

**AGENDA  
PLANNING COMMISSION  
FOR THE  
CITY OF THORNE BAY  
September 20, 2016  
6:00 p.m.**

The public is invited and encouraged to attend

1. CALL TO ORDER:
2. PLEDGE TO FLAG:
3. ROLL CALL:
4. APPROVAL OF AGENDA:
5. PUBLIC HEARING:
  - A. Public Hearing for Conditional Use Permit Application 16-08-19-02, Shane Nyquest, discussion and action item: (Time for public testimony and applicant comments)
6. NEW BUSINESS:
  - A. Resolution 16-09-20-01-PZ, a resolution of the Planning Commission for the City of Thorne Bay, acting upon Conditional Use Permit Application 16-08-19-02, discussion and action item:
8. COMMISSION COMMENTS:
9. PUBLIC COMMENTS:
10. ADJOURNMENT:

*Posted: September 13, 2016*

*City Hall (2), Alaskan & Proud, Thorne Bay School, Forest Service, The Port, Riptide Liquor, SISD and Tackle Shack, [www.thornebay-ak.gov](http://www.thornebay-ak.gov)*

CITY OF THORNE BAY  
RESOLUTION 16-09-20-01-PZ

A RESOLUTION OF THE CITY COUNCIL ACTING AS THE PLANNING COMMISSION FOR THE CITY OF THORNE BAY, ALASKA, ACTING UPON CONDITIONAL USE PERMIT NUMBER 16-08-19-02 – SHANE NYQUEST

WHEREAS, the City Council is the governing body of Thorne Bay, Alaska; and

WHEREAS, the City Council, acting as the Thorne Bay Planning Commission (hereinafter will be referred to as City Council), held a public hearing on September 20, 2016, to hear public testimony and provide a decision on the request for Conditional Use Permit Application submitted by Shane Nyquest for his property located at Lot 2, Block 4, Rainy Lane, Thorne Bay Alaska, A.S.L.S. 90-27, Residential/Commercial I Zone; and;

WHEREAS, the City Council reviewed the Conditional Use Permit Application submitted and find that the application is for approval of two separate conditional uses located on one (1) lot within a Residential/Commercial Zone:

**CONDITIONAL USE APPLICATION REQUEST FOR APPROVAL:**

1. Storage facility for vehicle, boat, trailer, campers;  
Storage of vehicle, boat, trailer and campers, is listed as a Conditional Use within the Residential/Commercial I Zone and is subject to the Conditional Use Permit notification and approval requirements of Thorne Bay Municipal Code 17.04.043.
2. Duplex or Triplex:  
A duplex is listed as a Permitted Use within the Residential/Commercial I Zone and prior approval of the Planning Commission is not required;  
Triplex is listed as a Conditional Use, and subject to the Conditional Use Permit notification and approval requirements;

WHEREAS, the City Council has answered the required criteria for approval of conditional use permit as follows:

1. That the proposal is consistent with the Thorne Bay comprehensive plan, the City Municipal Code and all other applicable city ordinances;  
A. True  
B. False
2. That the proposed use is an expressly permitted conditional use in the zone, except in mixed residential/ commercial III where there are no expressly permitted conditional uses;  
A. True  
B. False
3. That the requested use is generally compatible with other existing or proposed uses in the surrounding area;  
A. True  
B. False
4. That the proposed use would not adversely affect the health, safety or welfare of persons or property in the area neighboring the proposal and the surrounding are;  
A. True  
B. False

5. That the proposed use would not have an unfavorable or detrimental effect on property or property values in the area;
  - A. True
  - B. False
6. That building height, poor or decrepit construction and incompatibility would not significantly affect the surrounding area or the view shed in the neighborhood;
  - A. True
  - B. False
7. That all utilities to the proposal will be adequate or made adequate by the applicant and not interfere or adversely affect utility capacity in the area;
  - A. True
  - B. False
8. That traffic volume, type and patterns are taken into consideration and that access is adequate to serve any additional traffic flow;
  - A. True
  - B. False
9. That adequate off-street parking is provided;
  - A. True
  - B. False
10. That the proposed use would not degrade land, water, air or habitat quality;
  - A. True
  - B. False
11. That all other reasonable objections were taken into consideration by the planning commission at the public hearing;
  - A. True
  - B. False
12. That the conditional use request is for work yet to be performed;
  - A. True
  - B. False

WHEREAS, the Thorne Bay Municipal Code 17.04.060 Appeals, outlines the process for anyone who wishes to appeal the decision regarding Variance Applications and Conditional Use Applications; and

WHEREAS, if the City Clerk receives a written notice of appeal regarding the approval of Conditional Use Permit Application 16-08-19-02, within the 30-day requirement, the applicant shall be notified to stop construction of the conditional uses until final decision of the City Council regarding the appeal has been made.

