



CITY OF BELLEVUE

HEARING EXAMINER RULES OF PROCEDURE

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Hearing Examiner's Office
PO Box 90012
450 110th Avenue, NE
Bellevue, WA 98009-9012
(425) 452-6806

hearingexaminer@bellevuewa.gov

INTRODUCTION

Purpose of Rules of Procedure – An independent Hearing Examiner conducts hearings to apply general policies and regulations adopted by the City Council to specific proposals or situations. These rules are established to make the hearings fair and efficient.

Type of Hearings – An examiner holds three basic types of hearings: (1) Pre-Decision hearings, (2) Appeal hearings, and (3) Code Enforcement hearings.

1) Pre-Decision Hearings – held before a decision has been made on a proposal in order to gather information and create a record upon which a decision can be based. In a pre-decision hearing, the City staff makes a presentation and the applicant and public are invited to testify. Depending on the type of proceeding, after the hearing the examiner will either make a decision or make a recommendation to the City Council.

2) Appeal Hearings – held after the City staff has made a decision on a request; designed to allow the applicant or others with an interest to challenge the decision. In an appeal hearing, the City, the appellant, and the applicant (if different from the appellant) are identified as parties. Such hearings are open to the public, but participation is generally limited to witnesses called by the parties. The examiner's decision on an appeal is the final City action.

3) Code Enforcement Hearings – held when the City has issued a notice alleging that a named party has violated a City regulation or the terms and conditions of a permit or approval issued by the City. Testimony is limited to witnesses called by the parties. The City has the burden of proof. The examiner's decision is the final City action.

Procedure – The intent is to ensure that every hearing provides participants a fair opportunity to be heard. In all hearings the oral testimony is taken under oath or affirmation. The proceedings are electronically recorded so that a written transcript can be prepared, if necessary.

Basis for Decisions – The examiner is concerned not with the popularity of a matter presented but whether it meets the requirements of the applicable ordinance. The examiner's decision or recommendation must be based on the record of the proceedings before the examiner.

Jurisdiction and Authority – The Hearing Examiner’s authority is set forth in Chapter 3.68 of the Bellevue City Code. Most matters before the examiner are described in Bellevue City Code Chapter 20.35 (Land Use Decisions), Chapter 1.18 (Civil Violations), or Chapter 22.02 (Environmental Procedure). Other City Codes or ordinances may provide for hearings to be conducted by the examiner. These Code chapters and ordinances also set out procedures for appeals from determinations of the examiner. An outline of these appeal procedures appears as the final section of these rules.

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Section 1

RULES THAT APPLY TO ALL HEARINGS

1.1 EXPEDITIOUS PROCEEDINGS

The examiner and all parties shall make every reasonable effort to avoid delay at each stage of every proceeding consistent with fairness to all parties.

1.2 COMPUTATION OF TIME

- A. In computing any period of time prescribed or allowed by these Rules, the day of the act, event, or default from which the designated period of time begins to run shall not be included.
- B. The last day of the period so computed shall be included, terminating at 5:00 p.m., unless the last day of the period is a Saturday, Sunday or legal holiday as defined in RCW 1.16.050, in which event the period shall run until 5:00 p.m. of the next day which is not a Saturday, Sunday or legal holiday.
- C. When the period of time prescribed or allowed is less than seven (7) days, intermediate Saturdays, Sundays or legal holidays shall be excluded from the computation.
- D. "Working" days as referenced in these Rules exclude weekends and legal holidays.

1.3 DEFINITIONS

- A. "Affidavit" means a written or printed statement of facts confirmed by oath or affirmation of the person making it, before one having authority to administer oaths.
- B. "Appeal Hearing" means a hearing held by the Hearing Examiner to consider an appeal of a decision by City staff or other action within the Hearing Examiner's jurisdiction.
- C. "Council" means the Bellevue City Council.
- D. "Examiner" means the Bellevue Hearing Examiner.

- E. "Ex parte communication" means a communication between one party and the examiner in the absence of the other party(ies).
- F. "Interested Person" means any individual, partnership, corporation, association, or public or private organization of any character significantly affected by or interested in proceedings before the examiner or identified by the ordinance or Code under which the proceeding is brought as having a right to participate.
- G. "Motion" means a request made to the hearing examiner for an order or other ruling.
- H. "Party" means:
 - 1. Pre-decision hearing – any interested person who has participated in the proceeding, either orally or in writing.
 - 2. Appeal hearing – the appellant(s), the applicant(s) (if different from the appellant(s)), the applicable City department, and any intervenors allowed to join as parties.
- I. "Pre-decision Hearing" or "Public Hearing" means a hearing held by the Hearing Examiner before a decision has been made on a proposal in order to gather information and create a record upon which a final decision or a recommendation to the City Council can be made.

