



# Planning & Transportation Commission Retreat Agenda: March 9, 2022

Council Chamber & Virtual  
6:00 PM

---

<https://zoom.us/join>

Meeting ID: 916 4155 9499

Phone number: 1 669 900 6833

Pursuant to [AB 361](#) Palo Alto Commission meetings will be held as “hybrid” meetings with the option to attend by teleconference/video conference or in person. To maximize public safety while still maintaining transparency and public access, members of the public can choose to participate in the meeting from home or attend the meeting in person. Information on how the public may observe and participate in the meeting is located at the end of the agenda or [online here](#).

### **To Participate in Person, you must:**

- ~~Provide Proof of Vaccination or negative COVID-19 test (taken within 48 hours)~~
- ~~Wear a mask at all times~~
- ~~Maintain social distancing~~
- ~~If you cannot or do not wish to comply, you can still participate virtually~~

Members of the public may comment by sending an email to [Planning.Commission@CityofPaloAlto.org](mailto:Planning.Commission@CityofPaloAlto.org) or by attending the meeting in person, or via Zoom virtual meeting to give live comments. Instructions for the Zoom meeting can be found on the last page of this agenda. Commissioner Names, Biographies, Present and Archived Agendas and Reports are available online: <http://www.cityofpaloalto.org/gov/boards/ptc/default.asp>. Visit [bit.ly/PAPendingprojects](http://bit.ly/PAPendingprojects) to view project plans and details.

The meeting will be broadcast on Cable TV Channel 26, live on YouTube at <https://www.youtube.com/c/cityofpaloalto>, and streamed to Midpen Media Center at <https://midpenmedia.org>.

## **Call to Order / Roll Call**

### **Oral Communications**

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

### **Agenda Changes, Additions, and Deletions**

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

- 
1. The Chair may limit Oral Communications to 30 minutes for all combined speakers.
  2. 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 ten (10) minutes at the discretion of the Chair, provided that the non-speaking members agree not to speak individually.
  3. The Chair may reduce the allowed time to speak from five (5) to three (3) minutes to accommodate a larger number of speakers.

## **City Official Reports**

1. Directors Report, Meeting Schedule and Assignments

### **Action Items**

Public Comment is Permitted. Applicants/Appellant Teams: Fifteen (15) minutes, plus three (3) minutes rebuttal. All others: Five (5) minutes per speaker.<sup>2,3</sup>

2. Planning and Transportation Commission Retreat: Topics Include Discussion and Approval of Potential Items for the 2022 Work Plan **(Revised Report)**

### **Committee Items**

### **Commissioner Questions, Comments, Announcements or Future Agenda Items**

### **Adjournment**

- 
1. The Chair may limit Oral Communications to 30 minutes for all combined speakers.
  2. 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 ten (10) minutes at the discretion of the Chair, provided that the non-speaking members agree not to speak individually.
  3. The Chair may reduce the allowed time to speak from five (5) to three (3) minutes to accommodate a larger number of speakers.

# Palo Alto Planning & Transportation Commission

Commissioner Biographies, Present and Archived Agendas and Reports are available online: <http://www.cityofpaloalto.org/gov/boards/ptc/default.asp>. The PTC Commission members are:

Chair Ed Lauing  
Vice Chair Doria Summa  
Commissioner Bryna Chang  
Commissioner Bart Hechtman  
Commissioner Keith Reckdahl  
Commissioner Giselle Roohparvar  
Commissioner Carolyn Templeton

Get Informed and Be Engaged!

View online: <http://midpenmedia.org/category/government/city-of-palo-alto/> or on Channel 26.

Public comment is encouraged. Email the PTC at: [Planning.Commission@CityofPaloAlto.org](mailto:Planning.Commission@CityofPaloAlto.org).

Material related to an item on this agenda submitted to the PTC after distribution of the agenda packet is available for public inspection at the address above.

