

MINUTES

**City of Roseville
Hearing Examiners & Board of Appeals
January 25, 2017 at 4:00 P.M.
Hutchinson Conference Room
Civic Center, 2nd Floor
311 Vernon Street
Roseville, CA 95678**

1. The semi annual meeting of the Hearing Examiners and Board of Appeals was called to order by Chairperson Bruce Hagler on Wednesday, January 25, 2017 at 4:00 p.m. in the Hutchinson Conference Room of the Civic Center.

2. **ROLL CALL:**

The following Board members were present:

Samson Badal
Leilani Fratis
Bruce Hagler, Chair
Dan Myers, Vice Chair
Sherry Rutledge
Scott Sanford
Richard Sweet

The following staff members were present:

Joe Speaker, Deputy City Attorney
Pamela Sisk, Legal Clerk

3. **APPROVAL OF MINUTES**

A motion by was made by Scott Sanford and was seconded by Richard Sweet that the minutes of the July 20, 2016 Board of Appeals semi-annual meeting be approved.

AYES: Samson Badal, Leilani Fratis, Bruce Hagler, Dan Myers,
Sherry Rutledge, Scott Sanford, Richard Sweet

NOES: none

4. **PUBLIC COMMENT**

No one from the public offered any public comments.

5. **NEW BUSINESS**

- a. Presentation by Building Division on typical inspection and notice procedures

Senior Code Enforcement Inspector Paul Camilleri and Building Official Scott Byrnes were present to describe to the Board the organization of the building department including the Code Enforcement Division within the Development Services Department. Paul explained their noticing procedures as a three-step process which may result in a citation, and he spoke about Compliance Orders and Notice and Orders and the role those approaches play in working with those who are in violation. Discussion was made regarding sending out notices via certified mail, and ultimately it was determined that Paul would allow the individual inspectors to decide whether each case would warrant this step. Paul and Scott answered questions pertaining to encroachment violations in relation to basketball hoops and sign violations and their noticeable decrease. The subject of drought restrictions was brought up to which it was recommended the current water status be an agenda item for the July 2017 meeting.

b. Proposed Animal Control Noise Complaint Form

Deputy City Attorney Joe Speaker presented a new Animal Control form created to assist Animal Control and the Board in ascertaining the specifics of an animal noise complaint. It is expected to be used as a step prior to a citation being issued. Joe had met with Animal Control Supervisor John Bennett prior to the meeting to create the form. The process is still a work in progress, but the idea is to get a copy to the complainant and a copy to the appellant. It is yet to be determined if the form should be mandatory or voluntary, but likely it will be a voluntary form. The Board offered some changes to the form, and it was requested that any other requested changes be sent to Joe Speaker within two weeks for consideration. The form is a public record and it will hopefully be available online for residents to utilize.

c. Recap of Compliance Order Results

Joe Speaker provided an update on a Compliance Order to James Kin Sing Watt, Trustee for multiple addresses in Shadowbrook Apartments, which was issued on June 16, 2016. The building was finalized well ahead of its required timeline and the fees were paid.

6. Old Business

a. Report back on Alternative Dispute Resolution

In following up on the request by member Pete Constant to have staff look into options for residents seeking an Alternative Dispute Resolution, Joe Speaker reported that the City Attorney's office utilizes a brochure they offer to the public containing referral information to various services, including Placer Dispute Resolution for mediation services. These services are not paid for by the City, but may be utilized by citizens to resolve disputes. There is no procedure

in place for suggesting such a service to residents, but if such services are asked about the brochure is provided.

b. Report back on new procedures for Board copies of staff reports

At the prior meeting the Board had requested a new procedure for providing materials to the Board in advance of the hearings. That process went into place immediately following the last meeting. This report back was asked to solicit feedback from the Board on how that new process has been working. It was reported from the Board Members that having the staff reports prior to the hearing is helpful and working out nicely for them. No impact has been made on the Board Secretary.

7. Reports/Comments/Questions/Suggestions of Board Members

The Board asked if there were any appeals filed in Placer County Superior Court. It was reported that no appeals had yet been filed and the last hearing was on January 10, 2017, however, nothing has been filed that the City Attorney's office is aware of from the hearing.

8. Next meeting scheduled for 4:00 p.m. on July 19, 2017
Civic Center, 311 Vernon Street, Hutchinson Conference Room, 2nd Floor

9. Adjournment

A motion was made by Leilani Fratis and seconded by Scott Sanford to adjourn the January 25, 2017 Board of Appeals semi-annual meeting.

AYES: Samson Badal, Leilani Fratis, Bruce Hagler, Dan Myers,
Sherry Rutledge, Scott Sanford, Richard Sweet

NOES: none

Chairperson Bruce Hagler adjourned the January 25, 2017 Board of Appeals semi-annual meeting at 4:59 p.m.

Pamela Sisk
Secretary