



COMMUNITY DEVELOPMENT DEPARTMENT

- Subject:** Town Council Notification of Development Code Decisions
- Issue:** The Development Code specifically authorizes appeals of Development Code decisions by the Town Manager and Town Council. The Council has adopted policies and procedures on how the Council and Town Manager will be notified of Development Code decisions. Department procedures are necessary to ensure that the Council and Manager are properly notified.
- Reference:** Sections 18.140.020 (Allowable Appeals); Council Resolution 2001-02
- Policy/Procedure:** The project planner will take the following actions after a land use permit is approved:
1. For land use permits acted upon by the Planning Commission or Zoning Administrator, the project planner within two days after action will forward to each Council member and the Town Manager a hard copy and an e-mail copy of the applicant letter that summarizes the action taken on the land use permit. The applicant letter will include language that the action is subject to appeal and identify by date and time when the appeal period ends. The project planner does not need to attach the resolution or conditions of approval, but the project planner shall notify the Council and Manager in the e-mail that the resolution or conditions of approval are available for review by contacting the project planner.
 2. For land use permits that do not require action by the Planning Commission or Zoning Administrator (e.g. home occupation, zoning clearance), the project planner within one day after action is taken by the project planner will notify the Town Planner by e-mail of the action taken on the land use permit. The project planner will provide to the Town Planner the land use permit application number, the action taken on the land use permit, and the date the action was taken. If the applicant is notified in writing of the Department action, the letter will include language that the action is subject to appeal and identify by date and time when the appeal period ends. Zoning clearances for single family

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residences, duplexes, and secondary units are exempt from this notification requirement.

3. On the first day of the work week, the Town Planner will compile a list of these actions that summarizes the land use permit and the action taken and the date in which the appeal period ends on the action. The Town Planner will forward the list by e-mail and hard copy to each Council member and the Town Manager.
4. In the absence of the Town Planner, the designated Associate Planner will perform the duties of the Town Planner in compiling the list and forwarding it to the Council and Manager.

Effective Date: January 23, 2001

Attachment
Council Resolution No. 2001-02

Approved by: _____
Tony Lashbrook, Director