



CITY OF  
**PALO  
ALTO**

# Planning & Transportation Commission Action Agenda: January 19, 2022

Virtual Meeting  
6:00 PM

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

7 Madina Klicheva, Administrative Assistant, played a recording that explained how to provide  
8 public comment. She then called the roll and announced that all Commissioners are present  
9 and that there was a quorum.

- 10 1. Adoption of a Resolution Authorizing use of teleconferencing for Planning and  
11 Transportation Commission Meetings During Covid-19 State of Emergency.

## 12 **MOTION**

13 Commissioner Hechtman moved the adoption of the resolution authorizing the use of  
14 teleconferencing for the Planning and Transportation Commission (PTC) during the Covid-19  
15 State of Emergency.

## 16 **SECOND**

17 Vice-Chair Summa seconded.

## 18 **VOTE**

19 Ms. Klicheva called a roll call vote and announced that the motion carried 7-0.

20 **MOTION PASSED** 7(Chang, Hechtman, Lauing, Reckdahl, Roohparvar, Summa, Templeton) -0

21 Chair Lauing announced that the Commission will adopt the Council's protocol of keeping video  
22 feeds on for all Commissioners during the meeting. He moved to oral communications.

23 **Commission Action:** Motion by Hechtman, seconded by Summa. Motion Passed 7-0.

## 24 **Oral Communications**

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

26 Chair Lauing explained that oral communication was the time for members of the public to  
27 speak to the Commission on items that were not on the agenda.

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1 Aram James clarified that the Brown Act does not require folks to share their names when they  
2 speak during public comment. He mentioned that his only priority for City Council to focus on  
3 for the year 2022 was to fire the current Police Chief of the Palo Alto Police Department. The  
4 Police Chief has violated the public trust and does not promote transparency. He invited the  
5 PTC Members to attend the community event to discuss if Santa Clara County should construct  
6 a new jail.

7 Rebecca Eisenberg agreed with Mr. James's comments regarding the Police Chief and the Palo  
8 Alto Police Department. She shared that the City's new Public Safety Building includes a new jail  
9 which was the most expensive aspect of the project. She questioned whether the City needs a  
10 jail near California Avenue. She encouraged PTC to consider the ramifications of approving  
11 construction and underground construction that has high impacts on the planet.

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

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

14 Chair Lauing asked if there are any agenda changes, additions or deletions? Hearing none he  
15 moved to City official reports.

## 16 **City Official Reports**

### 17 2. Directors Report, Meeting Schedule and Assignments

18 Rachael Tanner, Assistant Director, reported that there was no City Council in the past week  
19 due to Martin Luther King Day. In the upcoming City Council meeting, Staff will be presenting  
20 their work on the height transitions for the Objective Standards. Council will also be adopting  
21 their summer and holiday break calendar for the year 2022. After Council's calendar is  
22 formalized, she encouraged PTC to discuss the PTC's calendar and use Council's calendar as a  
23 reference. At January 24, 2022, PTC meeting, Staff will present their work on Tenant Relocation  
24 Assistance which is one part of the Tenant Protection Package. After coming to PTC, Staff will  
25 present the Tenant Relocation Assistance proposal to Council at their January 31, 2022 meeting  
26 and she encouraged the PTC liaison to attend that meeting to answer any questions that  
27 Council might have about PTC's recommendation.

28 Philip Kamhi, Chief Transportation Official, announced that the Safe Routes to School Program  
29 will be hosting spring rodeos rather than fall rodeos. He disclosed that the Office of  
30 Transportation has three Staff vacancies, but the department has submitted an offer to an  
31 individual. That individual will be responsible for carrying forward the South Palo Alto Bikeways  
32 Project, the Bicycle and Pedestrian Transportation Plan, Micro Mobility Scooter and Bike Share  
33 Project and On-Demand Transportation Project.

34 Chair Lauing inquired if there were any other Staff reports.

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1 Ms. Tanner answered no, but Staff was available for questions.

## 2 **Action Items**

3 Public Comment is Permitted. Applicants/Appellant Teams: Fifteen (15) minutes, plus three (3) minutes rebuttal.  
4 All others: Five (5) minutes per speaker.<sup>2,3</sup>

5  
6 3. PUBLIC HEARING/QUASI JUDICIAL/LEGISLATIVE: Review of the Castilleja School's  
7 Requested Conditional Use Permit and Variance per Council Direction March 29,  
8 2021, and Review of a Draft Ordinance per Council Direction Amending Section  
9 18.04.030 Regarding Definition of Gross Floor Area in the R1 Zone for Below Grade  
10 Garages. Zone District: R-1(10,000). Environmental Review: The Final Environmental  
11 Impact Report (EIR) was Published July 30, 2020 and the Draft EIR was Published July  
12 15, 2019.

13 Chair Lauing read the Action Item title into the record. He noted that the item is a continued  
14 hearing and there will be no public comment. He shared that PTC did approve the project in  
15 2021 to Council on a 4-2 vote. Council did not adopt that recommendation and referred several  
16 key items back to PTC and the Architectural Review Board (ARB) for further exploration. He  
17 outlined that any action taken in the meeting will be straw vote direction to Staff and then Staff  
18 will come back at a future meeting with the information.

19 Commissioner Reckdahl disclosed that he will be recusing himself from the item due to his  
20 active membership with Palo Alto Neighborhoods (PAN). He shared he was involved with a  
21 letter that was sent to City Council regarding PAN's concerns with the Castilleja School  
22 Expansion Project. He shared his frustration of having to recuse himself from the item, but by  
23 doing so he was allowing the Commission to come to a fair and impartial decision.

24 Chair Lauing expressed his disappointment.

25 Commissioner Reckdahl agreed.

26 Chair Lauing invited Staff to share their presentation.

27 Amy French, Chief Planning Official, shared that on March 15, 2021, and March 29, 2021,  
28 Council reviewed the PTC's and ARB's recommendations on the project. Council made two sets  
29 of motions that directed further studies and Board and Commission consideration. In December  
30 of 2021, the ARB and PTC considered five parking options and studies that were prepared by  
31 the City's consultants. All information pertaining to the project was accessible to the public  
32 through the project's home page on the City's website. Staff requested that the PTC provide a  
33 straw poll for the following topics: Garage Gross Floor Area Definition Text Amendment, Phased  
34 enrollment increase procedure guidance, special events, Transportation Demand Management  
35 (TDM) plan measures, parking options, and surface parking/adjustments, Residential Parking

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1 Program (RPP) options, temporary campus/construction phasing and other. Staff requested  
2 that PTC begin with topic two. Staff quickly showed the motions that Council provided for each  
3 topic and their corresponding PowerPoint slide from the December 2021 PTC meeting.

4 Chair Lauing requested that Staff provide Council's motion regarding topic two, enrollment  
5 increase procedure guidance.

6 Vice-Chair Summa agreed with City Council that the City should increase enrollment to 450  
7 students. Rather than having an enrollment increase baked into the program, she preferred  
8 Castilleja to come back for a Conditional Use Permit (CUP) amendment. She supported that  
9 approach because there was a loss of faith between the community and the school regarding  
10 enrollment.

11 Commissioner Roohparvar supported starting enrollment at 450 students and going up to 540  
12 students. She did not support having Castilleja come back when they wished to have an  
13 enrollment increase.

14 Commissioner Templeton believed that Vice-Chair Summa's proposal did not achieve the  
15 direction set out by Council. Council's direction was for PTC to identify a procedure that allowed  
16 Castilleja to begin enrollment at 450 students and increase up to 540 students. She also did not  
17 support the item coming back for more review if the school wished to increase enrollment due  
18 to the amount of delay and expense the City has already incurred. She supported having a plan  
19 baked in based on the prior discussions.

