

**STAYTON PLANNING COMMISSION  
AGENDA**

**Monday, August 28, 2017  
7:00 pm Stayton Community Center**

- 1. CALL TO ORDER** **Chair Nunez**
- 2. MEETING MINUTES – July 31, 2017**
- 3. DISCUSSION of Suggested Code Amendments regarding fence requirements in subdivisions**
- 4. DISCUSSION of Proposed Code Amendments Downtown Building Maintenance**
- 5. ADJOURN**

**DATE OF NEXT MEETING: Monday, September 25, 2017**

**STAYTON PLANNING COMMISSION  
MEETING MINUTES  
Monday, July 31, 2017**

**COMMISSIONERS:** Jackie Carmichael  
Dixie Ellard  
Heidi Hazel  
Ralph Lewis  
Ellen Nunez

**STAFF MEMBERS:** Dan Fleishman – Planning & Development Director  
Lisa Meyer – Public Works Administrative Assistant

**OTHERS PRESENT:** Mark Kronquist, Richard Lewis, Dan Morgan

1. **CALL TO ORDER:** Nunez opened the meeting at 7:00 pm.
2. **APPROVAL OF MINUTES:** Carmichael moved and Hazel seconded to accept the minutes from June 26, 2017 as presented. Passed 5:0.
3. **LAND USE FILE #5-06/17 –PUBLIC HEARING Proposed Code Amendments Regarding Accessory Dwelling Units**
  - a. **Commencement of Public Hearing-** Nunez read the opening statement. There were no objections to the notice for the case. There were no objections for the jurisdiction of the Planning Commission to hear and consider the case. No declarations of conflict of interest, *ex parte* contact or bias by any members of the Planning Commission were made.
  - b. **Staff Report-** Fleishman explained that if the proposed code were adopted by City Council, it would allow one accessory dwelling unit (ADU) on a lot with an existing single family home. Fleishman referred to the memorandum provided in the packet and outlined the proposed minimum requirements for an ADU. The Oregon Department of Land Conservation and Development submitted a letter expressing their support for the amendment; however, they suggested removing the requirement for off street parking unless the City has documented parking issues in residential neighborhoods. This year's session of the Oregon legislature passed a bill that would require the City to allow at least one accessory dwelling unit for each detached single family dwelling subject to reasonable local regulations regarding siting and design. As of this morning, the bill has not yet been signed by the Governor.
  - c. **Questions from the Commission-** The Commissioners and Fleishman discussed the process of enforcing the requirement of having the owner occupy one of the dwelling units.
  - d. **Proponents' Testimony-** None
  - e. **Opponents' Testimony-** Fleishman did receive a phone call from a woman that had a concern about accessory dwelling units.
  - f. **Governmental Agencies-** None
  - g. **General Testimony-** None
  - h. **Questions from the Public-** None
  - i. **Questions from the Commission-** None
  - j. **Staff Summary-** Fleishman had nothing else to add.

**k. Close of Hearing-** Nunez closed the public hearing.

**l. Commission Deliberation-** The Commissioners discussed the proposed requirements of having the owner occupy one of the dwelling units and the off-street parking requirement.

**m. Commission Decision-** Hazel noted that the hearing date on the proposed Recommendation of Approval has June 31 rather than July 31. Hazel moved and Lewis seconded to approve the Recommendation of Approval with the noted correction. Passed 5:0

**4. DISCUSSION of Proposed Code Amendments regarding Color Palette for Downtown Buildings** – Fleishman went over the color palette history for buildings along the downtown zones. Friends of Old Town Stayton’s (FOTS) Design Committee suggested replacing table 12.20-12.21 in the existing code with the earth tone paint samples provided. There are colors in the current code that aren’t represented in the proposed paint samples, e.g. black & light yellow.

Mark Kronquist, 308 E. Water St., Stayton, OR. Kronquist offered his Pantone color match samples to help match the colors in the current table.

The Commissioners appreciate the group’s efforts, but would like to see paint sample colors that more closely match the colors represented in the existing table. They like the idea of having a paint sample board that shows the possible paint colors for buildings in the downtown zones. If this project moves forward, the Commissioners would like a representative from the FOTS Design Committee to be present to explain their color selection. Fleishman will work with the FOTS Design Committee.

