



CITY OF
**PALO
ALTO**

CITY COUNCIL Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Planning and Development Services

Meeting Date: June 19, 2023

Report #: 2301-0903

TITLE

City Council Appointment of the Castilleja Neighborhood Committee in Accordance With Condition Number 33 Contained in Record of Land Use Action 2022-22 Authorizing Redevelopment of Private School at 1310 Bryant Street (Castilleja School). Environmental Assessment: Exempt from CEQA Pursuant to CEQA Guidelines Section 15061(b)(3).

RECOMMENDATION

Staff recommends Council appoint Bruce McLeod, Rob Levitsky and Hank Sousa to serve two-year terms on the Council-appointed Neighborhood Committee.

BACKGROUND/DISCUSSION

Last year the City Council approved several discretionary entitlements and a legislative change to the municipal code to enable the redevelopment and increase enrollment for Castilleja School located at the subject address. The project received significant public input and in its deliberation, the City Council added a condition of approval requiring the formation of a Council-appointed neighborhood committee to ensure opportunities for continued dialogue between the school and area residents concerned about neighborhood impacts.

Condition number 33 on the record of land use action¹ sets for the requirement for a three-person committee that has the following advisory responsibilities:

- I. Review transportation demand management reports and performance;
- II. Review impacts related to special events and make recommendation to the planning and development services director on future increases to the number of special events;
- III. Review noise complaints and other impacts on the neighboring community related to these conditions of approval;

¹ June 6, 2022 Record of Land Use Action: www.cityofpaloalto.org/files/f65eb77d-4d17-41a6-8158-44f1df3b649f/Casti-Signed-ROLUA-and-Exhibit.pdf

- IV. Coordinate with the school in organizing twice annual community meetings; and,
- V. Provide recommendations to the planning and development services director on whether the school has met conditions that would trigger changes in student enrollment.

The committee is charged with convening within 30 days of submission of a transportation demand management report and as needed to review other issues within its purview. Any recommendation from the committee shall be submitted to the planning and development director within 14 days of the meeting. As a Council-created committee, all meetings are subject to the Brown Act which requires that meetings be noticed 72 hours in advance, prohibits committee members from deliberating over items under their purview outside of noticed meetings, and prohibits or to receive information serially from other committee members.

The condition requiring a neighborhood committee does not stipulate a process for selecting committee members and staff has not engaged in a formal process to solicit names for recommendation. Forty-two residents living in the neighborhood that includes Castilleja School have, on their own accord, advanced three names of individuals they would like the Council to consider for appointment. Additionally, a fourth individual, Barbara Hazlett, submitted an email to staff requesting consideration. Both of these records are included with this report for the Council's consideration for appointment.

The three names advanced by some of the area residents and recommended by staff for appointment include:

- Bruce McLeod
- Rob Levitsky
- Hank Sousa

As Castilleja has submitted building permit plans for redevelopment and given the amount of time that has lapsed since this project was approved, staff recommends Council appoint the three individuals supported by the area residents in the attached document. In two years when this process is repeated, staff will formalize the effort and prepare a brief application process; responses will be forwarded to Council for its consideration.

If Council supports the recommended candidates, staff will follow up with a request for each committee member to sign an affidavit asserting they live within 500 feet of Castilleja School and understand the individual and committee requirements under the Brown Act.

While this action is being considered on the City Council's consent calendar, if any three Councilmembers would like to discuss or deliberate on the neighborhood committee

assignments or process, this item could be pulled from consent and scheduled for a future public hearing.

As a separate effort in August, staff will schedule a public hearing for the City Council to review the final form version of the transportation demand management plan previously approved by the City Council for the school on June 6, 2022. If the subject item is pulled from consent, staff would recommend scheduling both matters at the same time.

RESOURCE IMPACT

The appointment of these individuals to the Castilleja Neighborhood Committee does not result in a resource impact. Future more formal processes as well as support of the Brown Act body may require staffing resources.

STAKEHOLDER ENGAGEMENT

Staff has not engaged in a formal process to solicit names for recommendation or selection to this committee. Forty-two residents living in the neighborhood that includes Castilleja School, on their own accord, advanced three names of individuals they would like the Council to consider for appointment. Staff will formalize the effort and prepare a brief application process; responses will be forwarded to Council for its consideration.

ENVIRONMENTAL REVIEW

Exempt from CEQA Pursuant to CEQA Guidelines Section 15061(b)(3)

ATTACHMENTS

Attachment A: Neighborhood Committee Candidates

APPROVED BY:

Jonathan Lait, Planning and Development Services Director