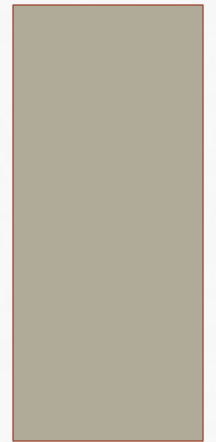# PLANNING AND ZONING ADMINISTRATOR(S)

CODE TEXT AMENDMENT

PLANNING & ZONING ADMINISTRATOR

- Purpose

  - Clarify the standards for when land use applications are placed on agendas

- Proposed amendments

  - City Planning Administrator and the Zoning Administrator language is amended

  - Incomplete applications will not be placed on agendas

  - Applications that do not substantively comply with the ordinance will not be placed on agendas

PROPOSED LANGAUGE

- 2.01.080 City Planning Administrator

  - 3. Before allowing a land use application to be put on either a Planning Commission or City Council agenda, review the land use application to assure the application is complete and substantively complies with City zoning ordinances.

- 2.01.090 Zoning Administrator Appointed

  - 2. Before allowing a land use application to be put on either a Planning Commission or City Council agenda, review the land use application to assure the application is complete and substantively complies with City zoning ordinances.

APPEAL PROCESS

- If an applicant does not agree with the City Planning Administrator's or the Zoning Administrator's decision, then that administrative decision may be appealed directly to the City Council

POSSIBLE FINDINGS

- The proposed code will clarify that the Planning Administrator/Zoning Administrator can determine if a land use application is incomplete or not compliant with the code.

- If an application is determined by the Planning Administrator/Zoning Administrator to be incomplete or not compliant with the land use code, then the application will not be placed on a Planning Commission or City Council agenda.

- The proposed language will better serve the City and the public by clarifying the process.