



Planning & Transportation Commission Action Agenda: March 9, 2022

Virtual Meeting
6:00 PM

Call to Order / Roll Call

Approximately 6:02 pm

Chair Lauing: [note - video started mid-way through his sentence] Transportation Commission meeting for March 9, 2022 and it is our annual retreat is the agenda item. We're all going to get used to Chambers here again tonight so pluses and minuses on turning on our lights and our buttons and things like that so bear with us. It's kind of odd that our first time back in a retreat, which is blue jeans and casual, is in the formality of Chambers but that's okay. We're delighted to be back and see some people in person that we have only seen once or twice in the last couple years so. Got to get going with this so I think we have some procedures that have to be followed in terms of the hybrid. Who's going to do that? Assistant Director Tanner is on screen, as is Commissioner Roohparvar. The other six Commissioners are here in present.

Rachael Tanner, Assistant Director: Great, thank you. I don't know Ms. Klicheva if there is a different screen that has the PTC email on it than the one that you were sharing just now?

Chair Lauing: Can you give us a little bit more volume?

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1 Ms. Tanner: Let me see. Can you hear me better now? Okay, I think Madina, you were sharing a
2 screen that had some instructions but it just had the ARB email address on it. But I didn't know
3 if there was a different screen you wanted to share while I read out the instructions, or if you
4 were not going to share one?

5

6 Madina Klicheva, Administrative Assistant: Yeah Rachael, I made a correction right now.

7

8 Ms. Tanner: Okay. So, if you want to pull that up, then I will just read out some information. We
9 don't have any attendees that I see online and I understand that we don't have any attendees
10 in the Chamber. But we'll read this out because this will be our practice as we have hybrid
11 meetings and making sure the public who may be participating online can continue to
12 participate.

13

14 So always, written communications can be sent to planning.commission@cityofpaloalto.org via
15 email and those can be received. They'll be distributed to the Members of the Planning
16 Commission.

17

18 Tonight, if anyone wants to have... provide spoken comments using a computer. They'll be
19 accepted through Zoom teleconference meeting. To address the Board, or to address the
20 Commission rather, go to zoom.us/join. Meeting ID is 916 4155 9499. You'll be asked to enter

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1 an email address and your name and request that you identify yourself by name as this will be
2 visible online and that's how we'll notify you. You... when you wish to speak on agenda item,
3 click on raise hand, that should be on your screen and you will be activated and your speakers
4 will be unmuted in your turn. When called, please limit your remarks to the time allotted and a
5 time will be shown on the computer to help keep track of your time. If you are calling in using a
6 phone, you can also do that. You should be calling 1-669-900-6833. Again, the meeting ID 916
7 4155 9499 and when you wish to speak on agenda item. Hit *9 on your phone and we'll know
8 that you wish to speak.

9

10 That... those are our Zoom instructions for the evening and I guess I would just add for those
11 who are in the Chamber. If anybody is in the Chamber or comes later. You should fill out a
12 speaker card and provide that Madina Klicheva who's sitting at the front right of the Chamber
13 and you will be called when the item that you want to speak on is up. With that, I think we're
14 ready Chair for the roll call and bringing the meeting to order.

15

16 Ms. Klicheva: And I will conduct the roll call. Chair Lauing?

17

18 Chair Lauing: Present.

19

20 Ms. Klicheva: Vice-Chair Summa?

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2 Vice-Chair Summa: Present.

3

4 Ms. Klicheva: Commissioner Chang?

5

6 Commissioner Chang: Here.

7

8 Ms. Klicheva: Commissioner Hechtman?

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10 Commissioner Hechtman: Present.

11

12 Ms. Klicheva: Commissioner Reckdahl?

13

14 Commissioner Reckdahl: Here.

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16 Ms. Klicheva: Commissioner Roohparvar?

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18 Commissioner Roohparvar: Present.

19

20 Ms. Klicheva: Commissioner Templeton?

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2 Commissioner Templeton: Here.

3

4 Ms. Klicheva: We have a quorum.

5

6 Chair Lauing: Excellent.

7 **Oral Communications**

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

9 Chair Lauing: I understand that there are no speakers at this point. I'll ask again. There are none
10 in Chambers and I don't see any online.

11

12 **Agenda Changes, Additions and Deletions**

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

14 Chair Lauing: And I have not heard of any agenda changes, additions, or deletions.
15 Commissioner... I mean Assistant Director Tanner; did you want to give a City Report tonight or
16 not?

17

18 Rachael Tanner, Assistant Director: There are no changes or deletions, that's correct.

19 **City Official Reports**

20 1. Directors Report, Meeting Schedule and Assignments

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1 Rachael Tanner, Assistant Director: I will just simply update perhaps since we're all together. I
2 know there's been quite a few emails that have gone back and forth regarding the protocols.
3 Obviously, you're all here who are in Chambers which is great. I'm sorry I cannot be with you
4 tonight. Just following our best advice that when you do feel sick to stay home and so I am
5 feeling sick and I am staying home. But I am able to at least Zoom in to be with you all so that's
6 excellent.

7

8 Just want to give an update that we will, as of yesterday or yesterday? As of Monday, some of
9 the changes that have occurred that we would expect to see in place until further notice would
10 that we can meet in a hybrid mode as we are meeting tonight. Masks are optional for members
11 of the public and for Board Members. And that members of the public will not have to be
12 come... have to have their vaccine or negative test screen to come into the Chamber. And so
13 those protocols have been dropped that we had talked about before. So, pretty much,
14 members of the public and Commission can decide if they want to wear a mask and vaccination
15 or negative test is no longer required to come into the Chamber.

16

17 You'll notice we did update the Staff report this evening. Both the agenda to show the strike
18 out of those protocols just to try to make it clear and so you'll see those protocols removed in
19 the future. We also did update today's Staff report just to have a fuller table of current projects
20 that are underway in planning and transportation and Planning and Development Services...

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1 Planning and Development Services and the then the Transportation Office. So, you should
2 have received that via email yesterday evening. That was a slight change to the previous report
3 that had been published. Other than that, there are no changes.

4
5 We do have a couple items coming up at upcoming Council meetings but I will save that for the
6 end when we talk about future meeting items. So, that we can jump into the retreat and we
7 can talk about that at the end but I am open for any questions if any Commissioners have any
8 questions.

9
10 Chair Lauing: Questions from Commissioners? No, so the agenda action items start on Page 8.

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

17 Chair Lauing: And the... just to review the three subsections there are (interrupted)

18
19 [note – unknown speaker]: [unintelligible]

20
21 Chair Lauing: Sorry?

22
23 [note – unknown speaker]: [unintelligible]

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Chair Lauing: The first one is potential items for the '22 Work Plan and then the second one is process improvements with respect to Commission, Staff, etc. And then getting onto the draft Work Plan in terms of I'll say starting on that. The objective tonight is not to finish a document. The objective really is to structure what we want to do for the year and if we get that done. We will get that done, then we can get to a draft with the help of Staff and work through more of the details in subsequent meetings. Any questions on that in terms of the process?

So, the first one has a few items and as you also see that the end. Additional topics suggested by Commissioners are on the table if people chose to do that. So, we will go straight down this list but I just want to make a couple comments here.

One is just we just can't underestimate how huge the Housing Element is, period, in terms of what we have to work on this year. I mean that's going to take a lot of meetings and a lot of analysis and when it gets into some of the details like programs. We might want to do multiple meetings or smaller groups or something. So, just to understand that that is going to be a big chunk by definition of our assignment this year. It only happens every 10- or 12-years so.

And then the second thing, the only other comment I would make is that the Council just took some action on the California Avenue area and they're going to do essentially an 18-month

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1 study. And Assistant Director Tanner could take questions on this one, but the question for us
2 would be if we want to suspend this for a while until Council gets going? Because we don't
3 want to duplicate it and we don't want to be on a different kind of trajectory than they are.
4 Particularly, with an 18-month consulting project underway to take a complete comprehensive
5 view which is kind of what we were saying needed to be done there. So, I think we're both on
6 the same page, Council and PTC. The question is do we want to put any cycles in on it now, i.e.
7 throughout 2022, or does that end of kind of being a '23 project?

8
9 So, just with those two comments then I'll just open it for questions, comments or whatever.
10 And this is... we're not sitting around lounge chairs but this is a more causal setting and we're
11 not taking motions or anything. So, you can... I know Giselle can raise her hand which she's
12 done already great. That's a way to participate quickly and others can try the light system here.
13 But feel free to just jump in and be respectful of you colleagues and just have a conversation.
14 But first, from far, far away, Commissioner Roohparvar.

15
16 Commissioner Roohparvar: Thank you. I just had a maybe like a housing keeping question on
17 this but how many do we think we can realistically get through of these projects in the next
18 year? And then are we thinking about stack ranking them? What are peoples thoughts on that
19 because if we put seven things in the Work Plan but we're realistically only going to do two?

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1 And then should we think about going through them and prioritizing what we want to do.

2 Thoughts? Anyone?

3

4 Chair Lauing: I'm nodding but (interrupted)

5

6 Commissioner Roohparvar: Ed, what do you think?

7

8 Commissioner Roohparvar: I mean I was kind of directing it to you, Ed? What do you... how are
9 you think we approach this?

10

11 Chair Lauing: I think that makes sense which is it depends on the size of the project which is the
12 first thing I mentioned and how much we can accomplish given the other things that are going
13 to come to us naturally. So, I think both of those are in order.

14

15 Commissioner Roohparvar: And I'll just make one more comment based on what you said. I'm
16 really into the California Avenue. I think that's such an important topic and I would love to have
17 it be part of our Work Plan but it does feel a bit pre-mature if the Council is going to have a
18 comprehensive study. We should, in my opinion, take it up after once we have all of that
19 information but I'm open to what other people think. I mean I think it's one of my top ones that
20 I want to look at but again, I feel like it's premature.

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2 Commissioner Chang: I'll jump in. One of my thoughts with respect to specifically that issue
3 about whether it's pre-mature or not. Is I'd love to ask Assistant Director Tanner about the
4 process because it sounds like that there is a consultant that's already been hired. And I'm
5 wondering who is... is Council giving that consultant the background because it may be
6 worthwhile for us to have a short session with that consultant to be like this is kind of our
7 laundry list of... our wish list. Now obviously the consultant is going to have to then talk to the
8 stakeholders and prioritize but that way we at least are coming in at the beginning saying these
9 are what we're hoping for. And that way they don't come to us and then find out oh wait,
10 there's all this stuff that the Commission was interested in and I haven't looked at.

11

12 Rachael Tanner, Assistant Director: Yeah, that's a great question Commissioner Chang and let
13 me try to lay out some of the pieces that are in motion. If you get lost there are several of them
14 so please do ask me again and I can repeat it or help along the way. So, maybe chronologically
15 what's happening this calendar year 2022 is we have issued a request for proposal and by we, I
16 mean the City Manager's Office, issued a Request for Proposals for an economic development
17 consultant and so that should... those proposals are in. We're interviewing those consultants
18 soon. So hopefully they'll be under contract and ready to go I would say definitely by the middle
19 of the year, if not sooner.

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1 And then at the same time, the City Manager's Office is hiring an Assistant to the City Manager
2 role that would be focused on economic development. And that I believe is just recently posted
3 so again, hopefully, someone recruited and on board, ready to go, in the next 2- to 3-months.
4 So, that would put us around June for both of those additional resources.

5
6 And then we, in Planning and Development Services, have a consultant who's already working
7 on a pretty small scope but really, I think will dovetail really well with the oncoming consultant.
8 Looking at what are best practices for vibrant retail just in general and making some
9 recommendations specifically for land-use changes or Zoning Code changes that we might
10 consider as Palo Alto. To help support vibrant retail whether it be a walkable retail district like
11 downtown or Cal Ave, an auto-oriented retail district like we have on El Camino or more
12 neighborhood servicing retail. So, I think we'll have some good timing in that as that study
13 that's kind of high level is getting concluded. We'll have these additional resources coming on
14 board and they'll be able to do, the consultant and the Assistant to the City Manager, just some
15 additional lifting that we're not able to do just as planning on our own.

16
17 Those pieces are in play and I think the... maybe a third... fourth thing to add would be that
18 Council has asked us, and by us it would be Planning and Development Services and Office of
19 Transportation, to look at solving the parking issue in Cal Ave. And so that would be a proposal
20 for what's called a Subscription In-lieu Program, which essentially would allow for land-use

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1 changes that require more on-site parking via a subscription program to some of the publicly
2 available parking spaces that are in Cal Ave. So those are things Council has already asked us for
3 and so I think a discussion tonight amongst the Commission giving some more color perhaps to
4 that, some more ideas to that, really helps us as Staff know what you're thinking and things
5 you're hearing or seeing in the community as well. So, again happy to repeat that, I know it's a
6 lot. Consultant, Staff person in the City Manager's office, ongoing study in Planning and
7 Development Services and request for Council to look at the parking on Cal Ave. So, those are
8 the four things that are in play.

9

10 Chair Lauing: Wasn't there though also a third consultant to... that's going to do this 18-month
11 study?

12

13 Ms. Tanner: I believe that's the consultant that's coming on. Maybe I'm mistaken, but there
14 was previously a consultant to help the Council create the RFP that's been released. So, that
15 consultant was Good City Company and I think their contract is maybe concluding soon. But we
16 don't manage that one so I'm not totally sure.

17

18 Chair Lauing: I think there is one but I think the point here, which is good, is that we need to
19 stay in the right sync with the consultants and the Council. So, that, obviously, we're heard and

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1 our concerns are taken into consideration. We don't get sort of left behind, but we don't get
2 out ahead of the parade as well. Is that basically what you were saying, Commissioner Chang?

3

4 Commissioner Chang: Yes. Yes, I just want to make sure that our input isn't coming too late or
5 too early.

6

7 Chair Lauing: So, maybe as we write this Work Plan we try to frame that and say that we want
8 to participate in the planning for Cal Ave, you know whatever the wording is, as applicable to
9 the consultant's work and Council's agenda. Did you have your...?

10

11 Vice-Chair Summa: Yeah.

12

13 Chair Lauing: We also have this little hard-to-read substitute buttons here so.

14

15 Ms. Tanner: Sorry, Chair? Sorry, Ms. Star-Lack is noting in the chat and maybe this is what
16 you're referring to is a study for California Avenue that would be around the closure
17 conversation. So, that would be I guess a fifth aspect of things that are happening and so Ms.
18 Star-Lack, I don't know if your shop would be ultimately handling that. But again, that just came
19 out... we just got direction 2-weeks ago to do that so that is not some... a forum that we know
20 yet who'll they'll be.

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Chair Lauing: Okay.

Vice-Chair Summa: Yeah, so that's what I was thinking too. We actually have five overlapping consultant... four overlapping consultants a done new person in the City Manager's Office. So, once all those people are... I like Commissioner Chang's idea about meeting to get a framework and to understand how those people are going to work together and what their various roles will be and how they interact. So, once those people are identified, maybe it would be good to have an early study session to have them present the areas they're going to be in charge of and what not and for us to maybe briefly let them know what some of our concerns are. I like that idea.

Chair Lauing: Any others on Cal Ave. issue?

Commissioner Chang: Well, I just want to be clear that I think there's two pieces, right? There's Cal Ave, which is retail and transportation. It has components of retail and transportation and planning and all sort of things but then there's the broader retail question. So, I don't want us to say oh, we're interest in retail and only focus on Cal Ave. because obviously there's the other people who are... I want to make sure that we look at both issues.

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1 Chair Lauing: Yeah, Cal Ave. is roman number... small roman numeral four here and small
2 roman numeral three is retail. So, any comments that people want to make on retail in general.
3 There were some things on this year's agenda as we got so we can talk about those too. Yeah,
4 Bart?

5
6 Commissioner Hechtman: I'm trying out our new old technology and flipping my switch but I
7 don't know if it's showing up as (interrupted)

8
9 Chair Lauing: It's not at all.

10

11 Commissioner Hechtman: Okay.

12

13 Chair Lauing: There it is.

14

15 Commissioner Templeton: Press up.

16

17 Chair Lauing: There it is.

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1 Commissioner Hechtman: Yeah, I went up and down. Yeah, it's dim. I wonder if that's telling me
2 something? Alright, so my fellow Commissioners are already kind of like deep into the detail
3 and I'm still trying to get my arms around the totality of the Work Plan.

