



Ohio Revised Code

Section 519.15 Rules, meetings and procedures of board.

Effective: April 3, 2025

Legislation: House Bill 315 - 135th General Assembly

The township board of zoning appeals shall organize and adopt rules in accordance with the zoning resolution. Meetings of the board of zoning appeals shall be held at the call of the chairperson, and at such other times as the board determines. The chairperson, or in the chairperson's absence the acting chairperson, may administer oaths, and the board of zoning appeals may compel the attendance of witnesses. All meetings of the board of zoning appeals shall be open to the public. The board of zoning appeals shall keep minutes of its proceedings showing the vote of each regular or alternate member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the board of township trustees and be a public record.

Appeals to the board of zoning appeals may be taken by any person aggrieved or by any officer of the township affected by any decision of the administrative officer. Such appeal shall be taken within twenty days after the decision by filing, with the officer from whom the appeal is taken and with the board of zoning appeals, a notice of appeal specifying the grounds. The officer from whom the appeal is taken shall transmit to the board of zoning appeals all the papers constituting the record upon which the action appealed from was taken.

The board of zoning appeals shall fix a reasonable time for the public hearing of the appeal, give at least ten days' notice in writing to the parties in interest, publish notice of such public hearing at least ten days before the date of such hearing using at least one of the following methods:

- (A) In the print or digital edition of one or more newspapers of general circulation in the county;
- (B) On the official public notice web site established under section 125.182 of the Revised Code;
- (C) On the web site and social media account of the township.

The board shall decide the appeal within a reasonable time after it is submitted. Upon the hearing,



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any person may appear in person or by attorney.

The board of township trustees may require a person making an appeal to pay a fee to defray the cost of advertising, mailing, and other expenses.