

***Receive Update on the
Policy Regarding
Conveyance of
Property Interests
Owned by the
Peninsula Corridor
Joint Powers Board
and Fee Schedule***

**JPB TOPS Committee
February 25, 2026**



Overview

1 BACKGROUND

2 RECOMMENDED UPDATES

3 NEXT STEPS

4 QUESTIONS/ COMMENTS

Policy Background

- **The Property Conveyance Policy** guides third-party use of JPB property including Property Access Agreements, review processes, and fees to ensure requests are:
 - Protective of JPB's property interests and provide fair compensation
 - Compatible with rail operations and future needs
 - Reviewed through a consistent and transparent process
- Policy and fees were last updated in 2021
- Property access granted **only after** RCUP compatibility is determined

UPDATE OBJECTIVES

- Support effective and efficient leasing and property management
- Improve cost recovery and revenue alignment
- Enhance policy clarity and usability

RECOMMENDED UPDATES

- Addition of Principles
- Fee updates
- Clarify and expand Executive Director Authority
- Simplify policy and make it more transparent and understandable

Guiding Principles

Provide a framework for consistent, priority-aligned decisions

Principle #1: Safety

Safety is the highest priority; uses must not create risk, impede rail access, or violate safety regulations

Principle #2: Preservation of Current and Future Rail Needs

Rail operations take precedence; third-party uses allowed only if compatible and not limiting current or future rail projects or increasing project complexity/cost

Principle #3: Revenue Generation and Cost Recovery

Non-rail uses must provide fair market rent and cover processing costs unless formally exempted

Principle #4: Station Activation and Ridership

Uses near stations should enhance access, amenities, and ridership, and are prioritized when financial benefits are comparable to other proposed uses.

Principle #5: Stewardship of Public PCJPB Property

PCJPB protects public assets; property rights granted only when necessary, with appropriate benefit, and without reducing control of the corridor.

Fee Updates

Fees were last updated in 2021 and are due for review

Cost Recovery: Structure fees to recover staff time and administrative costs

- Increases in processing and review fees
- Incorporate an annual fee escalation of 3% over the next five years

Revenue Alignment: Update fees to better support revenue generation

- Addition of Longitudinal Fiber Fee
- Decrease in lease agreement minimum rent

Clarity: Update fee categories to better reflect purpose

- Remove easement fees from schedule
- Rename the Encroachment Permit to Special Use Permit

Fee Updates

Fee	Current Fee	Fee Recommendations		
		Fee Amount	Dollar Change	General Update
Right of Entry Permit and License Agreement				
Processing Fee	\$2,100	\$2,700	\$600	Increased
Annual Fee (<2,000 SF)	\$5,000	\$5,500	\$500	Increased
Annual Fee (>2,000 SF)	FMV	Fair Market Value (FMV)	N/A	No update
Special Licenses				
Longitudinal Fiber Fees	None	FMV per strand/ lineal ft.	N/A	Added
Special Use Permit				
Processing Fee	\$1,000	\$1,600	\$600	Increased/renamed for clarity
Lease Agreement				
Processing Fee	None	None		No update
Monthly Rent	FMV (not less than \$800)	FMV (not less than \$500)	-\$300	Decreased minimum rent
RCUP Variance				
Base Fee	\$2,500	\$2,600	\$100	Increased

Fee Schedule Escalation (Example)

Includes authority for the Executive Director to suspend the adjustment, if warranted

Fee	Proposed Fee (FY26)	Proposed Fee (FY27)	Proposed Fee (FY28)	Proposed Fee (FY29)	Proposed Fee (FY30)
Right of Entry Permit and License Agreement					
Processing Fee	\$2,700	\$2,781	\$2,864	\$2,950	\$3,039
Annual Fee (<2,000 SF)	\$5,500	\$5,665	\$5,835	\$6,010	\$6,190
Special Use Permit					
Processing Fee	\$1,600	\$1,648	\$1,697	\$1,748	\$1,801
RCUP Variance					
Base Fee	\$2,600	\$2,678	\$2,758	\$2,841	\$2,926