4

5 And one thing I noticed with the updated Staff report that came out where they provided this
6 table of when things are anticipated to be coming to the PTC; which is on Packet Pages 10 and
7 11 of the revised Staff report, what I see is some, but not total meshing with some of these
8 items in our Section One discussion of potential items for the Work Plan. Specifically, I think
9 that Item One, Housing Element Update, we've got some of that shown here in our schedule.
10 Traffic safety improvements, I'm not really clear if we have that. We do have a lot of parking
11 and bicycle references coming to us. So, as we go through this I'm interested in maybe a little
12 bit more explanation of whether traffic safety improvement is broader than what it already
13 looks like it's coming to us. Retail we've talked about, there is some retail in our anticipated
14 schedule. Cal Avenue is kind of a mixed bag as somebody has mentioned. There's... we've got
15 the parking and the closures are shown at the end of the table and the broader retail discussion
16 will of course include Cal Ave. But I appreciate the Commissioner's comments that we don't
17 want to focus on Cal Ave because we've got a lot of retail areas in town. So, I'm not sure if that
18 one's covered, and then neighborhood planning, that is one I think that would maybe fruitful
19 for some discussion because other than the North Ventura item in the... in what's anticipated to
20 come to us, I don't see anything else and so that's an area where really, I think we could take

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1 some imitative if that's the will of the Commission because I'm not seeing a lot of that already
2 coming to us.

3

4 Chair Lauing: I think tonight is possible that might be one that we dig in on the most so.

5

6 Ms. Tanner: Chair, did... do you want to have Ms. Star-Lack address the traffic safety and or I
7 don't know Commissioner Chang, if you want to speak to what you're more fuller intent was
8 under the traffic safety topic?

9

10 Chair Lauing: Yeah let's start there with Commissioner Chang.

11

12 Commissioner Chang: Sure, so I did it not knowing the full universe of all the things that might
13 be on the Commission's plate, but early on when I was appointed. A couple interested citizens
14 reached out to me and said oh, you know, the City's not necessarily tracking which
15 intersections or parts of the City have the most traffic accidents or pedestrian accidents or
16 difficulties. And so, I thought that if there... towards the end of last year, I remember one
17 Commission meeting where we were asked what would we want to see a study session on?
18 And so, one of my thoughts was I think it would be really informative to understand where are
19 the accidents happening in the City? Particularly, I think that that would also inform any
20 neighborhood planning or retail or a lot of... bike and pedestrian issues because we would then

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1 all have the same background and understanding. And just from a personal interest standpoint,
2 that's why I was interested in becoming involved with the PTC is because of traffic safety issues.
3 In particular, that of students commuting to school but I mean in general, that's where I feel the
4 pain a lot when I'm going through Palo Alto, so thank you.

5

6 Chair Lauing: I think this is Commissioner Templeton's light. Okay.

7

8 Commissioner Templeton: Thank you. I just want to plus one to what Commissioner Chang just
9 said. It's the Planning and Transportation Commission and we do spend a tremendous amount
10 of investment on the planning topics that come before us and we want to see more. We always
11 reach out and ask to our transportation colleagues to bring more to us and help us get involved
12 and hear the community's voice. And that's really important because I know you're doing the
13 work whether it comes before the Commission or not but being able to be heard is incredibly
14 important. And Commissioner Chang is hearing it from people in her neighborhood, I'm hearing
15 it from people that I speak with. There's a lot of concern among families, families with children
16 that have to bike themselves to school or walk to school, but it's also broader than that, right?
17 And even on this California Avenue discussion, remember the tragedy that happened recently
18 where the young man was killed. Like these are conversations that are really important to our
19 community. So, I just want to plus one and say that we need to be taking this a lot more
20 seriously and having more meaningful dialog with the transportation department. Thank you.

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Chair Lauing: So, Commissioner Chang, would you say that is a lot of data gathering and problem identification? And then see ways in which we can kind of put visibility on it and maybe suggest some changes?

Commissioner Chang: Yes, because well I think where I stand is I don't know what the department has and doesn't have. Nor do I know what is feasible or not feasible from a Staffing standpoint. But as a starting point, where I hear neighborhood conversation is oh my gosh, there's this intersection or did you hear so and so's kid was hit on a bike, or did you hear that this person crossing the street was almost hit or was hit. And so, I'd like to... if, to the extent that it's possible, I would love just basic data on where the incidents happen in our City from fender benders to pedestrian accidents to cyclist accidents. And then that will help inform us as to whether or not anything... we want to do anything else, but it definitely is when I talk to people about the City. That's what comes up in everyday conversation is, you know, I saw this accident here. I wonder what that was or so and so was hit. So, that is... that's what promoted that interest.

Chair Lauing: Commissioner Templeton.

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1 Commissioner Templeton: Thanks, just a quick add-on to that. It's not just about making sure
2 that we're looking at the data and that we have a clear idea of what the projects are coming up
3 for improvement in the transportation team but it's also accountability, right? When we have
4 incidents, when we have collisions, you know we've tried to figure out how to coordinate with
5 the transportation department about it. And to see that indeed improvements are being made
6 and that this incident... something's being done about it and it's not happening. And we've tried
7 various different avenues and the people want to know. People want to be able to engage
8 directly with the department publicly about accountability and how you're going to improve the
9 streets around here. Thanks.

10

11 Chair Lauing: Did you want to make any response? Not necessary Ms. Star-Lack.

12

13 Sylvia Star-Lack, Transportation Manager: Sure, I can. Thanks so much for the comments. I think
14 it's a... it would be a great idea for us to share with you the data that we have and talk to you
15 about our process for how changes get made. This year we're going to be kicking off our Bicycle
16 and Pedestrian Transportation Plan Update and I think that a lot of conversations... we'll be
17 having a lot of conversations about the areas in town. We'll be looking at the data, historical
18 collision data, figuring out where those spots are in town that really need some more attention.
19 You know, El Camino... the El Camino, the unfortunate tragedy fatality that happened here a
20 couple years ago, we're still... we're about to engage again with Caltrans on that. So, we are...

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1 transportation is looking at the data. One of our projects that we're working on at San Antonio
2 and Charleston actually we took on because we looked at the data and saw that the number
3 one location for collisions was there. So, I just want to dispel this notion that we're not looking
4 at the data. We look at the data and we're trying to do what we can. Often times we have to
5 deal with multiple jurisdictions. So, for example, El Camino is not our road and so we have to
6 work with Caltrans on that. Things on Foothill, Oregon, Page Mills, they're not ours. They're run
7 by the County, so there's just a lot of coordination but we want to do that work. That's what
8 we're here to do so I'm happy to come back with information for you.

9
10 It would be really efficient for us to put that together, do that as part of the Bike Plan Update
11 since we'll have a consultant on board to do that collection and analysis for us. So, maybe we
12 can do it that way so that we can be really efficient but I'm... we're happy to do what the
13 Commission... we're happy to answer your questions about how we do our work.

14

15 Chair Lauing: And the last thing you mentioned is happening this year, right?

16

17 Ms. Star-Lack: Yes.

18

19 Chair Lauing: Commissioner Reckdahl.

20

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1 Commissioner Reckdahl: Commissioner Chang brought up for Cal Ave we want to close loop
2 more frequently and I think this is another area where we want to close loop more frequently
3 and not do it yearly but maybe have a monthly update. Where we can say what events, what
4 kind of accidents have occurred in the last month that are note worthy and what are the
5 trends? It doesn't have to be a big presentation, just part of the Staff update. I think that would
6 be very useful and just in general, more frequent shorter updates are better than less frequent
7 bigger updates.

8
9 Commissioner Chang: So, I just did want to make a plus one... I just wanted to say plus one on
10 Commissioner Roohparvar or Giselle... I don't know, are we using first names today? What are
11 we doing?

12
13 Chair Lauing: This is causal today.

14
15 Commissioner Roohparvar: Use my first name. I like Giselle.

16
17 Commissioner Chang: Alright, on Giselle's comment about what are going to do here with
18 respect to prioritization because I think that there's must-dos that Staff is... that the City is
19 already working on or that there is a timeline associated with it. And then there's also some
20 limited amount of "free" meetings and so perhaps what would be helpful is if we ranked what

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1 those priorities would be. Like if I were doing a whiteboarding meeting I would have all the
2 ideas and have everybody have three post-it notes and then stick them next to it. You know,
3 because then we could see kind of where the gestalt is for the Commission and then we can
4 have a more informed discussion. But things like the Housing Element, we have to do it, but
5 then there's a question about how much additional time do we want to put on things that
6 might fall out of the Housing Element like the neighborhood planning for example. So, and it
7 sounds like there's a lot of... it sounded like there's a lot of excitement about the retail piece
8 too. So, I guess it would probably be helpful to indicate in our Work Plan where our priorities
9 would be, right?

10

11 Chair Lauing: I think so, yeah totally. Cari? Oh, left over. There are even ghost lights here.

12

13 Commissioner Hechtman: [unintelligible – off mic]

14

15 Chair Lauing: Okay, I'm just going to hold it up here like this. Next week we're putting it in ink,
16 not pencil against yellow so.

17

18 Commissioner Hechtman: So, I... my memory... so we actually went through this prioritization
19 discussion last year in the inaugural year of the Work Plan and my memory is Bryna, you
20 weren't yet a Commissioner?

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Commissioner Chang: Probably not.

Commissioner Hechtman: Okay, so but and what makes tonight’s discussion really even exciting, I’ll say that, is here’s what we listed as our three priorities for last year and this is on Packet Page 21. Time-sensitive Council items, customer applications and matters requiring annual review. So, what is missing there is anything that we’re taking an initiative to start because these are all reactive concepts that were our priorities last year. So, I think consistent with that I’m hearing some of the other Commissioners say, in coming up with our priorities this year, there’s an opportunity to fold into that PTC initiated issues, but we have to think about it because we can’t for example, delay a time-sensitive Council issue to deal with something that we are initiating. So, I don’t know if maybe this PTC initiated things is... becomes Item Three or does it have to be Item Four but that’s I think something we can talk about and it is supposed to be part of our Work Plan, that prioritization concept.

Chair Lauing: Probably Item Four but I think that we can’t chip this in stone because of Item One. So, we can get our list and it goes to here and then some urgent things come from us from Council. We’re not going to get it done which is why we should prioritize because then we’ll take off bottom items and work on the ones above that. So, I don’t think we have to get to something that we know we’re going to accomplish everything because we don’t know how

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1 much is going to get thrown at us. Council doesn't know how much is going to get thrown at us
2 but we should prioritize what we think is important.

3

4 Commissioner Hechtman: Right and I like the idea of adding that. If it's going to be Item Four,
5 fine, because we should put in print this notion that we can be... we can initiate, not just react.

6

7 Chair Lauing: I think that's the exact wording that should go in here is PTC initiated projects. I
8 mean I think that's perfect for that. So, we can... to Giselle, Bryna, and others, we can sort of
9 stack rank. We just have to understand that we're not going to get them all done realistically
10 and I think that for this kind of exercise. That's probably okay and we just should get
11 comfortable with that at the front end.

12

13 Commissioner Chang: Yeah, I think it would all be helpful for Staff to because if it's the 10th
14 thing. We're not going to get to it so Staff won't waste time on it.

15

16 Ms. Star-Lack: Excuse me Chair Lauing?

17

18 Chair Lauing: Yeah.

19

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1 Ms. Star-Lack: Sorry, I just wanted to respond to Commissioner Reckdahl for a monthly collision
2 data.

3

4 Chair Lauing: Okay.

5

6 Ms. Star-Lack: Where it's that would be something that would need to be coordinated through
7 the police department because they're the ones who keep the data and there's some privacy
8 issues with some of that. So, PD does provide a verbal report to our City School Transportation
9 Safety Committee monthly because that committee is tasked with looking at trying to fix things.
10 And often times it's around children and those reports are verbal and really just reflect what's
11 happen with youth on the streets. But if the Commission wants collision data, it really needs to
12 make a request to the police for that.

13

14 Commissioner Reckdahl: Would it be possible just to have a high level trends or is there some
15 way to distill it down into big pictures details and not have to worry about privacy issues?

16

17 Chair Lauing: Anonymized.

18

19 Ms. Star-Lack: The quality of the data at that point is somewhat... I mean it's good. It kind of
20 tells you what happens but it doesn't really tell you what happened. So, I mean we can show

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1 you... so for example, I have access to historical data but if you wanted like what happened last
2 month. PD is really the best answer for that. I can grab data from the past 5-years up until I
3 think December of 2020. I have all the historical data prior to December 2020 just because
4 that's how the databases are all kind of they lag behind by a year or two. But PD has the up-to-
5 date fresh data so that's kind of where we are with data.

6

7 Commissioner Reckdahl: So, if we wanted to get PD data, what would be the route to get that?

8

9 Commissioner Templeton: I have a suggestion. Ms. Star-Lack, if you're already getting that data
10 at a public meeting. Then I don't think that Commissioner Reckdahl is suggesting any additional
11 effort to collect it. I think he wants to just make sure that it's shared here as well after that so
12 that there's no additional work. Is that correct?

13

14 Commissioner Reckdahl: Yeah.

15

16 Ms. Star-Lack: I know well that data basically only reflects what's happening with youth. So,
17 we're have to ask PD to... I'm sure you're wanting to hear more than just what's happening on
18 the streets than just with youths. So, we'd have to ask them to do some additional work.

19

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1 Commissioner Reckdahl: And the kind of thing I'd want to see is how many car/car collisions
2 were there last month? How many cars/bikes and how many cars/pedestrians impact?

3

4 Ms. Star-Lack: Right.

5

6 Commissioner Reckdahl: And then say over the last 6-months or over the last year, how is this...
7 because one month is very noisy and so longer-term trends are probably the better piece of
8 data.

9

10 Ms. Star-Lack: Right.

11

12 Commissioner Reckdahl: So, it doesn't have to get into a lot of detail but like right now, I have
13 no idea how many car crashes there were last year in Palo Alto. Not... I couldn't even guess and
14 I'm on the Planning and Transportation Commission. So, it would be good to get us up to speed
15 on just big picture what kind of public safety do we have up there? Thank you.

16

17 Commissioner Templeton: Meanwhile, we have anecdotal evidence. I hear one every week
18 about a child being hit by a car or colliding with a car and maybe it's not reported. Right, we
19 don't necessarily even know but you know, look, we're a City that is very bike-friendly. We want
20 to make it not only popular but we want to support that safely and so I like your idea about

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1 having this conversation be a part of the bike/pedestrian plan. That makes a lot of sense but
2 between conversations about that plan, we still need to find a way to discuss it in a public
3 forum. And maybe there's another group or Commission or Committee or panel that where
4 that happens but even so, that communication is not coming to this group. Like you want to
5 talk about the bike plan, we're having another bike meeting next week or whatever, something
6 like that. Just finding a way to have us collaborate a little bit more about that would be really
7 awesome. Thanks.

8

9 Chair Lauing: Bart.

10

11 Commissioner Hechtman: So, I've been on the PTC a little over 2-years and actually, tonight's
12 the first time we've really just focused right on this traffic safety and collision information. And
13 so, I think it's a new dialog for us and we're addressing Staff, again in the last two-plus years,
14 for the first time. So, I feel like we've kind of got the message across to Staff that we're
15 interested and now that you know that, maybe you can explore what's possible... what's
16 reasonably possible. I appreciate that Staff is already stretched and I'm not honestly,
17 personally, I'm not looking for an oral report once a month or every meeting. But if there's
18 some data sheet that could be provided to us that really, you're already collecting the
19 information, at some interval, and it's just part of the Staff report we get, and it's the kind of
20 information that can be public because it will be in the Staff report, and we can review it.

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1 There's always a transportation representative at our meetings and so if anybody has a
2 question about it, we can ask it at the meeting but I think that's what we're looking for is really
3 to explore... have transportation side explore what can you do? And not tell us tonight but talk
4 amongst yourselves and see how we can... how we as the PTC can be better informed.

5

6 Ms. Star-Lack: I hear that. I am respectful. I want to understand or we just recently had these
7 same conversations with our Pedestrian and Bicycle Advisory Committee. They wanted more
8 data our of our police department and our police department is unable to provide the reports
9 that PBAC wants. But we can... I can go back to PD and ask and see what they are able to do but
10 I just want to note that our PD Records Department is very, very stretched and so I just... I don't
11 want to speak for PD on what they can and cannot do. So, I will check with them and see what
12 they can provide as part of a... maybe like a table that gets attached to your agenda.

13

14 Chair Lauing: Okay, thank you.

15

16 Ms. Star-Lack: Thanks.

17

18 Chair Lauing: So, I just want to make sure that we've touched on everything on retail that
19 anybody wants to touch on tonight. Since there's so many consultants launching on this but I
20 wanted to be thorough and make sure there wasn't anything we missed.

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2 So, next up is that neighborhood planning, and I don't think we have any members of the public
3 here but the idea here, is to create the concept of what might be on the list of things that
4 should be looked at as we literally in the Housing Element are probably going to be creating
5 some new neighborhoods over the next 10- or 12-years. Not over the next 10- or 12-months
6 and it's kind of in some sense the visioning statement but more than that it's what
7 infrastructure is there and what support structure is there and so on. Again, I think this would
8 be something we'll spend a couple meetings on maybe during the course of the year. And we're
9 not trying to finish this tonight but I think it's worth spending some time on tonight. To see if
10 we agree on what needs to be in it. So, by way of introduction, that's what I put on the table
11 and just open it up. We can take a virtual whiteboard here. I can take notes on what we talk
12 about. Want to start Bart?

