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ZONING BOARD OF APPEALS – RULES OF PROCEDURE

Good evening ladies and gentlemen,

Welcome to the (month, date, year) meeting of the Zoning Board of Appeals of the City of Portland. Before we begin the public hearing, I would like to read to you our rules of procedure:

1. The Board and members of the public are expected to act with civility and to treat each other with mutual respect.
2. Applicants will state their case before the Board and may present witnesses and offer documentary evidence.
3. Following the conclusion of the applicant's case, the opponents may present witnesses and offer documentary evidence.
4. Applicants may then offer rebuttal evidence.
5. Parties, acting through the Chair, may cross-examine witnesses. The Chair may limit irrelevant, immaterial or unduly repetitious evidence.
6. At the conclusion of the rebuttal evidence, the public portion of the proceeding will be closed and the Board will rule on the application, pursuant to the applicable provisions of Portland's Land Use Ordinance and Maine law.
7. No business may be transacted by the Board without a quorum, consisting of four (4) members. The concurring vote of at least four (4) members of the Board is necessary to sustain any appeal. If any matter should receive fewer than four (4) votes, the application will be deemed to have been denied.
8. Testimony before the Board will be ~~tape~~ recorded. *A DVD of the recording purchase* ~~The tape will be available for inspection and copying at the office of City Clerk, during regular business hours. Please~~ *from the Inspectors Division*
9. Appeals from decisions of the Board may be filed in the Superior Court, pursuant to 30-A MRSA §2691 (2)(G)

These rules were adopted on March 6, 1997, pursuant to 30-A MRSA §2691 and Portland Municipal Code §14-549(b).