



CITY OF PALO ALTO OFFICE OF THE CITY MANAGER

August 17, 2015

The Honorable City Council
Palo Alto, California

Discussion of Possible Adjustments to the Comprehensive Plan Update Community Advisory Committee (CAC)

Recommendation

Receive this status report on the composition and membership of the Comprehensive Plan Citizens Advisory Committee, and consider directing the City Manager to reopen applications and add 3-5 members to the committee by specific category. In addition, Council should review the attached schedule for the work of the CAC and provide direction as needed.

Executive Summary

On May 18, 2015, the City Council directed the City Manager to solicit applications for a Citizens Advisory Committee (CAC) and provided parameters for selection of 17 voting members and three non-voting members. (A copy of the application form with the parameters is included as Attachment A.)

The City received over 50 applications for the CAC, and the City Manager selected members on July 2, 2015. Some have criticized these appointments for not adequately representing a balance of perspectives or geography or other factors, and this agenda item provides the City Council with an opportunity to discuss this issue and make any adjustments Council deems necessary by adding members to the panel if desired. This agenda item also provides the City Council with an opportunity to review the draft schedule of CAC and City Council meetings about the Comprehensive Plan Update and provide direction to staff. The current draft schedule (attached) is based on two premises: that the City Council wishes to complete the Update in 2016; and that the current Comprehensive Plan needs updating to address some current/critical issues, but not wholesale revision.

Background

The City's current Comprehensive Plan was anticipated to sunset in the year 2010, and the City has been actively working to update the plan since 2008. In early 2015, the City Council identified completing the Comprehensive Plan Update as one of its priorities, and a community "summit" was held on May 30, 2015 to discuss the critical issues of transportation, growth, and housing that will have to be addressed.

On May 18, 2015, the City Council directed the City Manager to solicit applications for a CAC to help staff synthesize public input, policies and programs from the existing Comprehensive Plan, recommendations of the Planning & Transportation Commission, and City Council direction into a revised draft for City Council consideration. The Council envisioned an iterative process, where the CAC's work would be informed by City Council input/direction and its work products

would be reviewed by the Council. The attached CAC schedule attempts to align the Committee's work with the Council's ongoing guidance and review.

59 applications were received from people interested in serving on the CAC, and the City Manager made appointments considering a variety of factors, which were listed in the application form without specific weighting or priority. The appointed members are listed below.

Voting Members

- Daniel Garber – Old Palo Alto
- Hamilton Hitchings – Duveneck
- Jared Jacobs – Evergreen Park
- Arthur Keller – Adobe Meadow
- Lydia Kou – Barron Park
- Steve Levy – Downtown South
- Don McDougall – Professorville
- Bonnie Packer – Palo Verde
- Lisa Peschcke-Koedt – Crescent Park
- Amy Sung – Green Gable
- Doria Summa – College Terrace
- Jason Titus – Downtown North
- Elaine Uang – Downtown North
- Ellen Uhrbrock – University South
- Alex Van Riesen – Midtown
- Bob Wenzlau – Crescent Park
- Mila Zelkha – Fairmeadow

Non-Voting Members

- Adrian Fine – Planning and Transportation Commission
- Heidi Emberling – Palo Alto Unified School District
- Whitney McNair – Stanford University

Importantly, members were not appointed as representatives of their specific neighborhood association, but there was an attempt to achieve geographic diversity thru neighborhoods. Also, while applicant's could self-identify interests and expertise, there is an expectation that members will not simply advocate their own particular perspectives, but work together and serve as trustees for the good of all Palo Alto.

Nonetheless, the planning process will be most effective if the CAC is seen as balanced as possible in its representation of all geographic areas and interests. Given the pool of applicants we received and not having the capacity to elicit additional applications, staff made our recommendations attempting reconcile a range of factors. If Council sees value in adjusting the balance of the group, staff is recommending that this could be done by Council making 3-5 additional appointments or reopening applications and instructing the City Manager to select the additional members with targeted, explicit criteria for the additional members. In the later case, Council Members could reach out to different community members and encourage them to apply.

