



Haines Borough  
**BOROUGH ASSEMBLY  
ACTION REQUEST**

**11D4**

DATE: December 14, 2023

TO: Borough Assembly

FROM: Property Tax Assessment Advisory Board

ACTION:

*Motion: Gilbert moved to “recommend HBC 3.72.XXX Exchange of Information to the Assembly for approval” and the motion carried unanimously.*

RATIONALE:

The Property Tax Assessment Advisory Board was charged with reviewing existing code, policy and procedures of the property tax assessment process and to recommend changes and improvements to the process for both citizens and the borough administration. This proposed addition to code guarantees due process by requiring the exchange of information between the assessor's office and the appellant in a timely manner prior to the hearing date set for the appeal.

BOARD REQUEST:

The advisory board requests that the assembly pass a new section of borough code detailing requirements for the exchange of information between an appellant and the assessor's office as detailed in the attached draft document. This change will insure due process for appellants and insure appellants have ample time to consider their course of action.

SUBMITTED BY Paul Rogers  
Paul Rogers, Chair  
Property Tax Assessment Advisory Board

## **Proposed New Ordinance to Assembly**

### **3.72.### Exchange of Information**

- A. **Information to be presented to the board of equalization (BOE) by the assessor's office shall be made available to the appellant at least 10 working days prior to the BOE hearing date scheduled for the appeal.**
- B. **The appellant shall be notified by email or first-class mail when the information is available and how to obtain it. A link to the information on the borough web site is permissible.**
- C. **The appellant must provide their information by first-class mail, email or by personally delivering it to the Haines Borough office five working days before the appeal hearing date scheduled.**