



# Planning & Transportation Commission Action Agenda: May 25, 2022

Virtual Meeting  
6:00 PM

## Call to Order / Roll Call

6:02 pm

Chair Lauing called the meeting to order.

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

Rachael Tanner, Assistant Director, read-aloud instructions on how the public can participate in the meeting.

## Oral Communications

The public may speak to any item not on the agenda. Three (3) minutes per speaker.<sup>1,2</sup>

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

## 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, noted there were no changes from Staff.

Commissioner Templeton shared she would have to leave the meeting at some point and would return.

## City Official Reports

### 1. Directors Report, Meeting Schedule and Assignments

Rachael Tanner, Assistant Director, reported the Castilleja School project was heard by the Council at their May 23, 2022 meeting and they continued the item to their June 6<sup>th</sup>, 2022 meeting. The Council will be holding a special meeting on June 1, 2022, where they will consider the Planning and Transportation Commission (PTC) Work Plan and then consider the

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1 Objective Standards at their June 6, 2022 meeting. The City will be taking up a Home Key  
2 project to build a non-congregate shelter. Planning and Development Services hired new Staff  
3 personnel and additional Staff positions may become available during the Fiscal Year (FY) 2023  
4 Budget process.

5 Rafael Rius, Senior Transportation Engineer, remarked there was no update but invited  
6 Commissioners to ask questions regarding work within the Office of Transportation.

## 7 **Study Session**

8 Public Comment is Permitted. Three (3) minutes per speaker.<sup>2,3</sup>

### 9 2. Receive and Provide Feedback on Parking Program Update

10 Nathan Baird, Parking Program Manage, reported the presentation was supplemental to the  
11 Staff report and invited discussion or feedback on the items. In 2017 a Downtown Parking  
12 Management Study was conducted which provided recommendations. The City signed a  
13 contract with Duncan Solutions for permit and citation management. In 2020, the City began  
14 transitioning the City’s programs to the Duncan Solutions web permit and digital permit portals.  
15 Also, recently implemented was the automated license plate recognition (ALPR) and data  
16 collection. Staff would return to the PTC with additional Municipal Code updates related to  
17 commercial parking and residential improvements. Virtual permitting had caused difficulties  
18 among users and did not provide the same ease of use as a physical guest/visitor hangtag. For  
19 commercial, Staff was exploring a Municipal Code update to provide an option to pay hourly to  
20 park Downtown. In the Parking Action Plan, Staff continued to advance key strategies to  
21 improve the experiences for both visitors and residents and data management. Approximately  
22 2,000 parking permits were sold for the Downtown. Both University Avenue and California  
23 Avenue garages and lot permit sales were significantly down compared to previous years.  
24 Major parking initiatives for 2022-2023 included launching the digital purchase options for the  
25 parking permit programs, launching the California Avenue garage and lot permit portal, and  
26 engaging in stakeholder discussions about prioritizing program improvements. Office of  
27 Transportation will be providing frequent updates to the PTC regarding parking program policy  
28 updates and initiatives. The next steps included an in-person parking facility walking tour and a  
29 customer survey.

30 Commissioner Hechtman asked what the Residential Preferential Parking (RPP) sale cycles  
31 were.

32 Mr. Baird explained that RPP sales are staggered throughout the year and permits were annual  
33 permits.

34 Commissioner Chang inquired if all the initiates listed above future policy and action items were  
35 only in the concept phase.

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1 Mr. Baird confirmed some were ideas, some were being implemented and some had already  
2 begun.

3 Commissioner Chang understood at least one assisted global positioning system (A-GPS) would be  
4 installed in the year 2022.

5 Mr. Baird clarified Staff was working with the Public Works Department to issue a Request for  
6 Proposals (RFP).

7 Commissioner Chang asked if the Office of Transportation was ahead of schedule, on schedule,  
8 or behind schedule in terms of projects that were implemented versus planned projects.

9 Mr. Baird articulated a lot of progress had been made with respect to residents' concerns  
10 regarding RPPs and garage and lots prices. Staff was currently working on improving customers'  
11 experiences with the online portals. He acknowledged that Staff was behind on implementing  
12 the automated occupancy count system.

13 Commissioner Chang wanted to understand what lessons had been learned with the  
14 implementation of the initiatives.

