



Planning & Transportation Commission

Staff Report (ID # 12349)

Report Type:	Action Items	Meeting Date: 6/9/2021
Summary Title:	PTC Annual Workplan	
Title:	Planning and Transportation Commission (PTC) Review and Recommendation to City Council on Adoption of a PTC Work Plan	
From:	Jonathan Lait	

Recommendation

Staff recommends the Planning and Transportation Commission (PTC) take the following actions: Review the attached draft work plan (Attachment A), make any changes or revisions, and recommend adoption of the work plan by the City Council.

Background

On November 30, 2020, the City Council adopted a new City Boards, Commissions, and Committees Handbook.¹ On May 26, 2021, the PTC reviewed the Handbook, took public comment, offered comments regarding the Handbook, and acknowledged receipt of the Handbook.

Assistant Director of Planning and Development Services, Rachael Tanner, provided an oral update regarding the annual work plan required of each board and commission in the Handbook. On May 21, 2021, the City Clerk requested each board and commission staff liaison provide a draft work plan for the period from July 2021 to April 2022. The work plans are to be considered by the City Council in June before their summer recess begins.

In compliance with the request, the Assistant Director prepared a draft work plan (Attachment A). The draft work plan will be revised based on PTC feedback and submitted as an at-places memorandum for Council to consider.

The Handbook provides the following guidance for work plan development:

¹ <https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=65426.43&BlobID=80213>
 City of Palo Alto
 Planning & Development Services
 250 Hamilton Avenue
 Palo Alto, CA 94301
 (650) 329-2442

Work Plan

- The Commission is expected to prepare an annual work plan by the second quarter of the calendar year.
- The work plan should include information on equity in the work.
- City Council will review the work plan and provide feedback annually at a dedicated City Council meeting.
- The work plan should include the results of the prior year's plan, metrics of community involvement in meetings and activities included in the commission's work.
- The handbook has a template for work plan development.
- If new issues arise during the year, the work plan should be amended and forwarded to Council for review and approval.

Further, page 33 of the Handbook provides guidance for development of the work plan. Notably, though, the PTC's agenda is driven primarily by referrals from the City Council and project applications. Thus, as the PTC noted at its May 26, 2021 meeting, the PTC is more reactionary than other boards and commissions may be. While the handbook's checklist for work plan development and accompanying example template may provide some assistance to the PTC, it is likely not strictly applicable. Staff welcome feedback on the draft work plan, including template. Ideally, the template, once set, can continue to be used for the annual work plan update as well as year-end summary from the PTC to Council.

The guidance from the Handbook is provided below:

BCC WORK PLAN GUIDELINES AND PROCESS

The City Council will vote on BCC work plans annually. Workplans are due in June and should consist of up to three priorities. The City Council will ask the BCC Chair to present the workplan to the City Council. Workplans should include if there is an intent to use Ad Hoc committees to assist in the BCC work for the year ahead. After the workplan is approved, if there is an additional priority the BCC would like added, the BCC chair would make a prompt request to the Council.

To guide the work of developing the BCC annual workplans, a short checklist is provided below:

- Review purpose of the BCC
- Discuss any City Council priorities for the BCC
- Discuss existing and possible projects, priorities and goals
 - Order from high priority to low priority
- Finalize draft work plan for City Council review
- Use approved workplan as a guide to focus BCC work throughout the term of the workplan (one or two years)
- Present report to the City Council annually and include:
 - List of priorities, projects, and goals
 - Status updates

- If items are not complete, include why and any other additional details to share with the Council

Project Description

The draft work plan provides specific projects that staff plan to bring forward between July 2021-April 2022. Some projects reflect current and past City Council direction, for example the Retail Recovery, Accessory Dwelling Units, or Renter Protections. Other items reflect state mandated projects, such as the Housing Element Update or code updates to align local policy with new state laws.

While some project applications, such as Castilleja School, are known to come before the PTC in the coming year, many applications have yet to be filed or have not been flagged for PTC review. More applications, however, may come as the year progresses and they will be scheduled accordingly.

Staff endeavored to project the quarter of the year during which the item may come forward. These dates are organized by quarters of 3 months with January – March constituting the first quarter (Q1) and following on through the year. These are anticipated timelines and are subject to change pending resource availability.

