

Chapter 17.206
ZONING ADMINISTRATOR AUTHORITY

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17.206.010 Office of Zoning Administrator created.

The office of Zoning Administrator is hereby established pursuant to the authority granted to cities under Section 65900, et seq. of the Government Code of the State of California.

17.206.020 Purpose and Intent.

The office of Zoning Administrator is established to increase the efficiency and responsiveness of the administration of the City's zoning regulations in the following areas:

- A. To provide efficient methods of implementing the zoning regulations by reducing the staff time involved and providing more flexibility in the processing of certain applications as specified in this title;
- B. To provide a method by which adjustments from the requirements of zoning regulations may be decided without the necessity of the delays incident to the setting of such matters for public hearing by the Planning Commission;
- C. To relieve the Planning Commission from the performance of certain minor functions of a routine nature which tend to divert that body from the major planning and zoning functions entrusted to the Commission.

17.206.030 Appointment of Zoning Administrator.

The Community Development Director shall appoint the Zoning Administrator and such alternate persons to act for, and in behalf of, the Zoning Administrator during his or her absence.

17.206.040 Authority of Zoning Administrator.

Subject to the general control and supervision of the Community Development Director, the Zoning Administrator shall have authority in the following areas:

A. Design Review.

The Zoning Administrator shall have the authority to make determinations on Design Review applications, except that when any variance application is filed in conjunction with, and is a part of, a project that requires Planning Commission action on the related land use applications, such application shall automatically be referred to the Planning

Commission in conjunction with the other pending applications. Procedures for reviewing and acting on Design Review applications shall conform to Section 17.184, Design Review.

B. Time extensions.

The Zoning Administrator shall have the authority to act on requests for extensions of time for previously approved applications that are in substantial conformance with the original project approval, as provided in applicable provisions of Chapter 17, of this Code.

C. Variances.

The Zoning Administrator shall have the authority to make determinations on variance applications, except that when any variance application is filed in conjunction with, and is a part of, a project that requires Planning Commission action on the related land use applications, such application shall automatically be referred to the Planning Commission in conjunction with the other pending applications. Procedures for reviewing and acting on variance applications shall conform to Section 17.172, Variances and Exceptions.

17.206.050 Zoning Administrator procedures.

A. Determinations on applications. The Zoning Administrator may approve, conditionally approve, deny, or continue, for reasonable cause, any application described in this article.

B. Referral to the Planning Commission. The Zoning Administrator may refer any application described in this article to the Planning Commission when the Zoning Administrator determines:

1. That the general public interest warrants such referral because the nature or intensity of the project may cause impacts to surrounding areas or the general public;
2. The applicant is not in agreement with staff's recommendations on the project;
3. Public input received on the project indicates a substantial level of community concern; or
4. The Planning Commission has requested to review the project; or
5. As otherwise determined to be warranted by the Zoning Administrator.

C. When any application described in this article is filed in conjunction with, and is a part of, a project that requires Planning Commission action on the related land use applications, such application shall automatically be referred to the Planning Commission in conjunction with the other pending applications.

17.206.060 Public hearings and meetings.

The Zoning Administrator shall hold public hearings or meetings for applications as required by Section 17.192, Hearings, and shall set the time and place of such hearings or meetings and ensure that the required notifications are made. The Zoning Administrator shall record his or her findings in full. The Zoning Administrator's decision, based on such findings, shall be conclusive, unless appealed as set forth herein.

17.206.070 Appeals.

All determinations by the Zoning Administrator may be appealed to the Planning Commission and ultimately to the City Council in accordance with Chapter 17, of this Code.