



City Council Staff Report

Report Type: SPECIAL ORDERS OF THE DAY

Lead Department: City Clerk

Meeting Date: September 18, 2023

Report #:2308-1968

TITLE

Appointment of Candidates for the Architectural Review Board

RECOMMENDATION

Staff recommends City Council vote to appoint one candidate to the Architectural Review Board with a term expiring on March 31, 2024.

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.

Board Member Osma Thompson resigned from the Architectural Review Board effective September 1, 2023. As such, the current vacancy staff is requesting to be filled is:

- One (1) position on the Architectural Review Board, with term expiring March 31, 2024

A total of six applications were submitted during the recruitment period. Interviews were conducted at the September 5, 2023 City Council meeting. Video recordings of the interviews are available on our [City of Palo Alto YouTube Channel](https://www.youtube.com/@cityofpaloalto)¹.

Membership Requirements

Per [PAMC 2.21.010](#)², the Architectural Review Board (ARB) requires at least three of its five members to be architects, landscape architects, building designers or other design professionals. All four current Board Members are architects. As a result, the current ARB

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

² Palo Alto Municipal Code 2.21.010: https://codelibrary.amlegal.com/codes/paloalto/latest/paloalto_ca/0-0-0-61294

Members fulfill these requirements.

Architectural Review Board: One position

Term ending March 31, 2024

- At least three members must be architects, landscape architects, building designers or other design professionals. *(Fulfilled by current members)*
- No Palo Alto residency requirement ([PAMC 2.21.010](#))
- Applicants
 1. Alex Lew
 2. John Kunz
 3. Mousam Adcock
 4. Naveen Govind
 5. Sam Zucker
 6. Stephen Sun

PUBLIC OUTREACH

Palo Alto Municipal Code 2.16.060 requires public notification regarding vacancies of the Commissions as follows, “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 report³ 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.”

The Architectural Review Board special recruitment invited applications from June 30, 2023 through August 14, 2023. The vacancy was advertised through various methods in partnership with the City Manager’s Office, Communications Office. This included paid digital/print advertisements in the Daily Post, Palo Alto Weekly, and social media; City communications channels including the website, social media, Nextdoor, LinkedIn, and digital newsletter; in physical locations of the Palo Alto Libraries and Community Centers; and, distributed by e-mail to community-based organizations and community member networks.

APPROVED BY:

Mahealani Ah Yun, Interim City Clerk

³ Policy & Services Committee, September 14, 2021, Agenda Item #3;
<https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/item-presentations/2021/20210914/20210914pptpsr-item-3.pdf>