NOW, THEREFORE, BE IT RESOLVED, that the City Council acting as the Planning Commission for the City of Thorne Bay, Alaska, ( Approves / Denies ) Conditional Use Permit Application 16-08-19-02, based on responses given for the criteria for approval 1-12 ( A / B ).

PASSED AND APPROVED September 20, 2016

\_\_\_\_\_  
James Gould, Mayor

ATTEST:

\_\_\_\_\_  
Teri Feibel, CMC

CITY USE ONLY

FILE NUMBER: 16-08-19-02

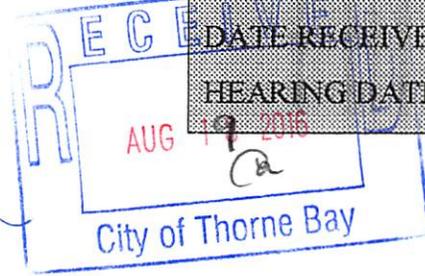
FILE NAME: Nyquest

DATE RECEIVED: 8/19/16

BY: DANA FEE: 0

HEARING DATE: \_\_\_\_\_

NOTIFICATION DEADLINE: \_\_\_\_\_



Conditional Use Permit Application

Applicant's Name: Shane Nyquest

Address: 910 Bayview TNB, AK Telephone No. 575-8900

Applicant's Representative (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Subject Property Legal Description: Lot: 2 Block/Tract: 4 Survey Number: 90-27

Lot Size: 9,264 Subdivision Name: \_\_\_\_\_

Township: 71 + 72 Range: 83, 84, + 85

To help the planning commission gather facts about the proposed conditions use permit, please complete the following:

1. Describe in detail the conditional use requested: 2 parts ① vehicle, boat, trailer, camper; storage ② Duplex or triplex

2. What type of chemicals, processes, machinery or equipment will be used: Dump truck and hoe for spreading material.



4. What noise, odor, smoke, dust, or other pollutants could be caused by the proposal?

None

5. What types of uses are currently located within 300 feet of the exterior property boundaries?

same, living space and storage  
industrial use at the bus barn,

6. What types and sizes of buildings, signs, storage and loading areas, screening, etc. are planned (size, height, type)?

Storage 12' high. 2 @ 48' Long and 13'6" wide  
2 @ 10' high 36' Long and 13'6" wide  
Duplex 2/3bed 1bath units  
if Triplex 1/3bd 1bath / 2bd 1bath / 1bd 1bath

7. What utilities are needed?

water / sewer, garbage, electric

8. What roads will provide access?

Rainy Lane, Freeman

9. What type and volume of traffic will be generated by the conditional use?

very little for  
Storage, Duplex or Triplex would add a little  
because of the residences

10. What are your parking needs and where will they be provided (indicate on the plot plan where parking is to be provided)?

See plan  
- Parking in carport and some on freeman  
parking area. Rainy Lane next to the residence

11. Will the proposed conditional use be compatible with the neighborhood in general? Why?

yes  
same uses ~~are~~ already exist

12. Will you place structures or fill in tidal waters, streams or lakes?  Yes  No
13. Will you need to cross or otherwise use city owned land or resources:  Yes  No

The criteria by which a conditional use permit application is approved or denied is listed in 17.04.43 of the City of Thorne Bay Municipal Code.

A decision, in the form of a Resolution of the Planning Commission, may be appealed to the City Council within 30 days of the mailing of the notice of the Commission's decision. Decisions of the City Council may be appealed to Superior Court.

I (we) being duly sworn, depose and say that the foregoing statements and answers herein contained, and the information herewith submitted, are in all respects true and correct to the best of my knowledge and beliefs.

Dated this 18 day of (month) August, year 2016.

Shane Nyqvist  
Applicant

Shane Nyqvist  
Applicant

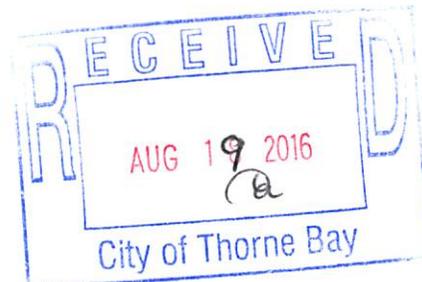
*Authorization for City of Thorne Bay*

If the applicant listed on this application is other than the sole deed holder of the property or properties upon which the temporary use will take place, complete the following authorization to act as agent?

I (we), the undersigned, hereby certify that as deed holder(s) of record of the property or properties described above, I (we) hereby authorize the person listed as the applicant on this application to act and appeal as agent with respect to this application.

