



City of Palo Alto

City Council Staff Report

(ID # 6080)

Report Type: Action Items

Meeting Date: 8/31/2015

Summary Title: CP CAC Member Appointments

Title: Appointment of Five Additional Members to the Comprehensive Plan Update Citizens Advisory Committee

From: City Manager

Lead Department: Planning and Community Environment

Recommendation

Staff recommends that Council:

1. Appoint five additional members to the Comprehensive Plan Update Citizens Advisory Committee (CAC) based on the established criteria and applications received by the close of business on August 25, 2015; and
2. Affirm that the resulting CAC is well equipped to fulfill its role, with 22 voting members & 3 non-voting members appointed to review all relevant materials, accept and analyze community input, and provide recommendations on desired updates to the plan's policies and programs, recognizing that the City Council will provide direction on the plan structure, vision statements, and goals, and will be the ultimate decision makers on the plan that is adopted.

Executive Summary

On August 17, 2015, the City Council indicated their intention to appoint five additional members to the Citizens Advisory Committee (CAC) established to assist with completion of the City's long-running Comprehensive Plan Update. The Council directed staff to solicit additional applications between August 18th and August 25th and also to invite those who had applied earlier to "opt in" for further consideration.

The resulting applications will be provided to the Council for consideration and appointments at the August 31st meeting.

Upon making the additional appointments, staff is requesting that the City Council also affirm their confidence in the CAC as a whole. The City Council may also wish to comment further on the draft schedule for the CAC's activities, which has been revised to reflect the City Council's input on August 17th (see Attachment B).

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.

Fifty-nine 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

There was an attempt to achieve geographic diversity thru neighborhoods, however the appointments were criticized for not adequately representing South Palo Alto, among other things. To address these concerns, the City Council voted on August 17, 2015 to add five additional voting members to the group. The Council's motion emphasized the need for balance, and mentioned the desire for more renters and young people (see Attachment A).

Clearly 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.

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 occurred on August 11, and included a discussion of the Community Services and Facilities Element. At that meeting, the Chair and Vice-Chair indicated their intention to act as "co-chairs" and to agendize an action item formalizing this intention at the next meeting. The upcoming meeting on September 8 will include this action item, and will include the first discussion of the Transportation Element. Staff also expects further discussion of the draft (revised) schedule and the use of subcommittees, as suggested by the City Council.

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. The revised 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. With changes requested by the Council on August 17, 2015, the schedule envisions completion of the planning process in 2017.

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.

Environmental Review

The recommended actions are not considered a "project" requiring review under the California

Environmental Quality Act (CEQA).

Attachments:

- Attachment A: City Council Motion of August 17, 2015 (PDF)
- Attachment B: CAC Council Timeline revised August 2015 (DOCX)



CITY OF PALO ALTO CITY COUNCIL DRAFT ACTION MINUTES EXCERPT

Regular Meeting
August 17, 2015

The City Council of the City of Palo Alto met on this date in the Council Chambers at 6:07 P.M. in honor of Former Mayor Scott T. Carey.

Present: Berman, Burt, DuBois, Filseth, Holman, Kniss, Schmid, Wolbach

Absent: Scharff

Action Items

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

Council Member Kniss left the meeting at 12:00 A.M.

MOTION: Council Member DuBois moved, seconded by Council Member Burt:

- a. For Council to directly appoint five Citizen Advisory Committee for the Comprehensive Plan Update (CAC) Members, using criteria specifically focused on increased involvement of more neighborhoods south of Oregon Expressway, with a focus on neighborhood association involvement. Anyone can apply, using the previous application form. Timeline proposes accepting applications through August 25, with voting by Council in two weeks based on the written applications, so that new members are seated as quickly as possible; and
- b. To direct Staff to re-evaluate the schedule and propose an extended timeline; and
- c. To add a process for four CAC Members to submit a minority opinion if they desire; and
- d. The CAC meetings will have written minutes and video recordings.

INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add to the Motion at the end of Part a, sentence one "greater age diversity, and better renter/homeowner balance."



CITY OF PALO ALTO CITY COUNCIL DRAFT ACTION MINUTES EXCERPT

INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add the word "including" after "neighborhood association involvement" in Part a of the Motion.

INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER remove the word "association" in Part a of the Motion.

AMENDMENT: Council Member Wolbach moved, seconded by Council Member XX to remove "including" from the Motion.

AMENDMENT WITHDRAWN BY THE MAKER

AMENDMENT: Council Member Wolbach moved, seconded by Council Member XX to change "For Council" to "For the City Manager" in the Motion.

