

## Appeals of Planning Approvals

Any applicant or person dissatisfied with a decision of the Zoning Administrator or Planning Commission may appeal the decision to the City Council. The City Council can affirm, reverse, or modify the decision.

Once an appeal is filed, no Building Permit or Zoning Permit may be issued for a use or building on the subject parcel until such time as a final decision is made by the City Council.

### HOW DO I FILE AN APPEAL?

Every appeal must be made in writing and filed with the City Clerk within seven calendar days of the final decision or determination of the body or official whose action is being appealed (section 48.2 of the Zoning Ordinance).

The appeal letter must include the following:

- ▶ reasons or grounds for the appeal
- ▶ the name and address of the appellant, including the main contact for any correspondence
- ▶ a non-refundable filing fee of **\$270** made out to the City of Redwood City (the fee covers staff costs to prepare reports and mail public hearing notices).

### WHEN WILL THE APPEAL BE CONSIDERED?

The City typically schedules the appeal within 45 days of receipt of the appeal letter (after consultation with the appellant). The City will contact the appellant and notify him or her of the time and date of the meeting. Usually the hearings are held on Monday evenings beginning at 7:00 PM in the Council Chambers of City Hall, 1017 Middlefield Road, Redwood City.

### WHAT WILL HAPPEN WHEN THE APPEAL IS REVIEWED?

The City Council will hold a meeting on the appeal. At the meeting, City staff will first make a brief presentation on the appeal, and then the appellant will have the opportunity to speak on the project. The City Council may take public testimony from other interested individuals. It will then make its final decision to affirm, reverse, or modify the decision.

Written materials in support or opposition to the appeal must be submitted to the City Council no later than one week prior to the date of the hearing of the appeal.

#### Community Development – Planning Services

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