Timeline

The CAC had its first (organizing) meeting on July 14, 2015 and elected a chair/vice-chair, and adopted rules, including a meeting schedule. The CAC's first substantive meeting is scheduled for August 11, and will include a discussion of the Community Services and Facilities Element; no action will be taken. If the City Council would like to appoint additional members, these members could be seated at the September meeting in time for the CAC's first discussion of the Transportation Element.

An important part of the CAC's work will involve its receipt of City Council direction on the structure, goals, and vision statements for each element of the Comprehensive Plan, as well as critical issues related to transportation, land use, and growth management. A draft schedule for the CAC and Council interaction is included as Attachment B and indicates that the City Council will be asked to provide guidance on the Community Services and Facilities Element and the Transportation Element on August 31. Council may want to carefully review that schedule and request changes to the schedule or sequencing.

As noted above, the draft schedule is based on the premise that the City Council wishes to complete the Update in 2016, and the City Council may also wish to affirm this objective. The result is an ambitious schedule of CAC meetings and City Council meetings which will only be possible if the Comprehensive Plan Update is truly just an update, and not a complete revision or rewrite of the current Comprehensive Plan.

The CAC is expected to hold monthly public meetings, allowing Council members and the public to monitor and comment on their work as it proceeds. Council may see some extended periods between the Council initial review and direction on elements of the Comp Plan in the proposed schedule, and when the CAC returns their work on each element back to the Council. Council member monitoring of the CAC meetings may prove helpful in closing that gap, helping keep Council Members informed of the CAC's progress along the way. The staff and consultant work

involved in supporting the CAC and City Council schedule of meetings is just a subset of the planning- and transportation-related items coming to the City Council in the time period shown.

ATTACHMENTS:

- A: Comp. Plan CAC Application Form (PDF)
- B: Comp Plan Timeline (DOCX)
- C: Public Correspondence (PDF)

Department Head: James Keene, City Manager



Invitation to Apply to the Palo Alto Comprehensive Plan Update Citizens Advisory Committee

Applications are due by close of business on June 15, 2015

The City Manager invites individuals to apply to be part of a Citizens Advisory Committee that will assist with completion of the City's Comprehensive Plan Update.

Background

The Comprehensive Plan is the primary tool for guiding preservation and development in Palo Alto. It builds on shared community values and aspirations to guide preservation and manage growth and change. The City has been working to update its current Comprehensive Plan since 2008 and the City Council has requested that the City Manager appoint a Citizens Advisory Committee to assist with completion of this effort. The Comprehensive Plan does not require wholesale revision, but requires updating to reflect changes and accomplishments since 1998, and to address new challenges that have arisen.

Citizens Advisory Committee

The CAC will consist of 17 community members appointed by the City Manager to represent a diversity of interests, as well as 3 ex officio (non-voting) members representing the Planning & Transportation Commission, the Palo Alto Unified School District, and Stanford University.

The City Council will address critical issues, choices, and measures, providing guidance to the CAC, which will work on policies and programs based on vision statements and guidance from the City Council. CAC will review Comprehensive Plan sections, recommendations of the Planning & Transportation Commission, and public input received during and in advance of the meetings. The CAC will assist staff with the evaluation of "open sourced" public input and with synthesizing all materials and inputs as they review plan language (policies/programs) and proposed revisions. Members of the CAC will be asked to review materials provided in advance of meetings, and will be primarily engaged in reviewing and commenting on (rather than writing) draft plan language.

Term

The Citizens Advisory Committee (CAC) will be subject to the Brown Act, California's Open Meeting Law, and will hold regular, noticed and agenda'd public meetings. The CAC is expected to meet at least monthly, starting on or around July 14, 2015 and extending at least

until April or May of 2016. The use of ad hoc subcommittees will be extremely limited. The CAC will meet periodically with the City Council in joint sessions, and will ultimately make a recommendation on adoption of the Comprehensive Plan Update.

Qualifications

In anticipation of broad interest in this committee, candidates will be selected to ensure the group is representative of a diversity of community members including neighborhood, technical, and business perspectives. While all neighborhood representatives will be appointed “at large” to represent the interests of the entire City, members will be appointed to ensure participation by residents from a wide variety of Palo Alto neighborhoods across the City.

