

Building Fire Code Board of Appeals
Rules of Procedure
Public Hearings

The Board shall use the following order of procedure for public hearings:

A) Conduct of Public Hearing:

1. Chair announces requests;
2. Staff presents a summary of the case;
3. Chair calls on those favoring the request;
4. Applicant's presentation (five [5] minutes);
5. Others favoring the request (three [3] minutes each), maximum of 15 minutes;
6. Chair calls on those opposing the request;
7. Primary opponents presentation (five [5] minutes);
8. Others opposing the request (three [3] minutes each), maximum of 15 minutes;
9. Applicant is given an opportunity to answer objections stated (three [3] minutes);
10. Staff summation and questions from the Board;
11. Public hearing is closed and no further testimony is taken from the public.

B) Speaking times in any of the above instances maybe extended or reduced by the Chair with the majority consent of the Board.

C) Items on the agenda may be acted upon by one motion. "Other Business" items can be taken at anytime. After the posted time, the Chair may announce the item and, if there is no opposition from the Board nor the public, the item maybe taken "by consent" for approval without discussion.

D) Postponement of Public Hearings

1. Anyone may request a postponement of a public hearing in writing to the Executive Liaison before the Board meeting. Any such request may be granted.