CHAPTER 10-09. ADMINISTRATION

DIVISION 10-09-001. PURPOSE

10-09-001-0001. PURPOSE:

It is the intent of this Chapter to set forth the organization, powers, and duties of the offices responsible for the administration of this Ordinance.

DIVISION 10-09-002. CITY COUNCIL

10-09-002-0001. CITY COUNCIL:

The City Council shall have the following powers and duties under these regulations:

A. To adopt, review, and amend the General Plan for the City of Flagstaff, and such other plans as it may deem necessary and appropriate, in accordance with the provisions of Chapter 10-12 and upon recommendation from the Planning and Zoning Commission.

B. To hear, review, and consider appeals from decisions of the Planning and Zoning Commission in accordance with the provisions of Chapter 10-10.

C. To hear, review, and approve preliminary subdivision plats after recommendation from the Planning and Zoning Commission in accordance with Chapter 10-10. (Ord. 2007-44, 12-04-2007)

D. To hear, review, and adopt amendments to the Zoning Map after recommendation by the Planning and Zoning Commission in accordance with the provisions of Chapter 10-10.

E. To hear, review, and adopt amendments to the text of these regulations after recommendation by the Planning and Zoning Commission in accordance with the provisions of Chapter 10-10.

F. To take such other action as the City Council may deem desirable and necessary to implement the provisions of these regulations and the General Plan.

DIVISION 10-09-003. CITY PLANNING AND ZONING COMMISSION (replaces Chapter 1 of Title 2 of Flagstaff City Code)

10-09-003-0001. CITY PLANNING AND ZONING COMMISSION:

A. INTENT AND PURPOSE. The City Planning and Zoning Commission was created by Ordinance No. 339 of the Mayor and City Council of the City of Flagstaff, Arizona. The Commission's purpose is to direct the growth and physical development of the City of Flagstaff and environs in a sound and orderly fashion for the prosperity, health, safety, convenience, and general welfare of the citizens of Flagstaff. A more detailed explanation of the Commission's purposes, functions, and responsibilities may be found in the "Bylaws and Rules Procedure" adopted by the Commission insofar as there is no conflict with the Board and Commission Member Handbook adopted by resolution of the Flagstaff City Council. (Ord 2007-10, 02-06-2007)

B. POWERS AND DUTIES. In addition to any authority granted to the Planning Commission by state law or other ordinances of the City, the Planning Commission shall have the following powers and duties under the provisions of these regulations.

1. To adopt rules of procedure necessary for the administration of its responsibilities not inconsistent with these regulations or the Board and Commission Member Handbook adopted by resolution of the Flagstaff City Council. (Ord 2007-10, 02-06-2007)

2. To hear, review, and make recommendations to the City Council regarding applications for amendments to the General Plan or any other plan in accordance with the provisions of Chapter 10-12.

3. To serve as an advisory body to the City Council and furnish the Council through its secretary the facts concerning the adoption of any report or recommendation.

4. To make its special knowledge and expertise available upon reasonable written request and authorization of the City Council to any official, department, board, commission or agency of the state or federal governments.

5. To initiate, hear, and review amendments to the Zoning Map in accordance with the provisions of Chapter 10-10.

6. To initiate, hear, and review amendments to the text of these regulations in accordance with the provisions of Chapter 10-10.

7. To confer and advise with other similar City Planning Commissions or County Planning Commissions.

8. To make investigations, maps, reports, and recommendations in regard to the physical development of the City.

9. To review and adopt a comprehensive and general plan for the development of the City and for any land outside the City which, in the opinion of the Commission, bears a relation to the planning of the City.

10. To hear, review and make recommendations to the City Council regarding preliminary subdivision plats after recommendation from the Development Review Board in accordance with Chapter 10-10. (Ord. 2007-44, 12-04-2007)

11. To hear and review appeals from the Development Review Board decisions concerning preliminary subdivision plats. (Ord. 2007-44, 12-04-2007)

12. To make recommendations to the City Council concerning programs for the improvements and financing of public works.

C. MEMBERSHIP. Members and officers of the Planning Commission shall be appointed and removed as follows:

1. CREATION. There is hereby created a City Planning and Zoning Commission for the City under the provisions of Arizona Revised Statutes as applicable.

