



**BOARD OF ADMINISTRATIVE APPEALS
ADMINISTRATIVE REVIEW PANEL
SPECIAL MEETING**

Date: Thursday, April 17, 2025
Time: 3:00 P.M.
Place: **Antioch City Hall – Council Chambers**
200 'H' Street
Antioch, CA 94509

BOARD MEMBERS

Vacant, Chairperson
Antwon Webster, Vice Chairperson
Sharif Umair
John Constantine Richelsen
Jacquelyn Higgins
Melissa Case

PLEASE TURN OFF CELL PHONES BEFORE ENTERING THE MEETING.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CALIFORNIA LAW, it is the policy of the City of Antioch to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at the number or address below at least 72 hours prior to the meeting or when you desire to receive services. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City's ADA Coordinator can be reached @ Phone: (925) 779-6950, and e-mail: publicworks@antiochca.gov.

BOARD OF ADMINISTRATIVE APPEALS

SPEAKER RULES

NOTICE OF OPPORTUNITY TO ADDRESS THE BOARD

This agenda is a summary of the discussion items/actions proposed to be taken by the Board of Administrative Appeals. The public has the opportunity to address the Board on each agenda item. The Board can only take action on items that are listed on the agenda. 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".

Members of the public wishing to provide public comments, may do so one of the following ways:

- 1) **WRITTEN PUBLIC COMMENT** – Written comments may be submitted electronically to the City Clerk at the following email address: cityclerk@antiochca.gov, **prior to 1:00 p.m. the day of the Board of Administrative Appeals Meeting.** Please indicate the agenda item and title in your email subject line. All comments received before 1:00 p.m. the day of the meeting, will be provided to the Board Members before the meeting.

- 2) **IN PERSON** – Fill out a Speaker Request Form, available near the entrance doors, and place in the Speaker Card Tray near the City Clerk before the meeting begins.

Speakers will be notified shortly before they are called to speak.

- When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair/Vice Chairperson).

After hearing from the public, the agenda item will be closed. Deliberations will then be limited to members of the Board.

NOTICE OF AVAILABILITY OF REPORTS

The Board of Administrative Appeals' Agendas, including Staff Reports, are posted onto the City's Website 72 hours before each meeting. To view the agenda information, click on the following link: <https://www.antiochca.gov/government/agendas-and-minutes/board-of-administrative-appeals/>.

Copies are available for inspection (and copying for a fee), at the City Clerk's Office, City Hall, 200 'H' Street, Antioch, CA 94509, Monday through Friday, 8:30 a.m. to 4:30 p.m., excluding holidays. Copies are also made available at the Antioch Public Library for inspection.

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The public has the opportunity to address the Board on each agenda item. Please see the Speaker Rules on the inside cover of this Agenda for additional information on public participation.

AGENDA

3:00 P.M. ROLL CALL Antwon Webster, Vice Chairperson
Sharif Umair
John Constantine Richelsen
Jacquelyn Higgins
Melissa Case

PLEDGE OF ALLEGIANCE

1. ELECTION OF A CHAIR AND VICE-CHAIR

2. **CONSENT CALENDAR**

A. APPROVAL OF BOARD OF ADMINISTRATIVE APPEAL MEETING MINUTES OF JANUARY 2, 2025.

Recommended Action: Motion to approve the Meeting Minutes.

3. **REGULAR AGENDA**

OATH for all intending to testify

A. **CODE ENFORCEMENT – CASE NO. CE-2104-139 / ADMINISTRATIVE CITATION NO. 400743** – APPEAL FILED BY SYEDA SHAH, PROPERTY LOCATION AT BEEDE WAY, ANTIOCH, CA – VIOLATION OF ANTIOCH MUNICIPAL CODES 8-1.02 BUILDING PERMITS REQUIRED; 5-1.202(C)(1)(a) BOARDED WINDOWS; AND 5-1.202(C)(2) STATE OF DISREPAIR.

WRITTEN/ORAL COMMUNICATIONS

MOTION TO ADJOURN: *After Written/Oral Communications, the Chairperson/ Vice Chairperson will make a motion to adjourn the meeting. A second of the motion is required, and then a majority vote is required to adjourn the meeting.*