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). 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.

City of Palo Alto
Planning & Development Services
250 Hamilton Avenue
Palo Alto, CA 94301
(650) 329-2442
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
Jodie Gerhardt, AICP, Planning Manager
(650) 329-2575
jodie.gerhardt@cityofpaloalto.org

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

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2 Emails may be sent directly to the ARB using the following address: arb@cityofpaloalto.org
2022-2023 Workplan Overview

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.
### 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.

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

<table>
<thead>
<tr>
<th>BENEFICIAL IMPACTS</th>
<th>TIMELINE</th>
<th>RESOURCES NEEDED</th>
<th>MEASURE OF SUCCESS</th>
<th>STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED</th>
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<tbody>
<tr>
<td>[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]</td>
<td>On-Going</td>
<td>[Include the people, money, tools and other resources the project requires]</td>
<td>[Detail the measurable goals or method in which success is measured, if applicable]</td>
<td>[Specify if 'Yes.' If not, write 'N/A']</td>
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**HIGH PRIORITY**

[State aspects of high/urgent priority as it relates to the goals and objectives]

**LOWER PRIORITY**

[State aspects of medium/low priority as it relates to the goals and objectives]

**COUNCIL-DIRECTED POLICY UPDATE**

[Specify if 'Yes.' If not, write 'N/A']

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

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<td>[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]</td>
<td>[State when the project will begin and end. Include any other deadlines or important milestones]</td>
<td>[Include the people, money, tools and other resources the project requires]</td>
<td>[Detail the measurable goals or method in which success is measured, if applicable]</td>
<td>[Specify if ‘Yes.’ If not, write ‘N/A’]</td>
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#### HIGH PRIORITY

- [State aspects of high/urgent priority as it relates to the goals and objectives]

#### LOWER PRIORITY

- [State aspects of medium/low priority as it relates to the goals and objectives]

### 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

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<tr>
<td>[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]</td>
<td>Review Council’s November 2021 motion and finish Spring of 2022</td>
<td>[Include the people, money, tools and other resources the project requires]</td>
<td>[Detail the measurable goals or method in which success is measured, if applicable]</td>
<td>[Specify if ‘Yes.’ If not, write ‘N/A’]</td>
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#### LOWER PRIORITY

- [State aspects of medium/low priority as it relates to the goals and objectives]

### COUNCIL-DIRECTED POLICY UPDATE

- [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.

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<td>[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]</td>
<td>Awards Ceremony in Spring of 2022</td>
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<td>[Detail the measurable goals or method in which success is measured, if applicable]</td>
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**PROJECT/GOAL 5:** Update By-laws as needed to be in conformance with Council’s new Handbook

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<td>[Detail the benefits of your project. For example: financial, social, organizational, etc benefits]</td>
<td>After Council adoption of necessary Ordinance changes</td>
<td>[Include the people, money, tools and other resources the project requires]</td>
<td>[Detail the measurable goals or method in which success is measured, if applicable]</td>
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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.