2. MEMBERSHIP. The Planning and Zoning Commission shall consist of seven (7) members appointed by the Mayor and the Council. A member of the City Council, the City Engineer and the Development Services Director shall be non-voting, ex officio, members of the Commission. The ex officio members shall have no vote in any of the meetings or proceedings of such Commission and are not counted for purposes of determining a quorum. (Ord 2007-10, 02-06-2007)

3. TERM OF OFFICE. The citizen members shall serve for a term of three (3) years, or until a successor takes office. The citizen members may serve on another City board or commission, but shall not hold any other City office. Ex officio members shall serve on the Commission throughout the term of their official tenure, and the City Council representative shall serve at the pleasure of the City Council. (Ord. 1997, 6-15-99) (Ord 2007-10, 02-06-2007)

4. PERSONNEL. The Commission shall elect a Chairperson from among the citizen members and shall elect such other officers as it shall determine. The Development Services Director may be

designated the Executive Secretary of the Commission. The Chairperson shall serve for one (1) year and shall be eligible for re-election. All other officers shall serve for one (1) year.

5. VACANCIES. Vacancies occurring for reasons other than the expiration of the appointed term shall be filled for the unexpired portion of the term through appointment by the Mayor and Council.

6. COMPENSATION. The members of the Commission shall receive no compensation.

7. REMOVAL FROM OFFICE. In addition to the causes for removal listed in the Board and Commission Members Handbook adopted by resolution of the Flagstaff City Council, any member accumulating a combination of eight (8) excused and unexcused absences from regularly scheduled meetings in any given calendar year, will be automatically removed from the Commission and a replacement appointed by the City Council. An unexcused absence is defined as the failure of a member to notify the Development Services Division of his or her inability to attend at least by 10:00 a.m. the day prior to the regularly scheduled meeting. (Ord 2007-10, 02-06-2007)

D. MEETINGS, HEARINGS, AND PROCEDURES.

1. GENERAL. All meetings and hearings of the Commission shall be open to the public in accordance with applicable law and shall be conducted in accordance with the procedures set forth in these regulations, the Board and Commission Members Handbook adopted by resolution of the Flagstaff City Council, and rules of procedure adopted by the Commission from time to time. (Ord 2007-10, 02-06-2007)

2. RULES OF PROCEDURE/MINUTES. The Commission shall adopt bylaws and rules for the transaction of business and shall keep a record of its resolutions, findings, and determinations. This record shall be filed in the offices of the Planning Division as public records.

3. MEETINGS. The Commission shall hold at least one (1) regular meeting each month, and may hold other meetings as necessary.

4. QUORUM. A quorum necessary for the commencement of a meeting shall consist of four (4) voting members. The business of the Commission shall be transacted by a majority vote of the members present which may include the vote of the Chairperson. In the event that less than a quorum is present at any meeting or hearing of the Commission, the meeting or hearing shall be rescheduled by the Chairperson to a certain date as soon as is practical and in accordance with applicable rules of the Commission.

5. CONFLICT OF INTEREST. Whenever a Planning Commission member determines that he or she has a direct or indirect pecuniary or proprietary interest in the outcome of any matter brought before the Commission, or feels that personal reasons may prejudice his or her decision, he or she shall make that interest known in the official records of the Commission and shall refrain from voting, discussing, or otherwise participating as a Commission member in such matter. A Planning Commission member shall comply with the requirements of Arizona Law (now A.R.S. 38-501 et seq) in determining whether or not a conflict of interest exists and what action is required of the member if a conflict of interest does exist. A vote taken by the Commission shall not be affected by the failure of a member to comply with the provisions of this subsection.

6. CONTACTS OUTSIDE OF THE PUBLIC HEARING OR MEETING. If any member of the Commission receives a substantive communication from any person outside a hearing or meeting concerning subject matter under consideration by that body, he or she shall make a statement at the meeting or hearing describing the circumstances and substance of such communication. A vote taken by the Commission shall not be affected by the failure to comply with the provisions of this Subsection.

