



Planning & Transportation Commission

Action Agenda: February 8, 2023

Council Chambers & Virtual
6:00 PM

Call to Order / Roll Call

6:02 pm

Ms. Veronica Dao, Administrative Assistant, conducted the roll call and announced all Commissioners were present with the exception of Commissioner Roohparvar and Commissioner Templeton.

Ms. Amy French, Chief Planning Official, read aloud the protocols and procedures for hybrid meetings.

1. Adoption of a Resolution Authorizing Use of Teleconferencing for Planning and Transportation Commission Meetings During Covid-19 State of Emergency

Ms. Amy French, Chief Planning Official, called for a motion to adopt the resolution.

MOTION

Commissioner Hechtman moved adoption of the resolution.

SECOND

Commissioner Chang seconded.

VOTE

Ms. Veronica Dao, Administrative Assistant, conducted a roll call vote and announced the motion passed 4-0.

MOTION PASSED 4(Chang, Hechtman, Reckdahl, Summa)-0 -2(Roohparvar, Templeton absent)

Commission Action: Motion by Hechtman, seconded by Chang. Pass 4-0 (Roohparvar, Templeton absent)

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

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

3 Vice-Chair Summa invited the public to share their comments with the Commission for items,
4 not on the Agenda.

5 Ms. Veronica Dao, Administrative Assistant, announced there were no public speakers.

6 **Agenda Changes, Additions and Deletions**

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

8 Ms. Amy French, Chief Planning Official, requested the Commission move, second, and vote to
9 carry over Item 4, 2147 Yale, to a date certain of February 22, 2023.

10 MOTION

11 Commissioner Chang moved.

12 SECOND

13 Commissioner Reckdahl seconded.

14 Commissioner Hechtman commented the reason to move the item to February 22nd was that
15 two Commissioners were absent, Vice-Chair Summa would be recusing herself from the item,
16 and that would result in there not being a quorum. He asked if Vice-Chair Summa could vote on
17 the motion to continue the item and if not, then there was no quorum and the Commission
18 could not hold a vote.

19 Ms. French suggested not holding a vote on the motion due to the recusal and lack of a quorum
20 but confirmed the item would not be heard.

21 Commissioner Hechtman inquired how the public will know the item would be heard on
22 February 22, 2023.

23 Ms. French answered it would be posted on the City’s website under Planning and
24 Transportation Commission (PTC) Agendas.

25 Mr. Albert Yang, City Attorney, answered Vice-Chair Summa can participate in the vote because
26 it did not influence the decision on the item.

27 VOTE

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1 Ms. Veronica Dao, Administrative Assistant, conducted a roll call vote and announced the
2 motion passed 4-0.

3 MOTION PASSED 4(Chang, Hechtman, Reckdahl, Summa)-0 -2(Roohparvar, Templeton absent)

4 **Commission Action:** Motion by Chang, seconded by Reckdahl. Pass 4-0 (Roohparvar, Templeton
5 absent)

6 **City Official Reports**

7 2. Directors Report, Meeting Schedule and Assignments

8 Ms. Amy French, Chief Planning Official, introduced Ms. Star-Lack who provided an update from
9 the Office of Transportation.

10 Ms. Sylvia Star-Lack, Transportation Planning Manager, reported the Fabian/Charleston
11 intersection signals were being switched over to the new infrastructure tonight. Concerning the
12 El Camino Real/Charleston intersection, she reported that was to be switched over to the new
13 infrastructure on February 16, 2023, in the evening. She concluded that the On Demand Shuttle
14 Program, Palo Alto Link, would begin operations on March 7, 2023.

15 Commissioner Reckdahl asked about the study regarding non-slip surfaces on the Willkie Way
16 Bike Bridge.

17 Ms. Star-Lack responded the Public Works Department was conducting the study. She
18 explained there were two surveys, a dry conditions survey, and a wet condition survey, and the
19 surveys are to stay up on the City's website for several months.

20 Commissioner Chang asked what additional work was needed for the Fabian/Charleston
21 intersection and when would the project be completed.

22 Ms. Star-Lack responded she would have Mr. Rius contact Commissioner Chang with additional
23 details.

24 Commissioner Chang inquired about what the new infrastructure would allow the City to do at
25 the El Camino Real/Charleston intersection.

26 Ms. Star-Lack recalled the signals and controls were being installed onto new poles. The new
27 equipment gave the City more capacity and more functionality.

