



## Planning & Transportation Commission Staff Report

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

**Meeting Date: May 14, 2025**  
**Report #: 2504-4580**

### **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:

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

Commissioners are encouraged to contact Veronica Dao ([Veronica.Dao@PaloAlto.gov](mailto:Veronica.Dao@PaloAlto.gov)) 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**

May 28, 2025

- Parking Program Update
- El Camino Real Retail Nodes

**ATTACHMENTS**

Attachment A: 2025 PTC Schedule & Assignments

**AUTHOR/TITLE:**

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