15 Mr. Baird remarked there were eight programs and there were advantages and disadvantages  
16 to having that many programs. Staff was making progress towards consolidating parking and  
17 permit available options.

18 Commissioner Chang asked what challenges have there been with the online portal.

19 Mr. Baird explained folks were having trouble setting up their account as well as uploading the  
20 documentation that is required.

21 Chair Lauing invited members of the public to provide their comments; seeing none he invited  
22 Commissioners to continue with their comments.

23 Commissioner Reckdahl inquired if all eight parking programs have the same rules.

24 Mr. Baird explained there was one no overnight parking program, six had 2-hour restrictions for  
25 neighborhoods where commercial impacts had been witnessed in the past, and two were  
26 commercial and public lot programs.

27 Commissioner Reckdahl pressed how were the rules established.

28 Mr. Baird explained each program had a thorough public process.

29 Commissioner Reckdahl asked if surveys are conducted to understand residents' satisfaction.

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1 Mr. Baird concurred that was a recommendation made in the Work Plan and Staff will be  
2 working on it shortly.

3 Commissioner Reckdahl remarked public outreach can be time-consuming.

4 Mr. Baird agreed and noted Staff had strategized how to focus the public outreach, but also be  
5 flexible and adaptive.

6 Commissioner Reckdahl asked what data-driven policy meant.

7 Mr. Baird reiterated the permit programs were designed to mitigate commercial impacts as  
8 well as manage different types of demand from different types of users. Staff was strategizing  
9 how to have continued metrics that were monitored over time and have continued discussion  
10 about the success of the programs.

11 Commissioner Reckdahl inquired if Staff knew how many residents live in a particular  
12 neighborhood and how many cars were in it.

13 Mr. Baird answered Staff had estimates, but ALPR would provide more accurate counts of how  
14 many vehicles are in a geographical area.

15 Commissioner Roohparvar wanted to understand Staff's vision for the Shared Parking Program.

16 Mr. Baird articulated that the Shared Parking Program was the best practice for maximizing  
17 efficiently the use of the spaces available. One way the City could encourage shared parking  
18 was to have better and more frequently updated pricing.

19 Commissioner Roohparvar asked if the program would include a public/private partnership.

20 Mr. Baird restated Staff was still working through the details.

21 Chair Lauing wanted to know if other neighborhoods had requested an RPP.

22 Mr. Baird understood that the need was low and parking demand was way down compared to  
23 previous years.

24 Chair Lauing predicted Staff worked with residents who were active with RPPs.

25 Mr. Baird confirmed the newly established Old Palo Alto RPP went through a public  
26 engagement process.

27 Vice-Chair Summa requested more details about the Santa Clara County Valley Transportation  
28 Authority (VTA) Micro-Transit Pilot Project.

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1 Mr. Baird shared the City received a grant from VTA to operate a micro-transit shuttle and Staff  
2 would be issuing an RFP for a vendor to provide the service.

3 Vice-Chair Summa inquired if the shuttle system would have regular routes or a more optimized  
4 dynamic.

5 Mr. Baird answered it would be a more optimized dynamic service.

6 Vice-Chair Summa asked what curb management meant.

7 Mr. Baird explained it was how the City allocated curb space in commercial areas.

8 Vice-Chair Summa recalled the zones closest to University Avenue were the most desirable  
9 zones in the Downtown RPP. She inquired if there was a way to spread out the parking demand  
10 more evenly among the various zones.

11 Mr. Baird mentioned the zoned system did help spread around the demand by providing limits  
12 on the availability of the spots that are most desired.

13 Vice-Chair Summa wanted to understand if the Share Parking Program included using one site  
14 with different transportation uses or more utilizing a site that did not see much parking at a  
15 specific time of day.

16 Mr. Baird emphasized the City would not constrict itself just yet on what the shared parking  
17 initiative might be.

18 Commissioner Reckdahl wondered if the data collected by the ALPR would be sufficient for the  
19 City to make policy decisions.

20 Mr. Baird restated ALPR will provide enforcement as well as collect data that will help with  
21 decision-making.

22 Commissioner Reckdahl mentioned if the City knew where the owner of a particular car lived.  
23 Then the City could understand how far the owner has to walk to park their car and that may be  
24 helpful information.