Dated this \_\_\_\_\_ day of (month) \_\_\_\_\_, year \_\_\_\_\_.

Signature(s) of deed holders \_\_\_\_\_

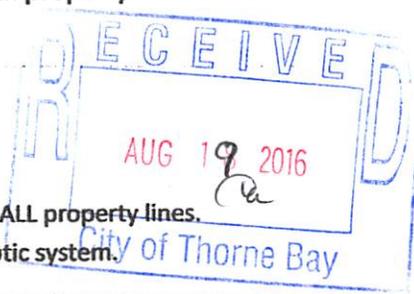


# THORNE BAY DEVELOPMENT PLAN APPLICATION

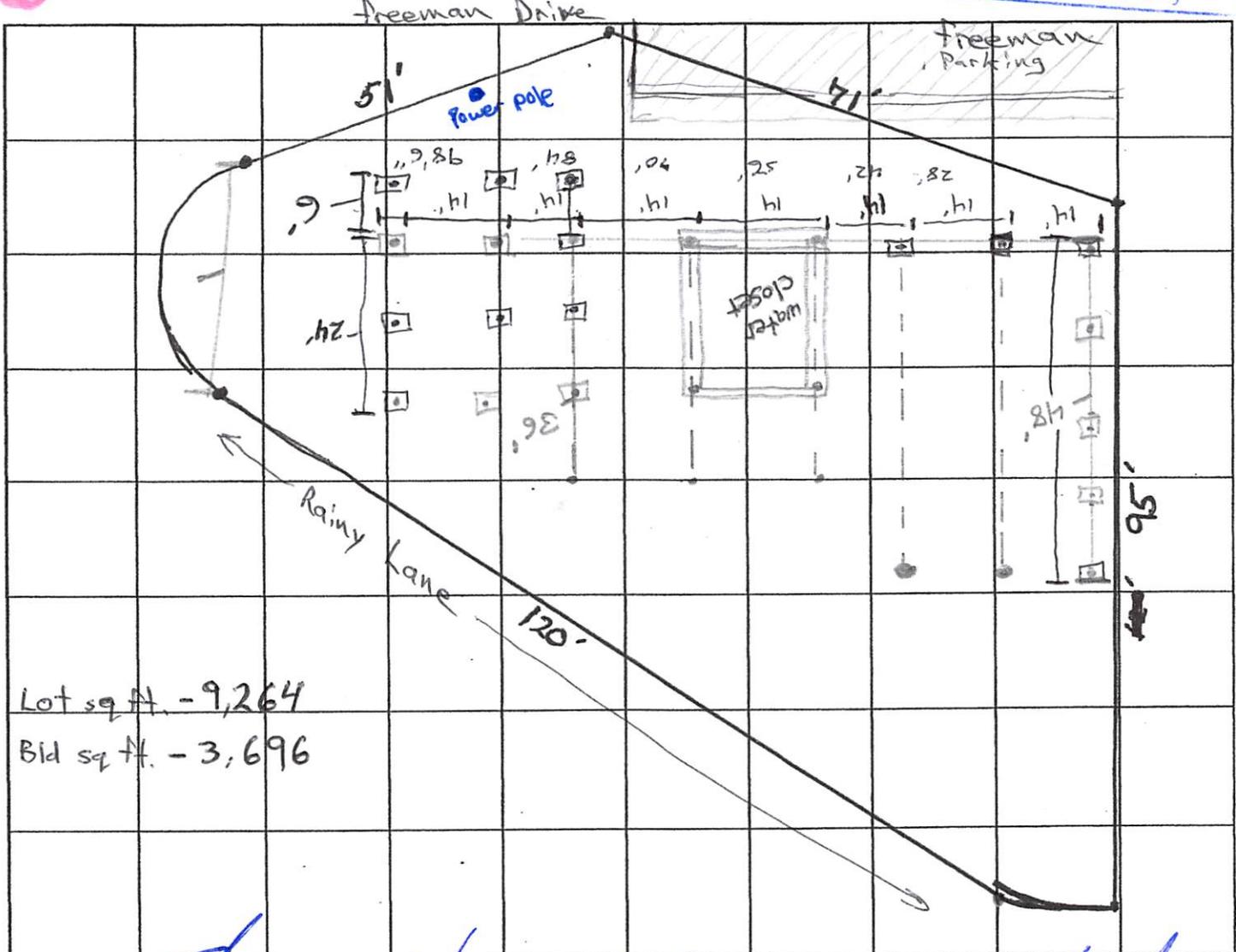
Thorne Bay Municipal Code 15.04.020

OWNER (Please Print) Shane or Sheila Nyqvist  
 ADDRESS/LEGAL DESCRIPTION Plat No. 90-27 Lot 2 Block 4 (Rainy Lane)  
 ZONING AND SETBACKS Res/Comm. I

Use the space below to draw a map of the site, providing the following information as listed below and in Thorne Bay Municipal Code 15.04.020. The State of Alaska Department of Commerce aerial maps with property lines are a useful tool to assist with developing the map.