13

14 Commissioner Hechtman: Sure, and I think what I'm going to bring up fits under this. I was
15 thinking it would go under the additional topics but let me just try it out.

16

17 At our last meeting when we were making recommendations on the housing sites. Toward the
18 end of the meeting, I made a motion regarding the low-density area within a quarter-mile of
19 Caltrain and after some discussion with our Assistant City Attorney, it was decided that my
20 motion was really outside the agenda and so it wouldn't be appropriate to discuss it at that

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1 meeting. And that was fine with me, I withdrew the motion, but part of that dialog was we'll
2 have to find a future agenda to put that on. And I'm not familiar with what that process would
3 be to do that. I am interested in our Commission having a discussion about it and my concept
4 there was this area, this low-density residential area within a quarter-mile of the California
5 Caltrain Station, has been essentially protected in this round of site selections. That was part of
6 the Working Group's dynamic is they wanted to not touch that and that's fine.

7

8 And so, I'm looking at the next RHNA Cycle and the Chair, you just mentioned we're looking at
9 much as 10- 12-years out. That's, on that item, really what I was looking at is can we at least
10 suggest to Council that by the time we get to I think it was 2029, which is 2-years before this
11 next RHNA Cycle ends, that we are going to have a discussion about whether we want to look at
12 upzoning in that low-density residential area. So, that's something that would be of interest to
13 me to have the dialog with the Commission at some point this year.

14

15 Because it's 7- to 8-years out, I don't think there's an urgency to it and I don't know that after
16 we have a discussion, that the Commission will want to move it forward with a
17 recommendation to Council. They may not and that's fine. That's what we're here to talk about
18 but that's an example of an item when we're talking about neighborhood planning that I'd be
19 interested in pursuing.

20

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1 Chair Lauing: Bryna. Sorry?

2

3 Commissioner Chang: [unintelligible]

4

5 Chair Lauing: Oh, it's multi-media situation here. Giselle, go ahead.

6

7 Commissioner Roohparvar: Thank you. So, I agree with Bart plus one and then I also wanted to
8 throw out somewhat selfishly because I live close-ish to the area. But we discussed Fabian Way
9 and that area and the change from industrial and doing neighborhood planning as something
10 we might want to consider as well. Adding the more dense housing, retail and creating more of
11 a neighborhood feel as industrial phases out.

12

13 Chair Lauing: Bryna.

14

15 Commissioner Chang: Plus, one for what Giselle just said about planning for the East Meadow
16 Circle housing and also, I think may be lumped into it, may be not lumped into it, along
17 transport.

18

19 Chair Lauing: Yeah.

20

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1 Commissioner Chang: Because there's so many units that are likely to pop up there and there
2 really isn't infrastructure there for those incoming units. The other area that I thought about
3 was, and I don't know how this fits into what we do versus what City Council does, but Stanford
4 Research Park. Again, looking forward for the next cycle, it would be great if Palo Alto had a
5 nice plan for what could go there and we could take that to Stanford and say here, let's do this.
6 But yeah, those are my thoughts on neighborhood planning.

7

8 Chair Lauing: Just as a structure question, then I'll get to Keith and others. I was thinking at the
9 beginning of this as a little bit higher up where we're writing down things like... no, don't get
10 mad when I use these numbers but like the NVCAP started. Where we have to have what is the
11 goal here and the goal is going to be this and it's going to be this and we want this to be a
12 mixture of this kind of housing and so on in general. And then maybe take that template as it
13 applies to a particular neighborhood as we go further down the line if it's going to be San
14 Antonio or some of those other ones. So, but maybe the first one that I'm talking about is
15 pretty easy because we can chart the items that we want in there and then we take that and
16 look at some of the specific neighborhoods. I don't know. That... I put that into a question of
17 should we talk about the higher-level thing in general. What do we want to be considered in a
18 neighborhood plan? Keith. Oh.

19

20 Commissioner Reckdahl: Doria, that's Doria's [unintelligible].

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Vice-Chair Summa: Thank you.

Chair Lauing: Can we go back to Zoom now?

Vice-Chair Summa: I'll associate my comments with Giselle and Bryna's and looking forward. I'm not as interested in Commissioner Hechtman... I guess we're using first names tonight. Bart's idea about because I think there's very... I don't think we really know how some of these experiments are going to work. And I think it's sort of premature to look at upzoning in those areas and I did have a question. Do you just want to do that for the Cal Ave one-quarter radii or the other two train stations also?

Commissioner Hechtman: When I looked at the mapping that Mr. Wong had provided, it seemed like that was the primary area that within a quarter-mile had significant low-density residential. So, that was the nature of my motion at that last meeting and that's where I think that... and because I think that's the hardest work is revisioning a conversion of low density. So, I was really focused on that.

Vice-Chair Summa: Okay and I'm very interested in expanding the discussion with Stanford about how the Research Park may be providing a lot of the housing. And I still... I don't know

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1 what this number is but I think I said it recently. I still would like to know what percentage of
2 the jobs are associated with the wonderful Stanford University, the Research Park and their
3 wonderful medical institutions in Palo Alto. Because I think it would kind of put it into
4 perspective a little bit for us. So, not interested in going outside of the gross boundaries that
5 existing in expanding into those areas but that's kind of where I was thinking about.

6
7 And I also thought of this Number Five as being somewhat initiated by the PTC with the
8 understanding that our main job is to get done what the Council and what Staff and applicants
9 need us to do and that would be extra.

10

11 Chair Lauing: One of the PTC initiated. Bryna, you're still on.

12

13 Commissioner Chang: No, ghost light.

14

15 Chair Lauing: Must be Keith now.

16

17 Commissioner Reckdahl: Yeah, now I'm [unintelligible]. One things I think we can add value on
18 is that there's a lot of things outside of our control. Like VTA, schools and we have to get role in
19 earlier and so this neighborhood planning really has to look what do you want in the vibrant
20 neighborhood? And for example, if especially if it's higher density, parks are essential and so

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1 then we have to somehow either zone for the parks and/or acquire the land. It's... there's a lot
2 of front work that has to be done earlier and I think we have to identify what front work has to
3 do and who has to be involved and get them involved.

4
5 Chair Lauing: Yeah, the timing on that's going to be interesting relative to how Council
6 processes the Housing Element and some of these required upzones that they're going to have
7 to initiate. So, that's going to require some close coordination I think.

8
9 Commissioner Reckdahl: And also, Council discussion of the Housing Element Programs will be
10 very interesting because they will be telling us what to do be looking for. So, a lot of our work is
11 going to come out of that discussion.

12
13 Chair Lauing: Well, let's take a look at that. One of the things that I thought is maybe we could
14 do more work than we're being asked for on the programs. So, then when it comes from the
15 Housing Element Working Group, we can really drill down on that and talk about, you know,
16 with our presumed advanced expertise. How some of these program would work, what we
17 really recommend there because as Keith notes from being on that Working Group. We're
18 going pretty fast through those programs and they're kind of a high-level. And I'm not sure
19 frankly, that we're going to want to go... this body is going to want to go through that fast
20 because there's some real implication for if we get the programs wrong or they're not enough

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1 or whatever. So, we may chose to spend a good amount of time getting drilled down there. You
2 agree because you're fully up to speed on this stuff?

3

4 Commissioner Reckdahl: Yeah, without a doubt. I mean the... we spend a lot of time in this
5 Housing Element Work Group but examining the programs. You know, we haven't drilled down
6 at all. It's been at a very high level and I think that would be our job is to drill down and do the
7 heavy lifting so that Council has the informed decision.

8

9 Chair Lauing: Yeah and the second task of that meeting is the next meeting of the Housing
10 Element Working Group. The Co-Chairs have a post mortem meeting tomorrow on the last
11 meeting and one of my concerns that I'm putting on the table in public right now is that I'm not
12 sure that the Housing Element Working Group can get there with the level of detail that is
13 needed to take it to the Council. Otherwise, they're going to have to be putting together
14 multiple Ad Hoc's and spending a gazillion on it. Not that all of them can be created for every
15 neighborhood before the Housing Element is signed off and as I said before, the timing is a little
16 bit tricky but we just may want to go deeper. Bryna?

17

18 Commissioner Chang: Am I understanding correctly that you're saying the Housing Element
19 Working Group isn't going to be able to put in or isn't going to be able to put in the amount of
20 time that's needed for some of these programs. And that therefore, when it gets to us, we

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1 spend a little bit more time on it in order to flush out the programs a little bit more for Council?

2 Is that what you're saying?

3

4 Chair Lauing: I think so and obviously the expertise level here is a little higher than in general
5 the Working Group so.

6

7 Commissioner Chang: I mean I am concerned because I was just reading an article about a
8 pretty neat new application for 100 percent affordable housing on El Camino. But because it's
9 affordable, it doesn't need to have the green space that would normally be required of a
10 development. And so, to Keith's point, if when everything is being change... when the zoning is
11 being changed. If we don't allow for the park space in those areas that are sort of... that have
12 been earmarked in the Housing Element Plan for as potential low-income housing. Then what's
13 going to happen is the applications are going to start coming in and then we're going to have a
14 mish-mash of stuff there and no parks and no... or no room for a school or whatever it is that
15 we might need over there. But then timing-wise, it sounds like... I mean this Housing Element
16 needs to be approved by the beginning of next year and then the zoning needs to follow how
17 soon afterward?

18

19 Chair Lauing: Over the course of roughly 6-months. Is that about right Keith or Rachael?

20

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1 Ms. Tanner: Yeah, I was just going to add, you know I think I will want to talk with Clare about
2 the timing and obviously, Ed you're the Chair of the Working Group. So, you can talk with the
3 Staff as well just about how much time the PTC will have with it because we are under some
4 pretty tight state deadlines to get it done. So, I think there's also a way to think about it as not
5 only there's the Housing Element itself, so what goes into it, but then maybe to the
6 prioritization point. You know some of the programs we're going to want to tackle sooner than
7 later and so there is opportunity for PTC to kind of tackle even after the element is off your
8 desk and on to Council and maybe after Council adopts the policies and programs. To do more
9 thinking about them, to hold study sessions on the topics, to dive in deeper, so that the City and
10 the public and the Council can make informed decisions. Just because we know we want to
11 move on a policy, doesn't mean we've totally decided everything about it. There's so much
12 work that goes into it and so I think there's some opportunities later this year to even do that.
13 Even while we're waiting for that and perhaps just on the neighborhood planning.

14

15 I do think there's an opportunity for us to really think about as a Commission like what is the
16 City's approach to neighborhood planning. To your point Ed, around what is a complete
17 neighborhood? What does that look like and to think about how as we contemplate upzoning,
18 are we also adding in the other accouterments that make the neighborhood complete? I think
19 that's a very timely conversation.

20

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1 Chair Lauing: Some of these considerations like no limited open space has to do with one of the
2 State Laws. I'm not sure which it is but so that's not something that's negotiable and it's a
3 concession to get the developers to not have to pay as much money to get the building up.

4
5 The second thing that you mentioned is that it's not going to leave the Housing Element
6 Working Group with any recommendations on where affordable housing should go up. Not
7 even sure if that's going to get into it other than once... we know there's 57 percent of the
8 homes have to be below-market-rate basically. So, over the RHNA Cycle, that's the goal but
9 Council has to make some decisions and watch the development. And if at the end of that they
10 could say well, we can't put up any more market-rate because we only can put up
11 developments and maybe more incentives get done 8-years from now or something so. Cari?

12
13 Commissioner Templeton: Thank you. Just thinking about what Bryna said and what Ms. Tanner
14 said. I think the way the PTC might be able to help is if we had either some kind of study session
15 or some other way to discuss what are possible area plans that we could have. So, that we
16 know that would include some of our newly identified lots for densification or whatnot but also
17 make sure that we have evaluated what's around it. That there are parks, there are schools and
18 be able to develop that idea of what... I think Rachael said what's a complete neighborhood?
19 Being... doing these onesie-twosies with North Ventura and what was the other one that we

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1 just we're talking about? But the areas plans, it's not going to be enough for the amount of
2 housing we're adding.

3

4 So, we need to figure out how do you evaluate that and that might be something the PTC could
5 help with so that's just a thought.

6

7 Chair Lauing: Yeah.

8

9 Commissioner Chang: So, that's that higher level that you were talking about, right? Yeah, okay
10 then great, plus one.

11

12 Chair Lauing: Okay this fuzzy button here means Bart, right?

13

14 Commissioner Hechtman: That's me.

15

16 Chair Lauing: I'm quoting you, dude.

17

18 Commissioner Hechtman: Yeah, yeah, dim I think is (interrupted)

19

20 Chair Lauing: Dim.

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Commissioner Hechtman: My term.

Chair Lauing: I was upgrading you then.

Commissioner Hechtman: So, I guess here's my high-level concern. In my time on the PTC, the first thing that I would consider neighborhood planning that the one thing that's come to us is the NVCAP. And the Working Group for that NVCAP, which I think included a number of our current Commissioners, spent extraordinary amount of time studying that area and looking at variations and plans. It ultimately came to us and we made a recommendation... we actually sent Staff away to gather some more information. Come up with some other options focused on this concept of financial feasibility which was one of the stated goals from the Council when they initiated the NVCAP process. And so, we made recommendations based on financial feasibility and those recommendations went to Council. And the Council ended up... the majority of Council ended up supporting the, I'll call it Option One. It was the lowest density of the options that came out of that process and by extrapolation from the financial information we got regarding the middle-level option, the price tag, the public subsidy price tag for that Option One is going to be north of \$200 million.

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1 And so, I found that disheartening because all of that effort has gone into a plan that looks
2 beautiful on paper. It would be an idyllic neighborhood but I don't believe that there's any
3 realistic possibility that that's going to happen because the price tag is too high in terms of
4 public dollars.

5
6 And so, when we're talking about planning other areas of our City, I think we have to be able to
7 reign in the optimism and plan with realism. And I mean if we want parks, all the land in Palo
8 Alto is super expensive and so it's going to cost something to get those parks. And so, I think
9 that that public subsidy aspect of this has to be a part of the dialog from the beginning, so that
10 we don't get to the back end and just approve something that doesn't pencil on its own, will
11 require significant public subsidy but we have no plan for it, because nobody wants to waste
12 their time planning for a pretty picture that never gets built.

13
14 Chair Lauing: One Council Member said from up here that right now everything is infeasible
15 housing-wise because there's no substantial public funding. I think that's changing a little bit
16 but 57 percent of those units in that cycle are going to need some help somehow. So, when you
17 say, I don't remember the word you used, but trade-off. The trade-off is either we miss the
18 RHNA numbers or we fund it. I mean just is as simple as that and people are taking their bets...
19 making their bets now on what's going to happen and I think most of them are betting that
20 we're going to miss the cycle. Because there's not that much money out there in the next 10-

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1 years so that's a challenge to not so much for this group as it is the Council and the City. Yeah,
2 Cari?

3

4 Commissioner Templeton: I would also add that all three plans from the NVCAP had parks.

5

6 Chair Lauing: Had what?

7

8 Commissioner Templeton: Like had parks. This was... I mean it was not optional. We have to
9 have parks if that area is developed. So, while aspects of it might not have been feasible. The
10 vision of what it's going to be like to live in Palo Alto. We wanted to make sure that applied to
11 that area too and I think there's a balance there.

12

13 Chair Lauing: Doria?

14

15 Vice-Chair Summa: Thank you, so I kind of think that the idea that the public would subsidize all
16 of this is a little bit of a strict notion. I think that we need... we are going to have to, in the
17 future, find other sources of income as a City and the State is going to have to figure out how
18 they want to contribute to all this housing. The subsidized because the market, we don't have
19 to worry about and so I thought it was framed for me a little bit in a very limited way.

20

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1 And I think the other thing that we should remember is that limiting... that zoning is a tool that
2 limits the value of property thru the uses that can be allowed. And that is something that we
3 need to consider as the value of property escalates exponentially and in a seemingly endless
4 cycle of failure to provide for the people that need to be a part of this community. So, I would
5 rather see new sources of income and new ways, public, private and new taxes perhaps in the
6 City and that's not in our purview but we got to get money from some place. And maybe the
7 Business Tax should be focused on these kinds of solutions to provide reasonable and safe
8 housing for the people that need to be a part of this community. So, I don't see it as narrowly as
9 just this public subsidy.

10

11 Chair Lauing: I mean there's still come projects that could go up affordable with tax credits.
12 That's for sure. Is... but is one of the things that you're saying that the value of the appreciation
13 of the land and the building should be taken more seriously into account by developers? I'm not
14 trying to put words in your mouth but I thought that was kind of what you were saying because
15 as the value goes up. It... that's not calculated in the rents based on what it cost but the capital
16 appreciation is another return on investment to the developer.

