



CITY OF  
**PALO  
ALTO**

## Planning & Transportation Commission Staff Report

**From: Jonathan Lait, Planning and Development Services Director**  
**Lead Department: Planning and Development Services**

**Meeting Date: April 26, 2023**  
**Report #: 2303-1197**

### **TITLE**

Director's Report, Meeting Schedule and Assignments

### **RECOMMENDATION**

Staff recommends that the Planning and Transportation Commission (PTC) review and comment as appropriate.

### **BACKGROUND**

This document includes the following items:

- PTC Meeting Schedule
- PTC Representative to City Council (Rotational Assignments)

Commissioners are encouraged to contact Veronica Dao ([Veronica.Dao@CityofPaloAlto.org](mailto:Veronica.Dao@CityofPaloAlto.org)) of any planned absences one month in advance, if possible, to ensure the availability of a PTC quorum.

PTC Representative to City Council is a rotational assignment where the designated commissioner represents the PTC's affirmative and dissenting perspectives to Council for quasijudicial and legislative matters. Representatives are encouraged to review the City Council agendas (<https://www.cityofpaloalto.org/City-Hall/City-Council/Council-Agendas-Minutes>) for the months of their respective assignments to verify if attendance is needed or contact staff. Prior PTC meetings are available online at <https://midpenmedia.org/category/government/cityof-paloalto/boardsandcommissions/planning-and-transportation-commission>.

### **ATTACHMENTS**

Attachment A: 2023 Meeting Schedule and Assignments

### **AUTHOR/TITLE:**

Amy French, Chief Planning Official