



## MEMORANDUM

**MEETING DATE:** October 7, 2021

**TO:** Honorable Chair and Members of the Planning Commission

**FROM:** Jon Biggs, Community Development Director

**SUBJECT:** JOINT CITY COUNCIL PLANNING COMMISSION MEETING

The Planning Commission, and a few other City Commissions, are scheduled to meet jointly with the City Council on Tuesday, November 2, 2021. The start time of the meeting and the order of the agenda has yet to be determined, but notices of the meeting time will be sent out.

In advance of this joint meeting, a discussion on the Planning Commission's work plan for the upcoming year has been scheduled for your October 7, 2021 meeting. The last joint meeting with the City Council was in February of this year. Attached with this memo is a list of the items the Commission was recommending it be allowed to work on for the upcoming year.

Staff recommends that the Commission provide direction on the topics it would like to discuss with the City Council in preparation for the November 2, 2021 joint meeting.

LOS ALTOS PLANNING COMMISSION  
 2021/2022 Work Plan  
 (As of February 2021)

| Goal                                                                                                                            | Assignments                                                                                                                                                               | Target Date | Status                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Amend Story Pole Policy                                                                                                         | Developed amendments to City’s Story Pole Policy at Planning Commission Meetings                                                                                          | 2019        | Complete – Recommendations presented to City Council in March of 2019. City Council adopted a change that allows use of flagging or “snow fencing” to outline the upper portions of a proposed project. |
| Review of the Downtown Vision Recommendations                                                                                   | Examine the Downtown Vision and identify opportunities to advance its recommendations                                                                                     | Spring 2021 | Pending                                                                                                                                                                                                 |
| Revisit the Parking Standards                                                                                                   | Review the parking standards and recommendations of the Citywide parking committee and identify opportunities that can increase the supply of parking throughout the City | Summer 2021 | Pending                                                                                                                                                                                                 |
| Housing Element Update/ Regional Housing Needs Allocation (RHNA) – Formation of Planning Commission Subcommittee to analyze and | Appoint a Subcommittee of the Planning Commission to work with staff on review of existing housing element and potential modifications                                    | Spring 2021 | Pending                                                                                                                                                                                                 |

|                                                                                                                                                  |                                                                                                                                                                                               |             |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|
| make recommendations about our housing and development needs.                                                                                    | needed to address updated Regional Housing Needs Allocation (RHNA)                                                                                                                            |             |         |
| Develop recommendations to help guide use of 999 Fremont Avenue                                                                                  | Evaluate 999 Fremont, its Zoning, and General Plan designations and develop a set of recommendations on potential use of the site that can be presented to the City Council for consideration | Fall 2021   | Pending |
| Examine zoning code and certain aspects of our planning process to clean up inconsistencies in the code and provide for more efficient processes | Review zoning code and planning processes and develop recommendations                                                                                                                         | Summer 2021 | Pending |