



# Planning & Transportation Commission

Staff Report (ID # 8746)

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**Report Type:** Action Items **Meeting Date:** 12/13/2017

**Summary Title:** PTC Annual Process and Performance Review

**Title:** Discussion Regarding the Commission's Performance, Roles and Responsibilities, and Opportunity for Commissioner Feedback to Improve Processes and Results.

**From:** Hillary Gitelman

## Recommendation

Staff recommends the Planning and Transportation Commission (PTC) take the following action(s):

1. Discuss and provide direction as appropriate.

## Background

Chair Alcheck requested the subject discussion item to periodically review PTC processes and performance. Alcheck requests each commissioner to reflect on the previous 12 months and 22 meetings with the intent to discuss and appraise the commission's performance and clarity of roles and responsibilities with the goal of improving processes and results. Specifically, Chair Alcheck would like to engage the commission on the following topics:

- Meeting Management
- Goal Setting
- Agenda Setting
- Preparation
- Commission and Staff Interaction
- Meeting Organization
- Discussion and Debate
- Public Engagement
- Motions, Amendments & Substitute Motions
- Speaking to Motions, Speaking to Dissenting Perspectives
- Anything Related to the Commission's Work and Finished Product

To facilitate this discussion, Chair Alcheck requested links to the Commission's By Laws and Procedural Rules be provided:

PTC By Laws <http://www.cityofpaloalto.org/civicax/filebank/documents/8256>

PTC Procedural Rules <http://www.cityofpaloalto.org/civicax/filebank/documents/30900>

To further assist the Commission, this excerpt from the Palo Alto Municipal Code Title 2 is provided:

2.20.010 Membership.

There is created a planning and transportation commission composed of seven members who are not council members, officers or employees of the city, who are residents of the city, and who shall be appointed by the city council.

2.20.020 Term of office.

Terms of office on the Planning and Transportation Commission shall be four years. Effective January 1, 2016, terms of office due to expire on October 31 of each year shall be extended to expire on December 15 of the same year, and thereafter terms of office shall commence on the sixteenth day of December. If a successor is unavailable, a member may remain in office until his or her successor is appointed.

2.20.030 Officers.

The commission shall elect its officers annually at the first meeting in November.

2.20.050 Duties and powers.

The commission is an advisory commission. In addition to the duties set forth for the planning commission in Titles 18 and 19 of this code, it shall, as requested by the city council, the city manager, or the director of planning and community environment provide advice on any matter pertaining to land use planning and transportation systems affecting the city. The term "planning commission" used anywhere in this code or in state law shall refer to the planning and transportation commission.

Additionally, here is additional information related to PTC roles as it relates to the Comprehensive Plan and review of the Capital Improvement Plan:

[http://library.amlegal.com/nxt/gateway.dll/California/paloalto\\_ca/title19masterplan\\*/chapter1904planningcommission\\*?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:paloalto\\_ca\\$anc=JDChapter19.04](http://library.amlegal.com/nxt/gateway.dll/California/paloalto_ca/title19masterplan*/chapter1904planningcommission*?f=templates$fn=default.htm$3.0$vid=amlegal:paloalto_ca$anc=JDChapter19.04)

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<sup>1</sup> Emails may be sent directly to the PTC using the following address: [planning.commission@cityofpaloalto.org](mailto:planning.commission@cityofpaloalto.org)