20 Commissioner Chang confessed she was confused by Council's motion. Her interpretation from  
21 Council's discussion was to have PTC identify a procedure in general as to how enrollment  
22 increases should be determined rather than specifically from 450 students to 540 students. She  
23 recalled that Castilleja's student body in 2013 was at 450 students. The neighbors felt the  
24 impact of the increased number of students which was over the allowed enrollment cap in the  
25 existing CUP. She recommended that Castilleja be allowed to increase to 450 students and then  
26 request for increased enrollment once it has demonstrated there has been no impact. She was  
27 not confident in the no net new trips due to the TDM only being able to measure trips to set  
28 locations and not to the neighborhood as a whole.

29 Commissioner Hechtman pointed out that the Commission talked about enrollment increases  
30 at length when the PTC recommended approval of the project to Council. He recalled that PTC  
31 recommended a higher starting enrollment, possibly 490 students, and that increase was  
32 triggered by the completion of the underground garage. He supported having enrollment begin  
33 at 450 students due to there being less traffic because of the TDM. He supported Commissioner  
34 Templeton's comment regarding the delays and expense the project has caused to the  
35 applicant, the community and the City. He remarked that the 6-year process is an undesirable  
36 amount of time to be processing an application and the process has bitterly divided neighbors.

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1 For these reasons, he did not support the idea of having Castilleja come back to the City when  
2 they wished to have an enrollment increase. He supported an enrollment increase that was  
3 clear, concise, provided no guesswork in how the school will increase its enrollment moving  
4 forward and the current proposal provided all of those aspects. Once implemented and  
5 unforeseen consequences happen, the City has the power to initiate a modification process for  
6 their CUP. He had concerns regarding the phased approach for enrollment increases. He  
7 believed it was important for the Commission to understand when the school will have its first  
8 increase of 25 students.

9 Commissioner Roohparvar recalled that PTC had already identified a procedure of how and  
10 when the school will increase its enrollment. That procedure was identified in the Staff report  
11 as well as on Packet Page 19. She asked if Council wanted PTC to be more specific regarding  
12 that plan?

13 Commissioner Chang acknowledged that she was not part of the Commission when PTC  
14 identified a procedure for enrollment increases. She noted that Council was not supportive of  
15 PTC's identified procedure and the PTC should not continue to use that proposal. She  
16 mentioned that if Castilleja were to come back and request for an enrollment increase. The CUP  
17 Amendment would only be for an enrollment increase and not the other components that  
18 currently existed in the application. She shared her concern that Castilleja would not easily be  
19 able to roll back a 25 student increase if they were found out of compliance with their trips to  
20 campus. There was no way to ameliorate the problem if it becomes clear that the enrollment is  
21 too high if the enrollment is increased too quickly.

22 Chair Lauing acknowledged that he spent many hours reviewing the Council and PTC minutes.  
23 He mentioned that Council wanted PTC to review allowing Castilleja to apply for an enrollment  
24 increase. He did not feel that Council had directed PTC to identify different student enrollment  
25 figures. Based on comments made by the applicant, their consultant, and the fact that no net  
26 new trips have ever been conditioned. He felt that there was a lot of risk to the City based on  
27 those facts. He mentioned that the project was never explored broadly and how the entire area  
28 outside the campus will be impacted by student enrollment. He concluded that the proposal  
29 does not have a safety net. He supported Vice-Chair Summa's approach to allowing for  
30 enrollment to go up to 450 students and then evaluate the impacts over the next several years.  
31 There was no justification to increase enrollment up to 540 students at this time.

32 Commissioner Templeton asked what was the maximum enrollment Castilleja has had in the  
33 past.

34 Ms. French answered that it was close to 450 students, but the school has been decreasing its  
35 enrollment since it reached the 450 mark.

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1 Commissioner Templeton inquired if the neighbor's identified that the school was over-enrolled  
2 or did the school self-disclose the violation.

3 Ms. French answered that the school self-disclosed the violation.

4 Commissioner Templeton concluded that it was not true that the community noticed the  
5 increased enrollment, complained and that was what uncovered the non-compliance to the  
6 existing CUP. It was an internal audit and self-disclosure.

7 Ms. French stated that was her understanding.

8 Commissioner Templeton remarked that based on that information, the school was at 450  
9 students and was not identified by the neighbors as being disruptive. The school has  
10 implemented strategies to reduce traffic since that time. She requested that Staff explain what  
11 exactly Council meant in their motion and what Staff was seeking from PTC.

12 Ms. French explained that Staff's interpretation of Council's motion is to begin enrollment at  
13 450 students before construction begins. Then have two monitoring reports in the first year,  
14 then have another monitoring report in the following year and then use those three reports to  
15 determine if Castilleja can increase their enrollment by 25 students. Staff wanted to understand  
16 if the Commission would like to make adjustments to that plan, provide feedback on having the  
17 TDM shift on who gets to choose additional TDM measures and hear feedback on the  
18 connection between enrollment and the TDM.

19 Chair Lauing asked if the enrollment numbers are different from when the PTC first  
20 recommended approval of the project in the year 2020.

21 Ms. French confirmed that the 2020 proposal included using three monitoring reports. The  
22 difference was instead of having milestones tied to construction, the enrollment would start at  
23 450 irrespective of the building.

24 Commissioner Templeton asked if the table showing enrollment increases incorporated  
25 changes directed from Council and Staff was presenting it to PTC for feedback.

26 Ms. French answered that is correct.

27 Commissioner Templeton requested that Staff comment on Staff time and City investment in  
28 reviewing the traffic monitoring report versus reviewing another CUP.

29 Ms. Tanner predicted a CUP review would be more labor-intensive than reviewing a monitoring  
30 report.

31 Commissioner Templeton stated that the City is already familiar with monitoring reports.

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1 Ms. French clarified that the City already collects monitoring reports from Castilleja for the  
2 school. The proposal was not a departure from what was already happening currently.

3 Commissioner Templeton announced her support for the phased enrollment increases as  
4 proposed. She preferred the less labor-intensive and high impact from the monitoring reports  
5 versus having Castilleja come back for CUP amendments for enrollment increases. She  
6 supported having enrollment begin at 450 students due to the TDM plan being in place at the  
7 time 450 students is implemented.

8 Commissioner Hechtman reminded the Commission that the Environmental Impact Report (EIR)  
9 studied traffic within the broader area surrounding Castilleja School. The conclusion of the EIR,  
10 without having the no net new trips requirement, was that there would be no significant impact  
11 on traffic from the project. The EIR also analyzed potential future projects for the surrounding  
12 area. To address Staff's ask that the PTC disclose what information they wished to see at a  
13 future meeting regarding the eight topics, he wanted to see a more expanded, updated and  
14 realistic phased enrollment schedule that included the due dates for the monitoring reports  
15 and that applies to Castilleja's admission process. The additional information would show how  
16 long it would take the school to increase to 450 students and then how long it would take after  
17 that to increase enrollment by 25 more students.

18 Ms. Tanner mentioned that the first monitoring report would be due at the beginning of the  
19 calendar year in January and would cover the academic period from August through November.  
20 Then the next monitoring report would be due in May and that would cover the academic  
21 period from December through March. Then the third report would be due in September and  
22 would cover the academic period from April through July. Any increase in enrollment would be  
23 based on the proven effectiveness of the TDM from those periods.

24 Ms. French clarified that the City will continue to receive reports from the school based on the  
25 existing 426 students and that would count as a report. The process was not to increase  
26 enrollment to 450 students and then begin monitoring.

27 Commissioner Hechtman found Ms. French's clarification helpful. He understood from Council's  
28 direction that Council was comfortable that Castilleja could increase from 426 students to 450  
29 students and meet the no new net trips requirement. He wanted to see a calendar that  
30 outlined when the first 25 students would be added to reach an enrollment of 450 students and  
31 then when the reports were after that. Then when could the school increase again and those  
32 corresponding reports?

