



CITY OF  
**PALO  
ALTO**

## PLANNING AND TRANSPORTATION COMMISSION

Regular Meeting

Wednesday, December 13, 2023

Council Chambers & Hybrid

6:00 PM

Pursuant to [AB 361](#) Palo Alto City Council meetings will be held as “hybrid” meetings with the option to attend by teleconference/video conference or in person. To maximize public safety while still maintaining transparency and public access, members of the public can choose to participate from home or attend in person. Information on how the public may observe and participate in the meeting is located at the end of the agenda. Masks are strongly encouraged if attending in person. The meeting will be broadcast on Cable TV Channel 26, live on YouTube <https://www.youtube.com/c/cityofpaloalto>, and streamed to Midpen Media Center <https://midpenmedia.org>. Commissioner names, biographies, and archived agendas and minutes are available at <http://bit.ly/PaloAltoPTC>.

**VIRTUAL PARTICIPATION [CLICK HERE TO JOIN](https://cityofpaloalto.zoom.us/j/91641559499) (https://cityofpaloalto.zoom.us/j/91641559499)**  
**Meeting ID: 916 4155 9499 Phone: 1(669)900-6833**

### **PUBLIC COMMENTS**

Public comments will be accepted both in person and via Zoom for up to three minutes or an amount of time determined by the Chair. All requests to speak will be taken until 5 minutes after the staff’s presentation. Written public comments can be submitted in advance to [Planning.Commission@CityofPaloAlto.org](mailto:Planning.Commission@CityofPaloAlto.org) and will be provided to the Commission and available for inspection on the City’s website. Please clearly indicate which agenda item you are referencing in your subject line.

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 Chair, provided that the non-speaking members agree not to speak individually. The Chair may limit Public Comments to thirty (30) minutes for all combined speakers. The Chair may reduce the allowed time to speak for Study Sessions and Action Items to two (2) minutes or less to accommodate a larger number of speakers.

PowerPoints, videos, or other media to be presented during public comment are accepted only by email to [Planning.Commission@CityofPaloAlto.org](mailto:Planning.Commission@CityofPaloAlto.org) at least 24 hours prior to the meeting. Once received, the Clerk will have them shared at public comment for the specified item. To uphold strong cybersecurity management practices, USB’s or other physical electronic storage devices are not accepted.

### **TIME ESTIMATES**

Listed times are estimates only and are subject to change at any time, including while the meeting is in progress. The Commission reserves the right to use more or less time on any item, to change the order of items and/or to continue items to another meeting. Particular items may be heard before or after the time estimated on the agenda. This may occur in order to best manage the time at a meeting or to adapt to the participation of the public.

## CALL TO ORDER/ ROLL CALL

### PUBLIC COMMENT

*Members of the public may speak to any item NOT on the agenda. Three (3) minutes per speaker.*

### AGENDA CHANGES, ADDITIONS AND DELETIONS

*The Chair or Board majority may modify the agenda order to improve meeting management.*

## CITY OFFICIAL REPORTS

1. Director's Report, Meeting Schedule and Assignments

### ACTION ITEMS

*Public Comment is Permitted. Applicants/Appellant Teams: Fifteen (15) minutes, plus three (3) minutes rebuttal. All others: Five(5) minutes per speaker.*

2. PUBLIC HEARING / QUASI-JUDICIAL. 949 Scott Street [22PLN-00410]: Request for Planning and Transportation Commission Hearing Following the Proposed Director's Decision Approving a Variance application to Allow a New Single-Story, Single-Family Home with a Basement to Encroach into the Front, Side, and Rear Setbacks and Deviate from Standards for Below Grade Patio Side and Rear Setbacks, and Number of Parking Spaces. Zoning District: R-2. Environmental Assessment: Exempt from the California Environmental Quality Act per Section 15303. **6:10 PM – 7:10 PM**
3. Recommendation on an Ordinance Amending Palo Alto Municipal Code Title 18 (Zoning) Chapters 18.14 (Housing Incentives), 18.76 (Permits and Approvals), and 18.77 (Processing of Permits and Approvals) to Implement Housing Element Program 1.3 Creating By- Right Zoning Approval for Specific Housing Element Inventory Sites **7:10 PM – 9:10 PM**
4. PUBLIC HEARING / QUASI-JUDICIAL. 420 Acacia [23PLN-00059]: Recommendation on Applicant's Request for Approval of a Vesting Tentative Map to Allow for a Condominium Subdivision to Create 16 Units on a Single 35,573 Square Foot Parcel. The Subdivision map Would Facilitate Construction of the Previously Approved 33,833 Square Foot Mixed-use Development Project (23PLN-00058). Environmental Assessment: Exempt from the Provisions of the California Environmental Quality Act in Accordance with CEQA Guidelines Section 15332 (In-fill Development). Zoning District: Split Zoning Designation of RM-30 and R-1 (Multi-Family and Single-Family Residential). For More Information Contact the Project Planner Claire Raybould at [Claire.Raybould@cityofpaloalto.org](mailto:Claire.Raybould@cityofpaloalto.org). **9:10 PM – 10:30 PM**

COMMISSIONER QUESTIONS, COMMENTS, ANNOUNCEMENTS OR FUTURE MEETINGS AND AGENDAS

*Members of the public may not speak to the item(s).*

ADJOURNMENT

## 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 [planning.commission@cityofpaloalto.org](mailto:planning.commission@cityofpaloalto.org).
2. **Spoken public comments using a computer** will be accepted through the teleconference meeting. To address the Commission, click on the link below to access a Zoom-based meeting. Please read the following instructions carefully.
  - 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.
  - You may 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.
  - When you wish to speak on an Agenda Item, click on “raise hand.” The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
  - When called, please limit your remarks to the time limit allotted. A timer will be shown on the computer to help keep track of your comments.
3. **Spoken public comments using a smart phone** will be accepted through the teleconference meeting. To address the Commission, download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the Meeting ID below. Please follow the instructions 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 before addressing the Commission. You will be advised how long you have to speak. When called please limit your remarks to the agenda item and time limit allotted.

**CLICK HERE TO JOIN Meeting ID: 916 4155 9499 Phone:1-669-900-6833**

**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](mailto:ada@cityofpaloalto.org). Requests for assistance or accommodations must be submitted at least 24 hours in advance of the meeting, program, or service.