CHAPTER 2 – BOARDS, COMMISSIONS AND MUNICIPAL ADMINSTRATION

GENERAL OVERVIEW

- The Planning and Zoning Commission should retain its existing duties and those duties should not be transferred to UDC.
    - PZC is established in the charter.
    - PZC is made up of a diverse group of individuals. UDC is made up of architects and design professionals.

- Appeals from the director's decision.
    - Provisionally adopted code sometimes provides for directors' decisions to be appealed but not always.
    - There always needs to be a right to appeal.
    - Fundamental fairness and due process require appeal rights.
    - If appeal not otherwise provided, appeal of directors' decision will go to applicable board or commission.

PZC'S PROPOSED AMENDMENTS TO CHAPTER 2: BOARDS, COMMISSIONS, AND MUNICIPAL ADMINISTRATION

Number	Section	Amendment	Comments
1	21.02.020	Amend Table 21.02-1 per the attached Exhibit A (in redlined/bluelined draft)	PZC should retain its existing duties and those duties should not be transferred to the UDC.
2	21.02.030 B	Amend this section to delete paragraph 3 and 4 which were part of the administration's amendments. Amend to add the following: "Major site plan reviews (21.03.180 C); Preliminary plats, when there is a rezoning, conditional use, or a major site plan review which creates a subdivision or requires the vacation of dedicated public area; Commercial tract plats, where the site plan includes a large commercial establishment (21.03.200E); Draft design study reports, landscaping and streetscape and pedestrian facilities including construction and reconstruction of streets of collector class or greater in the Official Streets and Highway Plan; Appeals from the director's decision, if the appeal is not otherwise provided for in this Code and relates to a decision making and/or review responsibility of the Planning and Zoning Commission set forth in Table 21.02-1 , including decisions regarding alternative equivalent compliance."	The UDC was originally designed to review things like public airstrips, landscaping and architectural amenities. The UDC is made up of architects and design professional while PZC has a broader base of people serving on it. The PZC is established in the Charter while the UDC is scheduled to sunset in 2013. The PZC can delegate authority to other commissions if it feels that is warranted or it becomes too busy.

4	21.02.030 C	Add the following: "Promulgate regulations to implement or make specific the provisions of this Title, except provisions of Chapter 21.08, *Subdivision Standards*, which shall be reviewed by the Platting Board prior to consideration by the Planning and Zoning Commission.	It is confusing to have overlapping authority between the two commissions.
5	21.02.040 A	Delete paragraphs 1 through 3 and 5 through 7 (including paragraph 3 which was an administration amendment) and add the following: "1. The review of trails, as specified in 21.03.190." The existing 4 will become 2.	
6	21.02.040 B	Delete the first two paragraphs and renumber the remaining paragraphs so that the section reads as follows: "1. Perform those duties stated in Title 7, relating to the art funding requirements for public buildings and facilities. 2. Designate historic signs pursuant to subsection 21.12.070F. 3. Exercise such pother powers, and perform such other duties as are provided by law.	
7	21.02.050 A.7	Add a new subparagraph f which provides: "Appeals from the director's decision, if the appeal is not otherwise provided for in this Code and relates to a decision making and/or review responsibility of the Platting Board as set forth in Table 21.02-1."	
8	21.02.020 D.	Add "design reviews" after "site plans" in the first sentence.	.This and amendment 9 were added to allow the Planning and Zoning Commission to delegate its duties to other boards and commissions if appropriate.
9	21.02.030 C.	Add a new paragraph 6 which reads as follows: "Have the right to delegate any of its authority and/or duties to the Platting Board, the Urban Design Commission or any other appropriate board or commission for decisions appropriate to those bodies."	

EXCEPT FOR THE CHANGES PROPOSED HEREIN, THE PLANNING AND ZOING COMMISSION RECOMMENDS APPROVAL OF THE PROVISIONALLY ADOPTED CHAPTER 2 WITH THE 2011 ADMINISTRATION PROPOSED AMENDMENTS AND THE 2010 PZC PROPOSED AMENDMENTS. ATTACHED HERETO IS A REDLINED/BLUELINED VERSION OF CHAPTER 2 WHICH REFLECTS THE ADMINISTRATION AMENDMENTS IN RED INK AND THE PZC'S AMENDMENTS IN BLUE INK.

