

Chapter 17.108

ADMINISTRATIVE RESPONSIBILITY

Sections:

- 17.108.010 Purpose.
- 17.108.020 Planning agency.
- 17.108.030 Review and decision-making authority.
- 17.108.040 Design review process.

17.108.010 Purpose.

This chapter describes the authority and responsibilities of the city council, planning commission, and the community development director in the administration of the zoning code. (Ord. 1043 § 2 (Att. 2), 2020)

17.108.020 Planning agency.

The city council, planning commission, and community development director function as the planning agency and as the advisory agency in compliance with Government Code Section 65100. (Ord. 1043 § 2 (Att. 2), 2020)

17.108.030 Review and decision-making authority.

Table 17.108-1 shows the review and decision-making authority of the city council, planning commission, and community development director in the administration of the zoning code.

Table 17.108-1: Review and Decision-Making Authority

Type of Action	Role of Authority [1]		
	Community Development Director	Planning Commission	City Council
Legislative Actions			
Development Agreements	Recommend	Recommend	Decision
General Plan/Coastal Land Use Plan Amendments	Recommend	Recommend	Decision
Zoning Code/Title 17 Amendments	Recommend	Recommend	Decision
Permits			
Administrative Permits	Decision	Appeal	Appeal
Administrative Sign Permits	Decision	Appeal	Appeal
Sign Permits	Recommend	Decision	Appeal
Design Permits	Recommend	Decision	Appeal
Minor Design Permits	Decision	Appeal	Appeal
Coastal Development Permits	See Section 17.44.070(B) (Coastal Development Permit Requirements)		
Conditional Use Permits	Recommend	Decision	Appeal
Historic Resource Demolition Permits [2]	Recommend	Recommend/Decision	Decision/Appeal
Master Use Permits	Recommend	Decision	Appeal
Minor Use Permits	Decision	Appeal	Appeal
Tenant Use Permits	Decision	Appeal	Appeal

Type of Action	Role of Authority [1]		
	Community Development Director	Planning Commission	City Council
Other Approvals and Actions			
Conceptual Review	See Chapter 17.114 (Conceptual Review)		
Historic Alteration Permit	Recommend	Decision	Appeal
Minor Modifications	Recommend	Decision	Appeal
Preliminary and Final Development Plans (PD)	Recommend	Recommend	Decision
Reasonable Accommodations	Decision	Appeal	Appeal
Variances	Recommend	Decision	Appeal

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 shall consider and decide appeals of decisions of an earlier decision-making body, in compliance with Chapter 17.152 (Appeals).

[2] The planning commission is the decision-making authority on historic resource demolition permits applications for potential historic resources. The city council is the decision authority on historic resource demolition permits applications for designated historic resources.

(Ord. 1043 § 2 (Att. 2), 2020)

17.108.040 Design review process.

A. Purpose.

1. The design review process allows for city staff and city-contracted design professionals to provide preliminary recommendations to the applicant on design permit applications prior to planning commission review.
2. Through the design review process, city staff and city-contracted design professionals shall work with applicants to produce the best possible project design consistent with city policies and regulations prior to a hearing before the planning commission. The design review process does not result in a design permit approval or a specific recommendation to the planning commission for approval or denial of a design permit application.

B. Participating Staff and Consultants.

1. City staff involved in the design review process include city staff representing the planning, public works, and building departments.
2. A city-contracted landscape architect, architect, and architectural historian may also participate in the design review process for significant and/or sensitive projects as determined by the community development director. A city-contracted architect shall participate in the design review process for all new proposed multifamily and nonresidential construction projects. (Ord. 1043 § 2 (Att. 2), 2020)