**5. DISCUSSION of Proposed Code Amendments regarding fence requirements in subdivisions** - Dan Morgan, 2195 Cardinal Ave., Stayton, OR. Morgan suggested requiring new developments and new single family homes install a fence if the side or rear yard is on an existing public street. Morgan’s main concern for requiring fences is the safety of children and secondly, for cosmetic reasons. He also proposed to require a uniform fence of like material and design along with requiring developers to establish a homeowners association to be responsible for fence maintenance.

Fleishman went over the current standards for erecting fences.

Fleishman will draft a code requiring the perimeter of a new subdivision to have a barrier when the side or rear yard is next to a public street and require the developer to establish a homeowners association.

**6. ADJOURN:** Meeting was adjourned at 8:03 pm.



# City of Stayton

*Department of Planning and Development*

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## MEMORANDUM

**TO:** Chairperson Ellen Nunez and Planning Commission Members  
**FROM:** Dan Fleishman, Director of Planning and Development  
**DATE:** August 28, 2017  
**SUBJECT:** Suggested Code Amendments regarding Fences around subdivisions

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### ISSUE

The issue before the Planning Commission is the review of suggested amendments to the Land Use and Development Code to require construction of a fence when subdivisions or partitions are adjacent to arterial or major collector streets.

### BACKGROUND

In July, the Planning Commission was presented with a request to consider an amendment to the Code to require new subdivisions to have perimeter fences constructed along existing streets. The Commission at that time thought the idea had merit. The suggested amendments attached would require that a subdivision or partition that borders an arterial street or a major collector street to construct a fence along the boundary adjacent to that street of masonry or vinyl and to establish a lot owners association to maintain the fence.

Within the City, this would apply to subdivisions and partitions adjacent to Shaff Rd, Golf Club Rd, Fern Ridge Rd, Gardner Ave, N 10<sup>th</sup> Ave, Locust St, Washington St, W Ida St, and E Santiam

Once the Commission reviews the suggested amendments, we can commence the public hearing process. The hearing will be scheduled for the July 31 meeting.



Suggested Amendments to the Stayton Land Use and Development Code Regarding Fences in Residential Subdivisions  
For Planning Commission Review, August 28, 2017

Additions are underlined; deletions are ~~crossed-out~~

Add a new Subsection to Section 17.24.050 as follows:

19. FENCES.

- a. Within a residential zone, a perimeter fence of uniform appearance shall be installed along the subdivision or partition boundary adjacent to a street classified as a principal arterial, minor arterial, or major collector street.
- b. The fence along the perimeter shall be installed prior to approval of the final plat.
- c. The fence along the perimeter shall meet the requirements of Section 17.20.040.1 and shall be constructed of masonry or vinyl.
- d. When a subdivision has a fence constructed in accordance with this section, maintenance of the fence shall be the responsibility of a lot owners association, to be established in the conditions, covenants and restrictions to be recorded with the final plat.





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## MEMORANDUM

**TO:** Chairperson Ellen Nunez and Planning Commission Members  
**FROM:** Dan Fleishman, Director of Planning and Development  
**DATE:** July 31, 2017  
**SUBJECT:** Possible Code Amendments regarding Building Maintenance

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### ISSUE

The issue before the Planning Commission is the discussion of a possible amendment to the Stayton Municipal Code regarding a building maintenance and other related issues.

### BACKGROUND

Representatives of the Design Committee of the Friends of Old Town Stayton will be present at the meeting to discuss their request that the Planning Commission consider amendments to the Code to relative to the maintenance of buildings in downtown area. Some of the amendments will be to the Land Use and Development Code and therefore require input and a public hearing by the Planning Commission. Others will be to other Titles within the Municipal Code and therefore the Planning Commission may not have a direct responsibility.

The proposal from the Design Committee is attached. Should the Planning Commission be receptive to the ideas in the proposal, it will require a bit of “massaging” to fit it into various portions of the Code. Staff will work on that and bring it back to the Planning Commission at your September meeting.

At the July meeting there was a review of the color palette proposal from FOTS. This proposal is not on the agenda for the August meeting and will return to the Planning Commission at the September meeting, when the proper members of the Design Committee will be available to attend.