17

18 Vice-Chair Summa: I'm not sure that I was saying that but what I was saying was that when we
19 have... for instance we spoke about the PF Zone property where MacArthur Park is and having
20 that be PZ Zoned has a great value to us as a community. We don't own it but because it limits

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1 the uses and therefore it is a more attractive site to have a below-market rate. I'm advocating
2 that we continue to be creative about using our zoning to limit uses and there by retaining
3 some properties at lower values for investors. That will be available... than more readily
4 available for subsidized housing if that makes sense. I'm not a business person so.

5

6 Chair Lauing: Okay.

7

8 Vice-Chair Summa: And I'm also hoping that in the next... in this RHNA Cycle I'm hoping at the
9 regional and state level we have identified better... a better process because the RHNA Housing
10 Cycles have, as I've said before, each cycle has failed bigger. In that, they all provide market
11 housing and they all fail bigger each subsequent cycle in subsidized housing. So, I think I would
12 be very much in favor of rethinking this and rethinking because it doesn't seem to be real. And
13 so, I'm hoping we'll have something much better in 8-years.

14

15 Chair Lauing: Somebody else would be sitting here handling these problems then. Yeah, Keith?

16

17 Vice-Chair Summa: I didn't say I had the answer.

18

19 Commissioner Reckdahl: Yeah, I mean this gets to be a big discussion. I think maybe we're going
20 outside of what we need for the priorities but let's talk about the car accident NVCAP. I mean

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1 the fact that we weren't able to get enough parks in there... in NVCAP was purely because the
2 Impact Fees were inappropriate. If we had appropriately size Impact Fees, they should be able
3 to for any size development provide sufficient parks for that development and right now we
4 don't... they're not calculated correctly. And that's the Parks and Rec is hearing that right now
5 and that will improve things and same with affordable income. If we have the correct Impact
6 Fee or if we have the Palmer Fix. That will help mitigate it. We... affordable housing is really
7 hard because the numbers are so big but this is where we have to look at zoning and hold firm
8 on zoning and zone for what you want. And if you want housing there, you have to zone for
9 housing. If you zone for housing and/or business, you're not going to get housing. So, that's the
10 other thing I... you have to have appropriate Impact Fees and you have to appropriate zoning.

11

12 Commissioner Chang: You know when we're talking about Impact Fees, I also think... I don't... I
13 haven't... I'm not informed fully on it but I also wonder about the School Impact Fees. So, like if
14 you needed a new school in an area, are the amount of Impact Fees that are collected able to
15 account for that and if not, where would that be coming from? Right, like the district needs to
16 collect the money somewhere so it's just things to think about for a (interrupted)

17

18 Commissioner Templeton: That is a whole other ball of wax we do not want to get into tonight.

19

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1 Commissioner Chang: But I mean that is one of the challenges too because it's the space, it's
2 the building. I mean even just renovating right now the current 50- to 60-year old schools has
3 been difficult for the district.

4

5 Chair Lauing: So, what... Bart?

6

7 Commissioner Hechtman: I don't know if Mr. Yang is here tonight but I can chime in on School
8 Impact Fees from my own work experience. Once upon a time, there was this negotiation that
9 happened with developers when they came in with a project that was going to impact a school.
10 And of course, any housing project that's not for seniors is going to impact the school and so
11 this negotiation would result in an agreement as to what their contribution would be. But
12 developers felt that sometimes they were being held up and they went to the State legislature
13 and now Impact Fees are wholly and completely decided upon by State Law. And there's like a
14 base amount and there are some things that a school can show to step up a level or two but
15 there's no negotiation to happen. And so, it's a great question and it's sort of a linger by-
16 product of Prop 13 in 1978 that has crippled our ability to provide what used to be the best
17 education in the US. But we are powerless, even at the Council level, to help the school districts
18 with those items.

19

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1 Chair Lauing: So, for tonight, just to get this on the Work Plan. Do we want to kind of do both?
2 Sort of chart out the higher-level things which might be fairly easy and I'm not saying do it
3 tonight. I mean this year chart out the parks and open space and levels of housing and so on
4 and then pick two or three particular areas to work on in more depth. Would that be a way to
5 put it on the Work Plan? I mean those areas to be determined later in consultation with maybe
6 even Council? Does that make sense Rachael from your standpoint? Others? Bart, what are you
7 going to say?

8
9 Commissioner Hechtman: Yeah, I like that idea and I think one thing that would help us in that
10 is with the mapping that Staff has done on the housing sites, the new housing sites, once that
11 has been approve by the Council and those are firm, then we can look at sort of where the...
12 where's the most density? What needs our attention the most? What areas of town, right, and
13 prioritize that way. Right? If one area is going to get 800 units, we want to maybe focus on that
14 over this one over here that is going to have 350 possible units and Staff can help us with that.
15 And again, they've done a lot of the mapping so it shouldn't be a lot of exercise once we know
16 from Council what makes the final cut.

17
18 Chair Lauing: And that's suppose to happen this month.

19
20 Ms. Tanner: Right, I would just (interrupted)

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Commissioner Chang: Makes a lot of sense I think, that plan.

Ms. Tanner: I would just add or maybe to also plus one the conversation. I mean I think as a planner, I think there is a discussion, particularly in the Bay Area around what is the way to plan for additional housing and new neighborhoods? Is it the specific plans or area plans or coordinated area plans? Different communities have different names. Is that the vehicle and you know, we saw that in the Grand Jury Report that came out around affordable housing kind of invoking that in order to get affordable housing? You need to have coordinated areas plan and maybe that is a way to do it. Is it the way that we want to approach it in Palo Alto?

I think that maybe to speak to Bart's comments. You know, coordinated area plans can be a lot of time and money. And so how do we want to make the best use of that or is it some other set of vehicles and planning tools that are appropriate for neighborhood planning? That might be not just more efficient but get the outcome that we want which is a robust neighborhood that meets all the needs. So, I think having this discussion is really timely because I think it will also inform the rest of the housing cycle that we're going to be in, in terms of how are we approaching it? What grants do we apply for? You know things of that nature.

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1 Chair Lauing: Yeah and I think Staff can come up with the variety of ways of doing that because
2 the areas plan did not get a lot love from the Council the other night. But also, Director Lait said
3 one reason for that is you only have limited resources and that takes a lot of time to do. Now I
4 don't know if his answer was that takes a lot of time to do now before we can do any or if it
5 means it takes a lot of time to do over 10-years. If it's the ladder, I'm not as concerned. If it's
6 the former, obviously we are concerned. So, you can chart for us, here are the three basic ways
7 to do it and then we can take a look at that as applied to a given area. Bart?

8

9 Commissioner Hechtman: No.

10

11 Chair Lauing: Oh, you're not as dim anymore. It came right up there. So, is that enough for you
12 Rachael to kind of chart this as one of the objectives?

13

14 Ms. Tanner: Yes, maybe just I'll try on how I would think about putting that into the Work Plan
15 template that we have this year which is obviously different than last year. So, what I would put
16 is and what you would then see because we'll bring it back to you all before it goes to the
17 Council. Like the project or goal would be kind of explore neighborhood planning, I'm making
18 this up but you know we'll make it nicer when I bring it back. Something like explore
19 appropriate approach to neighborhood planning in Palo Alto or maybe best approach or ideal
20 approaches and then we'll talk about the impacts which you've described. I think the timeline,

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1 resources needed, what I'm thinking that this would be is maybe a series of a few study
2 sessions on the topic that we would have. And the measure of success would be that we maybe
3 have some type of consensus on what a complete neighborhood is and kind of what
4 approaches Palo Alto might use in neighborhood planning and maybe it will be different. Some
5 neighborhoods might need different types of planning.

6
7 And then maybe to Giselle's earlier point, it does ask us to put whether something is a high
8 priority or a low priority into the template. And I'm not sure what that impact of putting it high
9 or low is other than perhaps a signal to Council if this gets done this year great. But if not, we
10 can move it to next year or maybe that's a way to think about high priority like needs to get
11 done and low priority is like we'd love to get to it but if we don't. It's okay to move it up to the
12 next year perhaps?

13
14 Chair Lauing: I think what we were saying is in terms of initiated plans that's pretty high priority
15 for PTC. But we also have to be realistic that that might not be a 1-year project. So, the duration
16 of that might take a couple years to get all that done. You can tell us tactically how that gets
17 into the Work Plan and it might just be a carry-over item in 2023.

18
19 Ms. Tanner: I think that makes sense.

20

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1 Chair Lauing: So, that ones in the can as they say in film world right, so are there any other ones
2 that we haven't talked about that we should? None were submitted in advance but if there's
3 any others? Otherwise, we'll move to process. Otherwise, we'll move the process to process.

4
5 Commissioner Reckdahl: I'd like to discuss retail a little more. I mean there's a lot of issues
6 about retail and zoning and what you'll allow for. Do you want all nail salons down California
7 Avenue or do you want to push them to the side streets? And there's a lot of discontent with
8 how our retail is managed right now and so maybe we... investigating that would probably be
9 beneficial.

10
11 Chair Lauing: I mean the question on that is are we going to get out ahead of the three or four
12 consultants that are being hired to work on that? The economic manager and the Staff person
13 and the (interrupted)

14
15 Commissioner Reckdahl: This is more general, outside of... all the Staff, consultants and stuff is
16 for Cal Ave. Are we looking at general retail?

17
18 Chair Lauing: No, I don't think that's right, is it, Rachael? Isn't it for retail in general? What
19 makes vibrant retail and (interrupted)

20

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1 Ms. Tanner: Yeah, we don't have... so I think the only Cal Ave focus consultant, which is the
2 least close to being hired, would be the one that's going to explore what the closing Cal Ave
3 could look like or closing portions of it to vehicle traffic.

4
5 The others are, at this point, more general. I think they could and probably will have some focus
6 areas. So, for example, the academic development Staff person and the consultant they have, I
7 don't think they'll do the same work in every area of town, but it's not exclusively for California
8 Avenue.

9
10 Commissioner Reckdahl: Okay, then I'm happy. I thought we were just concentrating on Cal
11 Ave.

12
13 Ms. Tanner: I think yeah, I think there's two items. I think there's like retail in general and retail
14 across the City. And then there's like a Cal Ave topic and I understood the Cal Ave topic to be,
15 and maybe this is good to clarify, is looking at... retail's part of it. And that will be part of the
16 retail component but also looking at both the broader neighborhood, some of the parking
17 issues that are hamstringing retail which are Cal Ave specific. And I don't know Commissioner
18 Summa if you want to say more about your concept with the Cal Ave/Mayfield neighborhood
19 planning. Maybe that will help to illuminate it more for the Commissioners.

20

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1 Vice-Chair Summa: I'm not totally sure what you're asking. I don't have a plan but Cal Ave... the
2 Cal Ave Business District is parked differently than any other business district. It's not just based
3 on square footage. It's also based on a very detailed use so for instance, the most heavy parking
4 requirement per square foot is a fast food or a walk-in carry out restaurant. And so, say for
5 instance and this is a real... I don't know how frequently this happens but this is a real example.
6 There was an individually owned copy shop and as a copy shop and that was a last use when
7 the district was closed. So, as a copy shop, it had a very low parking requirement and a frozen
8 yogurt store, which there's no ice cream store on Cal Ave, would have been a really great
9 addition to Cal Ave I think. Couldn't go in because although they're both allowed ground floor
10 retail uses. One had a very different parking requirement and they're locked in.

11

12 So, not to say I have the answer, but to say that maybe that is part of what needs to be looked
13 at on Cal Ave. And I know it will be a sensitive issue because at the same time we have to
14 balance the neighborhood impacts. And I don't suspect they're feeling them right now but
15 especially Evergreen and the Mayfield Neighborhood itself have parking permit programs that
16 allow nearby workers to move in. However, I think... its... so it's a very nuanced issue and State
17 Law actually does allow nearby merchants to be in residential parking permit areas. Just not
18 clear if office... it's clear that office workers are not explicitly allowed and that hasn't been tried
19 much in the courts. And so, it wasn't incorporated into the thinking but I also think this is
20 going... a lot of how Cal Ave ends up being... the Business District being parked will have a lot to

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1 do with how remote work is going to pan out. So, that's why I'm glad that we're not going to
2 make decisions on this for a while and after all this consultant work because maybe in 18-
3 months we'll know more about that. But, you know, the experts that I listen to and I read feel
4 that some degree of remote working will... some percentage will stay, especially in more liberal
5 areas. I just read something in the New York Times this morning. So, those are just some of the
6 things that I think about with Cal Ave that's a little bit different than other business areas. Is
7 that what you were wanting me to talk about?

8
9 Ms. Tanner: That is one thing and I was thinking more... I think you had expressed an idea
10 around and maybe you can correct where I paraphrase incorrectly. Just there's quite a bit of
11 change happening in the surrounding neighborhood. So, there's a retail aspect but also the
12 neighborhood surrounding Cal Ave there's different developments planned and that might be
13 an area to focus on. But perhaps that falls under the broader neighborhood planning topic or I
14 don't know if you see it as a separate topic.

15
16 Vice-Chair Summa: Well, there is a lot of development planned for the Mayfield Neighborhood
17 which is very mixed-use right now but it does have a lot of residential uses. I think that's kind of
18 what I was thinking about and but I think those things will be considered as part of this 18-
19 month consultant. Specifically, for the Cal Ave area and I do think the traffic impacts... if all the
20 workers came back. There would be... and the street is closed, what are the impacts there

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1 because it actually would be hard to get out of Cal Ave... I mean the Cal Ave and Mayfield area
2 and go south on El Camino. It would be a lot harder so but I... those are all things I'm sure will
3 be considered.

4
5 Chair Lauing: Yeah so just want to reference this year's plan where we had retail recovery.
6 Direct Staff and PTC to quickly evaluate and propose changes diverse retail uses like food and
7 educational. I think that's over. I do think we need to do that quickly and I don't think we need
8 to do it this year at all because of these consultants that are going on. So, that's one that was
9 urgent because of the pandemic. We got to some of them and not all of them but I think it's an
10 example of something that we shouldn't bring forward. So, to me that kind of puts the
11 exclamation point on the retail issue for 2022. Yeah, Bryna?

12
13 Commissioner Chang: I mean to me, to summarize our earlier retail discussion. It sounds like
14 the only thing that we thought might be a high priority for the PTC this year regarding retail
15 would be to have a study session towards the end of the year after everybody had cut all these
16 new folks are on board. So, that we can give any input and they can tell us what... how...
17 [unintelligible] the plan for going forward. So, I think that was the... the rest of... everything else
18 it sounded like we were saying we can push off to wait until the consultants have made more
19 progress.

20

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1 Chair Lauing: I think so. Are there any other views on that but? Okay, so to the process
2 (interrupted)

3
4 Ms. Tanner: I just want to note, I think what I would like to recommend is that we do put some
5 of the retail item that Council's referred to us on our plan but noting that it... we want to
6 coordinate with the broader City resources. So, we're not just going to move forward until
7 everything is lined up and so that could be later this year or it could be even early next... you
8 know what I mean? Just depending on the timing. So, I don't want them to think we're not
9 receiving their referrals but we don't need to just work at it without the other resources on
10 board.

11
12 Chair Lauing: I think that's good. They can pace the timing and then we'll help, right? Yeah,
13 that's good. Okay on process, there's a small list here on Packet Page 9, original Packet Page 9. I
14 think pretty straight forward but let's just go through each of them. I don't have to do them all
15 but do you want to take the first one Rachael on minutes or do you want us to do it or?

16
17 Ms. Tanner: Sure, I'm happy to talk about it and I think part of it is just figuring out what works
18 best for everybody. And so, I think what we might do is to... well, let's just say, first of all, our
19 Cyberary services have just been a little bit behind sometimes and so they're able to get the
20 summary minutes sometimes sooner than the verbatim minutes. And so, one question is just

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1 whether or not we want to keep them all together or just have them reviewed as they come?
2 So, for example, not bringing the minutes from tonight before you until we have both the
3 summary and the verbatim or we could decouple them. So, you might get the summary
4 minutes one week and then, later on, get the verbatim minutes. So, I don't know if folks have a
5 preference regarding that but regardless of how the timing goes. What would happen is that
6 Ms. Klicheva would then email them out BCC to the PTC Members to review. You'll send her
7 any revisions, she would make those revisions in redline so that you can see what changed. So,
8 that if a Commissioner didn't make any changes, they could see though what their fellow
9 Commissioner's proposing and those would be what come before you would be those redlined
10 revised minutes in the Packet for adoption. Then by adoption incorporating those redlined
11 changes into the minutes.

12
13 So, that's what we'd propose is the process and so, just one, does that sound okay or what
14 might you adjust? Then two, do you want to keep the verbatim and summary together or is it
15 okay if they're decoupled?

16
17 Chair Lauing: We would not have to approve minutes twice though in either case, right?

