



CITY OF
**PALO
ALTO**

Architectural Review Board Staff Report

From: Jonathan Lait, Planning and Development Services Director
Lead Department: Planning and Development Services

Meeting Date: April 20, 2023
Report #: 2304-1252

TITLE

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

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.

BACKGROUND

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 the ARB 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 new 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. 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 2023.

ATTACHMENTS

Attachment A: Draft Annual Report and Work Plan

AUTHOR/TITLE:

Claire Raybould, Senior Planner