center included
15 in the CIP.

16 Vice Chair Summa agreed with Commissioner Hechtman but mentioned the partnership
17 between the City and Palo Alto Unified School District (PAUSD) is unclear. She acknowledged
18 that past studies and plans for Cubberley were put aside and inquired from Staff how the
19 proposed CIP for FY 2023 is different.

20 Kristen O'Kane, Director of Community Services Department, agreed there have been various
21 Master Plans for Cubberley. PAUSD owns 27-acres, the City owns 8-acres and there have been
22 conversations about doing a land swap or purchase of land. Staff believed the last Master Plan
23 can be built off of and used to inform the next step.

24 Vice Chair Summa recalled the projects are being planned for later in the cycle.

25 Ms. O'Kane confirmed that is correct and that was due to Staff's bandwidth.

26 Commissioner Chang inquired if the last 2019 Master Plan for Cubberley was funded by the
27 City's CIP.

28 Ms. O'Kane answered it was a cost-share between PAUSD and the City.

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1 Commissioner Chang asked if the proposed CIP would be the City's initiative and how big was
2 the planning effort compared to the last planning effort.

3 Ms. O'Kane disclosed she could not answer the question but mentioned the item is a
4 placeholder.

5 Commissioner Chang pressed how much was budgeted for the last planning effort.

6 Ms. O'Kane recalled it was \$560,000 but that total was split with PAUSD.

7 Commissioner Roohparvar asked if the City is planning to place workforce housing near
8 Cubberley.

9 Ms. O'Kane confirmed PAUSD explored teacher housing on their acreages and the City
10 proposed regular housing on their portion.

11 Commissioner Roohparvar inquired if that was still an option.

12 Ms. O'Kane understood PAUSD was not pursuing housing anymore for their portion but the City
13 had not made a decision.

14 Commissioner Reckdahl confessed he was excited it was on the list but was uneasy because of
15 the prior years' failures. He noted the project was scheduled for FY 2026 and supported it being
16 pushed out to allow for discussions.

17 Chair Lauing moved to the fire training replacement project.

18 Commissioner Chang recalled Staff presented Comprehensive Plan programs to PTC earlier in
19 the year but that did not include CIPs.

20 Ms. Moitra confirmed that is correct.

21 Commissioner Chang clarified Commissioner Hechtman's statement regarding nine programs
22 that were completed in the CIP but 12 new were included. That was a misstatement and the
23 nine completed programs were from the Comprehensive Plan, separate from the CIP.

24 Ms. Moitra answered yes, that is correct.

25 Commissioner Chang understood the vast majority of the projects in the Natural Environment
26 Element were based on the nature of the CIP and not necessarily where the City was focused.

27 Ms. Moitra concurred.

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1 Commissioner Reckdahl mentioned the fire training facility was located on Stanford University
2 land and inquired if the facility pays rent.

3 Geo Blackshire, Fire Chief, explained the facility is included in a contract the Fire Department
4 has with Standard University and the department did not rent it. In the most recent contract
5 with Stanford University, there was no guarantee that Stanford University is responsible for
6 replacing, rebuilding, or maintaining the structure.

7 Commissioner Reckdahl re-asked how the agreement worked.

8 Mr. Blackshire reiterated the agreement was to allow Palo Alto Fire Department to occupy the
9 station in order to provide fire and EMS services to the campus.

10 Commissioner Reckdahl inquired if there was a desire to rebuild the facility in the same
11 location.

12 Mr. Blackshire answered no.

13 Commissioner Reckdahl understood that Palo Alto Fire Department wanted the facility for its
14 training purposes.

15 Mr. Blackshire confirmed that is correct.

16 Commissioner Reckdahl asked if it was feasible to share a training facility with another city.

17 Mr. Blackshire explained due to the reductions in budget and Staff modeling, it was not easy to
18 take a unit out of service to send to another city for training.

19 Commissioner Reckdahl wanted to know if other safety departments could train at the new
20 facility.

21 Mr. Blackshire supported working with other departments to have a shared training center.

22 Commissioner Chang understood that Stanford University does not have its own Fire
23 Department.

24 Mr. Blackshire confirmed that is correct.

25 Commissioner Chang inquired if Palo Alto Fire Department was the only group using the
26 existing training facility located on Stanford University's land.

27 Mr. Blackshire answered yes but the joint fire academy used it occasionally.

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1 Commissioner Chang understood the CIP proposed would study allowing other cities to use the
2 facility.

3 Mr. Blackshire stated the purpose of the CIP was to share resources for the academy.

4 Commissioner Hechtman stated police and fire services are the most important services in the
5 City and that it was paramount that personnel in those departments be adequately trained. The
6 description in the Staff report stated the existing facility is unsafe to use and the temporary
7 trailer was not sufficient for training. He inquired how can the City keep safety personnel
8 adequately trained until the new facility is built and should the CIP be accelerated.