25 Mr. Baird reiterated the ALPR was set up to collect parking occupancy data and the City was not  
26 interested in keeping the data.

27 Commissioner Reckdahl asked if Streetlight could be used for parking data.

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- 1 Mr. Baird answered Streetlight was an example of a company that provided cell data to address  
2 parking demand. Staff predicted ALPR would evolve but was currently only being used for RPPs.  
3 Commercial areas were enforced by Palo Alto Police Department (PAPD).
- 4 Commissioner Reckdahl wanted to know what utilized gap management meant.
- 5 Mr. Baird believed it was a technique to establish data collection but would have to confirm  
6 with the consultant.
- 7 Commissioner Reckdahl asked what developing a parking ambassador approach to parking  
8 meant.
- 9 Mr. Baird explained other cities had taken a customer service approach to their parking  
10 programs and utilized parking officers as educators as well as enforcers.
- 11 Commissioner Reckdahl requested what adopting a park once moto for parking management  
12 meant.
- 13 Mr. Baird explained park once was a strategy that considered economic development. It  
14 encouraged visitors to park once and use public transit to travel around Palo Alto.
- 15 Chair Lauing requested Staff provide more detail regarding the next steps.
- 16 Mr. Baird explained part of the Work Plan was to continue to work with the City's Planning and  
17 Development Services Department on in-lieu parking options and Transportation Demand  
18 Management/ Transportation Management Association (TDM/TMA) collaboration.
- 19 Chair Lauing wanted more details regarding the in-person parking facilities walking tour.
- 20 Mr. Baird invited PTC Members to participate in a tour to evaluate parking where commercial  
21 pilot programs may be beneficial.
- 22 Vice-Chair Summa remarked she was interested in going on the walking tour. She shared a  
23 customer survey was not needed at this time because of the change in parking patterns. She  
24 recommended Staff engage with neighborhood associations to understand their needs.
- 25 Commissioner Hechtman appreciated staff's forward-thinking initiatives and allowing the PTC  
26 to provide feedback early in the process. He found the initiatives impressive and thorough.
- 27 Chair Lauing closed the item.

## 28 **Action Items**

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1. Spokespersons that are representing a group of five or more people who are identified as present at the meeting at the time of the spokesperson's presentation will be allowed up to fifteen (15) minutes at the discretion of the Chair, provided that the non-speaking members agree not to speak individually.
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1 Public Comment is Permitted. Applicants/Appellant Teams: Fifteen (15) minutes, plus three (3) minutes rebuttal.  
2 All others: Five (5) minutes per speaker.<sup>1,3</sup>

3 3. PUBLIC HEARING / QUASI-JUDICIAL. 2850 West Bayshore [21PLN-00178]:  
4 Recommendation on Applicant's Request for Approval of a Vesting Tentative Map for  
5 a single-lot subdivision for condominium purposes for 48 attached townhomes.  
6 Environmental Assessment: Exempt per CEQA Guidelines Section 15332. Zoning  
7 District: ROLM (Research, Office, and Manufacturing). For More Information Contact  
8 the Project Planner Garrett Sauls at [Garrett.Sauls@cityofpaloalto.org](mailto:Garrett.Sauls@cityofpaloalto.org).

9 Garrett Sauls, Planner, stated the item is a subdivision application that was associated with the  
10 architectural review application that was reviewed by the Architectural Review Board (ARB) on  
11 April 21, 2022, and is pending review by Council at their June 2022 meeting. The subdivision  
12 application did not address site design, or building design, but identified site design  
13 characteristics. The site area was 101,786-square feet and had a proposed Floor Area Ratio  
14 (FAR) of 1.147. The existing development onsite was a commercial office building that was not  
15 historic. A Vesting Tentative Map (VTM) subdivided an existing parcel into new parcels or  
16 condominium parcels. VTMs are required to be reviewed by the Planning and Transportation  
17 Commission (PTC) for a recommendation to City Council. Per the City's Municipal Code, VTMS is  
18 to be filed after all discretionary applications have been approved. However, to comply with  
19 Senate Bill (SB) 330's restrictions on local jurisdictions having a total of five hearings, Staff  
20 elected to process the VTM and ARB review concurrently. The existing zone allowed residential  
21 uses through a Conditional Use Permit (CUP) and the applicant was not intending to modify the  
22 parcel in any manner. The net density based on the total lot size of the parcel was 30 units per  
23 acre with a maximum of 70 units on the site. The parcel dimensions would not be adjusted but  
24 instead, condominium/air parcels would be created. Also, required on the site was up to 15  
25 percent of affordable housing. The applicant provided seven affordable housing units and  
26 would pay the remaining .2 affordable housing through In-Lieu Fees. Under the Subdivision  
27 Map Act, the City must make reverse findings to justify approval. Staff recommended approval  
28 of the proposed VTM based on the findings and subject to Conditions of Approval.

