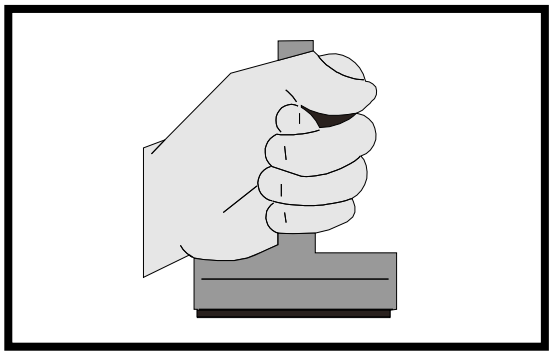
CHAPTER 63



Administrative Approval

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17.63.01 Purpose

The purpose of this chapter is to provide a process whereby the Planning Director can make administrative decisions on minor planning requests in order to expedite the building or planning process. Said decisions are minor planning or building issues that will not negate the purpose and intent of the Woodlake general plan or zoning ordinance.

17.63.02 Applicability

The Planning Director may review and grant approval of the following minor planning requests.

A. Home occupation permits

B. Temporary conditional use permits

C. Building permits for fences, signs and accessory structures

D. Site plans for parking lots

E. Building permit applications for additions to existing buildings and uses, where the existing building or use is being expanded by less than 25 percent of the area of the existing building or use.

F. Classification of conditional uses, placing uses on the conditional use list of districts with the finding that the use to be added is similar in nature to the uses already listed.

G. Minor deviations.

17.63.03 Definitions

A. Administrative Agreement: An agreement duly executed and legally binding between the City of Woodlake, prepared and signed by the Planning Director, and the applicant for a minor planning request. The agreement will delineate the terms and conditions agreed upon by the two parties.

B. Minor Planning Request: The temporary use of a structure or land, a deviation from a development standard of a district, addition of uses to a conditional use list, site plans for existing land uses, where the existing building is being expanded by less than 25 percent of the area of the building or use, or other minor planning requests that might be added to this chapter by the Planning Commission.

17.63.04 Application and Fee

An application for a minor planning request shall be submitted to the Planning Department on a form prescribed by the planning department. A fee set by resolution of the City Council shall accompany the application.

17.63.05 Findings

The Planning Director shall review the minor planning request and shall make the following findings prior to approving the request.

A. That the minor planning request will not adversely impact the purpose and intent of the Woodlake Zoning Ordinance.

B. That the minor planning request will not be materially detrimental to the public health, safety or welfare, or injurious to the property or improvements in the vicinity and district in which the property is located.

C. That approving the project will not have a significant adverse impact on the environment.

17.63.06 Action of Planning Director

Following a review of a minor planning request and the findings above, the Planning Director may take action on the matter. The Director can approve, approve with conditions or deny the planning request. Following a decision by the Planning Director, an administrative resolution shall be prepared that outlines the findings and conditions of the Director's decision. The Planning Director and the applicant shall sign the administrative resolution.

The Director's decision shall be final unless appealed to the Planning Commission consistent with the requirements contained in Chapter 17.06 Appeals.

17.63.07 Appeal to the Planning Commission

Upon an appeal of the Planning Director's decision, the Planning Commission shall take action by resolution on the minor planning request. The Commission shall consider the Planning Director's decision, the claims contained in the appeal, and the findings contained in Section 17.63.04 of this chapter. The Commission can approve, approve with modifications or deny the recommendation of the Planning Director. The decision of the Commission shall be final. The decision shall become effective three days following the date of the Commission's approval at which time the applicant may secure a building permit for the accommodation under consideration.

17.63.08 Conditions

The Planning Director can approve a minor planning request subject to conditions. Such conditions will ensure that the approved project shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and district in which such subject property is located. Said conditions shall be contained in an administrative resolution.

17.63.09 Administrative Resolution Requirements

To prepare an administrative resolution, the Planning Director shall find that:

A. A person has a legal or equitable interest in real property for the development of such property.

B. The minor planning request is consistent with the Woodlake General Plan.

C. The approval of the minor planning request is within the purpose and intent of the Woodlake Zoning Ordinance.

17.63.10 Administrative Resolution Contents

An administrative agreement shall indicate the type of minor planning request being desired; the findings and decision of the Planning Director; a list of conditions; and it shall contain signature lines for the applicant and the Planning Director.