

Sec. 105 ADMINISTRATIVE STANDARDS AND PROCEDURES.

(A) Whenever, in the course of administration and enforcement of this Ordinance, it is necessary or desirable to make any administrative decision, then, unless other standards are provided in this Ordinance, the decision shall be made so that the result will not be contrary to the spirit and purpose of this Ordinance or injurious to the surrounding neighborhood.

(B) Where a public hearing is required in the administration of this Ordinance, the Zoning Board of Appeals and the Planning Commission shall:

(1) Base their decision upon facts presented at a public hearing preceded by notice of at least 8, but not more than 30 days;

(2) Notify, by personal service or by mail, all owners, residents, or managers or property adjacent to or within 300 feet of the property to be directly affected by a zoning decision;

(3) Set forth in all notifications, the time, place, and nature of the meeting, the geographic area included in the zoning proposal, and where written comments will be received;

(4) Permit interested parties at the hearing to present and rebut information either supporting or opposing the zoning action under consideration;

(5) Prepare a comprehensive summary record of the hearing, including an exact record of motions, votes, and other official actions;

(6) Set forth in written and in detail any denial, approval, conditional approval, or order and the facts supporting such decision;

(7) File the record, written testimony or documents submitted with regard to the hearing and the decision with the Township Clerk to be open to public inspection;

(8) Comply with all other requirements under law.

(C) All administrative guides or rules developed to assist the Zoning Board of Appeals or the Planning Commission in the administration of this Ordinance shall be filed with the Township Clerk and be open to the public inspection.