

ARTICLE XV

RULES FOR THE CONDUCT OF BUSINESS

Section ST 1501

Adopting Rules

The Board shall organize and adopt rules for the conduct of its business. Meetings of the Board shall be held at the call of the chairperson and at other such times as the Board determines. All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent, or failing to vote indicating such fact, and it shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Board of County Commissioners of Hamilton County, Ohio, and be a public record.

Section ST 1502

Appeals or Requests for Variance

Appeals or requests for variance permitted under Volume 4 may be taken by any person aggrieved or affected by any decision of any administrative officer of Hamilton County, Ohio, empowered to enforce these Regulations. A hearing on the appeal or request for a variance shall be taken within fifteen (15) working days after the filing of an appeal or request for a variance. The officer from whom the appeal or request for a variance was taken shall transmit to such Board all the papers constituting the record of the appeal or request for a variance.

Section ST 1503

Notice of Appeal or Request for a Variance

Such Board shall fix a reasonable time for a hearing on the appeal or request for a variance, and give at least ten (10) calendar days prior notice, in writing, to the parties of interest. At the hearing, any person may appear to give testimony.

Such Board shall decide the appeal or request for a variance within thirty (30) calendar days after its hearing on the matter. In its decision, such Board shall declare the reasons for its actions.