

## **CHAPTER 20.00 ADMINISTRATIVE REVIEW PROCEDURE**

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### **20.01 REVIEW OF ADMINISTRATIVE DETERMINATIONS.**

Any person aggrieved by an administrative determination of the Village Board, or a Board, Commission, Committee, agency, officer or employee of the Village or agent acting on its behalf may have such determination reviewed as provided in this Chapter.

### **20.02 DETERMINATIONS REVIEWABLE.**

The following determinations are reviewable under this Chapter:

- A. The grant or denial in whole or in part after application of an initial permit, license, right, privilege, or authority, except a fermented malt beverage or intoxicating liquor license.
- B. The suspension, revocation or non-renewal of an existing permit, license, right, privilege, or authority, except as provided in Section 20(d).
- C. The denial of a grant of money or other thing of value under a State Statute or Ordinance prescribing conditions of eligibility for such grant.
- D. The imposition of a penalty or sanction upon any person except a municipal employee or officer, other than by a court.
- E. The suspension or removal of a Village officer or employee except as provided in 20.03(B) and (G).

### **20.03 DETERMINATIONS NOT SUBJECT TO REVIEW.**

The following determinations are not reviewable under this Chapter:

- A. A legislative enactment. A legislative enactment is an Ordinance, Resolution or adopted motion of the Village Board.
- B. Any action subject to administrative or judicial review procedures under State Statutes or other provisions of this Code.
- C. The denial of a tort or contract claim for money required to be filed with the Village under Chapter 62.25, Wis. Stats.

- D. The grant, denial, suspension, or revocation of a fermented malt beverage license under 66.054(13)(b), Wis. Stats. or intoxicating liquor license under 176.11 or 176.12, Wis. Stats.
- E. Judgements and orders of a court.
- F. Determinations made during municipal labor negotiations.
- G. Determinations subject to grievance, arbitration, or other procedures provided in collective bargaining agreements.

#### **20.04 MUNICIPAL AUTHORITY DEFINED.**

“Municipal Authority” includes the Village Board, Commission, Committee, agency, officer, employee, or agent of the Village making a determination under 19.01, and every person, Committee or agency of the Village to make an independent review under 19.08(2).

#### **20.05 PERSONS AGGRIEVED.**

A person aggrieved includes any individual, partnership, corporation, association, public or private organization; officer, department, Board, Commission or agency of the Village; whose rights, duties or privileges are adversely affected by a determination of a municipal authority. No department, Board, Commission, agency, officer or employee of the Village who is aggrieved may initiate review under this Chapter of a determination of any other department, Board, Commission, agency, officer or employee of the Village, but may respond or intervene in a review proceeding under this Chapter initiated by another.

##### **A. REDUCING DETERMINATION TO WRITING.**

If a determination subject to this Chapter is made orally or, if in writing, does not state the reasons therefore, the municipal authority making such determination shall, upon written request of any person aggrieved by such determination made within ten (10) days of notice of such determination, reduce the determination and the reasons therefore to writing and mail or deliver such determination and reasons to the person making the request. The determination shall be dated, and shall advise such person of his right to have such determination reviewed, that such review may be obtained within thirty (30) days, and the office or person to whom a request for review shall be addressed.

##### **B. REQUEST FOR REVIEW OF DETERMINATION.**

Any person aggrieved may have a written or oral determination reviewed by written request mailed or delivered to the municipal authority which made such determination within thirty (30) days of notice to any such person of such determination. The request for review shall state the grounds upon which the person aggrieved contends that the determination should be modified or reversed. A request for review shall be made to the officer, employee, agent, agency,

Committee, Board, Commission or body who made the determination but failure to make such request to the proper party shall not preclude the person aggrieved from review unless such failure has caused prejudice to the municipal authority.

C. REVIEW OF DETERMINATION.

1. Initial Determination. If a request for review made under 20.02(E), the determination to be reviewed shall be termed an initial determination.
2. Who Shall Make Review. A review under this section may be made by the officer, employee, agent, agency, Committee, Board, Commission or body who made the initial determination. However, an independent review of such determination by another person, Committee or agency of the Village, appointed by the President, without confirmation, shall be provided if practicable.
3. When to Make Review. The municipal authority shall review the initial determination within fifteen (15) days of receipt of a request for a review. The time for review may be extended by agreement with the person aggrieved.
4. Right to Present Evidence and Argument. The person aggrieved may file with his request for review within the time agreed with the municipal authority written evidence and argument in support of his position with respect to the initial determination.
5. Decision on Review. The municipal authority may affirm, reverse or modify the initial determination and shall mail or deliver to the person aggrieved a copy of the municipal authority's decision on review, which shall state the reasons for such decision. The decision shall advise the person aggrieved of his right to appeal the decision, that appeal may be taken within thirty (30) days, and the office or person with whom notice of appeal shall be filed.

