

CITY OF LYNDEN

APPEAL OF PLANNING COMMISSION RECOMMENDATION

All appeals must be filed with the Planning Department within ten days after the date the decision or recommendation is made. See Chapter 17.11 of the Lynden Municipal Code.

**Appellant's Name:** \_\_\_\_\_  
*This appeal must be made by a party of record of the original hearing.*

**Contact** (if different than appellant): \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Date of the original hearing:** \_\_\_\_\_

**Project Name and Number:** \_\_\_\_\_

The contents of an appeal must include the following information:

1. The specific decision, condition or recommendation being appealed.
2. The specific reasons the appellant believes the decision, condition or recommendation to be wrong. The appellant shall bear the burden of showing the decision to be wrong.
3. The desired outcome or changes to the decision, condition or recommendation.

The above information shall be provided by the appellant and attached to this cover sheet.

\_\_\_\_\_  
Appellant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appeal Received by:

\_\_\_\_\_  
Date

CITY OF LYNDEN

APPEAL OF PLANNING COMMISSION RECOMMENDATION

Summary of Appeal Process

1. Appeal of a Planning Commission denial, recommendation, or conditions placed upon the recommendation must be filed within 10 calendar days of the recommendation or decision being appealed. All appeals are to be filed, in writing, with the Lynden Planning Department. (Section 17.11.030 LMC)
2. Appeal is reviewed for completeness and compliance with the requirements of Section 17.11 of the Lynden Municipal Code.
3. City Council sets date for closed record appeal hearing.
4. All parties of record from the Planning Commission hearing are notified by the City of Lynden via certified mail. Notice of the closed record hearing is published in the Lynden Tribune and the appellant must post the notice of appeal on the property. Notice must be provided a minimum of ten days prior to the appeals hearing. (17.07.040 LMC)
5. Appeal is reviewed by City's legal counsel and City staff for completion of a staff report.
6. Closed record appeals hearing is held before the City Council. Only parties of record of the original hearing, or their legal counsel, may provide argument in this hearing. No new evidence or testimony may be presented during this hearing. (Section 17.09.070 LMC)
7. Upon the closure of the hearing, the City Council may take one of the following actions (Section 17.09.050 LMC):
  - a. Grant the appeal, in whole or in part;
  - b. Deny the appeal, in whole or in part;
  - c. Remand the item to the hearing body for further proceedings and/or evidentiary hearings.