## Americans with Disability Act (ADA)

It is the policy of the City of Palo Alto to offer its public programs, services and meetings in a manner that is readily accessible to all. Persons with disabilities who require materials in an appropriate alternative format or who require auxiliary aids to access City meetings, programs, or services may contact the City's ADA Coordinator at (650) 329-2550 (voice) or by emailing [ada@cityofpaloalto.org](mailto:ada@cityofpaloalto.org). Requests for assistance or accommodations must be submitted at least 24 hours in advance of the meeting, program, or service.

- 
1. The Chair may limit Oral Communications to 30 minutes for all combined speakers.
  2. 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 ten (10) minutes at the discretion of the Chair, provided that the non-speaking members agree not to speak individually.
  3. The Chair may reduce the allowed time to speak from five (5) to three (3) minutes to accommodate a larger number of speakers.

## Public Comment Instructions

Members of the Public may provide public comments to teleconference meetings via email, teleconference, or by phone.

- 1. Written public comments** may be submitted by email to [planning.commission@CityofPaloAlto.org](mailto:planning.commission@CityofPaloAlto.org)
- 2. Spoken public comments using a computer** will be accepted through the teleconference meeting. To address the Board, click on the link below. Please read the following instructions carefully.
  - You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current, up-to-date browser.
  - You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
  - When you wish to speak on an agenda item, click on “raise hand”. The moderator will activate and unmute attendees in turn. Speakers will be notified shortly before they are called to speak. The Zoom application will prompt you to unmute your microphone when it is your turn to speak.
  - When called, please limit your remarks to the time limit allotted.
  - A timer will be shown on the computer to help keep track of your comments.
- 3. Spoken public comments using a smart phone** will be accepted through the teleconference meeting. To address the Council, download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the Meeting ID below.
- 4. Spoken public comments using a phone** use the telephone number listed below. When you wish to speak on an agenda item hit \*9 on your phone so we know that you wish to speak. When called please limit your remarks to the agenda item and time limit allotted.

<https://zoom.us/join>

**Meeting ID: 916 4155 9499**

**Phone number: 1 669 900 6833**

**(you may need to exclude the initial “1” depending on your phone service)**

- 
- The Chair may limit Oral Communications to 30 minutes for all combined speakers.
  - 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 ten (10) minutes at the discretion of the Chair, provided that the non-speaking members agree not to speak individually.
  - The Chair may reduce the allowed time to speak from five (5) to three (3) minutes to accommodate a larger number of speakers.



# Planning & Transportation Commission

## Staff Report (ID # 14118)

---

**Report Type:** City Official Reports **Meeting Date:** 3/9/2022

**Summary Title:** City Official Report

**Title:** Directors Report, Meeting Schedule and Assignments

**From:** Jonathan Lait

### Recommendation

Staff recommends that the Planning and Transportation Commission (PTC) review and comment as appropriate.

### Background

This document includes the following items:

- PTC Meeting Schedule
- PTC Representative to City Council (Rotational Assignments)
- Tentative Future Agenda

Commissioners are encouraged to contact Madina Klicheva ([Madina.Klicheva@CityofPaloAlto.org](mailto:Madina.Klicheva@CityofPaloAlto.org)) of any planned absences one month in advance, if possible, to ensure availability of a PTC quorum.

PTC Representative to City Council is a rotational assignment where the designated commissioner represents the PTC's affirmative and dissenting perspectives to Council for quasi-judicial and legislative matters. Representatives are encouraged to review the City Council agendas (<http://www.cityofpaloalto.org/gov/agendas/council.asp>) for the months of their respective assignments to verify if attendance is needed or contact staff. Prior PTC meetings are available online at <http://midpenmedia.org/category/government/city-of-palo-alto/boards-and-commissions/planning-and-transportation-commission>.

The Tentative Future Agenda provides a summary of upcoming projects or discussion items.

