

KOOTENAI COUNTY CODE

6.2.118: APPEALS:

B. Appeals Of Civil Penalties: Any civil penalty imposed as authorized under the provisions of this chapter may be appealed in the following manner:

1. A person who has received a citation for a civil violation, or his agent or representative, may file a written request for a hearing within fourteen (14) days after the date of issuance of the citation.

2. The director may seek to informally resolve the matter if the circumstances surrounding the issuance of the citation indicate that such resolution would be desirable, and if the person who received the citation is amenable to such resolution.

3. If the matter cannot be resolved through informal resolution, a hearing shall be held within seven (7) days after receipt of the written request from the appellant. The hearing officer shall be the director, or a designee thereof other than the person who issued the citation. The scope of the hearing shall be limited to the following issues:

- a. Whether a violation did in fact occur; and
- b. Whether the person who received the citation had any responsibility for the conduct which

gave rise to the issuance of the citation.

4. The hearing shall be informal and strict rules of evidence shall not apply. The owner may be represented by counsel, present testimony and evidence, and examine witnesses.

5. A decision shall be issued at the close of the hearing or within seven (7) days thereafter. The Hearing Officer shall notify the owner in writing of the decision within seven (7) days after the close of the hearing.

6. The decision of the Hearing Officer may be appealed to the Board pursuant to such rules as it may establish. The decision of the Board shall be final. (Ord. 480, 2-10-2015; amd. Ord. 571, 10-19-2021)