33 Ms. French confirmed that Staff can draft a more specific calendar.

34 Vice-Chair Summa acknowledged that Castilleja has a TDM plan in place already and that the  
35 school has been successful in implementing that plan. She noted that the impact of enrollment

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1 was not limited to just traffic. Also, the EIR did not explore the new traffic measurement  
2 standard of Vehicle Miles Travel. She noted that the school would be able to increase  
3 enrollment to 450 students very quickly based on the comments made by Castilleja's Head of  
4 School. Also, the Head of School had indicated that the high school enrollment would increase  
5 more than the middle school which would result in more student drivers. She remarked that  
6 based on the school's TDM, there was no way to count how many Castilleja-affiliated cars will  
7 be parked in the neighborhood or dropped off in the surrounding neighborhood. If the City  
8 installed car counters on the neighborhood streets, there would be no way to separate  
9 Castilleja-affiliated cars from neighborhood traffic and construction traffic. She wanted to see  
10 enrollment increased to 450 students after construction is complete and then come back to the  
11 City for CUP enrollment amendments. She concluded that it is not fair to say that the neighbors  
12 did not feel the impacts when the school was over-enrolled in 2013. She commented that the  
13 neighbors have been very involved and have been concerned for a long time regarding  
14 enrollment.

15 Chair Lauing asked if the three monitoring reports would capture car counts on three days out  
16 of the year.

17 Sylvia Star-Lack, Transportation Manager, mentioned that there would be driveway counts and  
18 those would be measured every day. The measures would be for total trips and peak hour trips.  
19 Also, within the trimester monitoring, a random week would be decided by the City to install  
20 car counters at the driveways on the public street. Those counters would measure total trips  
21 and peak hour trips. Those two metrics would be included in the monitoring reports.

22 Commissioner Hechtman asked the environmental consultant if the EIR for the project had  
23 included data around the change in state law to Vehicle Miles Travel.

24 Katherine Waugh, Dudek, agreed with Vice-Chair Summa's recollection that the Draft EIR was  
25 published before the new law took effect. The Final EIR was published just as the new state law  
26 was being implemented. Typically, the laws that are in effect when the Draft EIR is published,  
27 are the laws that the Final EIR evaluates against. She agreed with Commissioner Hechtman that  
28 the Final EIR did include information regarding Vehicle Miles Traveled but was not detailed due  
29 to the process not being well established.

30 Commissioner Chang wanted to understand if the City is bound by any laws concerning deciding  
31 whether or not to renew a CUP. If a project doesn't cause environmental impacts, is the City  
32 required to approve the CUP?

33 Albert Yang, Assistant City Attorney, stated that the rule for quasi-judicial actions is that the  
34 City's decision must be supported by substantial evidence. The City must be able to show the  
35 links between the evidence that is in the record, the findings that were applied and the ultimate  
36 decision of approval or denial.

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1 STRAW POLL #1 ON ITEM NUMBER TWO, ENROLLMENT INCREASE

2 Chair Lauing stated that there is no reason for the City to take the risk and there was no  
3 urgency to do so. He supported having the school increase enrollment to 450 students, then  
4 wait for 2-years, reevaluate and then have Castilleja come back with a request for a new CUP.

5 Commissioner Hechtman restated that the meeting is intended to provide direction to Staff on  
6 information that the PTC will need to make a recommendation at their next meeting. He felt  
7 that Chair Lauing's proposal was a recommendation, not a straw poll vote.

8 Chair Lauing shared that if supported, the PTC would not have to make another motion for the  
9 phased approach at this time. He clarified that his motion will show to Council that several  
10 Commissioners supported this way, while others supported another way.

11 Commissioner Templeton stated that she did not support the motion.

12 Commissioner Chang asked if the motion needed a second.

13 Chair Lauing noted that no second was needed, it was a straw poll motion.

14 Ms. Tanner explained that a traditional motion required a maker, seconder and a roll call vote.  
15 A straw poll motion was a show of hands vote that indicated that a Commissioner supported it  
16 or not.

17 Commissioner Hechtman announced that he would not be supporting the motion. He  
18 encouraged other Commissioners not to support it as well because it attempted to cut off the  
19 PTC's information gather process.

20 VOTE

21 Mr. Yang suggested that Staff conduct a roll call vote and each Commissioner state whether  
22 they support the straw poll motion or not.

23 Ms. Klicheva conducted a roll call vote.

24 STRAW POLL #1 SUPPORT 3(Chang, Lauing, Summa) – AGAINST 3(Hechtman, Roohparvar,  
25 Templeton) (Reckdahl recused)

26 Chair Lauing invited a straw poll regarding phased enrollment increase.

27 STRAW POLL #2 ON ITEM TWO, PHASED ENROLLMENT INCREASES

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1 Commissioner Hechtman moved a straw poll that Staff comes back next time with a more  
2 detailed phased enrollment calendar that takes into consideration Castilleja's enrollment  
3 schedule and included the likely school year where they would first achieve an enrollment of  
4 450 students.

5 Chair Lauing asked what the objective is to have that data.

6 Commissioner Hechtman explained that the data will help the Commission understand how the  
7 phased enrollment would roll out over years if the school can satisfy the monitoring report  
8 requirements.

9 Commissioner Templeton understood that Commissioner Hechtman found the phased  
10 enrollment increase chart unrealistic, too fast and he wanted to see a more realistic chart.

11 Commissioner Hechtman answered that is correct. He added that he would like to have the  
12 school's admission cycle included in the chart.

13 Commissioner Templeton remarked that she can support the motion.

14 Vice-Chair Summa disclosed that she did not understand the proposed straw poll motion. She  
15 confessed she did not understand the construction impacts and predicted that the first 3-years  
16 would be very impacted by construction.

17 FRIENDLY AMENDMENT #1

18 Commissioner Chang echoed Vice-Chair Summa's comment and wanted to understand how  
19 construction will impact monitoring. She wanted to better understand what happens if the  
20 school doesn't meet the no net new trips requirement and what the timeline would look like to  
21 decrease enrollment.

22 Chair Lauing commented that he was not sure about the materiality of the answer that the  
23 additional data will show. It did not matter much how soon it takes the school to begin  
24 increases and reach 540 students because it's already going to up anyways.

25 Ms. Tanner mentioned that Staff can discuss with Castilleja what their enrollment schedule  
26 typically is to ensure that the monitoring reports and the City's review align.

27 FRIENDLY AMENDMENT #1 ACCEPTED

28 Commissioner Hechtman appreciated Commissioner Chang's comment regarding consequences  
29 and added that the new chart should outline what happens when Castilleja is not in  
30 compliance. Regarding decreasing enrollment, he explained that decreasing enrollment was the  
31 last and most severe action. If there was an exceedance, Castilleja has to apply new programs

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1 to decrease their car trips. If there are a series of reports with non-compliance then the City will  
2 require the school to conduct specific TDM measures.

3 FRIENDLY AMENDMENT #2

4 Commissioner Templeton asked if the straw poll motion included how construction will alter  
5 the monitoring schedule. She found that comment very important.

6 Commissioner Hechtman understood that Staff had a method in place that eliminated the  
7 construction traffic from the counts.

8 Ms. Star-Lack confirmed that construction trips would not be counted, but she did not know  
9 how the consultants had planned to keep the trips separate.

10 FRIENDLY AMENDMENT #2 FAILED

11 FRIENDLY AMENDMENT #1 WITHDRAWN

12 Commissioner Chang mentioned that with Staff's explanation, the straw poll motion does not  
13 need to include construction traffic. She remembered that the TDM did discuss consequences  
14 and decreasing students and felt that her concern had been addressed.

15 Commissioner Hechtman accepted the withdrawal.

16 VOTE

17 Ms. Klicheva conducted a roll call vote.

18 Commissioner Hechtman confessed he did not hear the Chair's vote on the straw poll.

19 Chair Lauing commented that his vote was no.

20 STRAW POLL #2 SUPPORT 3(Hechtman, Roohparvar, Templeton) – AGAINST 3(Chang, Lauing,  
21 Summa) (Reckdahl recused)

22 Chair Lauing invited Commissioners to make a straw poll vote on the number of special events  
23 that Castilleja will be allowed to have at the school.