### Attachments:

- Attachment A: March 3, 2022 PTC Meeting Schedule and Assignments (DOCX)

City of Palo Alto  
 Planning & Development Services  
 250 Hamilton Avenue  
 Palo Alto, CA 94301  
 (650) 329-2442



# Planning & Transportation Commission 2022 Meeting Schedule & Assignments

## 2022 Schedule

Meeting Dates	Time	Location	Status	Absences/Notes
01/12/2022	6:00 PM	Virtual Meeting	Regular	
01/19/2022	6:00 PM	Virtual Meeting	Special	
01/26/2022	6:00 PM	Virtual Meeting	Regular	
02/09/2022	6:00 PM	Virtual Meeting	Regular	
02/23/2022	6:00 PM	Virtual Meeting	Regular	
03/09/2022	6:00 PM	Hybrid	Retreat	
03/30/2022	6:00 PM	Hybrid	Regular	
04/13/2022	6:00 PM	Hybrid	Regular	Commissioner Bryna Chang
04/27/2022	6:00 PM	Hybrid	Regular	
05/11/2022	6:00 PM	Hybrid	Regular	
05/25/2022	6:00 PM	Hybrid	Regular	
06/08/2022	6:00 PM	Hybrid	Regular	
06/29/2022	6:00 PM	Hybrid	Regular	
07/13/2022	6:00 PM	Hybrid	Regular	
07/27/2022	6:00 PM	Hybrid	Regular	
08/10/2022	6:00 PM	Hybrid	Regular	
08/31/2022	6:00 PM	Hybrid	Regular	
09/14/2022	6:00 PM	Hybrid	Regular	
09/28/2022	6:00 PM	Hybrid	Regular	
10/12/2022	6:00 PM	Hybrid	Regular	
10/26/2022	6:00 PM	Hybrid	Regular	
11/09/2022	6:00 PM	Hybrid	Regular	
11/30/2022	6:00 PM	Hybrid	Regular	
12/14/2022	6:00 PM	Hybrid	Regular	
12/28/2022	6:00 PM	Cancelled	Cancelled	Winter Holiday Closure

## 2022 Assignments - Council Representation (primary/backup)

January	February	March	April	May	June
Doria Summa Giselle Roothparvar	Bryna Chang Cari Templeton	Bart Hechtman Keith Reckdahl	Keith Reckdahl Giselle Roothparvar	Cari Templeton Doria Summa	Giselle Roothparvar Bart Hechtman
July	August	September	October	November	December
Bryna Chang Ed Lauing	Doria Summa Keith Reckdahl	Bart Hechtman Cari Templeton	Ed Lauing Keith Reckdahl	Cari Templeton Bryna Chang	Ed Lauing Keith Reckdahl



# Planning & Transportation Commission 2022 Tentative Future Agenda

---

## The Following Items are Tentative and Subject to Change:

Meeting Dates	Topics
March 30, 2022	<ul style="list-style-type: none"> <li>• Castilleja School CUP/Variance and Amend PAMC Chapter 18.04 GFA Definition</li> <li>• Recommendation on Ordinance for CUP Thresholds</li> </ul>

## Upcoming Items:

Topics
<ul style="list-style-type: none"> <li>• Downtown In-Lieu Parking Ban</li> <li>• Castilleja Continued to April 13 for Part Two of the Hearing That Begins March 30</li> </ul>



# Planning & Transportation Commission

## Staff Report (ID # 14128)

---

**Report Type:** Action Items **Meeting Date:** 3/9/2022

**Summary Title:** Retreat for Calendar Year 2022

**Title:** Planning and Transportation Commission Retreat: Topics Include Discussion and Approval of Potential Items for the 2022 Work Plan

**From:** Jonathan Lait

**Planning & Transportation Commission  
Retreat for Calendar Year 2022**

The following three items are intended to prepare the Planning and Transportation Commission for its retreat on March 9, 2022. The chair and vice chair, with input from other Commissioners, have identified the following topics for discussion during the retreat.

