

TITLE 2**BOARDS AND COMMISSIONS, ETC.****CHAPTER**

1. RECREATION ADVISORY BOARD.
2. UNIFIED BOARD OF CODES ADJUSTMENTS AND APPEALS.

CHAPTER 1**RECREATION ADVISORY BOARD****SECTION**

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2-101. Creation, authority, purposed and title. The authority to fund, create, operate and maintain parks and recreation facilities and to conduct recreation programs shall be retained by the governing body; however, pursuant to Tennessee Code Annotated, § 11-24-103(b)(1), there shall be and is hereby create an advisory body for the purpose of providing the governing body of the Town of Huntingdon, Tennessee (the "town council"), advice and guidance, and to provide a conduit for input from the general population as to the effective creation, operation and maintenance of parks and recreation facilities and/or recreation programs for said town. This body shall be named and known as the "Recreation Advisory Board of the Town of Huntingdon" (the "board"). (1978 Code, § 1-1001, as amended by Ord. #349, Aug. 1994)

2-102. Membership and terms. The membership of the board shall consist of five (5) members, appointed by the mayor for staggered terms of five (5) years. At the time of the original five (5) appointments, to initiate the staggered terms, one member will be appointed for one (1) year, one for two (2) years, one for three (3) years, one for four (4) years, and one for five (5) years. Thereafter, all appointments or reappointments will be for terms of five (5) years.

(1) The membership of the board shall be representative of all sections of the community, but one (1) member shall be selected from the Huntingdon school system.

(2) The serving mayor and superintendent of parks and cemeteries shall serve as members ex-officio during their respective terms. (1978 Code, § 1-1002)

2-103. Officers. At the first meeting of the board subsequent to its creation, the members shall elect from the membership a chairperson, vice-chairperson and secretary to serve for their respective terms of appointment. (1978 Code, § 1-1003)

2-104. Function. The affairs of the board shall be conducted in a manner determined by the town council. The board shall not be responsible for the supervision of staff, the hiring or dismissal of staff, the expenditure of public funds or the promulgation or enforcement of rules and regulations governing parks and recreation facilities or programs; however, the board may advise the town council on any of these matters and act on behalf of said council, on a case by case basis, if so authorized by the governing body. (1978 Code, § 1-1004)

2-105. Administration. The board shall set its own by-laws and meeting schedule in accordance with the open meeting laws of the state. Official minutes shall be recorded for each meeting, a copy of which shall be furnished the town council at their next subsequent meeting. The department of finance and administration shall provide the board such administrative support as it may need, within the limits of its capabilities. (1978 Code, § 1-1005)

2-106. Compensation and funding. All members of the board shall serve without pay; however, with prior approval of the mayor and funding by the town council, members may be reimbursed for actual expenses involved in the discharge of their official duties on behalf of the town pursuant with the town's comprehensive travel regulations. Incidental funding for operations of the board may be provided by the town council in the town's normal budgeting processes. (1978 Code, § 1-1006)

CHAPTER 2

UNIFIED BOARD OF CODES ADJUSTMENTS AND APPEALS

SECTION

2-201. Creation of board; membership and terms.

2-202. Organizational meeting.

2-203. Business meetings.

2-204. Records to be maintained.

2-205. Duties of the board.

2-206. Procedure.

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2-201. Creation of board; membership and terms. There is hereby created a board which shall be known as the Unified Board of Codes Adjustments and Appeals of the Town of Huntingdon, Tennessee, to represent said town in the receipt, consideration, and determination of claims for adjustments and/or appeals related to the plumbing code, electrical code, gas code, and the fire prevention code,¹ which shall consist of not less than three (3) members appointed by the mayor. The members shall be residents of the town, shall be at least twenty five (25) years of age, and, where possible, possess a working knowledge of the building trades. Members of the board shall be appointed for three (3) year terms, except that on the initial appointment, one shall be appointed for one year, one for two years, and one for three years. Any one or more members of said board shall be subject to removal or replacement by the mayor at any time in accordance with § 3.08 of the charter, and a vacancy on said board shall be filled by the mayor for the unexpired term of such vacancy. The members of the board shall serve without compensation. (1978 Code, § 4-601)

2-202. Organizational meeting. As soon as practical after their appointment, the members of the Unified Board of Codes Adjustments and Appeals shall meet and organize by electing a chairman, vice-chairman, and secretary. Thereafter, officers of the board shall be elected by the members at the first annual meeting of the board. (1978 Code, § 4-602)

2-203. Business meetings. The board shall meet upon call of the chairman as soon as practical after the receipt of an appeal to one of the above listed codes, but in no instance shall the meeting be called later than fifteen (15)

¹Municipal code references

Building, utility, etc. codes: title 12.

Fire code: title 7.

days subsequent to the receipt of such appeal. The board shall normally meet at the board room, city hall, Town of Huntingdon. Reasonable notice of the place, time, and date of such meetings shall be given all members of the board and all interested parties in each case to be heard by the board. (1978 Code, § 4-603)

2-204. Records to be maintained. All minutes of the board meetings shall be public records and the secretary of the board shall keep all records and perform such additional duties as the board may deem proper. (1978 Code, § 4-604)

2-205. Duties of the board. The duties of the Unified Board of Codes Adjustments and Appeals shall be:

(1) To consider and determine appeals whenever it is claimed that the true intent and meaning of the codes, supra, or any of the regulations thereunder have been misconstrued or wrongly interpreted.

(2) To permit, in appropriate cases where the application of the requirements of said codes in the allowance of the stated time for the performance of any action required thereby would appear to cause undue hardship on an owner, firm, or person(s) performing such action, a reasonable extension of time to be determined by the board when hearing such case.

No appeal shall be considered where an appeal case has been previously decided involving the same action or premises. (1978 Code, § 4-605)

2-206. Procedure. The board shall establish its own rules of procedure for accomplishment of its duties and functions, provided that such rules shall not be in conflict with the provisions of the codes listed above and the laws of the state. (1978 Code, § 4-606)

2-207. Decisions. All decisions of the Unified Board of Codes Adjustments and Appeals to vary the application of any provision of the aforesaid codes or to modify an order of the applicable inspecting official shall specify in what manner such variance or modification is made, the conditions upon which it is made, and the reasons therefor. Every decision shall be in writing and shall indicate the vote upon the decision. A copy of all decisions shall be promptly filed in the recorder's office and shall be open to public inspection. The secretary shall notify the appellant in writing of the final action of the board. (1978 Code, § 4-607)