



## **CITY OF PALO ALTO OFFICE OF THE CITY CLERK**

**April 12, 2021**

**The Honorable City Council  
Attention: Finance Committee  
Palo Alto, California**

### **Approval of Action Minutes for the March 29, 2021 City Council Meeting**

Staff is requesting Council review and approve the attached Action Minutes.

**ATTACHMENTS:**

- Attachment A: 03-29-21 DRAFT Action Minutes (PDF)

Department Head: Beth Minor, City Clerk





# CITY COUNCIL MEETING DRAFT ACTION MINUTES

Special Meeting  
March 29, 2021

The City Council of the City of Palo Alto met on this date in virtual teleconference at 5:00 P.M.

Participating Remotely: Burt, Cormack, DuBois, Filseth, Kou, Stone, Tanaka

Absent:

## Closed Session

1. CONFERENCE WITH LABOR NEGOTIATORS  
City Designated Representatives: City Manager and his designees Pursuant to Merit System Rules and Regulations (Ed Shikada, Rumi Portillo, Molly Stump, Dean Batchelor, Geo Blackshire, Robert Jonsen, Nick Raisch, Kiely Nose)  
Employee Organizations: Utilities Management and Professional Association of Palo Alto (UMPAPA); Service Employees International Union (SEIU), Local 521; Service Employees International Union (SEIU), Local 521, Hourly Unit; Palo Alto Police Officers Association (PAPOA); Palo Alto Fire Chiefs' Association (FCA) and Employee Organization: International Association of Fire Fighters (IAFF), Local 1319; Palo Alto Police Manager's Association (PAPMA)  
Authority: Government Code Section 54957.6(a).

**MOTION:** Council Member Kou moved, seconded by Council Member Cormack to go into Closed Session.

**MOTION PASSED:** 7-0

Council went into Closed Session at 5:01 P.M.

Council returned from Closed Session at 6:40 P.M.

Mayor DuBois announced no reportable action.

## Consent Calendar

**MOTION:** Council Member Kou moved, seconded by Mayor DuBois to approve Agenda Item Number 2.

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2. Approval of Council Appointed Officers (CAO) Committee Recommendation for an Executive Recruitment Process for City Clerk; Authorize Chair of CAO Committee to Execute a Contract With the Executive Recruitment Firm Peckham & McKinney as Specified in the Attached Proposal at an All-inclusive Cost of \$27,000; and Authorize the CAO Committee to Finalize the Job Announcement After Receiving Council Input.

**MOTION PASSED:** 7-0

## Action Items

3. CONTINUED PUBLIC HEARING/QUASI JUDICIAL: Castilleja School Project 1310 Bryant: Conditional Use Permit (CUP) Amendment to Increase the Student Enrollment cap to 540 Students With Phased Enrollment and Campus Redevelopment, a Variance to Replace Campus Gross Floor Area and Architectural Review Approval of the Campus Redevelopment. Zone District: R-1(10,000). Environmental Review: Final Environmental Impact Report (EIR) Published July 30, 2020; Draft EIR Published July 15, 2019 (Continued From March 15, 2021).

Council took a break at 8:27 P.M. and returned at 8:40 P.M.

**MOTION:** Council Member Stone moved, seconded by Vice Mayor Burt to:

- A. Allow an enrollment of up to 450 students; direct Staff and the Planning and Transportation Commission (PTC) to review allowing Castilleja to apply for an increased enrollment up to 540 students in phases, contingent on their verified success in "no net new trips" resulting from the preceding enrollment limit based on the Traffic Demand Management (TDM) Plan Mitigation Measure 7a, and any additional TDM measures the City or Castilleja may find necessary to achieve the "no net new trips" condition of approval;
  - i. Strengthen existing TDM protections, reporting requirements, and penalties for failure to meet conditions of approval. Penalties should include fees, suspension and reduction of enrollment and streamlining of corrective actions to violations;
  - ii. To review increases in the number of Palo Alto and East Palo Alto students as a percentage of the student population and to further restrict student driving and parking on campus, including consideration of prohibiting driving by juniors; and
  - iii. Evaluate a form of a TDM Oversight Committee;