18
19 Ms. Tanner: Yeah, you wouldn't have to do it twice. It would just be each one by itself if we
20 decoupled them.

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Chair Lauing: Bart.

Commissioner Hechtman: So, I think I'm the chief reviser of minutes. In fact, I think (interrupted)

Chair Lauing: The runaway winner I think.

Commissioner Hechtman: Hum?

Chair Lauing: The runaway winner.

Commissioner Hechtman: Yeah, yeah.

Ms. Tanner: I think Bryna has joined you in making some comments.

Commissioner Chang: Yes.

Chair Lauing: Second place.

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1 Commissioner Hechtman: I was just getting to that. I've been joined now and actually, in... we
2 did have a set of minutes that Ms. Klicheva that had both of our comments on it and I thought
3 that that was interesting and useful. And so, I like the format of that to show on the same
4 document the multiple changes so I thought it worked.

5
6 I don't have any issue with breaking them apart. If the summary is done earlier, let's move
7 forward with that. Sooner for any of this is better and particularly some of these things that
8 come to us are going to Council and I would rather them have the summary minutes without
9 the verbatim than have nothing. And so, I think if they get decoupled, that's fine. We'll vote on
10 each one as it comes through and we'll... those of us who want to will look at them.

11
12 I do... because I think it's part of this. I do just want to say there was a discussion at the Council
13 level, in fact, one of their recommendations in our handbook is maybe we don't need the
14 verbatim minutes. And I will say that when we discussed that last year, in relation to the
15 handbook, I was strongly supportive of keeping them. I really kind of find the verbatim helpful
16 to us when we have these items that come to us repeatedly. You know Castilleja right, four or
17 five hearings; NVCAP. You know there have been a bunch of them and when I can go back and
18 while the summary is intended to capture the gist, sometimes it's the minutiae that I really
19 am... I don't have adequate notes myself and that really helps. So, I want to keep the verbatim
20 minutes (interrupted)

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Chair Lauing: But my question is I thought I heard you say you want to approve both of them as they come.

Commissioner Hechtman: Right so if for example for tonight, let's say the summary minutes are available for our... we can review them in time for our March 30th but not the verbatim. I want to go ahead and approve the summary version on March 30th and if the verbatim comes whatever the next one is, April 9th, then approve it then. We'd have to have a... we need a separate vote for each set because (interrupted)

Chair Lauing: For summary minutes, why do you want them to be approved? Because they might get to Council? I mean if summary minutes are suppose to be informative for us then why would we have to approve those if we're going to get verbatim?

Commissioner Hechtman: Well, so the summary minutes, my review of them is they need correction too and so I want those revised versions to be the ones that go to Council. Because I don't have any illusion that our City Council Members, who are... do a phenomenal amount of work already, are reading our 200 plus page verbatim transcripts. So, I think that they are more likely to read the summaries and so I want to get them to those... get those to them as soon as we can get them approved in a corrected form.

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1

2 Chair Lauing: Keith.

3

4 Commissioner Reckdahl: I agree, the verbatim minutes are very valuable. There's been times in
5 meetings where I know that someone said something. And I want to search for that because
6 there's some piece of information that Staff gave us verbally that we never got printed. Or that
7 another Commissioner said something and the verbatim minutes have saved me so many times
8 that I... and the public too. People have told me in the public that they use it so I would think
9 we should have both. I think we should have corrects for both and publish both on the website
10 and I think that's... they both have their strong points.

11

12 Commissioner Chang: And I'm also with the decoupling because I do find it so... usually the
13 summary minutes come first because and I find it helpful the soon we can review something.
14 The better because it's closer to when we had the meeting and then we can... our recollection is
15 more accurate. So, I'm find decoupling it.

16

17 Chair Lauing: Doria.

18

19 Vice-Chair Summa: Thanks. Yeah, I couldn't agree more with my colleagues. The verbatim
20 minutes are invaluable and the Council not having verbatim minutes is frustrating sometimes to

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1 me personally. Because the only other way to understand what they say is to try to a
2 transcript... sorry, try to do a transcription yourself which means stopping and going back and
3 starting. And it's particularly difficult with really complicated long motions to understand and
4 the Council does that more than we do. So, I thank you very much for the fact that we still have
5 verbatim minutes. I think they're great and I'm fine with voting on them as they come to us.

6

7 Commissioner Hechtman: Chair, can I just add (interrupted)

8

9 Commissioner Templeton: Can I speak? I've been waiting (interrupted)

10

11 Commissioner Hechtman: Sorry.

12

13 Commissioner Templeton: Sorry about that. I don't know why it's not working. Anyway, thank
14 you, sorry to interrupt but I wanted to say is that I think that the problem here is not us. The
15 problem is not what we want and want to provide the Council. I assure you Council does...
16 Council Members do read those verbatim minutes. That's what they've told me and several
17 different ones over the years, so they like it. It's a good discussion, especially on the difficult
18 topics. I think the problem is that the service provider that the City is engaging with is effective
19 and not meeting the needs. So, I would suggest maybe Staff could talk to them and say if you

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1 want to continue being our client, step up and let's get these turned around faster. Just a
2 suggestion, thanks.

3

4 Chair Lauing: Keith, are you back on? Cari just hit your button again. No, I don't think that's her.
5 Go ahead, try it again. I'm sorry, my bad, I thought that was the one on the end. We will
6 definitely have a better template next week guaranteed.

7

8 Commissioner Templeton: I think Bart (interrupted)

9

10 Commissioner Hechtman: Yeah, so and I don't have any qualms with what Cari just said. Sooner
11 would be good but on the other hand, I think that those transcribers are the ones who are
12 doing our summaries. Is that right, Ms. Tanner?

13

14 Ms. Tanner: That's correct.

15

16 Commissioner Hechtman: So, I did want to say... yeah, so I did want to say because we've only
17 recently started reviewing those, I did want to compliment our transcribers on those
18 summaries. I think it's difficult to condense what we say. A lot of times I think it's difficult to
19 condense what I say because I sometimes I say it too expansively but I think they do a really
20 good job from what I've seen. And so, I'd like them to know that and so maybe they can hustle

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1 up the verbatims and keep our business because I do think that it's very useful and they're
2 really doing it well.

3
4 Commissioner Templeton: Well and just to add, like software is there now where the
5 verbatim... raw verbatim minutes that have a lot of errors are available immediately. So, it's just
6 a matter of going through and editing them and making sure they're correct. But I think the
7 summary, I'm surprised they provide those before the verbatim minutes because they're right.
8 That would make more sense to go the other way around.

9
10 Chair Lauing: Anymore? Okay, the second one there is ensuring hyperlinks function properly
11 which I'm not sure if we need to improve on that sentence. I guess I would only add maybe that
12 no matter where they appear because sometimes we'd been referred to an ARB report. So, we
13 have to go find that and then we click on that and that doesn't go anywhere literally. So, that
14 gets very frustrating when we're in the midst of a very thick Packet so. No other comments on
15 that?

16
17 Commissioner Templeton: I would add just to be consistent about where we can expect to find
18 them. Sometimes it's in the middle of the text and sometimes it's in the margin. You know, if
19 it's going to be intermittently in the midst of the text. At least the margins should always be
20 double-checked before sending a Packet out.

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2 Ms. Tanner: Is that referring to the agenda or to the (interrupted)

3

4 Commissioner Templeton: I was referring to the agenda.

5

6 Ms. Tanner: Okay.

7

8 Commissioner Hechtman: You're reminding me, I think my first PTC meeting, I got the agenda
9 and I couldn't figure out how to access the Staff reports because you just click on the agenda
10 item. It's not highlighted, it's not underlined and in blue. And I think I had to call Ms. Tanner to
11 say how do I get the Staff report. She said have you clicked on the agenda item and that was it.
12 So, for the uninitiated, I think it can be confusing.

13

14 Chair Lauing: Who would like to comment on Item C?

15

16 Commissioner Chang: Okay, I'll comment on C. So, this ones about the... you know what are we
17 going to print out verses what's going to be a link? And I guess... I actually wrote an email to
18 Madina about it because I was so frustrated when I was looking at this table. And I couldn't...
19 my screen... my 13-inch screen was not big enough to make the text big enough to be able to
20 understand this giant table and by the time I scrolled all the way to the right. I'm like wait, what

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1 was the... where's the line here. So, I would say that anytime there's something... and that one,
2 in particular, was for Castilleja and it was the events. And we knew that the number of events
3 was up for discussion so, therefore, we needed to actually to see that document because we
4 were going... we or at least we were slated to discuss it. So, in that situation where it is just laid
5 out as a topic for discussion and it is a big chart. Big charts, like I, literally cannot see them
6 unless they're printed out.

7

8 So, that is one and then in general, I would say that if it is an item that is slated for discussion.
9 So, for example, a TDM, it shouldn't be linked. We should actually get that in our Packet
10 because I... that is a signal that you need to read this in order to be informed on that topic. If it's
11 prior minutes to a meeting and it's just background material. I think it's okay to not print that
12 out for example, so that's my guideline. If it is an item that is slated to be discussed then I
13 really... then we all should be informed to read it and to me when it's a link it's optional. That's
14 the message that I'm getting at least, especially when it's a big Packet because I got to prioritize
15 somehow. And if there's all these that are just background, I don't have time honestly for a big
16 Packet to read them all. So, then I skip over something and realize, oh that's where it was. So,
17 that's my two cents.

18

19 Chair Lauing: Cari.

20

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1 Commissioner Templeton: Thank you. Yeah, this is an interesting topic of discussion so I'm glad
2 you included it. The... I'm remembering back, I don't think they're here anymore but we use to
3 have these 6- or 8-inch screens here that the presentations would be shown on. Also, wasn't
4 adequate at the time and I think that presentations were printed out when we were meeting
5 here in person for that reason. So, that they would be visible and I found myself tonight wishing
6 I had printed out the revised agenda. We use to get the revised agenda At Places, so there are
7 situations where we do want to print things out. There are situations where we don't want to
8 print things out. So, I don't know, if there's any doubt I think maybe we could ask the
9 Commissioners to email so we get... maybe by Monday and then they could be at our Places by
10 Wednesday if we need them to refer to in the meeting. Because otherwise, like you get the
11 Packet on Friday... Thursday or Friday. Then that gives you some time and you could say oh I
12 need to see this in a larger format maybe. That's just a suggestion.

13

14 Ms. Tanner: I just want to second that. There may be just occasional times where a
15 Commissioner just wants something printed and since we're back in Chambers we can certainly
16 do that for the Wednesday. Even if it's not a typical thing like you may not always want it
17 printed but just for whatever reason that item you need to have it handy we can do that.

18

19 Chair Lauing: Any others?

20

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1 Commissioner Templeton: Would you want to ask Ms. Klicheva to solicit that input from
2 Commissioners on Mondays before a meeting so that we don't miss the opportunity to ask?

3

4 Ms. Tanner: Yes, it would be helpful. That would be great.

5

6 Commissioner Templeton: Is that good? Okay.

7

8 Madina Klicheva, Administrative Assistant: Yes.

9

10 Chair Lauing: The next one up is about public comments broken into two pieces here. Who
11 wants to tackle this one? Doria.

12

13 Vice-Chair Summa: So, this first part was kind of a question I had and not wanting to make a
14 more difficult process for Staff. And I don't know how my colleagues feel about this but
15 sometimes we... the... as the comments come in they're kind of held until a little bit before the
16 meeting or maybe when the Packet's released. And this is a separate issue from the public
17 sending in comments at the last minute, but I would... I personally would prefer to see them as
18 they come in. So, they're not just all because sometimes we get comments about something
19 that happened at the night before a meeting and we don't see that comment for 2-weeks or
20 more. And so, it's kind of out of context and the relation to what happened the night before is

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1 lost and sometimes... so I think it would be helpful if it's not more work. I mean I don't know. I
2 envision a system where's a button and every time something comes into our mail box. It can
3 just be forwarded out to us and that would be easier because there's less decision making and
4 file managing maybe but that is in the form of a question for Staff.

5

6 Chair Lauing: Giselle.

7

8 Commissioner Roohparvar: Thank you. Yeah, I had the same question. I think if it's less
9 cumbersome I would prefer to receive them as they come in. Maybe at the end of the day or
10 whatever comes in.

11

12 Also, I wanted to ask a related question. Is there a cutoff by when public comments can come in
13 or can we not put in a cutoff? Because there's been a few times where we get public comments
14 and they're hefty and it's like an hour before the meeting. So, is there anything we can do
15 about that and then you're scrambling to get to ready to come and then you have comments to
16 read, or can we not?

17

18 Ms. Tanner: Well, I think it's a... so just maybe to go to the first comment. I think we could
19 definitely facilitate either daily or every other day forwarding emails if that's the desire of the
20 majority of the Commission. I know some folks may appreciate the batching or it just really

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1 depends. If there's a diverse opinion, we could batch the weekly or twice a week or something
2 maybe if that's a compromise for Commissioners just different preferences. And then, of
3 course, we batch them all on Thursdays, or sorry on Wednesdays to print them with the Packet.
4 So, if someone hasn't submitted a written public comment by Wednesday. It's not going to get
5 published online because it's just missing the printing deadline.

6
7 I don't think there's a way to close the email inbox so unfortunately, people can send things in
8 at the last minute. I think we could have a proviso perhaps that if the comments aren't
9 submitted by a certain time. It's going to be difficult for the Commissioners to read and
10 incorporate those comments into the deliberation. I don't know how strongly people will take
11 that but I think that might be the most we could do. I know particularly with the Channing
12 Street project there was like constantly last minute, many page emails, letters that would come
13 in. It was hard to even to keep track sometimes that they came. I don't know if we could stop
14 that. We could try to discourage it but people are going to do what they're going to do.

15
16 Chair Lauing: Counsel Yang is... counsel Yang appeared on screen.

17
18 Albert Yang, City Attorney: I guess along those lines, we can't stop them from coming in but we
19 could set a rule perhaps in the PTC's Procedural Rules or something like that saying things that
20 are received after a certain time will not be considered. I think (interrupted)

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1

2 Chair Lauing: It's almost the default right now. I'm not sure why doing a rule for us is going to
3 change it. It's just to notify the public that if it's not in by midnight the night before, we're
4 probably just not going to see it.

5

6 Mr. Yang: Well, I guess I think it's helpful if we want to bring some order to create a rule like
7 that because then it's clear that Commissioners aren't... shouldn't be considering it. It's more
8 difficult when some Commissioners have had the time and do look and others don't. That's
9 where you have a situation where we're operating with different information and it's unclear
10 then to an applicant or an appellant or a member of the public is this something that I need to
11 respond to. You know, because is the Commission going to be weighing this late submission or
12 if we just have a clear cutoff. Then everyone knows this is a fair game part of the record or it's
13 not.

14

15 Chair Lauing: Cari.

16

17 Commissioner Templeton: Thank you. I agree with what Doria brought up about having the
18 emails come in as they come in and we've been on other Working Groups that do this. I can't
19 remember if that's what we did with the NVCAP but I do believe with the XCAP that we had an
20 alias that people would write to and then that would distribute it out to all the people. Is that

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1 right, Keith? Yeah, so I don't know what the technological rationale is or if it's just personal
2 preference. But if it's personal preference I'd like to read them as they come in and I liked to be
3 able to not have them all batched up. I find that that's really distracting for me. I like to be able
4 to read an email as an email and not as a document if that makes sense. So, if that's a change
5 we could make to the process that wouldn't be too burdensome for Staff. It might even save
6 you time, I don't know, but that's my two cents worth on that.

7

8 And then the second thing was about the timing. It use to be, way back in the day, that emails
9 that came in after the printing deadline were At Places. I don't know that we need to do that if
10 they're coming in as they come in. We don't have to print them out. We can save some trees
11 but you know setting an understanding that when we're in the Commission we're not reading
12 our emails. That... I think people might know that without use making a rule about it so that's
13 my comments on that.

14

15 Chair Lauing: Yeah, we could see what the majority thinks on this as soon as we're done with
16 conversation. Bart is up next.

17

18 Commissioner Hechtman: So, on... let me take these one at a time. In terms of receiving the
19 emails, I honestly would not be excited to receive emails as they come into the City one at a
20 time. You know, Castilleja for example, some of our hearings we had 50 communications come

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1 in and to my thinking, for me to get 50 separate emails that I have to open. That's actually more
2 time-consuming and more distracting than me finding time to sit down. I kind of like the blocks.
3 I do think maybe there's a balance to be struck on how often we get those. Rather than just... it
4 seems like we usually get them... we get a clump with the agenda. Usually, when they send us
5 the agenda Staff report we get a clump of public comments and we usually get some the day of
6 and sometimes we get some... one in the middle. And so maybe we can tweak that but I like
7 them collected because then I can really just focus on them. And also, there's... we are... I have
8 noticed and I'm sure my fellow Commissioners have too, there are emails about, for example,
9 police activity that we get copied on. Those are sent to the Council and the PTC. Even though
10 there's no action by the PTC. We can't do anything about them, but... and I like those collected.
11 And they frequently are and to think that I'm going to get six of those emails a day and of
12 course, it's not flagged in the inbox what they are. So, I've got to open it and read through it. It
13 just would be more time-consuming for me so I view that as less efficient but maybe there is
14 some kind of balance.