1.4 POWERS AND DUTIES OF THE HEARING EXAMINER

A. Hearing Examiner Qualifications:

Hearings shall be presided over by a duly qualified Hearing Examiner or Hearing Examiner Pro Tempore appointed by the City Manager.

B. Hearing Examiner Duties:

The examiner shall have the duty to conduct fair and impartial hearings, to take all necessary action to avoid delay in the disposition of proceedings, and to maintain order. The examiner shall have all powers necessary to that end, including the following:

- 1. To administer oaths and affirmations.
- 2. To issue subpoenas to compel witnesses to appear at the hearing and/or the production of documents or materials.

3. To rule upon offers of proof and to admit evidence.
4. To regulate the course of the hearings and the conduct of the participants.
5. To hold prehearing or other conferences.
6. To consider and rule upon procedural and other motions appropriate to the proceedings.
7. To make and file orders, recommendations and decisions.

C. Hearing Examiner Independence:

In the performance of these duties, the examiner shall not be responsible to, or subject to the supervision or direction of, any elected official or any officer, employee or agent of any municipal department.

D. Disqualification:

1. The examiner on his or her own initiative may enter an order of disqualification in the event of personal bias or prejudice, or to preserve the appearance of fairness.
2. A party may file an affidavit (a statement in writing and under oath) stating facts supporting the belief that such party cannot have a fair and impartial hearing by reason of the personal bias, prejudice, or appearance of unfairness of the examiner.

The affidavit shall be filed not less than ten (10) days before the hearing unless good cause is shown, and in any case before the examiner makes any discretionary ruling; provided an affidavit seeking disqualification on appearance of fairness grounds may be filed at any time, but must be filed promptly after the basis for disqualification is known or should have been known to the party seeking such disqualification.

The examiner shall rule on the affidavit prior to making any other ruling and prior to proceeding with the hearing.

3. In case of disqualification or recusal, the matter shall be assigned to a different examiner.

1.5 EXPECTED CONDUCT

All persons appearing at a hearing, including members of the public shall conduct themselves with civility and courtesy and shall abide by all rules and orders of the examiner.

No profanity, combative, rude, degrading questions or testimony will be allowed. Any person(s) engaging in any form of disruptive behavior shall be deemed to have forfeited his/her/their right to participate in the hearing process and may be removed.

The examiner may limit or prohibit the use of picket signs, posters, flags or other visible or audible demonstrations as necessary to maintain order and the appearance of fairness in any hearing.

1.6 EX PARTE COMMUNICATION

- A. For purposes of this rule, "ex parte communication" means a written or oral communication with the examiner outside of a public hearing, in the absence of the other participants and not included in the public record.
- B. Pursuant to RCW 42.36, no interested person (nor his/her agent, employee or representative) shall communicate ex parte directly or indirectly with the examiner concerning the merits or facts of any matter being heard before the examiner, or any factually related matter. This rule shall not prohibit ex parte communications about schedules and other procedural topics.
- C. The examiner shall not communicate ex parte directly or indirectly with any interested person (nor his/her agent, employee or representative) in such matters except about procedural topics as identified above.
- D. From time to time examiners may need to seek legal advice regarding the scope of their authority. For that purpose, the city attorney or an attorney designated by the city attorney shall provide that legal advice. The attorney designated as legal counsel to the Office of the Hearing Examiner shall have no communication with the parties to any matter or their representatives regarding the substantive issues to come before an Examiner and shall maintain an ethical screen to prevent inadvertent disclosure of communications between counsel to the Examiner and counsel to the parties within the City Attorney's Office. Communication between examiners and their assigned legal counsel shall not constitute as ex parte communication.
- E. If a substantial, prohibited ex parte communication is made to or by the examiner, such communication shall be publicly disclosed at the next following and each succeeding public hearing regarding the subject petition or application or, if there is no further such

hearing, disclosure shall be made in writing to all parties of record within ten (10) days of the date of the improper communication.

