

**BOARD OF ADMINISTRATIVE APPEALS  
ADMINISTRATIVE REVIEW PANEL**

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

**June 5, 2025  
Council**

Chairperson Webster called the meeting to order at 3:03 P.M. on Thursday, June 5, 2025.

**ROLL CALL:**

Present: Board Members Case, Vice Chairperson Umair, Chairperson Webster

Absent: Board Members Richelsen and Higgins

Staff Present: Code Enforcement Manager, Curt Michael  
Minutes Clerk, Kitty Eiden

**PLEDGE OF ALLEGIANCE**

Board Member Case led the Pledge of Allegiance.

**1. CONSENT CALENDAR**

**A. APPROVAL OF ADMINISTRATIVE APPEALS MINUTES FOR APRIL 17, 2025**

On motion by Board Member Umair, seconded by Board Member Case, the Board of Administrative Appeals members present unanimously approved the Minutes for April 17, 2025. The motion carried the following vote:

Ayes: Case, Umair, Webster  
Higgins

Absent: Richelsen,

**B. CODE ENFORCEMENT – APPROVAL OF THE LEVY OF SPECIAL ASSESSMENTS ON CERTAIN PROPERTIES FOR UNPAID ADMINISTRATIVE CITATIONS AND LIEN PROCESSING FEES FOR DECEMBER 2023 AND OCTOBER 2024.**

Code Enforcement Manager Michael explained that the property owners had been given over a year to make payments to the City, but no payments were received in accordance with the letters they had sent. As a result, the City was proceeding with the lien processing fees to recover the abatement costs.

On motion by Board Member Umair, seconded by Board Member Case, the Board of Administrative Appeals members present unanimously confirmed each assessment and the amount thereof, as proposed or as corrected and modified, and ordered it assessed against the property in the amount of \$10,615.95. The Board also directed that the same be recorded with the Contra Costa County Recorder's Office and thereafter the assessment shall contribute a special assessment and lien against the property. The motion carried the following vote:

Ayes: Case, Umair, Webster  
Higgins

Absent: Richelsen,

### **WRITTEN/ORAL COMMUNICATIONS**

Board Member Case questioned if landlords could allow tenants to file appeals.

Minutes Clerk Eiden responded that legal counsel would need to provide an opinion on this matter.

Board Member Case stated she would follow up with the City Attorney.

### **ADJOURNMENT**

On motion by Board Member Case, seconded by Board Member Umair the Board of Administrative Appeals members present unanimously adjourned the meeting at 3:13 P.M. The motion carried the following vote:

Ayes: Case, Umair, Webster  
Higgins

Absent: Richelsen,

Respectfully submitted:

*Kitty Eiden*

KITTY EIDEN, Minutes Clerk