

# APPEALS

Community Development Department  
300 First Street  
Woodland CA 95695  
(530) 661-5820  
[www.cityofwoodland.gov](http://www.cityofwoodland.gov)

**THIS HANDOUT IS A SUMMARY OF REQUIREMENTS**  
For further details, reference Section [17.96.160](#) of the  
Woodland Municipal Code.

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## **PURPOSE**

Any applicant or interested party may appeal the decision of the Zoning Administrator, Community Development Director, or Planning Commission to a higher authority. Final decisions of the Zoning Administrator and Community Development Director related to all types of planning applications and most determinations may be appealed to the Planning Commission. Final decisions of the Planning Commission may be appealed to the City Council.

## **APPLICATION**

Unless otherwise specified in state or federal law, all appeals shall be filed in writing within 10 calendar days of the date when the action was taken. In the event an appeal period ends on a Saturday, Sunday, or any other day the City is closed, the appeal period shall end at the close of business on the next consecutive business day.

Appeal application forms are available at the Community Development Department located at City Hall, 300 First Street. See current Comprehensive Fee Schedule for filing fee for an appeal. Basic background information about the project and details of the Planning action is required on the application form. The appeal must address one or more of the following issues:

- ◆ Where the decision or action is inconsistent with the purposes of the Zoning Ordinance;
- ◆ Where there was an error or abuse of discretion by the decision-making body;
- ◆ Where there is inaccurate information in the application record; or
- ◆ Where the decision is not supported by the record.

The appeal must be based upon the information in the record, and on the application, plans, and related project materials reviewed by the decision-making body prior to the decision being appealed.

## **SCHEDULING**

The appeal shall be scheduled for consideration by the appropriate appeal body within 45 days of the date the appeal is filed. All documents that constitute the record shall be made available to the appeal body. A staff report shall be prepared for the hearing and public hearing notices shall be provided pursuant to Section 17.98.080, Public Notice.

## **ACTION**

At the appeal hearing, the Planning Commission or City Council will consider the same application, plans, and project materials that were the subject of the original decision. The record of decision is reviewed, and testimony by the appellant, applicant, and any other interested person is heard. After the hearing, the decision-making body will affirm, modify, or reverse the original decision. An action to grant an appeal requires a majority vote. A written notice of the decision shall be mailed to the applicant and appellant following the meeting.

## **EFFECTIVE DATE**

A decision by the City Council regarding an appeal becomes final on the date of the decision. A Planning Commission appeal becomes final within 10 calendar days of the appeal decision.

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**If you have questions, please call the Community Development Department at (530) 661-5820 or visit the front counter at 300 First Street, Woodland, CA 95695.**

## NOTICE OF APPEAL

To the Secretary of the Planning Commission of the City of Woodland:

I (we) wish to appeal the Planning Commission decision made on: \_\_\_\_\_  
regarding the (approval) (denial) of the \_\_\_\_\_ for the  
project located at \_\_\_\_\_ in the  
\_\_\_\_\_ Zone, for the following reasons: \_\_\_\_\_

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Appeal is made in accordance with Section \_\_\_\_\_ of the Zoning Ordinance of the City of Woodland and is accompanied by the filing fee of \$\_\_\_\_\_.

Name(s) of person(s) filing Appeal: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone: \_\_\_\_\_

Date Received \_\_\_\_\_

By: \_\_\_\_\_