

Chapter 20.64 - ADMINISTRATIVE RESPONSIBILITY

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20.64.010 Purpose

This chapter describes the authority and responsibilities of the City Council, Planning Commission, Site Plan Review Committee, and Director of Development Services in the administration of the Zoning Ordinance.

20.64.020 Planning Agency

The City Council, the Planning Commission, the Site Plan Review Committee, and the Director of Development Services shall function as the Planning Agency and as the Advisory Agency in compliance with Government Code Section 65100.

20.64.030 City Council

The role of the City Council in the administration of the Zoning Ordinance includes:

- A.** Serving as the review authority on legislative actions as shown in Table 20.64-1; and,
- B.** Reviewing appeals filed from Planning Commission decisions.



TABLE 20.64-1 REVIEW AND DECISION-MAKING AUTHORITY

Type of Action	Role of Authority ^[1]			
	Director of Development Services ^[2]	Site Plan Review Committee	Planning Commission	City Council
Legislative Actions				
Annexations/Prezoning	Recommend		Recommend	Decision
Development Agreements	Recommend	-	Recommend	Decision
General Plan Amendments	Recommend	-	Recommend	Decision
Zoning Ordinance Amendments (Map & Text)	Recommend	-	Recommend	Decision
Permits				
Conditional Use Permit	Recommend	-	Decision	Appeal
Design Review/Historic Preservation Permit	Recommend	-	Decision	Appeal
Minor Use Permit	Decision	-	Appeal	Appeal
Site Plan Review Permit	Recommend	Decision	Appeal	Appeal
Special Project Permit	Recommend	-	Recommend	Decision
Variance	Recommend	-	Decision	-
Other Approvals				
Density Bonus	Recommend	-	Recommend	Decision
Interpretations/Determinations	Decision	-	Appeal	Appeal
Minor Modification	Decision	-	Appeal	Appeal
Reasonable Accommodations	Decision	-	Appeal	Appeal
Site Utilization Plan Revisions (P-D Zone)	Recommend	-	Recommend	Decision
Subdivision Map—Tentative	Recommend		Decision	Appeal
Subdivision Map--Final	Recommend			Decision

Notes:

- [1] "Recommend" means that the review authority makes a recommendation to a higher decision-making body; "Decision" means that the review authority makes the final decision on the matter; "Appeal" means that the review authority may consider and decide upon appeals to the decision of an earlier decision-making body.
- [2] The Director of Development Services may defer action and refer the request to the Planning Commission for consideration and final action.

20.64.040 Planning Commission

The role of the Planning Commission in the administration of the Zoning Ordinance includes:

- A. Serving as the review authority on permit and approval applications as shown in Table 20.64-1;
- B. Reviewing appeals filed from Site Plan Review Committee decisions on Site Plan Review permit applications;
- C. Reviewing appeals filed from Development Services Director decisions on discretionary permit applications; and,
- D. Providing recommendations to the City Council on legislative actions as shown in Table 20.64-1.
- E. All decisions or recommendations of the Planning Commission noted above shall require at least four (4) members of the Planning Commission to vote to approve such an action; otherwise, the action is deemed denied.

20.64.050 Site Plan Review Committee**A. Membership.**

1. The Site Plan Review Committee shall consist of three members holding the positions of the Chief Building Official, Director of Development Services, and the City Engineer or their respective designees.
2. In the event any of these positions are vacant for more than 30 days, the City Manager may designate another City employee as a temporary substitute during the vacancy.

**B. Role.** The role of the Site Plan Review Committee in the administration of the Zoning Ordinance includes:

1. Serving as the review authority on Site Plan Review applications; and,
2. Referring action as needed on any Site Plan Review Permit to the Planning Commission for review and final decision.

20.64.060 Director of Development Services

The role of the Director of Development Services in the administration of the Zoning Ordinance includes:

- A. Serving as the review authority on permit and approval applications shown in Table 20.64-1;
- B. Interpreting the Zoning Ordinance as specified in Chapter 20.04 (Interpretation of the Zoning Ordinance); and,
- C. Referring action as needed on any permit, approval, or interpretation to the Planning Commission for review and final decision.