24 Ms. French remarked that Staff would like to understand if the Commission wants to  
25 recommend less than 70 events and if so why.

26 Ms. Tanner mentioned that the Commission previously voted to allow the school to have 74  
27 events.

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1 Ms. French noted that did not include the major events. Staff recommended 70 events and PTC  
2 recommended 74 events at their 2020 meeting.

3 Commissioner Chang disclosed that the public has shared that evening and weekend events  
4 that are the problem. The provided chart that was linked to the Staff report did not indicate  
5 which events were evening and weekend events. She stated that it's difficult to discuss events  
6 when operating hours were not part of the PTC's purview.

7 Ms. Yang confirmed that there are conditions that were related to hours of operation as well as  
8 noise.

9 Commissioner Chang stated that to determine how many events there should be, she had to  
10 understand which events were during evening and weekend hours. She mentioned that the  
11 proposed number of events was very large compared to local public schools. She counted JLS  
12 Middle School's number of special events and they had six major events, one event with 50 to  
13 100 people and 22 events with over 100 plus people. She commented that because she did not  
14 know the hours for the events, what day they were on, and the comparison to a local public  
15 school. She supported a maximum of 50 events.

16 Chair Lauing inquired if Staff has the hour of operation information available.

17 Ms. Tanner confirmed that the Commission can delineate the events. She noted that the special  
18 events included sporting events and other events.

19 Ms. French answered that there are 32-weekday events per year, five events that were held on  
20 a Saturday and evening events were restricted from 6:00 pm to 8:00 pm. Performances were  
21 required to end by 10:00 pm and there were to be no Sunday events.

22 Commissioner Templeton requested that Staff comment on the data that Commissioner Chang  
23 shared regarding JLS Middle School and its events.

24 Ms. French mentioned that the applicant had submitted data that compared Castilleja with  
25 other private schools.

26 Ms. Tanner commented that Staff would have to understand more about the events that  
27 Commissioner Chang counted and understand what she deemed to be a special event.

28 Ms. French confirmed that Staff can return with comparable data for the Commission to review.  
29 She clarified that an event was considered to be 50 or more people.

30 Commissioner Templeton inquired if it would be possible to compare Castilleja with other high  
31 schools and middle schools within the City.

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1 Ms. French stated that Staff has the data but did not have it available.

2 Commissioner Templeton remarked that the number of the allowed event felt low, but  
3 acknowledged that may be because of personal perspective of what an event was. She  
4 recommended that the language be very clear in the thermology to help everyone stay on the  
5 same page.

6 Vice-Chair Summa associated her concerns with Commissioner Chang's. She recalled that there  
7 was a chart comparing Castilleja to other schools and it indicated that Castilleja was proposing  
8 to have more events. She supported the suggestion of having a more detailed breakdown of  
9 the proposed events, when they happen, where they weekend or evenings, and the time they  
10 take place during the day. She concluded that her instinct was to allow 50 events due to other  
11 schools in the area having way few special events.

12 Commissioner Hechtman commented that he has no issues with the proposed five major  
13 events. He mentioned that of the 70 events in the list, some of the events were discretionary  
14 but 22 of the 70 he considered to be a functioning part of a private school. He wanted to see  
15 8th-grade parent/school workshop, new 9th-grade parent/student workshop, upper school  
16 preview night, admissions diversity night, middle open house, upper school open house,  
17 admission's tours, GIT 10th-grade student/parent meeting, the 6th opening meeting and laptop  
18 orientation, the collage 101, CAPPa welcome reception, the grades 8 to 11 curriculum and  
19 course registration, and the grade level parent/teens meetings placed in a separate category  
20 for events that were part of a private school's function. He commented that those events  
21 should not happen off-campus and they should happen at a time when the parents can come.  
22 He wanted to see a straw poll motion that had five major events, 22 admission/school business  
23 events and 48 other special events.

24 Commissioner Chang confessed that she could not try and guess which events were critical to  
25 operations and which weren't. She acknowledged that the pandemic has changed the way  
26 events are held. The local public schools have seen greater participation when events are not  
27 held in person. She suggested that Castilleja highlight which events happen in person on  
28 campus and which can be held virtually.

29 Commissioner Roohparvar commented that after hearing Staff's breakdown of the events that  
30 she supported having upwards of 70 events. She supported the idea of having a more detailed  
31 breakdown of the events categorizing which events were administrative and which events are  
32 more for the students. Also, the days and times the events happen. She requested that Staff  
33 provide information on if there have been noise complaints and how many times that has  
34 occurred.

35 Commissioner Templeton appreciated all of the comments and the discussion. She found the  
36 item to be challenging because she did not want the City to be micromanaging the school's

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1 events to ineffectiveness. She was concerned that going down to a maximum of 50 events per  
2 year could potentially harm the school and be detrimental to the students. She emphasized  
3 that PTC should not be managing the school, but recommending items that would be  
4 productive in the CUP. She encouraged the PTC to design a CUP that needs the neighbors, the  
5 applicant and the City. She did not want to see a process that has more City control and  
6 overhead due to the costliness to the City and community. Regarding special events, she  
7 commented that events are an opportunity to give back to the community and build  
8 community. She wanted to see guidance in the CUP that was open-minded and saw events as  
9 something that may have a mutual benefit.

10 Chair Lauing agreed with Commissioner Chang that he was more sensitive to the time of day  
11 and weekends rather than the exact number of events. He supported the idea of Staff coming  
12 back with a more detailed list of events. He did not support providing a list to Council had  
13 highlighted specific events for specific categories.

14 Vice-Chair Summa inquired if the events that Commissioner Hechtman outlined had more than  
15 50 attendees.

16 Ms. Tanner answered that Staff did not know the answer at this time.

#### 17 STRAW POLL #3 ON ITEM NUMBER THREE, SPECIAL EVENTS

18 Commissioner Hechtman moved to have Staff work with the applicant and return to PTC a  
19 more detailed version of the table that was provided in the Staff Report that listed all the  
20 activities. He clarified that the additional detail should include days of the week the event takes  
21 place, hours between which the event occurs, confirm with the applicant that the items on the  
22 list are all events where they expect 50 or more people and separately categorize  
23 admission/operational special events.

#### 24 FRIENDLY AMENDMENT #1

25 Commissioner Chang supported the motion but requested that Staff clearly delineate which  
26 items are weekend events and which are nighttime events.

27 Chair Lauing agreed.

#### 28 FRIENDLY AMENDMENT #1 ACCEPTED

29 Commissioner Hechtman accepted the amendment.

#### 30 VOTE

31 Ms. Klicheva conducted a roll call vote.

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1 STRAW POLL #3 SUPPORT 6(Chang, Hechtman, Lauing, Roohparvar, Summa, Templeton)-0  
2 (Reckdahl recused)

3 Chair Lauing suggested the Commission take a short break and Commissioner Templeton  
4 agreed.

5 [The Commission took a short break]

6 Chair Lauing requested that Staff give a brief presentation for TDM plan measures.

7 Ms. French inquired if the Commission had anything they wished to add to Council's motion or  
8 had feedback on the TDM plan itself.

9 Vice-Chair Summa stated that the TDM is very meaty and she did not have any comments at  
10 this time. She thanked Staff for including in the conditions that the oversight committee shall  
11 include members of the public. She hoped that the City would enforce the TDM with the  
12 recommended penalty system and she acknowledged that often enforcement does not happen.

13 Commissioner Chang agreed with Vice-Chair Summa that having members of the neighborhood  
14 on the oversight committee was a good addition. She recommended that the oversight  
15 committee be co-chaired by a neighbor and Castilleja staff. Regarding bullet point number two,  
16 she mentioned that many local schools already prohibit juniors from driving to school. She  
17 encouraged including in the TDM plan satellite parking and/or a kiss and ride programs with  
18 shuttles. Those types of programs would save time for parents during peak hours and could  
19 help Castilleja meet the TDM requirements.