1.7 RIGHTS OF A PARTY

Every party in any proceeding before the examiner shall have a right to the following:

- A. Due notice.
- B. Representation by an attorney, although it is not required.
- C. Presentation of evidence.
- D. Objection.
- E. Motion.
- F. Argument.
- G. Rebuttal.
- H. Cross-examination, except as provided herein.
- I. Any other rights essential to a fair hearing.

1.8 NOTICES OF AND TIME AND PLACE OF HEARINGS

A. Time Requirement:

Notice of any hearing before the examiner shall be given not less than fourteen (14) days before the date of the hearing, unless a different notice period is mandated by law or ordinance or by these Rules.

B. Method of Notice:

Notice shall be given to each party in person, by electronic mail or U.S. mail.

C. Time and Place of Hearing:

Unless notice is given to the contrary, pre-decision hearings before the examiner shall be conducted beginning at 6:00 p.m. in the Bellevue City Hall at 450 110th Avenue Northeast, Bellevue, Washington. Appeal

hearings and Code Enforcement hearings are generally scheduled during regular working hours in the Bellevue City Hall.

D. Affidavit or Certificate of Notice:

An affidavit or certificate of written notice of a given public hearing shall be made a part of the official case record.

1.9 PREHEARING AND OTHER CONFERENCES

The examiner may, on his or her own motion, or at the request of a party, hold a conference prior to the hearing to consider:

- A. The issues to be addressed and the procedures to be followed.
- B. Establish a schedule for filing of pleadings, briefs and witness and exhibit lists.
- C. Undisputed facts to which the parties present will agree.
- D. Documents or other evidence that parties present agree may be admitted.
- E. Witnesses to be called and evidence to be presented at the hearing.
- F. Limitations on the number of persons testifying and on the nature and length of testimony.
- G. Such other matters as may aid the efficient disposition of the action.

Based upon such a conference, the examiner may enter a prehearing order specifying all items agreed to or decided upon at the conference.

Should an opportunity for settlement arise out of a prehearing conference, the examiner will not participate in the substantive settlement discussions. The examiner may, when appropriate, review and approve, modify or deny a proposed settlement agreement.

Prehearing conferences shall be electronically recorded and the recordings shall be a part of the official case record. At the examiner's discretion, conferences may be held after the hearing commences.

1.10 FILING AND SERVICE OF DOCUMENTS

A. Filing:

Documents may be filed with the Office of the Hearing Examiner in hard copy or electronic format via email to hearingexaminer@bellevuewa.gov. Documents are deemed filed upon receipt at the Office of the Hearing Examiner during regular business hours, unless the examiner has specified otherwise.

B. Service:

Unless otherwise provided by the Hearing Examiner or by agreement of the parties, service is complete at the time documents are personally delivered or confirmed as having been successfully transmitted via electronic mail. Unless earlier receipt is shown, service by mail is deemed complete on the third day after deposit in the regular facilities of the U.S. mail.

1.11 EVIDENCE

A. Burden of Proof:

The City shall have the burden of proof in a Code enforcement hearing. The applicant shall have the burden of proof in a pre-decision hearing. The appellant shall have the burden of proof in an appeal hearing.

B. Admissibility:

The hearing generally will not be conducted according to technical rules relating to evidence and procedure. Any evidence that is relevant, material, and reliable, including hearsay may be admitted if in the examiner's judgment it possesses probative value commonly accepted by reasonable and prudent persons in the conduct of their affairs.

C. Copies:

Documentary evidence may be received in the form of copies or excerpts if the original is not readily available. Upon request, parties shall be given an opportunity to compare the copy with the original.

D. Submittal of Evidence:

Except where mandatory pre-filing requirements were imposed or where objections to the admissibility of certain evidence have been granted, any party may seek to admit relevant evidence into the record during their direct, cross-examination and/or rebuttal portions of the hearing, provided

appropriate foundation for such evidence has been presented by the offering party.

E. Official Notice:

The examiner may take official notice of generally accepted and recognized facts and law, including but not limited to City ordinances, resolutions, court decisions, and prior Hearing Examiner decisions. The examiner may also take notice of technical or scientific facts generally accepted as such within the relevant scientific or technical community.