28 Ms. French reported February 22, 2023, the PTC meeting will have the continued item and a
29 discussion on the modifications to the Accessory Dwelling Unit (ADU) Ordinance. Concerning
30 Council representation, she announced there were no items that needed PTC representation.

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1 The Council would hold a study session at its February 13, 2023 meeting on economic
2 development strategies, the Bona Vista Model Home Park, a budget amendment, and an ADU
3 Quarterly Report.

4 **Action Items**

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

7 3. Election of Chair and Vice Chair

8 Vice Chair Summa announced the election was for an Interim Chair, but there was another
9 issue of amending the By-Laws to bring them into compliance with the Board, Committees, and
10 Commissions Handbook. She explained the terms for Members now began on April 1st and the
11 PTC elected its Chair and Vice-Chair on January 1st. The Commission must discuss changing the
12 election time but that was not agendized for the meeting.

13 Ms. Amy French, Chief Planning Official, believed amending the PTC By-Laws could be
14 conducted at the February 22, 2023 meeting.

15 Commissioner Hechtman stated the By-Laws allowed for the Chair and Vice-Chair to serve for 1
16 year or until their successors were elected. He understood the Commission could either elect
17 interim officers and then reelect them on April 1, 2023; or elect officers to serve an extended
18 term to April 1 of 2024.

19 Mr. Albert Yang, City Attorney, confirmed that was correct. He suggested the Commission first
20 decide whether to hold the full year's term election now or delay the full year's term election to
21 a later date.

22 Commissioner Hechtman asked if the By-Laws had to be amended at all.

23 Mr. Yang answered no but the By-Laws stated the PTC would hold their elections on January 1
24 of each year.

25 Commissioner Hechtman stated he preferred to nominate and elect officers for a full year's
26 term or until their successors were elected.

27 Commissioner Chang believed it was a moot point because there was already going to be a
28 discussion about amending the By-Laws. With that said, she supported Commissioner
29 Hechtman's preference of electing officers for a full term.

30 Vice-Chair Summa agreed with Commissioner Chang.

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1 Commissioner Reckdahl announced he was happy with either approach.

2 Commissioner Hechtman did not want the Commission to be obligated to have another election
3 in April because the Chair and Vice-Chair were holding interim positions.

4 Commissioner Chang agreed with Commissioner Hechtman.

5 Mr. Yang noted the default was that the election now would be for a full years term unless the
6 Commission decided at the February 22, 2023 meeting to make a change during the By-Laws
7 discussion.

8 NOMINATION FOR CHAIR

9 Commissioner Chang nominated Commissioner Summa for Chair of 2023.

10 Commissioner Hechtman asked if a second was required.

11 Mr. Yang answered no, but it was the PTC's practice to have a second for nominations.

12 SECOND

13 Commissioner Reckdahl seconded.

14 Vice-Chair Summa accepted the nomination.

15 Commissioner Chang stated Commissioner Summa is the most experienced Commissioner on
16 the Commission and she is extremely dedicated.

17 Commissioner Hechtman supported the nomination with the expectation that Commissioner
18 Summa would be Chair for a full year. He expressed his excitement to be under Commissioner
19 Summa's leadership and for her to share her knowledge of the history of Palo Alto with the
20 Commission through its work.

21 Vice-Chair Summa opened up the floor for public comment.

22 Ms. Winter Dellenbach stated she is very delighted to have Commissioner Summa as Chair of a
23 very important Commission. She echoed the comments made by Commissioners Hechtman and
24 Chang. She stated Commissioner Summa has institutional memory and had served Palo Alto for
25 several decades in various civic and governmental capacities. She concluded that Commissioner
26 Summa is very articulate and she did not showboat.

27 VOTE

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1 Ms. Veronica Dao, Administrative Assistant, conducted a roll call vote and announced the
2 motion passed 4-0.

3 MOTION CARRIES FOR DORIA SUMMA TO BE CHAIR 4(Chang, Hechtman, Reckdahl, Summa) -0-
4 2(Templeton, Roohparvar)

5 **Commission Action:** Nomination for Doria Summa to be Chair made by Chang, seconded by
6 Reckdahl. Pass 4-0 (Roohparvar, Templeton absent)

7 NOMINATION FOR VICE-CHAIR

8 Commissioner Reckdahl nominated Commissioner Chang for Vice-Chair of 2023.

9 SECOND

10 Commissioner Hechtman seconded.

11 Commissioner Chang accepted the nomination.

12 Commissioner Reckdahl found Commissioner Chang to be a very capable person, very informed
13 and thoughtful.

14 Commissioner Hechtman stated Commissioner Chang is a great addition to the PTC. She
15 brought energy and an unquenchable thirst to understand new concepts. He explained the
16 Vice-Chair position was often the training ground for the next Chair and he hoped
17 Commissioner Chang would hold the Chair position in the year 2024.

