



CITY OF  
**PALO  
ALTO**

## Architectural Review Board Staff Report

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

**Meeting Date: November 21, 2024**  
Report #: 2411-3764

### **TITLE**

Director's Report, Meeting Schedule, and Upcoming Agenda Items

### **RECOMMENDATION**

Staff recommends the Architectural Review Board (ARB) review and comment as appropriate.

### **BACKGROUND**

This document includes the following items:

- ARB meeting schedule
- Upcoming ARB agenda items
- Recently submitted and pending projects subject to ARB review

Board members are encouraged to contact Veronica Dao ([Veronica.Dao@CityofPaloAlto.org](mailto:Veronica.Dao@CityofPaloAlto.org)) to notify staff of any planned absences one month in advance, if possible, to ensure the availability of an ARB quorum.

Approved projects can be found on the City's Building Eye webpage at <https://palocalto.buildingeye.com/planning>. Any party, including the applicant, may request a hearing by the ARB on the proposed director's decision(s) within the 10-day or 14-day appeal period by filing a written request with the planning division. There shall be no fee required for requesting such a hearing. However, there is a fee for appeals.

Pursuant to 18.77.070(b)(5) any project relating to the installation of cabinets containing communications service equipment or facilities, pursuant to any service subject to Palo Alto Municipal Code Chapter 2.11, Chapter 12.04, Chapter 12.08, Chapter 12.09, Chapter 12.10, or Chapter 12.13 is not eligible for a request for hearing by any party, including the applicant.

No action is required by the ARB for this item.

## UPCOMING ARB AGENDA ITEMS

The following items are tentative and subject to change:

MEETING DATE	TOPICS
December 5, 2024	<ul style="list-style-type: none"><li>• El Camino Real Focus Area: Study Session for Expansion</li><li>• 660 University: Architectural Review (1<sup>st</sup> Hearing)</li></ul>

## RECENTLY SUBMITTED PROJECTS

The following new ARB project was submitted:

ADDRESS & RECORD #	DATE SUBMITTED	PROJECT DESCRIPTION
340 Portage Av (24PLN-00322)	11/07/2024	Master Sign Program for the installation of 2 Project ID Monuments, 2 Entry ID's, 2 Parking ID's, 2 Directional Wall signs, 1 Brand/Tenant ID Wall sign, and 2 Tenant ID Canopy signs at The Cannery Palo Alto. Zoning District: RM-30 (Medium Density Multiple-Family Residence District).

## ATTACHMENTS

Attachment A: 2024 & 2025 Meeting Schedule & Assignments

Attachment B: Pending ARB Projects

### AUTHOR and ARB LIAISON <sup>1</sup>

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<sup>1</sup> Emails may be sent directly to the ARB using the following address: [arb@CityofPaloAlto.org](mailto:arb@CityofPaloAlto.org).