20 Chair Lauing agreed with all of Commissioner Chang's comments. Regarding bullet point four of  
21 Council's motion, he asked when are the reductions for the required parking going to be  
22 implemented.

23 Ms. French explained that the parking requirements are based on the number of classrooms  
24 and it differed if it was a high school classroom versus a middle school classroom. It would  
25 depend on the blend of the 450 students and whether Castilleja was meeting parking on  
26 campus or not. If the school did not meet the parking requirements, then they would have to  
27 request a Parking Adjustment from the City which they did submit in their application.

28 Mr. Yang explained that one of the bases for authorizing a parking reduction was because the  
29 applicant has a robust TDM. In Council's motion, they asked whether PTC would support a  
30 parking reduction based on the TDM.

31 Commissioner Hechtman addressed bullet point four first and announced his support for  
32 allowing a reduction in parking based on the TDM. He wanted to understand if Staff had  
33 additional information for PTC regarding bullet point four. Regarding bullet point three, he

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1 agreed that there should be a mix of local representation and Castilleja representation. He  
2 requested that folks discontinue calling the opposing parties “the neighbors” because not all  
3 the neighbors opposed the project. He recommended that the oversight committee contain  
4 balanced local representation and include not just folks who oppose the project. Regarding  
5 bullet point two, he pointed out that the concept of prohibiting juniors from driving was  
6 already in the TDM plan and was one of the tools that the school could use to reduce trips to  
7 campus. He recommended that restriction be removed and only be used when there was non-  
8 compliance. He shared that he was uncomfortable with the language in the first portion of  
9 bullet point two because it was legislating the enrollment selection processes. He believed that  
10 was severe micromanagement. He wanted to understand the definition of bicycle distance.  
11 Regarding bullet point one, he requested that Staff come back with streamlining of corrective  
12 actions to violations. He recommended Staff provide a schedule of what the timeline would be  
13 for corrective actions and allow the Commission to provide feedback on how to shorten the  
14 timeline. Regarding penalties, he recalled asking Castilleja at the last meeting if eliminating  
15 senior drivers would be an appropriate measure for the City to require if non-compliance is  
16 demonstrated. Castilleja explained that would cause issues because many of the students come  
17 from outside the City and that is their only way to school. He recommended that Staff bring  
18 back a list of TDM measures that the Director of Planning can be imposed quickly to reduce  
19 trips.

20 Commissioner Templeton paraphrased that her thoughts were broader and how to reduce  
21 traffic overall and how to apply modern standards to parking. She encouraged Staff to push for  
22 all projects in the City to have a robust TDM Plan. She recommended that public transportation  
23 be heavily relied upon where possible for Castilleja and she was in favor of reduced parking to  
24 fulfill the school’s enrollment goal without building parking structures. Reducing the amount of  
25 required parking on the site would facilitate fewer single-occupancy trips to campus. She  
26 predicted that bicycle distance was the distance from a transit hub to the school but she  
27 requested further information on the definition. She suggested that a specific number of  
28 students be allowed to drive to school per day and/or use a lottery system to determine those  
29 students. She supported the comments regarding the oversight committee.

30 Commissioner Chang confessed that she was very leery of under-parking the development  
31 based on the many projects within Palo Alto that were under-parked. She stated she’d support  
32 a parking reduction if there were concrete measures that were not a menu of items that could  
33 be put in place but baked-in concepts. Regarding bullet point number two, she requested more  
34 information regarding other private schools that are required to have a certain percentage of  
35 the student population be from the city. Also, what other private schools do for shuttling or  
36 restricted student driving arrangements.

37 Commissioner Roohparvar wanted to know how traffic and its impacts have changed in the City  
38 since the pandemic and how that has impacted the traffic from Castilleja. She inquired if

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- 1 Castilleja planned to continue to remove schooling and if they planned to move to a hybrid  
2 model.
- 3 Ms. Tanner inquired if Commissioner Roohparvar wanted Staff to bring back the answer for  
4 remote school or to have Castilleja answer that now.
- 5 Commissioner Roohparvar mentioned that she is curious to know if Castilleja was available to  
6 comment.
- 7 Chair Lauing recommended that the question be answered at the next meeting.
- 8 Mr. Kamhi requested that Commissioner Roohparvar clarify her question.
- 9 Commissioner Roohparvar explained that if Castilleja intends to use a hybrid model for learning  
10 then fewer students would be coming to campus.
- 11 Mr. Kamhi noted that most schools are planning to return to full in-person schooling. He  
12 mentioned that remote learning could be a TDM measure if the Commission or Council wished  
13 to pursue it.
- 14 Commissioner Hechtman suggested that the Commission provide straw poll motions on an  
15 individual bullet point.
- 16 Chair Lauing agreed.
- 17 STRAW POLL #4 ON ITEM NUMBER FOUR, TDM PLAN MEASURES
- 18 Commissioner Hechtman addressed bullet point one and moved to request Staff come back to  
19 PTC with a hypothetical schedule of the corrective actions under the TDM up to the point  
20 where the City would have the right to impose corrective action. He understood from Council's  
21 motion that they wanted to explore a process if Castilleja does not begin to implement TDM  
22 measures at the first report of non-compliance.
- 23 VOTE
- 24 Ms. Klicheva conducted a roll call vote.
- 25 STRAW POLL #4 SUPPORT 6(Chang, Hechtman, Lauing, Roohparvar, Summa, Templeton)-0  
26 Reckdahl recused
- 27 STRAW POLL #5 ON ITEM NUMBER FOUR, TDM PLAN MEASURES

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1 Commissioner Chang addressed bulled point three and moved that Staff give PTC ideas about  
2 how the neighborhood resident members of the oversight committee will be selected.

3 Chair Lauing asked Staff would bring back the composition of the group.

4 Commissioner Chang answered not how many and who would be in the group but how the  
5 selection process will be in choosing the residents.

6 VOTE

7 Ms. Klicheva conducted a roll call vote.

8 STRAW POLL #5 SUPPORT 6(Chang, Hechtman, Lauing, Roohparvar, Summa, Templeton)-0  
9 Reckdahl recused

10 STRAW POLL #6 ON ITEM NUMBER FOUR, TDM PLAN MEASURES

11 Commissioner Templeton asked if the Commission was in favor of reducing required parking  
12 spaces based on a sufficient TDM Plan.

13 Commissioner Chang recommended seeing more baked-in TDM measures in the CUP or to see  
14 guidance on a program that a certain amount of trip reduction would lead to a certain amount  
15 of reduced parking.

16 Ms. French explained that the applicant's TDM consultant had shared a parking table for Option  
17 D and E for the parking garage that included parking reduction for each option. By using TDM  
18 measures, the parking can be reduced because fewer folks are driving to campus.

19 Commissioner Chang asked what 'new TDM users' meant.

20 Ms. French explained that if 10 folks were using bus routes, that would mean there are 10  
21 unused parking spaces.

22 Chair Lauing summarized that Commissioner Chang was not requesting a bunch of examples,  
23 but enough to see what would work and provide direction to Council based on those scenarios.

24 Commissioner Chang answered that some of the TDM measures are user preference and the  
25 user may not wish to bike to school on a rainy day when they normally would. She stated those  
26 behavioral changes are concerning and that normally was how TDMs fall apart.

27 Vice-Chair Summa understood that parking reductions are under the purview of the Director of  
28 Planning.

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1 Ms. French answered that is correct but Castilleja has been following a different process. The  
2 Director of Planning has indicated their support for Option E for the parking garage and the  
3 14.4 percent parking reduction.

4 Vice-Chair Summa mentioned that she wanted to discuss the frontage parking spaces and asked  
5 when should she provide her comments.

6 Chair Lauing recommended that Vice-Chair Summa hold her comments.

7 Commissioner Hechtman requested that the maker restate the straw poll motion.

8 STRAW POLL #6 RESTATED

9 Commissioner Templeton asked does the Commission support reducing the required parking  
10 spaces for the project if there is a TDM that accounted for those reduced spaces?