Members will also be appointed to represent the interests of homeowners, renters, seniors, the disabled, businesses (including retail business owners), Palo Alto youth and parents at a variety of schools and levels of education. All voting members must be Palo Alto residents, and will be appointed to represent these interests or others desired as part of the group, which shall include those with interest/expertise related to the topics of:

- Affordable housing
- Natural resource conservation, open space, and habitat
- Community health
- Environmental sustainability
- Real estate/development
- Transportation and mobility
- Architecture and urban design
- Business & economics
- Historic resources

Applicants who address more than one area of interest/expertise will be favored. The City Manager will select candidates needed to ensure the desired diversity of interests and expertise, and who meet the following additional qualifications:

- Live in Palo Alto
- Have established connections and networks in the community, such as membership in an existing community organization, professional organization and/or local association, or have special expertise in one of the topics listed above
- Has energy and good ideas about the future of Palo Alto and a willingness to meet on a monthly basis
- Demonstrated ability to work collaboratively and effectively in a diverse group environment.

Applicants who are not appointed to the CAC are nonetheless welcome to attend the CAC's regular meetings and provide their input; they will also be considered for appointment if the City Manager needs to appoint a replacement for a member who resigns or who fails to attend at least 75% of the meetings.



**Comprehensive Plan Update
Community Advisory Committee Application**

Name: _____

Address: _____

Phone: _____

Email: _____

Are you a Palo Alto Resident? YES NO

What neighborhood do you live in? _____

Do you have any relatives or members of your household who are employed by the City of Palo Alto, who are currently serving on the City Council, or who are Board Members or Commissioners?

YES NO

Would you be able to attend the first CAC meeting at 5:30 PM on July 14, 2015 and are you available and committed to attend monthly meetings at least through mid-2016? YES NO

Check any that apply to you:

Member of the Comprehensive Plan Leadership Group

Parent of School Aged Child or Student in Palo Alto Schools

Please specify school and grade level: _____

Experience with Issues Relevant to Seniors or the Disabled

Member of Palo Alto Neighborhoods (PAN)

Member of Palo Altans for Sensible Zoning (PASZ)

Member of Palo Alto Forward

Member of Palo Alto Chamber of Commerce

Member of other local business/neighborhood/community organization (please specify) _____

Foreign Language speaker (please specify) _____

Owner of a Palo Alto business

Retail business owner

Employee of a Palo Alto business

Homeowner

Renter

Affordable housing experience

Natural resource conservation/open space/habitat experience

Community health experience
Environmental sustainability experience
Real estate/development experience
Transportation and mobility experience
Architecture/Urban Design experience
Business & economics experience
Historic resources experience

Please describe your involvement/experience in community activities, volunteer work, civic organizations, and how you have connected with others in the community:

Why are you interested in serving on the Citizens Advisory Committee?

How did you learn about the Citizens Advisory Committee: (check all that apply)

May 30 Summit Email from the City Palo Alto Weekly Social Media

Other: _____

APPLICATIONS DUE JUNE 15, 2015

Submit to:

Department of Planning and Community Environment
Attention: Consuelo Hernandez
250 Hamilton Avenue, 5th floor
Palo Alto, CA 94301

Consuelo.hernandez@cityofpaloalto.org

Comprehensive Plan Update DRAFT Schedule
Showing Citizens Advisory Committee & City Council Meetings/Interaction

