

ADMINISTRATIVE REVIEW PROCEDURE

CHAPTER 24

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ADMINISTRATIVE REVIEW PROCEDURE

24.01 STATUTORY AUTHORIZATION. To insure fair play and due process in the administration of the affairs, ordinances, resolutions and bylaws of the City, the Council hereby declares the provisions of Ch. 68, Wis. Stats., relating to municipal administrative review procedure shall be in full force and effect in the City, except as provided in sec. 24.04.

24.02 COMPLIANCE; INITIAL ADMINISTRATIVE REVIEW. All officers, employees, agents, agencies, committees, boards and commissions of the City shall comply with the requirements of Ch. 68, Wis. Stats. and shall conduct initial administrative reviews of their own determinations in accordance with sec. 68.09, Wis. Stats., upon filing of a proper written request therefore.

24.03 ADMINISTRATIVE REVIEW APPEALS BOARD. It is hereby provided that the Administrative Review Appeals Board shall be the City Council. The Mayor shall serve as Chairman of the Board and shall vote as a member of the board. A board may act with less than full membership but not less than a quorum. A member may be excused from acting in the event of a conflict. If the request for a review of determination pursuant to sec. 68.08, Wis. Stats. , is made directly to the City Council, the review for the initial determination shall be held as provided in sec. 68.11, Wis. Stats. In such case the determination shall be a final determination as provided in sec. 68.12, Wis. Stats., and there will be no further administrative review.

24.04 RATIFICATION; CONFLICT WITH OTHER ORDINANCES. The provisions in any ordinance of the City providing specific procedures for administrative review are hereby ratified. It is hereby provided that the provisions of this chapter shall not be deemed to repeal or supersede the provisions of any other ordinances in conflict herewith as to providing other procedures for review of administrative determinations in connection with such ordinances.