29 Chair Lauing invited the applicant to make their presentation.

30 John Hickey, Vice President of SummerHill Homes, appreciated Staff's guidance and their work  
31 on the project. SummerHill Homes was a partner of SummerHill Housing Group which had been  
32 building homes within the Bay Area for 40-years. The proposed VTM and subdivision  
33 improvements were consistent with the Comprehensive Plan and with the Municipal Code. The  
34 project also complied with the City's Affordable Housing Ordinance as well as the City's Energy  
35 Reach Code. There were several similar housing projects along West Bayshore Road and a  
36 California Environmental Quality Act (CEQA) report concluded that the project would not cause  
37 significant impacts on the environment and public safety. The project did not conflict with  
38 existing public easements but would create additional easements.

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1 Chair Lauing called for public comment.

2 Rachael Tanner, Assistant Director, confirmed there were no public speakers for the item.

3 Commissioner Hechtman asked if the parcel was located on the Housing Element Inventory Site  
4 List and were constraints in place that did not allow higher densification.

5 Mr. Sauls stated there was a complex mix of financial and site design constraints that did not  
6 lower higher density.

7 Vice-Chair Summa stated the ARB did not look favorably on the proposed project. She inquired  
8 if Council will consider the CUP at their meeting or was that outside SB 330's restriction of five  
9 hearings.

10 Mr. Sauls clarified this was hearing three for the project. Council's review was going to be  
11 hearing four and would contain the VTM, the architectural review, concessions, and the CUP at  
12 the same time.

13 Vice-Chair Summa wanted to know what happens if the Council denied the application. She  
14 noted the ARB had fundamental issues with the project.

15 Albert Yang, Assistant City Attorney, stated the project falls under the Housing Accountability  
16 Act. This prevented the City from denying or reducing the density of the project unless specific  
17 findings could be made that show there are adverse impacts that could not be mitigated.

18 Vice-Chair Summa inquired if the Council could impose conditions on the project that  
19 addressed concerns through the CUP process.

20 Mr. Yang confirmed the City can approve the project with conditions.

21 Chair Lauing remarked the CUP does not have to come to PTC first but rather go directly to  
22 Council.

23 Mr. Yang concurred.

24 Commissioner Reckdahl supported the conversion of existing offices to housing, that the  
25 project was not displacing existing tenants, and there were no nearby neighbors. He  
26 acknowledged a letter from the public that was submitted to the ARB that highlighted how the  
27 Density Bonus Law was being misused. He requested Staff's feedback regarding that letter.

28 Mr. Yang stated the analysis that Staff completed was typical for the request and it found that  
29 the project was within the scope of the Density Bonus Law.

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1 Commissioner Reckdahl noted the letter highlighted that other jurisdictions were doing the  
2 math differently than Palo Alto.

3 Mr. Yang stated there may be examples of how concessions have been used in different ways  
4 but that was not exhaustive.

5 Commissioner Reckdahl asked if the PTC believed the Density Bonus Law was being misapplied,  
6 would that be irrelevant to the PTC's decision?

7 Mr. Yang answered yes.

8 Commissioner Reckdahl restated that PTC's approval would set a precedent that PTC endorses  
9 this type of application of the Density Bonus Law?