F. Evidence Submitted Subsequent to the Close of the Record:

1. If additional evidence is submitted after the record has closed, it will be considered only upon a showing of significant relevance, materiality, reliability and good cause for the delay in its submission.
2. A party submitting additional evidence after close of the record shall send copies to all other parties, who shall have five (5) working days to file any written objection to the admission of the evidence. The examiner, in his or her discretion, shall decide within three (3) working days after the close of the period for filing objections whether the evidence shall be admitted.
3. If the offered evidence is not admitted, it shall be clearly so marked and placed in the case file, and the parties shall be informed in writing. If the evidence is admitted, the examiner shall so notify all parties of record and set the time for filing written replies to the evidence.
4. The examiner shall decide within three (3) working days after the date set for receipt of replies whether the new evidence warrants reopening the hearing, in which case a further public hearing shall be set to consider the matter in the light of the new evidence.
5. The examiner's final decision in the matter will be due ten (10) working days after the close of the period set for replies to the new evidence or, if a further public hearing is set, ten (10) working days after the further hearing.

1.12 RECORDING

All proceedings before the examiner shall be electronically recorded and such recordings shall be a part of the official case record. Copies of the electronic recordings and of any written materials in the record shall be made available to

the public on request, and upon payment of costs as established by City ordinance.

1.13 OATH OR AFFIRMATION

All testimony shall be taken under oath or affirmation.

1.14 CROSS-EXAMINATION

Cross-examination shall be permitted as necessary for full disclosure of the facts and as required by law.

1.15 LIMIT ON TESTIMONY

The examiner may impose reasonable limitations on the number of witnesses heard, and on the nature and length of their testimony, in order to expedite the proceeding and avoid continuation of the hearing. Notice shall be given as early as practical when time limitations are to be imposed. If a party is unable to present his or her arguments and testimony within the allotted time, the record may be kept open and an opportunity may be granted to submit written materials after the close of the hearing.

1.16 MOTIONS

Any application to the examiner for an order shall be by motion which, unless made during a public hearing, shall be in writing. The motion shall state explicitly the reasons for the request, and shall state the specific relief or order sought.

Motions in advance of the hearing shall be filed with the Hearing Examiner's Office and served on all parties of record at least five (5) working days before the date of the hearing. Written replies to such a motion shall be filed with the Examiner's Office and served on all parties of record two (2) working days before the date of the hearing.

The examiner may issue an order based on the written motion and any replies, without oral arguments, or may call for oral arguments before ruling on the motion.

1.17 CONSOLIDATION OF HEARINGS

When practical and consistent with ordinance requirements, the examiner will consolidate land use matters for hearing. Any party may bring to the attention of the examiner the need for consolidation.

1.18 SITE INSPECTION

The examiner may inspect a site before or after a hearing but prior to the close of the record. Failure to view a site will not invalidate the examiner's decision.

1.19 CONTINUATION OF HEARING

The examiner may continue proceedings for good cause on his or her own motion, or the motion of a party, announcing the continuance at a public hearing and specifying the date, time and place. No further notice is required.

1.20 LEAVING THE RECORD OPEN

- A. At the conclusion of the hearing, the Examiner may leave the record open to receive argument or for other specified purposes. If such purposes include the submission of further evidence, the evidence shall be provided to all other parties and such parties shall be given an opportunity to present responsive evidence. After the post-hearing submissions have been received, the record shall close.

- B. Except as provided in Rule 1.21 (reopening) or 1.26 (reconsideration), no information received after the close of the record shall be included in the hearing record or considered by the examiner.

1.21 REOPENING OF HEARING

If the examiner determines after the hearing record has closed and prior to issuing a decision or recommendation, that there is good cause to reopen a hearing, notice in writing of the further hearing shall be given to all parties who were present at the hearing, and shall specify the date, time and place.

1.22 RECOMMENDATION OR DECISION

Except as provided in 1.21 above, the examiner shall issue a recommendation or decision within ten (10) working days of the closure of the record. Copies of the recommendation or decision shall be mailed to all parties of record, and to any person who is not a party of record but who signs the sign-up sheet and provides his or her address at the hearing requesting a copy of the recommendation or decision. A copy of the list of parties of record may be obtained from the Hearing Examiner's Office upon request.

1.23 CONTENT OF RECOMMENDATION OR DECISION

The examiner's recommendation or decision shall contain findings of fact, conclusions based thereon, and a recommendation or decision consistent with

those conclusions. In addition, the examiner's recommendation or decision may include conditions necessary to mitigate any impacts of the proposal and a brief statement of appeal rights of the parties.

