



**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers  
200 "H" Street**

**APRIL 6, 2017  
3:00 P.M.**

**3:00 P.M.    ROLL CALL**    Deborah Simpson, Chairperson  
Frederick Rouse, Vice Chairperson  
Andrew Schleder  
Ademuyiwa "Ade" Adeyemi  
*Vacancy*  
April Ussam-Lemmons, Alternate

**PLEDGE OF ALLEGIANCE**

**1.    CONSENT CALENDAR**

**A.**    APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR MARCH 2, 2017

Recommended Action:    Motion to approve the minutes

STAFF REPORT

**B.**    APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR THE MONTH OF JANUARY 2017

Recommendation:    The Board of Administrative Appeals shall confirm each assessment and the amount thereof, as proposed or as corrected and modified, and order it assessed against the property. The Board shall also direct that the same be recorded with the Contra Costa County Recorder's Office and thereafter the assessment shall constitute a special assessment and lien against the property.

STAFF REPORT

**PUBLIC COMMENTS—*Only unagendized issues will be discussed during this time***

**WRITTEN/ORAL COMMUNICATIONS**

**ADJOURNMENT**

**Notice of Availability of Reports**

This agenda is a summary of the discussion items/actions proposed to be taken by the Board of Administrative Appeals. Materials provided regarding the agenda items will be available at the following website: <http://www.ci.antioch.ca.us/CityGov/Agendas/default.asp> or at the City Clerk's Office located on the 3<sup>rd</sup> floor of City Hall, 200 H Street, Antioch, CA 94509, Monday through Friday, 8:30 a.m. to 4:30 p.m., for inspection and copying (for a fee). Copies are also made available at the Antioch Public Library for inspection. The meetings are accessible to those with disabilities. Auxiliary aides will be made available for persons with hearing or vision disabilities upon request in advance at (925) 779-7009 or TDD (925) 779-7081.

**Notice of Opportunity to Address the Committee**

The public has the opportunity to address the Board on each agenda item. To address the Board, fill out a yellow Speaker Request form, available on each side of the entrance doors, and place in the Speaker Card Tray. This will enable us to call upon you to speak. Each speaker is limited to not more than 3 minutes. Comments regarding matters not on this Agenda may be addressed during the "Public Comments" section on the agenda. No one may speak more than once on an agenda item or during "Public Comments".

***PLEASE TURN OFF CELL PHONES BEFORE ENTERING COUNCIL CHAMBERS.***

**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

**Regular Meeting  
3:00 P.M.**

**March 2, 2017  
Council Chambers**

Acting Chairperson Schleder called the meeting to order at 3:03 P.M. on Thursday, March 2, 2017 in the Council Chambers.

**ROLL CALL:**

Present: Board Members Adeyemi, Ussam-Lemmons, and Acting Chairperson Schleder  
Absent: Board Members Rouse, Gonsalves, and Chairperson Simpson  
Staff Present: City Clerk, Arne Simonsen  
Interim Code Enforcement Manager, Mike Aguirre  
Code Enforcement Assistant, Denise Skaggs  
Minutes Clerk, Kitty Eiden

**PLEDGE OF ALLEGIANCE**

Acting Chair Schleder led the board, staff and public in the Pledge of Allegiance.

**1. CONSENT CALENDAR**

**A. APPROVAL OF ADMINISTRATIVE APPEALS SPECIAL MEETING MINUTES FOR FEBRUARY 2, 2017**

On motion by Board Member Adeyemi, seconded by Board Member Ussam-Lemmons, the Board of Administrative Appeals unanimously approved the Minutes for February 2, 2017. The motion carried the following vote:

*Ayes: Adeyemi, Ussam-Lemmons, Schleder      Absent: Gonsalves, Rouse, Simpson*

**B. APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR THE MONTHS OF DECEMBER 2016**

Code Enforcement Assistant Skaggs reported that staff was working with Mr. Sharifi, 2309-2315 Buchanan Road and his citations (AR147640, AR147657 and AR127911) in the amounts of \$310.00, \$850.00 and \$1,300.00 were being pulled. She noted with those changes, the total amount of citations and abatements for December 2016 would be \$5,200.00.