15

16 On the timing of comments, there is actually some case law on this and I'm not going to advise
17 the Commission. But because part of the work I do involves delivering communications to City
18 Councils and Planning Commissions all over the South Bay, and so, I've become familiar with
19 these rules and I know how irritating it is to Council and it's bad practice frankly to deliver these
20 kinds of things at the last minute. But there's actually some case law where judges, court

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1 opinions have talked about it and there are some limitations. One thing we have to recognize is
2 that someone, now that we're meeting in person, someone can walk up to our dais the night of
3 the hearing and say I have this five-page letter that I'd like you to consider and they distribute
4 copies of it and that is lawfully in the record. Now there're... again, there's some case law
5 talking about sort of the weight and the recognition that when you're taking that tact, and
6 sometimes it is tactical, there may be some limitations in the deciding body's need to react to
7 that. Sometimes it's done, the tactic is to try to get a continuance, right? I'm going to give you
8 this information too late for you to possibly consider it. So, what I suggest on this is maybe to
9 have Mr. Yang explore what we can legitimately do that might help us solve this problem. And
10 maybe there is... we can't tell people they can't submit things but maybe [unintelligible] the
11 State Law, which I'm not going to try to quote these cases, we could use that language that says
12 basically... that I think says something along the lines as if may not get the attention it desires if
13 you're delivering it at the 11th hour. And so maybe there's something like that we could include
14 in our agendas that again, use language from a reported case that would give us some
15 protection and maybe set expectations among the public.

16

17 Chair Lauing: How's that sound, Albert?

18

19 Mr. Yang: I can look into that. You know, the one thing I was just trying to look up earlier was I
20 know that the Council rules have some provisions that speak to this and I was just able to find

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1 those. So, the Council's rules are if you are submitting information related to a Planning
2 Application closer than 5-days than the release of the Packet. If you're doing that as an
3 applicant, then the rule is that your item is going to get pushed to a later date. So, we can
4 certainly have something like that for dealing with applicant... late applicant submittals. Late
5 public comment, I think we'll probably have to go with something along the lines of what
6 Commissioner Hechtman stated.

7

8 Chair Lauing: Keith.

9

10 Commissioner Reckdahl: Cari was correct as for XCAP, every email that went to the email
11 address was immediately forwarded. So, there was no Staff time and in a lot of ways that's the
12 best solution but there were two problems with that. One is some days we would get 50 emails
13 and our email accounts would just be swamped. And you have other things to do in your life
14 than being a Commissioner so that's problematic. The other is that people have jobs and other
15 things. They may not be able to read it and now we have Commissioners having different
16 amounts of different of information. So, I would say have a standing rule and publicize it on the
17 website. Say every night at midnight or every day at noon or every day at 4:00 p.m., you pick
18 the time. We're going to take everything that was in the last 24-hours and mail it out to all the
19 Commissioners and have that publicized so people know that if the deadline is noon. They have

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1 to get it in by 11:59 or they're not going to get into the Commissioners till the next day. I think
2 that would be the best route.

3

4 Chair Lauing: Doria.

5

6 Vice-Chair Summa: Oh, I don't need to speak. I was going to point out that Council... what Mr.
7 Yang told us that Council has policy on late submissions.

8

9 Chair Lauing: And Bryna.

10

11 Commissioner Chang: I would just say that if... yeah, having more frequent batching would be
12 helpful and add a set time approximately because I know to look for the Packet. But the
13 problem is that when comments come in on the day of the meeting. I think I'm done with the
14 Packet. I'm like alright, done, now I can do other things today and I'm not checking my email
15 necessarily or that account. So, if I know though that at noon or whatever time it is that I should
16 go check. Then it will also help so that's what I would say.

17

18 Chair Lauing: Giselle.

19

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1 Commissioner Roohparvar: Thank you, two quick comments. We could... you know one thing I
2 was thinking, we could have encouraging language such as we encourage you to submit your
3 comments in by X times. So, we don't run afoul of any sort of laws or regulations and everyone
4 can participate.

5
6 And the second I wanted to just expand on my prior comment is it's not the public comments
7 that come in late. But I remember one instance we had attorneys, I think they were applicants
8 or somebody's attorney, that were submitting 20-page letters with backup documentation and
9 nuance legal argument an hour before. And that's what's very hard to digest on the fly as
10 you're trying to get ready to go into a meeting. So, maybe that 5-day rule could be helpful. I
11 mean the late public comments, those aren't a big deal if it's like a page or two or whatever.
12 Thanks.

13
14 Chair Lauing: I like the batching more like Bart does because on a site down and burn through
15 them and ones that are not even pertinent to us I just zip right through them but I hear a
16 variety there. So, maybe the compromise position is more frequent batching so it's not single,
17 it's not everything at once. I think that would be a way of doing it, but I think we have to have a
18 deadline that the public over time gets use to. That if it's not pick... I don't know what it is yet
19 but if it's our hearings on a Wednesday. That Tuesday night at midnight is the last thing that
20 we're going to read because that gives us a little bit of wiggle room if we're working or chasing

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1 babies or whatever we have to do in the next day and kind of particularly addresses Giselle's I
2 think important point. That some legal document comes in from some attorney and we're
3 supposed to be up to speed on it the next day and some people had a chance to read it and
4 some didn't like Keith says. So, that doesn't make sense for anybody so I'd buy that. Cari.

5

6 Commissioner Templeton: I just don't know if that is... well, it would be more convenient for us.
7 I'm not sure if it's right for the reasons that Bart mentioned. That they have a right to speak
8 about their topic and if we were here live. They could hand it to us. It might be annoying, it
9 might not be form but it's still their right. I'm not sure if we can limit it.

10

11 Chair Lauing: I don't disagree with that at all. I'm just making the comment that the public
12 shouldn't expect that all seven of us have read it. That's kind of the point I'm making and
13 however that has to be worded relative to how we can deliberate on that. Including the
14 document from the attorney or not. That's what has to be sorted.

15

16 Commissioner Templeton: Well, I think especially if they hand it to us. They can expect that
17 we're going to read it there but we won't have time to process it. But certainly, for electronic
18 documents, we're not reading our emails when we're up here. There has to be some kind of
19 cut-off where we set the expectation.

20

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1 Chair Lauing: Yeah again, I think I'm agreeing with you which is that if somebody came up and
2 said instead of sending this to you an hour ago. I'm handing it to you at the dais so you have to
3 take it into consideration. Unless we stop and read that 20 Page document, we probably won't
4 be taking it into consideration, right?

5

6 Commissioner Templeton: I think we have to receive it though.

7

8 Chair Lauing: No, how can we read 20 Pages sitting up here? I mean (interrupted)

9

10 Commissioner Templeton: I would love to hear from illegal experts about that.

11

12 Chair Lauing: That's what I was just going to say. That's where we need Albert to step in.

13

14 Ms. Tanner: I think that what Albert was saying is that you can receive it and... well, I mean I
15 should say, I guess Albert there's a question of whether we have to receive it? I think
16 sometimes Commissions don't have to receive documents at the last minute but maybe there's
17 different cities have I think interpreted laws differently. But I think to your point, if it's a long
18 document, the expectation that someone is reading it and taking it into consideration is
19 different than it being part of the record. That such and such person on this date submitted
20 this, it's part of the record. It may not be part of your deliberation because you may not be able

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1 to read it at that time, but if someone goes back and looks at the record for that project. They
2 would find that public comment as having been submitted for that project. Is that right Albert?

3

4 Mr. Yang: Yeah.

5

6 Ms. Tanner: I think that's what you were trying to say.

7

8 Chair Lauing: So, if there something that needs to be done on that? Either more research or
9 written up somehow?

10

11 Mr. Yang: Yeah, we can come back with maybe some language to add onto the agenda or
12 something like that too.

13

14 Chair Lauing: Because it's awkward for us if Bart has a lite day and he wants to read it and I'm
15 jabbed until 5-minutes to 6:00 on a legal document. And I don't see that as any different than if
16 they walked up here and said here's the document. We don't stop the hearing for an hour to all
17 read the document. So, that's what we need sorted out, right Cari? Is that your point? Okay. So,
18 do we want to do a straw vote on whether it's batching or individual or and if it's batching it
19 could be more frequent batching and not everything all at once?

20

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1 Commissioner Templeton: Are you thinking like once a week or something?

2

3 Chair Lauing: Sorry, I couldn't hear.

4

5 Commissioner Templeton: Are you thinking once a week?

6

7 Chair Lauing: Well, we haven't heard from our batch-er over here if she would like to chime in
8 on this, the workload part of it.

9

10 Ms. Klicheva: Sure, right now what I'm doing is I usually when I send you a Packet online. I send
11 you all public comments batched and it is usually Wednesday or Thursday. And I also send your
12 PDF on Tuesday, the day before the meeting. I don't have a set time, it can be afternoon or
13 evening, where I comply all the documents that I received after I publish... all the emails that I
14 received after I published the packet and I send it to you. And I have to batch everything
15 anyway because I have to publish those emails online on the website. So, the public can see
16 that we have received them and yeah, but anything you prefer. That's not a problem for me.
17 Whatever is convenient for you.

18

19 Chair Lauing: Bart.

20

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1 Commissioner Hechtman: Let me throw out a concept. What if we had a batch one week after a
2 hearing because Commissioner Summa [note – Vice-Chair Summa] had mentioned and I've had
3 this same experience, I get that with the next agenda, I get a comment about the last meeting
4 and I really have to struggle to remember to refocus on that. So, maybe we could have just...
5 and there aren't always comments that come in. So, if we had like one batch, if there's anything
6 there, a week after a hearing and then as you are currently doing. The batch that comes with
7 the agenda, which like you said is usually Wednesday or Thursday, and then maybe we go
8 Friday, Monday, Tuesday and I guess Wednesday. Well, Wednesday, I don't know when the
9 best time on Wednesday to send things that have come in since Tuesday night that we're likely
10 to see them. Like if I said noon, well then what if something comes in at 2:00? So, it's not your
11 fault because it's just your... but up... so, I'd be interested in a solution for Wednesday but
12 that's kind of a daily. Once we... once you've sent us the agenda with the first clump which
13 would be then like for the last week or so since the one week after the last hearing.

14

15 Ms. Tanner: I guess we try... oh sorry.

16

17 Commissioner Hechtman: I was just going to first say is that manageable or because I don't
18 know really what's involved or is that too much? Is it workable, Madina?

19

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1 Ms. Klicheva: To publish the... to send you a batch of emails on Wednesday, a week after your
2 meeting?

3

4 Commissioner Hechtman: Yeah but that would be the first one to see if anything's come in that
5 week and then let's start with a meeting we've had. So, the first batch would come in a week
6 after. What I'm going to call the second batch would come to us with the next agenda, which
7 you are already doing and then what I'm going to call a third batch would come by the end of
8 the day Friday. So, anything that's come into you since you sent us the agenda and the second
9 batch, those would be collected and then we get all those before the weekend. So, that gives us
10 a good opportunity and then I was suggesting these are like dailies as we approach. So, Monday
11 at the end of the day, Tuesday at the end of the day, and then I needed some help on a
12 Wednesday solution.

13

14 Ms. Tanner: The only thing I want to say is I mean I think the main thing I think we should try
15 something and then probably have a conversation about how it works because it's going to be
16 different than what we've been doing. Because our meetings are at... are regularly held but
17 somewhat irregular, it's the second and last Wednesday. So, sometimes it's like 3-weeks when
18 you have a long month, like March in fact, if we have kind of a longer stretch between meetings
19 than other months. And so, we could try Packet days obviously has emails that have come in. It
20 could be that Friday and then or it could just be twice a week like Wednesday and Friday. And

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1 that way no matter what week it is, you're always getting that and then maybe the only caveat
2 would be the week of the Commission. Do you want to receive that batch on Wednesday
3 morning or do you want to just receive the At Places that day for everything that's come in
4 from like Monday, Tuesday and Wednesday of that week? Or we could Tuesday and Friday for
5 example, knowing that there's going to be the printed ones would be all those ones that have
6 come in between the last hearing and the Packet printing.

7

8 Chair Lauing: Doria.

9

10 Vice-Chair Summa: I like Bart's solution to add... do... if it's easy enough to add a post-meeting
11 batch because considering that some... I mean we don't often get as much email and... from the
12 public as we do on a project like Castilleja. So, it's not usually... that's not usually the way we
13 get email and I was wondering, Keith, did you say something about post... having a place to post
14 on the website comments or did I mishear you?

15

16 Commissioner Reckdahl: My point was I thought we should have a rule that's clear and post
17 that on the website.

18

19 Vice-Chair Summa: Oh, I see.

20

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1 Commissioner Reckdahl: So, that the public knows and so for example if we have a cut off at
2 let's say noon every day. Then if they submit something afternoon they shouldn't expect us to
3 have it.

4

5 Vice-Chair Summa: Okay, so I think that would... if that works and it's easy for everybody. I think
6 it sort of solves this solution... solves the problem that I mentioned. And I only know this
7 because members of the public have come to me and said hey, you know, this wasn't published
8 for 3-weeks or something.

9

10 The other thing would be to do... and this used to be the case for the Council. It's not done
11 anymore. Every single... and maybe it's more important obviously for it to happen with the
12 Council but things were just posted... emails were just automatically posted online. Every day
13 they were added to. Even from Staff members sometimes as long as it wasn't proprietary and
14 that has gone by the way side, but maybe that would be overkill for... maybe that was
15 considered overkill. Even for the Council and would be considered overkill for the PTC but I like
16 Bart's solution.

17

18 Chair Lauing: Bryna.

19

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1 Commissioner Chang: I just thought about... I mean I like Bart's solution. I think it's a good one. I
2 like the sweep after the meeting but if the... if we were to decide to send every email along. I
3 think we could just filter, right? I mean you just set up filters, so I'm kind of now a little
4 agnostic. The big thing that I feel the most strongly about is that kind of encouraging the public
5 or kind of letting the public know that if you get it to us after this time. We might not have be
6 so fully prepped on it. So, then... because then I can kind of stop checking every single minute.

7

8 Commissioner Templeton: Yes, I agree the filter situation is the only way to fly with the emails if
9 they are forwarded and I'm sure we could do a training on that to make sure it wouldn't be a
10 burden if we decide to go that way. If we're going to batch it up, having it a week before and a
11 week after and the week off. It is every week, that is definitely a weekly situation, except in
12 cases like March when you have a long month. I think we get two of those a year. So, I think
13 that Ms. Tanner suggested having a predictable cycle. So, if we did do it, for example, every
14 Tuesday or Fridays. Also, Fridays the week before or when we're sending out the Packet. That
15 would be the least about of burden on Staff. I just want to make sure that we're being
16 respectful of their time.

17

18 Chair Lauing: Yeah, I don't feel it's necessary to have anything presented At Place if we have a
19 noon cut-off. I don't think we have to be getting physical documents because we've already
20 said we're probably not going to get to them. And if we do it's not going to be even across the

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1 Commission. And if they're out an email then we'll read them the next day or when we get out
2 of the meeting at night. So, I don't think... plus I think that's the wrong way to train letter
3 writers. No problem because if you don't get it in on time, you'll get them stuck in front of the
4 Commissioners when they show up at the meeting. So, they're still going to get delivered that
5 day which I don't... that's not our goal. Our goal is to make sure that we get it by a certain date
6 so we can... a certain time on that date so we can process them or else they're kind of ruled out
7 of order. Not legally speaking but. So, should we... is there enough consensus we should just try
8 that system for a while and see how it works. Just get feedback from Nina and all that?

9

10 Commissioner Templeton: Did we decide if Tuesdays or Fridays?

11

12 Chair Lauing: I think it's one of these things you can try something.

13

14 Ms. Tanner: Why don't we try Tuesdays. I think that would always at least be the day before the
15 Commission and then we can see how that goes and if folks feel like they want to go to the
16 direct forwarding. Then we can look at that or adding more batching if that's helpful.

17

18 Chair Lauing: Okay.

19

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1 Commissioner Templeton: I will add that the direct forward had the added benefit of people
2 being heard on the day off without the need to come here to be heard. So, we had a plethora of
3 participation but we didn't always have to have people lining up for public comments. So, it
4 helped the meetings be more efficient.

5
6 Commissioner Reckdahl: I mean the one thing about getting 50 messages is that it clogs up your
7 inbox, it's an inconvenience, but it does tell you that people are really interested in this. And
8 that's nice to know and sometimes if it's all lumped in one email. You don't quite understand
9 that always so there's pros and cons.

