

BOARD OF BUILDING APPEALS

Friday, November 1, 2013

REGULAR MEETING

MINUTES

2:10 p.m.: Present: Board Members Jim Berg, Charles Adamo, Don Cohen, and Robert Miller

Absent: Board Member John Page

Staff: Legal Counsel James Underwood and Chief Deputy Clerk of the Board Glenda Tracy

PUBLIC COMMENT PERIOD - OPEN TIME

There was no one present who requested to speak during Open Time.

REGULAR CALENDAR

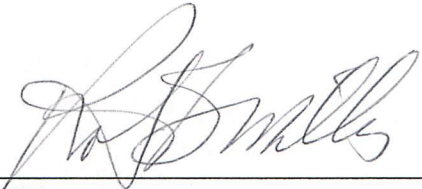
1. Legal Counsel James Underwood provided copies of:
 - (a) Shasta County Code Chapter 16.04 (*Administrative Provisions and Permits*);
 - (b) Shasta County Resolution No. 2013-049, "A Resolution of the Board of Supervisors of the County of Shasta Adopting the Shasta County Board of Building Appeals Hearing Procedures," dated June 11, 2013; and
 - (c) Shasta County Resolution No. 2013-093, "A Resolution of the Board of Supervisors of the County of Shasta Repealing Resolution No. 2013-049 and Adopting the Shasta County Board of Building Appeals Amended Hearing Procedures," dated October 1, 2013.

Mr. Underwood reviewed the hearing procedures. By motion made, seconded (Adamo/Cohen), and unanimously carried, the Board of Building Appeals adopted the amended hearing procedures pursuant to Shasta County Resolution No. 2013-093, "A Resolution of the Board of Supervisors of the County of Shasta Repealing Resolution No. 2013-049 and Adopting the Shasta County Board of Building Appeals Amended Hearing Procedures," dated October 1, 2013.

Mr. Underwood advised that the County department has the burden of proof and must prove that the incidents resulting in the action of a proposed building site occurred. The evidence offered must be relevant to the issues of the case and not duplicative. During the presentation of evidence by the County and the appellant, the Board of Building Appeals members may ask questions of any witness. The Board of Building Appeals may affirm, modify, or reverse the order of the County department. Mr. Underwood will prepare consistent proposed written findings for subsequent board consideration.

2. Mr. Underwood provided an overview of The Ralph M. Brown Act, ex parte communications, conflicts of interest, and ethics law principles. To govern matters of procedure not addressed in the hearing procedures, the most current edition of Roberts Rules of Order will be followed.

3:34 p.m.: The Board of Building Appeals adjourned.



Robert Miller
Chairman

ATTEST:

LAWRENCE G. LEES
Clerk of the Board of Building Appeals

By Glenda K. Tracy
Glenda K. Tracy
Chief Deputy Clerk of the Board