The attached work plan template is the new template that all boards and commissions will use to submit their work plans for 2022. The work plan will include projects underway, priorities identified by the PTC, and the applicant-driven work that will come forward as applications are processed.

Following the PTC retreat, staff will integrate the work into the work plan template and provide it to the PTC for approval before sending the work plan to City Council. City Council will review work plans, make any adjustments, and approve the work plans. It is anticipated Council will review work plans in April.

**(1) Discuss and approve potential items for the 2022 Work Plan**

- a. Initial Items Proposed for Consideration:
  - i. Housing Element Update – Continuing to review drafts and provide recommendations to the City Council.
  - ii. Transportation Safety and Mobility Improvements
  - iii. Retail – Reviewing the Preservation Ordinance and/or Efforts to Revitalize Retail in Palo Alto
  - iv. California Avenue and/or Mayfield Neighborhood – This topic relates to retail corridor and the item above (especially efforts to focus on zoning and/or land use policy that can reduce ground floor vacancies) while also looking more broadly at changes throughout the California Avenue neighborhood.



- v. Neighborhood Planning – This concept includes creating concept plans for new neighborhoods, and in many ways is an outgrowth of the Housing Element Update. Pending Council adoption of housing opportunity sites, there may be a need to plan and prepare for new residential neighborhoods as well as for existing neighborhoods to be prepared to welcome new neighbors.
- vi. Additional topics suggested by Commissioners

**(2) Process Improvements** – An opportunity to discuss ways to improve the process of preparing for and conducting PTC meetings.

- a. Minutes – Clarify the process for reviewing, commenting on, and adopting minutes
- b. Ensuring hyperlinks function properly
- c. Discuss the balance of attachments; which need to be printed attachments and which may be links.
- d. Public Comments
  - i. Balance between timely forwarding electronically while also ensuring the public receives them.
  - ii. Consider clarifying preferred time for submission of comments so that commissioners will have the benefit of reading them before the hearing.
- e. Additional procedural improvements suggested by Commissioners

**(3) Draft Work Plan** – Provide direction to staff regarding items to include in the draft work plan for 2022. Draft work plan will be provided on the next PTC agenda for recommendation to City Council.

## Projects Underway and/or Relevant Council referrals

General Topic	Description	Anticipated PTC Date
Downtown Housing Master Plan	Downtown Housing Master Plan Grant Application - At this stage, conclude necessary steps to receive grant award, issue request for proposals to secure necessary consultant expertise, and begin project.	N/A
Wireless	Updating Wireless Ordinance & Wireless Objective Standards – This work product continues work that was renewed after the joint PTC, ARB, and City Council session.	March and/or May 2022
Parking In-Lieu Policy	Council instituted a temporary moratorium on the downtown parking in-lieu program. Staff will present PTC with information regarding the impacts of this policy so that the PTC can recommend either reviving the program, modifying it, or ending the program.	March/Spring 2022
CUP Threshold	In 2021 Council passed a temporary ordinance to lower the threshold for conditional use permits for some uses in Palo Alto. PTC will consider the impacts of these changes and recommend making them permanent, end them, or a variety of adjustments in between.	Spring 2022
North Ventura Coordinated Area Plan	Staff continue to develop Council’s preferred concept plan into a draft plan and to study the concept plan.	Mid to late 2022
Housing Element Update	The Council will consider the housing sites soon. The PTC will consider the programs and policies for the Housing Element and make a recommendation to Council. In addition, the environmental review and necessary public hearings and public comment periods will commence. Ultimately the Element will be submitted to the State in early 2023	Spring for Policies and Programs
SB 9 Permanent Ordinance	The Council adopted an interim ordinance to prepare the city for upcoming SB 9 applications due to the state law being effective January 1, 2022. The PTC will consider a permanent ordinance and make a recommendation to City Council.	Spring/Summer 2022
Accessory Dwelling Unit Ordinance Updates	The Council has asked the PTC to revise the ADU ordinance. In addition, the state Housing and Community Development Department has provided feedback to the City’s ordinance. Council will provide direction on the HCD requested updates, and then PTC will consider a revised ordinance—combining previous PTC changes and the HCD changes as well.	Summer 2022
Retail Recovery	Researching best practices that support vibrant retail environments. This supports Council’s direction to revise retail ordinance and evaluate the retail preservation ordinance. A consultant is on board and currently conducting preliminary research.	Spring/Summer 2022