10
11 Ms. Tanner: At the risk of complicating things, I mean we could try both. Especially if we can set
12 up an automatic forwarding and we're not spending Staff time doing both. So, really Madina's...
13 because we have the general inbox that all of it goes into anyways. It's not just coming to me
14 individually, so if we can get that to set up to auto-forward. Then that's just kind of doing that.
15 The computers doing that for us and then Madina's batching them, which we're already
16 batching them anyways, but we're just changing the batching date to Tuesdays. And then those
17 who want to see them in the batch could have them and then those who get auto-forward can
18 have it.

19

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1 Commissioner Chang: Yeah, I was actually going to suggest that. Like do we split... can we elect
2 to the do the auto-forward? Meaning so that Bart can opt out of that and Cari and I can opt-in
3 because we feel confident that we can get our email boxes to filter for us? Okay, then lets... I
4 think let's do both and then Cari and I or whoever wants to get the emails as they come can
5 report back to the rest of us how it's going.

6
7 Commissioner Templeton: And I'm happy to offer some tech support to my fellow
8 Commissioners if needed.

9
10 Ms. Tanner: So, we'll take a look at the auto-forwarding settings and then we'll make sure we
11 also if you have a different email that you want us to use than the one we typically use for you.
12 Let us know and if you want to opt-out, just let us know. We'll let everyone know before we
13 institute it so you won't just start suddenly getting them. We'll let you know it's going live.

14
15 Chair Lauing: Oh, surprise us.

16
17 Commissioner Chang: No.

18
19 Chair Lauing: There were a couple other ones that came up that I thought of that I wanted to
20 add and then there's others that we can... anybody can add. One is that I think... I hope new

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1 Commissioners; our newest Commissioners go the by-laws and the procedurals and so on? So,
2 just make sure you're up to speed on all those or if you're not, address something to Albert or I
3 know that stuff pretty well. So, you can ask me about it as well, but at one meeting recently it
4 came up that we should do a substitute motion. We can't do substitute motions as Albert
5 pointed out in that meeting. So, just make sure what we can and can't do. If there's any
6 questions let's just dig into it offline.

7

8 You noticed the seating tonight. I don't know if the newest people know that the tradition for
9 years, forever as far I know, has been that the newest Commissioners sit the closest to the
10 center. Not so you can be looked at a lot and make sure you did your homework and all that.
11 But just kind of integrate you with the group and the older veterans like Cari and Giselle would
12 be the on the flanks. So, that's how this came about, just a traditional template.

13

14 And oh, the last thing is just there's a little bit of discussion and I've had a little bit offline with
15 last year's Chair about liaison to Council and how that works. And I talked with the Mayor just
16 to confirm what the expectations are and I think it's basically the same as we've always done;
17 which is that the... first of all, on our side, the liaison to us notifies us of items that are pretty
18 pertinent. Like on the 21st the Housing Element is coming up and you're on Bart. So, she's going
19 to say, Bart, make sure you don't forget and so that's the first thing. Although, I think
20 Commissioner Members are going to stay up to speed on some of these key items anyway with

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1 Council. And then when, in this case, Rachael, gets to the meeting on that item. She will
2 announce the liaison that is present and say the liaison is here to answer any questions or so
3 on. So, that the Mayor knows about that and then like any other Staff resources. That's sort of
4 all that's officially going to be done and they... one option was to have the liaison make some
5 sort of statement on behalf of the Planning Commissioners on a particular item. And that... the
6 decision on that is that should be done at the request of a Council Member or the Mayor as
7 opposed to routinely having something come out ahead. So, that's where that one is.

8
9 Commissioner Templeton: Chair, how early in advance of the Council meeting will Staff let the
10 Commissioners know because we had some problems with that in the past?

11
12 Chair Lauing: I think understood you through that N65 or whatever that is but it's how early will
13 the Staff member let the Council Members know?

14
15 Commissioner Templeton: No, so let's say Bart is going to have to show up next week.

16
17 Chair Lauing: Right.

18
19 Commissioner Templeton: Does our Staff member call him an hour before or when?
20

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1 Chair Lauing: If I understand the question, the procedure has been and I think still is that as long
2 as the liaison... the Staff liaison remembers to announce that the person is there. Then that is
3 the time that the Mayor or other Commission... another Council Member could ask for an
4 overview on the item. Or else, that person just sits there as a resource until the items over.

5
6 Vice-Chair Summa: That's not what she's asking.

7
8 Ms. Tanner: I think that Commissioner is asking about when they'll get notice if there's actually
9 an item coming to the Council.

10
11 Chair Lauing: Oh, okay. I just couldn't hear with the mask.

12
13 Ms. Tanner: And I think... yeah, we could... what we could do is look at ensuring and I think
14 what we can at least do is when the agenda's published which is 11-days ahead of the Council
15 meeting. We can make sure that Commissioners know, especially the liaison and the substitute
16 backup liaison... I think there's a different word for it... know that okay, actually on the 14th or
17 whatever date there is an item. You know, here's the agenda, so that can up to 11-days ahead
18 of time and that way if the primary person is not available. The secondary person would know
19 hopefully that soon. We could do it earlier but then it just becomes... sometimes items move at
20 the last minute and so it could just cause more confusion.

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Commissioner Templeton: 11-days sounds great. I would say a week sounds great. Just let's try to reduce that as much as possible any last-minute scurrying on some of these items.

Ms. Tanner: Yeah, we can do that.

Chair Lauing: Bart.

Commissioner Hechtman: On the... no issue with that, a week sounds great, but on the other item that Ed mentioned, what's going to happen at the Council meetings. I was frankly a little disappointed to hear that and Cari, I hope you're right that the Council Members read the verbatim minutes, so, that they read what I'm about to say because my impression... you know coming from a background where I go to a lot of Planning Commission meetings and I follow up with a lot of Council meetings, and I can see the relationship between the Planning Commission and the Council, and I can hear in the Council's deliberation reflection to a greater or lesser extent of the Planning Commission's deliberations. And one of the frustrations I've had since I've been on the Planning Commission is when I have observed a Council meeting on an item that's come from the Planning Commission, I usually have the impression they have not read the minutes and that they are not or at least they are not in any way attempting to reflect our recommendation before they go in a different direction. And it's not for lack of a Staff report

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1 which lays out our recommendation and so my idea, which I had talked to the Vice Mayor
2 about, was let's formalize a process. Rather than wait for a Council Member to maybe ask
3 about a recommendation we made because frankly when I've been the liaison, usually, the only
4 question I get is a very pointed question about one nuance of a 3-hour discussion we had that
5 covered a bunch of topics. And so, my thought was if we formalize this process and right after
6 the Staff report, as an augmentation of the Staff report, the Planning Commissioner who is a
7 liaison would give a balanced explanation of the recommendation and why. We've all done this
8 at one time or another or I'm not sure Keith has done it yet but you will. I mean it's what we do
9 when they call on us but to make sure they call on us so we get out there as a part of their
10 dialog the basis for our recommendation, before they start talking about whether they want to
11 follow our recommendation or not because too often they don't talk about it in terms of do we
12 want to follow the Planning Commission's recommendation or not. They just talk about what
13 do we want to do and so anyways. So, that was the thrust of what I was trying to accomplish
14 and it doesn't seem like I was successful. But I'm hoping that the Council having read these
15 verbatim minutes will think some more about this and maybe bring us more strongly into their
16 process.

17

18 Chair Lauing: Doria.

19

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1 Vice-Chair Summa: Thank you and a couple things. One is I want to thank Rachael because I
2 think Rachael reminds us as a curtesy and that didn't always use to happen period. It was kind
3 of our responsibility so I think it's very kind of her to do that. And Bart, I don't... you know we
4 use to do that. Never since I've been on PTC but like 6- or 7-years ago even the process was
5 there was time in the Council agenda for the PTC liaison when appropriate. And I think it was
6 the Council that didn't feel that was necessary because it was sort of redundant with the
7 minutes and the video and also the Staff report. So, I think that they thought it was just taking
8 up time.

9
10 And the other problem is, not that there's anybody here that would do this, but there were
11 occasions when I'm sorry to say Commissioners sort of took it as an opportunity to express their
12 own personal opinion. I was there recently and I was asked a question that was outside of our
13 discussion. It was something that came up later and I said I can't tell you what the Planning
14 Commission thought about that because we didn't discuss that. That was new information.

15
16 So, but so I don't know if that helps you with a little bit of the history of it. So, I kind of think it's
17 maybe if the Council wants that, it's their choice on their agenda I think. So, I don't know if that
18 history is interesting.

19
20 Chair Lauing: Cari.

-
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2 Commissioner Templeton: I would add I don't know that all of the Council Members are reading
3 the verbatim minutes. So, I just wanted to clear that up, but you know I do think they are. And I
4 do believe that the Staff report reflects our discussions for the most part and so they are
5 getting the gist of it. You know as to how they want to process that information, you know
6 we're a recommending body. Not a deciding body. They're the deciding body so we do what we
7 can. We have a good discussion. We provide the verbatim minutes so that they can get the
8 nuances of our discussion and sometimes it doesn't go our way. And it's frustrating and I share
9 your frustration, but it happens.

10

11 Chair Lauing: Yeah, Bart.

12

13 Commissioner Hechtman: Just to clarify, my issue is not when it doesn't go our way because
14 that's their prerogative. Like you said, we're a recommending body. My issue is when it...
15 there's no outward appearance that they've even taken our work into consideration in going a
16 different way. That's the concern I have is that there are just no signs that they really
17 understood our recommendation before they went in a completely different direction. And if
18 they had... if, by way of example, if they said we understand the Planning Commission did this
19 and they were clearly thinking along these lines but I think differently and so this is why I want
20 to go this way. That's really... that's the dialog I'm looking for from a Council. From any Council,

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1 not just ours is if you're going to depart from what the Planning Commission recommended,
2 because this is our job is to tell them what we recommend, just as our planning Staff has a job
3 of making these recommendations and if you're going to depart from that, it benefits a process
4 to explain why.

5
6 Commissioner Templeton: I think that would be awesome but that has not been my experience.

7 I mean I can think of a recent example where we sent a 7-0 recommendation and had an
8 opportunity to explain it and it didn't make a difference. I believe the deciding vote was left to
9 chance. So, yeah, I'm not sure that that is... that adding time to Council meetings would solve
10 the problem that you've identified.

11
12 Chair Lauing: Did anybody think of any other process items that we didn't have in the original
13 agenda that wanted to be put on the table? Doria.

14
15 Vice-Chair Summa: I don't think we always need this but sometimes with complicated motions
16 if... this is also if this is not a burden for Staff in any way. It would be good for us to see the
17 motion up on the screen like Council does because sometimes I think we're kind of confused
18 about what the motion is. Or to have some process to record the motion really accurately and
19 read it back so it... so but it's not always that we need that. It's sometimes that we need that. I
20 don't know how (interrupted)

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2 Commissioner Chang: I agree with you Doria on that. That sometimes I'm, especially because of
3 the alphabet, I'm often the first to vote and it gets me. I'm like whoa, what are we voting on
4 again? So, I think that it might be nice to... to your point though, we don't often need it. It's not
5 all the time and so maybe if we have the flexibility to be able to request that it be typed up and
6 written out if we need it. Would that be sufficient?

7

8 Vice-Chair Summa: Yeah.

9

10 Commissioner Chang: Is that doable?

11

12 Chair Lauing: Rachael? Yeah Rachael, are you still on? I don't see your picture anymore. There
13 you are.

14

15 Ms. Tanner: Yeah, I'm still here. It is doable. I think one of the things I would just caution us to
16 avoid is to get into what can sometimes be an intense focus on the wordsmithing of the motion
17 and losing the substance of it because we're spending a lot of time haggling over the motion. I
18 think also, unlike Council, I would prefer for us to one, to know as... know when that's needed
19 and then to put it up when we're done. I don't think live typing will be something that we will
20 be able to do. It will just create I think more anxiety and challenging than it is helpfulness. So, it

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1 might be a little bit different than the way Council does it where the clerk is typing it and you're
2 watching it. I think I find it distracting actually personally to be watching someone typing while
3 other people are talking still. And so maybe (interrupted)

4

5 Chair Lauing: I think (interrupted)

6

7 Ms. Tanner: We could just find a happy medium.

8

9 Chair Lauing: I think that's fine. I agree with both my colleagues on that one and I don't think
10 it's going to be frequent but for example, when we were doing the... was it the Housing
11 Element on each of those points with a motion and then side motions with amendments,
12 friendly and unfriendly. That got a little bit difficult. Of course, we were also doing it on screen
13 so... on Zoom screen. So, that'd be great if we can count on Staff to do that a few times on the
14 complicated ones. That'd be great.

15

16 Any others that we should chat about? Not that this is the last time but this is a good time.

17 Okay, so we are time check here, we're at 8:30. The substantial part of the agenda is done and
18 sort of getting ready to put together the draft plan and we can go a little bit or not at all into
19 that relative to what we've said. And I'm looking at Rachael a lot here to consult in terms do we

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1 want to look at the plan that we have right now and say what we'd like to delete for this year?
2 Is that a way we should go forward or?

3

4 Ms. Tanner: Let me pull it up. Well, maybe I'll just tell you what I'm thinking based on today and
5 then you can tell me if that seems aligned. I think what essentially the plan would have would
6 be the items we discussed today. It would have the items that are already underway that are
7 going to be coming to PTC from Planning and from Office of Transportation. So, that's kind of in
8 that table there. Plus, the items we discussed today.

9

10 As far as items from last year I guess I would say if they're carried over from previous years.
11 They're in that table that we sent out today. So, any carry-over items should already be
12 contained within what we already have coming up. So, I don't know that we need to look at the
13 last year's plan and eliminate things because they're already accounted for.

14

15 And I think the other item of course would be just noting that we have projects that will come
16 up when they come up. We don't always know them from applicants and we would process
17 those as they are submitted.

18

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1 Chair Lauing: A lot of things on Packet Page 20 seem like they're done but you're going to know
2 that. I don't think we have to go through it, like accessory dwelling unit, below-market rate, and
3 stuff like that. We've already looked at it so.

4
5 Ms. Tanner: Well, it's going to come back though for the ordinance though because we need to
6 actually adopt the ordinance. And we had some feedback from HCD and ordinance changes we
7 need to make for ADUs. So, you'll see that back but with some added work.

8
9 Chair Lauing: Yeah, let me state that a different way. You know better than anybody sitting up
10 here what is going to be ongoing from this year and what we've accomplished. So, I don't think
11 we need to spend a lot of time direction on that.

12
13 Ms. Tanner: Agree.

14
15 Chair Lauing: So, Commissioners, what else would you like to accomplish tonight? Bart.

16
17 Commissioner Hechtman: I had three minor suggestions on what are called the boiler plate part
18 of the Work Plan and these are all on Packet Page 10 of the original 12 of the revised Staff
19 report. If I could just go through those? Rachael, if... do you have that page in front of you? It's
20 (interrupted)

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Chair Lauing: Could you tell us where you are too on that? You said the page but when you said boiler plate, is there a certain section?

Commissioner Hechtman: Yeah, I'm going to take you there.

Chair Lauing: Okay, thanks.

Ms. Tanner: Yeah, I have it up.

Commissioner Hechtman: I just want to make sure... I want to make sure first on the... so the first one I'm sure you'd catch but it says the 2022 to '22 Work Plan overview. You see that?

Ms. Tanner: Yeah.

Commissioner Hechtman: So, I think that's going to be '23. Most of the things in that box about the Commission you're going to fix because that's just the format box. So, I'm not going to talk about that, but in the last sentence, this is a sentence that I think stays when you make all those changes and I just had one kind of grammatical cleanup. So, the sentence is for more information about Planning and Transportation Commission, PTC, please visit our webpage and

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1 what I'd like to see here is instead of a "comma go to", how about just a colon and then the
2 URL? Visit our webpage colon, so get rid of the "comma go to". Alright, that's the first one or
3 that's the second one actually and then the third one is in the mission statement.

4
5 The first bullet reads preparing and making recommendations to the City Council on the City's
6 Comprehensive Plan regarding development, public facilities and transportation in Palo Alto.

7 So, when I read that sentence what that makes me think about is General Plan Updates or
8 Comprehensive Plan updates which we do on an irregular basis or every number of years, but
9 we really do two things regarding the Comp Plan. One is as there are revisions made to the
10 Comp Plan, those comes through us and we work with them and make recommendations. But
11 we also apply the Comp Plan to proposals as they come through and so what I wanted to
12 suggest in that bullet is to replace the word "regarding" after "City's Comprehensive Plan",
13 replace the word "regarding" with "and applying the Comprehensive Plan to proposed" and
14 then we'd pick up the sentence with the word development. So, get rid of "regarding" and add
15 "and applying the Comprehensive Plan to proposed". So, if you take a look at that and see if
16 you think that's a more accurate reflection of what we do, I was thinking it's a more full
17 explanation in our Mission Statement and those are my only changes to the boilerplate.

