



## Planning & Transportation Commission Staff Report

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

**Meeting Date: April 10, 2024**  
**Report #: 2403-2806**

### **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**

#### April 15, 2024

- Joint meeting with City Council to Approve a Comprehensive Plan Amendment to revise the 2023-2031 Housing Element

These are placeholder dates targeted for items listed below; the dates for items may change.

#### April 24, 2024

- Review 2023-24 PTC Work Plan and Discuss 2024-25 PTC Work Plan
- Study session on zoning code changes to implement State legislation

#### May 8, 2024

- North Ventura Coordinated Area Plan (NVCAP) and Supplemental EIR
- 660 University Avenue
- Recommend Retail Strategies Draft Report
- Supplemental EIR for proposed CIP for Comprehensive Plan Consistency

#### May 29, 2024

- Dark Skies and Bird Safe Design draft ordinance
- 830 Los Trancos Road
- Code Amendments to Address State Law Changes Impacting Local Land Use and Zoning

#### June 12, 2024

- Amendments to Housing Incentive Program (HIP) to Implement Housing Element 3.4
- Study Session Zoning Code Changes regarding parking and retail

### **ATTACHMENTS**

Attachment A: 2024 Meeting Schedule and Assignments

### **AUTHOR/TITLE:**

Amy French, Chief Planning Official