AMENDMENT WITHDRAWN BY THE MAKER

INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER to add to the Motion at the end of Part b "including utilization of sub-committees as a part of the Comprehensive Plan Update work, and sub-committee meetings would be noticed and open to the public."

CALL THE QUESTION: Vice Mayor Schmid moved, seconded by Mayor Holman to call the question.

CALL THE QUESTION PASSED: 7-0 Kniss, Scharff absent

MOTION AS AMENDED PASSED: 7-0 Kniss, Scharff absent

Adjournment: The meeting was adjourned at 1:29 A.M.

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

Citizens Advisory Committee (CAC) Schedule of Meetings & Topics	Date*	City Council Schedule of Comp Plan Discussions
<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
	Aug 31	<ul style="list-style-type: none"> • Additional CAC appointments • Comp Plan Structure & Goals/Vision Statements Part I (Community Services & Facilities Element and the Transportation Element)
<ul style="list-style-type: none"> • Revision to Ground Rules RE: Co-Chairs (Action) • Discussion of City Council Direction Regarding Schedule and Subcommittees (Discussion) • Transportation Element Part I Policies & Programs (Discussion) 	Sep 8	
	Sep 21	<ul style="list-style-type: none"> • Adoption of Interim Ordinance Establishing an Office Annual Limit in Portions of the City • Ground Floor Retail Preservation Ordinance Regarding Cal Avenue Area
	Oct 5	<ul style="list-style-type: none"> • Comp Plan Structure & Goals/Vision Statements Part II (Land Use & Community Design Element incl. Growth Management Policies)
<ul style="list-style-type: none"> • Transportation Element Part II Policies & Programs (Discussion) 	Oct 20	
	Nov 2	<ul style="list-style-type: none"> • Comp Plan Structure & Goals/Vision Statements Part III (Safety and Noise, Natural Environment and Business & Economics Elements)
<ul style="list-style-type: none"> • Community Services & Facilities Draft Element Recommendations (Action) 	Nov 17	
<ul style="list-style-type: none"> • Land Use & Community Design Element Part I Policies & Programs (Discussion) 	Dec 15	
January 2016- JOINT MEETING – INTRO TO DRAFT FISCAL STUDY AND DRAFT EIR (Extended Public Comment Period Begins in Jan; Additional Mtgs of the CAC and City Council may be Scheduled)		
	Jan 11	<ul style="list-style-type: none"> • Review of CAC work on Community Services & Facilities Element
<ul style="list-style-type: none"> • Transportation Draft Element Recommendations (Action) 	Jan 19	
FEBRUARY 1 - JOINT MEETING – Housing Element Discussion (Are any changes desired?)		
<ul style="list-style-type: none"> • Land Use & Community Design Element Part II Policies & Programs (Discussion) 	Feb 16	
	Mar 7	<ul style="list-style-type: none"> • Review of CAC work on Transportation Element
<ul style="list-style-type: none"> • Land Use & Community Design Element Part III Policies & Programs (Discussion) 	Mar 15	

**Comprehensive Plan Update Revised DRAFT Schedule
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Citizens Advisory Committee (CAC) Schedule of Meetings & Topics	Date*	City Council Schedule of Comp Plan Discussions
• Natural Environment Element Policies and Programs (Discussion)	Apr 19	
• Land Use & Community Design Draft Element Recommendations (Action)	May 17	
	June 6	• Review of CAC work on Land Use Element
• Safety and Noise Element Policies & Programs (Discussion)	June 21	
• Natural Environment Draft Element Recommendations (Action)	July 19	
• Business & Economics Element Policies & Programs (Discussion)	Aug 6	
• Safety and Noise Draft Element Recommendations (Action)	Sept 20	
	Oct 3	• Review of CAC work on Natural Environment & Safety and Noise
• Business & Economics Element Policies & Programs (Action)	Oct 18	
• Implementation Plan (Discussion/Action)	Nov 15	
• Putting it all together/Final Thoughts and Recommendations (Discussion/Action)	TBD	
REVISED DRAFT COMP PLAN DISSEMINATED FOR PUBLIC REVIEW (Starting in November)		
	February 2017	• Final Review of Transportation Element
	March	• Final Review of Land Use Element
	March	• Final Review of Natural Environment and Safety and Noise Elements
	April	• Final Review of Business & Economics, Community Services & Facilities Elements
	April	• Review of Implementation Plan
	May	• Final Review of City Council's Changes & Errata
UPDATED COMP PLAN & FINAL EIR ADOPTED May 2017		