9 Mr. Blackshire shared the concern and understood the project will be a long-term effort. He
10 mentioned Staff has to become creative in providing sufficient training and having an effective
11 training center is paramount.

12 Commissioner Hechtman wanted to know how the PTC can convey to Council to accelerate the
13 project.

14 Mr. Harper articulated the project was budgeted for FY 2024 due to Staff's bandwidth.

15 Ms. Tanner confirmed PTC can recommend Council prioritize the project.

16 Chair Lauing agreed with Commissioner Hechtman that the project should be a top priority. He
17 noted where the facility is located will be important but that can be explored in the feasibility
18 study.

19 Vice Chair Summa echoed the concerns and suggested Council consider hiring a consultant. She
20 asked if Stanford University has the authority to close the current facility without there being
21 an alternate training facility available.

22 Mr. Blackshire restated the facility is used but was inadequate to facilitate all of the training
23 scenarios. He strongly supported having a multiple department training facility.

24 Holly Boyd, Assistant Director of Public Works Department, mentioned Public Works priorities
25 were focused on the Infrastructure Plan. Also, the City was in the middle of the Public Safety
26 Building construction as well as the design for Fire Station Four.

27 Chair Lauing understood Staff does not have the bandwidth to accelerate the project.

28 Ms. Boyd restated Staff does not have the bandwidth to take on a new project unless Council
29 reprioritizes the existing infrastructure project.

30 Vice Chair Summa restated that prioritizing the training facility was very important.

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1 Commissioner Hechtman understood the training facility is also a fire station that provides
2 services to Stanford University.

3 Mr. Blackshire answered yes.

4 Commissioner Hechtman asked if the City can leverage Stanford's needs for services and
5 negotiate a cost-sharing agreement between Stanford University and the City to make the
6 existing facility safe until a new facility is built.

7 Mr. Blackshire restated the short-term plan was to use the tower to the best of their ability.

8 Kiely Nose, Administrative Services Director and Interim Assistance City Manager, explained
9 there was a cost-share agreement with Stanford University regarding the cost of delivering fire
10 services. Included was the cost-share for capital improvements for the facility and other fire
11 service-related items. The proposal was to begin a long-term sustainable plan for a facility that
12 meets the current day needs of the Palo Alto Fire Department.

13 Chair Lauing moved to the CIP project for Bol Park.

14 Commissioner Templeton was excited to see the project listed in the CIP.

15 Vice Chair Summa agreed but saw the project will be exempted from CEQA. The park is located
16 near a creek and advised the project be done in a way that is least disruptive to the
17 environment.

18 Ms. Boyd agreed and confirmed Public Works will hold community meetings with the
19 Community Services Department as well as the Office of Transportation.

20 Vice Chair Summa suggested the project include permeable paving.

21 Commissioner Reckdahl believed the proposed \$1.4 million was a large amount for a re-paving
22 project.

23 Ms. Boyd mentioned design costs, as well as construction contingency, was included in the
24 price.

25 Commissioner Reckdahl inquired what the best practices were.

26 Karin North, Assistant Director of Public Works Department, echoed that when a project is
27 designed, Staff includes green stormwater infrastructure.

28 Commissioner Reckdahl asked where the project is located.

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1 Ms. Boyd answered Arastradero/Foothill Express Way to Stanford Research Park near Hanover
2 Street.

3 Chair Lauing moved to EV charging infrastructure installation.

4 Commissioner Templeton appreciated the City encouraging more EV charging stations in the
5 City and suggested making City EV charging stations available to the public when they are not in
6 use.

7 Commissioner Reckdahl supported the project.

8 Chair Lauing moved to the Roth Building, Phase One project.

9 Vice Chair Summa asked for more details regarding the funding sources schedule.

10 Mr. Harper confirmed the \$5.6 million in funding came from TDR funding that has been
11 reserved for the Roth Building. The revenue from other agencies was a grant from the County
12 of Santa Clara to repair the roof and elements on the wall. The other fund sources have to be
13 approved in the final plan. The project originally was scheduled for FY 2022 but was pushed out
14 to FY 2023.

15 Vice Chair Summa supported the project. She restated the City was not moving \$11 million
16 from somewhere but rather the \$11 million was designated funds.

