



Office of the Common Council

Room 417
210 Martin Luther King, Jr. Boulevard
Madison, Wisconsin 53703-3345
PH 608 266 4071
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NOTICE OF HEARING

November 26, 2013

Brandi & David Branchfield
4146 Carberry Street
Madison WI 53705

RE: Appeal to Administrative Review Board - Notice of Hearing

Dear Ms. Branchfield & Mr. Branchfield:

The City Clerk has received your written request on November 14, 2013, appealing the charges of \$153.00 you received for snow/ice removal as described in the October 25, 2013 written determination of the City of Madison Building Inspection Division.

This letter is to notify you that the Administrative Review Board will conduct the appeal hearing at the following place and time:

Date: Monday, December 16, 2013
Time: 4:00 p.m.
Place: Room LL-120, Madison Municipal Building
215 Martin Luther King, Jr. Boulevard
Madison, WI 53703

Enclosed please find the agenda for this hearing and the Rules of Procedure for Administrative Review Board Hearings. The hearing will be conducted according to MGO 9.49(6)(b) and the enclosed Rules. Applicable state and local Open Meeting laws also apply.

MGO 9.49(6)(b)2.states as follows:

“At the hearing, the appellant and the responsible city official or authority may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The Chair of the CCOC shall act as the chair of the ARB and conduct the hearing, administer oaths to witnesses and may issue subpoenas. The rules of evidence provide in Wis. Stats. sec. 227.08 [now sec. 227.45] for administrative proceedings shall be followed. The Common Council staff shall receive and mark all exhibits, and the staff shall record all of the proceedings on tape. If either of the parties request a stenographic recording, the staff shall make the necessary arrangements but the expense shall be borne by the requesting party.”

If you choose to request a stenographer, please contact me at (608) 266-4074 as soon as possible, but no later than Monday, December 9, 2013 so that arrangements can be made.

Sincerely,

Lisa Veldran
Common Council Legislative Administrative Assistant

encl.

cc: George Hank, Director, Building Inspection Division
Lara Mainella, Assistant City Attorney
Ald. Chris Schmidt, Chair, Common Council Organizational Committee/Administrative Review Board