On motion by Board Member Adeyemi, seconded by Board Member Ussam-Lemmons, the Board of Administrative Appeals confirmed each assessment and the amount thereof, as proposed or as corrected and modified, and order it assessed against the property. The Board also directed that the same be recorded with the Contra Costa County Recorder's Office with the exception of Mr. Sharifi, 2309-2315 Buchanan Road and his citations (AR147640, AR147657 and AR127911) in the amounts of \$310.00, \$850.00 and \$1,300.00. The motion carried the following vote:

*Ayes: Adeyemi, Ussam-Lemmons, Schleder      Absent: Gonsalves, Rouse, Simpson*

**PUBLIC COMMENTS** - None

**WRITTEN/ORAL COMMUNICATIONS**

In response to Board Member Adeyemi, Code Enforcement Assistant Skaggs reported that the appellant at the February 2, 2017 Board of Administrative Appeals meeting, had been making payments.

**ADJOURNMENT**

Acting Chairperson Schleder adjourned the Administrative Board of Appeals meeting at 3:09 P.M. to the next regularly scheduled meeting on April 6, 2017.

Respectfully Submitted,

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Kitty Eiden  
Minutes Clerk

**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS  
FOR CONSIDERATION AT THE HEARING ON APRIL 6, 2017**

**Prepared by:** Curt Michael, Code Enforcement Manager

**Date:** March 22, 2017

**Subject:** Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Citations & Abatements for the Month of January, 2017

**RECOMMENDATION**

The Board of Administrative Appeals shall confirm each assessment and the amount thereof, as proposed or as corrected and modified, and order it assessed against the property (Attachment "A"). The Board shall also direct that the same be recorded with the Contra Costa County Recorders Office and thereafter the assessment shall constitute a special assessment and lien against the property.

**FISCAL IMPACT**

The action will enable the City of Antioch to collect outstanding receivables against properties for the month of January, 2017, in the amount of **\$5,960.00**

**BACKGROUND INFORMATION**

Pursuant to Antioch Municipal Code §1-5.09 the City may collect any past due Administrative Citation fines, Abatements or late payment charges by use of special assessment liens and all action for recovery of money.

A Notice of Intent to Record Lien was sent to each property owner who is entitled to notice reflecting the property address directly connected to conditions or activities on the subject real property, assessors parcel number, the municipal code violation, administrative citation fine and copy of the administrative citations.

**ATTACHMENT**

A: List of assessments

**CITATIONS ABATEMENTS FOR BOARD OF APPEALS - APRIL 6, 2017  
ATTACHMENT A**

AR	Case	APN	Amount	Site Address	Owner last	Owner first	Mailing address	Paid
AR147963	CD1612-020	074-370-008	\$420.00	2301 SYCAMORE DR	SYCAMORE GROVE LP		6 FANEUIL HALL SQ, BOSTON, MA	
AR147959	CE1611-052	055-020-040	\$310.00	1920 MT HAMILTON DR	CASTILLO	MIRIAM	1920 MT HAMILTON DR	
AR147966	CE1612-055	066-032-003	\$420.00	6 ST VACANT	HAYES	EDWARD PHILLIP JR	9711A DUBLIN CANYON CASTRO VALLEY, CA	
AR147960	CD1612-055	066-032-003	\$420.00	6 ST VACANT	HAYES	EDWARD PHILLIP JR	9711A DUBLIN CANYON CASTRO VALLEY, CA	
AR147957	CE1610-057	056-280-045	\$750.00	5453 SAN MARTIN WAY	MILLER	JAMES	5453 SAN MARTIN WAY	
AR148098	CE1610-057	056-280-045	\$1,300.00	5453 SAN MARTIN WAY	MILLER	JAMES	5453 SAN MARTIN WAY	
AR147954	CE1701-012	052-323-022	\$420.00	4040 BANBURY WAY	SALVADOR	ROLANDO C & EMMA	4040 BANBURY WAY	
AR147961	CD1610-058	068-163-023	\$310.00	2808 LINCOLN LN	SWAN CAPITAL INVESTMENTS		2950 BUSKIRK AVE WALNUT CREEK, CA	
AR147965	CD1611-094	071-151-012	\$310.00	3501-3505 LONE TREE WAY	THALAPANENI	GURU & VEENA TRE	P.O. BOX 292 GLENBROOK, NV	
AR147964	CD1612-002	071-410-022	\$1,300.00	913 BARNSLEY CT	VIVEROS	GILBERTO CARRANZA	913 BARNSLEY CT	
<b>TOTAL</b>			<b>\$5,960.00</b>					