
1.16. Appeals Applications (Quasi-Judicial)

- A. **Purpose and Intent.** Final actions identified within this Chapter may be appealed consistent with this section.
- B. **Applicability.** The City or any person aggrieved by a final decision rendered in accordance with this LDR by a City board or commission, Zoning Administrator, or City Engineer may submit an appeal with the appropriate review body, per Section 1.1.6.
- C. **Specific Application Requirements.** Any appeal must be submitted in writing and filed with the City Clerk within 15 calendar days of rendition of the decision. The appeal shall contain the following:
 - 1. Completed appeal form;
 - 2. A full explanation of the alleged error committed in the interpretation or application of this LDR;
 - 3. Payment of the required filing fee; and
 - 4. Any other pertinent information.
- D. **Decision Criteria.** The appeal shall be conducted by the reviewing body as a de novo review. No party may advance at the de novo review any material alteration to the application or petition that was ruled upon by the staff, city board or commission. The reviewing body shall hear testimony and argument from all parties and the public and shall then either approve, approve with conditions or deny the appeal.
- E. **Stay Pending Appeal.** An appeal stays all proceedings in furtherance of the action appealed unless such action would cause imminent peril to life and property. In such case, proceedings shall not be stayed other than by an order granted by the reviewing body or by a court of record, on notice to the City staff, and on due cause shown.

(Ord. No. 2022-15, § 3(Exh. B), 7-12-22)