

MONTGOMERY COUNTY

to the proceeding, the Office shall furnish such party a copy of the hearing record, if any, at such charges as are necessary to meet costs. Within a reasonable period of time after the hearing, the Executive Director shall reverse, modify or affirm this action by written findings, opinions and orders, and provide a copy thereof to the person aggrieved and all interested parties.

(10) Upon the issuance of the written findings, opinions or orders of the Executive Director, any person aggrieved by the action may appeal such action. The decision of the Executive Director shall become final unless appealed. If a person aggrieved decides to appeal such action, that person must, within ten (10) days of receipt of the written findings, opinions or orders, appeal such action to the Montgomery County Commission on Landlord-Tenant Affairs by filing a written notice of appeal with the Office of Landlord-Tenant Affairs. Within a reasonable period of time after the filing of the written notice of appeal under this subsection, the Commission, through its Chairman or his designee, shall schedule a hearing on the action from which the appeal has been taken, or the Commission, through its Chairman, shall summarily affirm the action by written findings, opinions and orders, and provide a copy thereof to the person aggrieved and all interested parties.

(11) If the Commission schedules a hearing, it must be held within a reasonable period of time. Notice of the hearing and its time and place shall be given to the person aggrieved and all interested parties. The hearing shall be open to the public; except, that any party to it may request, in writing, a private hearing, which may be granted in the discretion of the Commission. The Commission shall have the power to summon all witnesses deemed necessary. Summons must be signed by the Chairman of the Commission or his designee and shall require the attendance of named persons and the production of relevant documents and records. Failure to comply with a summons shall constitute a violation of this Chapter. Any party to the hearing may request the issuance of a summons. Any party to the hearing, at his option, may appear before the Commission in person or by duly authorized representative and may have the assistance of an attorney. The parties may present testimony and evidence which shall be given under oath or by affirmation. The Office of Landlord-Tenant Affairs shall keep a full record of the hearing, which record, if the hearing is public, shall be open to inspection by any person, and, upon request by any party to the proceeding, the Office shall furnish such party a copy of the hearing record, if any, at such charges as are necessary to meet costs. Within a reasonable period of time after the