10 Mr. Yang confirmed PTC was approving a subdivision of the land that allowed the units to be  
11 individually sold.

12 Commissioner Reckdahl believed the parcel was better suited for Planned Home Zoning (PHZ).

13 Ms. Tanner explained that PHZ is a local program and Density Bonus Law was a State initiative.

14 Chair Lauing suggested that questions be answered by the applicant during applicant questions.

15 Commissioner Reckdahl inquired if the applicant was paying for the proposed sound wall and  
16 bike lane.

17 Mr. Sauls understood the applicant was paying for and constructing the sound wall and bike  
18 lane.

19 Commissioner Reckdahl asked whose land was the sound wall located on.

20 Mr. Sauls answered it would be located on the City property.

21 Commissioner Reckdahl wanted to understand if it was typical for a private entity to build on  
22 City land.

23 Mr. Yang answered yes.

24 Commissioner Chang echoed Commissioner Reckdahl's support for converting office to housing.  
25 She inquired if a moderate below-market-rate (BMR) meant 80 to 120 percent of average  
26 median income (AMI).

27 Mr. Sauls confirmed that is correct.

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1 Commissioner Chang wanted to understand how the units become designated as BMR units.

2 Mr. Yang explained the City and the applicant will enter into a regulatory agreement that  
3 specified which units will be the BMR units. Staff will evaluate the BMR unit size, location, and  
4 make sure the units were representative of the development as a whole.

5 Commissioner Chang appreciated that the plan included parking for each unit but wanted to  
6 understand how visitor parking is addressed.

7 Mr. Sauls confirmed there are four visitor parking spaces and the street parking spaces along  
8 Bayshore Road would be eliminated to accommodate a new bicycle lane. The Municipal Code  
9 does not require guest parking spaces.

10 Commissioner Chang was concerned about pedestrian safety and predicted guests would have  
11 to walk far based on where parking was currently allowed. She asked if the housing would  
12 count towards the current Regional Housing Needs Allocation (RHNA) or the next RHNA.

13 Ms. Tanner stated the housing units are not counted until Building Permits are issued and the  
14 current RHNA cycle ended in the year 2023.

15 Commissioner Chang wanted to understand how the FAR was calculated in terms of  
16 concessions.

17 Mr. Sauls explained FAR for multi-family and commercial properties is measured to the most  
18 exterior point of the material on the building. The project requested additional FAR which was  
19 an on menu concession that did not require additional documentation proving that the  
20 concession would provide affordable housing.

21 Commissioner Chang asked if the provided affordable housing reached the threshold in the  
22 State Density Bonus Law.

23 Mr. Sauls confirmed State Density Bonus Law provided a varying amount of affordability as well  
24 as a varying amount of concessions based on the level of affordability. The minimum amount  
25 was 10 percent affordable housing while the City's Municipal Code required a minimum of 15  
26 percent. He asked Commissioner Hechtman's question that the site was not listed on the  
27 Housing Element Housing Inventory Site List.

28 Vice-Chair Summa agreed the City needed to have more projects that converted commercial to  
29 housing. She understood that the project received a Class 32 Exemption from CEQA and  
30 requested Staff explain that further.

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1 Mr. Sauls explained a Class 32 Exemption pertained to in-fill development and CEQA found that  
2 the project met all the exemptions to the exception for a Class 32 in-fill development.

3 Vice-Chair Summa understood the exemption did not pertain to the health hazards from  
4 freeway exhaust.

5 Mr. Yang clarified that CEQA did not address the impacts of the environment on future  
6 residents.

7 Vice-Chair Summa believed there were State guidelines that addressed housing near freeways.

8 Mr. Yang expressed he did not know the answer.

9 Vice-Chair Summa found the site being constrained in terms of parking options for loading and  
10 deliveries. The proposed private streets did not appear to be pedestrian and bicycle-friendly  
11 which was not supported by the Comprehensive Plan. She encouraged the applicant to improve  
12 the private streets to be more pedestrian and bicycle-friendly if possible. The ARB called out  
13 that point as well.

14 Ms. Tanner suggested the applicant provide clarity on if any proposed improvements were  
15 being considered for circulation.

16 Vice-Chair Summa asked how wide will the sidewalk be.

17 Chair Lauing suggested holding all applicant questions until the next round. He invited  
18 Commissioners to share any disclosures they had.

