



MINUTES

July 9, 2019

BOARD OF APPEALS SEMI-ANNUAL MEETING

4:00 p.m.

**Hutchison Conference Room, Second Floor
311 Vernon Street
Roseville, CA 95678
www.roseville.ca.us**

1. CALL TO ORDER

The semi-annual meeting of the Board of Appeals was called to order by Board Member Bruce Hagler on Tuesday, July 09, 2019 at 4:07 p.m. in the Hutchinson Conference Room of the Civic Center.

2. ROLL CALL (SILENT)

The following Board members were present:

Joseph Bales
Basil Deem
Bruce Hagler
Drew Haydu
Scott Larson
Arthur Pauly, Jr.
Brian Stenklyft

The following members were not present:

Pete Constant
Ivann Greene
Sherry Rutledge

The following staff members were present:

Joseph Speaker, Deputy City Attorney
Lynda Risucci, Legal Clerk

3. APPROVAL OF FEBRUARY 27, 2019 MINUTES

3.1. February 27, 2019 Minutes

A motion by was made by Arthur Pauly, Jr. and was seconded by Joseph Bales, that the minutes of the February 27, 2019 Board of Appeals Semi-Annual Meeting be approved.

AYES: Joseph Bales
 Basil Deem
 Bruce Hagler
 Drew Haydu
 Scott Larson
 Arthur Pauly, Jr.
 Brian Stenklyft

NOES: None.

4. PUBLIC COMMENTS

No one from the public offered any public comments.

5. NEW BUSINESS

5.1. Motions in Administrative Citation Hearings

Joe Speaker asked for feedback on the use and effectiveness of the Citation Decision Options form that is provided to the Board Members at the hearings.

The Board provided positive feedback stating that the form made the decision making process very easy. Brian Stenklyft offered the suggestion to change the order in which the decisions were laid out. Joe agreed with his suggestion and the form will be updated to reflect this change.

5.2. Animal Control Ride-Alongs

Joe Speaker suggested that all Board of Appeal members participate in a ride-along with the City's Animal Control Officers. Joe believes that being an "Animal Control Officer for the Day" will provide important insight to the members.

The Board agreed that participating in a ride-along would be very beneficial to them. Joe advised that City staff will assist in the scheduling of the ride-alongs; however, a waiver form will need to be completed with the Police Department prior to scheduling.

5.3. Translators

Joe Speaker advised that the need for translators at future hearings will become more common. Joe discussed the difficulties encountered during previous hearings using an over the phone interpreter and that the use of in-person translators will now be used. To ensure due process, translators are provided by the City upon request, but that parties may also use and bring their own translators.

Joe reminded the Board that a section was added to the Board of Appeals Procedures for Case Presentation informing parties that time limits are doubled when using an interpreter.

Bruce Hagler suggested possibly moving future hearings that require an interpreter to a conference room type setting rather than Council Chambers in an effort to make it easier for all parties to hear and respond to questioning.

Drew Haydu suggested having the questions and answers shown visually on a video screen.

6. OLD BUSINESS

6.1. None

7. REPORTS/COMMENTS/QUESTIONS/SUGGESTIONS OF BOARD MEMBERS

Bruce Hagler questioned why the Board Members are receiving voluminous file materials from Code Enforcement Staff at the hearings rather than three days prior to the hearings.

Joe advised he will speak with the Code Enforcement Staff and ensure that no information that was available prior to the hearing date be

produced on the date of the hearing. Board members should only be provided with newly obtained information on the date of the hearing.

Basil Deem suggested the members request a five minute recess if they are presented with a large amount of documents to review at the hearings. Joe encouraged the Board Members to feel free to request a recess or reschedule a hearing if it is deemed necessary.

Bruce Hagler questioned when the next Chair and Vice Chairperson would be elected for the Board. Joe advised that it was an oversight that the election did not take place at the February 27, 2019 meeting. The election will now take place at the next Semi-Annual Meeting in February of 2020.

8. ADJOURNMENT

A motion was made by Arthur Pauly, Jr. and seconded by Joseph Bales to adjourn the July 09, 2019 Board of Appeals semi-annual meeting.

AYES: Joseph Bales
 Basil Deem
 Bruce Hagler
 Drew Haydu
 Scott Larson
 Arthur Pauly, Jr.
 Brian Stenklyft

NOES: None

Vice-Chairperson Brian Stenklyft adjourned the July 09, 2019 Board of Appeals semi-annual meeting at 4:57 P.M.

Lynda Risucci
Secretary