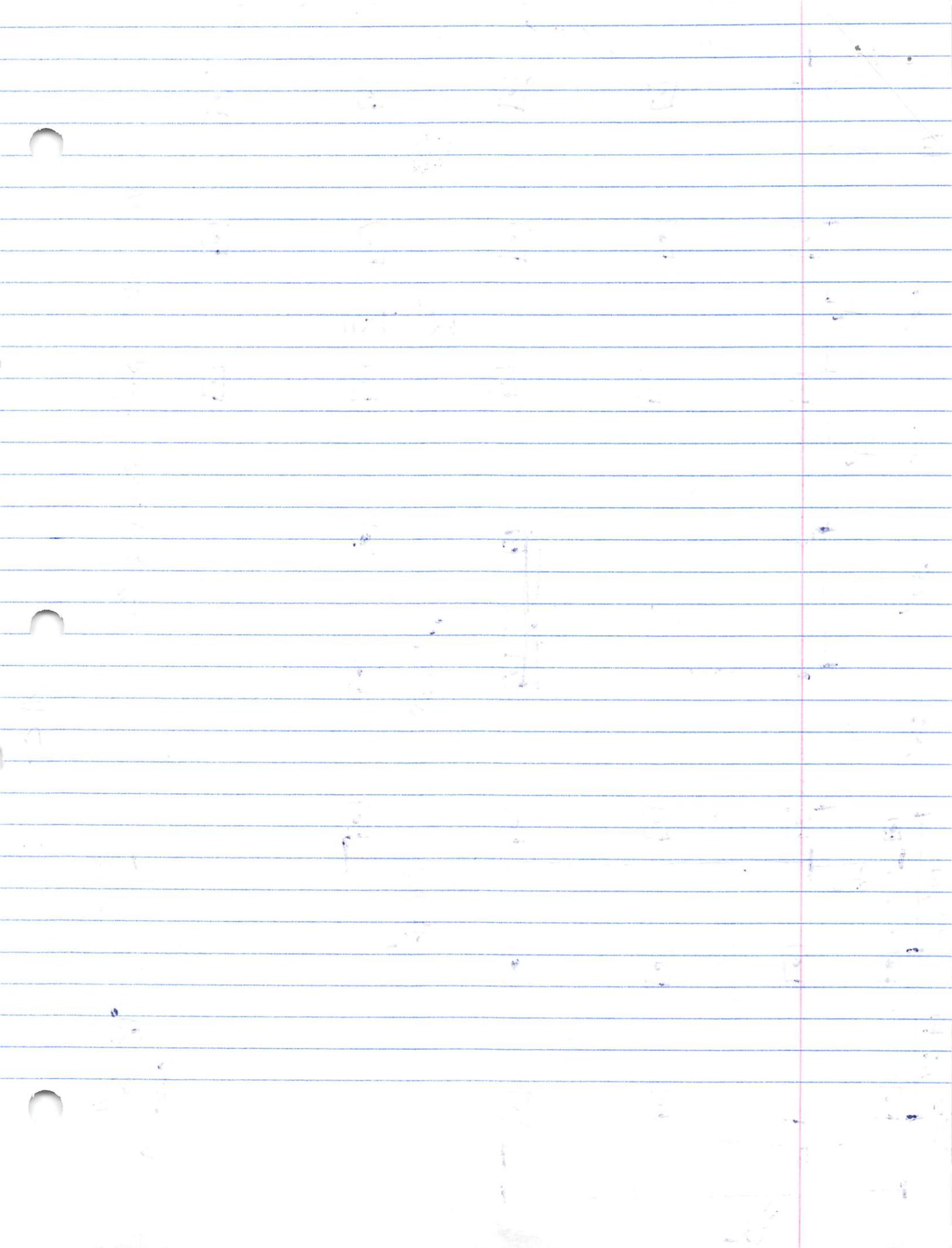
- All boundary lines (lot lines) of the site, including the dimensions.
- All roads and easements – public and private – that provide access to or through the site.
- All easements, utilities, bodies of water, existing drainages.
- All existing structures and proposed structures, their dimensions and their setbacks from ALL property lines.
- All other information if applicable such as, sewer and water hookup, water meter and septic system.