19 Commissioner Roohparvar shared she currently resided in a SummerHill Home in the nearby  
20 area.

21 Commissioner Hechtman asked why the applicant chose 48-units instead of the maximum of  
22 70-units.

23 Mr. Hickey answered that a townhome product type with an attached garage only allowed 48-  
24 units and that was constrained by City's required street widths. It was not feasible to do a high-  
25 rise condominium building due to the flood plain and not being able to park the site  
26 underground.

27 Commissioner Hechtman mentioned he saw a lease sign in front of the property recently.

28 Mr. Hickey explained SummerHill was in contract to buy the property.

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1 Vice-Chair Summa apricated that the project was proposing units that were large enough to  
2 house families. She wanted to understand how bicycle and pedestrian-friendly the project was.

3 Mr. Hickey acknowledged that townhomes were not a typical product type used in Palo Alto.  
4 The front doors of the structures face the street to hide the garages on the backside. The  
5 project separated vehicles from pedestrians but used private streets for the vehicles and  
6 walkways around the sites for pedestrians.

7 Commissioner Roohparvar was excited that the project provided housing and provided starter  
8 homes for families. She encouraged the other Commissioners to visit her neighborhood that  
9 had a similar design to the proposed project.

10 Elaine Breeze, with SummerHill, agreed the proposed project was similar to Commissioner  
11 Roohparvar’s neighborhood. She noted that the front facades of the homes faced Greer Park  
12 which provided safety to the folks enjoying the park but also to homeowners.

13 Commissioner Roohparvar added there was proximity to the Baylands as well. She asked if  
14 additional parallel parking could be added along B Street.

15 Mr. Hickey highlighted there was a fifth parking space for Uber or Door Dash type services. The  
16 City currently required the streets to be 32-feet wide and that was adequate space to quickly  
17 drop off items without blocking the street.

18 Commissioner Roohparvar mentioned that Fabian Way and Bayshore Road currently felt cold  
19 and industrial. She was excited to see the project bringing more of a community feel to the  
20 area.

21 Chair Lauing echoed Commissioner Reckdahl’s comment that the existing office was being  
22 removed for more housing and that was a benefit to the City. More importantly, the project  
23 was proposing family units and those unit sizes were limited in Palo Alto. He found the project  
24 addressed the concern about pedestrians and bicycles because improvements were being  
25 made to Bayshore Road.

26 Mr. Hickey shared the 5-foot wide sidewalks are pulled into the site and allow for a landscape  
27 buffer between cars and pedestrians.

28 Commissioner Chang appreciated the large units, the easements to save the street trees, the  
29 wide sidewalks, and a small drop-off zone. She requested further explanation about the flood  
30 plain.

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1 Mr. Hickey mentioned the site was currently 7.5-feet above sea level but the proposed flood  
2 base elevation was 12-feet. Per the Building Code, the project had to be 1-foot above the flood  
3 base elevation. He noted SummerHill will be paying for and constructing the sound wall.

4 Commissioner Reckdahl asked by the project did not go the PHZ route.

5 Mr. Hickey stated the State Density Bonus Law was a more efficient approach to the  
6 entitlements for the project.

7 Commissioner Reckdahl wanted to understand if more bedrooms could be added to the design  
8 if more FAR was allowed.

9 Mr. Hickey explained it was a balancing act between space in the interior of the units with a  
10 design that was pleasant for the community and the public with respect to massing.

11 Commissioner Hechtman recommended changing Planning Division Condition #3 from “before  
12 issuance of the Parcel Map” to “before issuance of the Map”.

13 Mr. Yang agreed.

14 Commissioner Hechtman suggested adding at the end of the paragraph in Condition 4 of the  
15 Planning Divisions “, absent extension” because it was commonplace to seek an extension.

16 Mr. Yang confirmed and mentioned that Staff will double-check the 12-month language as well.

17 Commissioner Hechtman supported the project. He stated the PTC’s purview was to approve  
18 the Subdivision Map but the findings had to do with the design of the subdivision. That meant  
19 the roads and not the design of the structures.

20 MOTION

21 Commissioner Chang moved the Staff recommendation which was to recommend approval of  
22 the proposed Vesting Tentative Map to the City Council based on findings and subject to  
23 Conditions of Approval as well as the language changes to the draft record that were suggested  
24 by Commissioner Hechtman.