Commercial Parking Pilot	PTC will receive an update regarding outreach efforts underway, the progress towards releasing and RFI/RFP to secure additional information or services to advance commercial parking.	Summer 2022
Continue Parking Action Plan	PTC will receive an update regarding options for improving the City's parking programs. This includes a Roadmap for Residential Parking Permit Program improvements and commercial parking improvements.	Spring 2022
Continue Parking Work Plan	PTC will receive an update regarding implementation of Council-approved parking recommendations.	Spring 2022
Parking Data Portal	PTC will receive an update regarding parking availability data. The new license plate reader technology allows for regular collection and reporting of parking availability.	Spring 2022
South Palo Alto Bikeways	Information update regarding status of the project.	
On-Demand Shuttle Program	Update and informational on grant-awarded project for implementing and delivering on-demand shuttle service in Palo Alto.	Fall 2022
Bicycle and Pedestrian Transportation Plan Update	A citywide evaluation of the bicycle network and pedestrian network. The plan will identify opportunities to enhance and connect the network.	TBD
California Avenue Parking In-lieu Subscription Program	Council referred to the PTC the development of measures to alleviate parking requirements on businesses in the California Avenue area, by establishing a subscription parking in-lieu fee program for that area.	Fall/Winter 2022
California Avenue & Ramona St. Closures	Planning, design, and study of potential for permanent closures.	Early 2023

**Attachments:**

- Attachment A: PTC Draft Work Plan 2022 - 2023 (PDF)
- Attachment B: PTC Work Plan July 2021 – April 2022 (PDF)



# Planning and Transportation Commission (PTC)

## 2022-2022 Workplan Overview

Date approved by [ABBREVIATED BCC]: X/X/202X

**Staff Liaison:** Rachael Tanner, Assistant Director of Planning and Development Services (PDS)

**Lead Department:** Planning and Development Services (PDS); ; Office of Transportation (OOT)

### About the Commission

This area should include the name of the Board or Commission, the timeframe covered by the Work Plan (i.e. Fiscal Year 2016, July 1, 2015 – June 30, 2016), members’ names, Chairperson’s name, and vacancies as of April 1. Do not list Members' addresses or phone numbers on the Work Plan. This section will need to be updated each year. The Board/Commission is composed of 7 members. Terms are for X years and commence on X. See Palo Alto Municipal Code (PAMC) Sections X and X. Residency is/is not required. Further requirements are X. For more information about Planning & Transportation Commission (PTC) please visit our webpage, go to <http://www.cityofpaloalto.org/gov/boards/ptc/default.asp>

### Current Commissioners

- Ed Lauing (Chair)
- Doria Summa (Vice Chair)
- Bryna Chang
- Bart Hechtman
- Keith Reckdahl
- Giselle Roohparvar
- Carolyn Templeton

### Mission Statement

The Planning & Transportation Commission advises the City Council, Planning Director, and Transportation Director on land use and transportation matters, including the Comprehensive Plan, zoning, transportation programs, and related matters. The Commission’s primary responsibilities include:

- Preparing and making recommendations to the City Council on the City’s Comprehensive Plan regarding development, public facilities, and transportation in Palo Alto;
- Considering and making recommendations to the City Council on zoning map and zoning ordinance changes; any changes to Title 18 of the Palo Alto Municipal Code must be reviewed by the PTC and the City Council;
- Reviewing and making recommendations to the City Council on subdivisions and Site and Design Reviews, on appeals on variances and use permits;
- Considering other policies and programs affecting development and land use in Palo Alto for final City Council action;
- Reviewing and making recommendations on individual projects as described in the Municipal Code, and Open Space development;
- Reviewing and making recommendations to the City Council on transportation, parking, and other related mobility issues.