	Section	Amendment	Purpose/Origin/Notes	
2.	**21.02.030B.***	*Add new subsections B.3. and B.4. as follows; re-number remaining subsections:* **3.** Draft design study report for new construction and reconstruction of streets of collector class or greater in the *Official Streets and Highways Plan;* **4.** Applicable trail projects identified in subsection 21.03.190C., *Trail Review;*	For consistency and completeness of the list of powers and duties.	DON'T ACCEPT—REVISED BY AMENDMENT 2
3.	**21.02.040A.***	*Add new subsection A.3. as follows; re-number remaining subsections:* **3.** Landscaping and streetscape and pedestrian facilities for streets of collector classification or greater in the *Official Streets and Highways Plan* (21.03.190);	For consistency and completeness of the list of powers and duties.	DON'T ACCEPT—SEE AMENDMENT 5
4.	**21.03.020C.2.**	*Add new C.2.c. as follows:* c. The applicant is encouraged to use the community council(s) meeting of the project area as the community meeting when the community council(s) meeting is available. If the community council(s) meeting for the project area is not scheduled in a timely manner, the applicant shall organize a community meeting. If the project area spans more than one community council and the applicant chooses to attend community council meetings, the applicant shall attend the community council meetings of all applicable community councils.	At the Mayor's direction, to emphasize the role of community councils as the main option for public input.	
5.	**21.03.020E.3.**	Applications shall be accompanied by the fee amount established by the assembly and listed in the user's guide. Fees are not subject to waivers except as specifically allowed by this title.	Fee waivers are allowed for a short board situation, so this amendment is needed for consistency.	
6.	**21.03.020H.2.** **Table 21.03-1**	*On the row for Street and Trail Review, add checks for "Published" and "Community Council" notice.*	To have appropriate public process, and to be consistent with current process (negotiated with the state).	
7.	**21.03.070C.1.b.**	**b.** ***Public Notice*** **i.** Notice [OF ALL PUBLIC HEARINGS] shall be provided in accordance with section 21.03.020H. **ii.** Substantive amendments to be considered by the planning and zoning commission shall be available for public review at least 21 days in advance of the public hearing.	To implement existing policy and ensure enough public review time for substantive amendments to the comprehensive plan.	
8.	**21.03.080F.***	*Add new subsection F. with the following content for business/industrial park as a planned unit development conditional use; re-letter remaining subsections.*	This amendment addresses public comment by accommodating existing business/industrial parks and preventing	

* = Some of the proposed amendments #1 – 106 have been available for public review since May 2010. These are marked with an asterisk*.

† = Amendments numbered R1 through R29 were already recommended for approval by PZC through two cases in the first quarter of 2010.

CHAPTER 21.02: BOARDS, COMMISSIONS, AND MUNICIPAL ADMINISTRATION

21.02.010 PURPOSE

This chapter sets out the powers and duties of land use boards and commissions, the role of the assembly, and the responsibilities of municipal staff in the administration of this title.

21.02.020 TABLE OF DECISION AND REVIEW AUTHORITY

A. Table 21.02-1 summarizes the major review and decision-making responsibilities of the assembly, the municipal staff, and the other entities that have roles in the procedures set forth in chapter 21.03, *Review and Approval Procedures*. Such other entities are referred to as the "land use boards and commissions" and include: the planning and zoning commission, the platting board; the zoning board of examiners and appeals; the board of adjustment, the urban design commission; and the geotechnical advisory commission.

B. Table 21.02-1 is a summary tool and includes many, but not all, duties of these entities. Other duties and responsibilities are set forth in subsequent sections of this chapter and this title and other parts of the municipal code. Some other duties and responsibilities not listed in the table may require public hearings.

C. The referenced notes are set forth immediately below the table.

D. Even though not referenced in this chapter, the applicant, boards, commissions, or municipal administration may request that other boards, commissions, government agencies, and non-governmental agencies review some applications, including, but not limited to, rezonings, site plans, design reviews and subdivisions. Title 21 matters referred to other agencies will follow the procedures established in chapter 21.03, *Review and Approval Procedures*.

TABLE 21.02-1: SUMMARY OF MAJOR TITLE 21 DECISION-MAKING AND REVIEW RESPONSIBILITIES

NOTE: This table summarizes the major review and decision-making responsibilities for the procedures contained in Chapter 21.03. Exceptions to general rules apply; see Chapter 21.03 for details on each procedure.

