

# Housing Code Board of Appeals

**Legislative Reference:**

**State:** CGS 7-148.

**Town:** Code 9-101 through 9-205.

**Other Bylaws and/or Rules of Procedure:** Rental Housing Code.

**Type:** Statutory and permanent.

**Geographic Responsibility:** Town but not City (City has own Rental Housing Code Board of Appeals).

**History:** Ordinance adopted May 7, 1973.

**Powers and Duties:**

**General:** Applies to rental housing. (Code 9-104) To protect, preserve, and promote the physical and mental health and social well-being of the people, to investigate and control incidences of communicable diseases, to regulate privately and publicly owned dwellings for let, for the purpose of maintaining adequate sanitary and public health, to protect the safety of the people and to promote the general welfare. (Code 9-103)

**Specific:** The board is authorized to administer oaths to witnesses at hearings. (Code 9-132) The board shall have the right of entry at a time mutually agreeable to the board and the appellant. (Code 9-134) In granting or considering a variance, the board shall not endanger the occupant's or neighbor's health and/or safety. The advice of the health officer or the building inspector, or both, shall be heard by the board prior to reaching its decision. (Code 9-135) The board shall render a decision within 15 days after the hearing. (Code 9-129) Within 10 days of the receipt of a petition requesting a hearing, the board of appeals shall set a time and place for such hearing and shall give the petitioner written notice thereof. The hearing shall take place within a reasonable time after the receipt of the petition. (Code 9-130)

**Appointing Authority:** Town Council. (Code 9-129)

**Term of Office:** Three (3) years, staggered. (Code 9-129)

**Membership:**

**Number:** Five (5) members, three (3) alternates. (Code 9-129)

**Requirements:** Electors of the Town. (Code 9-129)

**Meeting Schedule and Location:**

Special meetings are called as required.

**Staff:** Office of Planning and Development Services (OPDS), and Ledge Light Health District.

**Records:** Located at the Office of Planning and Development Services.

Agendas and Minutes also filed in the Town Clerk's Office.

**Further information:**

A quorum requires four (4) members and/or alternates.

All actions taken by the board shall be carried by a majority of the members present. (Code 9-129)

It shall be the duty and responsibility of the Housing Official to enforce the provisions of the Housing Code. (Code 9-126)

The Housing Official means the Building Official, and Health Officer means the health authority of the Town. (Code 9-109)

OPDS/Inspection Services: 446-5982.

Ledge Light Health District: 448-4882.