Lot sq ft. - 9,264  
 Bid sq ft. - 3,696

Owner (Signature) Shane Nyqvist Date 8/18/16





**CERTIFICATE OF OWNERSHIP AND DEDICATION**

HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY DEDICATE THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT. I HEREBY DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER AREAS TO PUBLIC OR PRIVATE USE AS NOTED.

100  
 City of Thorne Bay  
 Donald Wagner  
 OWNER

STATE OF ALASKA

THORNE BAY  
 TO CERTIFY THAT ON THIS 10th DAY OF August 1990, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND PERSONALLY APPEARED, Donald Wagner, to me known to be the identical person mentioned and who executed the within plat, and acknowledged to me that he signed the same and voluntarily for the uses and purposes therein provided.

MY HAND AND NOTARIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.  
 Donald J. Edwards  
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA  
 MY COMMISSION EXPIRES 10-12-93

REMAINDER UNSURVEYED SECTION 27

**CURVE DATA**

CURVE	RADIUS	TANGENT	LENGTH	DELTA	CHORD	CH. BEARING
111	17.40	38.00	39.00	128°24'10"	31.33	N 34°47'43"W
121	36.00	10.86	20.85	39°48'55"	20.43	S 61°03'00"W

**CERTIFICATE OF PAYMENT OF TAXES**

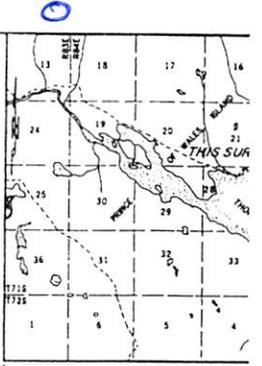
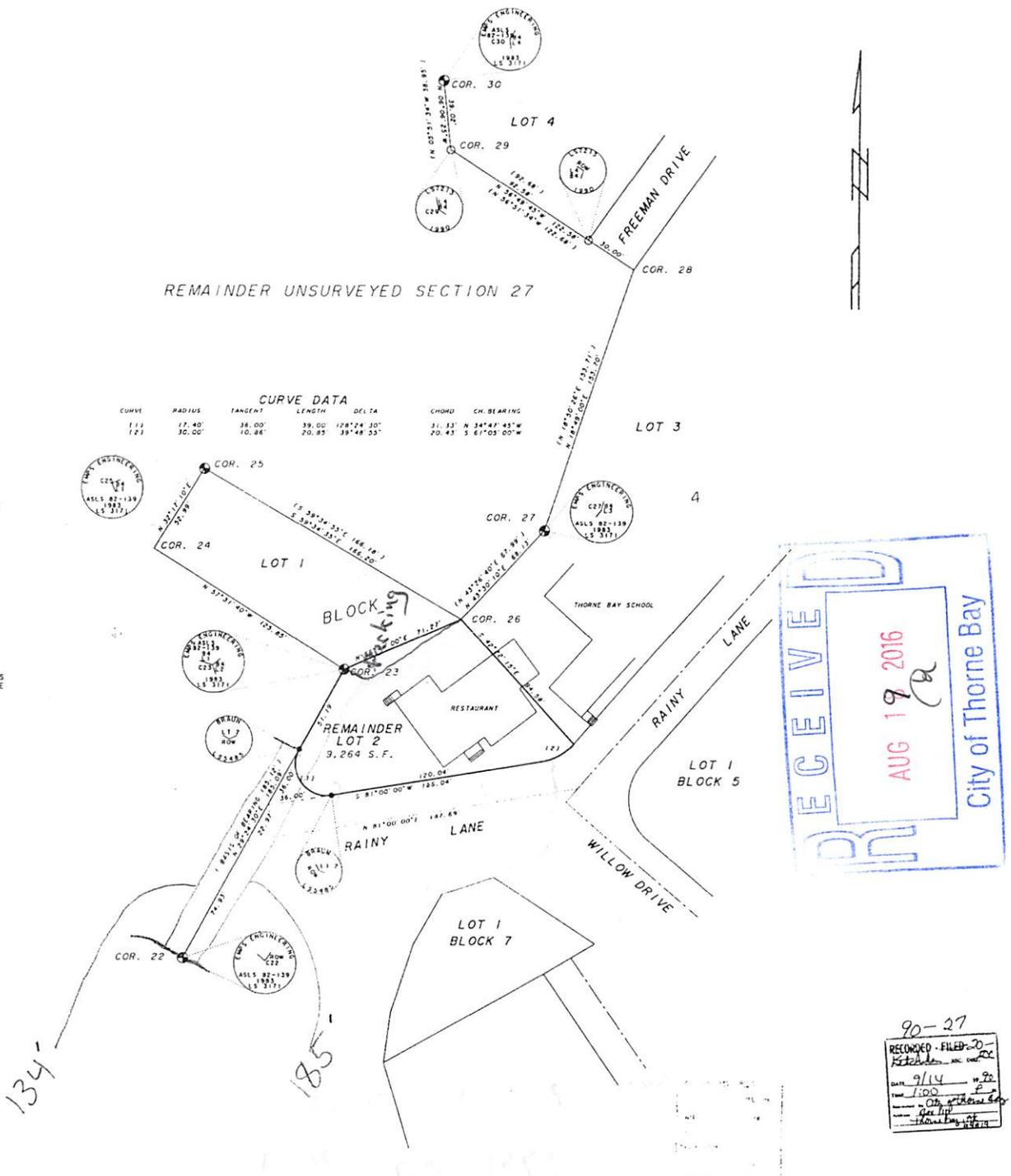
OF ALASKA }  
 JUDICIAL DISTRICT }  
 UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY OF THORNE BAY, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY OF THORNE BAY, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX MAPS IN THE NAME of Property Taxes assessed by City of Thorne Bay. TO THE RECORDS IN MY POSSESSION, ALL ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY OF THORNE BAY ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 1990 WILL BE DUE ON OR BEFORE THIS 10th DAY OF August 1990.  
 Donald J. Edwards, City Treasurer