A = APPEAL = Authority to Hear and Decide Appeals
D = DECISION = Responsible for Review and Final Decision
H = HEARING = Public Hearing Required
R = REVIEW = Responsible for Review and/or Recommendation Only

	Section	ASBLY	PZC	UDC	PB	ZBEA	BOA	MS
Alcohol—Special Land Use Permit	21.03.040	D-H/A[1]						R/D[1]
Certificates of Zoning Compliance	21.03.060					A		D
Comprehensive Plan Amendments	21.03.070C.	D-H[2]	R-H[2]					R
Conditional Uses	21.03.080		D-H				A	R
Flood Hazard Permits	21.03.090					A		D
Land Use Permits	21.03.100				A[3]	A[3]		D
Master Plan, Institutional	21.03.110A.	D-H	R-H					R
Minor Modifications	21.03.120		D[4]			A[5]	A[5]	D[4]

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	Section	ASBLY	PZC	UDC	PB	ZBEA	BOA	MS
Neighborhood or District Plans	21.03.130	D-H	R-H					R
Public Facility Site Selection	21.03.140	D-H/A-H[6]	R-H[6]					R
Rezonings (Map Amendments)	21.03.160	D-H	R-H					R
Sign Permits	21.03.170					A		D
Site Plan Review, Administrative	21.03.180B.					A		D
Site Plan Review, Major	21.03.180C.		D-H				A	R
Street Review	21.03.190		R [7]/D					R
Trail Review	21.03.190			R [7]/D				R
Preliminary Plat	21.03. 200C.5.		D-H[8]		D-H[8]		A	R
Abbreviated Plat	21.03.200D.				A-H			D
Commercial Tract Plat	21.03.200.E		D-H	D-H				
Title 21, Text Amendments	21.03.210	D-H	R-H		R-H[9]			R
Vacation of Public and Private Interest in Land	21.03.230				D or A[10]		A[10]	R or D[10]
Variances from the provisions of chapter 21.06, *Dimensional Standards and Measurements*	21.03.240					D-H		R
Variances from the provisions of subsections 21.07.020C., *Steep Slope Development*; 21.07.060, *Transportation, Connectivity, and Pedestrian Facilities; and* chapter 21.08, *Subdivision Standards*	21.03.240		D-H[8]		~~D-H~~[8]		A	R
Variances from the district-specific standards of chapter 21.04, *Zoning Districts*; the use-specific standards of chapter 21.05, *Use Regulations*; and the provisions of chapter 21.07, *Development and Design Standards* and chapter 21.11, *Signs*,	21.03.240					D-H	A	R
Variances from the provisions of subsections 21.07.050, *Utility Distribution Facilities*, and 21.05.040K., *Telecommunication Facilities*	21.03.240 D.2.b.					D-H		R

TABLE 21.02-1: SUMMARY OF MAJOR TITLE 21 DECISION-MAKING AND REVIEW RESPONSIBILITIES

NOTE: This table summarizes the major review and decision-making responsibilities for the procedures contained in Chapter 21.03. Exceptions to general rules apply; see Chapter 21.03 for details on each procedure.

A = APPEAL = Authority to Hear and Decide Appeals
D = DECISION = Responsible for Review and Final Decision
H = HEARING = Public Hearing Required
R = REVIEW = Responsible for Review and/or Recommendation Only

	Section	ASBLY	PZC	UDC	PB	ZBEA	BOA	MS
Verification of Nonconforming Status	21.03. 250					A		D

NOTES:

[1] See section 21.03.040, *Alcohol-Special Land Use Permit*, to determine whether the Assembly or the director is the decision-making body.

[2] Only substantive comprehensive plan amendments require a public hearing. See section 21.03.070, *Comprehensive Plan Amendments*.

[3] Appeals related to provisions in Title 23 are made to the building board of examiners and appeals.

[4] An applicant may request application of the minor modification process only once during the review process.

[5] See section 21.03.120C.5. for appropriate appeal body.

[6] Site selection for municipal facilities is approved by the assembly. See section 21.03.140.

[7] See section 21.03.190, *Street and Trail Review*.

[8] The Planning and Zoning Commission may act as the platting authority for rezonings, conditional uses or major site plans that create a subdivision~~. The Urban Design Commission may act as the platting authority for major site plan reviews that create a subdivision~~.

[9] Code amendments relating to chapter 21.08, *Subdivision Standards*, require a hearing by the platting board. All code amendments require a hearing by the Planning and Zoning Commission.

[10] See section 21.03.230, *Vacation of Public and Private Interest in Lands*.

