

INC. VILLAGE OF WOODSBURGH

ARCHITECTURAL ADVISORY COMMITTEE

August 12, 2014

1. Call meeting to order:

Present:	AAC Chair	Steven Rabinoff
	AAC Member	Joel Weiner
	AAC Member	Michael Krasne
	AAC Member	Fred Schornstein
	Village Attorney	Brian Stolar
	Bldg Inspector	William Dougherty
	AAC Clerk	Mary Long

Excused:	AAC Member	David Lasky
Attendee:	Mayor	Lee Israel

2. AAC Procedure Discussion

A. Review of the Architectural Advisory Committee Application Form.

Chairman Rabinoff provided the Village Attorney with a draft of AAC application form for review and approval.

B. Review of Village Code Chapter 4 – Architectural Advisory Committee.

After discussion, the Village Attorney outlined the AAC review process as follows:

1. The building inspector receives a building permit application. If the application is for construction of a new building or structure, the building inspector refers the application to the AAC. If the applicant seeks to reconstruct or alter an existing building or structure, and the building inspector determines that the reconstruction or alteration would substantially change the exterior character and appearance of the building or structure, the application is referred to the AAC. The building inspector may seek guidance from the Village Attorney and/or the AAC Chair in making that determination.
2. Upon referral, the AAC schedules a meeting to hear the application. The hearing on the application is not subject to a public hearing unless the AAC determines that the public interest would warrant a public hearing. If no public hearing is required, the Committee considers the application at a regular meeting subject only to notice of the meeting being posted and published. If a public hearing is required, notice of the hearing also must be given by written notice to neighbors.

3. Within 20 days after the receipt of the referral to the AAC, the Committee shall meet, consider and act upon the application.
4. The applicant shall submit an exterior rendering to describe each exterior material proposed and a materials sample board.
5. The AAC is an advisory committee. The Committee makes a recommendation to the Village Board of Trustees regarding approval, with or without conditions, or disapproval. Additionally, if the Committee intends to suggest modifications, it may advise the applicant of such proposed changes and the applicant may submit changes.
6. The Village Code provides that the Board of Trustees is to render a determination on the application within 45 days after receipt of AAC recommendation.
7. The Village Attorney shall investigate the appropriate filing fee for ACC applications.

3. Adjournment:

As there was no further business the meeting was adjourned at 8:00 p.m.