DIVISION 10-09-004. BOARD OF ADJUSTMENT

10-09-004-0001. BOARD OF ADJUSTMENT:

A. INTENT AND PURPOSE. The City Board of Adjustment was created by Ordinance No. 805, with the power and duties herein set forth. The Board of Adjustment is a quasi-judicial administrative body that functions on the level between enforcement officers and the Courts. The Board interprets the meaning and spirit of this Zoning Ordinance as enacted by the governing body; it does not have authority to make or change zoning law. The Board may also grant variances from the requirements of the Zoning Ordinance under certain circumstances as specified below. (Ord 2007-05, 02-06-2007)

B. POWERS AND DUTIES. The Board of Adjustment established by the City Council shall have the powers and duties per A.R.S. 9-462.06 to:

1. Hear and decide appeals in which it is alleged there is an error in an order, requirement, or decision made by an administrative official in the enforcement of this Ordinance.

2. Hear and decide appeals for variances from the terms of the Zoning Ordinance only if, because of special circumstances applicable to the property, including its size, shape, topography, location, or surroundings, the strict application of the Zoning Ordinance will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district. Any variance is subject to such conditions as will ensure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located. (Ord 2007-05, 02-06-2007)

3. Reverse or affirm, wholly or in part, or modify the order, requirement, or decision of an administrative officer appealed from, and make such order, requirement, decision, or determination as necessary.

4. Adopt such rules of procedure necessary for the administration of responsibilities not inconsistent with these regulations.

C. RESTRICTIONS. The Board of Adjustment may not:

1. Make any changes in the uses permitted in any zoning classification or zoning district, or make any changes in the terms of the Zoning Ordinance provided the restriction in this paragraph shall not affect the authority to grant variances pursuant to this Division and Sections 10-10-004-0004 and 10-10-004-0005. (Ord 2007-05, 02-06-2007)

2. Grant a variance if the special circumstances applicable to the property are self-imposed by the property owner.

3. Grant a variance or an appeal for any of the following:

   a. Conditions or stipulations of a rezoning ordinance.

   b. Conditions of a Subdivision Plat approved by the Planning and Zoning Commission or the City Council, or of a Minor Land Division Map.

   c. Conditions of a Development Agreement.

   d. Conditions of an Annexation Agreement or ordinance.

   e. Conditions of a Conditional Use Permit.

   f. Conditions of a Resource Mitigation Case.

g. Illegal or Prohibited Uses in any district.

h. Illegal or Prohibited Signs, as listed in Section 10-08-001-0006 of this code, in any district.

i. Determination of a requirement for a General Plan Amendment by the Planning Director.

j. Location criteria for Adult-Oriented Businesses. (Ord. 2008-03, 02-05-2008)

Applications for any of the above-listed items shall not be accepted or processed, nor will the Board of Adjustment schedule or conduct meetings regarding the same. See Sections 10-10-004-0005 and 10-10-004-0006 for procedural requirements. (Ord. 2000-08, 6/6/00)

D. MEMBERSHIP.

1. CREATION. There is hereby created a City Board of Adjustment for the City under the provisions of Arizona Revised Statutes 9-462.

2. MEMBERSHIP. The Board of Adjustment shall be composed of seven (7) voting members: one of whom may be a member of the Planning and Zoning Commission, and a non-voting, ex-officio member of the City Council. The members shall be appointed by the Mayor and City Council from the citizens of the City of Flagstaff, Arizona. Each member shall serve a term of three (3) years except for the City Council and Planning and Zoning Commission representatives, who shall serve terms which coincide with their terms on the Council and Commission, respectively. The Board shall elect from its own members a chairperson and a vice chairperson who shall serve for a term of one (1) year. The chairperson shall have the power to administer oaths and take evidence. (Ord. 1997, 6-15-99) (Ord 2007-05, 02-06-2007)

3. REMOVAL. Any member accumulating two (2) consecutive unexcused absences or four (4) total absences in one calendar year will be automatically removed from the Board. An unexcused absence is defined as the failure of the member to notify the Planning Division of his or her inability to attend, at least forty-eight (48) hours prior to the scheduled meeting.

4. VACANCIES. Vacancies shall be filled by appointment by the Mayor and City Council.

E. MEETINGS, HEARINGS, AND PROCEDURES.

1. GENERAL. All meetings and hearings of the Board shall be open to the public and shall be conducted in accordance with the procedures set forth in these regulations and rules of procedures adopted by the Board of Adjustment.

2. RULES OF PROCEDURE/MINUTES. Any rules of procedure adopted by the Board of Adjustment shall be kept on file at the offices of the Planning Division and shall be made available to the public. The Board of Adjustment shall keep minutes of its proceedings, showing the vote of each member upon each question, or indicating the fact that a member is absent or is excused from voting under the rules of the Board of Adjustment, and shall keep records of its proceedings and other official actions.

