Charter Township of White Lake
Property Maintenance Code Board of Appeals

APPEAL HEARING RULES OF PROCEDURE

1. Chair calls meeting to order.
2. Secretary shall take attendance by roll call.
3. Chair asks that the Agenda be reviewed, amended if necessary, and approved.
4. Chair asks that the minutes from the last meeting be reviewed, amended if necessary, and approved.
5. Chair announces that public comment is welcome. Public comment is limited to 3 minutes per person.
6. Chair calls any unfinished business.
7. Chair calls any new business.

Appeal Hearing Procedures:

A. The Chair calls the agenda item.

B. The Chair or a member of the Township staff shall identify the appellant.

C. The appellant and/or their representative present their request.

D. Township staff and any consultants provide their review of the request.

E. Board members may question the appellant, staff and any consultants.

F. If there is a public hearing, the Chair declares the public hearing open.

G. Public comment, if any, is recognized by the Chairperson and received. Public comment is limited to 3 minutes per person.

H. If there is a public hearing, the Chair declares the public hearing closed.

I. The appellant is given the opportunity to respond and/or comment on public input.

J. The Board deliberates and decides the matter or takes such other action as it deems appropriate.

The Board of Appeals is not bound by any strict rules or evidence and may consider any evidence and arguments presented in light of experience, common sense, and generally accepted facts and standards, however, only relevant information shall be received by the Board. There must be a majority of the appointed regular membership of the Board (2 members) present for the Board of Appeals to take action, and a majority vote of those members present is required for a decision. In the event of a tie vote, the motion fails. If the full Board is not present, either the appellant or his or her representative may request a postponement of the hearing.

The board may affirm, modify or reverse the decision of the code official. The decision of the board shall be recorded. Copies shall be furnished to the appellant and to the code official. The code official shall take immediate action in accordance with the decision of the board

8. Adjournment