1.24 CLERICAL ERRORS

Clerical mistakes in decisions, recommendations, orders or other parts of the record, and errors arising from oversight or omission, may be corrected by order on the examiner's initiative or in response to the motion of a party.

1.25 CLARIFICATION OF A DECISION OR RECOMMENDATION OF THE EXAMINER

A party may file a written request for clarification of the decision or recommendation. Alternatively, the examiner may issue a clarification upon his or her own motion. A clarification may not materially alter the outcome of the decision or recommendation.

The written request for clarification must be received in the Office of the Hearing Examiner and by all parties within five (5) working days after the date of issuance of the examiner's decision or recommendation. The examiner, in his or her discretion, shall determine what further action is proper, and within five (5) working days after filing of the request shall issue that determination in writing to all parties of record. A new appeal period shall run from the date of the Hearing Examiner's issuance of a clarification.

1.26 RECONSIDERATION OF A DECISION OR RECOMMENDATION OF THE EXAMINER

A. A party who believes an examiner's decision or recommendation is in error because of (1) the existence of new evidence not available at the time of the hearing, (2) a procedural error, (3) a factual error which is material to the decision, or (4) an error in a legal ruling, may file a written request for reconsideration of the decision or recommendation.

The written request for reconsideration must be received in the Office of the Hearing Examiner and by all parties within five (5) working days after the date of issuance of the examiner's decision or recommendation.

The examiner, in his or her discretion, shall determine what further action is proper, and within five (5) working days after filing of the request shall issue that determination in writing to all parties of record.

B. The examiner may either: (1) deny the request, (2) issue a revised decision or recommendation, (3) issue an order giving all parties an

opportunity to submit written comments responding to the request for reconsideration, or (4) schedule an additional public hearing. The examiner shall summarily dismiss a request for reconsideration that is without merit on its face, or brought merely to secure a delay.

- C. A new appeal period shall run from the date of the Hearing Examiner's Order on Reconsideration.

1.27 TERMINATION OF JURISDICTION

The jurisdiction of the examiner in a matter shall terminate upon the issuance of his or her final action in that matter. The examiner's final action is the issuance of a recommendation or decision unless a request for reconsideration or clarification is timely filed. If a request for reconsideration or clarification is timely filed, the final action of the examiner is his or her determination on the reconsideration or clarification request.

Upon termination of the Hearing Examiner's jurisdiction, matters which require City Council action are under the jurisdiction of the City Council. The City Council may, however, revive the jurisdiction of the examiner and remand a matter for clarification of specific issues, or to consider facts not available at the time of the original hearing. Remand hearings shall be processed in the same manner as the original proceeding before the examiner, using the same procedures for posting, public notice and the forwarding of the examiner's recommendation to the City Council.

1.28 DISPOSITION OF CASE RECORD

The official case record and other related materials shall be forwarded to the City Clerk for storage after a matter has been finally acted upon by the City Council or by the examiner. Electronic recordings of all proceedings before the examiner shall be maintained in the Office of the Hearing Examiner for the period required by law.

Case records of the examiner are public records and available for review during normal business hours.

Section 2

PRE-DECISION HEARINGS

The rules of this section apply to land use proceedings before the Hearing Examiner in which a decision by the City on an application has not yet been made.

2.1 HEARING EXAMINER JURISDICTION

The examiner shall have the authority to conduct hearings, prepare a record, enter written findings and conclusions, and issue recommendations or decisions for any matter so designated by the City Code, other City ordinance, or by the City Council.

2.2 NOTICE OF HEARINGS

Rules governing notice of hearings before the examiner are provided in the Bellevue Land Use Code and Bellevue City Code.

2.3 PARTIES OF RECORD

The initial parties of record are the applicant(s) and the City, any person or public agency who individually submitted written comments to the City prior to the closing of the comment period provided in a legal notice, and any person or public agency who specifically requested to be a party of record. Anyone who participates in the hearing by oral testimony or written submission shall by such action become a party of record.

2.4 DEPARTMENTAL STAFF REPORT ON APPLICATION

A written report by the involved City department(s) shall be either delivered to or placed in the mail to the examiner and the applicant at least five (5) working days prior to the date of the public hearing and, at the same time, copies shall be made available to the public at the respective departments.

In the examiner's discretion, failure to timely provide the report may constitute grounds for continuing the scheduled public hearing. In so determining, the examiner shall consider the particular circumstances of the case, the possible prejudice to the persons failing to receive a copy of the report, and the justification, if any, for the failure to comply.

