

Summary of Appeals to the City Council

The City of Calistoga Municipal Code permits any person who is not satisfied with the action of the Planning Commission, Building Standards Advisory & Appeals Board, or certain City staff decisions (as identified in the Calistoga Municipal Code), to appeal the decision to the City Council.

Appeals to the Council must be filed with the City Clerk's office on the attached form within ten (10) calendar days of the action or decision from which appeal is made, unless another time is specified in attached Calistoga Municipal Code Chapter 1.20. The fee for filing an appeal is \$200.00 and must be paid at the time the appeal is filed.

When completing the appeal application, please state your case as clearly as possible, setting out all facts, conditions and considerations concerning your case under "Reason for Appeal" on the attached form.

The City Clerk's office will then set the appeal for a public hearing on the next available City Council meeting, but no sooner than 10 days after the day of filing the appeal application, or later than 90 days after the day of filing the appeal application, unless otherwise provided by the applicable appeal procedure. All appeals from decisions of the Planning Commission shall be considered by the Council within 30 days after the filing of the notice of appeal, unless the appellant consents to a continuance.

The City Clerk will give notice in writing to the appellant, and any other person who has requested notice, of the date the appeal has been placed on the agenda.

At the appeal hearing, the Council shall consider the grounds for the appeal, as submitted by the appellant. It is highly advisable for you, or a representative who can speak on your behalf, to be present. The Council may affirm, overturn or modify the initial decision of the administrative official or decision-making body, or refer the matter back to the official or body with direction for reconsideration. The findings of the Council are final and conclusive and will be served on the appellant in the manner prescribed in the Code for service of notice.

Should you have any questions regarding the appeal process, please contact the City Clerk's office at (707) 942-2807 or (707) 942-2805.

