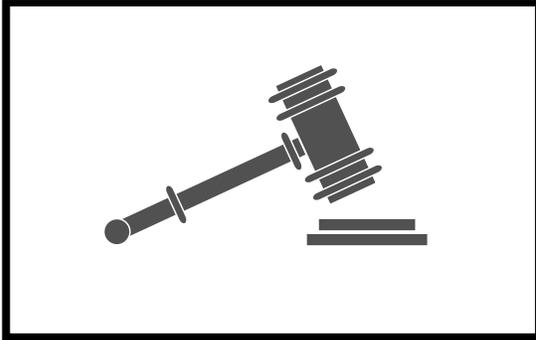


# CHAPTER 3



## Administration

### Sections

- 17.03.01 Authority**
- 17.03.02 City Council**
- 17.03.03 Planning Commission**
- 17.03.04 Planning Director**
- 17.03.05 Head Building Official**
- 17.03.06 City Engineer**
- 17.03.07 Site Plan Review Committee**
- 17.03.08 Design Review Committee**

#### **17.03.01 Authority**

This Ordinance is the primary tool for implementing the goals, policies and action programs of the Woodlake General Plan and the Subdivision Ordinance. The authority to execute this Ordinance shall be vested with the City Council, Planning Commission and other named city officials and public bodies.

#### **17.03.02 City Council**

The Woodlake City Council shall be the final authority on zoning ordinance amendments, appeals, general plan and specific plans and their amendments, development agreements, and other permit procedures that may be included in or added to the Ordinance.

The City Council shall also be responsible for appointing persons to the Planning Commission and other decision-making bodies that may be named in this Ordinance.

#### **17.03.03 Planning Commission**

The Woodlake Planning Commission shall be the final authority on classification of uses, site plan review permits, and other permits that may be included in or added to this

Ordinance. In addition, the Commission shall provide recommendations to the City Council by means of a resolution that details findings on zoning ordinance amendments, conditional use permits, general and specific plans and amendments thereto, development agreements, and other permits procedures that may be added to the Ordinance.

**17.03.04 Planning Director**

The Planning Director, or assigned representative, shall be the authority on the interpretation, administration and enforcement of the Ordinance. Further, the Planning Director shall be the final authority on minor deviations and administrative planning permits. Other duties of the Director shall include preparation of reports, resolutions and ordinances that come before the Planning Commission and City Council.

The Director shall serve as a member of the site plan and design review committees, shall prepare administrative resolutions on decisions made by the site plan or design review committees, shall provide notification to persons who are in violation of any provision of this Ordinance, and shall undertake another responsibilities that may be included in or added to this Ordinance.

**17.03.05 Head Building Official**

The Head Building Official, or assigned representative, shall be the authority on the interpretation, administration and enforcement of the Uniform Building Code. Other duties of the Building Official shall include enforcement of specified provisions of this Ordinance, securing Ordinance clearance prior to issuing a building permit, serving as a member of the Site Plan Review Committee, notification of persons who are in violation of specified provisions of this Ordinance and other responsibilities that may be included in or added to this Ordinance.

**17.03.06 City Engineer**

The City Engineer, or assigned representative, shall be the authority on the interpretation, administration and enforcement of the Subdivision Ordinance, the City of Woodlake Improvement Standards Manual, and other responsibilities that may be included in or added to this Ordinance. Other duties of the City Engineer shall include preparation of reports and recommendations on all engineering matters that come before the Planning Commission and City Council, membership on the Site Plan Review Committee, and notification of persons who are in violation of specified provisions of this Ordinance.

**17.03.07 Site Plan Review Committee**

The Site Plan Review Committee shall provide findings and recommendations to the Planning Commission on site plan review and conditional use permits. The Committee shall ensure that developments shall be designed and constructed consistent with the development and design standards contained in this Ordinance.

At a minimum, the Site Plan Review Committee shall include the Planning Director, Head Building Official, City Engineer, Woodlake Public Works Director, Fire Marshall, and other persons who may possess expertise in fields that would benefit the site plan review process.

**17.03.08 Design Review Committee**

The Design Review Committee shall provide findings and recommendations to the Planning Commission on architectural elevations and drawings for projects that are prepared for new or existing buildings within a Planned Development or Downtown combining district. The Committee shall ensure that developments shall be designed and constructed consistent with the development and design standards contained in these combining districts.

The Design Review Committee shall be composed of persons appointed by the City Council.