

General Hearing Process & Guidelines

HEARING ORDER OF PRESENTATION:

1. Presentation by Code Enforcement Officer or representative.
2. Witness testimony supporting position of Code Enforcement Officer.
3. Presentation by Respondent or representative.
4. Witness testimony supporting position of Respondent.
5. Code Enforcement Officer Rebuttal.
6. Respondent Rebuttal.
7. Questions from the Board Members.
8. Closing statement from Respondent.
9. Closing statement from Code Enforcement Officer.
10. Board action.

It is not necessary to have a lawyer represent you at a hearing but you may if you wish. You must be recognized by the Board Chairperson prior to speaking to ensure you have been properly sworn to testify and not more than one person is talking at a time.

If you have someone testify on your behalf at a hearing, that person must remain for the entire hearing questioning period in order for their testimony to be a part of the official record and be used by the Board in the decision-making process.

In order to maintain a fair and orderly hearing process, the Board requires that everyone be courteous and respectful during all testimony. Interrupting, name-calling, offensive remarks, and/or other poor behavior will not be tolerated. The Board will provide all parties the opportunity to express their own viewpoint.

At any time during the public hearing the Code Enforcement Board members or their designees have the authority to ask questions of anyone who has testified or is present. Anyone giving testimony that is not available for questioning by the Board will have his/her testimony stricken from the record.