Expanded Community Advisory Panel (XCAP)

THIS PACKET INCLUDES:

A compilation of emails (public comments, etc) submitted to the XCAP email box, XCAP@CityofPaloAlto.org, between **December 2 and December 9, 2020 at 12:00 pm approximately**.

Note: This PDF contains bookmarks separating each email in this compilation. If you'd like to see the bookmarks but your internet browser doesn't show them, download this PDF from your browser, then re-open it in a PDF reader (such as Adobe Reader, Foxit, etc) and make sure your bookmarks panel is open.

Hi XCAPers,

Below is a general guideline for writing the report which I hope you'll find useful.

Thanks
Nadia

XCAP-Guidelines for Writing the Working Group Reports

Basics:

When our report goes to the Council for action, the Council will need to be persuaded on the merits of our arguments, not the fact that they are ours. In other words, the Council will need to own the actions it takes, so our report must provide the kind of evidence, logic, and reasoning that enables an independent judgment on the Council's part. One way to think about this is to place oneself in the head of a council member and see if what we are writing is persuasive independently of its authors.

Use narratives, examples, and descriptions as well as facts in what you write.

For example, if you say one thing is louder than the other, try to give context and quantify. For example, (and I'm totally making this up): the viaduct is 8dB louder than the hybrid, but the human ear can only discern 3dB, so it is not likely to be noticed.

As you draft the report sections, please write for two tough-minded audiences:
1) The Council that will use our report to determine its actions and then
2) the Palo Alto residents who want the best for Palo Alto but may have little to no understanding of the complexities of grade separations, the duration of construction and the magnitude of the costs.

In addition to words: Include wherever possible photographs, charts, tables, and other means of providing pictures and graphics to supplement words. It is better to include a graphic in the report than to make the reader flip to an appendix.

Elements:

Don't worry about the fine points of essay or report writing. What's important is to have the history, recommendations, and reasoning down on paper.
Don't expect your part of the report to go into the Final unchanged. Expect considerable editing and rearranging before final release. Also, expect extended XCAP discussion. The final product will be a collective effort.

Length:

Make the draft longer rather than shorter. It's important to include more at the beginning because, in all probability, reports will be reduced in size as they are integrated into the final product.

Format:

Please submit using Arial 11-point type and be sure to use the Headline 1, Headline 2, etc. formatting. If you are not familiar with that, just ask.

Recommendations, Lessons Learned:

If your section includes and recommendations or lessons learned, please ALSO include a section labeled Recommendations at the end of your report with a summarized version of what you said. That section will be put together with all the other Recommendations to form one master list.

Appendices:

Identify aspects of your report that are better communicated in appendices rather than spelled out in the text. If you need something specific in the appendix, please email it to Nadia, as she is putting together the Appendix

Timeline:

If there is an important event or milestone that you want to be sure is included in the main timeline, please submit it to Nadia via email.

Glossary:

We have been defining terms the first time they are introduced in the report, but since readers may not read the entire report in order, we are going to also have a glossary in the front of the report. If you have a term you think needs to be put into the glossary, please email it to Nadia who will be keeping a master list.

From:	Shannon Rose
To:	citycouncil@cityofpaloalto.org; Expanded Community Advisory Panel
Subject:	Housing for Palo Alto
Date:	Thursday, December 3, 2020 6:59:11 PM

Dear City Council Members and XCAP Members,

I read the Palo Alto Weekly closely and I haven't seen any mention of creating a Caltrain stop at San Antonio Road. Shouldn't we be promoting, or at least investigating, the possibility of a Caltrain stop at that important intersection? Given the large housing projects recently constructed on San Antonio east of El Camino and the new projects under construction or being planned on this corridor, this would seem to be an excellent location. Unlike so many locations in Palo Alto, San Antonio Road has decent ingress and egress for both Palo Alto and for Mountain View. There is already a good deal of multi-unit housing in Mountain View in that area. That should make it ripe for both new developments and the existing housing.

Would it be expensive? No doubt. Would it be worth it -- I think yes -- if it is technically/architecturally feasible. I hope you will give it some thought.

Sincerely,

Shannon Rose McEntee
410 Sheridan Avenue
Palo Alto, CA 94306

From:	Shannon McEntee
To:	Council, City; Expanded Community Advisory Panel
Subject:	Correction to comment
Date:	Thursday, December 3, 2020 7:52:14 PM

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Dear City Council and XCAP members,

Adrian Fine was kind enough to let me know that there already IS a Caltrain stop at San Antonio. My apology for writing without researching the situation.

Since there is a train stop there, I hope creating more housing along that corridor is a high priority and that our bus networks serve it well.

Thank you!

Shannon Rose McEntee