Citizens Advisory Committee (CAC)	Date*	City Council
<ul style="list-style-type: none"> • Selection of Chair/Vice Chair (Action) • Adoption of meeting schedule and CAC ground rules (Action) 	July 14	
<ul style="list-style-type: none"> • Community Services & Facilities Element Policies & Programs (Discussion) 	Aug 11	
	Aug 17	<ul style="list-style-type: none"> • CAC membership, ground rules & schedule (Possible Action)
	Aug 31	<ul style="list-style-type: none"> • Comp Plan Structure & Goals/Vision Statements, starting with the Community Services & Facilities Element and the Transportation Element (Action)
<ul style="list-style-type: none"> • Discussion of City Council Direction Regarding Structure/Goals (Discussion) • Transportation Element Part I Policies & Programs (Discussion) 	Sep 8	
	Sep 15	<ul style="list-style-type: none"> • Growth Management Discussion & Adoption of Interim Ordinance Establishing an Office Annual Limit in Portions of the City (Action)
	Sep 21	<ul style="list-style-type: none"> • Ground Floor Retail Preservation Discussion and Adoption of an Ordinance Regarding Cal Avenue Area Retail (Action)
	Oct 5	<ul style="list-style-type: none"> • Comp Plan Structure & Goals/Vision Statements (Cont.), starting with the Land Use & Community Design Element (Action)
<ul style="list-style-type: none"> • Transportation Element Part II Policies & Programs (Discussion) • Community Services & Facilities Draft Element Recommendations (Action) 	Oct 20	
	Nov 2	<ul style="list-style-type: none"> • Comp Plan Structure & Goals/Vision Statements -- continued discussion if needed to address the Safety and Noise, Natural Environment and Business& Economics Elements (Action)
<p align="center">NOVEMBER 16 - JOINT MEETING – INTRO TO DRAFT FISCAL STUDY AND DRAFT EIR (Extended Public Comment Period Begins in Nov/Dec; Additional Mtgs of the CAC and City Council may be Scheduled)</p>		
<ul style="list-style-type: none"> • Land Use & Community Design Element Part I Policies & Programs (Discussion) 	Nov 17	
<ul style="list-style-type: none"> • Land Use & Community Design Element Part II 	Dec 15	

Comprehensive Plan Update DRAFT Schedule
Showing Citizens Advisory Committee & City Council Meetings/Interaction

Citizens Advisory Committee (CAC)	Date*	City Council
<ul style="list-style-type: none"> Policies & Programs (Discussion) Transportation Draft Element Recommendations (Action) 		
	Jan 11	<ul style="list-style-type: none"> Review of CAC work on Transportation Element (Action)
<ul style="list-style-type: none"> Land Use & Community Design Element Part III Policies & Programs (Discussion) 	Jan 19	
FEBRUARY 1 - JOINT MEETING – Housing Element Discussion (Are any changes desired?)		
<ul style="list-style-type: none"> Safety and Noise Element Policies & Programs (Discussion) 	Feb 16	
<ul style="list-style-type: none"> Natural Environment Element Policies and Programs (Discussion) Land Use & Community Design Draft Element Recommendations (Action) 	Mar 15	
	Apr 11	<ul style="list-style-type: none"> Review of CAC work on Land Use Element (Action)
<ul style="list-style-type: none"> Business & Economics Element Policies & Programs (Discussion) Safety and Noise Draft Element Recommendations (Action) 	Apr 19	
<ul style="list-style-type: none"> Implementation Plan (Discussion) Natural Environment Draft Element Recommendations (Action) Business & Economics Draft Element Recommendations (Action) 	May 24	
	June 6	<ul style="list-style-type: none"> Review of CAC work on Safety & Noise, Natural Environment, and Business & Economics
<ul style="list-style-type: none"> Putting it all together Final Thoughts & Recommendations 	June 21	
REVISED DRAFT COMP PLAN DISSEMINATED FOR PUBLIC REVIEW (Starting in Jun/July)		
	Aug	<ul style="list-style-type: none"> Final Review of Transportation Element
	Sep	<ul style="list-style-type: none"> Final Review of Land Use Element
	Oct	<ul style="list-style-type: none"> Final Review of Natural Environment and Safety and Noise Elements

Comprehensive Plan Update DRAFT Schedule
Showing Citizens Advisory Committee & City Council Meetings/Interaction

Citizens Advisory Committee (CAC)	Date*	City Council
	Oct	<ul style="list-style-type: none"> • Final Review of Business & Economics, Community Services & Facilities Elements
	Nov	<ul style="list-style-type: none"> • Review of Implementation Plan
	Nov/Dec	<ul style="list-style-type: none"> • Final Review of City Council's Changes & Errata
FINAL EIR CERTIFIED & COMP PLAN ADOPTED		

