



Architectural Review Board

Staff Report (ID # 12330)

Report Type: Action Items **Meeting Date:** 6/17/2021

Summary Title: ARB Workplan and Annual Report

Title: Discuss the Draft Architectural Review Board's (ARB) Draft Work Plan, Suggest Changes, and Recommend Submitting the Draft Work Plan to the City Council; and Discuss the ARB's Annual and any Bylaw Changes Needed.

From: Jonathan Lait

Recommendation

It is recommended that the Architectural Review Board (ARB) take the following action(s):

1. Discuss the Draft Work Plan, Suggest Changes, and Recommend submission of the Draft Work Plan to the City Council;
2. Discuss process for the ARB Annual Report and Bylaw changes that may be required.

Background

On November 30, 2020, the City Council adopted a new City Boards, Commissions, and Committees Handbook (can be found [online](#)).¹ The Handbook included the need for a Work Plan that would be approved by the City Council, as described below.

Work Plan

- The ARB is expected to prepare an annual work plan by the second quarter of each calendar year, starting June 2021.
- The work plan should include information on equity in the work.
- City Council will review the work plan and provide feedback annually at a dedicated City Council meeting.
- The work plan should include the results of the prior year's plan, metrics of community involvement in meetings and activities included in the commission's work.
- The Handbook has a template for work plan development.

¹ Handbook: https://www.cityofpaloalto.org/files/assets/public/city-clerk/palo-alto-boards-commissions-and-committees-handbook_final_adopted_november-2020.pdf

- If new issues arise during the year, the work plan should be amended and forwarded to Council for review and approval.

Discussion

On May 6, 2021, the ARB discussed the Handbook. Board member Baltay suggested combining the newly required Work Plan and the ARB's Annual Report which is usually done in December. The ARB's work plan is required in the Bylaws and does a look backwards, while the Council's new work plan requirement is a look forward.

The ARB may wish to combine these two documents and have them due at the same time, with a change to the Bylaws. However, there is not sufficient time to complete this year's Annual Report prior to Council's Work Plan hearing on June 22, 2021.

A draft work plan has been prepared by staff (Attachment A). This plan will be reviewed by the City Council on its consent agenda on June 22, 2021. This meeting will be the final meeting before the Council's summer recess. Any changes made to this draft will be provided to the City Council via an at-places memorandum.

Public Notification, Outreach & Comments

The Palo Alto Municipal Code does not require notice of this public hearing be published in a local paper.

ARB² Liaison & Contact Information
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Attachments:

- Attachment A: 2021 ARB Workplan Draft (DOCX)

² Emails may be sent directly to the ARB using the following address: arb@cityofpaloalto.org



ARCHITECTURAL REVIEW BOARD DRAFT 2021-2022

Staff Liaison Name and Contact Information: Jodie Gerhardt, AICP, Manager of Current Planning
Lead Department: Planning and Development Services (PDS)

General Purpose and/or Purview of Board/Commission:

The Architectural Review Board reviews and makes recommendations to the Planning Director on design and related issues for certain new construction, and changes and additions to commercial, industrial and multiple family projects, as described in the Municipal Code. The Board's goals and purposes are to:

- Promote orderly and harmonious development of the City
- Enhance the desirability of residence or investment in the City
- Encourage the attainment of the most desirable use of land and improvements
- Enhance the desirability of living conditions upon the immediate site or in adjacent areas
- Promote visual environments which are of high aesthetic quality and variety and which, at the same time, are considerate of each other
- To implement and enforce the city's ordinances pertaining to architecture and design

The Board is composed of five members, at least three of whom are architects, landscape architects, building designers or other design professionals. Terms are for three years and commence on November 1. See Palo Alto Municipal Code (PAMC) Sections 2.16 and 2.21. Residency is not required.

For the ARB webpage, go to <https://www.cityofpaloalto.org/gov/boards/architectural/>

Anticipated Item/Topic	Description and/or Info	Quarter (July 2021 – June 2022)
Review of projects	Review Planning applications for conformance with ARB Findings	On-going
Comprehensive Plan	Implement specific Policies, Programs?	
Objective Standards	Ad Hoc Committee to work with staff, PTC, and Council to finalize the creation of Objective Standards that were approved by the full Board on April 1, 2021	First Quarter
ARB Awards (every 5 years)	Review projects constructed from 2015 to 2020 for ARB Awards. (Awards were postponed due to the pandemic)	First Quarter
By-laws	Update By-laws as needed to be in conformance with Council's new Handbook	After Council adoption of necessary Ordinance changes