



# Architectural Review Board

## Staff Report (ID # 8723)

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<b>Report Type:</b>	Action Items	<b>Meeting Date:</b> 12/7/2017
<b>Summary Title:</b>	ARB Chair and Vice-Chair Elections	
<b>Title:</b>	Election of Chair and Vice-Chair for the Architectural Review Board	
<b>From:</b>	Hillary Gitelman	

### Recommendation

Staff recommends the Architectural Review Board (ARB) elect a new Chair and Vice-Chair to serve from December 16, 2017 to December 15, 2018.

### Background

Section 3.1 of the Architectural Review Board (ARB) By-Laws (see attached) states that officer elections should take place “at the first meeting in October of each subsequent year”. At the time this regulation was put into place, the terms for ARB members ended on October 30<sup>th</sup>. This meant the Chair and Vice Chair would be selected, and both new officers and any new board members would start at the same time on November 1<sup>st</sup> of each year.

On March 9, 2015, the City Council extended the terms of office for several Boards to December 15<sup>th</sup> of each year. In keeping with the intent of the By-Laws, elections are now being held in early December, so that the new Chair and Vice-Chair would start on the same date (December 16<sup>th</sup>) as any new Board members. The new officers and board members would hold their first public hearing on December 21, 2017.

### Attachments:

- Attachment A: ARB By-Laws (PDF)

RULES AND REGULATIONS AND BY-LAWS OF THE  
PALO ALTO ARCHITECTURAL REVIEW BOARD

ARTICLE I

NAME

Section 1.0 The name of this board shall be the PALO ALTO ARCHITECTURAL REVIEW BOARD (ARB)

ARTICLE II

Section 2.0 This board shall perform any duties imposed upon it by Ordinances of the City of Palo Alto and by applicable State and Federal law, or as requested by the City Council of the City of Palo Alto.

ARTICLE III

Officers

Section 3.0 The officers of the Board Shall consist of a Chairperson, a Vice Chairperson, and a Secretary who shall be a non-voting member.

Section 3.1 The offices of Chairperson and Vice Chairperson shall be elected from among the appointed members of the Board, and the person so elected shall serve for a term of one year or until a successor is elected. Elections shall be held at the first organizational meeting of the Board in 1973, and at the first meeting in October of each subsequent year.

Section 3.2 The Director of Planning and Community Environment of the City of Palo Alto or his/her designated representative shall be the Secretary of the Board.

Section 3.3 The duties of the offices of the ARB shall be as follows:

Section 3.31 It shall be the duty of the Chairperson to preside over all meeting of the Board, to appoint committees and to serve as an ex-officio member of the committees so appointed, to call special meetings of the Board and to designate the time and place of such meeting, to set the date and time for the public hearing held by the Board, to sign documents and correspondence in the name of the Board, and to represent the Board before the City Council, its commissions and committees, and such other groups and organizations as may be appropriate. The Chairperson may designate the Vice Chair, or in the Vice Chairperson's absence, another member of the Board to act in his/her stead.

Section 3.32 It shall be the duty of the Vice Chairperson to assist the Chairperson and to act in his/her stead during his/her absence.

Section 3.33 It shall be the duty of the Secretary to keep a record of all meeting of the Board, to accept in the name of the Board documents and correspondence addressed to it, to present such correspondence to the Board, and perform other staff functions as deemed necessary by the Board. The Secretary will determine the agenda for all public meeting of the Board, based upon an assessment of the applications made to the City requiring architectural review, and based also upon the desirability of hearing such other matters as may be deemed, by the Chairperson or by the Secretary, to be of concern to the Board.

#### ARTICLE IV

##### Committees

Section 4.0 The Chairperson shall appoint special committees as they be desired or required.

#### ARTICLE V

##### Quorums and Voting

Section 5.0 Three members of the Board shall constitute a quorum for the purposes of conducting business.

Section 5.1 All actions taken must be by affirmative vote of majority of those Board members present, except to adjourn or continue for lack of a quorum.

A tie vote constitutes a denial of an item, except that a member of the Board may then move that the item be reconsidered or continued to another meeting. A majority of the Board may then vote to reconsider or continue the item to another meeting

#### ARTICLE VI

##### Meetings

Section 6.0 Regular meetings of the ARB shall be held not less than twice a month. The Chairperson shall establish the dates of the meetings. Meetings shall be held on Thursday at 8:30 A.M. in the Palo Alto City Hall. Regular meetings may be adjourned and reconvened upon a majority vote of the members present.

Section 6.1 Special meetings may be called at any time by the Chairperson, or at the request of three members, by a written or oral notice given to each member at least 48 hours before the time specified for the proposed meeting.

ARTICLE VIIRules

Section 7.0 All meetings of the Board shall be conducted in accordance with a modified Robert's Rules of Order.

ARTICLE VIIIDesign Awards

Section 8.0 Design Awards for outstanding built projects may be awarded every five years beginning in 2005. Award-winning projects shall be selected from those reviewed by the ARB, and completed since the last awards were made.

Section 8.1 Criteria and number of awards shall be determined by the awarding board.

Section 8.2 Winning projects may be displayed in the City Hall lobby for one month following the presentation of awards. The ARB shall request that the Mayor of the City of Palo Alto issue an appropriate proclamation.

THE FOREGOING BY-LAWS WERE ADOPTED BY A MAJORITY VOTE OF THE PALO ALTO ARCHITECTURAL REVIEW BOARD THE 28TH DAY OF JUNE, 1973.

Amended: July 3, 1974  
 May 19, 1977  
 August 4, 2005  
 February 5, 2015



# Architectural Review Board

## Staff Report (ID # 8730)

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**Report Type:** Action Items **Meeting Date:** 12/7/2017

**Summary Title:** Minutes of November 2, 2017

**Title:** Draft Architectural Review Board Meeting Minutes for November 2, 2017.

**From:** Hillary Gitelman

### Recommendation

Staff recommends the Architectural Review Board (ARB) adopt the attached meeting minutes.

### Background

Draft minutes from the November 2, 2017 Architectural Review Board (ARB) meeting were made available to Board members prior to this hearing.

A hard copy of the minutes of the above referenced meeting(s) will be made available at the ARB hearing in the Council Chambers at 8:30 am.

Approved Minutes will be made available on the ARB webpage at <http://www.cityofpaloalto.org/gov/boards/architectural/default.asp>