



2024-25 Workplan and 2023-24 Workplan Overview

Date reviewed by PTC April 24, 2024

Staff Liaison: Amy French, Chief Planning Official, Planning and Development Services (PDS)

Lead Department: Planning and Development Services (PDS); Office of Transportation (OOT)

About the Commission

The seven-member Planning & Transportation Commission adopted its 2023-24 work plan on April 26, 2023. The members and chairs are listed below. Members serve 4-year terms. See Planning & Transportation Commission (PTC) webpage link: <http://www.cityofpaloalto.org/gov/boards/ptc/default.asp>

Current Commissioners

- Doria Summa (Chair)
- Bryna Chang (Vice Chair)
- Bart Hechtman
- Keith Reckdahl
- Carolyn Templeton
- Allen Akin
- George Lu

Mission Statement

The Planning & Transportation Commission advises the City Council, Planning Director, and Chief Transportation Official 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 and applying the Comprehensive Plan to proposed 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
- Ensuring robust community engagement and dialogue regarding planning, land use, and transportation and providing recommendations to the City Council regarding these matters and incorporating the public discussion. The PTC hearings provide a forum for public comment and public interaction

Prior Year Accomplishments

<https://www.cityofpaloalto.org/files/assets/public/v/1/agendas-minutes-reports/agendas-minutes/planning-and-transportation-commission/ptc-2023-2024-work-plan.pdf>

The PTC recommended the revised Housing Element, ordinances, and development, provided feedback in study sessions, recommended policy direction, reviewed annual reports, completed goals and continued the ongoing goals. Transportation Goal 1 Road Safety and Goal 9 BPTP: BPTP vision sessions (PTC, 4/29 CC), Safe Streets For All (PTC, 4/29 CC), El Camino Real bike lanes (PTC, 4/1 CC), traffic safety report reviews ongoing; Goal 2: Retail Recovery – sessions, ad-hoc, report to Council; Goal 3 ongoing; Goal 4 met: NVCAP and Certified SEIR and zoning code amendment (5/8 PTC, 6/10 CC); Goal 5 HE revision (4/15 PTC/Council adoption) and HE ordinances for: Safe Parking, Implementing HE Programs 1.1A, 1.1B (rezoning GM/ROLM), 1.3 (By-Right Housing on HE sites), Density Bonus law, HIP (6/12 PTC); Goal 6: State legislation implementation included SB9, AB2097 handouts and map; Goal 8: On Demand Transit – PA Link launched; Goal 10 Car Free St. - CMO; Goal 11 RRP 11/23 ord. - met; Goal 12: Dark Sky/ Bird-safe Glass (5/29 PTC); Goal 13: Stream Corridor not met (target dates end of summer); Other ordinances adopted in term: Electrification/Noise, Parklets, PHZs 800 San Antonio, 3265 ECR, 660 University; Projects reviewed: 575, 830 Los Trancos; 3200 Park/340 Portage, 2901 Middlefield; 4075 ECR, 2501 Embarcadero



CITY OF PALO ALTO

Planning and Transportation Commission (PTC)

2024-2025 Workplan

Staff Liaison: Amy French, Chief Planning Official, Planning and Development Services (PDS)

Lead Departments: Planning and Development Services (PDS); Office of Transportation (OOT)

PROJECT/GOAL 1: Safe Streets For All Safety Action Plan

Review and support the adoption of the Safe Streets for All Safety Action Plan

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
Opportunity to investigate an area of considerable public concern.	Estimated adoption by the end of 2024	Fully funded by a FHWA grant	Adoption of plan by Council	No
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Safety for pedestrians, cyclists, and motorists is important. Reducing and/or eliminating injury and death resulting from collisions is an important priority for many residents. A public dialogue at the PTC is welcomed by those concerned members of the public.		The challenges in this area are addressed through existing committees and active projects. The work continues regardless.		No

PROJECT/GOAL 2: Retail Ordinance Updates

Council is likely to direct PTC to amend Zoning Code after staff presents the Retail Study prepared by MBI, reviewed by the PTC with support from PTC ad hoc committee; the study included consideration of AB 2097 and outreach. This is a Council priority (objective 18 of EDT): "Present to Council recommendations for a citywide retail zoning strategy and receive direction for zoning ordinance implementation."

