



# Planning & Transportation Commission Special Meeting Agenda: November 18, 2020

Virtual Meeting  
6:00 PM

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<https://zoom.us/join>

Meeting ID: 929 0426 8221

Phone number: 1 669 900 6833

**\*\*\*BY VIRTUAL TELECONFERENCE ONLY\*\*\***

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, this meeting will be held by virtual teleconference only, with no physical location. The meeting will be broadcast live on Cable TV and through Channel 26 of the Midpen Media Center at <https://midpenmedia.org/local-tv/watch-now/>.

Members of the public may comment by sending an email to [planning.commission@cityofpaloalto.org](mailto:planning.commission@cityofpaloalto.org) or by attending the Zoom virtual meeting to give live comments. Instructions for the Zoom meeting can be found on the last page of this agenda.

## **TIME ESTIMATES**

Listed times are estimates only and are subject to change at any time, including while the meeting is in progress. The Commission reserves the right to use more or less time on any item, to change the order of items and/or to continue items to another meeting. Particular items may be heard before or after the time estimated on the agenda. This may occur in order to best manage the time at a meeting or to adapt to the participation of the public

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

## **Oral Communications**

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

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

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

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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 ten (10) 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.

## City Official Reports

**6:00 PM-6:15 PM**

1. Directors Report, Meeting Schedule and Assignments

### Action Items

Public Comment is permitted. Applicants/Appellant Teams: Fifteen (15) minutes, plus three (3) minutes rebuttal. All others: Up to five (5) minutes per speaker.<sup>1,3</sup>

**6:15 PM-6:45 PM**

2. PUBLIC HEARING / QUASI-JUDICIAL. 922 College Avenue [20PLN-00104]: Request for Review of a Preliminary Parcel Map with Exceptions to Adjust Lot Lines for Two Substandard Parcels to Facilitate the Redevelopment and Sale of Two Homes. Environmental Assessment: Exempt. Zoning District: R-1 (Single Family Residential). For More Information Contact the Project Planner Emily Foley at [Emily.Foley@cityofpaloalto.org](mailto:Emily.Foley@cityofpaloalto.org)

**6:45 PM-7:15 PM**

3. PUBLIC HEARING: Recommendation that the City Council adopt an Ordinance Amending Palo Alto Municipal Code Section 18.52.070 (Parking Regulations for CD Assessment District) to Temporarily Extend Ineligibility of Certain Uses to Participate in the University Avenue In-lieu Parking Program until August 1, 2022.

**7:15 PM-10:15 PM**

4. PUBLIC HEARING/QUASI-JUDICIAL: Castilleja School Project, 1310 Bryant Street [16PLN-00238]: Request by Castilleja School Foundation for Planning and Transportation Commission Recommendation to City Council on Applications for a Conditional Use Permit (CUP) Amendment to Increase the Student Enrollment cap to 540 Students With Phased Enrollment and Campus Redevelopment, and a Variance to Replace Campus Gross Floor Area. The Project (but not the Project Alternative) Requires Recommendation on a Variance for Subterranean Encroachment Into the Embarcadero Road Special Setback and a Tentative map With Exception to Merge Three Parcels Where the Resulting Parcel Would Further Exceed the Maximum lot Size in the R-1(10,000) Zone District. Zone District: R-1(10,000). Environmental Review: Final Environmental Impact Report (EIR) Published July 29 and 30, 2020; Draft EIR Published July 15, 2019. For More Information Contact Amy French, Chief Planning Official, at [amy.french@cityofpaloalto.org](mailto:amy.french@cityofpaloalto.org)

### Approval of Minutes

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

**10:15 PM-10:20 PM**

5. October 28, 2020 Draft PTC Meeting Minutes

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## **Committee Items**

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

## **Adjournment**

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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 Carolyn Templeton  
Vice Chair Giselle Roohparvar  
Commissioner Michael Alcheck  
Commissioner Bart Hechtman  
Commissioner Ed Lauing  
Commissioner William Riggs  
Commissioner Doria Summa

Get Informed and Be Engaged!

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

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

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

## Americans with Disability Act (ADA)

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

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## Public Comment Instructions

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

1. **Written public comments** may be submitted by email to [planning.commission@CityofPaloAlto.org](mailto:planning.commission@CityofPaloAlto.org)
2. **Spoken public comments using a computer** will be accepted through the teleconference meeting. To address the Board, click on the link below for the appropriate meeting to access a Zoom-based meeting. Please read the following instructions carefully.
  - A. You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
  - B. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
  - C. When you wish to speak on an agenda item, click on “raise hand”. The moderator will activate and unmute attendees in turn. Speakers will be notified shortly before they are called to speak. The Zoom application will prompt you to unmute your microphone when it is your turn to speak.
  - D. When called, please limit your remarks to the time limit allotted.
  - E. A timer will be shown on the computer to help keep track of your comments.
3. **Spoken public comments using a smart phone** will be accepted through the teleconference meeting. To address the Council, download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the Meeting ID below. Please follow instructions B-E above.
4. **Spoken public comments using a phone** use the telephone number listed below. When you wish to speak on an agenda item hit \*9 on your phone so we know that you wish to speak. You will be asked to provide your first and last name before addressing the Board. You will be advised how long you have to speak. When called please limit your remarks to the agenda item and time limit allotted.

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