18 Chair Summa echoed Commissioners Hechtman and Reckdahl's comments.

19 Ms. Dellenbach remarked she had never seen such a fast learner. She acknowledged the
20 contrast between Chair Summa and Commissioner Chang in terms of the time of service to the
21 community. She stated Commissioner Chang came in like a tornado and sucked up the
22 knowledge. Then turned around and synthesized and articulated it so clearly. She shared her
23 appreciation to the Commission for nominating two very capable Commissioners to complete
24 the work that must be done.

25 VOTE

26 Ms. Dao, Administrative Assistant, conducted a roll call vote and announced the motion passed
27 4-0.

28 MOTION CARRIES FOR BRYNA CHANG AS VICE-CHAIR 4(Chang, Hechtman, Reckdahl, Summa) -0-
29 -2 (Roohparvar, Templeton absent)

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1 **Commission Action:** Nomination for Vice-Chair made by Reckdahl, seconded by Hechtman.
2 Passed 4-0 (Roohparvar, Templeton absent)

3 4. PUBLIC HEARING / QUASI-JUDICIAL. 660 University [21PLN00341]: Recommendation
4 on Applicant's Request for Approval of a Planned Community (PC), to Combine 3
5 Parcels (511 Byron St, 660 University Ave, 680 University Ave/500 Middlefield Rd),
6 Demolish Existing Buildings (9,216 SF Office) and Provide a New Four-Story Mixed-
7 Use Building with Ground Floor Office (9,115 SF) and Multi-Family Residential (all
8 floors) Including a Two Level Below-Grade Parking Garage. Proposed Residential
9 (42,189 SF) Will Include 65 Units (47 Studios, 12 1-Bedroom, 6 2-Bedroom); and
10 Request for a Comprehensive Plan Amendment to Allow Replacement of Existing
11 Office Floor Area in the Multiple Family (MF) Land Use Designation.

12 [Item 4 was continued to a date certain of February 22, 2023, via vote under Agenda changes,
13 additions, and deletions.]

14 5. Recommendation on a Permanent Ordinance Amending Titles 18 and 21 to
15 Implement State Housing Legislation from the 2021 Legislative Session, Including SB
16 9. Environmental Analysis: Exempt from Environmental Analysis under CEQA
17 Guidelines Section 15061(b)(3) and Government Code Sections 66411.7(n) and
18 65852.21(j).

19 Mr. Albert Yang, City Attorney, said Staff was recommending that the PTC recommend the
20 adoption of regular ordinances to replace interim ordinances that were adopted by the City
21 Council in January and April of 2022. He explained Senate Bill (SB) 9 required ministerial
22 approval of two-unit housing developments and urban lot splits. For two-unit developments,
23 the approval must only be based on Objective Standards. Denials are only permitted if projects
24 did not meet the ordinance or if there are “specific, adverse impacts” on public health and
25 safety. The ways that local jurisdictions were allowed to regulate SB 9 projects included setback
26 and parking requirements. SB 9 provisions are available to all single-family residential zoned
27 properties except environmentally sensitive and environmental hazard areas as well as historic
28 properties. SB 9 could not be used if rental units were going to be demolished. SB 9 lot splits
29 must result in equal-sized lots with each resulting parcel being a minimum of roughly 1,200
30 square feet in size. SB 9 did not allow successive lot splits, nor act in concert with neighbors. All
31 lot splits must be occupied by the owner and the properties could only be used for residential
32 uses. Objective Standards could be applied to lot splits as long as they did not physically
33 preclude the construction of up to two units and they could not conflict with the provisions set
34 in SB 9. City Council adopted an urgency ordinance in response to SB 9 on December 6, 2021,
35 and then adopted an interim ordinance in January 2022. They also adopted Objective Standards
36 in January 2022. City Council later adopted a clarifying interim ordinance in April of 2022 as well
37 as adopted urban lot split standards. The interim ordinance was not presented to the PTC and

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1 for a permanent ordinance to be adopted PTC must provide its recommendation to Council.
2 Staff had begun outreach to local stakeholders regarding the more objective design and lot split
3 standards and planned to bring those to the Architectural Review Board (ARB) and PTC in the
4 spring of 2023.

