



City Council Staff Report

Report Type: SPECIAL ORDERS OF THE DAY

Lead Department: City Clerk

Meeting Date: May 6, 2024

Report #:2404-2887

TITLE

Appointment of Candidates for Vacancies on the Architectural Review Board, Human Relations Commission, Planning and Transportation Commission, and Public Art Commission. CEQA Status - Not a project.

RECOMMENDATION

Staff recommends City Council vote to appoint candidates for the following positions:

- Two (2) vacancies on the Architectural Review Board with terms ending March 31, 2027
- Two (2) vacancies on the Human Relations Commission with terms ending March 31, 2027
- One (1) vacancy on the Planning and Transportation Commission with term ending March 31, 2028
- Four (4) vacancies on the Public Art Commission with two terms ending March 31, 2027 and two partial terms ending March 31, 2026

**A majority vote (4 yes's) is required to appoint a candidate.*

BACKGROUND

Boards and Commissions are established as advisory bodies to the City Council, made up of community volunteers that provide essential feedback on matters of importance to the community. The City Clerk's office advertises and recruits for vacancies, the Council considers the applications, interviews desired candidates, and makes appointments for the open positions.

INTERVIEWS

At the April 1, 2024 City Council meeting, the Council elected to interview 2 candidates for Planning and Transportation Commission, 4 candidates for the Stormwater Management Oversight Committee, 5 candidates for the Architectural Review Board, 5 candidates for the Human Relations Commission, and 8 candidates for the Public Art Commission. The interviews were held on April 8, 2024 and April 30, 2024. Video recording of the interviews are available

on our City of Palo Alto YouTube Channel¹. All applications for the Planning and Transportation Commission², Stormwater Management Oversight Committee³, Architectural Review Board⁴, Human Relations Commission⁵, and Public Art Commissionⁱ can be accessed online.

MEMBERSHIP REQUIREMENTS

Each Board or Commission has different requirements for appointment such as mandatory residency, specialized training, or professional service in a specified area. Additionally, appointed members cannot be council members, officers, or employees of the City of Palo Alto.

Architectural Review Board

- At least three members shall be architects, landscape architects, building designers or other design professionals. (PAMC 2.21.010). This requirement is currently fulfilled by all 5 members of the Architectural Review Board.

Human Relation Commission

- Palo Alto residency. (PAMC 2.22.010)

Planning and Transportation Commission

- Palo Alto residency. (PAMC 2.20.010)

Public Art Commission

- Each member of the Commission shall either be members of the Architectural Review Board or shall be professional visual artists, professional visual arts educators, professional visual arts scholars, or visual arts collectors whose authorities and skills are known and respected in the community and, whenever feasible, who have demonstrated an interest in, and have participated in, the arts program of the city. (PAMC 2.18.020)

PUBLIC OUTREACH

The 2024 Annual Boards and Commissions recruitment invited applications from January 1, 2024 through March 17, 2024 through the new online application process. Palo Alto Municipal Code 2.16.060 requires public notification regarding vacancies of the Commissions as follows,

¹ City of Palo Alto YouTube Channel: <https://www.youtube.com/c/cityofpaloalto>

² Planning and Transportation Commission applications:

<https://cityofpaloalto.primegov.com/Portal/viewer?id=0&type=7&uid=47a8c2a7-4a8d-4def-8222-b510fccfc966>

³ Stormwater Management Oversight Committee applications:

<https://cityofpaloalto.primegov.com/Portal/viewer?id=0&type=7&uid=d79f6864-7531-4cb6-ab61-662a97bdf957>

⁴ Architectural Review Board applications:

<https://cityofpaloalto.primegov.com/Portal/viewer?id=0&type=7&uid=f8d5a94c-6be9-4174-9aee-dea7f869d225>

⁵ Human Relations Commission applications:

<https://cityofpaloalto.primegov.com/Portal/viewer?id=0&type=7&uid=afbc2869-beaf-4ac2-becd-fb05c613e79c>

“The City Clerk shall exercise their discretion in choosing the method of advertisement that will most effectively reach potential candidates.” Based on the September 14, 2021 Policy & Services Committee meeting report regarding Board and Commission Member demographics and community representation, the City Clerk’s office expanded recruitment efforts through additional means to “most effectively reach potential candidates”.

This recruitment was advertised through various methods including paid print and digital advisements in The Palo Alto Weekly and the Daily Post; via the City’s website and social media channels; in physical locations of the Palo Alto Libraries and Community Centers; and distributed by e-mail through established distribution lists to community based organizations, individuals and City subscription based notification lists.

ATTACHMENTS:

None.

APPROVED BY:

Mahealani Ah Yun, City Clerk

ⁱ Public Art Commission:

<https://cityofpaloalto.primegov.com/Portal/viewer?id=0&type=7&uid=c0aa38a6-a2ed-4d01-98f3-a90b0b917833>