11 Commissioner Hechtman commented that the motion does not request Staff to bring back any  
12 information for the Commission to discuss at a future meeting.

13 Commissioner Templeton remarked that the chart that Staff provided shows that Staff does not  
14 want to reduce parking unless the parking spaces can be accounted for.

15 Chair Lauing rephrased the motion and said the direction to trade-off TDM spaces for a parking  
16 allowance and is the Commission okay with that being part of the process.

17 Commissioner Templeton agreed.

18 FRIENDLY AMENDMENT #1

19 Commissioner Chang requested that Staff provide a similar table that Ms. French showed  
20 earlier but with additional menu options as outlined in Castilleja's TDM.

21 Commissioner Hechtman announced he will support the straw poll motion with the  
22 amendment. He mentioned that the issue of how many parking spaces was not an ongoing  
23 discussion through the life of the CUP. The decision is made at the beginning and then the  
24 applicant builds that amount of parking spaces. He pointed out that the TDM menu are items  
25 that Castilleja can choose among and mandating them would be a Condition of Approval.

26 Vice-Chair Summa asked if the straw poll motion is exploring ways to increase the parking  
27 reduction from 14.4 percent or supporting the Director of Planning's decisions. She shared that  
28 she can support the motion with Commissioner Chang's amendment.

29 FRIENDLY AMENDMENT #1 ACCEPTED

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1 Commissioner Templeton explained that the motion and friendly amendment are identical, but  
2 she accepted the friendly amendment made by Commissioner Chang to gain Vice-Chair  
3 Summa's support.

4 Chair Lauing inquired if Staff understood the straw poll motion.

5 Ms. Tanner summarized that PTC would like to know more about the TDM in order to  
6 understand its connection to the parking reduction and Staff can provide that at a future  
7 hearing.

8 Commissioner Templeton clarified that Staff would not bother preparing the information if the  
9 Commission was not interested in understanding the tradeoffs.

10 VOTE

11 Ms. Klicheva conducted a roll call vote.

12 STRAW POLL #6 SUPPORT 6(Chang, Hechtman, Lauing, Roohparvar, Summa, Templeton)-0  
13 Reckdahl recused

14 STRAW POLL #7 ON ITEM NUMBER FOUR, TDM PLAN MEASURES

15 Commissioner Hechtman addressed bullet point one and moved to have Staff come back to PTC  
16 with a list of potential penalties that could be quickly implemented by Castilleja if ordered by  
17 Staff pursuant to the TDM program and Conditions of Approval.

18 Vice-Chair Summa asked if the Commission already voted on streamlining.

19 Commissioner Hechtman answered that the first straw poll was to have Staff come back with a  
20 schedule and that failed. He explained that he wanted to know what measures Staff can require  
21 of Castilleja that can be immediately implemented and provide immediate relief.

22 Ms. Tanner added that Staff would outline what penalties can be quickly implemented.

23 VOTE

24 Ms. Klicheva conducted a roll call vote.

25 STRAW POLL #7 SUPPORT 6(Chang, Hechtman, Lauing, Roohparvar, Summa, Templeton)-0  
26 Reckdahl recused

27 STRAW POLL #8 ON ITEM NUMBER FOUR, TDM PLAN MEASURES

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1 Commissioner Hechtman requested that Staff share Page 26 of the TDM program report which  
2 would help him make his next motion for bullet point one. He reminded the Commission of the  
3 questions he asked the authors of the infractions and consequences page. He moved that Staff  
4 work with the applicant to clarify that there shall be no overlap between the commence  
5 construction until the school reaches maximum enrollment and the 2-years following  
6 completion of the academic building. The next was to clean up the language and use the words  
7 consecutive or subsequent when applicable. The third was that Staff work with the TDM author  
8 and clarify what was meant by 'third report within 5-years'. In summary, Staff would return  
9 with a revised TDM infractions and consequences page so that the Commission can discuss the  
10 changes.

11 VOTE

12 Ms. Klicheva conducted a roll call vote.

13 STRAW POLL #8 SUPPORT 6(Chang, Hechtman, Lauing, Roohparvar, Summa, Templeton)-0  
14 Reckdahl recused

15 Commissioner Templeton requested to see how many items were remaining on Staff's list.

16 Chair Lauing agreed and requested that Staff put the list up on the screen.

17 Ms. Tanner announced that three items were remaining on the list.

18 Chair Lauing mentioned that Staff and himself believed that items six and seven would be  
19 prompt. He invited the Commission to discuss the proposed parking options.

20 Ms. French remarked that parking Options D and E were reviewed by ARB and they supported  
21 both options. Staff believed that Option E directly responded to Council's motion that restricted  
22 the number of parking spaces to half of the required spaces to be below grade. Option E  
23 preserved tree 155 whereas Option D did not. Both options improved the preservation of  
24 surrounding trees. Option E included a 14.4 percent parking reduction and Option D had a 9  
25 percent parking reduction. The parking reductions were based on the TDM program and  
26 parking reductions can be reduced by up to 20 percent with a robust TDM program.

27 Commissioner Chang stated that her concern with both options, with the proposed parking  
28 reduction, was that neither option reached the threshold of having 50 percent of the required  
29 parking to be below grade as was directed by Council. She expressed her support for Option E  
30 but restated that it did not meet the spirit of Council's request.

31 Chair Lauing understood that there needed to be more at-grade parking spaces.

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1 Commissioner Chang answered yes, Castilleja was proposing to remove surface parking which  
2 required it to be relocated somewhere on campus and that correlated with the Variance  
3 number.

4 Commissioner Hechtman asked Staff if there was elaboration at the Council meeting that would  
5 help clarify if the Council discussed parking reduction pursuant to a TDM program or not.

6 Ms. French confirmed that no statement removed the Code defined as required onsite parking.  
7 The Code requires onsite parking that is based on the number of classrooms.

8 Ms. Tanner confessed that Staff does not have complete clarity on Council's motion because  
9 the terminology was different.

10 Chair Lauing suggested that a straw poll be to direct Staff to have Council clarify their motion.

11 Commissioner Hechtman agreed that the clarification would have to come from City Council.  
12 He appreciated Commissioner Chang's question, but he predicted that Council has not focused  
13 on an answer to her question. He did not support having the applicant prepare another parking  
14 option that was not asked for by Council's motion. He suggested the Commission disclose to  
15 Council that their direction did not account for the parking reduction and they may want to  
16 consider whether it should. He shared that additional information he wanted was a comparison  
17 of the pros and cons between Option E and Option D.

18 Commissioner Roohparvar stated that she raised this concern before and wanted to raise it  
19 again. She recalled asking if the parking reduction was based on the required parking or the  
20 adjusted parking requirement. Staff in 2020 answered that the parking reduction was based on  
21 required parking. Based on Council's motion, Council was not made aware that the calculation  
22 was based on the required parking figure. Based on the information, she supported Option E,  
23 but she wanted the additional information that Commissioner Hechtman suggested.

24 Commissioner Chang pointed out that based on the timeline, the item has not gone back to  
25 Council for clarification on the 50 percent and whether that was based on the initial parking  
26 requirement or the reduction.

27 Ms. Tanner confirmed that Commissioner Chang was correct. She shared one way the  
28 Commission could consider the item was is it appropriate for 50 percent of the required parking  
29 to be provided below grade?

30 Commissioner Chang clarified that Staff was suggested that the Commission provide feedback  
31 on whether the 50 percent of parking sites being below grade was correct.

32 Ms. Tanner answered that Commission could provide that feedback.

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1 Chair Lauing predicted it would be easy for Staff to ask the Council Members who made the  
2 motion and seconded it what their intention was.

3 Ms. Tanner noted that the entire Council voted on the motion and Staff could not ask just the  
4 maker and the seconder.

5 Ms. French inquired if it would help to see visuals of the below-grade footprint for the two  
6 options?

7 Chair Lauing recommended not to show the visuals and suggested that Staff show them at the  
8 next hearing when they bring back the other items.