5 Chair Summa called for clarifying questions from the Commission; seeing none she opened
6 public comment.

7 Ms. Veronica Dao, Administrative Assistant, announced there are no public speakers.

8 Vice-Chair Chang referenced Packet Page 73 and asked how a bicycle space is defined.

9 Ms. Amy French, Chief Planning Official, explained Class 1 was long-term bicycle parking and
10 “space” typically meant a bicycle rack.

11 Mr. Yang noted that bicycle parking is not a requirement for SB 9 or single-family development.
12 It was included in the table on Packet Page 73 because the table included parking requirements
13 for all types of development within the city.

14 Vice-Chair Chang referenced Packet Page 74 and requested a further explanation on (C)(2).

15 Mr. Yang explained if someone had invoked the Ellis Act in the past 15 years then they could
16 not take advantage of SB 9.

17 Vice-Chair Chang inquired what the Ellis Act is.

18 Mr. Yang clarified it is a State Law that guaranteed a landlord's right to stop renting their
19 property.

20 Vice-Chair Chang understood Packet Page 74 applied only to R-1.

21 Mr. Yang confirmed that is correct.

22 Vice-Chair Chang asked if someone who did not use the Ellis Act they would not be allowed to
23 use SB 9.

24 Mr. Yang answered only if they triggered the Ellis Act and evicted their tenants. The landlord is
25 required to provide notice to the City if they invoke the Ellis Act.

26 Commissioner Reckdahl referenced Packet Page 68 and asked if bed and breakfasts are allowed
27 in other zones.

28 Ms. French explained two units are not subject to SB 9 in the RMD district.

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1 Mr. Yang answered it did not appear that bed and breakfasts are permitted in the R-1 zone.
2 Commissioner Reckdahl asked if they are allowed in the R-2 district.
3 Ms. French answered no.
4 Commissioner Reckdahl referenced Packet Page 72 and asked for the definition of
5 “permanently” for car share parking spaces.
6 Mr. Yang explained State Law did not define it and that what was presented in the Staff Report
7 was the Staff’s understanding of the law. Staff intended to capture spaces that were designated
8 for car shares but not free-floating car shares.
9 Commissioner Reckdahl referenced Packet Page 79 and asked if the 30-day consecutive days
10 precluded Palo Alto's requirement of offering a 1-year lease.
11 Mr. Yang answer no.
12 Commissioner Hechtman explained that some of his comments are to bring to Staff’s attention
13 items that may need to be re-examined. He began on Page 68 and believed Footnote 4 in Table
14 1 should include a reference to Section 18.10.040, the Development Standards. He further
15 explained Palo Alto Zoning Code had zone RE but throughout the document, Staff placed a
16 “dash” between the R and the E and recommended that dash be removed. He moved to Packet
17 Pages 73 and 74 and asked if the definition of “unit” in subpart (b) of .180 worked and if not,
18 then it should be clarified. He acknowledged that much of the ordinance language mimicked
19 State Law and if the definition is a State Law definition then it should remain as is. He moved to
20 Packet Page 75, subpart (e) sub-sub (2), and suggested adding the words “or less” in the
21 parenthetical. On the same page, he moved to (6) and explained that the PTC was reviewing
22 one of two SB 9 ordinances. The one before the Commission provided the basic framework of
23 SB 9 and then later Staff would return with the ordinance that had the rules and regulations
24 outlined. Concerning (6), the last clause did not fall under the framework of SB 9 and suggested
25 that clause be moved to the SB 9 rules and regulations ordinance. He invited the other
26 Commissioners to provide feedback on that recommendation. He moved to Packet Page 76,
27 effective dates, and understood that if SB 9 were repealed, amended, or sunset, the City’s
28 ordinance would disappear along with it. He understand that was not the intention and
29 suggested Staff explore a better way to tether the City’s ordinance to changes in State Law. He
30 moved to Packet Page 78, general requirements, subpart (d), and asked if the intention was
31 that the newly created lot shall not render the existing structure non-compliant in any respect
32 including setbacks. If that were the case, that should be stated because setbacks are the
33 number one reason why a structure is non-compliant. He moved to the bottom of Packet Page
34 78, Item (5), and asked if it intended to exclude home occupations.

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1 Mr. Yang answered it was not intended to preclude home occupations and announced Staff will
2 clarify the ordinance to reflect that.

3 Commissioner Hechtman referenced Packet Page 79, the effective dates provision, and
4 mentioned it should be explored through the lens of his previous comment about State Law
5 being repealed.

