

THE TOWN OF WOODSIDE  
ARCHITECTURAL AND SITE REVIEW BOARD

\*\*\*SPECIAL MEETING DATE\*\*\*

ASRB Agenda  
2955 Woodside Road

July 10, 2023  
4:30 P.M.

**MEMBERS OF THE PUBLIC THAT WISH TO ATTEND AND/OR PARTICIPATE IN A MEETING MAY DO SO IN PERSON OR BY JOINING THE ZOOM MEETING <https://us02web.zoom.us/j/83688759602> PUBLIC COMMENTS WILL BE ACCEPTED BOTH IN PERSON AND VIA ZOOM MEETING. ANY EMAILS SENT TO [SHARPER@WOODSIDETOWN.ORG](mailto:SHARPER@WOODSIDETOWN.ORG) PRIOR TO 4:00 P.M. ON THE DATE OF THE HEARING WILL BE PROVIDED TO THE ASRB PRIOR TO THE MEETING. IN THE EVENT THAT ANY MEMBER OF THE ASRB PARTICIPATES IN A MEETING BY TELECONFERENCE OR VIDEO CONFERENCE, PURSUANT TO THE RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES OF THE ASRB SHALL BE BY ROLL CALL.**

<p><b>Join Zoom Meeting:</b></p> <p><b>One tap mobile</b> +16699009128,83688759602 +12532158782,83688759602</p> <p><b>Dial by your location</b> +1 669 900 9128 +1 253 215 8782 +1 346 248 7799 +1 312 626 6799 +1 646 558 8656 +1 301 715 8592</p> <p><b>Meeting ID:</b> 836 8875 9602</p> <p><b>Weblink:</b> <a href="https://us02web.zoom.us/j/83688759602">https://us02web.zoom.us/j/83688759602</a></p>	<p><b>Remote Public Comments:</b></p> <p>Meeting participants are encouraged to submit public comments in writing in advance of the meeting.</p> <p><b>Email:</b> <a href="mailto:sharper@woodsidesidtown.org">sharper@woodsidesidtown.org</a></p>
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ROLL CALL

CALL FOR CHANGES TO THE AGENDA

Update from Planning Department staff regarding any changes and/or clarification of any of the agenda items. Items may be removed from the agenda or placed in another order. No items may be added to the agenda.

PUBLIC COMMUNICATIONS

Persons wishing to address the Board on any appropriate subjects are invited to do so. Please note, however, that the Board is not able to undertake extended discussion or to act on non-agenda items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. As a courtesy to others, the communication should be kept to a three-minute limit.

CONSENT AGENDA ITEMS:

1. Minutes of June 5, 2023
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AGENDA ITEMS:

2. 12 Quail Meadow Drive ASRB2023-0001  
Shen Chiou, Ojanen Chiou Architects Planner: Melanie Olson, Assistant Planner
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Presentation and consideration of a proposal, requiring Conceptual Design Review, to construct a new multi-level single-family residence with a basement, attached garage, detached accessory structure with a garage and storage area, swimming pool, and associated site improvements.

During the review of a future application for Formal Design Review, the Town will determine if the project is exempt, or subject to, the California Environmental Quality Act (CEQA).

3. 1395 Cañada Road ASRB2023-0010  
Steve Simpson, SDG Architecture Planner: Melanie Olson, Assistant Planner
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Presentation and consideration of a proposal, requiring Conceptual Design Review, to demolish the existing single-family residence to construct a new multi-level single-family residence, attached garage, detached office accessory structure, swimming pool, and associated site improvements.

During the review of a future application for Formal Design Review, the Town will determine if the project is exempt, or subject to, the California Environmental Quality Act (CEQA).

4. 2977 Woodside Road ASRB2023-0015  
Michael O'Connell Planner: Sarah Filipe, Associate Planner
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Presentation and consideration of a recommendation of approval, conditional approval, or denial to the Planning Director of a proposal to install signs for "The Agency" office on an existing commercial building. Commercial signs require review by Town staff prior to approval. The applicant is proposing a red wall sign with white lettering along with smaller parking space signage. Due to the proposed color of the sign, staff has forwarded the application to the ASRB for a recommendation pursuant to the Delegation of Authority in Municipal Code Section 153.912(Table Q).

The project is exempt from the California Environmental Quality Act (CEQA) pursuant CEQA Guidelines Section 15301(g), new copy of on-premise signs located at existing facilities.

REPORTS

ASRB MEMBERS' COMMUNICATIONS

APPEALS

The Architectural and Site Review Board is an advisory body that makes recommendations on projects to either the Planning Director or the Planning Commission. The Planning Director usually makes a decision on a project based upon the recommendations of the ASRB and makes such a decision within two to three days of the ASRB meeting. Any decision by the Planning Director may be appealed to the Planning Commission, and any decision by the Planning Commission may be appealed to the Town Council. Appeals with the accompanying fee must be received at Town Hall within 10 calendar days of a decision. For more information on Appeals, please refer to Section 153.970 of the Woodside Municipal Code.

ADJOURNMENT

If you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-6790. Notification in advance of the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

Please note that pursuant to the State of California's Open Meeting Rules, this meeting is being audio-recorded.

THE APPLICATION MATERIALS ARE AVAILABLE FOR PUBLIC REVIEW BY CONTACTING MELANIE OLSON AT [MOLSON@WOODSIDETOWN.ORG](mailto:MOLSON@WOODSIDETOWN.ORG), OR SARAH FILIPE AT [SFILIFE@WOODSIDETOWN.ORG](mailto:SFILIFE@WOODSIDETOWN.ORG).