2.5 FORMAT OF HEARING

The format for a public hearing will be informal, but organized so that the testimony and evidence can be presented quickly and efficiently.

A public hearing shall include, but need not be limited to, the following elements:

- A. A brief introductory statement by the examiner.
- B. A brief report by departmental staff which shall include introduction of the official City file, reference to visual aids such as maps, and a summary of the recommendation of the lead department.
- C. Testimony by the applicant.
- D. Testimony from interested persons.
- E. Rebuttal testimony (if any) by the City or the applicant(s).
- F. Questions by the examiner of any party, witness or interested person.
- G. Closing arguments.

2.6 BURDEN OF PROOF

The applicant shall have the burden of proof and must demonstrate by a preponderance of the evidence, that the application merits approval or approval with modifications.

2.7 HEARING EXAMINER RECOMMENDATION OR DECISION

Within ten (10) working days of the date the record closes, the examiner shall issue a written recommendation or decision. The recommendation or decision shall contain findings of fact and conclusions based thereon. The recommendation shall recommend approval with or without conditions or modifications, or denial of the proposal. The decision may approve the application with or without conditions, remand the matter to the City for further investigation, or deny the proposal.

2.8 CONTENT OF THE RECORD

The record of a hearing conducted by the examiner shall include, but need not be limited to, the following:

- A. The application.
- B. The departmental staff reports.

- C. All other evidence received or considered, which shall include all admitted exhibits and other materials filed.
- D. A recommendation or decision containing findings and conclusions including a statement of matters officially noticed by the examiner.
- E. Electronic recordings of the proceedings.
- F. An affidavit or certificate of written notice given of the hearing.

The Hearing Examiner's administrative file on a pre-decision hearing may include other information or materials that are not part of the record.

Section 3

APPEALS TO THE HEARING EXAMINER

3.1 HEARING EXAMINER JURISDICTION

The examiner shall have the authority to conduct hearings, prepare a record, enter written findings and conclusions, and issue decisions or recommendations for any appeal for which the Bellevue City Code or other ordinance designates the examiner to be the Hearing Body. The examiner's decision is the final decision of the City. Appeals are to the Superior Court.

3.2 NOTICE OF HEARING

Notice of the time and place and nature of an appeal hearing as required by the applicable ordinance or Code shall be provided directly to the parties.

3.3 FEE FOR FILING OF THE APPEAL

The appellant shall pay any filing fee that may be required by ordinance or resolution of the City. Filing of the appeal shall not be deemed complete until both the written appeal and any required filing fee have been received.

3.4 CONTENT OF THE APPEAL

An appeal must be in writing and shall contain the following:

- A. Identification of the matter being appealed, including the number of the application or department action or the property address, where applicable.
- B. A brief statement as to how the appellant is significantly affected by or interested in the appeal.
- C. A brief statement containing explicit exceptions and objections with regard to the appealed matter.
- D. The requested relief such as reversal or modification.
- E. The signature, mailing address, telephone number of the appellant. Where the appellant is other than an individual, a specific agent shall be designated.
- F. Any other information required by the Bellevue City Code.

3.5 CLARIFICATION OF THE APPEAL STATEMENT

If, within five (5) working days of the receipt of an appeal, the examiner determines that the appeal is vague or ambiguous or does not sufficiently set forth the exceptions and objections with regard to the appealed matter, the examiner may require that the appellant amend the appeal.

Within ten (10) days of notice to amend, the appellant shall file a written clarification of the appeal as required by the examiner. If the appeal is not amended by 5:00 p.m. of the last day of that time period, it shall be dismissed by the examiner.

3.6 DISMISSAL OF APPEALS

The examiner shall dismiss an appeal without hearing when it is determined by the examiner that:

- A. The appellant lacks standing;
- B. The appeal was not timely filed; or
- C. The appeal is without merit on its face, frivolous, or is brought merely to secure a delay.

3.7 PARTIES TO THE APPEAL

The parties to the appeal are the applicable department director(s), the appellant(s), the proponent of the action (if different from the appellant), and any intervenors allowed to join as parties. If multiple appellants or a group of appellants file an identical appeal, the examiner may request that a representative be appointed to receive notices and copies of documents. The appointed representative will receive copies of documents and notices for the group.