KEY TO ABBREVIATIONS:

ASBLY = Anchorage Assembly
PZC = Planning and Zoning Commission
PB = Platting Board
ZBEA = Zoning Board of Examiners and Appeals
BOA = Board of Adjustment
UDC = Urban Design Commission
MS = Municipal Staff

21.02.030 PLANNING AND ZONING COMMISSION

[POWERS AND DUTIES

THE PLANNING AND ZONING COMMISSION HAS THE FOLLOWING RESPONSIBILITIES.]

A. Recommendation to the Assembly

The planning and zoning commission shall make a recommendation to the assembly on the following:

1. Comprehensive plan amendments (21.03.070);

2. Institutional master plans (21.03.110);

3. Neighborhood or district plans (21.03.130);

[SCHOOL SITE SELECTIONS;]

[MAJOR SITE PLAN REVIEWS;]

4. Public facility site selection for municipal facilities (21.03.140);

[PRELIMINARY PLATS, WHEN A MAJOR SITE PLAN REVIEW CREATES A SUBDIVISION OR REQUIRES THE VACATION OF A DEDICATED PUBLIC AREA, AND THE COMMISSION DIRECTS IN THE MAJOR SITE PLAN APPROVAL THAT IT SHALL ACT AS THE PLATTING AUTHORITY (21.03.180F.);]

[UNIFIED DEVELOPMENT PLATS, WHERE THE SITE PLAN INCLUDES A LARGE COMMERCIAL ESTABLISHMENT;]

[APPEALS FROM ADMINISTRATIVE SITE PLAN REVIEWS;]

5. Rezonings (zoning map amendments), to include overlay districts (21.03.160); ~~and~~

6. Title 21 text amendments (21.03.210)

B. Decision-Making Authority

The planning and zoning commission has decision-making authority over the following:

1. Conditional uses (21.03.080);

[PLANNED UNIT DEVELOPMENTS;]

2. Major site plan reviews (21.03.180 C);

~~3. Draft design study report for new construction and reconstruction of streets of collector class or greater in the *Official Streets and Highways Plan;*~~

~~4. Applicable trail projects identified in subsection 21.03.190C., Trail Review;~~

3. Preliminary plats, when there is a rezoning, conditional use, or a major site plan review which creates a subdivision or requires the vacation of ~~a~~ dedicated public area. ~~and the commission directs in the conditional use approval that it shall act as the platting authority (21.03.080F.)~~

4. Commercial tract plats, where the site plan includes a large commercial establishment (21.03.200.E.)

5. Draft Design Study reports, landscaping and streetscape and pedestrian facilities including construction and reconstruction of streets of collector class or greater in the Official Streets and Highway Plan;

6. Public facility site selections, except for municipal facilities (21.03.140) [(EXCEPT SCHOOLS)];

7. Appeals from the director's decision regarding consistency with an institutional master plan (21.03.110F.); and

8. Appeals from the director's decision, if the appeal is not otherwise provided for in this Code and relates to a decision making and/or review responsibility of the Planning and Zoning Commission set forth in Table 21.02-1, including decisions regarding alternative equivalent compliance.

9. Variances from the provisions of subsection 21.05.040K., *Telecommunication Facilities*, and section 21.07.050, *Utility Distribution Facilities* (21.03.240).[; AND]

C. Other Powers and Duties

The planning and zoning commission shall:

[MAKE A RECOMMENDATION TO THE APPROPRIATE AGENCY ON NEW CONSTRUCTION AND RECONSTRUCTION OF STREETS OF COLLECTOR CLASS OR GREATER IN THE *OFFICIAL STREETS AND HIGHWAYS PLAN*, AND ON PUBLIC TRAIL PROJECTS INVOLVING ALL TRAILS FOR WHICH ANY PORTION UTILIZES PUBLICLY-OWNED LAND, EASEMENTS, OR RIGHTS-OF-WAY THAT ARE OVER ONE-HALF MILE IN LENGTH (21.03.190B.).]

1. Develop, review, and make recommendations to the assembly regarding policies, plans, and ordinances to implement the municipal function of planning for the economic, social, and land use needs of the community.

2. Review and make recommendations to the assembly and school board regarding the annual capital improvement program of the municipality and school district.

3. Review and make recommendations to the mayor regarding the annual work program of the department.

4. Promulgate regulations to implement or make specific the provisions of this Title, except provisions of Chapter 21.08, Subdivision Standards, which shall be reviewed by the Platting Board prior to consideration by the Planning and Zoning Commission.