17 Commissioner Reckdahl wanted more information regarding Term Deposit Receipt (TDR).

18 Mr. Harper stated the TDRs have already been sold.

19 Ms. Nose recalled the TDRs were sold in the years 2015 and 2016.

20 Commissioner Reckdahl asked how TDRs are implemented.

21 Ms. Nose explained that though the person has the development rights, they cannot
22 circumvent the City's Code.

23 Ms. Tanner added it also depended on how the TDRs are being applied and to what product
24 they are being applied.

25 Clare Campbell, Long Range Planning Manager, stated the process is complicated but agreed
26 with Ms. Nose's explanation. TDRs are not associated with land use but rather associated with
27 the development of the building. TDRs were not meant to be used for residential projects.

28 Commissioner Reckdahl asked if office spaces counted towards the office cap.

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1 Ms. Campbell predicted it did but wanted to follow up on that answer.

2 Chair Lauing moved to the CIP for the California Avenue streetscape update.

3 Commissioner Roohparvar asked if the project related to the survey residents received about
4 what to do on California Avenue.

5 Ms. Tanner answered yes but allowed for exploration of other alternatives for the street.

6 Chair Lauing moved the CIP regarding the East Meadow Circle connection project.

7 Commissioner Hechtman requested Staff insert the word “stormwater” after the word “circle”
8 in the title.

9 Commissioner Reckdahl wanted to know how critical the project was.

10 Ms. Boyd explained the project was identified as one of the 13 projects for a stormwater ballot
11 measure in 2017 and it was approved. It was the second-highest priority project for FY 2026.

12 Commissioner Reckdahl inquired what would happen if the City did not do the project from an
13 engineering perspective.

14 Ms. Boyd mentioned the area will be susceptible to flooding and high water flow.

15 Commissioner Roohparvar wanted to know if the line removes water from Barron Creek and
16 places it in Adobe Creek.

17 Ms. Boyd believed it was Barron Creek into Adobe Creek.

18 Commissioner Roohparvar agreed with Commissioner Reckdahl that the project seemed
19 unnecessary but understood it had to be done due to the ballot measures.

20 Ms. Boyd added the area was identified as a high flood area, even during smaller storms, and it
21 provided access to pipes that may be at the end of their useful life.

22 Commissioner Templeton agreed with Ms. Boyd that the project is necessary for Palo Alto due
23 to the high flood risk.

24 Chair Lauing moved to the CIP for scheduled vehicle and equipment replacement.

25 Commissioner Reckdahl did not believe the project aligned with the Natural Environment
26 Element as stated in the Staff report. The list of vehicles in the fleet were gas-powered trucks.

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1 Ms. Moitra explained the older the vehicles are, the more they affect the air quality and that is
2 why the CIP was listed under the Natural Environment Element.

3 Commissioner Reckdahl inquired what the primary reason was to buy new vehicles.

4 Ms. Tanner stated there are co-benefits to replacing the vehicles.

5 Chair Lauing asked if the intent was to have all-electric vehicles.

6 Mike Wong, Assistant Director of Public Works Department, concurred the vehicles are at the
7 end of their typical useful life, and converting to all-electric vehicles was difficult. Staff
8 continued to seek our EV when possible.

9 Chair Lauing moved to the CIP regarding sewer rehabilitation.

10 Vice Chair Summa found the CIP to be an annual maintenance item.

11 Ms. North emphasized the CIP was imperative because the sewer line was deteriorating quicker
12 than anticipated.

13 Commissioner Hechtman requested the fire training facility item be taken as a separate motion.

14 Chair Lauing suggested there be one motion but highlight that specific project with specific
15 language.

16 Commissioner Hechtman wanted Council to consider expanding the budget for the program to
17 include funding for adequate temporary training facilities for fire personnel until our new
18 training facility is completed. He invited Commissioners to provide their thoughts on that
19 concept.

20 Commissioner Reckdahl supported Commissioner Hechtman's concept. He pointed out the \$5.7
21 million already approved CIP for a garage downtown for FY 2023. He believed that conflicted
22 with the Housing Element. He encouraged Council to delay the project for another year or
23 change the scope of the project to include housing.

24 Ms. Tanner recalled Council directed Staff to explore affordable housing and a garage in that
25 CIP.

26 Ms. Nose confirmed the amount was a placeholder and that Ms. Tanner's statement is correct.

27 Commissioner Chang supported Commissioner Hechtman's and Chair Lauing's suggestions.

28 MOTION

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1 Commissioner Hechtman moved the Staff recommendation that the PTC recommend to the
2 City Council that the proposed 2023-2027 Capital Improvement Projects listed in Attachment B
3 are consistent with the Comprehensive Plan 2030 policies and programs with the following two
4 modifications to CIP FD-24000, the fire training facility replacement program. First, the Council
5 considers adjusting the infrastructure priorities to include in 2023 the \$70,000 CIP for a
6 feasibility study for FD-24000. Secondly, to have Council consider expanding the budget for FD-
7 24000 to include funding for adequate temporary training facilities for fire personnel until our
8 new training facility is completed.

