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DRAFT REGULAR MEETING MINUTES  
AUGUST 26, 2021

**1. CALL TO ORDER & ORDERS OF THE DAY**

**ROLL CALL**

PRESENT: Chair Karen Parsons, Vice Chair Ron Cabanayan, Commissioners Manish Bajpai, David Hook, Timothy Kenny, and Brett Williamson.

ABSENT: None.

STAFF: Board Secretary Karla Caceres, Finance Department Investigator Collector II My Vuong, and Senior Deputy City Attorney Rosa Tsongtaatarii.

**CALL TO ORDER**

Chair Parsons convened the Appeals Hearing Board at 6:30 p.m. virtually through Zoom <https://sanjoseca.zoom.us/j/91202702900>.

**2. OPENING REMARKS AND APPROVAL OF MINUTES**

Chair Parsons welcomed new Commissioner Martin Bajpai to the Appeals Hearing Board.

**APPROVAL OF MINUTES**

Documents Filed: Draft Meeting Minutes from Appeals Hearing Board Regular Meeting on July 22, 2021.

Action: Upon motion by Commissioner Hook, seconded by Commissioner Kenny, and abstained by Commissioner Bajpai the minutes for July 22, 2021 was approved. (5-0-1).

**3. REQUEST FOR DEFERRALS**

There was no request for deferrals.

**4. CONSENT CALENDAR**

No items on the Consen Calender.

**5. DEFERRED AND/OR CONTINUED ITEMS**

There was no deferred and/or continued items.

## **6. PUBLIC HEARINGS**

### **a. ADMINISTRATIVE REMEDIES LIEN**

Documents Filed: Notice of Public Hearing and Report of Delinquent Administrative Penalties and Costs dated August 9, 2021.

Action: Public hearing to adopt a resolution confirming the report from the Director of Finance concerning the delinquent administrative penalties and costs for noncompliance with Administrative Orders for the accounts that have remained unpaid as of August 9, 2021.

My Vuong gave a summary of the basis for the proposed administrative lien for the subject property located at ??????. Ms. Vuong confirmed the property owner has secured a permit, and is in compliance with the Administrative Order.

Robert Stewart, the property owner, gave testimony regarding the circumstances leading up to the Administrative Hearing before the Board and Order, and his efforts to comply. He stated that he attempted to confirm and comply with requirements for securing a permit and that the process took a long time.

Upon a motion by Commissioner Kenny, second by Commissioner Hook and carried unanimously to adopt a resolution confirming the report of delinquent administrative penalties and costs and to place a lien against the listed properties. (6-0)

## **7. REQUEST FOR EXCUSED ABSENCE**

There was no request for excused absence.

## **8. OTHER BUSINESS**

There was no other business.

## **9. PUBLIC COMMENT**

There was no public testimony on the floor.

## **10. ADJOURNMENT**

Upon a motion by Vice Chair Cabanyan, seconded by Commissioner Kenny, and carried unanimously, the Hearing was adjourned at 7:16 p.m.