

Department of Permits Licenses and Inspections
Board of License and Inspection Review

Bylaws

Unanimously approved by vote of the fully appointed Board on
March 6, 2019

In accordance with 701.15 (d) of the Pittsburgh City Code.

I. Purpose

The purpose of the Board of License and Inspection Review, (hereinafter referred to as "the Board"), is to ensure independent oversight to the license and inspections determinations reached by the License Officer and Code Officials of the City of Pittsburgh Department of Permits, Licenses and Inspections ("PLI").

II. Duties

The Board of License and Inspection Review is authorized to adjudicate appeals related to Title Seven, "Business Licensing," and Title Ten, "Building," Chapter 1004, "International Property Maintenance Code Adoption," of the Pittsburgh City Code of Ordinances (hereinafter referred to as "the Code"). Per that authorization, the Board shall, by a majority vote, affirm, modify, reverse, vacate, or revoke the notice, order, or action from which an appeal is taken.

III. Meetings

The full Board shall meet once a month for ten (10) months of each calendar year. Prior to the first meeting of a calendar year, the board shall establish and publish in a newspaper of general circulation within the City of Pittsburgh the meeting schedule for that year. The purpose of the meetings is to review, evaluation, and adjudication of pending Board matters.

Three members shall constitute quorum for the transaction of Board business. In order to be valid, any action by the Board shall require a majority vote of the quorum.

To the extent practicable, prior to the cancellation of any regular meeting, the Board shall give seven (7) days' advance notice of that cancellation. Posting of the cancellation on the Board's webpage on the City of Pittsburgh website shall constitute sufficient notice to the public of the cancellation.

Special meetings may be called by the License Officer, or Chair, or upon request of a majority of members. Such meeting shall take place within thirty (30) calendar days of said call or request and state the purpose of the meeting. Prior to holding a special meeting, notice of that meeting shall be published in a newspaper of general circulation in the City of Pittsburgh.

IV. Membership

The Board shall be composed of not more than five (5) members appointed by the Mayor, and approved by City Council. All Board members shall be residents of the City of Pittsburgh. At least two (2) members shall have experience working with community advocacy groups or community development corporations, and at least one (1) member shall have two (2) or more years' experience working in business licensing and building

code inspections.

V. Chairperson

For the purpose of presiding over meetings, the Board shall elect one of its members to be the Chair. The Chairperson shall be elected as the Board sees fit, but no less than annually.

VI. Staff

PLI will perform staff services for and provide all pertinent case information to the Board. Staff shall have no vote on any matter before the Board.

VII. Rules and Procedures

From time to time, consistent with the Code and for the purpose of carrying out the Board's duties, the Board shall promulgate, adopt, and amend Board rules and regulations.

VIII. Notice

Notice of all Board meetings, decisions, and actions shall conform to the Pennsylvania Sunshine Act and all of its amendments.

IX. Hearings and Public Comment

All hearings before the Board shall be open to the public. As determined by the Board, all relevant parties to the hearing whose interests are affected shall have the opportunity to be heard. Consistent with the Pennsylvania Sunshine Act, before the conclusion of the hearing and announcement of a decision, members of the public who are present at the hearing and meeting shall have the opportunity to make comment.

X. Conflict of Interest

No member may hear an appeal in which that member has an actual, apparent, or potential personal, professional, or financial interest.

XI. Board Decisions

By majority vote of a quorum of Board members, the board shall affirm, modify, reverse, vacate, or revoke the notice, order, or action from which an appeal is taken. The decision of the board shall be by motion; shall be announced openly at a public meeting; and shall be provided in writing to the parties.

XII. Attendance and Removal

In order to participate in Board matters, Board members must remain in "good standing." In order to remain in good standing, board members must attend at least seventy-five percent (75%) of meetings. Additionally, if a board member fails to fulfill their duties and obligations to the Board, and that failure impedes, corrupts, or obstructs Board duties, the

Board may recommend to the Mayor removal of that Board member.

XIII. Meeting Minutes

The board shall record the time, date, and place of meetings, the names of members present, the substance of all official action taken during the meetings, and a record of how each individual voted. To the extent practicable, the minutes shall list all members of the public who participated in the meetings and a summary of their comments. Minutes shall be reviewed, voted on, and adopted or amended at each subsequent meeting.

XIV. Executive Session

To the extent allowed by the Pennsylvania Sunshine Act, the Board may discuss certain matters in Executive Session. During Executive Session or a closed gathering, the Board may not discuss or take any official action.

XV. Board Case File Maintenance and Retention

Records of cases before the Board shall be maintained and retained by PLI for seven years.

XVI. Amendments of the By Laws

Only an absolute majority of regular membership at any regular or special meeting of the Board may amend these bylaws. To allow sufficient time for public comment, proposals to amend the By Laws shall be submitted in writing to the members by at least the regular or special meeting immediately prior to the meeting at which the onboard will vote on the Amendment.