3.8 NOTICE OF APPEARANCE

When represented by an attorney, the attorney shall file their Notice of Appearance with the Hearing Examiner's office and serve a copy of the notice on all other parties.

3.9 INTERVENTION

An interested person may petition the examiner to intervene as a party. The petition shall be filed at least five (5) working days prior to the appeal hearing and shall set forth reasons why the petitioner should be allowed to participate. The examiner may provide opportunity for reply. The petition shall be considered at or before the beginning of the hearing and intervention shall be allowed only if

the examiner so orders, and upon such terms and conditions as the examiner determines to be appropriate.

3.10 WITHDRAWAL OF THE APPEAL/DEFAULT

- A. The appellant may withdraw an appeal at any time prior to the close of the record or expiration of the time for submittal of any post-hearing briefs, whichever is later.

When the decision or action being appealed is withdrawn by the City, the appeal shall be dismissed as moot and the appellant(s) shall be entitled to the return of any filing fee paid.

- B. If appellant fails to appear at a regularly scheduled pre-hearing conference or hearing, an order shall be entered dismissing the appeal for default. A default order shall be final unless, within seven (7) days of service, good cause to vacate the order is shown by the party against whom it was entered.

3.11 RECEIPT OF CITY FILE AND CITY RESPONSE TO THE APPEAL

The official City file concerning the action which is the subject of the appeal shall be sent to the examiner at least fourteen (14) days before the date of the appeal hearing. The official City file shall contain all documents used to reach the determination which is the subject of the appeal.

Copies of any written response to the appellant's objections and exceptions shall be sent to the examiner and all parties to the appeal by the responding department at least fourteen (14) days prior to the appeal hearing.

3.12 FORMAT OF APPEAL HEARING

The format for an appeal hearing will be informal, yet designed in such a way that the evidence and facts relevant to the proceeding will become readily and efficiently available to the examiner. Any appeal hearing shall include, but need not be limited to, the following elements:

- A. A brief introductory statement by the examiner.
- B. Any preliminary matters.
- C. Opening Statement.
- D. Testimony by the appellant.

- E. Testimony by the City official whose action is appealed.
- F. Testimony by the proponent of the proposal (if different from the appellant).
- G. Testimony by any witnesses called by such parties.
- H. Cross-examination and rebuttal witnesses.
- I. Questions by the examiner.
- J. Concluding remarks or summations and rebuttal thereto as necessary.

3.13 BURDEN OF PROOF

The appellant shall have the burden of proving, by a preponderance of the evidence, that the matter fails to conform with applicable legal standards and the administrative decision should be reversed.

3.14 HEARING EXAMINER DECISION

Within ten (10) working days of the date the record closes, the examiner shall issue a written decision. The decision shall contain findings of fact and conclusions of law supporting the result reached.

3.15 HEARING ON WRITTEN SUBMISSION

When the parties so agree, an appeal may be submitted entirely on written submissions. If this option is selected, the examiner shall establish a schedule for initial and responsive submissions. The record shall close when this schedule is completed.

3.16 PARTICIPATION BY NON-PARTY

Hearings are open to the public, however testimony or other evidence is generally not allowed from a person who is not a party unless called as a witness by a party. The examiner at his or her discretion may call or allow a non-party witness to testify upon a determination that such testimony will be relevant and not repetitive.

3.17 CONTENT OF THE RECORD

The record of an appeal hearing conducted by the examiner shall include, but need not be limited to, the following:

- A. The written appeal.

- B. The official City file concerning the action and any written response that is prepared by the City official whose action is appealed.
- C. All evidence received or considered, which shall include all admitted exhibits and other materials filed.
- D. A decision containing findings and conclusions and a statement of matters officially noticed by the examiner.
- E. Recordings made on electronic equipment.
- F. An affidavit or certificate of the written notice given of the appeal hearing.

The Hearing Examiner's administrative file on an appeal may include other information or materials that are not part of the record.

Section 4
ENFORCEMENT HEARINGS

4.1 HEARING EXAMINER JURISDICTION

The Hearing Examiner has the authority to conduct hearings which determine whether a Civil Violation has occurred, what corrective action is reasonable, and whether a monetary penalty or other sanction is imposed. The examiner's authority includes determining the amount of penalty, within limits set by the City Code. The examiner's decision is the final decision of the City. Appeals are to the Superior Court.

4.2 NOTICE OF HEARINGS

Rules governing notice of hearings before the examiner are provided in Chapter 1.18 of the Bellevue City Code.

