

Procedures for Mono County Construction Board of Appeals

Procedures of the Construction Board of Appeals (Board) shall be consistent with Mono County Code §15.04.120.

Administration

1. The Board shall meet annually in XXXXXX and as needed to conduct any necessary business.
2. A Chair and Vice Chair shall be elected annually at the XXXXXX meeting.
3. The Board shall meet as needed to hear appeals within the timeframe designated by Mono County Code. The Chair or Vice Chair must be present at an appeal.
4. A majority of the Board constitutes a quorum and motions are passed by a simple majority voice vote of those present. If a tie vote occurs, the appeal is denied.
5. The Board shall operate in compliance with the Ralph M. Brown Act.
6. "Robert's Rules of Order" shall be utilized when appropriate to ensure effective meetings.

Appeals

1. The appeal shall be scheduled by the Building Official, or his/her designee, within twenty (20) working days upon the first date when a quorum is available. All reasonable attempts shall be made to schedule the hearing within ten (10) working days.
2. Hearings shall be scheduled in the County offices.
3. The appeal hearings shall be recorded and archived.
4. The Building Official, or his/her designee, shall post the agenda in compliance with the Brown Act. Any additional meeting information will be available to the public by request at the Community Development Department offices in Mammoth Lakes and Bridgeport.
5. The Building Official, or his/her designee, shall render the findings and decision of the Board in writing to the appellant on behalf of the Board.

Adopted by the Board of Appeals on XX/XX/XXXX,

Motion by XXXXXX,

Second by XXXXXX.

Effective as of XX/XX/XXXX, (Mono County ORD11-15).

Passed by 5-0 voice vote.

Ayes: XXXXXX.

Nays: XXXXXX.