

Section 5-107
Appeals of Administrative Decisions

SECTION 5-107. APPEALS OF ADMINISTRATIVE DECISIONS.

- A. **Authority and Purpose.** The Plan Commission is hereby authorized to hear and decide appeals where it is alleged that there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of these regulations. An appeal may be initiated by any person aggrieved by any decision of any administrative entity of the Village.
- B. **Application/Notice of Appeal.** An application/notice of appeal authorized under the provisions of this Section shall be submitted to the Village Manager and reviewed in accordance with the provisions of Sections 5-101(B-D).
- C. **Review.** Within fifteen (15) days after receipt of a complete application, the ~~Director of Community Development~~ **Services Department** shall complete the review of the application ~~within and at least~~ ten (10) days prior to the next scheduled meeting of the Plan Commission send a written recommendation to the Plan Commission, with a copy to the applicant, setting forth whether the appeal should be granted or denied and the grounds for such recommendation.
- D. **Action by the Plan Commission.** The Plan Commission shall review the application, the recommendation of the ~~Director of Community Development~~ **Services Department**, conduct a public ~~hearing~~ **meeting** on the application in accordance with the requirements of Section 5-101(E) and grant the appeal, grant the appeal subject to specified conditions or deny the appeal.