**Friends of Old Town Stayton**  
**Proposed Ordinance Changes for The Downtown Core of Stayton**

**NEW**            **Boundaries:** *The Downtown Core will be defined as the area bounded by E Water St on the south, E Washington St on the north, N Fourth Ave on the east and N First Ave on the west, and will include both sides of each street within these boundaries.*

**NEW**            **Vacant Buildings**

**Definition:** *A building/structure that appears to be empty of furnishings and/or merchandise and not otherwise legally occupied, or any condition that, on its own or combined with other conditions present, would lead a reasonable person to believe that a property or building is unoccupied. Such conditions include, but are not limited to: overgrown and/or dead vegetation; accumulation of newspapers, circulars and/or flyers; disconnected utilities; accumulation of trash, junk and/or debris; broken or boarded up windows and/or doors; the absence of merchandise consistent with retail sale; and statements by neighbors or government employees that the property or building is vacant. Portions of buildings with more than one section such as buildings with separate storefronts may be determined to be vacant even if other portions of the building are occupied.*

**Exceptions:** *The Vacant Building Code shall not apply to a building and/or properties that are actively undergoing construction or repair as indicated by a valid building permit and appearance that the person in charge is progressing diligently to complete the repair or construction. This exception does not apply to requirements relevant to public safety or health concerns.*

**A. Buildings located in commercial areas shall have some street presence** *by the display of goods in the storefront windows, interpretive displays, or some other activity that give the appearance of the building being occupied. Displays in vacant buildings shall be reviewed and approved by the Planning Department Director prior to installation. Buildings temporarily vacated between tenants may be exempted from these guidelines for 30 days.*

*Displays shall be reviewed for the following:*

*a. Displays on the glass may include art, historic posters, murals, paint applied to the interior of the glass, blinds, shutters, or merchandise.*

*b. If it is an interior display vs. being applied onto the glass, blinds, or shutters, the display shall encompass the first 3 feet from the window and be partitioned from the remainder of the space by a screen at least 6 feet tall. The goods and/or interpretive displays should encompass a minimum of approximately 50% of the available area.*

*c. Any display applied to the interior of the glass, blinds, or shutters shall cover 100% of the window 7 feet vertically from the sidewalk level. At least 25% of such area shall consist of art, historical posters, or murals.*

*d. If the property is for sale or lease, such sign advertising this fact shall be present and be no smaller than 2 square feet and no larger than 4 square feet of the total display*

*e. The displays shall be maintained in good condition and not faded or deteriorated.*

f. Content of the displays shall be consistent with allowable uses within the zone.

g. Displays shall comply with the requirements of the Sign Code if applicable.

**B. The property shall be posted** with name and 24-hour contact phone number of the owner, person in charge, or a local property management representative. The posting shall be 12" X 18" and shall contain the words "THIS PROPERTY MANAGED BY . . ." The posting shall be visible to the exterior of the building or placed in a location on the property so it is visible from the street. If the person in charge of the property or building is an entity or does not reside within 50 miles of the City limits, the person in charge shall contract with or otherwise engage a person within 50 miles to provide property management and to perform inspections to verify that all requirements of these guidelines and any other applicable laws are being met.

**NEW** Addition to existing Chapter 6.604 Animal Control (whole city)

**Animal Waste:** . The owner of every animal shall be responsible for the removal of any excreta deposited by his animal(s) on public walks or any public right of way between the street curb and the adjacent public or private property line, recreation area, or private property.

### **NEW Building Maintenance**

**Purpose:** The Guidelines are intended to protect the Downtown Core from blight, deterioration, and decay as a result of properties in a condition or state that potentially would have an adverse effect on the value, utility, and habitability of property within the City. Such properties may:

1. Pose hazards to the public health, safety, and welfare.
2. Cause damage to adjoining and nearby properties . A property which is merely unkempt or vacant for long periods may reduce the value of adjoining and nearby property, and the habitability and economic well-being of the City may be materially and adversely affected.
3. Be a cause and source of blight in both residential and non-residential neighborhoods, especially when the person in charge of the building fails to actively maintain and manage the building to ensure that it does not become a liability to the neighborhood.
4. Discourage economic development and retard appreciation of property values.
5. Be potential fire hazards and can jeopardize the ability of owners of neighboring property from securing or maintaining affordable fire insurance.
6. Cause increased need for police protection due to misuse of the property by persons not having permission or right to use the property.
7. Be the core and cause of spreading blight.

