

<i>City of Commerce</i>	Public Works and Development Services	SOP	102
Traffic Commission – Appeal Process Policy		Version No.	1.0
		Effective	6/16/15

- I. **Purpose** - The purpose of this policy is to establish a policy regarding the appeal process for actions and decisions made the City of Commerce Traffic Commission. All actions and decisions of the Traffic Commission may be appealed to the City Council and shall be filed in writing with the to the City Clerk’s office.

- II. **Persons Eligible to File an Appeal** - Any person may appeal a decision or action of the Traffic Commission in accordance with the terms of this policy.

- III. **Time Limit for Filing an Appeal** - All appeals must be filed within fourteen calendar days of the date of the rendering of the decision. If the fourteenth day occurs on a holiday or weekend, the appeal period shall be extended to the next city work day. No appeal shall be accepted after the appeal period has expired.

- IV. **Form for Filing** - All appeals must be submitted in writing to the City Clerk’s office and shall include the appellant’s name, address, telephone number, reason for appeal, and the facts supporting the appeal. The appeal must specifically state the grounds for the appeal and instances in which the review body erred in reaching the determination.

- V. **Appeal Hearing** – The appellant shall receive no less than ten days’ written notice of the hearing date, and the hearing date shall be no later than forty-five days after the appellant’s proper filing of the appeal. The appellant and all other persons shall have the right to comment on any relevant aspect of the appeal under consideration. The City Council is the authorized hearing body regarding appeal of Traffic Commission actions and decisions. A quorum of the council shall consist of three council members and a majority vote of the council shall consist of three council members voting the same way. A tie vote or a vote resulting in no action for lack of a majority vote shall be deemed a denial of the appeal. Following the hearing, action shall be taken to approve, conditionally approve, deny, continue, or take under advisement the subject of the hearing. The decision of the council shall be considered as final.

- VI. **Notice of Hearing** – Notice shall be give to all property owners located within three hundred feet radius of the exterior boundaries of the subject item to be appealed. Failure to send notice to any property owner whose address is not on the most recent roll of the Los Angeles County Assessor shall not invalidate any of the proceedings.

- VII. **Notice of Decision** – The Traffic Liaison will mail a letter regarding the appeal decision to the requester at the address shown on the notice of the appeal.