**CERTIFICATE OF APPROVAL BY THE PLATTING BOARD**

WE HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF THORNE BAY, AND THAT SAID PLAT HAS BEEN APPROVED BY PLAT RESOLUTION NO. 90-27-01 DATED 8-10-90 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING AT THE DISTRICT RECORDING OFFICE, KETCHIKAN, ALASKA.  
 Donald M. Baker  
 CHAIRMAN, THORNE BAY PLATTING BOARD  
 Peter Scott  
 THORNE BAY PLATTING BOARD

**GENERAL NOTES**

- 1. BASIS OF BEARING UTILIZED TO CONDUCT THIS SURVEY WAS BETWEEN MONUMENT CORNER NOS. 22 AND 23, AS SHOWN ON SKA STATE LAND SURVEY NO. 82-139, HAVING AN ADJUSTED BEARING OF N 29°24'28" E.
- 2. RE RECORD SURVEY COURSES (BEARINGS AND/OR DISTANCES) DIFFER FROM MEASURED AND/OR COMPUTED COURSES, THE RECORD COURSE IS SHOWN WITHIN PARENTHESES, WHILE THE MEASURED AND/OR COMPUTED COURSE IS SHOWN WITHOUT PARENTHESES.
- 3. ACCURACY OF THIS SURVEY IS GREATER THAN 1:1000.
- 4. BEARINGS SHOWN ARE TRUE BEARINGS AND ARE REDUCED TO THE BASIS-OF-BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
- 5. BEARINGS DENOTED BY THIS PLAT HAVE BEEN REDUCED TO THE NEAREST 0°00'05" OF ARC.



**VICINITY MAP**  
 SOURCE: U. S. G. S. QUADRANGLE CRAIG  
 DATE: 1948  
 SCALE: 1" = 1 MILE  
 TYPICAL MONUMENT ESTABLISHED  
 1 1/2" DIAMETER ALU  
 3/8" DIAMETER X 36"

**SURVEYOR'S CERTI**  
 I HEREBY CERTIFY THAT I AM PROPERLY LICENSED TO PRACTICE LAND SURVEYING IN ALASKA, AND THAT THIS PLAT REPRESENTS BY ME OR UNDER MY DIRECT SUPERVISION MONUMENTS SHOWN HEREON ACTUALLY EXIST AND THAT ALL DIMENSIONS AND OTHER DATA ARE CORRECT.  
 DATE: 8/19/90  
 RICK G. BRAUN  
 REGISTERED LAND SURVEYOR  
 LICENSE NO. 65-5805

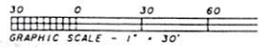


- LEGEND**
- ORIGINAL A.S.L.S. MONUMENT RECOVERED
  - 3" DIA. AL. CAP
  - 2" DIA. AL. CAP ON REBAR
  - RICK G. BRAUN, L.S., SECONDARY MONUMENT ESTABLISHED THIS SURVEY
- BOUNDARY LINE

RECEIVED  
 AUG 19 1990  
 City of Thorne Bay

**REPLAT OF LOT 2, BLOCK 7 OF A.S.L.S. No. 82**  
 WITHIN SECTION 27, TOWNSHIP 71 SOUTH, RANGE 84 EAST, COPPER RIVER MERIDIAN, ALASKA  
 THORNE BAY, ALASKA  
 KETCHIKAN RECORDING DISTRICT