It is the responsibility of property ownership to prevent owned property from becoming a burden to the neighborhood and community and a threat to the public health, safety, or welfare. It is also in the community's best interest not to lose unique buildings, and in the best interest of the owner to maintain his investment.

**A. Painting of exterior surfaces of buildings:** When owner paints a building within the Downtown Core, only City approved color palette, available at the City Planner's office, shall be used for the body of the building. No color shall have a LRV (Light Reflective Value) less than 15 or more than than 50.

a. Contrasting colors shall be used to accentuate and highlight trim, windows, and other building features, and are exempt from the color palette and LRV required of the body. The City Planner must approve the combination of colors used for body and trim as consistent with the overall theme desired for the downtown core.

b. Buildings on the National Register of Historic Places shall be exempt from these requirements.

**B. The building and/or property shall be secure** so that it is not to accessible to unauthorized persons, including but not limited to the closure and locking of windows and doors (walk through, sliding, and garage) and any other opening of such size that may allow a child to access the interior of a structure; chaining or padlocking gates, and repairing fencing.

**C. Display of address number.**

Address numbers posted shall be the same as the number listed on the county assessment and taxation records for the property. All dwellings shall have ~~four~~ five-inch-high address numbers, fashioned using the Verona font, posted either on the main entrance door at the top one third or within 12 inches of the main entrance door at the same height as the top one third of the door, with the right side being preferable. Numbers shall be white.

a. If an awning is present, the address shall be displayed both on the awning and at the door.

b. If the door is inset in an alcove, the address shall be placed on the outermost facade of the building rather than at the door.

**D. Accessory Structures**

All accessory structures, including sheds, trellises, awnings, fences, and other similar features, shall be maintained structurally safe and sound, and in good repair. Exterior steps and walkways shall be maintained free of debris, moss, mildew, trash, unsafe obstructions or hazardous conditions.

**E. Exterior Walls And Exposed Surfaces.**

1. Exterior wall and weather-exposed exterior surface or attachment shall be free of holes, breaks, loose or rotting boards or timbers and any other conditions which might admit rain or dampness to the interior portions of the walls or the occupied spaces of the building.

2. Exterior wood surfaces shall be made substantially impervious to the adverse effects of weather by periodic application of an approved protective coating of weather-resistant preservative, paint, or other approved coating, and be maintained in good condition.

a. The painting of brick walls is permitted.

**F. Land Use Code Title 17.20.220.3 Paragraph 6 - Building Orientation and Primary Entrance**

6) At a minimum, building entrances shall incorporate arcades, roofs, porches, alcoves, porticoes or awnings that protect pedestrians from the rain and sun. Rain and sun protection is encouraged along all street frontages. ~~Any building feature designed to protect pedestrians from sun and rain may extend over the street right of way up to 8 feet.~~

*a. When installing new awnings, they shall extend out from the building front to cover at least two-thirds of the sidewalk unless it is shown that such a distance will interfere with existing trees, poles, etc., to provide pedestrian protection from the elements. Awnings shall be clean and in good repair.*

*b. Awnings shall be flat or sloping. Awnings shall be made of metal, wood, canvas or similar materials. Rounded bubble or plastic awnings are prohibited. Fully glazed awnings are not permitted.*

*c. Awnings shall fit within the window bays (either above the main glass or the transom light) so as not to obscure or distract from significant architectural features.*

*d. The color of the awning shall be compatible and attractive with its attached building.*

*e. Awnings shall not be internally illuminated. However, lighting which provides illumination to the sidewalk and signage is required from Dusk to 6AM.*

*f. Awnings shall be a minimum of eight feet above the sidewalk.*

**NEW G. Signs or other added elements** on the facade shall be removed when no longer used for its intended purpose, or maintained in good repair, clean, and whole. Blank sign fixtures are not permitted.