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- B. Direct Staff and the PTC to review both a non-underground parking facility option and an underground parking facility alternative that allows a maximum of 50 percent of the required on-site parking to be below grade without counting against the project floor-area. No more than 50 percent of the required on-site parking may be located below grade;
  - i. Authorize a Residential Parking Program (RPP) for the surrounding neighborhood that prohibits RPP permits from being sold to Castilleja staff or students within the RPP district. The school-side of the streets surrounding Castilleja (Emerson Street, Kellogg Avenue, Bryant Street) shall be exempt from the RPP so Castilleja can continue to park on those streets. Castilleja shall cover the expense of implementing the neighborhood RPP; and
  - ii. Castilleja's parking restrictions will be fully enforced. Any overflow parking must be located off-site and not located on residential streets. Shuttle services satellite lots shall be used to accommodate this parking need;
- C. Direct Staff and Palo Alto's Arborist to work with Castilleja to preserve and protect all trees on campus as can reasonably be accommodated;
- D. Evaluate phasing the construction of the new buildings to mitigate impacts associated with construction and eliminate the need for a temporary campus to be constructed on Spieker Field;
- E. Remand the revised building proposal (including the reduction of 4,000 sq. ft.) to the Architectural Review Board to reconsider the massing and the compatibility of the design within the residential neighborhood context; and
- F. Fifty percent of the public art expenses going to the Public Art Fund.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER**, to add, "Consideration by Staff and the PTC to allow reduction of required parking based on TDM" (New Part A. iv.).

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER**, to add to Motion, Part C, "...to preserve protected trees on campus..."

Council took a break at 9:45 P.M. and returned at 10:10 P.M.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to rewrite Motion, Part A, as "Allow an enrollment

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increase starting at 450 students; direct Staff and the Planning and Transportation Commission (PTC) to identify a procedure to allow Castilleja to further increase enrollment up to 540 students in phases, contingent on their verified compliance with objective standards demonstrating “no net new trips” resulting from the preceding enrollment limit, based on the Traffic Demand Management (TDM) Plan Mitigation Measure 7a, and any additional TDM measures the City or Castilleja may find necessary to achieve the “no net new trips” condition of approval”.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to rewrite Motion Part A. ii., as, “To review increases in the number of students as a percentage of the student population within bicycle distance and to further restrict student driving and parking on campus, including consideration of prohibiting driving by juniors”.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to rewrite Motion Part B. i., as, “Explore a Residential Parking Program (RPP) or alternative parking strategies for the surrounding neighborhood that prohibits RPP permits from being sold to Castilleja staff or students within the RPP district. The school-side of the streets surrounding Castilleja (Emerson Street, Kellogg Avenue, Bryant Street) shall be exempt from the RPP so Castilleja can continue to park on those streets. Explore requiring Castilleja to cover the expense of implementing the neighborhood RPP”.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to Motion Part B. ii., to, “...Explore having overflow parking located off-site and not located on residential streets; explore shuttle services satellite lots to accommodate this parking need”.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to Motion Part D, “...evaluate elimination of the need for a temporary campus...”

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to Motion Part F, “Evaluate requiring 50 percent of the public art expenses...”

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to change Motion Part E, from 4000 sq. ft. to 4370 sq. ft.

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to the Motion Part C, “...to preserve as many protected trees...”

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**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to remove from the Motion Part F, "requiring"

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to, "Direct Staff to explore the legalities of having a maximum buildout" (New Part G).

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to, "Direct Staff and the PTC to evaluate 5 major events, and between 50 and 70 special events with no Sunday events" (New Part H).

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to, "Direct Staff to provide information on Conditional Use Permits from other private schools in surrounding jurisdictions" (New Part I).