[PROMULGATE REGULATIONS TO IMPLEMENT OR MAKE SPECIFIC THE PROVISIONS OF THIS TITLE, EXCEPT PROVISIONS OF CHAPTER 21.08, *SUBDIVISION STANDARDS*, WHICH ARE RESERVED TO THE PLATTING BOARD.]

5. Exercise such other powers, and perform such other duties, as are provided by law.

6. **Have the right to delegate any of its authority and/or duties to the Platting Board, the Urban Design Commission or any other appropriate board or commission for decisions appropriate to those bodies.**

21.02.040 URBAN DESIGN COMMISSION

A. Decision-Making Authority

The urban design commission has decision-making authority over the following:

1. The review of trails, as specified in 21.03.190

2. Commercial tract plats, where the site plan includes a large commercial establishment (21.03.200E.);

~~1. Major site plan reviews (21.03.180C.);~~

~~2. Preliminary plats, when a major site plan review creates a subdivision or requires the vacation of a dedicated public area, and the commission directs in the major site plan approval that it shall act as the platting authority (21.03.180F.);~~

~~3. Landscaping and streetscape and pedestrian facilities for streets of collector classification or greater in the Official Streets and Highways Plan (21.03.190)~~

~~5. Variances from the district-specific standards of chapter 21.04, *Zoning Districts*; the use-specific standards of chapter 21.05, *Use Regulations*; and the provisions of chapter 21.07, *Development and Design Standards* and chapter 21.11, *Signs*;~~

~~6. Appeals of administrative site plan reviews (21.03.180B.); and~~

~~7. Appeals of the director's decision regarding subsection 21.12.060B., *Bringing Characteristics Into Compliance*.~~

B. Other Powers and Duties

The urban design commission shall:

~~1. Advise the mayor, assembly, and planning and zoning commission regarding urban design, northern climate design, and winter city design matters, including design-related amendments to the comprehensive plan and title 21.~~

~~2. Review and make recommendations regarding any entitlement requests, in accordance with authority delegated by the planning and zoning commission or platting board under this title.~~

1. Perform those duties stated in title 7, relating to the art funding requirements for public buildings and facilities.

2. Designate historic signs pursuant to subsection 21.12.070F.

3. Exercise such other powers, and perform such other duties, as are provided by law.

[RESERVED]

21.02.050 PLATTING BOARD

[POWERS AND DUTIES

THE PLATTING BOARD HAS THE FOLLOWING RESPONSIBILITIES.]

A. Decision-Making Authority

The platting board has decision-making authority over the following:

1. Preliminary plats (except in those situations where a different board or commission acts as the platting authority—see subsections 21.03.080F., *Platting for Conditional Uses*, and 21.03.180F., *Platting for Site Plans*);

2. Commercial tract [UNIFIED DEVELOPMENT] plats, when not included in a large commercial establishment site plan review (21.03.200E.);

3. Vacations of public and private interest in lands, where the platting board is the platting authority ([SEE SUBSECTION] 21.03.230C.);

4. Variances from the provisions of chapter 21.08, *Subdivision Standards* (21.03.240);

5. Variances from the following provisions of chapter 21.07: subsection 21.07.020C., *Steep Slope Development*, and section 21.07.060, *Transportation, Connectivity, and Pedestrian Facilities* [RESERVED];

6. Modification or removal of plat note(s) (21.03.200G.);

7. Appeals of the following decisions:

a. [APPEALS OF] Land use permits [ISSUED] under subsection 21.03.100E, *Improvements Associated with Land Use Permits*;

b. [APPEALS OF] Record of survey maps (21.03.150);

c. Abbreviated plats (21.03.200D.);

d. Right-of-way acquisition plats (21.03.200F.); and

e. Vacations of public and private interest in lands, where the platting officer is the platting authority (21.03.230).

f. Appeals from the director's decision, if the appeal is not otherwise provided for in this Code and relates to a decision making and/or review responsibility of the Platting Board as set forth in Table 21.02-1.

B. Other Powers and Duties

The platting board shall:

1. Interpret [PROMULGATE REGULATIONS TO IMPLEMENT] or make specific the provisions of chapter 21.08, *Subdivision Standards*.

1. Review and make recommendations to the planning and zoning commission regarding all proposed amendments to chapter 21.08, *Subdivision Standards*.

2. Authorize extensions of subdivision agreements as provided in section 21.08.060C., *Time Limit for Completion of Improvements*.

