

Adopt Property Conveyance Policy Update

**JPB Finance Committee
April 29, 2026**



Requested Committee Action

- Recommend approval of the proposed updates to the Policy Regarding Conveyance of Property Interests Involving Property Owned by the Peninsula Corridor Joint Powers Board (now referred to as “The Peninsula Corridor Joint Powers Board Property Conveyance Policy”) and associated Fee Schedule

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
- Support broader Caltrain goals including providing customer amenities and encouraging economic vitality

Categories Recommended Changes

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

Feedback from TOPS Committee Members

Feedback	How Addressed
1. Support for annual, automatic fee escalation	Included in Policy update
2. Question regarding process of safety review for proposed uses	Proposed uses are reviewed with the Safety/O&M team before final approval
3. Add objective to support systemwide vitality of Caltrain	Included in Objectives of updating Policy
4. Prioritize station activation and recognize the potential economic/ community benefits	Addressed in <i>Principle #4: Station Activation and Ridership</i>
5. Allow flexibility to support activation for stations or uses where appropriate	Addressed in ED authority for fee waivers

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 that encourage station activity, provide customer amenities, improve multimodal access, enhance economic vitality and support ridership will be prioritized

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%

Revenue Generation: Update fees to better support revenue generation

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

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		
		New FY26 Fee	Dollar Change	Policy 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
Permit Fee	FMV	Fair Market Value (FMV)	N/A	Added
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)*

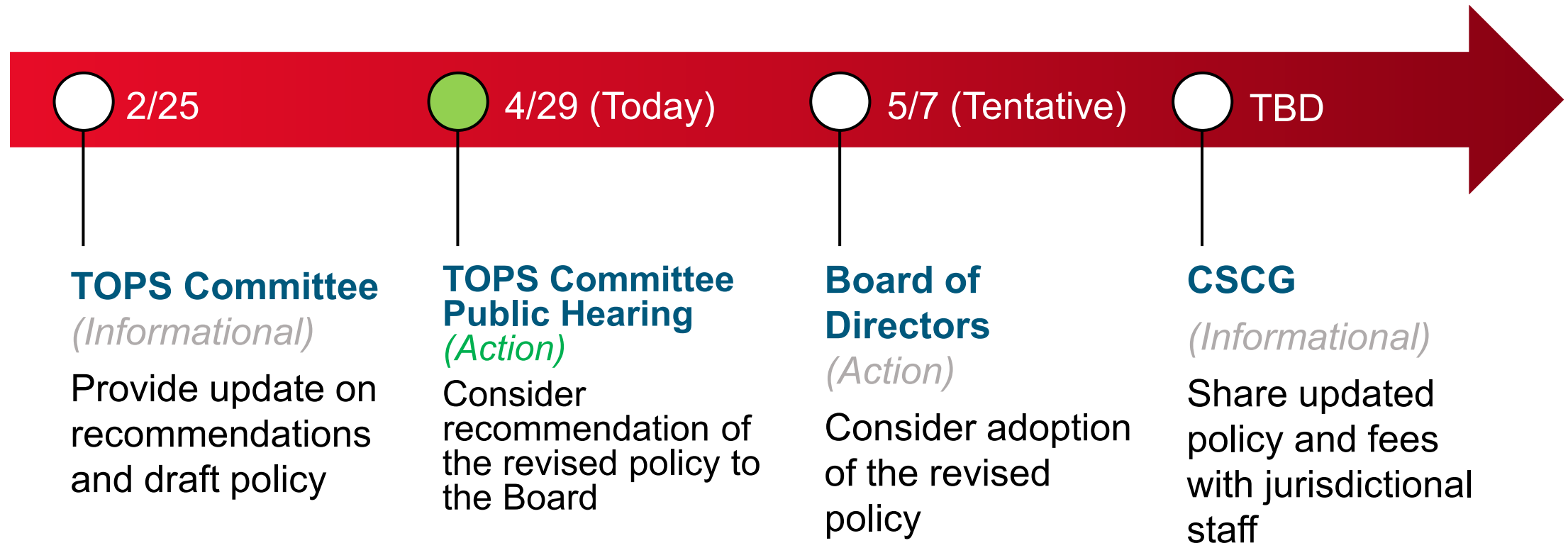
Proposed Update	Rationale
1. Incorporate the Guiding Principles directly into the Policy	Improve clarity by consolidating policy into one document
2. Broaden eligibility to allow qualifying partnerships with private entities	Increase flexibility to support partnerships that drive ridership and visibility

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



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QUESTIONS/COMMENTS