### Prior Year Accomplishments

This area should address the prior year Work Plan accomplishments including each goal/objective, activities that supported the successful completion of the goal and the status of the goal. This section will need to be updated each year.



# Planning and Transportation Commission (PTC)

## 2022-2023 Workplan

**Staff Liaison:** Rachael Tanner, Assistant Director of Planning and Development Services (PDS)  
**Lead Department:** Planning and Development Services (PDS); ; Office of Transportation (OOT)

**PURPOSE STATEMENT:** This page should provide the goals/objectives of the Work Plan, the activities planned to accomplish the goals, the priority ranking of each goal, resources needed, authorizing authority and the timeline anticipated to accomplish the goal. This page will need to be updated each year. Remove and add goals as needed.

[One or two sentences here. The Board/Commission's goals and purposes are to...]

<b>PROJECT/GOAL 1 :</b> [Description and objectives]				
BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']
<b>HIGH PRIORITY</b>		<b>LOWER PRIORITY</b>		<b>COUNCIL-DIRECTED POLICY UPDATE</b>
[State aspects of high/urgent priority as it relates to the goals and objectives]		[State aspects of medium/low priority as it relates to the goals and objectives]		[Specify if 'Yes.' If not, write 'N/A']

<b>PROJECT/GOAL 2:</b> [Description and objectives]				
<b>BENEFICIAL IMPACTS</b>	<b>TIMELINE</b>	<b>RESOURCES NEEDED</b>	<b>MEASURE OF SUCCESS</b>	<b>STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED</b>
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']
<b>HIGH PRIORITY</b>		<b>LOWER PRIORITY</b>		<b>COUNCIL-DIRECTED POLICY UPDATE</b>
[State aspects of high/urgent priority as it relates to the goals and objectives]		[State aspects of medium/low priority as it relates to the goals and objectives]		[Specify if 'Yes.' If not, write 'N/A']
<b>PROJECT/GOAL 3:</b> [Description and objectives]				
<b>BENEFICIAL IMPACTS</b>	<b>TIMELINE</b>	<b>RESOURCES NEEDED</b>	<b>MEASURE OF SUCCESS</b>	<b>STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED</b>
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']
<b>HIGH PRIORITY</b>		<b>LOWER PRIORITY</b>		<b>COUNCIL-DIRECTED POLICY UPDATE</b>

[State aspects of high/urgent priority as it relates to the goals and objectives]	[State aspects of medium/low priority as it relates to the goals and objectives]	[Specify if 'Yes.' If not, write 'N/A']
---	--	--

**PROJECT/GOAL 4:** [Description and objectives]

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']

<b>HIGH PRIORITY</b>	<b>LOWER PRIORITY</b>	<b>COUNCIL-DIRECTED POLICY UPDATE</b>
----------------------	-----------------------	---------------------------------------

[State aspects of high/urgent priority as it relates to the goals and objectives]	[State aspects of medium/low priority as it relates to the goals and objectives]	[Specify if 'Yes.' If not, write 'N/A']
---	--	--

**PROJECT/GOAL 5:** [Description and objectives]

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']

<b>HIGH PRIORITY</b>	<b>LOWER PRIORITY</b>	<b>COUNCIL-DIRECTED POLICY UPDATE</b>
----------------------	-----------------------	---------------------------------------

[State aspects of high/urgent priority as it relates to the goals and objectives]	[State aspects of medium/low priority as it relates to the goals and objectives]	[Specify if 'Yes.' If not, write 'N/A']
---	--	--

