



Director's Hearing Agenda

Regular Meeting Agenda: March 4, 2021

Virtual Meeting
3:00 PM

*****BY VIRTUAL TELECONFERENCE ONLY*****

<https://zoom.us/join>

Meeting ID: 980 0114 6157

Phone number: 1 669 900 6833

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of Covid-19, this meeting will be held by virtual teleconference only, with no physical location.

Members of the public may attend the Zoom virtual meeting to give live comments. Instructions for the Zoom meeting can be found on the last page of this agenda.

Call to Order

Oral Communications

The public may speak to any item not on the agenda. Three (3) minutes per speaker.^{1,2}

Agenda Changes, Additions, and Deletions

The hearing officer may modify the agenda order to improve meeting management.

Action Items

Public Comment is Permitted. Applicants/Appellant Teams: Ten (10) minutes, plus five (5) minutes rebuttal. All others: Three (3) minutes per speaker.^{1,3}

1. PUBLIC HEARING / QUASI-JUDICIAL. 4221 Wilkie Way [20PLN-00344]: Request for Director's Review of a Preliminary Parcel Map for a Subdivision to Create Two Residential R-1 Lots (6,015 sf each). Environmental Assessment: Exempt From CEQA per Guideline 15315 (Minor Land Divisions). Zoning District: R-1 (Single-Family Residence District). For More Information Contact the Project Planner Samuel Gutierrez at samuel.gutierrez@cityofpaloalto.org

Adjournment

1. Spokespersons that are representing a group of five or more people who are identified as present at the meeting at the time of the spokesperson's presentation will be allowed up to fifteen (15) minutes at the discretion of the Hearing Officer, provided that the non-speaking members agree not to speak individually.
2. The Hearing Officer may limit Oral Communications to 30 minutes for all combined speakers.
3. The Hearing Officer may reduce the allowed time to speak to two minutes or less to accommodate a larger number of speakers.

Director's Hearings

Director's hearings may be requested for certain applications that the director, or his/her designee, has issued a tentative decision, such as Individual Review applications. A director's hearing is required for Parcel Map applications.

A decision is not rendered at the public hearing. Rather, the director or designee will consider evidence for and against the application or its modification and prepare a written decision approving, approving with conditions, or denying the project application within fourteen days of the hearing.

Notice of the decision will be mailed to the project applicant, the owners and occupants of all adjacent properties, and any person requesting notice of the decision.

The director's decision shall become final fourteen days after the date notice is mailed unless an appeal is filed. The director may, for good cause, specify in writing a longer period for filing an appeal at the time he or she issues the proposed decision.

The applicant or the owner or occupier of an adjacent property may file an appeal of the director's decision by filing a written request with the City Clerk before the date the director's decision becomes final. The written request shall be accompanied by a fee, as set forth in the municipal fee schedule.

Get Informed and Be Engaged! Show up and speak. Public comment is encouraged. Please complete a speaker request card located on the table at the entrance to the meeting room and deliver it to the hearing officer.

Write to us. Email the hearing officer at: amy.french@cityofpaloalto.org. Letters can be delivered to the Planning & Development Services Department, 5th floor, City Hall, 250 Hamilton Avenue, Palo Alto, CA 94301.

Americans with Disability Act (ADA)

It is the policy of the City of Palo Alto to offer its public programs, services and meetings in a manner that is readily accessible to all. Persons with disabilities who require materials in an appropriate alternative format or who require auxiliary aids to access City meetings, programs, or services may contact the City's ADA Coordinator at (650) 329-2550 (voice) or by emailing ada@cityofpaloalto.org. Requests for assistance or accommodations must be submitted at least 24 hours in advance of the meeting, program, or service.

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Public Comment Instructions

Members of the Public may provide public comments to teleconference meetings via email, teleconference, or by phone.

1. **Written public comments** may be submitted by email to the project planner.
2. **Spoken public comments using a computer** will be accepted through the teleconference meeting. To address the hearing, click on the link below for the appropriate meeting to access a Zoom-based meeting. Please read the following instructions carefully.
 - A. You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
 - B. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
 - C. When you wish to speak on an agenda item, click on “raise hand”. The moderator will activate and unmute attendees in turn. Speakers will be notified shortly before they are called to speak. The Zoom application will prompt you to unmute your microphone when it is your turn to speak.
 - D. When called, please limit your remarks to the time limit allotted.
3. **Spoken public comments using a smart phone** will be accepted through the teleconference meeting. To address the hearing, download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the Meeting ID below. Please follow instructions B-D above.
4. **Spoken public comments using a phone** use the telephone number listed below. When you wish to speak on an agenda item hit *9 on your phone so we know that you wish to speak. You will be asked to provide your first and last name. When called please limit your remarks to the agenda item and time limit allotted.

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(you may need to exclude the initial “1” depending on your phone service)

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