Carnahan, David

From: PaloAltoVille <info@paloaltoville.com>
Sent: Tuesday, August 04, 2015 10:28 PM
To: Council, City; Keene, James; Gitelman, Hillary
Subject: Citizen's Advisory Committee for Comprehensive Plan

Dear City Council, Jim Keene, and Hillary Gitelman

We agree with the concerns about the Citizen's Advisory Committee expressed in the letter you received from the leaders of PAN and PASZ. We urge you to consider these ideas and reform the CAC in order to provide trustworthy, fair, and broad community representation.

--

Wayne Martin
wmartin46@yahoo.com
Bryant Street

Carnahan, David

From: PaloAltoVille <info@paloaltoville.com>
Sent: Wednesday, August 05, 2015 8:30 AM
To: Council, City; Keene, James; Gitelman, Hillary
Subject: Citizen's Advisory Committee for Comprehensive Plan

Dear City Council, Jim Keene, and Hillary Gitelman

We agree with the concerns about the Citizen's Advisory Committee expressed in the letter you received from the leaders of PAN and PASZ. We urge you to consider these ideas and reform the CAC in order to provide trustworthy, fair, and broad community representation.

--

Pat Markevitch
Pat@magic.com
231 Emerson Street

Carnahan, David

From: PaloAltoVille <info@paloaltoville.com>
Sent: Wednesday, August 05, 2015 10:13 AM
To: Council, City; Keene, James; Gitelman, Hillary
Subject: Citizen's Advisory Committee for Comprehensive Plan

Dear City Council, Jim Keene, and Hillary Gitelman

We agree with the concerns about the Citizen's Advisory Committee expressed in the letter you received from the leaders of PAN and PASZ. We urge you to consider these ideas and reform the CAC in order to provide trustworthy, fair, and broad community representation.

--

Richard & Jeanne Placone
rcplacone@sbcglobal.net
601 Chimalus Drive/Barron Park

Carnahan, David

From: PaloAltoVille <info@paloaltoville.com>
Sent: Wednesday, August 05, 2015 11:12 AM
To: Council, City; Keene, James; Gitelman, Hillary
Subject: Citizen's Advisory Committee for Comprehensive Plan

Dear City Council, Jim Keene, and Hillary Gitelman

We agree with the concerns about the Citizen's Advisory Committee expressed in the letter you received from the leaders of PAN and PASZ. We urge you to consider these ideas and reform the CAC in order to provide trustworthy, fair, and broad community representation.

--

robert roth
bobroth7209@att.net
2015 middlefield road

Carnahan, David

From: PaloAltoVille <info@paloaltoville.com>
Sent: Wednesday, August 05, 2015 11:13 AM
To: Council, City; Keene, James; Gitelman, Hillary
Subject: Citizen's Advisory Committee for Comprehensive Plan

Dear City Council, Jim Keene, and Hillary Gitelman

We agree with the concerns about the Citizen's Advisory Committee expressed in the letter you received from the leaders of PAN and PASZ. We urge you to consider these ideas and reform the CAC in order to provide trustworthy, fair, and broad community representation.

--

Michele Moran
mmoran8@earthlink.net
Dennis Dr.

Carnahan, David

From: PaloAltoVille <info@paloaltoville.com>
Sent: Wednesday, August 05, 2015 11:16 AM
To: Council, City; Keene, James; Gitelman, Hillary
Subject: Citizen's Advisory Committee for Comprehensive Plan

Dear City Council, Jim Keene, and Hillary Gitelman

We agree with the concerns about the Citizen's Advisory Committee expressed in the letter you received from the leaders of PAN and PASZ. We urge you to consider these ideas and reform the CAC in order to provide trustworthy, fair, and broad community representation.

