



## Planning & Transportation Commission Staff Report

**From: Planning and Development Services Director**  
**Lead Department: Planning and Development Services**

**Meeting Date: February 28, 2024**  
**Report #: 2402-2643**

### **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)
- Upcoming PTC Agenda Items

Commissioners are encouraged to contact Veronica Dao ([Veronica.Dao@CityofPaloAlto.org](mailto:Veronica.Dao@CityofPaloAlto.org)) to notify staff 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/city-of-palo-alto/boards-and-commissions/planning-and-transportation-commission>.

### **UPCOMING PTC ITEMS**

**PTC Regular Meeting Dates:**

#### March 13, 2024

- Caltrans presentation to the Human Relations Commission and PTC
- Retail Study Session Recommendations Part 1

#### March 27, 2024

- Bicycle Pedestrian Transportation Plan Update – Vision Statement/Goals, Feedback on Existing Conditions, Technical Analysis, Upcoming Engagement Activities (Study Session)
- 739 Sutter Vesting Tentative Map (Action)
- Retail Study Session Recommendations Part 2

#### April 10, 2024

- Elections of Chair and Vice Chair
- 310-320 California Avenue Conditional Use Permit (Action)
- North Ventura Coordinated Area Plan (Action)

#### **ATTACHMENTS**

Attachment A: 2024 Schedule & Assignments

#### **AUTHOR/TITLE:**

Amy French, Chief Planning Official