



CITY OF
**PALO
ALTO**

PLANNING AND TRANSPORTATION COMMISSION

Regular Meeting

Wednesday, April 29, 2026

Council Chambers & Hybrid

6:00 PM

Planning and Transportation Commission 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@PaloAlto.gov and will be provided to the Commission and available for inspection on the City's website three days before the meeting. 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 ten (10) 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@PaloAlto.gov 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.

Signs and symbolic materials less than 2 feet by 3 feet are permitted provided that: (1) sticks, posts, poles or similar/other type of handle objects are strictly prohibited; (2) the items do not create a facility, fire, or safety hazard; and (3) persons with such items remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.

CALL TO ORDER/ ROLL CALL

AGENDA CHANGES, ADDITIONS AND DELETIONS

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

PUBLIC COMMENT

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

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: Three (3) minutes per speaker.

2. PUBLIC HEARING / QUASI-JUDICIAL. 4103 Old Trace Road [25PLN-00298]:
Recommendation on Applicant's Request for Approval of a Tentative Map to Allow for the Subdivision of a Vacant 1.02-Acre Lot to Create Nine Residential Lots and One Private Street to Facilitate Construction of Nine New Single-Family Residences and Seven Junior Accessory Dwelling Units (25PLN-00296). CEQA Status: Exempt Pursuant to Assembly Bill 130 (Public Resources Code Section 21080.66). Zone District: RE (Residential Estate).
3. Election of Chair and Vice Chair

APPROVAL OF MINUTES

Public Comment is Permitted. Three (3) minutes per speaker.

4. Approval of Planning & Transportation Commission Draft Summary & Verbatim Minutes of March 11, 2026
5. Approval of Planning & Transportation Commission Draft Summary & Verbatim Minutes of March 25, 2026

COMMISSIONER QUESTIONS, COMMENTS, ANNOUNCEMENTS OR FUTURE MEETINGS AND AGENDAS

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

ADJOURNMENT

OTHER INFORMATION

The materials below are provided for informational purposes, not for action or discussion during this meeting's agenda. Written public comments may be submitted in advance and will be provided to the Commission and available for public inspection on the City's website three days before the meeting.

A. Public Comment

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@PaloAlto.gov.
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.

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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@PaloAlto.gov. Requests for assistance or accommodations must be submitted at least 24 hours in advance of the meeting, program, or service.