

## APPEALS TO PLANNING COMMISSION APPLICANT'S GUIDE/SUBMITTAL REQUIREMENTS

The City's Zoning Ordinance allows the Planning Commission to hear and decide appeals of certain types of administrative actions by the Community Development Director or his/her designee. The following information explains what types of actions may be appealed to the Planning Commission and how to file such an appeal.

An appeal to the Planning Commission must be RECEIVED by the City Planning Division before the close of business WITHIN 10 CALENDAR DAYS after the date the final action being appealed is taken by the Director.

Actions that may be appealed to the Planning Commission include administrative decisions on:

- Administrative Use Permits and Amendments;
- Administrative Planned Development Permits and Amendments;
- Administrative Variances and Amendments not already referred to the Planning Commission;
- Director's Permits;
- Minor Lot Line Adjustments and Tentative Parcel Maps and Amendments
- General Plan Consistency Determinations

An appeal may be filed by the applicant, or by an "aggrieved person." The Zoning Ordinance defines an aggrieved person as: "Any person who, in person or through a representative, appeared at a public hearing of the local government in connection with the decision or action appealed, or who, by other appropriate means prior to a hearing, informed the local government of the nature of his concerns or who for good cause was unable to do either."

The Planning Division will attempt to schedule a public hearing on the appeal for the soonest available Planning Commission meeting.

The Planning Commission may:

- (a) Continue the hearing and request a supplemental report from the Director, in which event the Planning Commission may extend the time for rendering the decision for a period of time deemed appropriate by the Planning Commission;
- (b) Sustain the action upon finding that all applicable findings have been correctly made and all of the provisions of the Zoning Ordinance are complied with;
- (c) Sustain an approval or conditional approval, but require additional conditions or guarantees as it deems necessary or desirable to further the purposes of the Zoning Ordinance or comply with other provisions of law;
- (d) Overrule the action upon finding that all applicable findings have not been made or all provisions of the Zoning Ordinance, or other provisions of law, have not been complied with; or
- (e) Take such other action as may be necessary or desirable to further the purposes of the Zoning Ordinance, the General Plan, or other provisions of law.

The Planning Commission's final decision, except for General Plan Consistency Determinations, is appealable to the City Council. For appeals of decisions by the Planning Commission, appeal forms and appropriate fees should be filed with the City Clerk.

Further information regarding Appeals to the Planning Commission is available from the Planning Division.

An application for appeal must include the following information:

- A completed and signed Planning Commission Appeal form.
- The applicable filing fee, payable to the City of San Buenaventura.

### **INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.**

**HOURS:** Monday, Tuesday, Wednesday and Friday, 7:30 a.m. to 5:00 p.m.  
Thursday 9:00 a.m. to 5:00 p.m. Closed alternate Fridays.  
Check City website at [www.cityofventura.net](http://www.cityofventura.net)

**LOCATION:** Ventura City Hall, 501 Poli Street, Room 117

**PHONE:** (805) 654-7725

**MAILING ADDRESS:** P.O. Box 99, Ventura, CA 93002-0099

This document is available in alternate formats by calling the City of Ventura Community Development Department at 805/654-7894 or by contacting the California Relay Service.