



**BOARD OF ADMINISTRATIVE APPEALS
ADMINISTRATIVE REVIEW PANEL**

**Council Chambers
200 "H" Street**

**NOVEMBER 5, 2015
3:00 P.M.**

3:00 P.M. ROLL CALL Deborah Simpson, Chairperson
Frederick Rouse, Vice Chairperson
Diana Busenbarrick
Andrew Schleder
Mike Schneider
Ademuyiwa "Ade" Adeyemi, Alternate

PLEDGE OF ALLEGIANCE

OATH for all intending to testify

1. CONSENT CALENDAR

A. APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR OCTOBER 2, 2015

Recommended Action: Motion to approve the minutes

MINUTES

B. APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR THE MONTH OF AUGUST 2015

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 3rd floor of City Hall, 200 H Street, Antioch, CA 94509, Monday through Thursday, 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**

**Continued Adjourned Meeting
3:00 P.M.**

**October 1, 2015
Council Chambers**

Vice Chairperson Rouse called the meeting to order at 3:04 P.M. on Thursday, October 1, 2015 in the Council Chambers.

ROLL CALL:

Present: Board Members Rouse, Busenbarrick, Schleder, Adeyemi and Chairperson Simpson

Absent: Board Member Schneider

Staff Present: Minutes Clerk, Kitty Eiden
Code Enforcement Assistant, Denise Skaggs
Code Enforcement Officer, Taylor Lopez
Deputy City Clerk, Christina Garcia

PLEDGE OF ALLEGIANCE

Vice Chairperson Rouse led the board, staff and public in the Pledge of Allegiance.

OATH

With no persons present to testify, Vice Chairperson Rouse stated this item would be unnecessary.

1. CONSENT CALENDAR

A. APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR JULY 2, 2015

B. APPROVAL OF ADMINISTRATIVE APPEALS MEETING MINUTES FOR SEPTEMBER 3, 2015 (NO QUORUM)

On motion by Board Member Adeyemi, seconded by Board Member Busenbarrick, the Board of Administrative Appeals unanimously approved the Minutes for July 2, 2015.

On motion by Board Member Busenbarrick, seconded by Board Member Adeyemi, the Board of Administrative Appeals unanimously approved the Minutes for September 3, 2015.

B. APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS & ABATEMENTS FOR THE MONTHS OF JUNE AND JULY 2015

Board Member Busenbarrick stressed the importance of Board Members attending meetings to have a quorum so that levies could be assessed in a timely manner.

Vice Chairperson Rouse concurred and apologized for his absence at the last meeting.

On motion by Board Member Adeyemi, seconded by Board Member Busenbarrick, the Board of Administrative Appeals unanimously 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 and thereafter the assessment shall constitute a special assessment and lien against the property.

PUBLIC COMMENTS – None

WRITTEN/ORAL COMMUNICATIONS

Code Enforcement Assistant Skaggs introduced Code Enforcement Officer Taylor Lopez.

Vice Chairperson Rouse welcomed Code Enforcement Officer Lopez and stated they looked forward to working with her in the future.

ADJOURNMENT

Vice Chairperson Rouse adjourned the Administrative Board of Appeals meeting at 3:09 P.M. to the next regularly scheduled meeting on November 5, 2015.

Respectfully Submitted,

Kitty Eiden
Minutes Clerk

**STAFF REPORT TO THE BOARD OF ADMINISTRATIVE APPEALS
FOR CONSIDERATION AT THE HEARING ON NOVEMBER 5, 2015**

Prepared by: Ryan Graham, Deputy Director of Community Development 

Date: October 21, 2015

Subject: Approval of the Levy of Special Assessments on Certain Properties for Unpaid Administrative Citations & Abatements for the months of August, 2015

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 August, 2015, in the amount of **\$21,119.63** in unpaid Administrative Citations & Abatements.

