



Architectural Review Board

Staff Report (ID # 13943)

Report Type: Action Items **Meeting Date:** 3/3/2022

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 Report 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

An ARB annual report is required in the Bylaws and reviews the prior year, while the Council's new work plan requirement is to look forward. On June 17, 2021, the ARB adopted its first work plan. At that time, the ARB thought it best to combine the newly required Work Plan and the ARB's Annual Report which is usually done in December. However, there was not sufficient time to complete the ARB Annual Report.

The ARB may wish to solidify the combination of these two documents and have them due at the same time, with a change to the Bylaws. As an alternative, these could remain two separate documents. In either case, a draft work plan has been prepared by staff (Attachment A) using Council's new template. The ARB is asked to review this document suggest updates and additional tasks as needed.

Council is scheduled to review this plan—as well as all other board and commission work plans—and adopt any changes to this plan in April 2022.

Public Notification, Outreach & Comments

The Palo Alto Municipal Code does not require publication of this hearing item in a local newspaper.

ARB² Liaison & Contact Information
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Attachments:

- Attachment A: 2022-23 Draft ARB Workplan (PDF)

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



CITY OF
PALO ALTO

Architectural Review Board

2022-2023 Workplan Overview

Date approved by [ABBREVIATED BCC]: X/X/202X

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

About the Commission

The Architectural Review 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 December 15. See Palo Alto Municipal Code (PAMC) Sections 2.16 and 2.21. Residency is not required. For the ARB webpage, go to bit.ly/paloaltoARB

Current Commissioners

- Osma Thompson (Chair)
- David Hirsch (Vice Chair)
- Peter Baltay
- Vacant
- Vacant

Mission Statement

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

Prior Year Accomplishments

This area should address the prior year Work Plan accomplishments including each goal/objective, activities that supported the successful completion of the goal and the status of the goal. This section will need to be updated each year.



**CITY OF
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Architectural Review Board

2022-2023 Workplan

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

PURPOSE STATEMENT: 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.

PROJECT/GOAL 1 : Review Planning applications for conformance with ARB Findings and Objective Standards

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	On-Going	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
[State aspects of high/urgent priority as it relates to the goals and objectives]		[State aspects of medium/low priority as it relates to the goals and objectives]		[Specify if 'Yes.' If not, write 'N/A']

PROJECT/GOAL 2: Discuss specific Goals, Policies, Programs the ARB would like to further explore/implement

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	[State when the project will begin and end. Include any other deadlines or important milestones]	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
[State aspects of high/urgent priority as it relates to the goals and objectives]		[State aspects of medium/low priority as it relates to the goals and objectives]		[Specify if 'Yes.' If not, write 'N/A']

PROJECT/GOAL 3: Finalize review of the Objective Standards project, that was approved by the ARB on April 1, 2021, as directed by City Council

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	Review Council's November 2021 motion and finish Spring of 2022	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
[State aspects of high/urgent priority as it relates to the goals and objectives]		[State aspects of medium/low priority as it relates to the goals and objectives]		[Specify if 'Yes.' If not, write 'N/A']

PROJECT/GOAL 4: Hold ARB Awards ceremony for 2015 to 2020 award winners (Awards were postponed due to the pandemic) Next Awards in 2025.

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	Awards Ceremony in Spring of 2022	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
[State aspects of high/urgent priority as it relates to the goals and objectives]		[State aspects of medium/low priority as it relates to the goals and objectives]		[Specify if 'Yes.' If not, write 'N/A']

PROJECT/GOAL 5: Update By-laws as needed to be in conformance with Council's new Handbook

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]	After Council adoption of necessary Ordinance changes	[Include the people, money, tools and other resources the project requires]	[Detail the measurable goals or method in which success is measured, if applicable]	[Specify if 'Yes.' If not, write 'N/A']
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
[State aspects of high/urgent priority as it relates to the goals and objectives]		[State aspects of medium/low priority as it relates to the goals and objectives]		[Specify if 'Yes.' If not, write 'N/A']

The ARB is interested in being part of height and massing discussions, as may be needed to allow increased housing in the City. The Board is also interested to know if Council would like to update the South El Camino Real Guidelines and/or create guidelines for increased densities along San Antonio Road.