--

Enid Pearson
enidpearson1@gmail.com
1019 Forest Ct

Carnahan, David

From: PaloAltoVille <info@paloaltoville.com>
Sent: Wednesday, August 05, 2015 11:43 AM
To: Council, City; Keene, James; Gitelman, Hillary
Subject: Citizen's Advisory Committee for Comprehensive Plan

Dear City Council, Jim Keene, and Hillary Gitelman

We agree with the concerns about the Citizen's Advisory Committee expressed in the letter you received from the leaders of PAN and PASZ. We urge you to consider these ideas and reform the CAC in order to provide trustworthy, fair, and broad community representation.

--

Dorothy Dewing
dodntoto7@yahoo.com
2427 Burnham Way

Carnahan, David

From: Clerk, City
Sent: Wednesday, August 05, 2015 12:37 PM
To: Council, City; Keene, James; Gitelman, Hillary
Subject: FW: CAC

From: Neilson Buchanan [mailto:cnsbuchanan@yahoo.com]
Sent: Wednesday, August 05, 2015 11:33 AM
To: Daniel Garber; Arthur Keller
Cc: Clerk, City
Subject: CAC

Dear Arthur and Dan,

The August 5 9am deadline today slipped up on me and I did not post specific comments to the CAC.

I want to present my broader concerns about the CAC and how it is folding. Due to personal issues I don't have time to track upcoming CAC activities, so today I am making comments with incomplete information about CAC status quo. Later this fall I plan to participate as member of the general public if your process is extended.

There is confusion now about the application of Brown Act and other public safeguards so I will make these comments publicly to the City Clerk and to your individual emails. My intent is to avoid placing you into a possible violation of the Brown Act and other transparency rules.

- Since the Council wants a limited, short-term examination of the Comp Plan, then the CAC is a quick and dirty way to satisfy that objective. I think this cursory approach is problematic.
- The CAC is important for gathering and compiling Comp Plan advice to the City Council and it is important to realize that public confidence is at stake if CAC process is befuddled. The next CAC meeting must address the confusion seems to be developing. IMO, the issue is whether or not all CAC members will understand and accept their roles and restrictions. I recommend a CAC process identical to well-understood official City Commissions...the difference being is that CAC has a defined life and is not permanent.
- The Council [not the City Manager] should control appointments for major initiatives such as CAC. There is inherent City Manager bias in the appointments and this already weakens public confidence and acceptance. Conflicts of interest and meeting process have not been fully vetted particularly if CAC has quasi-responsibilities of an official City "commission".
- Co-chairs could be considered because differences of opinion are obvious. Co-chairs signal collaboration and accommodation.
- Staff and chair(s) could commence the CAC process with a welcoming of conflict. PA Process strives naively for impossible levels of collaboration and consensus. This is unwise. The CAC could immediately recognize *"the value to openly agree and disagree"* and unemotionally record the conflict so that City Council will understand the dilemmas that the CAC addressed. Meeting notes should not be scrubbed. An electronic whiteboard would be a leap forward. I am confident that amount of CAC agreement will be

greater than disagreement, but disagreement must be managed proactively by the CAC chair(s). Based on my past observations of PA Process, City Staff to CAC will be very handicapped in managing conflict.

- Staff in any local government has a challenging, often impossible job. I have observed city staff closely during the past 3 years and staff struggles with their skill sets to engage and inform the public. Staff avoids obvious conflict and in good faith tries to protect City Council and the public too often. As a result, I think there is growing lack of confidence in city government...not only in Palo Alto but in nearby cities who are struggling with the consequences of sustained, "uncontrollable" boom. Our city staff is overwhelmed with workload and has not been able to adjust skill sets.

Your role with CAC is an opportunity to change the modus operandi and improve outcomes.

Neilson Buchanan
155 Bryant Street
Palo Alto, CA 94301

650 329-0484
650 537-9611 cell
cnsbuchanan@yahoo.com

Carnahan, David

From: Keene, James
Sent: Sunday, August 02, 2015 1:10 PM
To: Furman, Sheri
Cc: Council, City; Gitelman, Hillary
Subject: Re: Residents' Concerns About the Comp Plan CAC

Thanks Sheri, I had scheduled an item on the CAC for the Council meeting on Aug 17 where Council will be discussing the CAC and schedule.