18
19 Ms. Tanner: Thank you.

20

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1 Chair Lauing: I was just going to ask a question of colleagues in that exact same thought. It's
2 quite obvious that one of the important things we do is provide a hearing for public comment
3 and public interaction. Is that something that would be worth calling out in the Mission
4 Statement or is that redundant because it's so obvious? It's just such an important part of what
5 we do to let the public speak here and before it gets to Council. It's not going to change the way
6 we do business, just talk about the mission statement.

7

8 Commissioner Templeton: I like it.

9

10 Chair Lauing: Sorry?

11

12 Commissioner Templeton: I like it.

13

14 Chair Lauing: Bryna.

15

16 Commissioner Chang: I like it too because to Bart's point earlier, sometimes things don't go our
17 way and it's good to highlight that the purpose of it isn't for things to always go our way but to
18 give the public a venue to interact.

19

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1 Chair Lauing: Yeah, that's well put. We can still have a successful meeting because the public
2 has been heard. Even if Council doesn't do what we've suggested that they do, or even if the
3 PTC doesn't do what most of the public suggested to be done because it's at least out in the
4 public domain. Keith's on board. Doria? So, maybe we could figure out a way to put a sentence
5 in about that Rachael.

6

7 Ms. Tanner: Yeah, we can do that.

8

9 Commissioner Hechtman: So, just to clarify on that point. I think it's... first of all, I think it's a
10 good add to reflect in our Mission Statement that (interrupted)

11

12 Chair Lauing: Provide a forum.

13

14 Commissioner Hechtman: Solicit... right, we want public input. We just... I think we have to
15 chose the words a little carefully because not everything that comes to us is actually technically
16 a public hearing. Even though we take public comment on those things and so just some
17 thought about the right wording for that concept which I think is a really good addition.

18

19 Chair Lauing: Yeah maybe like public forum for input from the citizens or whatever.

20

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1 Commissioner Templeton: Engaging public comment.

2

3 Chair Lauing: Okay, other things that we might want to accomplish tonight be for Rachael starts
4 work on this in the next 15-minutes. Rachael's tired and sick. We need to let her go. Nothing
5 else? Okay, then let's close that part of the agenda. Bart?

6

7 Commissioner Hechtman: I just want to say it's good to be back in person with six of the seven
8 of us and I'm really happy for our society that we are moving through this and everybody needs
9 to keep staying safe. I think you're seeing here up on the dais some people are wearing masks
10 and some people are not and that's the way it should be. Everybody should be comfortable
11 doing what they think is right but as we come back together we all have to figure out our levels
12 of comfort. So, for me, this has been a really good experience tonight.

13

14 Chair Lauing: Long time coming. Okay, we want to take a look at the next agenda items because
15 there are no minutes. [unintelligible] checked that yesterday.

16 **Committee Items**

17 Chair Lauing: I don't think there are any Committee meetings.

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1 **Commissioner Questions, Comments or Announcements**

2 Chair Lauing: So, the next agenda item on March 30 is projected to be Castilleja School and then
3 the second one is recommendation on ordinance for CUP. I think people want to know what
4 the first one is. Could you clarify what the second is for the rest of the Commission?

5
6 Rachael Tanner, Assistant Director: Yes, so this in some ways relates to the retail item we talked
7 about. Last year Council passed a temporary ordinance regarding [unintelligible] thresholds for
8 certain types of uses to try to stimulate more filling of vacant store fronts. Lowering some of
9 the thresholds for sizes. And so, we're going to be looking at whether or not we want to make
10 that permanent and PTC would be asked to make a recommendation to Council on that topic.

11
12 Chair Lauing: Do you have a feel of how involved that is in terms of amount of time?

13
14 Ms. Tanner: I think the changes ended up being pretty I don't want to say minute as in though
15 they were inconsequential but they weren't controversial. And so, I think that it may not be an
16 overly long item. I do imagine what we would do is to take that first and then Castilleja possibly
17 because I do think it could be more brief. For the Castilleja (interrupted)

18
19 Chair Lauing: Is it time... sorry.

20

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1 Ms. Tanner: It is time-sensitive because the ordinance expires and so we need to get a
2 recommendation to Council before the ordinance expires.

3

4 Chair Lauing: Do we know when it expires?

5

6 Ms. Tanner: I believe it's in June so it needs to get to them before their summer recess starts.

7

8 Chair Lauing: Okay, but this is March. So, looking at the Castilleja item, I have a suggestion
9 there. As I understand it, the original Staff idea was to bring this back twice. The 30th and then
10 the 13th because that's what we've done before. But I think we have a pretty good shot of being
11 able to get this done in one meeting because we've been through this before numerous times.
12 This is you're bringing back stuff to us that we've already talked about. So, it seems to me like
13 that wouldn't be moving mountains to happen but it's also why I asked if the CUP could be
14 moved to the next meeting. The CUP issue and (interrupted)

15

16 Ms. Tanner: Yeah, we could move it. I mean I think just the risk is that we get to 11:00 or
17 midnight with Castilleja and then decide to continue it and then we've got three items on that
18 next meeting. Two of which are time-sensitive. So, happy to adjust but I just I don't know if the
19 track worker on Castilleja hearings suggests that they get finished in one evening.

20

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1 Chair Lauing: It just seems to me like this is a little bit different than the last time before of how
2 we've approached the issues and you're coming back with new information. But there's
3 (interrupted)

4
5 Ms. Tanner: Certainly, the... I think the wildcard is public comment, so if there's two or three
6 hours of public testimony. That is going to happen regardless of whether you plan for it to be
7 one night or not and so if that puts you at 8 or 9 o'clock starting your deliberation.

8
9 Chair Lauing: Yeah, I guess what I'd say is that we could try to get it done in one meeting but
10 there's another related item... actually, two or three related items which is that Commissioner
11 Chang is scheduled to be out. Commissioner Reckdahl last time recused on this item so might
12 be out again. I just had a scrambled bunch of family plans that happened that I should really be
13 out that 14th as well and I don't think if it came up with that. That we would want to be voting
14 on this issue with four Commissioners here.

15
16 Ms. Tanner: Well, I think what I could do is just talk to Ms. French about just the schedule in
17 general in that regard and so maybe it is two hearings but maybe the second one isn't the 13th.
18 Or we reshuffle it because I do agree having absences is not great for the Commission, the City,
19 the applicant. Like it's just not good if we have a bunch of absences. So, maybe it's more about
20 thinking about the 13th and the relationship between the 30th and the 13th to see if we can

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1 move out Castilleja. Castilleja is a little bit more flexible in terms of the time sensitivity but also,
2 we have to make sure that the applicant is available, etc., etc. So, maybe we could follow up on
3 that kind of arrangement?

4

5 Chair Lauing: Did you say move it out of the 30th to the 14th... to the 13th?

6

7 Commissioner Chang: No, to skip (interrupted)

8

9 Ms. Tanner: Well, I'm saying we could either have... we could have the first hearing on the 30th
10 and then have the second not on the 13th, or if we still want them to be sequential. Then we
11 would figure out different dates for Castilleja.

12

13 Chair Lauing: I was just thinking if you could move out the CUP threshold and we jumped on it.
14 We could get it done on the 30th. The other issue is that on the 30th, Commissioner Summa
15 [note - Vice-Chair Summa] is going to be on the east coast.

16

17 Ms. Tanner: Oh right.

18

19 Chair Lauing: So, she would be starting this meeting at 9:00 p.m. So, in either case, I would
20 appeal to Commissioners to maybe we could start early for that meeting? You know at 5:00 or

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1 5:30 if people could do that? If we can't, we can't but otherwise, when it gets to 9 o'clock here.
2 It will already be midnight time in east the coast on the 30th.

3
4 Commissioner Templeton: Do you mean in general or just for that meeting? There's plenty of
5 times I would be happy to start earlier, regardless of the subject matter, but I believe our
6 rationale here was to be available after working hours for people.

7
8 Chair Lauing: I thought you were asking if she was moving to Florida but no.

9
10 Commissioner Templeton: No, but I'm pretty sure they've got good coffee there so she'll be
11 okay.

12
13 Vice-Chair Summa: What?

14
15 Commissioner Templeton: They have good coffee there, you'll be okay.

16
17 Vice-Chair Summa: Oh, gosh.

18
19 Ms. Tanner: We certainly can start the hearing at 5:00. Maybe Commissioners can just let me
20 know if that does not work for them to start... us to start at 5:00 on the 30th and again, I'll talk

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1 with Ms. French. I just... I love the optimism of getting Castilleja done in one evening. I do not
2 feel that that will happen and so it just gives me pause about moving other items around on
3 that hope. I certainly can move... we can maybe rethink the 13th as the second hearing date but
4 I just don't see that happening.

5

6 Chair Lauing: So, one of the advantages of moving it to 5:00 here is that if Commissioner
7 Summa [note – Vice-Chair Summa] does go to sleep on the east coast. We can keep going to
8 our midnight and have another extra hour. So, is there... are there people that have pluses or
9 minuses about starting early on the 30th?

10

11 Commissioner Templeton: If we start early, it's just there's a challenge with people that are
12 dealing with their kids. You know, I already have to try and get them fed before I come here at
13 6:00. To come earlier would be a hardship. That doesn't mean I couldn't come late or I couldn't
14 find other arrangements for that one-off time.

15

16 Chair Lauing: I totally understand.

17

18 Chair Lauing: Yeah, but that's the negative side.

19

20 Chair Lauing: Bart.

-
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Commissioner Hechtman: And I think that applies to the public. Obviously, there's a lot of public interest in that item and those people would need to get here by 5:00 instead of 6:00 too, to see all the proceedings.

Chair Lauing: That's right.

Commissioner Hechtman: Those that want to come in person/

Chair Lauing: If it were the first item or the only item, that's correct, so that's also a good point. Yeah, Doria?

Vice-Chair Summa: I appreciate your thoughtfulness; however, I think it's going to be the 1:00 and 2:00 and 3:00 p.m. times that really bother me. Not 9:00 a.m. [note- p.m.] and I don't want to put a burden on all my colleagues and the public so.

Chair Lauing: Well, ask Cari where to get that good coffee then. Okay, so how do you want to manage this? You want to circle back a second date?

-
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1 Ms. Tanner: Well, as far as the 5:00 p.m., were folks mostly okay with 5:00 p.m. or I heard
2 maybe it doesn't work for some folks.

3

4 Chair Lauing: No, I think we just defeated that idea.

5

6 Ms. Tanner: Okay.

7

8 Chair Lauing: We're not going to do 5:00.

9

10 Ms. Tanner: So, I will circle back with Amy just on like the scheduling. Again, my biggest
11 concern... I mean I guess the way we could do it is have it on... have the first hearing on the 30th.
12 If it is continued, then continue it instead of to April 13th to the following hearing in April. So,
13 that's probably the likely solution.

14

15 Chair Lauing: That would work too. I was trying to be doubly optimistic and say if we got it done
16 on the 30th. Then everybody around that issue would also be happy because then it's on to
17 Council from us so.

18

19 Commissioner Templeton: I had my hand up (interrupted)

20

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1 Chair Lauing: Go ahead.

2

3 Commissioner Templeton: For another scheduling, not related to the 30th. Just wondering, I
4 don't see any dates off. We're starting to... spring break is only a few weeks away and that
5 seems to be handled but what about summer planning? Are we still planning to push through
6 all of these meetings or do we know yet?

7

8 Chair Lauing: Good point. I think we had picked one of these dates as time off, right?

9

10 Commissioner Templeton: Yeah, I just I thought we had had this discussion but I don't see it on
11 the calendar so I just want to be clear.

12

13 Commissioner Templeton: I thought the discussion was there was going to be a couple days
14 where folks were absent. And so, we were going to see if there were more absences that
15 accumulated around those dates and then decide if we wanted to have some time off. That's
16 my recollection of the discussion is that folks did not want to choose... the majority did not
17 want to choose days off to cancel ahead of time.

18

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1 Commissioner Templeton: But if we're rearranging schedules around absences and we want to
2 maximize the number of people that are here on the Commission. I think we should try and
3 (interrupted)

4
5 Ms. Tanner: Oh, I'm not saying we shouldn't. I'm just saying what the discussion was that the
6 members... the majority (interrupted)

7
8 Commissioner Templeton: Oh, I'm not addressing this to you. I'm sorry Ms. Tanner, just to the
9 Chair. Just like if we are going to try and maximize the number of Commissioners that are here
10 we should have a discussion.

11
12 Chair Lauing: Right and now we're at the end of March and before we were in December or
13 something so I think it's appropriate. So, I thought (interrupted)

14
15 Commissioner Chang: I thought we had penciled something in.

16
17 Chair Lauing: Yeah, that's just exactly the words I was going to say. I thought it was like 7-27?

18
19 Vice-Chair Summa: We did pencil something in.

20

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1 Chair Lauing: Was it 7-27? I think... that was your day off so that's why you picked it I think.

2

3 Commissioner Hechtman: Right, right, but my memory is consistent with Rachael's in that I had
4 said I am going to be out 7-27 and I think we kind of tabled the discussion. There were... maybe
5 we had one or two Commissioners who weren't there that night when we were discussing it.
6 And we needed to check in with them and so maybe in the next... maybe people can let Ms.
7 Tanner know what their summer plans are.

8

9 Chair Lauing: Do six of us know tonight? Do we want to try to do this tonight or?

10

11 Commissioner Templeton: I don't know for sure but I can speculate that 6-29 is going to be one
12 of the... adjacent to the 4th of July week. We can just look at and see if it's the end of the
13 previous week or if it's that same week because that's usually one that... so that's the previous
14 week so maybe it will work out. I don't know.

15

16 Commissioner Hechtman: So, Chair, perhaps we could all come... well, I don't know if you want
17 to add a... I don't know if it's a good idea to add this to our March 30th. But I mean normally we
18 would be talking about this at the end of the meeting. And if every... I was thinking if everybody
19 came to that March 30th meeting with the dates that they were anticipating being away and of

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1 course, Doria maybe could give us her dates before the end of the meeting because that could
2 be very late, or just (interrupted)

3

4 Chair Lauing: Why don't we just say (interrupted)

5

6 Commissioner Hechtman: Communicate with Rachael by email (interrupted)

7

8 Chair Lauing: Why don't we do that in advance and then she'll have the tally for us.

9

10 Commissioner Hechtman: Right and then maybe during her report at the beginning of the
11 meeting she can say here's what it looks like.

12

13 Commissioner Templeton: Well, my intention in asking was to plan around it. I don't have the
14 dates yet. I want to plan vacation dates around days that we're not meeting.

15

16 Commissioner Hechtman: Right but if we figure out first who's already planned a trip like I
17 have, then that will give us some guidance like if there are two people that have already
18 planned a trip on the 27th. So, they're going to miss (interrupted)

19

20 Chair Lauing: There are.

-
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Commissioner Hechtman: The day I'm missing.

Chair Lauing: There are.

Commissioner Hechtman: There are, so that might help those of you who haven't planned to plan.

Commissioner Chang: It already sounds like the 27th.

Commissioner Hechtman: So, we will all email Rachael in advance of the next meeting and tell her to the extent we have scheduled... we know we're going to miss a meeting this summer. Tell her when that is.

Chair Lauing: Yep.

Commissioner Hechtman: Okay.

Chair Lauing: Good, thanks for bringing that up. Other items? If not, I hope Assistant Director Tanner goes straight to bed. Thanks really for kind of hanging on here (interrupted)

-
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Ms. Tanner: Yeah, no worries.

Chair Lauing: In your state so appreciate (interrupted)

Ms. Tanner: No worries and I just wanted to just one last thing, even though you're trying to dismiss me. What's coming up next week at Council we don't have any items that have come from the PTC on the 14th. We do on the 21st have the Housing Element site selection on March 21st so that will be at the Council on that date. We also will have on the Council's Consent Calendar the Comp Plan and Housing Element Annual Progress Report, but if it remains on Consent there won't be any discussion on that item.

Vice-Chair Summa: May I ask one last question?

Chair Lauing: Sure, go ahead.

Vice-Chair Summa: I was just going to ask a quick question, I don't need a detailed answer. I know that HCD responded to our ADU law and wanted some changes made. Were there any changes to, that they requested, to protected trees? Do you know off the top of your head? No, okay.

-
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1

2 Ms. Tanner: For ADU specifically?

3

4 Vice-Chair Summa: Yes.

5

6 Ms. Tanner: No, there was nothing related to protected trees, either specifically or generally.

7

8 Vice-Chair Summa: Okay, thanks.

9

10 Chair Lauing: Okay, I found this enjoyable and quite productive. And great to be back and
11 seeing you all on this side of the screen except for Rachael. So, thanks much and we'll see you
12 on the 30th. We're adjourned.

13 **Adjournment**

14 11:05 pm

15

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