6 Commissioner Reckdahl referenced Packet Page 84, under (b), and believed every ADU would
7 be two-family use.

8 Mr. Yang explained two-family use is defined in the Municipal Code and believed the ordinance
9 was referencing an ADU that is built in addition to existing two-family use. He recommended
10 inserting the word “existing” into the sentence.

11 Commissioner Reckdahl asked what the definition is for two-family use.

12 Ms. French read it meant the use of a site for two dwelling units which may be within the same
13 building or separate buildings.

14 Mr. Yang recommended Staff clarify the section to make sure clear it was referencing existing
15 two-family uses and two-family uses that are created through SB 9.

16 Commissioner Reckdahl asked for an example of a two-family use.

17 Mr. Yang explained the section in question is in response to Council’s direction that they would
18 like the developments that come through SB 9 to be subject to the City’s existing below-
19 market-rate (BMR) requirements. He explained typically ADUs are exempt from the BMR
20 program and the language proposed was Staff’s attempt at capturing that direction. He
21 explained SB 9 allowed a duplex and an ADU to be created on the same lot. Under the proposed
22 ordinance the initial SB 9 two-unit duplex would be subject to the City’s BMR program and an
23 additional ADU would also be subject to the BMR program.

24 Commissioner Reckdahl referenced Packet Page 77, section (a), and asked if a special flood
25 hazard area was different than a flood zone.

26 Mr. Yang remarked he would have to confer with the City’s Public Works Department.

27 Commissioner Chang remarked she had the same question and per the California Government
28 Code, a flood zone was defined as a 100-year flood.

29 Commissioner Reckdahl noted a large portion of Palo Alto was in a flood area and is the
30 intention that folks located in the [audio and video cut out]

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1 Commissioner Chang explained Government Code Section 65913.4, under subdivision, talked
2 about a 1 percent chance of flood, or a 100-year flood. She asked if folks within the 100-year
3 flood zone were not allowed to use SB 9.

4 Mr. Yang stated that appeared to be correct but would explore it further.

5 Chair Summa referenced Packet Page 75, (e)(3), and asked if the clause meant that 4-foot
6 setbacks would be eliminated from the side and rear yard.

7 Mr. Yang answered yes, but explained Staff will have a list of regulations and it would be
8 decided which regulation should be relaxed first. That list had not been drafted and the City
9 was currently relying on the application to make those determinations.

10 Chair Summa stated it seemed incredibly undesirable and unworkable not to have a minimal
11 setback. She wanted to see SB 9 properties be safe and useable.

12 Mr. Yang commented concerning the flood zone, if a project is within the 100-year flood area,
13 those properties could still use SB 9 as long as the project could prove it would be safe from a
14 100-year flood.

15 Vice-Chair Chang asked if the publishing of the order in which Objective Standards will be
16 waived will come to the PTC with the Objective Standards.

17 Mr. Yang confirmed that was correct.

18 Vice-Chair Chang asked when that would be.

19 Ms. French predicted it would be later in March or early April of 2023.

20 Vice-Chair Chang appreciated Commissioner Hechtman's comments. She referenced Packet
21 Page 75, (e) subpart (6), and agreed with Commissioner Hechtman to strike that and move it to
22 the ordinance the Commission will consider soon. She understood the Objective Standards
23 should be separate so that they could be changed easily.

24 Mr. Yang confirmed that is correct.

25 Chair Summa agreed as well.

26 Commissioner Reckdahl asked if the ordinance could be passed as is and discuss removing it
27 when the Objective Standards are presented.

28 Commissioner Hechtman explained it should be removed now so that all the Objective
29 Standards are collected in one ordinance.

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1 Mr. Yang clarified the Objective Standards would not be coming to the PTC in the form of an
2 ordinance. He suggested Staff update the standards concurrently with Council adopting the
3 ordinance.

4 Commissioner Hechtman supported that approach.

5 Vice-Chair Chang invited Commissioner Hechtman to restate his comment regarding Packet
6 Page 78, subpart (d).

7 Commissioner Hechtman explained he wanted to see more general clarity to subpart (d). He
8 asked if the intention of (d) was to apply to setbacks and if so, that should be included in the
9 parenthetical.

10 Mr. Yang stated the intention is to include setbacks and Staff will include them in the list of
11 examples.

12 Vice-Chair Chang wanted to see setbacks included.

13 Ms. French concurred that setbacks are one of the more frequent reasons why a structure is
14 noncomplying.

15 Chair Summa agreed that setbacks should be added.

16 Commissioner Reckdahl referenced Packet Page 97, the flag pole diagram, and asked if the
17 structure on Lot A is required to have full setbacks with the border.