James Keene | City Manager
250 Hamilton Avenue | Palo Alto, CA 94301
E: james.keene@cityofpaloalto.org

Sent from my Macbook

Please think of the environment before printing this email – Thank you

On Jul 30, 2015, at 12:31 PM, Sheri Furman <sheril1@earthlink.net> wrote:

Please see the attached letter from several residents concerning the Comp Plan CAC. Note that many more residents share the concerns expressed in the letter.

Sheri Furman
<CAC Letter.docx>

Dear City Council, Jim Keene, Hillary Gittelman,

We the undersigned have several concerns about the Citizen's Advisory Committee for the Comprehensive Plan, and are recommending remedies in order to provide trustworthy, fair, and broad community representation.

1. Dan Garber has both the appearance of and an actual material conflict of interest that makes him an inappropriate choice to serve on the Citizens Advisory Committee, particularly as its Chair, given that he recently worked for the city on design and planning issues for 27 University (the subject of a major Grand Jury report assailing the city's action), and stands to benefit professionally from decisions made by the CAC.
Having those who work for the city then participate in citizen panels intended to be independent is the much-maligned "revolving door," which is illegal in many places.
2. Steve Levy is a paid advisor to ABAG and other government agencies and thus should not be on the Citizens' Advisory Committee. He also frequently blogs on planning issues, which is a direct conflict of interest and also is likely to violate the Brown Act.
3. The CAC should have co-chairs who alternate leading the meetings rather than a chair and vice-chair.
4. The outcome of each meeting needs more transparency. The CAC Ground Rules state that "a brief summary of CAC meetings will be posted to the project website (www.paloaltocompplan.org) for any interested party to examine."
 - Rather than a "brief summary," full minutes should be provided within a week of the meeting so the public can understand and comment on the points discussed.
 - Minutes should also articulate dissenting as well as majority viewpoints and vote totals so that City Council will understand the challenges that the CAC addressed.
 - Ideally, meetings should be televised or at least taped and rebroadcast.
5. Public comments should be allowed at the beginning of and also before any vote at each meeting. To limit public comments to the end, AFTER decisions have been made or votes have been cast, ignores those attending who ask to have their viewpoints considered. And public comments should still be allowed at the end, so that any outstanding concerns that have not surfaced can be considered in following meetings.
6. Staff has stated they will allow anonymous online posts, but will not allow them to be seen by the CAC or the public. This is wrong: for staff to accept anonymous posts and not reveal the content publicly gives anonymous posters undue power to influence and distract staff. It diminishes the intention of the public forum, which is to support open conversation. No anonymous posts should be allowed. Also:
 - Is there a way to distinguish between Palo Alto residents and non-residents?
 - Can duplicate comments be identified?
 - Can the number of unique commentators be identified?
7. Open City Hall should not be the only way people can make comments. Email and letters should also be allowed.
8. The schedule seems overly rushed. Are all members of the CAC conversant on each section of the Comp Plan to be revised? Can 20+ people really cover all the land use issues in just 2 3-hour sessions?
9. The committee should be provided with high-level tools to analyze the impact of proposed policy changes on schools, traffic, parking, and the environment, such as Sim Palo Alto, so as to avoid wasting time discussing infeasible proposals.
10. There needs to be a better balance of people from north and south Palo Alto, as well as more representation from community groups other than Palo Alto Forward. City Council should have final approval of appointments. We can provide the names of several qualified persons.

Note that the undersigned residents are in substantial agreement with the concerns expressed, although minor disagreements do exist.

Sheri Furman, Midtown

Cheryl Lilienstein, Barron Park

Annette Glanckopf, Midtown

Norm Beamer, Crescent Park

Jeff Levinsky, Duvenek/St. Francis

Peter Taskovich, Meadow Park

Neilson Buchanan, Downtown North

Tim Gray, Charleston Meadows

Elaine Meyer, University South

Mark Nadim, Palo Alto Hills

Douglas Moran, Barron Park

Becky Sanders, Ventura

David Schrom, Evergreen Park

Robin Bayer, Evergreen Park

Joseph Hirsch, Barron Park