25 SECOND

26 Chair Lauing seconded.

27 VOTE

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  3. The Chair may reduce the allowed time to speak to three minutes to accommodate a larger number of speakers.

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

3 **Commission Action:** Motion by Chang, seconded by Lauing. Motion passed 6-0 (Templeton  
4 absent)

### 5 **Approval of Minutes**

6 Public Comment is Permitted. Five (5) minutes per speaker.<sup>1,3</sup>

#### 7 4. March 30, 2022 Draft Summary Meeting Minutes

8 Madina Klicheva, Administrative Assistant, announced corrects were received from  
9 Commissioner Chang and Commissioner Hechtman.

10 MOTION

11 Commissioner Hechtman moved.

12 SECOND

13 Commissioner Chang seconded.

14 VOTE

15 Ms. Klicheva conducted a roll call vote and announced the motion passed 5-0 with Vice-Chair  
16 Summa abstaining and Commissioner Templeton absent.

17 **Commission Action:** Motion by Hechtman, seconded by Chang. Motion Passed 5-0 (Summa  
18 abstain) (Templeton absent)

#### 19 5. April 20, 2022 Draft Summary Meeting Minutes

20 MOTION

21 Commissioner Hechtman moved to approve the April 20, 2022 draft summary minutes with  
22 revisions.

23 SECOND

24 Vice-Chair Summa seconded.

25 VOTE

- 
1. Spokespersons that are representing a group of five or more people who are identified as present at the meeting at the time of the spokesperson's presentation will be allowed up to fifteen (15) minutes at the discretion of the Chair, provided that the non-speaking members agree not to speak individually.
  2. The Chair may limit Oral Communications to 30 minutes for all combined speakers.
  3. The Chair may reduce the allowed time to speak to three minutes to accommodate a larger number of speakers.

1 Madina Klicheva, Administrative Assistant, conducted a roll call vote and announced the motion  
2 passed 5-0 with Commissioner Roohparvar abstaining and Commissioner Templeton absent.

3 **Commission Action:** Motion by Hechtman, seconded by Summa. Motion Passed 5-0  
4 (Roohparvar abstain) (Templeton absent)

5 6. April 27, 2022 Draft Verbatim Meeting Minutes

6 MOTION

7 Commissioner Hechtman moved approval of the April 27, 2022 draft verbatim minutes as  
8 revised.

9 SECOND

10 Chair Lauing seconded.

11 VOTE

12 Madina Klicheva, Administrative Assistant, conducted a roll call vote and announced the motion  
13 passed 5-0 with Commissioner Roohparvar abstaining and Commissioner Templeton absent.

14 **Commission Action:** Motion by Hechtman, seconded by Lauing. Motion Passed 5-0 (Roohparvar  
15 abstain) (Templeton absent)

## 16 **Committee Items**

17 Commissioner Reckdahl reported the PTC Ad Hoc Committee tasked with the Housing Element  
18 discussed the process and the work moving forward. The committee will be meeting every  
19 Friday for the next few weeks.

20 Commissioner Chang added Staff was refining some of the programs and then the Ad Hoc  
21 Committee will discuss those.

## 22 **Commissioner Questions, Comments or Announcements**

23 Chair Lauing announced PTC will discuss the Housing Element in the next two meetings and the  
24 Accessory Dwelling Unit Ordinance will come to PTC in July.

25 Rachael Tanner, Assistant Director, requested Commissioners provide any updates on dates  
26 they may miss due to vacations.

27 Commissioner Templeton arrived back at the meeting at 8:12 pm.

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1. Spokespersons that are representing a group of five or more people who are identified as present at the meeting at the time of the spokesperson's presentation will be allowed up to fifteen (15) minutes at the discretion of the Chair, provided that the non-speaking members agree not to speak individually.
  2. The Chair may limit Oral Communications to 30 minutes for all combined speakers.
  3. The Chair may reduce the allowed time to speak to three minutes to accommodate a larger number of speakers.

1 Chair Lauing adjourned the meeting.

2 **Adjournment**

3 8:15 pm

- 
1. Spokespersons that are representing a group of five or more people who are identified as present at the meeting at the time of the spokesperson's presentation will be allowed up to fifteen (15) minutes at the discretion of the Chair, provided that the non-speaking members agree not to speak individually.
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