The draft work plan encompasses the items referred to the PTC by Council throughout 2020. The draft work plan does not necessarily capture all prior referrals exhaustively. Likewise, larger policy assignments, such as the Housing Work Plan, constitute a sizeable body of work. Some of the Housing Work Plan items are scheduled for PTC in 2021-2022, however not all are scheduled. This is primarily due to limited resources and because some items have already concluded.

If the PTC desires to add a priority level to items or align them with Council identified priorities, staff will assist in this effort. Of course, the Council identified priorities are subject to change in January or February of each calendar year, typically during the annual Council retreat.

Additionally, the PTC may wish to identify topics of interest regarding which the PTC would like to learn more. When PTC meetings lack items, due to a dip in applications or other reasons, these items can become study sessions to aid in learning about new topics or diving more deeply into existing priorities or areas of interest.

Changes to the draft work plan may be adopted by a motion or set of motions.

Environmental Review

The subject does not constitute a project under the California Environmental Quality Act (CEQA).

Public Notification, Outreach & Comments

The Palo Alto Municipal Code does not require notice of this public hearing be published in a local paper.

Public Comments

As of the writing of this report, no project-related, public comments were received.

PTC² Liaison & Contact Information

Rachael Tanner, Assistant Director

(650) 329-2441

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Attachments:

- PTC Draft Work Plan 2021 - 2022 (PDF)

² Emails may be sent directly to the PTC using the following address: planning.commission@cityofpaloalto.org

July 2021 – April 2022 DRAFT Work Plan

Board or Commission Name: Planning & Transportation Commission

Staff Liaison Name and Contact Information: Rachael Tanner, Assistant Director of Planning and Development Services, Rachael.Tanner@CityofPaloAlto.org, 650-329-2167

Lead Department: Planning & Development Services; Office of Transportation

General Purpose and/or Purview of Board/Commission:

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

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

Due to the nature of the PTC, the work is primarily driven by:

- (1) Referrals from the Council to the PTC
- (2) Applications submitted by the public that require review of the PTC

Thus, unlike some other boards and commissions, the PTC does not necessarily develop its own list of projects, policies, and programs to tackle. The proposed work plan includes Council referrals, known applications at this time (though more may come throughout the year), and other items that may benefit from PTC input even if the input is not statutorily required.

Draft Work Plan

The PTC Staff Liaison developed this draft work plan and submitted it to the City Clerk on May 28, 2021. The work plan will be reviewed by the PTC at its regularly scheduled meeting on June 9, 2021. Should there be further revisions will be provided to the City Council via an at-places memorandum.

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

	while recognizing that such analysis will be constrained without funding for additional consultant resources; and Direct Staff to return with adjustments to parking and retail standards in a manner consistent with this analysis; Develop and implement inclusionary housing requirements for rental housing.	
Accessory Dwelling Unit	Direct the Planning and Transportation Commission (PTC) to look at deed restricted affordable ADU's; and Direct Staff to continue working with the community, including the ADU Task Force, during the PTC process.	Q3 2021 and Q4 2021
Renter Protection	Review and make recommendation regarding proposed ordinances to implement renter protection policies as directed by the City Council.	Q4 2021
Wireless Communications	Ordinance Amending 18.42.110 (Wireless Communication Facilities).	Q4 2021 or Q1 2022
State Law Updates	Review and make recommendations regarding code changes.	Q4 2021 or Q1 2022
Housing Element – Site selection	Review proposed housing opportunity site selected by the Working Group and make a recommendation to City Council.	Q1 2022
Palo Alto Bikeways Project (Phase 2)	Recommendation to Council of final project and environmental document.	Q1 2022 or Q2 2022
North Ventura Coordinated Area Plan (NVCAP)	Review further refined version of Council-selected preferred plan alternative. This will include further studies of the preferred plan.	Q1 2022 or Q2 2022
Housing Element – Programs	Review and make recommendation regarding Housing Element programs.	Q1 2022 or Q2 2022
Bicycle and Pedestrian Transportation Plan (BPTP) Update	Study session: Plan update progress.	Q2 2022**
**= Tentative		