[State aspects of high/urgent priority as it relates to the goals and objectives]	[State aspects of medium/low priority as it relates to the goals and objectives]	[Specify if 'Yes.' If not, write 'N/A']
---	--	--

**PROJECT/GOAL 6:** [Description and objectives]

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']

<b>HIGH PRIORITY</b>	<b>LOWER PRIORITY</b>	<b>COUNCIL-DIRECTED POLICY UPDATE</b>
----------------------	-----------------------	---------------------------------------

[State aspects of high/urgent priority as it relates to the goals and objectives]	[State aspects of medium/low priority as it relates to the goals and objectives]	[Specify if 'Yes.' If not, write 'N/A']
---	--	--

**PROJECT/GOAL 7:** [Description and objectives]

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']

<b>HIGH PRIORITY</b>	<b>LOWER PRIORITY</b>	<b>COUNCIL-DIRECTED POLICY UPDATE</b>
----------------------	-----------------------	---------------------------------------

--	--	--



[State aspects of high/urgent priority as it relates to the goals and objectives]	[State aspects of medium/low priority as it relates to the goals and objectives]	[Specify if 'Yes.' If not, write 'N/A']
---	--	--

**PROJECT/GOAL 8:** [Description and objectives]

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']

<b>HIGH PRIORITY</b>	<b>LOWER PRIORITY</b>	<b>COUNCIL-DIRECTED POLICY UPDATE</b>
----------------------	-----------------------	---------------------------------------

[State aspects of high/urgent priority as it relates to the goals and objectives]	[State aspects of medium/low priority as it relates to the goals and objectives]	[Specify if 'Yes.' If not, write 'N/A']
---	--	--

**PROJECT/GOAL 9:** [Description and objectives]

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']

<b>HIGH PRIORITY</b>	<b>LOWER PRIORITY</b>	<b>COUNCIL-DIRECTED POLICY UPDATE</b>
----------------------	-----------------------	---------------------------------------

[State aspects of high/urgent priority as it relates to the goals and objectives]	[State aspects of medium/low priority as it relates to the goals and objectives]	[Specify if 'Yes.' If not, write 'N/A']
---	--	--

[State aspects of high/urgent priority as it relates to the goals and objectives]		[State aspects of medium/low priority as it relates to the goals and objectives]		[Specify if 'Yes.' If not, write 'N/A']
<b>PROJECT/GOAL 10:</b> [Description and objectives]				
<b>BENEFICIAL IMPACTS</b>	<b>TIMELINE</b>	<b>RESOURCES NEEDED</b>	<b>MEASURE OF SUCCESS</b>	<b>STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED</b>
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']
<b>HIGH PRIORITY</b>		<b>LOWER PRIORITY</b>		<b>COUNCIL-DIRECTED POLICY UPDATE</b>
[State aspects of high/urgent priority as it relates to the goals and objectives]		[State aspects of medium/low priority as it relates to the goals and objectives]		[Specify if 'Yes.' If not, write 'N/A']