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 - NOVEMBER 5, 2015

| AR | Case | APN | Amount | Owner Last | Owner First | Owner Address | Site Address | Paid |
|----------|------------|-------------|------------|--------------------------|---------------------------|--|------------------------------|------|
| AR143330 | CD1508-014 | 076-371-007 | \$260.00 | AZIMI | MOHAMMAD WALID | 2206 PUTNAM ST | 2206 PUTNAM ST | |
| AR143320 | CE1507-071 | 056-140-007 | \$700.00 | BARNA | EUGENE | 5021 WAGON WHEEL WAY | 5021 WAGON WHEEL | |
| AR143471 | CE1505-073 | 068-283-014 | \$700.00 | CRUZ & HUFFMAN | MARC & DENISE T. | 2709 PATRICIA AVE, | 2709 PATRICIA AVE | |
| AR143343 | CE1505-073 | 068-283-014 | \$260.00 | CRUZ & HUFFMAN | MARC & DENISE T. | 2709 PATRICIA AVE, | 2709 PATRICIA AVE | |
| AR143342 | CE1506-020 | 071-252-005 | \$260.00 | GISSELL | MICHAEL & CATHERINE | 17 TERRANOVA DR | 17 TERRANOVA DR | |
| AR143472 | CE1506-020 | 071-252-005 | \$700.00 | GISSELL | MICHAEL & CATHERINE | 17 TERRANOVA DR | 17 TERRANOVA DR | |
| AR143479 | CE1506-020 | 071-252-005 | \$1,250.00 | GISSELL | MICHAEL & CATHERINE | 17 TERRANOVA DR | 17 TERRANOVA DR | |
| AR143324 | CD1506-075 | 074-425-006 | \$700.00 | HAYTER | HERBERT B. | 1719 SPRINGWOOD WAY | 1719 SPRINGWOOD WAY | |
| AR143333 | CE1505-072 | 075-500-007 | \$260.00 | HUANG | NANCY | 5028 NORTONVILLE WAY | 5028 NORTONVILLE WAY | |
| AR143467 | CE1505-072 | 075-500-007 | \$700.00 | HUANG | NANCY | 5028 NORTONVILLE WAY | 5028 NORTONVILLE WAY | |
| AR143331 | CD1507-119 | 076-154-008 | \$700.00 | JOHNSON | CLEARON | 2905 N FRANCISCO WAY | 2905 N FRANCISCO WAY | |
| AR143475 | CD1507-119 | 076-154-008 | \$1,250.00 | JOHNSON | CLEARON | 2905 N FRANCISCO WAY | 2905 N FRANCISCO WAY | |
| AR143468 | CE1508-034 | 065-282-002 | \$260.00 | LEPAK | CLARENCE C TRE | 1508 JACOBSEN ST | 1508 JACOBSEN ST | |
| AR143478 | CE1508-034 | 065-282-002 | \$700.00 | LEPAK | CLARENCE C TRE | 1508 JACOBSEN ST | 1508 JACOBSEN ST | |
| AR143711 | CE1508-034 | 065-282-002 | \$1,250.00 | LEPAK | CLARENCE C TRE | 1508 JACOBSEN ST | 1508 JACOBSEN ST | |
| AR143334 | CE1504-038 | 076-122-011 | \$1,250.00 | LI | XIN HE | 2969 LOS ALTOS WAY | 2969 LOS ALTOS WAY | |
| AR143470 | CE1504-038 | 076-122-011 | \$1,250.00 | LI | XIN HE | 2969 LOS ALTOS WAY | 2969 LOS ALTOS WAY | |
| AR143344 | CE1506-041 | 055-150-010 | \$260.00 | MAITLAND HOLDINGS LLC | | 260 CALIFORNIA ST, FLR 5 SAN FRANCISCO, CA 94111-4383 | 4444 LONE TREE WAY | |
| AR143474 | CE1506-041 | 055-150-010 | \$700.00 | MAITLAND HOLDINGS LLC | | 260 CALIFORNIA ST, FLR 5 SAN FRANCISCO, CA 94111-4383 | 4444 LONE TREE WAY | |
| AR143482 | CE1305-049 | 074-363-091 | \$523.00 | MARALL | CHARLES P. & SUSAN TRE | 1598 BRENDA COURT, CONCORD, CA94521-2005 | 1616 SYCAMORE UNITS #3 | |
| AR143484 | CE1507-059 | 071-381-003 | \$415.54 | MARTINEZ, | ANTHONY & SONJA | 816 GATTER CT | 816 GATTER CT | |
| AR143332 | CD1506-051 | 076-202-048 | \$260.00 | MCCOMBS | MATHEW T. & THELMA L. | 2785 ENTRADA CIRCLE | 2785 ENTRADA CIRCLE | |

| | | | | | | | | |
|----------|------------|-------------|--------------------|-------------------------------|--------------------------|---|-----------------------|--|
| AR143319 | CE1507-041 | 065-102-035 | \$370.00 | ORDUNO SPECIAL NEEDS TR | MONICA | 240 SHERWOOD DR., BRENTWOOD, CA 94513-1521 | 323 NASH AVE | |
| AR143345 | CE1507-041 | 065-102-035 | \$1,250.00 | ORDUNO SPECIAL NEEDS TR | MONICA | 240 SHERWOOD DR., BRENTWOOD, CA 94513-1521 | 323 NASH AVE | |
| AR143325 | CD1505-007 | 072-310-043 | \$260.00 | ROBINSON | GARY L. | 404 RIDGEWOOD CT | 404 RIDGEWOOD CT | |
| AR143340 | CE1507-146 | 053-321-010 | \$260.00 | RUNDELL | STANTON R. & VIRGINIA | 5024 RODEO CIRCLE | 5024 RODEO CIRCLE | |
| AR143346 | CE1507-146 | 053-321-010 | \$700.00 | RUNDELL | STANTON R. & VIRGINIA | 5024 RODEO CIRCLE | 5024 RODEO CIRCLE | |
| AR143476 | CE1507-146 | 053-321-010 | \$1,250.00 | RUNDELL | STANTON R. & VIRGINIA | 5024 RODEO CIRCLE | 5024 RODEO CIRCLE | |
| AR143485 | CE1507-060 | 072-141-001 | \$415.55 | SOTO | SAUL | 3508 BLYTHE DRIVE | 3508 BLYTHE DRIVE | |
| AR143336 | CE1507-050 | 076-201-002 | \$700.00 | TALBERT | DEREK LEE | 1400 BUCHANAN RD | 1400 BUCHANAN RD | |
| AR143326 | CE1507-142 | 056-120-059 | \$260.00 | TARGET CORP. | | P.O. BOX 9456, MINNEAPOLIS, MN 55440-9456 | 5769 LONE TREE WAY | |
| AR143483 | CE1507-058 | 071-361-007 | \$415.54 | TOWNE | LANENE | 3033 ENEA WAY | 3033 ENEA WAY | |
| AR143473 | CD1506-068 | 074-421-028 | \$260.00 | WALLS | JIM A. | 2107 DOGWOOD WAY | 2107 DOGWOOD WAY | |
| AR143335 | CE1507-088 | 075-132-010 | \$260.00 | ZEKA RANCH TWO LLC | | 1110 BURLINGAME AVE #400, BURLINGAME, CA 94010 | EMPIRE MINE ROAD | |
| AR142231 | CE1408-046 | 055-250-040 | \$110.00 | ZEPEDA | JUAN A. & BLANCA E. | 2509 INEZ WAY | 2509 INEZ WAY | |
| | | | \$21,119.63 | | | | | |