3. Exercise such other powers, and perform such other duties, as are provided by law.

21.02.060 ZONING BOARD OF EXAMINERS AND APPEALS

[POWERS AND DUTIES

THE ZONING BOARD OF EXAMINERS AND APPEALS HAS THE FOLLOWING RESPONSIBILITIES.]

A. Decision-Making Authority

The zoning board of examiners and appeals has decision-making authority over the following:

1. Appeals pursuant to subsection 21.03.050[040]B.;

2. Variances from the provisions of chapter 21.06, *Dimensional Standards and Measurements*; [ALL PROVISIONS OF THIS TITLE EXCEPT SUBSECTION 21.05.040K., *TELECOMMUNICATION FACILITIES*; SECTION 21.07.050, *UTILITY DISTRIBUTION FACILITIES*; CHAPTER 21.08, *SUBDIVISION STANDARDS*; AND CHAPTER 21.11, *SIGNS*;]

[APPEALS OF THE DIRECTOR'S DECISION REGARDING SUBSECTION 21.12.060B., *BRINGING CHARACTERISTICS INTO COMPLIANCE*;]

3. Overcoming presumption of abandonment pursuant to subsection 21.12.030E.; and

4. Time extensions for amortized signs, pursuant to subsection 21.12.070G.

B. Other Powers and Duties

The zoning board of examiners and appeals shall:

1. Adopt general rules or make findings in specific cases regarding proposed changes of nonconforming uses, pursuant to section 21.12.030B., *Change of Use*.

1. Interpret or make specific the provisions of this title, except provisions of chapter 21.08, *Subdivision Standards*.

2. Exercise such other powers, and perform such other duties, as are provided by law.

C. Subpoenas

The zoning board of examiners and appeals has the right to subpoena witnesses and documents using a form provided by the municipal clerk and submitted to the clerk for issuance at least five working days before the date of the hearing.

21.02.070 BOARD OF ADJUSTMENT

A. Powers and Duties

The board of adjustment has the responsibilities set forth in subsection 21.03.050[040]A.1.

B. Subpoenas

The board of adjustment has the right to subpoena witnesses and documents using a form provided by the municipal clerk and submitted to the clerk for issuance at least five working days before the date of the hearing.

21.02.080 GEOTECHNICAL ADVISORY COMMISSION

A. Powers and Duties

1. The geotechnical advisory commission shall serve as a technical advisory board in the municipality.

2. The commission shall act in an advisory capacity to the assembly, the mayor, boards, commissions, and heads of municipal departments and agencies, and shall have the following responsibilities:

a. To make recommendations and give advice on geotechnical engineering issues and natural hazards risk mitigation.

b. To recommend and review special studies relating to geotechnical engineering and natural hazards risk mitigation issues.

c. To act in an advisory capacity regarding proposed development located in high or moderate snow avalanche hazard zones, in areas designated with high or very high susceptibility to seismically induced ground failure, and in areas susceptible to other natural hazards.

21.02.090 ASSEMBLY

A. Decision-Making Authority

The assembly has the following decision-making authority under this title:

1. Special land use permit for alcohol—for beverage dispensary and package store liquor licenses (21.03.040);

2. Comprehensive plan amendments (21.03.070);

3. Institutional master plans (21.03.110);

4. Neighborhood or district plans (21.03.130);

[SCHOOL SITE SELECTIONS;]

5. Public facility site selection for municipal facilities (21.03.140);

6. Rezonings (zoning map amendments), to include overlay districts (21.03.160);

7. Title 21 text amendments (21.03.210);

8. Appeals on public facility site selections for non-municipal facilities (21.03.140); and

9. Any other action not delegated to the planning and zoning commission, platting board, zoning board of examiners and appeals, board of adjustment, urban design commission, or municipal staff, as the assembly may deem desirable and necessary to implement the provisions of this title.

B. Land Use Procedure

1. The land use review and approval procedures specified in chapter 21.03, *Review and Approval Procedures*, supplement the assembly's procedures under title 2.

2. Where a board or commission has authority under this title to review and comment on a land use matter, the assembly shall not take final action on the matter until it has received and taken notice of the review comments and recommendations of the board or commission.

21.02.100 MUNICIPAL STAFF

Municipal departments shall have the review and decision-making responsibilities set forth in this chapter and other sections of this title, to be carried out in accordance with the terms of this title. The departments also shall have such additional powers and duties as may be set forth in other ordinances, rules, and operating procedures of the municipality.