



(4) **Reconsideration.** The following rules apply to a request that the Board reconsider a prior determination:

(a) A matter on which the Board has acted may be reconsidered once by the Board.

(b) A request to reconsider may be filed by any person having original standing in the matter—i.e., for a variance or special exception, *an individual who qualifies as an interested party or their agent* or the landowner or their agent; for an administrative appeal, an individual who qualifies as an interested party or their agent.

(c) Requests for reconsideration shall be filed in writing with the staff liaison within 10 days after the Board's decision and must: (i) state how the Board erred in its determination; (ii) state why the action should be reconsidered; and (iii) be supported by new or clarified evidence.

 (d) When a request to reconsider has been properly filed, the staff liaison shall place the matter on the agenda of the next regular meeting. The Board shall review the request and shall, on the basis of the written material submitted by the applicant in support of the request, determine whether to reconsider the matter because of an error in its original determination or on the basis of new or clarified evidence not presented to the Board at the original hearing that might affect its determination.

 (e) A member may move to reconsider regardless of the member's vote on the original appeal. The affirmative vote of six (6) members of the Board shall be necessary to reconsider a matter, which shall then be heard immediately following the Board's decision to reconsider. Failure of a motion to reconsider shall constitute final action on the matter.

(f) Action on a matter for which reconsideration has been granted is subject to the same voting requirements as the original determination.