



CITY OF  
**PALO  
ALTO**

## **Architectural Review Board Staff Report**

**From: Planning and Development Services Director**  
**Lead Department: Planning and Development Services**

**Meeting Date: April 4, 2024**  
**Report #: 2403-2794**

### **TITLE**

Architectural Review Board's (ARB) Draft Annual Report and Work Plan

### **RECOMMENDATION**

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

1. Discuss the draft Annual Report and Work Plan, suggest changes, and recommend submission of the Draft Work Plan to the City Council.

### **EXECUTIVE SUMMARY**

The ARB Chair is expected to prepare an annual report/work plan by the second quarter of each calendar year with help from staff and their fellow Board members. City Council reviews the plan and provides feedback annually at a dedicated City Council meeting. The plan must be submitted to the City Clerk in May for Council consideration in June, prior to the end of the fiscal year. The plan should include the results of the prior year's plan and activities included in the board's work for the next fiscal year. The Council Handbook has a template for work plan development. If new issues arise during the year, the work plan can be amended and forwarded to Council for review and approval.

### **ANALYSIS**

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 the next fiscal year. A draft plan has been prepared by the ARB Chair and staff (Attachment A) using Council's provided template. The attached plan includes a summary of the ARB's accomplishments from last year and how they aligned with last year's work plan goals. It also suggests new goals for the ARB over the next year. The ARB is asked to review this document, suggest updates, and add any 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 June 2024. If an additional hearing is needed prior to taking action, a second hearing can be scheduled in May 2024.

**ENVIRONMENTAL REVIEW**

Adoption of the proposed work plan is exempt from CEQA in accordance with CEQA Guidelines Section 15063(b) because it can be seen with certainty that adoption of the work plan would not have an environmental impact on the environment.

**ATTACHMENTS**

Attachment A: Draft Work Plan

Attachment B: Draft Annual Report and Recommendations

**AUTHOR/TITLE:**

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