3. MEETINGS. Meetings of the Board shall be held at the call of the chairperson and at such other times as the Board shall determine. All meetings of the Board shall be open to the public.

4. QUORUM. No meeting, hearing, or action shall be conducted by the Board of Adjustment without a quorum. A quorum necessary for the commencement of a meeting shall consist of four (4) voting members. The business of the Board shall be transacted by a majority vote of the members present which may include the vote of the Chairperson. In the event that less than a quorum is present at any meeting or hearing of the Board of Adjustment, the meeting or hearing shall be rescheduled by the Chairperson to a certain date as soon as is practical and in accordance with applicable rules of the Board. (Ord 2007-05, 02-06-2007)

5. CONFLICT OF INTEREST. Whenever a member of the Board of Adjustment determines that he or she has a direct or indirect pecuniary or proprietary interest in the outcome of any matter brought before the Board or who feels that personal reasons may prejudice his or her decision, he or she shall make that interest known in the official records of the Board and shall refrain from voting, discussing, or otherwise participating as a Board member in such matter. A vote taken by the Board shall not be affected by the failure to comply with the provisions of this Subsection.

6. CONTACTS OUTSIDE OF THE PUBLIC HEARING OR MEETING. If any member of the Board receives a substantive communication from any person outside a hearing or meeting concerning a subject matter under consideration by that body, he or she shall make a statement at the meeting or hearing describing the circumstances and substance of such communication. A vote taken by the Board shall not be affected by the failure to comply with the provisions of this Subsection.

7. CITY COUNCIL AUTHORIZED TO ACT AS BOARD OF ADJUSTMENT. When a quorum of the Board of Adjustment cannot be achieved due to absence or disqualification, upon majority vote the City Council may act as the Board of Adjustment. (Ord. 2011-23, 09-06-2011)

8. HEARING OFFICER. Pursuant to A.R.S. § 9-462.08, the City has the authority to establish administrative hearing officers and, pursuant to A.R.S. § 9-462.06, may delegate to a hearing officer the authority to hear and decide on matters within the jurisdiction of the Board of Adjustment. (Ord. 2011-27, 10-18-2011)

   a. Appointment. The Hearing Officer shall be appointed by the City Manager on the basis of training and experience which qualifies him or her to conduct hearings and make findings and conclusions of the matters heard. (Ord. 2011-27, 10-18-2011)

   b. Powers and Duties. The Hearing Officer shall have all the powers and duties granted to the Board of Adjustment pursuant to this Section and prescribed by law. (Ord. 2011-27, 10-18-2011)

   c. Procedure. Public hearings conducted by the Hearing Officer shall be open to the public and conducted in accordance with the Rules of Procedure for the Board of Adjustment. (Ord. 2011-27, 10-18-2011)

   d. Appeal. Any person aggrieved by a decision of the Hearing Officer may file an appeal to the Board of Adjustment within fifteen (15) calendar days after the Hearing Officer has rendered a decision. Appeals of the decisions of the Hearing Officer shall be heard by the Board of Adjustment or, if a quorum of the Board of Adjustment cannot be achieved, by the City Council acting as the Board of Adjustment, as applicable. If the Board of Adjustment, or the City Council acting as the Board of Adjustment pursuant to Section 10-09-004-0001.E.7., is unable to achieve a quorum due to absence or disqualification, the aggrieved party may file a complaint for special action directly to the Superior Court within thirty (30) days after the Board of Adjustment, or the City Council acting as the Board of Adjustment, issues an order declaring its inability to hear the appeal. (Ord. 2011-27, 10-18-2011)

DIVISION 10-09-005. PLANNING DIVISION

10-09-005-0001. PLANNING DIVISION:

A. POWERS AND DUTIES. The Planning Division shall have the following powers and duties:

1. To serve as the City's planning agency per statutory provisions.

2. To develop a General Plan, any area or specific plans, and capital improvements plan and to submit such plans, including any amendments thereto, to the Planning Commission and the City Council as may be required by applicable provisions of these regulations.

3. The Planning Director or designated representative shall serve as Zoning Administrator for the City of Flagstaff.

4. To interpret and administer the zoning and subdivision regulations and the related policies established by the City Council.

