



City Council Staff Report

Report Type: ACTION ITEMS

Lead Department: City Clerk

Meeting Date: October 21, 2024

Report #:2410-3555

TITLE

Approval of FY 2025 Architectural Review Board, Historic Resources Board, Human Relations Commission, and Planning and Transportation Commission Workplans; CEQA status – not a project

RECOMMENDATION

The Architectural Review Board, Historic Resources Board, Human Relations Commission, and Planning and Transportation Commission recommend approval of each Commission's respective Fiscal Year 2025 Workplan.

BACKGROUND

Approval of the FY 2025 Architectural Review Board, Historic Resources Board, and Planning and Transportation Commission Workplans was agendized for the August 12, 2024 City Council meeting agenda. The item was removed off the agenda and has been rescheduled to October 21, 2024.

On November 30, 2020, the City Council adopted the Boards, Commissions and Committees (BCC) Handbook¹, which implemented an annual review and approval of BCC workplans.

Each BCC is required to prepare an annual workplan for Council's review and approval. The annual report should include the results of the prior year's workplan and should consist of up to three priorities. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the workplan.

Council may refer additional items to the BCC in response to new developments. If the BCC would like to add an issue for review after an annual workplan has been approved the City Council, a prompt request by the BCC Chair to the City Council is required and the item will then be addressed by the City Council as a whole.

¹ City Boards, Commissions, and Committees Handbook:

https://www.cityofpaloalto.org/files/assets/public/v/2/city-clerk/palo-alto-boards-commissions-and-committees-handbook_final_2022.pdf

Each BCC will give a brief presentation summarizing its prior year accomplishments and FY 2025 workplan highlights. At this meeting, Council will review workplans for the Planning and Development-related BCCs: Architectural Review Board, Historic Resources Board, Planning and Transportation Commission, as well as the Human Relations Commission.

Council reviewed Community Services- related BCCs (Parks and Recreation Commission, and Public Art Commission) at the October 7, 2024 meeting and infrastructure-related BCCs (Stormwater Management Oversight Committee and Utilities Advisory Commission) at the August 19, 2024 meeting.

FISCAL/RESOURCE IMPACT

Projects included in commission workplans ultimately require staff time and other City resources to complete. When possible, staff provide input to the commissions during workplan development to ensure the impact on staff time and resources is reasonable given staff workload and other competing priorities.

STAKEHOLDER ENGAGEMENT

Commission workplans are discussed publicly either in regular commission meetings or commission retreats.

ENVIRONMENTAL REVIEW

Council action on this item is not a project as defined by CEQA because this is a continuing administrative activity that will not result in direct or indirect physical changes in the environment. CEQA Guidelines section 15378(b)(5).

ATTACHMENTS

Attachment A: FY 2025 Architectural Review Board Workplan

Attachment B: FY 2025 Historic Resources Board Workplan

Attachment C: FY 2025 Human Relations Commission Workplan

Attachment D: FY 2025 Planning and Transportation Commission Workplan

APPROVED BY:

Mahealani Ah Yun