18 Mr. Yang stated there would be a 4-foot setback and that is required by SB 9.

19 Commissioner Reckdahl stated he was happy with what was being proposed.

20 Commissioner Hechtman stated there is an error in the diagram regarding a 10-foot flag pole
21 and a 15-foot flag pole described in the corresponding text on Packet Page 97.

22 Mr. Yang concurred that Staff will revise it.

23 Commissioner Reckdahl referenced the flag lot with the easement and asked what the setback
24 would be based on.

25 Ms. French asked if Commissioner Reckdahl was referencing the interior side setback.

26 Commissioner Reckdahl answered yes.

27 Ms. French answered the setbacks would be based on the easement line.

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1 MOTION

2 Commissioner Hechtman moved the Staff recommendation to recommend the ordinance to
3 the City Council with the following modifications. The references to R-E be corrected; in Section
4 18.42.180 (e) the language “or less” be added to subpart (2); subpart (6) be deleted and
5 subpart (7) and (8) be renumbered; in Section 21.10.040 subpart (d) add the word “setbacks”
6 within the parenthetical; and that Staff considers the Commission’s comments regarding the
7 particular items on Packet Pages 68, 74, 76, 78 and 79, 84 and the correction on Packet Page
8 97and make whatever revisions to those provisions Staff felt were appropriate and warranted
9 before taking the ordinance to Council.

10 SECOND

11 Vice-Chair Chang seconded but asked if Item (e) on Packet Page 75 was captured.

12 Commissioner Hechtman answered yes.

13 VOTE

14 Ms. Dao conducted a roll call vote and announced the motion passed 4-0.

15 MOTION PASSED 4(Chang, Hechtman, Reckdahl, Summa) -0 -2(Roohparvar, Templeton absent)

16 **Commission Action:** Motion by Hechtman, seconded by Chang. Pass 4-0 (Roohparvar,
17 Templeton absent)

18 **Approval of Minutes**

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

20 6. December 14, 2022 Draft Summary and Verbatim Meeting Minutes

21 MOTION

22 Commissioner Hechtman moved as revised.

23 SECOND

24 Commissioner Reckdahl seconded.

25 VOTE

26 Ms. Veronica Dao, Administrative Assistant, conducted a roll call vote and announced the
27 motion passed 4-0.

-
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1 MOTION PASSED 4(Chang, Hechtman, Reckdahl, Summa) -0 -2(Roohparvar, Templeton absent)

2 **Commission Action:** Motion by Hechtman, seconded by Reckdahl. Pass 4-0 (Roohparvar,
3 Templeton absent)

4 7. November 30, 2022 Draft Summary and Verbatim Meeting Minutes

5 MOTION

6 Commissioner Hechtman moved as revised.

7 SECOND

8 Commissioner Reckdahl seconded.

9 VOTE

10 Ms. Veronica Dao, Administrative Assistant, conducted a roll call vote and announced the
11 motion passed 4-0.

12 MOTION PASSED 4(Chang, Hechtman, Reckdahl, Summa) -0 -2(Roohparvar, Templeton absent)

13 8. November 16, 2022 Draft Summary Meeting Minutes

14 MOTION

15 Commissioner Hechtman moved as revised.

16 SECOND

17 Commissioner Reckdahl seconded.

18 VOTE

19 Ms. Veronica Dao, Administrative Assistant, conducted a roll call vote and announced the
20 motion passed 4-0.

21 MOTION PASSED 4(Chang, Hechtman, Reckdahl, Summa) -0 -2(Roohparvar, Templeton absent)

22 **Committee Items**

23 None

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

1 **Commissioner Questions, Comments or Announcements**

2 Chair Summa called for Commissioner questions, comments or announcements; seeing none
3 she adjourned the meeting.

4 **Adjournment**

5 7:30 pm

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Palo Alto Planning & Transportation Commission

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

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

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Show up and speak. Public comment is encouraged. Please complete a speaker request card located on the table at the entrance to the Council Chambers and deliver it to the Commission Secretary prior to discussion of the item.

Write to us. Email the PTC at: Planning.Commission@CityofPaloAlto.org. Letters can be delivered to the Planning & Community Environment Department, 5th floor, City Hall, 250 Hamilton Avenue, Palo Alto, CA 94301. Comments received by 2:00 PM two Tuesdays preceding the meeting date will be included in the agenda packet. Comments received afterward through 2:00 PM the day of the meeting will be presented to the Commission at the dais.

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

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