



CITY OF
**PALO
ALTO**

CITY OF PALO ALTO
Planning & Transportation Commission
Regular Meeting
Wednesday, March 12, 2025
6:00 PM

Agenda Item

4. Update Planning and Transportation Commission Procedural Rules
9:40 PM – 10:00 PM



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Planning & Transportation Commission Staff Report

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

Meeting Date: March 12, 2025
Report #: 2503-4301

TITLE

Update Planning and Transportation Commission Procedural Rules

RECOMMENDATION

Staff recommends the Planning & Transportation Commission (PTC) modify the procedural rules regarding time limit for public speakers.

ANALYSIS

Section I.B.4.b of the Planning and Transportation Commission Procedural Rules¹ provides:

b) *Other Agenda Items. Public comments or testimony on agenda items other than Oral Communications shall be limited to a maximum of five minutes per speaker unless additional time is granted by the presiding officer. The presiding officer may reduce the allowed time to speak to three minutes if necessary to accommodate a larger number of speakers.*

Staff recommends that the PTC modify the rule to allow the Chair to reduce time per speaker to two minutes, if needed, to accommodate a large number of speakers. This change would align the PTC procedures with those of the Architectural Review Board and Historic Resources Board.

In addition, the PTC could discuss and make other changes. For example, in the same Section I.B.4.b (item (2)) the time limits for applicants and/or appellants is 15 minutes. The same procedural item has recently been updated for both the Architectural Review Board (ARB)² and Historic Resources Board (HRB)³ to now be a 10-minute time limit.

¹ PTC Procedural Rules: <https://www.cityofpaloalto.org/files/assets/public/v/1/planning-amp-development-services/file-migration/bc/ptc/ptc-procedural-rules-2018.pdf>

² ARB Procedural Rules: <https://www.cityofpaloalto.org/files/assets/public/v/1/planning-amp-development-services/file-migration/bc/arb-procedural-rules-updated-february-5-2015.pdf>

³ HRB Procedural Rules: <https://www.cityofpaloalto.org/files/assets/public/v/1/planning-amp-development-services/historic-preservation/0131307-hrb-procedural-rules-updated-february-4-2015.pdf>

AUTHOR/TITLE:

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