9 Ms. French indicated that she had them available.

10 Ms. Tanner suggested that Ms. French show her slides.

11 Ms. French shared the two visuals of Option D and Option E proposed footprints. Option  
12 Environmental contained 52 parking spaces below grade and Option D proposed 69 spaces  
13 below grade.

14 Ms. Tanner noted that Option E does fulfill the requirement of 50 percent of parking spaces  
15 being below grade.

16 Commissioner Chang agreed that Option E does meet the requirement but Option D did not.

17 Ms. Tanner mentioned that Option E also fulfilled the requirement of Council's motion meant  
18 half of the required parking spaces to be below grade. If the Commission wished to make  
19 adjustments to Option E, that could be a direction that could be shared with Staff.

20 Vice-Chair Summa shared that she has a strong preference for Option E because it preserved  
21 more trees. She wanted to know how the 54 public spaces available on the public right of way  
22 played into parking the site.

23 Ms. French stated that the Municipal Code does not acknowledge street spaces as meeting the  
24 required parking.

25 Vice-Chair Summa agreed but pointed out that Castilleja includes those spaces in their parking  
26 plan. She recommended that Staff and the Commission address those spaces because Castilleja  
27 was relying on them but they are public spaces.

28 Ms. Tanner confirmed that those spaces would be part of an RPP and that was a different topic.

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1 Commissioner Chang expressed her concern about the utility easement. The proposed garage  
2 would be built under a sewage line and that would result in the easement having to be shifted  
3 by 15-feet. She asked what the process was for changing the easement and how did the change  
4 become approved.

5 Ms. French stated that the Utilities Department reviewed the plans and gave their approval of  
6 shifting the easement to allow the two drop-off lanes.

7 Commissioner Chang expressed her concern that the City would not have a straight line for  
8 future infrastructure projects.

9 Ms. French clarified that the roadway easement was abandoned and the easement was only for  
10 underground pipes.

11 Commissioner Chang noted that Ms. French's statement was more concerning because the  
12 ideal method was to have a straight line for water and sewage. She requested that Staff bring  
13 back more information about the easement.

14 Ms. Tanner concurred that Staff can bring back more information but stated that the Utilities  
15 Department would not approve a project if it was not in the best interest of the City.

16 Commissioner Chang mentioned that the drop-off plan included parents dropping the girls off  
17 and then the girls crossing the busy street to get to the stairwell. She stated that the approach  
18 is unwise from a safety perspective. She wanted to understand if any changes could be made to  
19 the drop-off plan to make it safer.

20 Commissioner Hechtman believed that Staff could ask a Staff member from the Utilities  
21 Department to come to the next meeting and that did not require a straw poll vote.

22 Chair Lauing agreed.

23 STRAW POLL #9 ON ITEM NUMBER FIVE, PARKING REDUCTION

24 Commissioner Hechtman moved that Staff bring back a chart listing pros and cons for the two  
25 parking options.

26 Commissioner Templeton confessed she did not understand why that was needed. She stated  
27 that the options were explored in the EIR.

28 Chair Lauing added that ARB also reviewed both options extensively.

29 Commissioner Hechtman clarified that neither option was analyzed in the EIR. One member of  
30 the public shared that Option E proposed to save an important tree but Option D did too. He

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1 explained that he wanted to better understand the reasons behind why the Commission would  
2 choose one option over the other when they make their recommendation to Council.

3 Commissioner Hechtman agreed and recalled that the options came back to PTC as part of their  
4 feedback on the EIR.

5 Ms. French clarified that during the EIR process the underground garage did decrease in size.  
6 The options before the PTC were options crafted to directly respond to Council's motion. She  
7 confirmed that tree 89 is protected in both options but tree 155 was only preserved in Option  
8 E.

9 Commissioner Templeton inquired if it was feasible for Staff to return with the level of detail  
10 that Commissioner Hechtman was requesting.

11 Ms. French answered yes.

12 Ms. Tanner disclosed that the comparison may not reveal any new information and pros and  
13 cons can be subjective.

14 Commissioner Chang agreed with Ms. Tanner and could not support the motion. She confirmed  
15 that she did not need a comparison to decide on which parking option she preferred.

16 STRAW POLL #9 RESTATED

17 Commissioner Hechtman clarified that his intention was not to have Staff imagine subjective  
18 benefits and detriments. He wanted to compare the objective impacts that an EIR would  
19 compare such as trees and soils.

20 Vice-Chair Summa agreed with Commissioner Chang that the Commission had enough  
21 information and she as well did not need additional information. She wished there was a no  
22 garage option but understood that Council did not intend that to be explored further.

23 VOTE

24 Chair Lauing pointed out that Council's motion did direct Staff and PTC to review both a none  
25 underground parking facility and the two options. No underground garage would mean more  
26 remote parking locations or more spaces at grade. If the school reduced its Floor Area Ratio  
27 (FAR) then more surface parking could be accommodated. He acknowledged that those  
28 comments went more to the Variance though than the topic at hand.

29 Ms. Klicheva conducted a roll call vote.

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1 STRAW POLL #9 SUPPORT 2(Hechtman, Roohparvar) – AGAINST 4(Chang, Lauing, Summa,  
2 Templeton) Reckdahl recused

3 Chair Lauing asked if Staff needed any further direction regarding the parking reduction.

4 Ms. Tanner acknowledged that several Commissioners stated their preferred option but asked  
5 if the other Commissioners wished to state their preference.

6 Commissioner Templeton announced that she would choose Option E due to the preservation  
7 of more trees and smaller disruption underground. She emphasized that it would be better if  
8 there was a way not to have the underground parking garage.

9 Commissioner Chang shared her concerns about the impacts to the Bryant Street Bike  
10 Boulevard because it was part of the Safe Routes to School program. She agreed with  
11 Commissioner Templeton that it would be better to have no underground garage.

12 Chair Lauing agreed.

13 Ms. Star-Lack appreciated Commissioner Chang's work and support for the Safe Routes to  
14 School Program. She shared that as the Manager of the program, she reviewed the plans and  
15 because of the current configuration of the southbound Bryant Street bike lane. There were no  
16 potential conflicts with cars going into the garage.

17 Chair Lauing invited the Commission to discuss and make recommendations to discuss topic six.  
18 He recalled that there was no interest from the public or the applicant to start an RPP.

19 Commissioner Hechtman agreed with Chair Lauing's comment that there was no appetite for  
20 an RPP. He suggested that it be included in the TDM as a potential measure that can be  
21 implemented.

22 Vice-Chair Summa did not agree that it should be in the TDM because there was already a City-  
23 wide process in the City-wide RPP Ordinance. She stated that there is an informal agreement  
24 between Castilleja and the neighbors about Castilleja using the public parking spaces on their  
25 side of the street. She remarked that Castilleja relied on the space and that made her  
26 uncomfortable and it should be discussed in the future.

27 Commissioner Templeton agreed with Commissioner Hechtman's comments. She appreciated  
28 Vice-Chair Summa raising her concerns about the public parking spaces. She shared that  
29 currently, it was a mutually beneficial arrangement because Castilleja could use all of the public  
30 parking spaces and having the arrangement means everyone shares the parking.

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1 Chair Lauing stated with no other comments the straw poll motion would be that the  
2 Commission does not need any more information.

3 Ms. Tanner suggested that the Commission vote on not proposing an RPP unless or until it is  
4 needed.

5 Mr. Kamhi agreed that it would not be inappropriate to consider an RPP because one of the  
6 criteria to establish an RPP was that non-resident vehicles needed to substantially interfere  
7 with the use of on-street parking by residents. He noted that typically it is a resident-initiated  
8 process.

9 Ms. Tanner suggested that the Commission vote to affirm that the Commission feels an RPP  
10 should be resident initiated.

