

# ARCHITECTURAL AND SITE REVIEW BOARD (ASRB)

## MEETING PROCEDURES

The following is the procedure the ASRB uses to address each item on their agenda. Items are taken in the order they appear on the agenda, unless the Chair of the Board agrees to a different order. Copies of each report are posted online, and are available before meetings on the rear table of the meeting room. Meetings begin at 4:30 PM in Independence Hall (2955 Woodside Road, Woodside, CA 94062).

Note: Woodside Municipal Code §153.220-231, which outlines the purpose and goals of the ASRB, is posted online at:

- <http://www.woodsidetown.org/municipalcode/%C2%A7-153220-evaluation-criteria>; or,
- [http://www.amlegal.com/codes/client/woodside\\_ca/](http://www.amlegal.com/codes/client/woodside_ca/)

All public hearings are audio recorded. **IF YOU WISH TO SPEAK AT THE MICROPHONE, WE WOULD APPRECIATE IT IF YOU PLEASE STATE YOUR NAME AND ADDRESS FIRST FOR THE RECORD.** Written minutes are prepared for each public hearing. After the minutes are approved, they will be available online at: <http://www.woodsidetown.org/townmanager/research-town-documents>.

The meeting proceeds as follow:

### 1. STAFF REPORT

Town staff summarizes the main points of the written report, using plans, photos, and material samples. Staff then answers questions from the ASRB.

### 2. APPLICANT PRESENTATION

The Chair will ask if the applicant and/or property owner wishes to present information, or has any questions. The ASRB may ask questions of the applicant and/or owner. Any additional material samples, colored drawings, or photos may be presented at this time. Please provide enough copies for all of the Members and staff. They will be kept for the record.

### 3. AUDIENCE INPUT

The Chair will ask if anyone in the audience wishes to comment, or has any questions about the proposal being considered. **IF YOU WISH TO SPEAK AT THE MICROPHONE, WE WOULD APPRECIATE IT IF YOU PLEASE STATE YOUR NAME AND ADDRESS FIRST FOR THE RECORD.**

### 4. ASRB DISCUSSION

The Chair will then close the public portion of the meeting, and the Members of the Board will discuss the item. If there are any additional questions arising during the discussion, the Board may call upon staff, the applicant, or members of the public for this information.

## 5. ASRB VOTE

A Board Member will make a motion. There will be a call for a second to the motion, and then discussion of that motion, if necessary. A vote will then be taken. A recommendation requires the majority of the ASRB.

## DECISIONS OF THE ASRB

**APPROVALS:** The ASRB decision regarding a project is a recommendation to the Planning Director, who then makes a final decision on a project. Sometimes, depending on the type of application, the ASRB makes a recommendation to the Planning Commission. Project approvals generally incorporate conditions, reflecting both standard best practices and project specific issues. The decision of the Planning Director (in the form of an Action Letter) will be mailed to the property owner, applicant, and any other interested parties who request to be copied.

**APPEALS:** Any decision by the Planning Director is appealable to the Planning Commission per WMC Sections §153.335 - 153.338. The appeal period for projects is not later than ten calendar days following the date of the action on which such an appeal is being taken. Please contact the Planning Department if you need more information regarding the appeal process.

**INACTIVE PLANNING APPLICATIONS** (for Conceptual Design Review projects that require Formal Design Review): Pursuant to WMC §153.229, any planning application which has been incomplete for six or more months, or a completed Conceptual Design Review application for which a Formal Design Review application is required and has not been received for six months or more, shall be considered inactive. The six month clock for existing incomplete planning application shall start on the day this section is effective. The Planning Director shall notify applicants of such status by letter and provide 60 days to bring the application to complete status. If the application has not achieved complete status to the satisfaction of the Planning Director within this 60 day period, the applicant shall be refunded fees as specified by the Town's fee schedule and the application shall be closed.

**LAPSE OF APPROVALS** (for Formal Design Review and Conceptual Design Review only projects): Pursuant to WMC §153.230, approval by the Planning Director shall lapse and become null and void two years following the date on which the approval became effective, unless, prior to the expiration of two years, the approval has been acted upon (i.e., a building permit has been issued or the use has commenced). Approvals may be extended for an additional period of one year provided that, prior to the expiration of the initial two year approval period, an application for the renewal of the approval is filed with the Planning Director. The Planning Director may grant an extension for a period not exceeding one year where no change in conditions or requirements has occurred, but an application involving a change deemed significant by the Planning Director shall be treated as a new application, subject to all of the provisions of this chapter.