



# CITY COUNCIL & PUBLIC IMPROVEMENT CORPORATION

## DRAFT ACTION MINUTES

Special Meeting  
February 5, 2024

The City Council of the City of Palo Alto met on this date in the Council Chambers and by virtual teleconference at 5:30 P.M.

Present In Person: Burt, Kou, Lauing, Lythcott-Haims, Stone, Tanaka, Veenker

Present Remotely:

Absent:

### Special Orders of the Day

1. Santa Clara County 2023 Synopsys Championship Science Fair 2023 STEM Winners from Palo Alto

**No action was taken.**

### Closed Session

- AA1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Authority: Government Code Section 54956.8 Property: 4000 Middlefield Road, Palo Alto (Informally known as the Cubberley Site) Negotiating Party: Palo Alto Unified School District City Negotiators: (Ed Shikada, Chantal Cotton Gaines, Kristen O'Kane, Sunny Tong) Subject of Negotiations: Purchase, Exchange, and/or Lease Price and Terms of Payment

**MOTION:** Vice Mayor Lauing moved, seconded by Council Member Veenker to go into Closed Session.

**MOTION PASSED: 7-0**

Council went into Closed Session at 5:51 P.M.

Council returned from Closed Session at 7:00 P.M.

Mayor Stone announced no reportable action.

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## Consent Calendar

Council Member Kou registered a no vote on Agenda Item Number 10.

Council Member Tanaka registered a no vote on Agenda Item Number 4, 5, 6.

Mayor Stone, Vice Mayor Lauing, and Council Member Kou, Council Member Veenker requested to pull Agenda Item Number 7.

Council Member Tanaka, Council Member Lythcott-Haims, Council Member Veenker, and Mayor Stone requested to pull Agenda Item Number 8.

**MOTION:** Council Member Burt moved, seconded by Council Member Lauing to approve Agenda Item Numbers 2-6, 9-11, and pull Agenda Item Number 7 and 8 off of Consent.

**MOTION PASSED ITEMS 2-3, 9, 11: 7-0**

**MOTION PASSED ITEMS 4-6: 6-1, Tanaka no**

**MOTION PASSED ITEM 10: 6-1, Kou no**

2. Approval of Minutes from January 16, 2024 Meeting
3. Review and Acceptance of Annual Report on Development Impact Fees for Fiscal Year 2023 and Adoption of a Resolution Making Statutory Findings for Certain Funds. CEQA status - Not a Project.
4. Approval of Amendment Number 1 to Contract Number S21180652 With Eric Gouldsberry Art Design (EGAD), in the Amount of \$170,000 for Graphic Design Services to Extend the Term for Additional Two Years; for a Total Not-to-Exceed Amount of \$410,000 over the Five-year Term; CEQA Status – Not a Project
5. Approval of Amendment No. 2 to Contract S23184693 with Infosend, Inc. for Printing Services for the Utilities Department Programs and Projects to add \$300,000 for a New Total Not to Exceed Amount of \$555,000, and to Amend the Schedule of Rates. CEQA status: not a project.
6. Approval of Contract No. C23187298C with Hinderliter, de Llamas, and Associates (HdL) for Business Tax and Business Registry Certificate Program Fee Consulting Services in a Total Not-To-Exceed Amount of \$860,555 Over a Three-Year Term; CEQA Status – Not a Project
7. SECOND READING: Adopt Ordinances Amending Planned Community Ordinance 2343 for 2901-2905 Middlefield Road and Establishing a Separate Planned Community Zoning Designation for 702 Ellsworth Place to Enable the Development of a new Single-Story, Single-Family Residence. CEQA Status -- Categorically Exempt Under CEQA Guidelines

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Sections 15061(b)(3), 15301, and 15303 (FIRST READING: December 11, 2023 PASSED 6-0-1, Veenker absent)

8. SECOND READING: Ordinance of the Council of the City of Palo Alto Amending Chapter 8.04 (Street, Trees, Shrubs, and Plants) and Chapter 8.10 (Tree Preservation and Management Regulations) (FIRST READING: January 16, 2024 PASSED 5-2, Lythcott-Haims, Tanaka no)
9. SECOND READING: Adopt an Ordinance to Expand the Public Art Commission (PAC) from Five to Seven Members (FIRST READING: January 16, 2024 PASSED 7-0)
10. SECOND READING: Adoption of an Ordinance Amending Palo Alto Municipal Code Title 18 (Zoning) Chapters 18.14 (Housing Incentives), 18.76 (Permits and Approvals), and 18.77 (Processing of Permits and Approvals) to Implement Housing Element Program 1.3 Creating By-Right Zoning Approval for Specific Housing Element Inventory Sites. CEQA Status: An Addendum to the City's Comprehensive Plan Environmental Impact Report was Prepared for the 2023-2031 Housing Element. (FIRST READING: January 22, 2024 PASSED 6-1, Kou no)
11. SECOND READING: Adoption of an Ordinance Authorizing the Improvements to the Palo Alto Baylands as Part of the Horizontal Levee Pilot Project and Approval of a Cooperative Agreement with the Association of Bay Area Governments to Construct the Horizontal Levee Pilot Project (WQ-22001); CEQA – exempt under Section 15133 (FIRST READING: January 22, 2024 PASSED 7-0)