4.3 CIVIL VIOLATIONS

Chapter 1.18 of the Bellevue City Code governs enforcement procedures for Civil Violations. A Civil Violation is any act or omission contrary to the regulations of the City, as defined in BCC 1.18.020M.

4.4 PARTIES

The parties in a Civil Violation proceeding are the City and the person to whom the Notice of Civil Violation was directed (respondent). The participation of other persons in the hearing is normally as witnesses called by a party.

4.5 STAFF REPORT

At least five (5) working days before the hearing, the City shall file a written report with the examiner summarizing its case and making a recommendation for a monetary penalty. A copy of this report shall be mailed simultaneously to the respondent.

4.6 FORMAT OF HEARINGS

The hearing shall include, but need not be limited to, the following elements:

- A. The examiner's introductory statement explaining procedures;
- B. The City's presentation of its case;

- C. The respondent's presentation of his or her case; and
- D. Closing arguments.

4.7 BURDEN OF PROOF

The City shall have the burden of proving, by a preponderance of the evidence, that a violation has occurred and that the proposed corrective action is reasonable. The examiner shall make findings and reach a conclusion as to whether a violation has occurred and what, if any, monetary penalty is appropriate.

4.8 HEARING EXAMINER DECISION

Within ten (10) working days of the date the record closes, the examiner shall issue a written decision. The decision shall assess any monetary penalty the examiner determines to be appropriate pursuant to Chapter 1.18 of the Bellevue City Code and may modify the corrective action or the correction date where permitted by the Bellevue City Code.

4.9 CONTENT OF THE RECORD

The record of a hearing conducted by the examiner shall include, but need not be limited to, the following:

- A. The Notice of Civil Violation and attachments.
- B. The departmental staff reports.
- C. All other evidence received or considered, which shall include all admitted exhibits and other materials filed.
- D. A decision containing findings and conclusions including a statement of matters officially noticed by the examiner.
- E. Electronic recordings of the proceedings.
- F. An affidavit or certificate of written notice given of the hearing.

The Hearing Examiner's administrative file on an enforcement action may include other information or materials that are not part of the record.

Section 5

APPEALS FROM HEARING EXAMINER DECISIONS

5.1 FINALITY OF EXAMINER'S ACTION

A. Rezoning and Applications Within Community Council Boundaries.

The examiner's action on a site-specific or project specific rezoning, and certain applications within the boundaries of a Community Council as provided by the Land Use Code, are recommendations to the City Council.

B. All Other Matters.

On all other matters heard, the examiner's action is the City's final decision.

5.2 APPEALS OF FINAL DECISIONS

Hearing Examiner decisions may be appealed as provided by law.

A. Land Use Applications.

The City's final decision may be appealed to Superior Court by filing a Land Use Petition, and serving the same on all necessary parties within twenty-one (21) days of the calendar date the final decision was issued. The governing statute is RCW Chapter 36.70C.

B. Enforcement Decisions.

The City's final decision on civil violations may be appealed to Superior Court within twenty (20) days of the calendar date the final decision was issued, pursuant to BCC 1.18.050F.

C. Shoreline Permits.

Appeals of City decisions on Shoreline Permits must be made to the State Shoreline Hearings Board within twenty-one (21) days of the date of the filing of the final decision with the Department of Ecology. The governing statute is RCW Chapter 90.58.

D. Tax Decisions.

The City's final tax decision may be appealed to Superior Court within thirty (30) calendar days following the date that the decision of the hearing examiner was mailed to the parties, pursuant to BCC 4.03.150.

E. Non-land Use Decisions.

Appeals of certain non-land use decisions are identified in Bellevue Land Use Code 20.35.085. Other appeal procedures are provided from the department administering the applicable code.

5.3 EXHAUSTION OF REMEDIES

Appeals to Superior Court are not allowed unless the appellant has exhausted available appeal remedies within the City's process. This means the City's decision on the merits of any application must become final before an appeal may be made to the Court.

Where a pre-decision hearing on a Process III matter is combined with an appeal hearing on SEPA Determination of Nonsignificance, for example, the Examiner will issue a recommendation to City Council for City Council to make the City's final decision. In such cases, the Examiner's decisions on appeals of Determinations of Nonsignificance on environmental issues are final City decisions appealable to Superior Court. But decisions on Process III matters do not become final City decisions appealable to Superior Court until the City Council has made the decisions.