9 SECOND

10 Chair Lauing seconded.

11 VOTE

12 Madina Klicheva, Administrative Assistant, conducted a roll call vote and announced the motion
13 passed 7-0.

14 MOTION PASSED 7(Chang, Hechtman, Lauing, Reckdahl, Roohparvar, Summa, Templeton) -0

15 Commissioner Chang recalled in prior years the table in the Packet included the years for which
16 the expenditure was budgeted as well as the amounts. She requested those be provided in the
17 table in the future.

18 **Commission Action:** Motion by Hechtman, seconded by Lauing. Motion Passed 7-0.

19 **Approval of Minutes**

20 Public Comment is Permitted. Five (5) minutes per speaker.^{1,3}

21 3. April 20, 2022 Draft Verbatim Meeting Minutes

22 MOTION

23 Commissioner Hechtman moved approval of the April 20, 2022 draft verbatim meeting minutes
24 as revised.

25 SECOND

26 Vice Chair Summa seconded.

27 VOTE

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1 Madina Klicheva, Administrative Assistant, conducted a roll call vote and announced the motion
2 passed 6-0 with Commissioner Roohparvar abstaining.

3 MOTION PASSED 6(Chang, Hechtman, Lauing, Reckdahl, Summa, Templeton) -0- 1(Roohparvar
4 abstaining)

5 **Commission Action:** Motion by Hechtman, seconded by Summa. Motion Passed 6-0
6 (Roohparvar abstain)

7 **Committee Items**

8 Chair Lauing shared California Department of Housing and Community Development (HCD) has
9 changed its deadlines and the Working Group did not complete their work on the programs for
10 the Housing Element. The programs need more specificity as well as complete the programs. He
11 suggested, with Director Lait's support, that PTC form an Ad Hoc Committee to work on the
12 programs and simplify the document for a full PTC and public review. After discussions, the Ad
13 Hoc Committee will consist of Commissioner Reckdahl, Commissioner Templeton, and
14 Commissioner Chang.

15 Commissioner Hechtman wanted to understand what the Ad Hoc Committee will do and then
16 what product will come to PTC for review.

17 Chair Lauing clarified the site selections have been approved and that component was
18 complete. Programs outline what the City has to do to comply with HCD's new regulations as
19 well as ensure housing is built and provides credibility to HCD for approval.

20 Rachael Tanner, Assistant Director of Planning, added the programs not only outline how the
21 housing will be built but also how the City will achieve other State required goals.

22 Commissioner Reckdahl confirmed a lot of work has to be done to make the programs
23 approvable from HCD's perspective.

24 Ms. Tanner noted the programs will be included with the site selections and both will be sent to
25 HCD for approval.

26 Commissioner Hechtman inquired when the deadline was to submit the Housing Element to
27 HCD.

28 Ms. Tanner believed one review period with HCD will be in 2022 and another review period will
29 be in February of 2023. The deadline was May of 2023 to have the Housing Element submitted.

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1 Commissioner Hechtman wanted to know if a potential program was to prove to HCD that
2 affordable housing is likely to be built on a site with an existing structure.

3 Ms. Tanner mentioned the tenant protection initiative is considered a program.

4 Chair Lauing simplified that the programs provide a factual basis as to what is going to happen
5 as opposed to items that may or may not be explored.

6 Vice Chair Summa recalled there was criteria that a site had to meet to prove that affordable
7 housing could be built on it if there was an existing structure.

8 Chair Lauing agreed with Vice Chair Summa.

9 Commissioner Hechtman wanted to confirm that the product PTC will receive from the Ad hoc
10 Committee will be the organized suggestions of all the Ad Hoc members rather than only
11 suggestions recommended by a majority of the Ad Hoc members.

12 Chair Lauing restated the Ad Hoc Committee will compile the data and complete the programs.
13 Then present it to the full PTC for review.

14 **Commissioner Questions, Comments or Announcements**

15 Rachael Tanner, Assistant Director, shared Council will be discussing Objective Standards at
16 their May 16, 2022 meeting and Castilleja School will be discussed on May 23, 2022. Then on
17 June 1, 2022, Council will consider the Work Plan for PTC and several other Boards and
18 Commission as well as the in-lieu parking ban downtown. At the next PTC meeting, PTC will be
19 considering a map for a housing project on West Bay Shore and an update on the parking
20 program.

21 Commissioner Chang announced she will not be attending the August 10, 2022 meeting.

22 Commissioner Templeton concurred she as well may not be at the August 10, 2022 meeting.

23 Chair Lauing adjourned the meeting.

24 **Adjournment**

25 8:25 pm

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