**INCORPORATED INTO THE MOTION WITH THE CONSENT OF THE MAKER AND SECONDER** to add to Motion Part C, "...to preserve as many protected trees, to reduce the loss of protected trees on campus as can reasonably be accommodated".

**SUBSTITUTE MOTION PART B:** Vice Mayor Burt moved, seconded by Council Member Cormack to: Direct Staff and the PTC to review an underground parking facility alternative that allows a maximum of 50 percent of the required on-site parking to be below grade without counting against the project floor-area. No more than 50 percent of the required on-site parking may be located below grade.

**SUBSTITUTE MOTION PART B, PASSED:** 4-3 DuBois, Kou, Stone no

**MOTION AS AMENDED:** Council Member Stone moved, seconded by Vice Mayor Burt to:

- A. Allow an enrollment increase starting at 450 students; direct Staff and the Planning and Transportation Commission (PTC) to identify a procedure to allow Castilleja to further increase enrollment up to 540 students in phases, contingent on their verified compliance with objective standards demonstrating "no net new trips" resulting from the preceding enrollment limit, based on the Traffic Demand Management (TDM) Plan Mitigation Measure 7a, and any additional TDM measures the City or Castilleja may find necessary to achieve the "no net new trips" condition of approval;

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- i. Strengthen existing TDM protections, reporting requirements, and penalties for failure to meet conditions of approval. Penalties should include fees, suspension and reduction of enrollment and streamlining of corrective actions to violations;
  - ii. To review increases in the number of students as a percentage of the student population within bicycle distance and to further restrict student driving and parking on campus, including consideration of prohibiting driving by juniors;
  - iii. Evaluate a form of a TDM Oversight Committee; and
  - iv. Consideration by Staff and the PTC to allow reduction of required parking based on a TDM;
- B. Direct Staff and the PTC to review an underground parking facility alternative that allows a maximum of 50 percent of the required on-site parking to be below grade without counting against the project floor-area. No more than 50 percent of the required on-site parking may be located below grade;
- i. Explore a Residential Parking Program (RPP) or alternative parking strategies for the surrounding neighborhood that prohibits RPP permits from being sold to Castilleja staff or students within the RPP district. The school-side of the streets surrounding Castilleja (Emerson Street, Kellogg Avenue, Bryant Street) shall be exempt from the RPP so Castilleja can continue to park on those streets. Explore requiring Castilleja to cover the expense of implementing the neighborhood RPP; and
  - ii. Castilleja's parking restrictions will be fully enforced. Explore having overflow parking located off-site and not located on residential streets; explore shuttle services satellite lots to accommodate this parking need;
- C. Direct Staff and Palo Alto's Arborist to work with Castilleja to preserve as many protected trees to reduce the loss of protected trees, on campus as can reasonably be accommodated;
- D. Evaluate phasing the construction of the new buildings to mitigate impacts associated with construction and evaluate elimination of the need for a temporary campus to be constructed on Spieker Field;
- E. Remand the revised building proposal (including the reduction of 4,370 sq. ft.) to the Architectural Review Board to reconsider the massing and



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the compatibility of the design within the residential neighborhood context;

- F. Evaluate 50 percent of the public art expenses going to the Public Art Fund;
- G. Direct Staff to explore the legalities of having a maximum buildout;
- H. Direct Staff and the PTC to evaluate 5 major events, and between 50 and 70 special events with no Sunday events; and
- I. Direct Staff to provide information on Conditional Use Permits from other private schools in surrounding jurisdictions.

## **MOTION SPLIT FOR THE PURPOSE OF VOTING**

**MOTION AS AMENDED PARTS A-E, G-I PASSED:** 7-0

**MOTION AS AMENDED PART F PASSED:** 4-3 Cormack, Filseth, Tanaka no

Adjournment: The meeting was adjourned at 11:36 P.M.