CLIENT: CITY OF THORNE BAY  
 P.O. BOX 19110  
 THORNE BAY, ALASKA  
 99919



**SURVEYOR**  
 RICK G. BRAUN,  
 P.O. BOX 211, PETERSBURG, ALASKA  
 PH (907) 772-3986  
 SURVEY COMPLETED 6/23/90  
 SCALE AS SHOWN PROJ. 1

90-27  
 RECORDED - FILED  
 DATE 9/14/90  
 BY [Signature]

KFN PI 90-27

Dave Matelski

329-2011 Evening

**17.04.024 Mixed residential/commercial I.** The purpose of this zone is to maintain property values and to provide for aesthetically pleasing neighborhoods by permitting single-family houses, duplexes and modular homes with a limited range of compatible uses. Section 15.04.020 stipulates that "Development Plans" are required of All building to make the public aware of setback requirements and eliminate building encroachments into right-of-way, easements and other properties. (Ord. 16-01-05-02)

A. Permitted Uses. Permitted uses are uses allowed in the zone without special permitting.

1. Single-family houses or duplex;
2. Modular homes or modular duplex;
3. Home occupation or business;
4. Office in home;
5. Accessory buildings for private/residential uses such as garage, shed, private storage of a recreational vehicle, travel trailer, recreational boat, truck;
6. Visiting travel trailer or motor home occupied by guests accessory to a residence up to forty-five days;
7. Basic services (services and facilities which are necessary for development. They include power lines, water lines, sewer lines, pump/lift stations, power/telephone poles and other low impact facilities of the same character to provide for utilities).
8. Up to two living units, not to exceed 1500 square feet each, attached to a permitted or conditionally approved commercial uses, and one living unit not to exceed 1500 square feet, detached but not used in association with permitted or conditionally approved commercial uses.

B. Permitted Commercial Uses.

1. Gunsmiths, locksmiths and other sales and business services;
2. Professional, finance, real estate and brokerage offices;
3. Community recreation;
4. Computer and office equipment sales and rentals.

**17.04.024 - C. Conditional Uses.** The purpose of a conditional use is to provide for uses that may be suitable in certain

locations within this zone but not all locations. Conditional uses must meet certain criteria before obtaining approval by the planning commission.

1. Religious assembly;
2. Electrical utility substations;
3. The keeping of animals for profit or for more than personal use, the keeping of more than four dogs with the exception of puppies;
4. Day care center or facility;
5. Bed and breakfast;
6. Parking a truck or other equipment over two tons;
7. Home occupation or business in accessory building;
8. Triplex;
9. Apartment (four units or more);
10. Structure or fence built above the maximum height limit.

USE #2



D. Conditional Uses-Commercial.

1. Administrative services and offices;
2. Banks and other financial institutions;
3. Building material retail and supply;
4. Lodges and resorts;
5. Hotels and motels;
6. Laundromat, laundries and dry cleaning;
7. Lodges of fraternal orders, labor and social organizations;
8. Restaurants and other eating establishments;
9. Restaurants, bars and taverns that serve alcoholic beverages;
10. Retail sales outlets (stores);
11. Mini-storage units;
12. Marine sales.

USE #1



E. Uses Prohibited.

1. Subdivision.

17.04.024 (F) (A)(ii)

F. Property Development Standards.

1. Minimum lot size: four thousand five hundred square feet.
2. Minimum lot width: forty feet.
3. Parking: to the maximum extent possible, all parking will be off-street and on the premises. Dwelling units, including new apartments, duplex, triplex or multifamily completed after the adoption of this title

shall provide off-street parking as required in Section 17.04.041.

4. Setbacks: five feet from all lot lines and ten feet from road rights-of-ways. In addition, development on corner lots shall not impede vehicular visibility.

5. Building heights: thirty-five feet.

6. Density:

a. For separate single-family dwellings:

i. Four thousand five hundred square feet for each single-family dwelling structure.

ii. No more than one single-family dwelling structure permitted per lot without the submission of a plot plan conforming to the applicable standards of Section 16.20.010, Preliminary plats.

(17.04.024 F-6-A-III) iii. For uses other than residential, no more than one principal structure.

iv. No subdivision allowed.

b. For duplex and multifamily dwelling structures:

i. Four thousand five hundred square feet for each multifamily dwelling structure or duplex, and four thousand five hundred square feet for each additional single-family structure.

ii. Four thousand five hundred square feet for each additional multifamily structure.

iii. No more than one single or multifamily dwelling structure permitted per lot without the submission of a plot plan conforming to the applicable standards of Section 16.20.010, Preliminary plats.

c. Maximum lot coverage: fifty percent of the lot area.

d. Temporary structures are not subject to Section 17.04.024(F)(6)(c).

