

The Chief of Inspection Services has all the powers and duties conferred and imposed in the Zoning Ordinance, including, but not limited to:

- ◆ Coordinating the authorization of City departments for the issuance of permits authorized by the Building Code, as contained in Chapter 5 of the Code

► **Other Commission or Board Reviews for Certain Projects.**

In rare circumstances, the DRC or the Planning Commission may refer applications that are unique or challenging to another commission or board such as, but not limited to, the Traffic and Transportation Commission or the Recreation and Parks Advisory Board. Such meetings are public, and the applicant is instructed to attend those meetings as well.

Agenda Packets and Postings. Any application that is processed through an Approving Authority (other than the Chief of Planning or Inspection Services) will result in a staff report and recommendation that will be drafted and coordinated by the Project Planner. There may be several applications on the agenda. All staff reports and other information relevant to the agenda will be distributed as an “agenda packet” to the respective Approving Authority approximately one week prior to their meeting. Immediately after the packet is distributed to the members, the applicant will also receive a copy of the agenda and the staff report for their application. The agenda and packet are posted on the City’s website on the same day.

Meeting Packet Posted

- Mayor and Council five days (Thursday) before meeting
- Planning Commission seven days (Wednesday) before meeting
- Board of Appeals eight days (Friday) before meeting
- Historic District Commission seven days (Thursday) before meeting
- Sign Review Board N/A

Decision Phase

Decision Letter. Following the decision of an Approving Authority, the Project Planner will draft either a letter of approval, including conditions where applicable, or a letter of denial to be sent to the applicant. Decision letters will be reviewed by the City Attorney and signed by the Chief of Planning. The decision letter must then be signed by the applicant to acknowledge acceptance of conditions and returned for inclusion in the file.

Applications requiring a decision by Mayor and Council will be rendered and documented by a resolution. Once signed by the City Clerk, the Project Planner will provide a copy of the resolution to the applicant.

Signature Sets of Approved Site Plans. Where applicable, the applicant must submit a signature set of plans that incorporates required changes in accordance with the conditions of approval and/or Planning Commission Exhibits A and/or B. Planning Commission Exhibit A is the Site Plan exhibit from the Planning Commission meeting that is marked with necessary changes approved by the Commission. Exhibit B is the

corresponding Landscape and Lighting Plan exhibit. Signature sets must be submitted for staff review within 30 days of the decision letter. Neither DPW permits nor building permits will be issued until the signature sets are received and approved by CPDS. The Project Planner and/or Chief of Planning will verify signature sets for compliance with approval conditions and distribute them to relevant DRC departments for reference.