*1. When possible, exterior Equipment shall not be located on the front facade. If inevitable, equipment shall be concealed from street view using an appropriate enclosure. If not in active use, such equipment shall be removed.*

**NEW H. Windows.**

*Each window on the front facade shall be substantially weather-tight, shall be kept in sound condition and repair for its intended use, and shall comply with the following:*

*a. Window sash shall be fully supplied with glass window panes without cracks and holes. Broken windows and/or doors shall be secured by means of reglazing with undamaged glass or other approved permanent material, and not by cardboard, plywood, or other temporary means except as necessary temporarily for not more than one month while awaiting reglazing. If another approved permanent material is used, it is subject to the same display guidelines as glass.*

*b. Window sash shall be in good condition and fit weather-tight within its frames. It shall be maintained in good condition with an appropriate paint or sealant.*

*c. Window frame shall be constructed and maintained in relation to the adjacent wall construction so as to exclude rain as completely as possible and to substantially exclude wind from entering the structure.*

**NEW I. Doors.**

*Exterior doors, door assemblies, and hardware on the front facade shall be maintained in good condition, be weather-tight, and substantially exclude wind and rain from entering the structure. It shall be maintained in good condition with an appropriate paint or sealant.*

**NEW J. Debris.**

*Property shall be kept free of debris, trash, building materials, or the storage of other goods which are visible from the street or adjacent properties. The building and/or property shall be kept free of any accumulation of newspapers, circulars or flyers, graffiti, discarded items including but not limited to furniture, clothing, appliances, or any other items that give the appearance that the property or building is vacant. Debris shall include, but not be limited to: tires, lumber, household appliances, inoperable or excess vehicles, furniture, sinks, toilets, cabinets, other household fixtures, equipment, rubbish, garbage, debris, salvage materials, or parts thereof which constitute a fire hazard and/or are stored or accumulated in such a manner as to be visible from a public street, alley or adjoining property;*

**NEW K. Plant material** shall be cut down or destroyed between the building facade and the street unless planted in a container or tree well by the building owner, occupant, or city.

**NEW L. Ordinance Enforcement Officer Initiated Enforcement.**

*The Ordinance Enforcement Officer shall enforce the standards of Sections \_\_\_\_\_, with or without a complaint being filed, when apparent violations are visible from a public street or property with public access.*

*1. Investigations.*

*a.. Once a violation has been identified, the Ordinance Enforcement Officer will issue a Notice of Violation and Order of Abatement.*

*2. Inspection and Right of Entry.*

*When it may be necessary to inspect the buildings or premises to enforce the provisions of this Chapter, the Ordinance Enforcement Officer, in accordance with administrative policy, may enter the building or premises at reasonable times to inspect or to perform the duties imposed by this Chapter, provided that if such building or premises is occupied, that credentials be presented to the occupant and entry requested. If such building or premises is unoccupied, the Ordinance Enforcement Officer shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If entry is refused, the Ordinance Enforcement Officer shall have recourse to the remedies provided by SMC Title 1, Chapter 1.24 to gain entry.*

*3.. Notices and Orders.*

*a. For valid violations, the Ordinance Enforcement Officer shall issue a Notice of Violation and Order of Abatement to the owner. The Notice and Order shall include the following:*

*i. Street address.*

*ii. A statement that the Ordinance Enforcement Officer has found the building or premises to be in violation of this Chapter as alleged.*

iii. A thorough description of the violation.

iv. Statements advising the owner that if the required repairs or corrective actions are not completed within thirty days, plus three days for mailing from the date of the Notice and Order, then Ordinance Enforcement Officer **may**:

a) Record the Notice and Order against the property.

b) Coordinate the issuance of a citation to the owner to appear in Stayton Municipal Court.

c) Initiate action to recover all City costs associated with the processing of the complaint, investigation and the resolution of the matter.

v. Statements that the owner may appeal the Notice and Order as specified in this Chapter.

vi. The date by which the repairs or corrective actions must be completed and a reinspection scheduled.

b. The Notice of Violation and Order of Abatement, and any amended or supplemental Notice and Order, shall be posted on the premises and shall be served upon the owner by first class mail, at the address of record in the Marion County Assessor's records.

4. Failure to Comply. If there is not compliance with the Notice of Violation and Order by the specified date, the Ordinance Enforcement Officer **shall issue a second** Notice of Violation and Order Abatement to the owner. The Notice and Order shall include the following:

i. Street address.

ii. A statement that the Ordinance Enforcement Officer has found the building or premises to be in violation of this Chapter as alleged.

iii. A thorough description of the violation.

iv. Statements advising the owner that if the required repairs or corrective actions are not completed within thirty days, plus three days for mailing from the date of the Notice and Order, then Ordinance Enforcement Officer **shall**:

a) Record the Notice and Order against the property.

b) Coordinate the issuance of a citation to the owner to appear in Stayton Municipal Court.

c) Initiate action to recover all City costs associated with the processing of the complaint, investigation and the resolution of the matter.

v. Statements that the owner may appeal the Notice and Order as specified in this Chapter.

vi. The date by which the repairs or corrective actions must be completed and a reinspection scheduled.

b. The Notice of Violation and Order of Abatement, and any amended or supplemental Notice and Order, shall be posted on the premises and shall be served upon the owner by first class mail, at the address of record in the Marion County Assessor's records.

