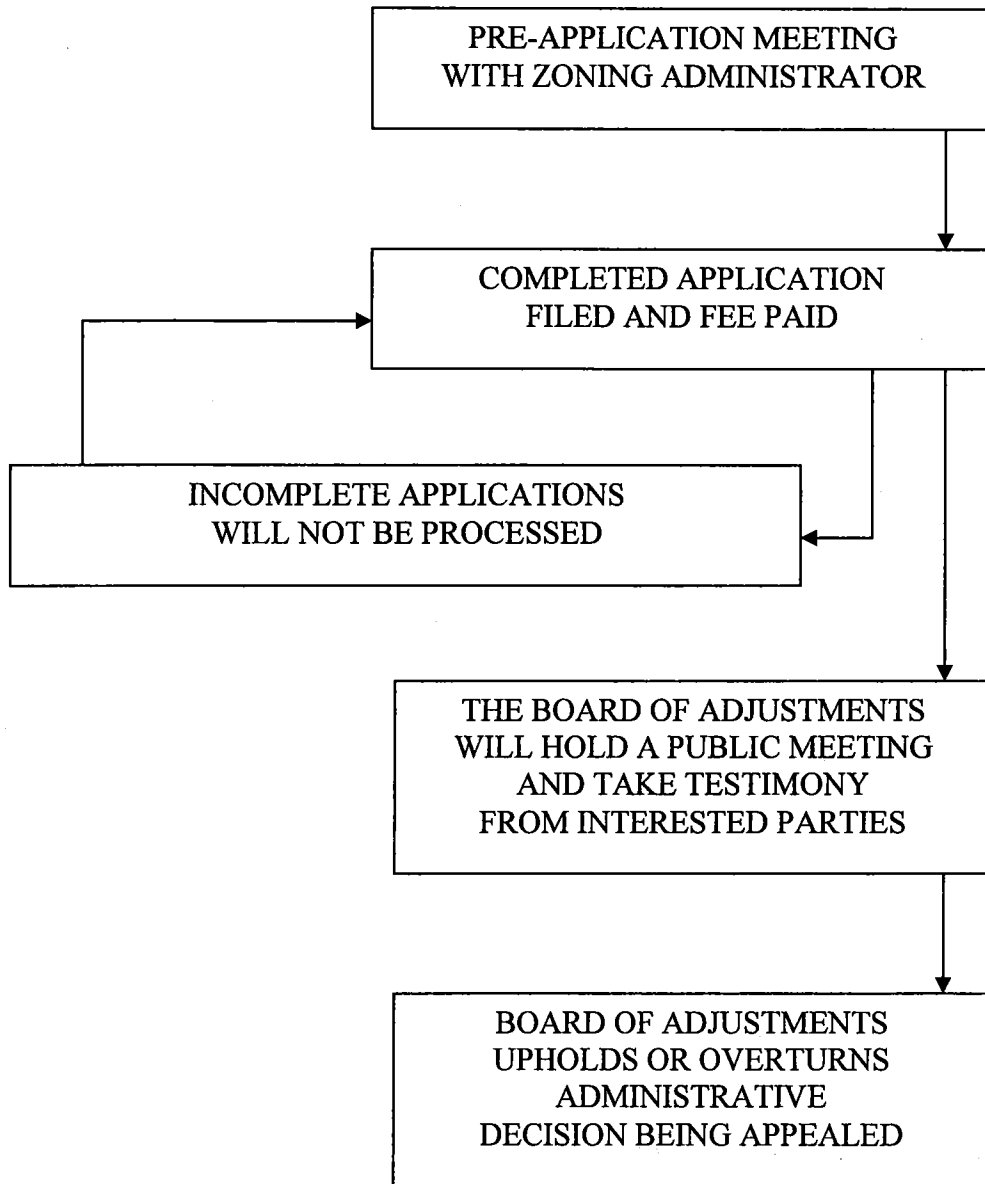


D. *Appeal Of Administrative Decision (Interpretation).*

APPEAL OF ADMINISTRATIVE DECISION (INTERPRETATION)



E. Appeal Procedure.

1. When an applicant does not agree with an administrative officer's interpretation of the Zoning regulations, that interpretation may be appealed to the Board of Adjustment. Appeals to the Board of Adjustment may be taken by:
 - a. Any person aggrieved;
 - b. By any neighborhood organization as defined in Section 32.105, RSMo., representing such person; or
 - c. By any officer, department, board or bureau of the municipality affected by any decision of the administrative officer. The scope of the Board of Adjustment's review will be as defined in Sections 89.080—89.110, RSMo., as now stated or as hereinafter amended from time to time.
2. The applicant shall first (1st) meet with the Zoning Administrator and receive a full explanation of the zoning requirement in question as currently interpreted. If an appeal is to be made, an application shall be obtained.
3. The applicant shall file a completed application with the office of the Zoning Administrator and pay the appropriate fee. The application shall include an explanation of the decision being appealed and a statement of the reasons for the appeal. Where applicable, drawings or a list of property owners within one hundred eighty-five (185) feet of the property in question may be required.

An application shall not be processed unless it has been completed, the fee paid and all required information submitted.

4. The Zoning Administrator shall then schedule a regular meeting of the Board of Adjustment and send copies of the application to Board members. Twenty (20) days prior the Board meeting, an official notice to the public shall be published in a newspaper of general circulation in the City explaining the appeal and the time and place of the scheduled hearing. A copy of the notice shall be mailed to each party of interest and to the Planning Commission.
5. At their scheduled meeting, the Board shall hear facts and testimony from all parties wishing to be heard concerning the appeal. The appeal must be heard by the Board within a reasonable period of time from the application and fee submittal and a written decision must be rendered without unreasonable delay.
6. The Board of Adjustment may either affirm, reverse or modify the order, requirement or interpretation of the Zoning Administrator. In order to reverse or modify, however, requires a favorable vote of at least four (4) of the five (5) Board members. The determination, in written form, shall be sent to all affected parties including the Planning Commission. The Planning and Zoning Department shall keep minutes of the public meeting including evidence presented during the proceedings and the findings of the Board.