Executive Director Authority: *Property Agreements*

Current Executive Director (ED) Authority: ED approval authority is limited to property agreements with a term of five years or less

Proposed Update	Rationale
1. Expand the ED authority to approve leases or renewals with terms up <u>to ten years</u>	<ul style="list-style-type: none">• Greater ED authority will provide staff flexibility to improve market competitiveness and responsiveness• Rail Corridor Use Policy and general review process will protect Caltrain interests

Executive Director Authority: *Fee Waivers*

Current Executive Director (ED) Authority: ED may waive fees for qualifying events, including those sponsored by governmental agencies or nonprofits, under separately adopted *Guiding Principles for Waivers (2021)*

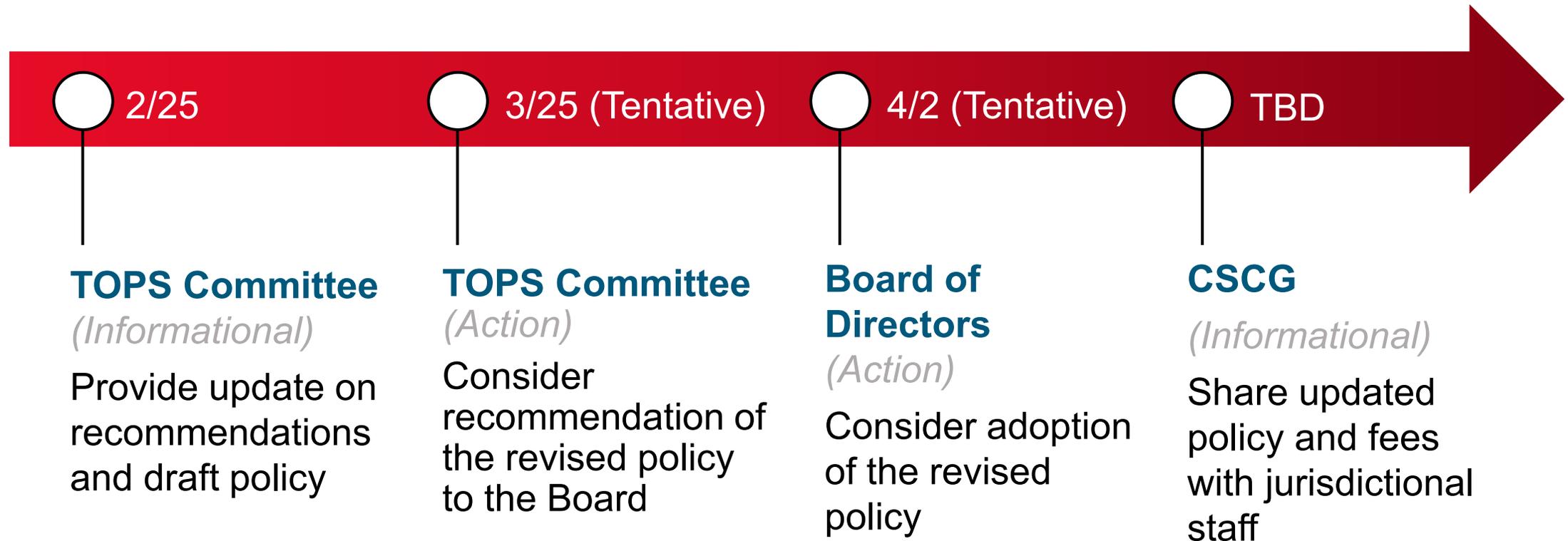
Proposed Update	Rationale
1. Incorporate the Guiding Principles directly into the Policy	Improve clarity by consolidating policy into one document
2. Broaden eligibility to allow qualifying partnerships with private entities	Increase flexibility to support partnerships that drive ridership and visibility

Policy Clarity

Update policy structure and clarity to improve usability.

- Focus on high-level policy guidance
 - Document staff-managed processes separately
- Streamline policy language and include definitions
- Reorganize structure for improved readability

Next Steps



Questions/Comments?

FOR MORE INFORMATION

WWW.CALTRAIN.COM