5. Failure to Comply. If there is not compliance with the **Second** Notice of Violation and Order by the specified date, the Ordinance Enforcement Officer **shall** :

a. Coordinate the issuance of a citation to the owner to appear in Stayton Municipal Court;

b. Record the Notice and Order against the property with all recording costs to be the responsibility of the owner; and

*c. Initiate an accounting for all costs associated with the processing of the complaint, investigation and the resolution of the matter with the intent and purpose of recovering these costs from the owner. A lien may be placed on the subject property.*

**6. Compliance.**

*a. Upon compliance with the Order of Abatement, the Ordinance Enforcement Officer will issue a Notice of Compliance to the owner.*

*b. If a Notice and Order was recorded against the property, the Ordinance Enforcement Officer will record the Notice of Compliance against the property.*

*c. If an accounting was initiated for all costs associated with the processing of the complaint, investigation and the resolution of the matter, the Finance Director will proceed with collecting these costs from the owner using adopted City procedures, including lien foreclosure.*

**7. Penalties.** *Any person violating any of the provisions of this Chapter shall, upon court conviction thereof, be punished by a fine as specified by Council Resolution. Each day that a violation remains unrectified after notification is a separate offense.*

                     **APPEALS**

**1. Appeal to City Administrator.**

*Any owner who has been issued a Notice of Violation by the Ordinance Enforcement Officer may file a written appeal to the City Administrator within 10 days of the date the Notice of Violation was mailed.*

**2. City Administrator's Decision on the Appeal.**

*a. The City Administrator shall consider the appeal within 15 days from the date of the City's receipt of the appeal. The City Administrator may, at the City Administrator's sole discretion:*

- i. Remand the matter back to the Ordinance Enforcement Officer for reconsideration;*
- ii. Grant the request on appeal, with or without conditions; or*
- iii. Deny the request on appeal.*

*b. The City Administrator shall issue a written Notice of Decision regarding the appeal. The City Administrator's decision may be appealed, in writing, to the City Council.*

**3. Appeal to City Council.**

*a. The City Administrator's decision to approve or deny an appeal may be appealed by the owner to the City Council within 10 days of the mailing of the Notice of Decision. The appeal shall be in writing and shall clearly describe the matter being appealed and the grounds for the appeal. The City Council shall consider the appeal at a regularly scheduled meeting, no later than 45 days from the date of the City's receipt of the appeal. The Mayor may invite testimony, at the Mayor's discretion.*

*The City Council may, at its discretion:*

- i. Remand the issue back to the City Administrator for reconsideration;*
- ii. Grant the request on appeal, with or without conditions; or*
- iii. Deny the request on appeal based on the record.*

*b. The City Council's decision is final.*

**4. Appeal Fee.** *Any appeal submitted under this Section shall include a filing fee to be established by Council Resolution.*



*5. Scope of Appeal. Appeals may be filed regarding notices, orders, interpretations and decisions made by the Ordinance Enforcement Officer or the City Administrator relative to this Chapter.*

*6. Form of Appeal. An appeal must be in writing and include the following:*

- a. Name of person filing the appeal.*
- b. Copy of the notice and order.*
- c. Copy of the section of this Chapter which is being appealed.*
- d. A complete description of the issues and an explanation of the appeal.*
- e. What determination is requested of the City Administrator or City Council.*

*7. Appeal Procedure.*

*a. Appeals shall be submitted to the Planning and Development Director. The Planning and Development Director shall confirm that the appeal meets the filing criteria and the appeal request and explanation is complete.*

*b. If the filing criteria have not been met, the person filing the appeal will be so notified. In the discretion of the Planning and Development Director, the filing deadline may be extended by an additional three days to allow the appellant to resubmit an appeal document that has been deemed incomplete. Only one extension may be granted.*

*c. If the filing criteria are met, the Planning and Development Director shall forward the appeal to the City Administrator or schedule a hearing before the City Council, as appropriate.*