5. To establish forms and processes for the administration and review of map amendments, conditional uses, variances, subdivision plats, text amendments, and appeals.

6. To conduct pre-application conferences prior to submission of applications for map and text amendments, conditional uses, and variances.

7. To accept, review, and make recommendations regarding map amendments, conditional uses, and variance applications.

8. To accept, review, and make recommendations regarding text amendments.

9. To accept and process appeals applications.

10. To provide staff to facilitate all public hearing requirements necessary under the provisions of these regulations.

11. To provide staff to the City Council, the Planning and Zoning Commission, and the Board of Adjustment in the execution of their responsibilities under these regulations.

12. To administer the review and approval of Development Review Board documents in accordance with the provisions of Chapter 10-10 and conduct field inspections to ensure compliance with approved documents.

13. To review applications for building permits for compliance with the provisions of these regulations and ensure that the actual construction is in compliance with the approved plans.

14. To review applications for certificates of occupancy, including conditional certificates of occupancy and zoning permits, in accordance with the provisions of Chapter 10-10.

15. To administer and enforce the provisions of the sign regulations in Chapter 10-08 hereof, including review and approval of permit applications, field inspections, enforcement of violations, and maintenance of sign inventory.

16. To interpret these regulations, subject to the supervision of the Planning Director and the policies of the City Council and Planning and Zoning Commission, to members of the public, City departments, and other branches of government.

17. To enforce the provisions of these regulations.

18. To prepare a coordinated program of proposed public works and report on such program as to conformance with the City's General Plan.

19. To review and report on the General Plan conformity of:

    a. All public real property acquired by dedication or otherwise for public purposes per A.R.S 9-461.07;

    b. The disposal, vacating, or abandonment of public real property per A.R.S. 9-461.07.

DIVISION 10-09-006. DEVELOPMENT REVIEW BOARD

10-09-006-0001. DEVELOPMENT REVIEW BOARD:

A. CREATION. There is hereby created a Development Review Board for the City of Flagstaff, Arizona.

B. INTENT AND PURPOSE. It is the purpose of this Division to promote the public convenience and prosperity, conserve the value of the property and buildings, and encourage the most appropriate use of land within the City by requiring approval of a Site Plan by the Development Review Board for all proposed development of property other than a single-family residence, Accessory Dwelling Unit, or accessory building where permitted by the zoning district. (Ord. 2007-20, 3-20-07)

C. APPLICABILITY. Development Review Board approval shall be required for all authorizes uses, change of use, and approved conditional uses, as determined by representatives of the Development Review Board, in any district, except for the following:

1. Detached single-family dwellings (up to two on one lot, where permitted by the zoning district), Accessory Dwelling Units, and related accessory uses and buildings; (Ord. 1997, 6-15-99) (Ord. 2007-20, 3-20-07)

2. Interior tenant alterations or improvements which do not affect parking requirements or exterior building appearance;

3. Nonstructural remodeling of facade treatment;

4. Sign permits for properties not otherwise subject to development review. (Ord. 1741, 3/17/92)

D. POWERS AND DUTIES. Development Review Board approval shall be required for all authorized uses and approved conditional uses in any zoning district except for detached single-family dwellings.

1. The Development Review Board shall review and act on all site development plan applications in accordance with Chapter 10-10.

2. The Development Review Board shall review building relocation requests or other matters which may be referred to the Board by the City Council, Planning and Zoning Commission, City Manager, or other public agency.

3. The Board shall promptly report in writing its findings, decisions, or recommendations to the applicant.

4. The Board shall review tentative development plans, and consult with developers on new developments to assist in the improvement of property within the City in accordance with established development policies, ordinances, and regulations of the City of Flagstaff.

5. The Board shall make an informal review of all proposed annexations, conceptual plats, and rezonings. The proceedings of the Board shall be forwarded to the Planning and Zoning Commission. (Ord. 2007-44, 12-04-2007)

6. The Board shall review and make recommendations to the Planning and Zoning Commission regarding preliminary subdivision plats, in accordance with Chapter 10-11. (Ord. 2007-44, 12-04-2007)

7. The Board shall review and approve final subdivision plats and lot splits when they meet the requirements of Chapter 10-11.