## RECESS CITY COUNCIL MEETING AND CONVENE PUBLIC IMPROVEMENT CORPORATION MEETING

Board Members Present: Burt, Kou, Lauing, Lythcott-Haims, Stone, Tanaka, Veenker

### Action Items

12. Approval of Fiscal Year 2023 Palo Alto Public Improvement Corporation's Annual Financial Report. CEQA Status - Not a Project

**MOTION:** Board Member Burt moved, seconded by Board Member Kou to approve the Fiscal Year (FY) 2023 Annual Financial Report for the Palo Alto Public Improvement Corporation.

**MOTION PASSED: 6-1, Tanaka no**

## RECONVENE CITY COUNCIL MEETING

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## Action Items

13. Policy and Services Committee Recommendations for Changes to the City Council Procedures and Protocols Handbook based on Prior City Council Referrals (Continued from December 18, 2023). CEQA Status - Not a Project.

**MOTION:** Council Member Tanaka moved, seconded by Council Member Veenker to:

1. Procedures Section 1.1: Annual Organization of City Council
  - a. Direct staff to return to City Council with information to pursue a ballot measure for 2024 to ask the voters if they would like to have a directly elected mayor or not. The term would be for 2 or 4 years.
    - i. Create an ad hoc that could work with staff to develop the specifics to return to Council with the draft Charter Amendment by June 2024.

**MOTION PASSED: 5-2, Lauing, Burt no**

**MOTION:** Council Member Kou moved, seconded by Council Member Lythcott-Haims to:

1. Update Procedures Section 5.1a(4): Video Participation for Public Comment to read:
  - a. "The City Council does not allow members of the public to activate their personal video during their public comments."

**MOTION PASSED: 6-1, Tanaka no**

**MOTION:** Council Member Kou moved, seconded by Council Member Veenker to:

1. Protocols Section 2.2: Refrain from Lobbying Board and Commission Members
  - a. Accept the Policy and Services Recommended drafted language.
2. Protocols Section 2.8: The Role of Council Liaison to Boards or Commissions
  - a. Accept the Policy and Services Recommended drafted language with this additional language: "unless the Councilmember has other conflicting duties"

**MOTION PASSED: 7-0**

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

1. Protocols Section 4.3(a): Travel Related to Sister Cities, Sibling City, or other shared interests with another city abroad
  - a. Approve the drafted language with the following amendment:

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Replace “for travel that explains how the travel will advance the City’s interests or policy/Council objectives and a consideration of the cost/value relationship of the trip. The request should also explain why virtual attendance is not effective in that circumstance” with “would only be on an occasion where in-person presence of the Council Member or the Mayor was required for that occasion.”

**MOTION PASSED: 6-1, Tanaka no**

14. Policy and Services Committee Recommendation to the City Council to Approve a new Friendship Cities Program in Palo Alto. CEQA Status – Not a Project

**MOTION:** Council Member Burt moved, seconded by Council Member Veenker to approve a new Friendship Cities program with the provisions recommended in the original colleagues’ memo and a few other new provisions related to reevaluation of friendship cities as well as sister cities and the following changes:

- a. Reevaluated within 3 years and that any Friendship Cities entered into shall expire within 3 years of execution absent mutual agreement to extend. No more than one formal visit by a delegation and the City shall host no more than one delegation visit per year per Friendship City, and;
- b. That the provisions suggested in the Colleague's Memo related to the volunteers of Neighbors Abroad taking primary responsibility and that it fits with Neighbors Abroad policies, and;
- c. Every two years a report to be provided by Neighbors Abroad on the state of sister city relationships.

**MOTION PASSED: 7-0**

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

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ATTEST:

APPROVED:

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City Clerk

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Mayor

NOTE: Action minutes are prepared in accordance with Palo Alto Municipal Code (PAMC) 2.04.160(a) and (b). Summary minutes (sense) are prepared in accordance with PAMC Section 2.04.160(c). Beginning in January 2018, in accordance with [Ordinance No. 5423](#), the City Council found action minutes and the video/audio recordings of Council proceedings to be the official records of both Council and committee proceedings. These recordings are available on the City's website.