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
Overall, this project aims to ensure a strong climate for retail businesses in Palo Alto that can allow residents to meet their daily needs and have a high quality of life.	The high-level reviews of trends and best practices in retail will be presented to Council June 10, 2024. The PTC is likely to receive Council direction for Title 18 changes in the 2024-25 plan year.	Consultant work, staff oversight, and meetings preparation, and participation from the local retail community.	These interrelated projects may result in the development of new ordinances and/or broader policy recommendations to the City Council.	Yes - Council assigned.
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Any shifts in retail trends that will endure are occurring and can benefit from further and refined action by the City.		While this is an impactful body of work, the need to get it right and coordinate with existing and new resources outweighs the need to quickly pursue the work.		Yes

PROJECT/GOAL 3: Area Planning

This goal carries forward the prior year goal for neighborhood planning approaches and overall effectiveness of various approaches to neighborhood planning. The staff and PTC will consider new neighborhoods that result from the 6th cycle Housing Element sites and demand for public facilities/services. For the Downtown Housing Plan, staff retained consultants and began outreach in April/May, with community assessment, community advisory group, and technical advisory group meetings, and formulation of goals and policies. For the San Antonio Road Area Plan the RFP will be released in summer 2024, and work with a consultant on the area plan can begin.

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
Development of preliminary schedule for new area plans would enable City Council to provide direction	By December 2024	Staff time to research and prepare a staff report to PTC and ARB	Successful conversation and possible identification of an approach (or approaches) to guide the City's future.	No
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Council directed work on a preliminary schedule		It would be timely to hold study sessions after the Housing Element has been certified		Yes

PROJECT/GOAL 4: Housing Program Implementation				
The PTC reviewed responses to HCD second-round comments with Council on April 15, 2024. PTC reviewed zone changes and Comp Plan amendments to achieve RHNA housing yields. Commence work on HE program implementation goals (see Council objectives list) for 2024-25: Program 3.4 Housing Incentive Program (including Program 3.4 E, Expand the El Camino Real Housing Focus Area at strategic locations on El Camino Real) to be completed by December 31, 2024, Program 6.5 Alternative Housing to be completed by June 2025. The PTC may also begin work on Program 3.7 (Objective Standards in SOFA) toward the goal of December 31, 2026 adoption.				
BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
Compliant housing element and programs to encourage housing development	PTC and Council reviewed on April 15th submittal for HCD certification; targets for Programs 3.4 and 6.5 fall within plan term.	Staff and consultant resources employed	Implementation of programs by target dates	Yes - State Mandated
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Housing Incentive Program		SOFA objective standards		Yes
PROJECT/GOAL 5: State Law Implementation – Laws with Prior Effective Dates (AB 2097, AB 2011, SB6) and any new 2024 Laws to Become Effective 2025				
AB 2097, AB2011, SB6 Implementation and related policy considerations; includes development of policy considerations related to TDRs in Downtown and SOFA, parking district policies and in lieu parking fees, alternative parking facilities, loading zone, and ride-share passenger loading.				
BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
Provide clarity to property owners and potential developers.	Study session with PTC and Ordinance Recommendation during 2023-24 plan term	Staff resources have been assigned.	Adoption of ordinance amendments	Yes - State
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Implementing state laws and discuss policy considerations		N/A		Possibly - direction in April
PROJECT/GOAL 6: Parking Programs				
The PTC will receive an update regarding options for improving the City's parking programs. This includes a Roadmap for Residential Parking Permit Program improvements and commercial parking improvements. Parking Data Portal - PTC will receive an update regarding parking availability data. The new license plate reader technology allows for regular collection and reporting of parking availability.				
BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
Improved parking operations.	Ongoing.	Ongoing.	Feedback from PTC and continued engagement from the public.	Yes
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
The staff work behind the project continues; proposed updates help advance the work. Additionally, the public welcomes opportunities to engage w/the PTC on this topic.		This project represents a large body of ongoing work to manage parking supply and parking policy.		Yes
PROJECT/GOAL 7: Bicycle and Ped Transportation Plan Update				
A citywide evaluation of the bicycle network and pedestrian network. The plan will identify opportunities to enhance and connect the network.				
BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
Updated bike/ped transportation plan	Final plan update in 2025	Fully funded by a TDA3 grant	Updated bike and ped plan	No
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
N/A		Update is timely, but not mandated by any state laws.		No
PROJECT/GOAL 8: Comprehensive Plan Policy Implementation. This includes Streamside Corridor changes in Title 18 and other Comp Plan policies that lead to Title 18 revisions.				
BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED/LOCAL LAW/COUNCIL APPROVED
Work through the relevant remaining Comprehensive Plan policies and programs to completion	Stream corridor ordinance July 31 PTC. Others TBD; Staff identifies these tasks in annual reports	Staff and consultant assistance – during a year when staff resources will be focused on implementation of the Housing Element	Adopted ordinances to amend Title 18	No
HIGH PRIORITY		LOWER PRIORITY		COUNCIL
Some of the programs and policies are higher priority		Some of the programs and policies are lower priority		Yes – Comprehensive Plan