11 STRAW POLL #10 ON ITEM SIX, PARKING RESTRICTIONS

12 Chair Lauing moved that the Commission affirm that an RPP should be initiated by residents.

13 VOTE

14 Ms. Klicheva conducted a roll call vote.

15 STRAW POLL #10 SUPPORT 6(Chang, Hechtman, Lauing, Roohparvar, Summa, Templeton)-0  
16 Reckdahl recused

17 Chair Lauing invited the Commission to discuss topic seven, construction phasing. He recalled  
18 that the applicant had stated that they needed to know the construction schedule before they  
19 can explore space for a temporary campus. He believed that there was nothing the PTC would  
20 need to make a further decision and exploring a campus should be at the discretion of the  
21 applicant.

22 Commissioner Templeton agreed that she did not understand what Council was requesting of  
23 the PTC. She agreed also that the ideal situation would be for Castilleja to have an off-site  
24 campus during construction.

25 Vice-Chair Summa stated that it was difficult to imagine the school operating in a construction  
26 zone, but agreed that it was up to the school.

27 Chair Lauing asked for other comments.

28 Ms. Tanner affirmed that Council did not specifically remand the item to PTC but Staff included  
29 it for the totality of the motion that was made.

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1 Chair Lauing invited the Commission to provide comments on item eight, other. He summarized  
2 that the Commissioners should share items that were not included Council's motions but the  
3 Commissioners needed more information on.

4 Vice-Chair Summa reaffirmed her interest in discussing a permanent solution for the 54 public  
5 parking spaces that Castilleja uses. She requested that Staff provide information, if any, of other  
6 private institutions using the public right of way.

7 Commissioner Templeton confirmed she was interested in understanding the informal  
8 agreement between the neighbors and Castilleja regarding the public right of way. She wanted  
9 from Staff a clear sense of boundaries on what Staff was seeking from the PTC and what was  
10 within the PTC's scope. The project had been reviewed by many City Commission and  
11 departments and often the PTC's discussions became blurred with areas that were outside of  
12 the Commission's purview.

13 Commissioner Hechtman supported Staff coming back with more information regarding the  
14 street parking. He understood that Castilleja cannot issue tickets, nor can the neighbors if a car  
15 parks on the wrong side of the street.

16 Ms. Tanner confirmed that was correct.

17 Commissioner Hechtman disclosed that he had ex parte communications with the applicant's  
18 attorneys regarding the Text Amendment letter dated January 13, 2022, from the Ruttan  
19 Tucker Firm. He shared he read the Council's minutes from March 15, 2021, and March 29,  
20 2021, and asked if the March 29, 2021 motions superseded the March 15, 2021 motion or  
21 augmented it? Also, was there a timeframe for the Text Amendment and did Council have to  
22 direct PTC to discuss the Text Amendment?

23 Mr. Yang confirmed that Staff will be discussing the letter at the next meeting on the item.  
24 Council did not have to take any further action regarding the Text Amendment and the March  
25 29, 2021 motion augmented the March 15, 2021 motion.

26 Commissioner Chang wanted to have more information and a discussion on the Variance at the  
27 next meeting. Also, she wanted to understand the difference in Impact Fees that would be  
28 based on the Gross Floor Area (GFA) of the garage.

29 Ms. Tanner clarified that the processing of the application is paid for by the applicant which was  
30 different than Impact Fees.

31 Chair Lauing inquired if Staff needed a straw motion to bring back the suggested information.

32 Ms. Tanner stated no but recalled that some of the square footage items the ARB was taking up  
33 in terms of the Variance.

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- 1 Ms. French confirmed that Council did not direct further study of the Variance from the PTC.
- 2 Chair Lauing asked if the Variance was going to ARB but not PTC for further review?
- 3 Ms. French clarified that the Variance was not within the ARB's purview.
- 4 Chair Lauing restated that PTC Commissioners have expressed that they want to see the  
5 Variance with the new revisions.
- 6 Ms. Tanner agreed that Staff can provide more detail to help the Commission understand but  
7 emphasized that it was not remanded back to PTC for consideration.
- 8 Ms. French confirmed that Council's motion remanded the Variance to ARB and not PTC.
- 9 Vice-Chair Summa wanted confirmation that Council specifically asked that the Variance go  
10 back to ARB.
- 11 Ms. Tanner answered yes.
- 12 Ms. French answered no, Council requested a study as well as requested that ARB review a  
13 revised design that reduced the square footage above grade from the building they already  
14 reviewed.
- 15 Vice-Chair Summa expressed confusion and did not understand how the Variance could not  
16 come back to PTC. She argued that the figures in the Variance have been drastically changed.
- 17 Ms. Tanner agreed that Variances are within the PTC's purview and PTC can make a  
18 recommendation. She wanted to be clear that the Variance was not part of Council's direction.
- 19 Vice-Chair Summa clarified that she was surprised that the Variance did not have to come back  
20 to PTC because of the new information.
- 21 Ms. French inquired if PTC wanted to do any straw polls for number one of the discussion  
22 topics.
- 23 Commissioner Hechtman mentioned that Staff will be coming back to the PTC with the Text  
24 Amendment and more analyses.
- 25 Hearing no further comments, Chair Lauing closed the item.
- 26 **Commission Action:** Straw poll motion by Lauing. Vote of 3-3 Reckdahl recused.
- 27 **Commission Action:** Straw poll motion by Lauing. Vote of 3-3 Reckdahl recused.
- 28 **Commission Action:** Straw poll motion by Hechtman. Vote of 6-0 Reckdahl recused.

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- 1 **Commission Action:** Straw poll motion by Hechtman. Vote of 6-0 Reckdahl recused.  
2 **Commission Action:** Straw poll motion by Hechtman. Vote of 6-0 Reckdahl recused.  
3 **Commission Action:** Straw poll motion by Chang. Vote of 6-0 Reckdahl recused.  
4 **Commission Action:** Straw poll motion by Templeton. Vote of 6-0 Reckdahl recused.  
5 **Commission Action:** Straw poll motion by Hechtman. Vote of 6-0 Reckdahl recused.  
6 **Commission Action:** Straw poll motion by Hechtman. Vote of 2-4 Reckdahl recused.  
7 **Commission Action:** Straw poll motion by Lauing. Vote of 6-0 Reckdahl recused.

## 8 **Approval of Minutes**

9 Public Comment is Permitted. Five (5) minutes per speaker.<sup>2,3</sup>

10 4. December 8, 2021 Draft PTC Minutes

11 MOTION

12 Vice-Chair Summa moved approval of the December 8, 2021 minutes.

13 FRIENDLY AMENDMENT #1

14 Commissioner Hechtman requested that the motion be to approve the draft minutes as revised  
15 for both verbatim and summary minutes.

16 FRIENDLY AMENDMENT #1 ACCEPTED

17 Vice-Chair Summa agreed.

18 SECOND

19 Commissioner Hechtman seconded

20 VOTE

21 Madina Klicheva, Administrative Assistant, conducted a roll call vote and announced that the  
22 motion carried 6-0 with Commissioner Reckdahl recused.

23 Commissioner Hechtman noted that Commissioner Reckdahl was not recused. He should be  
24 counted as absent.

25 MOTION PASSED 6(Chang, Hechtman, Lauing, Roohparvar, Summa, Templeton) -0 -1(Reckdahl  
26 absent)

## 27 **Committee Items**

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1 Chair Lauing shared that the Housing Element working group continued work on the Housing  
2 Element update.

### 3 **Commissioner Questions, Comments or Announcements**

4 Commissioner Chang asked when PTC will be holding its retreat.

5 Chair Lauing wanted to hold the retreat at the beginning of the year and would be discussed at  
6 the next pre-meeting. He shared one potential topic that would include the Work Plan.

7 Rachael Tanner, Assistant Director, stated that Staff would conduct a poll to determine whether  
8 the retreat be held during a regular meeting or to hold a special meeting. The retreat would  
9 mostly come after Council's retreat which was scheduled for February 5<sup>th</sup>, 2022 so that PTC  
10 Work Plan can be submitted by March 2022.

11 Chair Lauing adjourned the meeting.

### 12 **Adjournment**

13 **11:05** pm

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