**20.06 ADMINISTRATIVE PROCEDURES.**

A. Administrative Appeal.

1. From Initial Determination or Decision on Review.
  - a. If the person aggrieved had a hearing substantially in compliance with 19.10 when the initial determination was made the person may elect to follow 19.06 through 19.08, but is not entitled to a further hearing under 19.10 unless granted by the municipal authority. The person may, however, seek judicial review under 20.05.
  - b. If the person aggrieved did not have a hearing substantially in compliance with 20.04(B) when the initial determination was

made, the person shall follow 19.06 through 19.08 and may appeal under this section from the decision made under 20.03(F).

2. Time Within Which Appeal May Be Taken Under This Section. Appeal from a decision on review under 20.03(F) may be taken within 30 days of notice of such decision.
3. How Appeal May Be Taken. An appeal under this section may be taken by filing with or mailing to the office or person designated in the municipal authority's decision on review, written notice of appeal.

**B. HEARING ON ADMINISTRATIVE APPEAL.**

1. Time of Hearing. The Village shall provide the appellant and the municipal authority may be represented by counsel and may present evidence and call and examine witnesses of the other party. Such witnesses shall be sworn by the person conducting the hearing on an appeal under 20.04 within fifteen (15) days of receipt of the notice of appeal and shall serve the appellant with notice of such hearing by mail or personal service at least ten (10) days before such hearing. The office or person with whom a notice of appeal is filed shall immediately notify the Village Attorney, who shall forthwith advise the President of such appeal.
2. Conduct of Hearing. At the hearing, the appellant and the municipal authority may be represented by counsel and may present evidence and call and examine witnesses and cross-examine witnesses of the other party. Such witnesses shall be sworn by the person conducting the hearing. The President shall appoint, without confirmation, an impartial decision maker, who may be an officer, Committee, Board or Commission of the Village or the Village Board who did not participate in making or reviewing the initial determination, who shall make the decision on administrative appeal. The decision maker may issue subpoenas. The hearing may, however, be conducted by an impartial person, Committee, Board or Commission designated by the President to conduct the hearing and report to the decision maker.
3. Record of Hearing. The person conducting the hearing or a person employed for that purpose shall take notes of the testimony and shall mark and preserve all exhibits. The person conducting the hearing may, and upon request of the appellant shall, cause the proceedings to be taken by a stenographer or by a recording device, the expense thereof to be paid by the Village.
4. Hearing on Initial Determination. Where substantial existing rights are affected by an initial determination, the municipal authority making such determination shall, when practicable, give any person directly affected an opportunity to be heard in accordance with this section before making such determination.

C. FINAL DETERMINATION.

1. Within twenty (20) days of completion of the hearing conducted under 20.04(B) and the filing of briefs, if any, the decision maker shall mail or deliver to the appellant its written determination stating the reasons therefore. Such determination shall be a final determination.
2. A determination following a hearing substantially meeting the requirements of 20.04(B) or a decision on a review under 20.03(F) following such hearing shall be a final determination, judicial review of which may be obtained under 20.05.

**20.07 JUDICIAL REVIEW.**

- A. Any party to a proceeding resulting in a final determination may seek review thereof by writ of certiorari within thirty (30) days of receipt of the final determination.
- B. The record of the proceedings shall be transcribed at the expense of the person seeking review. A transcript shall be supplied to anyone requesting the same at his expense. If the person seeking review establishes impecuniousness to the satisfaction of the reviewing court, the court may order a synopsis of the proceedings in lieu of a transcript. By stipulation, the court may order a synopsis of the proceedings in lieu of a transcript. The court may otherwise limit the requirement for a transcript.

**20.08 LEGISLATIVE REVIEW.**

- A. Seeking review pursuant to this Chapter does not preclude a person aggrieved from seeking relief from the Village Board or any of its Boards, Commissions, Committees, or agencies, which may have jurisdiction.
- B. If in the course of legislative review under this section, a determination is modified, such modification and any evidence adduced before the Village Board, Board, Commission, Committee or agency shall be made part of the record on review under 19.12.
- C. The Village Board, Board, Commission, Committee or agency conducting a legislative review under this section need not conduct the type of hearing required under 19.10.