

City of Woodland

Community Development
Department

Instruction for Filing Appeals



520 Court Street ❖ Woodland California ❖ 95695

INSTRUCTIONS FOR FILING APPEALS

Purpose:

Any applicant or interested party may appeal the decision of the Zoning Administrator, Community Development Director, or Planning Commission to a higher authority. Final decisions of the Zoning Administrator and Community Development Director related to all types of planning applications and most determinations may be appealed to the Planning Commission. Final decisions of the Planning Commission may be appealed to the City Council.

Application:

An appeal of a Zoning Administrator decision must be filed with the Planning Department within 10 calendar days after the decision. An appeal of a Planning Commission decision must be filed with the City Clerk within 14 days after the decision. If the date falls on a weekend or holiday, the deadline for appeals is extended to the next working day. The decision being appealed is not effective until the appeal is resolved. Appeal application forms are available at the Community Development Department located at City Hall, 520 Court Street. The filing fee for an appeal is \$_____. Basic background information about the project and details of the Planning action is required on the application form. The appeal must address one or more of the following issues:

- ◆ Where the decision or action is inconsistent with the purposes of the Zoning Ordinance;
- ◆ Where there was an error or abuse of discretion by the decision-making body;
- ◆ Where there is inaccurate information in the application record; or
- ◆ Where the decision is not supported by the record.

The appeal must be based upon the information in the record, and on the application, plans, and related project materials reviewed by the decision-making body prior to the decision being appealed.

Scheduling:

The Planning Commission schedules appeals of Zoning Administrator actions. At its next regular meeting after the filing of an appeal, the Planning Commission will set a date for a public hearing. The City Clerk schedules appeals of Planning Commission actions to the City Council. After the appeal is scheduled for a public hearing the City will then give notice to the appellant, the applicant and neighboring property owners. Public hearing notices for the meeting are mailed, posted or published in the same manner as for the original application.

Action:

At the appeal hearing, the Planning Commission, or City Council will consider the same application, plans, and project materials that were the subject of the original decision. The record of decision is reviewed, and testimony by the appellant, applicant, and any other interested person is heard. After the hearing, the decision-making body will affirm, modify, or reverse the original decision. A written notice of the Planning Commission's decision is mailed to the applicant and appellant following the meeting. Copies of the Council's action may be obtained from the City Clerk's office.

Effective Date:

A decision by the City Council regarding an appeal becomes final on the date of the decision. A Planning Commission appeal becomes final within 14 calendar days of the appeal decision.

NOTICE OF APPEAL

To the Secretary of the Planning Commission of the City of Woodland:

I (we) wish to appeal the Planning Commission decision made _____
regarding the (approval) (denial) of the _____
for the _____ project located at _____ in
the _____ Zone, for the following reasons:

Appeal is made in accordance with Section _____ of the Zoning
Ordinance of the City of Woodland is accompanied by the filing fee of \$_____.

Name(s)

Address

City

Phone: _____

Date Received and Filing Fee Paid: _____

By: _____