8. The Board may advise prospective developers on recommended development or design standards which will assist in the orderly development of property within the City.

9. When considering an application for Development Review Board approval, the reviewing body shall consider the extent to which:

   a. The development complies with all the provisions of these regulations; and

   b. The design review documents comply with the terms and provisions of any prior rezoning or conditional use approval.

10. The Board shall determine if a proposed amendment to a Traditional Neighborhood District is substantial in accordance with Section 10-10-004-0011D. (Ord. 2007-42, 11-20-2007)

E. MEMBERSHIP. The Board shall consist of six (6) voting members including the Director of Planning, the Building and Safety Director, the City Engineer, the Director of Utilities, the Director of Public Works and the Fire Chief, or their designated representatives. The Chairperson of the Board shall be appointed by the City manager and shall be a non-voting member of the Board. (Ord. 1741, 3/17/92) (Ord. 1997, 6-15-99)

F. MEETINGS, HEARINGS, AND PROCEDURES.

1. RULES. The Board shall have the power to make its own rules of procedure which do not contradict the rules enumerated in this Chapter.

2. MEETINGS. Meetings of the Board shall be held regularly each month, in the Flagstaff City Hall, or at such other location as the Board shall designate. Special meetings of the Board may be held from time to time, with the consent of all members and notification to the chairperson. All meetings shall be open to the public.

3. QUORUM AND VOTING. A quorum shall consist of four (4) members, and four (4) affirmative votes shall be necessary for the Board to take action. If a quorum is not present, the meeting shall be adjourned to a stated time and place, and all interested parties shall be so notified. (Ord. 1741, 3/17/92)

4. RECORDS. The Board shall keep and maintain minutes of all its meetings. A copy of the minutes of all meetings shall be made public record.

5. NOTICE. The applicant for any permit, or his representative, shall be notified of the time and place of any meeting at which the permit will be considered and shall be entitled to testify or give evidence on his/her behalf.

DIVISION 10-09-007. CIVIL HEARING OFFICER

10-09-007-0001. CIVIL HEARING OFFICER:

A. CREATION. There is hereby established the position of Civil Hearing Officer.

B. POWERS AND DUTIES. The Civil Hearing Officer(s) shall have the following powers and duties:

1. To conduct hearings and determine responsibility for alleged violations of the City of Flagstaff Land Development Code that are prosecuted by civil citation under the provisions of Chapter 13.

2. To render final judgments binding upon the parties and to impose the civil sanctions authorized by the Code.

C. QUALIFICATIONS. The Civil Hearing Officer(s) shall be trained and qualified to conduct hearings, and to make judgments based on findings of fact and conclusions on alleged violations of the City of Flagstaff Land Development Code.

D. MEMBERSHIP.

1. Civil Hearing Officers who hold hearings on civil proceedings shall be appointed by and serve at the pleasure of the City Council.

2. Civil Hearing Officers shall serve with such compensation as may be authorized by the City Council.

E. HEARINGS AND PROCEDURES

1. HEARINGS. Hearings shall be called as are necessary to perform the duties prescribed in these regulations. All hearings shall be set for a certain time and shall be open to the public and conducted in accordance with the provisions of Chapter 13 of this Code.

2. RECORDS. Every order, requirement, decision or determination of a Civil Hearing Officer shall immediately be filed in the City Court and shall be of public record.

3. CONFLICT OF INTEREST. Whenever a Civil Hearing Officer determines that he or she has a direct or indirect pecuniary or proprietary interest in the outcome of any matter brought before the Hearing Officer or who feels that personal reasons may prejudice his or her decision, he or she shall make that interest known in the official records of the Officer and shall refrain from voting, discussing, or otherwise participating as a Civil Hearing Officer in such matter.

4. CONTACTS OUTSIDE OF THE PUBLIC HEARING. A Civil Hearing Officer shall not partake in any substantive communication from any person, other than staff, outside a hearing concerning a subject matter under consideration by the Officer. If a Civil Hearing Officer receives any such communication, he or she shall make a statement at the hearing describing the circumstances and substances of such communication. If the Civil Hearing Officer decides to view the property which is the subject of a proceeding, he or she shall provide notice at the beginning of the hearing to all parties who have appeared at the proceeding. All correspondence by any person to a Civil Hearing Officer shall be directed through the Planning Division. (Ord. 1741, 3-17-92)