

PLANNING COMMISSION

MEETING PROCEDURES

The following is the procedure the Planning Commission uses to address each item on the agenda. Items are taken in the order they appear on the agenda, unless the Chair 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 6:00 PM in Independence Hall (2955 Woodside Road, Woodside, CA 94062).

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.woodsidesidtown.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 if necessary. Staff then answers questions from the Planning Commission.

2. APPLICANT PRESENTATION

The Chair will ask if the applicant and/or property owner wishes to present information or has any questions. The Planning Commission may ask questions of the applicant and/or owner.

3. AUDIENCE INPUT

The Chair will ask for a motion to open the public hearing. Once the public hearing is open, the Commission welcomes any input from the public regarding the agenda item. **IF YOU WISH TO SPEAK AT THE MICROPHONE, WE WOULD APPRECIATE IT IF YOU PLEASE STATE YOUR NAME AND ADDRESS FIRST FOR THE RECORD.** After public comments, the Chair will ask for a motion to close the public hearing.

4. COMMISSIONER DISCUSSION

The Commissioners will take turns voicing their comments. If any additional questions arise during the discussion, a Commissioner may call upon staff, the applicant, or members of the public for this information.

5. PLANNING COMMISSION VOTE

A Commissioner 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 decision requires the majority of the Planning Commission.

DECISIONS OF THE PLANNING COMMISSION

APPROVALS: Project findings and approvals generally incorporate conditions, reflecting both standard best practices and project specific issues in the form of a Resolution. The decision of the Planning Commission (in the form of an Action Letter) will be e-mailed/mailed to the property owner, applicant, and any other interested parties who request to be copied.

APPEALS: Any decision by the Planning Commission is appealable to the Town Council 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 Town Clerk if you need more information regarding the appeal process.

LAPSE OF APPROVAL: Pursuant to WMC §153.230,

(A) Any approval by the Planning Commission shall lapse and shall 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 to be significant by the Planning Director shall be treated as a new application, subject to all the provisions of this chapter.

(B) Exception. A use permit (excluding those issued under Section 153.208) shall lapse and become null and void one year following the date on which the use permit became effective, unless, prior to the expiration of one year, the use has commenced; a building permit has been issued; a certificate of occupancy has been issued; or the use permit has been renewed for an additional period not to exceed one year by the Planning Commission upon the filing of a written request by the applicant.