

Rewording of KCC 15A.07.010(2) and (3), 15A.07.020, and repealing 15A.07.030.

**15A.07.010(2)** Appeals shall contain a written, concise statement identifying:

- a. The decision being appealed;
- b. The name and address of the appellant and his interest(s) in the matter;
- c. The specific reasons why the appellant believes the decision to be wrong. The appellant shall bear the burden of proving the decision was wrong;
- d. The desired outcome or changes to the decision;
- e. The appeals fee.

The appeal shall contain only the above listed material, and shall not contain or attempt to introduce new evidence, testimony, or declaration.

(3) Upon the filing of a timely appeal, the administrator shall, in consultation with the appropriate hearing body chair pursuant to KCC 15A.01.040, set the time and place at which the matter will be considered and establish a briefing schedule for the parties. The appellant's brief shall be due 30 days prior to the hearing date. Briefing from the County and any other Respondents shall be due 10 working days prior to the hearing date. There shall be no response or rebuttal briefing by any party. The officer from whom the appeal is being taken shall forthwith transmit to the reviewing body and the parties all of the records pertaining to the decision being appealed. Briefing shall be limited to legal argument based upon the documents comprising the record that formed the basis for the administrative decision on appeal that have been transmitted to the parties by said officer.

#### **15A.07.020 Procedures for Administrative Appeals**

- (1) Administrative appeals shall serve to provide argument and guidance for the body's decision. No new evidence or testimony shall be given or received. The briefing shall not contain new evidence, testimony, or declarations, but shall consist only of legal arguments based upon the documents comprising the record as transmitted to the parties by the relevant officer. The parties to the appeal shall submit timely written statements or arguments to the decision-making body.
- (2) The hearing body shall deliberate on the matter in public in the manner of a closed record hearing and reach its decision on the appealed matter.
- (3) A written decision by the hearing body shall be issued within 30 days of the close of the Administrative Hearing.

#### **15A.07.030-REPEALED**