



17

TO: HONORABLE CITY COUNCIL

FROM: JONATHAN LAIT, DIRECTOR

DATE: JUNE 21, 2021

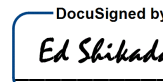
SUBJECT: AGENDA ITEM NO. 17 – STAFF RECOMMENDS THE CITY COUNCIL APPROVE THE BOARD'S AND COMMISSION'S 2021-2022 WORK PLANS

The attached documents provide proposed work plans for the Planning and Transportation Commission (PTC) and Architectural Review Board (ARB). As noted in the staff report, these two bodies reviewed and recommended Council approval of their work plans after the publication deadline for the June 21, 2021 staff report. The PTC reviewed the work plan on June 9, 2021. The ARB reviewed the work plan on June 17, 2021.

Please find the proposed work plans attached. These plans reflect the priorities of these bodies and their effort to respond to the new annual work plan policy.

DocuSigned by:

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Jonathan Lait
Director of Planning & Development Services

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Ed Shikada
City Manager

July 2021 – April 2022 Proposed Work Plan

This Work Plan was discussed by the Planning and Transportation Commission at its regularly scheduled meeting on June 9, 2021. Additional items added, edited, or adjusted based on the PTC's discussion and subsequent motion are represented by ~~strikeouts~~ and underlined, *italicized* text.

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.

Proposed Work Plan

The PTC Staff Liaison developed this proposed work plan and submitted it to the City Clerk on May 28, 2021. The PTC discussed the work plan on June 9, 2021 and recommended it be forward to the City Council. ~~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 Proposed 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
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 with work extending into Q4 and Q1
California Avenue In-Lieu Parking	Discuss adjusting parking requirements related to California Avenue.	Q3
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
Housing Element	Housing Element update regarding the progress of the Working Group.	Q3
Castilleja School	Castilleja School Remanded to PTC and Amendment to Chapter 18.04 Gross Floor Area.	Q3 or Q4
Safe Parking	Review proposed permanent ordinance for the congregation-based safe parking program and public-land safe parking program.	Q3 or Q4
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 or Q4

	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 and Q4
Renter Protection	Review and make recommendation regarding proposed ordinances to implement renter protection policies as directed by the City Council.	Q4
Wireless Communications	Ordinance Amending 18.42.110 (Wireless Communication Facilities).	Q4 or Q1
State Law Updates	Review and make recommendations regarding code changes.	Q4 or Q1
Housing Element – Site selection	Review proposed housing opportunity site selected by the Working Group and make a recommendation to City Council.	Q1
Palo Alto Bikeways Project (Phase 2)	Recommendation to Council of final project and environmental document.	Q1 or Q2
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 or Q2
Housing Element – Programs	Review and make recommendation regarding Housing Element programs.	Q1 or Q2
Bicycle and Pedestrian Transportation Plan (BPTP) Update	Study session: Plan update progress.	Q2**
**= Tentative		
<u>Racial and Social Equity</u>		
<ul style="list-style-type: none"> • <u>The PTC will execute this work plan in a manner that promotes racial and social equity.</u> • <u>The PTC will join the City Council in seeking to allow dial-in and/or video-conference access to its meetings. Using technology can promote participation in the PTC's discussions, where the demands of time and travel may prohibit robust engagement from all stakeholders. These technologies can promote equitable access to the PTC proceedings.</u> 		

- The PTC will seek out ways to enhance racial and social equity through the PTC's work, such as additional training on how to further racial equity through the PTC work. For example, the PTC may have a study session with the Government Alliance on Racial Equity to learn more about their work and its applicability to the PTC.

Community Involvement

Staff will track the number of participants, speakers, and the content of spoken or written comments. Staff will include comments expressed in report to City Council.

Ad Hoc Committees

May use ad hoc committees as needed depending on the project.

Prioritization

In addition to the projected timetables for the items above, the PTC will prioritize new items as follows:

1. Time sensitive Council items
2. Customer Applications
3. Matters requiring annual review

Additional Topics

- Study Session on street safety in Palo Alto.



ARCHITECTURAL REVIEW BOARD Workplan 2021-2022

Staff Liaison Name and Contact Information: Jodie Gerhardt, AICP, Manager of Current Planning
Lead Department: Planning and Development Services (PDS)

General Purpose and/or Purview of Board/Commission:

The Architectural Review Board reviews and makes recommendations to the Planning Director on design and related issues for certain new construction, and changes and additions to commercial, industrial and multiple family projects, as described in the Municipal Code. The Board's goals and purposes are to:

- Promote orderly and harmonious development of the City
- Enhance the desirability of residence or investment in the City
- Encourage the attainment of the most desirable use of land and improvements
- Enhance the desirability of living conditions upon the immediate site or in adjacent areas
- Promote visual environments which are of high aesthetic quality and variety and which, at the same time, are considerate of each other
- To implement and enforce the city's ordinances pertaining to architecture and design

The Board is composed of five members, at least three of whom are architects, landscape architects, building designers or other design professionals. Terms are for three years and commence on November 1. See Palo Alto Municipal Code (PAMC) Sections 2.16 and 2.21. Residency is not required.

For the ARB webpage, go to <https://www.cityofpaloalto.org/gov/boards/architectural/>

Anticipated Item/Topic	Description and/or Info	Quarter (July 2021 – June 2022)
Review of projects	Review Planning applications for conformance with ARB Findings	On-going
Comprehensive Plan	Discuss specific Goals, Policies, Programs the ARB would like to further explore/implement	First/Second Quarter
Objective Standards	Ad Hoc Committee to work with staff, PTC, and Council to finalize the creation of Objective Standards that were approved by the full Board on April 1, 2021	First Quarter
ARB Awards (every 5 years)	Review projects constructed from 2015 to 2020 for ARB Awards. (Awards were postponed due to the pandemic)	First/Second Quarter
By-laws	Update By-laws as needed to be in conformance with Council's new Handbook	After Council adoption of necessary Ordinance changes

The ARB is interesting in being part of height and massing discussions, as may be needed to allow increased housing in the City. The Board is also interested to know if Council would like to update the South El Camino Real Guidelines and/or create guidelines for increased densities along San Antonio Road.

Certificate Of Completion

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Certificate Pages: 2	Initials: 0
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Envelope Stamping: Enabled	Madina Klicheva
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	250 Hamilton Ave
	Palo Alto , CA 94301
	Madina.Klicheva@CityofPaloAlto.org
	IP Address: 199.33.32.254


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Storage Appliance Status: Connected	Pool: City of Palo Alto	Location: DocuSign

Signer Events

Jonathan Lait
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 Interim Director Planning and Community Environment
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 Not Offered via DocuSign

Signature

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 Ed Shikada, City Manager
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

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