

## **City of Plymouth Notice of the Board of Review**

**NOTICE IS HEREBY GIVEN** that the Board of Review (BOR) for the City of Plymouth of Sheboygan County shall hold its meeting on **Monday, May 20, 2019 from 1:00 PM to 3:00 PM in Room 305** of the Plymouth City Hall, 128 Smith Street, Plymouth, Wisconsin.

**Please be advised of the following requirements to appear before the BOR and procedural requirements if appearing before the Board:**

No person shall be allowed to appear before the BOR, to testify to the Board by phone or to contest the amount of any assessment of real or personal property if the person has refused a reasonable written request by certified mail of the Assessor to view such property.

After the first meeting of the BOR and before the Board's final adjournment, no person who is scheduled to appear before the BOR may contact, or provide information to a member of the Board about the person's objection except at a session of the Board.

No person may appear before the BOR, testify to the Board by phone or contest the amount of assessment unless, at least 48 hours before the first meeting of the Board, or at least 48 hours before the objection is heard if the objection is allowed because the person has been granted a waiver of the 48 hour notice of an intent to file a written objection by appearing before the Board during the first two hours of the meeting and showing good cause for failure to meet the 48 hour notice requirement, he or she files a written objection. **Please note that Thursday, May 16, 2019 at 1:00 PM will be the last day and time to file an objection for a 2019 assessment.** The person must also provide to the Clerk of The Board of Review prior notice as to whether the person will ask for removal of any Board members and, if so, which member will be removed and the person's reasonable estimate of the length of time that the hearing will take.

When appearing before the Board, the person shall specify, in writing, the owner's estimate of the value of the land and improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.

No person may appear before the BOR, testify to the Board by phone or object to a valuation, if that valuation was made by the Assessor or the Objector using the income method, unless the person supplies the Assessor all of the information about income and expenses, as specified in the manual under Sec. 73.03(2a), that the Assessor requests. The City of Plymouth has an ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under this paragraph which provides exemptions for persons using information in the discharge of duties imposed by law or of the duties of their office or by order of a court. The information that is provided under this paragraph, unless a court determined that it is inaccurate, is not subject to the right of inspection and copying under Section 19.35(1) of Wis. Statutes.

The BOR hears under oath all persons who appear before it. The BOR can take evidence by phone from ill or disabled persons who have presented a letter from a physician, surgeon, or osteopath that confirms their illness or disability. The BOR may accept sworn information over the phone or a sworn written statement.

**Notice published on May 3, 2019**

**Sabrina Dittman, Clerk**