7. Fences, Walls and Hedges. Property line fences, walls and hedges may occupy a portion of a yard and be built up to the property line with a six foot maximum height limit. Fences shall not obstruct vehicular visibility. (Ord. 99-26 § 6(part), 1999; Ord. 93-23 § 6(part), 1993)

**17.04.041 Off-street parking requirements.** In all zoning districts, off-street parking shall be provided for all new buildings, existing buildings undergoing a change in use, and commercial buildings that are being enlarged.

A. Location of Parking Spaces. All off-street parking provided pursuant to this section shall be provided on the same lot as the use that it serves or an adjacent lot. The planning commission may approve a parking lot in a different location depending on the use the parking will serve.

B. Parking Design. A parking space shall be of the dimensions of nine feet by twenty feet to accommodate vehicles of all sizes.

CUP CODE

**17.04.043 Conditional use permits.** A. Purpose.

The purpose of a conditional use permit is to allow for flexibility in the zoning title by providing for uses that may be suitable in certain locations and not others. These uses will be expressly permitted conditional uses in the zone, clarified by a section labeled conditional use permits for each zone. It basically permits inclusion of uses that should not be permitted in every part of the zone, but are reasonable in some areas of the zone with restrictions and conditions designed to fit the particular problem that the use may present. The applicant must meet with the planning official and address the Criteria for "Consideration in Establishing Approval" prior to being scheduled for a public hearing.

B. Criteria for Consideration in Establishing Approval or Denial the following criterial must be considered. After a public hearing, the planning commission must develop a resolution which addresses each of the criterial and base their decision on whether the criterial are in the affirmative or not:

1. That the proposal is consistent with the Thorne Bay comprehensive plan, the City Municipal Code and all other applicable city ordinances;

2. That the proposed use is an expressly permitted conditional use in the zone, except in mixed residential/ commercial III where there are no expressly permitted conditional uses;

3. That the requested use is generally compatible with other existing or proposed uses in the surrounding area;

4. That the proposed use would not adversely affect the health, safety or welfare of persons or property in the area neighboring the proposal and the surrounding area;

5. That the proposed use would not have an unfavorable or detrimental effect on property or property values in the area;

6. That building height, poor or decrepit construction and incompatibility would not significantly affect the surrounding area or the view shed in the neighborhood;

7. That all utilities to the proposal will be adequate or made adequate by the applicant and not

interfere or adversely affect utility capacity in the area;

8. That traffic volume, type and patterns are taken into consideration and that access is adequate to serve any additional traffic flow;

9. That adequate off-street parking is provided. (See Section 17.04.041);

10. That the proposed use would not degrade land, water, air or habitat quality;

11. That all other reasonable objections were taken into consideration by the planning commission at the public hearing.

12. That the conditional use request is for work yet to be performed. (Ord. 15-12-15-02)

C. Procedure.

1. Application.

a. An application must be filed on forms provided by the city by the property owner or an authorized representative. The application must be filed no later than twenty-one days prior to the next regularly scheduled planning commission meeting.

b. All applications must include a site plan indicating:

i. North arrow, scale and legend;

ii. Property lines and approximate dimensions;

iii. Location of all existing and proposed structures on the lot and their approximate distance from the lot lines;

iv. Access bordering streets and easements on the property;

v. Power pole; sewer and water lines serving the property;

vi. Approximate dimensions of parking spaces if applicable.

2. Notification.

a. Notice of the public hearing shall be made by first class mail to all property owners within three hundred feet of the exterior property boundary (one thousand feet in mixed residential/commercial III) and shall be posted in five public places no less than ten days prior to the public hearing date.

b. The notice shall contain:

i. The name of the applicant;

ii. The date, time and place of the hearing;

iii. A descriptive location of the property and the legal description of the property if available;

iv. A description of the nature and purpose of the use;

v. The location where information about the proposal may be examined;

vi. Reference numbers of the sections of the title that pertain to the application;

vii. Explanation of the appeal procedure;

vii. Vicinity map.

c. Notices shall be sent to the most recent address that city records show. Failure of a property owner to receive a notification shall not invalidate a decision of the planning commission as long as a good faith effort has been shown to contact the property owner.

d. The property notification list shall be kept on file at City Hall.

e. A copy of the resolution approving or denying the application shall be sent to the applicant (and any affected party who requests notification).

D. Reviewing Body.

1. The reviewing body shall be the planning commission.

2. All formal decisions made by the reviewing body shall be made by resolution and shall address all required criteria for approval.

E. Appeals.

1. Appeals of the planning commission's decision must be made to the city council within thirty days of the postmark of the notification of the decision. Appeals must be made in writing. (Ord. 93-23 § 6(part), 1993)