

147.03 - APPEALS TO THE BOARD.

- (a) *Appellant's Requirements.* Appeals shall be in writing, in the form prescribed by law, and shall be filed with the Clerk of Council within 30 days from the date of the action being appealed. The following items shall be filed with each appeal:
- (1) A concise statement of the reason or legal basis for the appeal, along with a citation of the applicable Code section(s) signed by the appellant or agent, with the appellant or agent's printed name, address and telephone number.
  - (2) A listing of proposed exhibits, not already contained in the record, which shall be signed by the appellant or agent, along with ten copies of each of the exhibits;
  - (3) An affidavit of the applicant listing the names and addresses of all property owners contiguous to, and directly across the street from the property, as appearing on the Franklin County Auditor's current tax list; **for appeals to an adjudication order for the interior of a residence, or for appeals of the rental registration code, this affidavit is not required.**
  - (4) The filing fee required by City Code;
- (b) *Appellee's Requirements.* The City official, employee or body whose decision is under appeal is deemed the appellee and is a party to the appeal.

Within seven days of notification of an appeal, the appellee shall transmit to the Clerk of Council the records pertaining to the matter under appeal. Further, the Board may require the appellees to provide a written statement describing the basis for the decision under appeal.

- (c) *Interested Party Requirements.* Any other person or organization, adjacent to or directly impacted by the subject of the appeal, wishing to intervene in the appeal as an interested party, shall place the Board on notice of the proposed intervention, at least ten days prior to the scheduled Appeal date. The notice shall be in writing, or shall be in person and on the record, and shall identify the interested party, the specific interest of the party in the action, and provide a name, mailing address, and telephone number where the party or the party's agent may be contacted. "Directly impacted," for purposes of these interested party requirements, means that the person's interests are affected in an immediate and unique manner that is distinct from effects upon the community at-large. Speculative or contingent interests are insufficient to confer interested party status.
- (d) *Filing and Transmittal of Appeals.* The Clerk of Council shall review the appellant's filings to ensure this Section is complied with, and shall advise the appellant. Upon compliance with this Section, the Clerk shall forward to the Board members all documents filed by the appellant. The Clerk shall also forward to the Board members the official record of the proceedings below.
- (e) *Notification Procedures.* At least five days prior to the hearing, the Clerk of Council shall notify in writing the following persons:
- (1) The appellant;
  - (2) The appellee(s);
  - (3) Any interested parties of record, including all those persons who testified in any public hearings in opposition to the appellant's position;
  - (4) All property owners identified in accordance with Section 147.03(a)(3).
- (f) *Hearing Procedures.* If a party wishes to have a stenographer present at hearing, the party shall provide at least five days' prior written notice to the Clerk. The party requesting the stenographer is responsible for the cost of such stenographer. The Board may have a stenographer present at a hearing. If a stenographer is present in accordance with this section, the stenographer's transcript shall be the official record. If no stenographer is present, the Clerk's minutes serve as the official record of the hearing. Any matter concerning hearing procedures not governed herein shall be governed by the Board's rules.

- (g) *Standards.* The appellant or proponent of a position which shall be before the Board has the burden of proof by a preponderance of the evidence. The Board shall consider all relevant evidence brought before it, provided however, evidence not disclosed as required may only be admitted in accordance with the Board's rules. Evidence not admitted into the record by the Board may be proffered into the record by a party.

(Ord. 0179-2002. Passed 10-7-02; [Ord. No. 0036-2019, § 1\(Exh. A\), 5-20-19](#))