



Architectural Review Board

Staff Report (ID # 11289)

Report Type: Study Session **Meeting Date:** 5/7/2020

Summary Title: Discuss Procedures for Virtual Hearings

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From: Jonathan Lait

Recommendation

Staff recommends the Architectural Review Board (ARB):

1. Review and provide informal comments. No formal action is requested.

Discussion

Due to the required shelter-in-place, the ARB held its first virtual hearing via Zoom on April 16, 2020. While this meeting was successful, the virtual format does present new issues for ARB members and staff.

Specifically, paper packets are no longer delivered to ARB members and color/material boards are no longer passed around at the hearing. Packets are now delivered electronically, and color/material boards are now photos of materials. Staff would appreciate hearing from the ARB as to whether these new methods are sufficient for virtual public hearings during the shelter in place order. Staff is open to ideas for any other changes to optimize our new virtual meeting format.

Public Notification, Outreach & Comments

The Palo Alto Municipal Code does not require noticing of study sessions. Nevertheless, this item was published in a local paper, *Daily Post*, on April 24, 2020, which is 13 days in advance of the meeting.

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