<b>Planning and Transportation Commission Proposed Work Plan Items July 2021 – April 2022</b>		
<b>Anticipated Item/Topic</b>	<b>Description and/or Info</b>	<b>Anticipated Quarter*</b>
*Quarter 1 = Jan, Feb. March   Quarter 2 = April, May, June   Quarter 3 = July, Aug. Sept.   Quarter 4 = Oct., Nov., Dec.		
<b>Parking Action Plan update</b>		Quarterly Updates
<b>Palo Alto Bikeways Project</b>	Recommendation to Council to move forward (or not) with the project.	Q3
<b>Retail Recovery</b>	Discuss and develop recommendations for considering additional retail-like uses and the geography of the retail preservation ordinance.  Direct Staff and the Planning and Transportation Commission to quickly evaluate and propose changes to enable Diverse Retail Uses in more retail sites, including food, medical, educational, financial, and professional office uses citywide or by district, and evaluate ways the City can curate a strong retail mix; and direct the Planning and Transportation Commission to evaluate and propose the geography of the Retail Preservation Ordinance in Palo Alto.	Begin in Q3 with work extending into Q4 and Q1
<b>California Avenue In-Lieu Parking</b>	Discuss adjusting parking requirements related to California Avenue.	Q3
<b>Parking In-lieu ban parking policy for Downtown</b>	Consider if the current ban has effectively led to housing development downtown and how to adjust and/or continue the policy.	Q3
<b>Housing Element</b>	Housing Element update regarding the progress of the Working Group.	Q3
<b>Castilleja School</b>	Castilleja School Remanded to PTC and Amendment to Chapter 18.04 Gross Floor Area.	Q3 or Q4
<b>Safe Parking</b>	Review proposed permanent ordinance for the congregation-based safe parking program and public-land safe parking program.	Q3 or Q4
<b>Inclusionary Housing Requirements (Housing Work Plan Task 3.1)</b>	Direct Staff and the Planning and Transportation Commission to explore possible zoning amendments or other factors that could support a future 20 percent inclusionary requirement for ownership and rental housing	Q3 or Q4

	while recognizing that such analysis will be constrained without funding for additional consultant resources; and Direct Staff to return with adjustments to parking and retail standards in a manner consistent with this analysis; Develop and implement inclusionary housing requirements for rental housing.	
<b>Accessory Dwelling Unit</b>	Direct the Planning and Transportation Commission (PTC) to look at deed restricted affordable ADU's; and Direct Staff to continue working with the community, including the ADU Task Force, during the PTC process.	Q3 and Q4
<b>Renter Protection</b>	Review and make recommendation regarding proposed ordinances to implement renter protection policies as directed by the City Council.	Q4
<b>Wireless Communications</b>	Ordinance Amending 18.42.110 (Wireless Communication Facilities).	Q4 or Q1
<b>State Law Updates</b>	Review and make recommendations regarding code changes.	Q4 or Q1
<b>Housing Element – Site selection</b>	Review proposed housing opportunity site selected by the Working Group and make a recommendation to City Council.	Q1
<b>Palo Alto Bikeways Project (Phase 2)</b>	Recommendation to Council of final project and environmental document.	Q1 or Q2
<b>North Ventura Coordinated Area Plan (NVCAP)</b>	Review further refined version of Council-selected preferred plan alternative. This will include further studies of the preferred plan.	Q1 or Q2
<b>Housing Element – Programs</b>	Review and make recommendation regarding Housing Element programs.	Q1 or Q2
<b>Bicycle and Pedestrian Transportation Plan (BPTP) Update</b>	Study session: Plan update progress.	Q2**
**= Tentative		
<b><u>Racial and Social Equity</u></b>		
<ul style="list-style-type: none"> <li>• <u>The PTC will execute this work plan in a manner that promotes racial and social equity.</u></li> <li>• <u>The PTC will join the City Council in seeking to allow dial-in and/or video-conference access to its meetings. Using technology can promote participation in the PTC's discussions, where the demands of time and travel may prohibit robust engagement from all stakeholders. These technologies can promote equitable access to the PTC proceedings.</u></li> </ul>		

- The PTC will seek out ways to enhance racial and social equity through the PTC's work, such as additional training on how to further racial equity through the PTC work. For example, the PTC may have a study session with the Government Alliance on Racial Equity to learn more about their work and its applicability to the PTC.

**Community Involvement**

Staff will track the number of participants, speakers, and the content of spoken or written comments. Staff will include comments expressed in report to City Council.

**Ad Hoc Committees**

May use ad hoc committees as needed depending on the project.

**Prioritization**

In addition to the projected timetables for the items above, the PTC will prioritize new items as follows:

1. Time sensitive Council items
2. Customer Applications
3. Matters requiring annual review

**Additional Topics**

- Study Session on street safety in Palo Alto.