



**HOUSING & UNSAFE STRUCTURES
APPEALS BOARD
January 18, 2024**



1:30 p.m.

915 N Suncoast Blvd., (Damron Room), Crystal River

*Chris Ensing
Tom Williford
Brian Ruane*

*James Ruane
Andrew Chagnon*

1. Call to Order & Welcome new members
 - ***Jenette Collins, AICP, Growth Management Director***
 - ***Sunshine Presentation Information- Mia Fink, City Clerk***
2. Roll Call
 - ***Swear In - Oath of Office***
 - ***Organizational Meeting - Elect Chairman and Vice-Chairman***
3. Moment of Silence
4. Pledge of Allegiance
5. Adoption of Agenda
6. Approval of Minutes - ***None***
7. Public Hearing - ***None***
8. Unfinished Business
9. New Business - ***Adoption of By-Laws***
10. Citizen Input
11. Communications
12. Staff Comments -
13. Chairman's Comment
14. Adjournment

 Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the City of Crystal River, City Manager's Office, 123 N.W. Highway 19, Crystal River, FL 34428 (352) 795-4216, at least two (2) days prior to the meeting.

SECTION 3. BY-LAWS

Article I

Name

1. The name of the Board as prescribed by the City Council shall be “City of Crystal River Housing and Unsafe Structures Appeals Board.” It may also be referred to as the “Building Abatement Board” or “Board”.
2. The office of the Board shall be the City of Crystal River City Hall. All official documents, records, minutes, maps, etc. shall be filed or recorded in the office of the City Clerk.

Purpose

1. The City of Crystal River Housing and Unsafe Structures Appeals Board has been created to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretations of this code. The Board must adopt rules or by-laws outlining the procedure for conducting its business.

Process for Appeals

1. Appeals to the Board shall be processed in accordance with the provisions contained in Section 501 of the 1997 Abatement of Dangerous Buildings Code. Copies of all rules or regulations adopted by the board shall be delivered to the Building Official, who shall make them freely accessible to the public.
2. The Board shall have no authority relative to interpretation of the administrative provisions of the Abatement Code nor shall the Board be empowered to waive requirements of the Abatement Code.

Members

1. Board members shall be made up of taxpayers of Citrus County that are qualified by experience and training on matters pertaining to building construction.

Officers

1. At the first scheduled meeting (Organization Meeting) the Board shall elect, from its members, a Chairperson and a Vice Chairperson. The Vice Chairperson shall act as Chairperson of the Board during the absence or disability of the Chairperson and shall have the privilege of discussing all matters before the Board, make motions and shall vote therein.
2. The ~~Planning and Development~~Growth Management Director shall act as the administrative office of the Board, and shall make provision for a secretary at regular and special meetings.
3. A temporary Chairperson shall be elected by its members in attendance, at any meeting, in the case that both the Chairperson and the Vice Chairperson are absent.
4. Vacancies in any elected office shall be filled by regular election procedures as herein specified with the terms to run until the next annual organizational meeting. Resignations from the Board shall be in writing and transmitted to the Chairperson who will then forward same to the City Clerk of Crystal River.

Meetings

1. Regular meetings, when required, shall be held the third Thursday of each month at 1:30 p.m. in the Citrus County Welcome Center (Temporary City Hall Council Chambers) located at ~~123 NW Highway 19~~15 N. Suncoast Blvd., Crystal River, Florida. In the event of conflict with holidays the majority of members may change the date of any scheduled meeting. In the event of a declared emergency the Chairperson or the ~~Planning and Development~~Growth Management Director may cancel any scheduled meeting. Special meetings may be called by the Chairperson when such meetings are deemed necessary. Members shall be notified three (3) days prior to a special meeting and shall be notified as to the time and place of such meeting.
5. The majority of members of the Board, three (3) shall constitute a quorum. The number of votes to transact business shall be a majority of the members present at any meeting unless otherwise provided by law.
6. All meetings of the Board shall be conducted in strict compliance with the Florida Sunshine Law.

7. The agenda may contain, but not limited to the following items:
 - a. A cover page containing “Notice to the Public” and “General Meeting Procedures”.
 - i. CALL TO ORDER
 - ii. ROLL CALL
 - iii. MOMENT OF SILENCE
 - iv. PLEDGE OF ALLEGIANCE
 - v. ADOPTION OF AGENDA
 - vi. APPROVAL OF MINUTES
 - vii. PUBLIC HEARINGS
 - viii. UNFINISHED BUSINESS
 - ix. NEW BUSINESS
 - x. CITIZEN INPUT
 - xi. COMMUNICATIONS
 - xii. STAFF COMMENTS
 - xiii. CHAIRMAN’S COMMENTS
 - xiv. ADJOURNMENT
8. A workshop meeting may be called by majority vote of the Board.
9. Members of the Board are to notify the Planning and Development Growth Management Director or designee at least forty-eight (48) hours prior to a meeting that they will not be able to attend.
10. Any member of the Board who may benefit financially from any matter before this Board SHALL excuse himself/herself from the voting procedure for this matter in the manner required by Florida Statutes.
11. No member may abstain from voting unless he/she has a voting conflict as noted herein.
12. When a tie vote occurs on any matter before the Board, that vote is construed as a denial of the motion without prejudice.
13. The Chairperson shall prescribe the method of conduct of the hearing. All comments shall be directed to the Chair only after being properly recognized by the Chairperson. All persons recognized shall approach the podium in order to facilitate proper recording of their comments. Each person shall state his/her name and address clearly for the record.

14. All decisions of the Board shall be made at a public meeting by a motion made and a second, called for by the Chairperson. A roll call vote may be taken by the secretary.

Parliamentary Authority

1. All meetings may be conducted in accordance with parliamentary procedure as set forth and explained in the latest Revised Edition of Robert's Rules of Order, which shall serve as the official rules of procedure.

Amendments

1. These by-laws shall be suspended only by a unanimous vote of the entire five members of the Board, however, no by-law which is required to comply with federal, state, local law, or City Council Resolution may be so suspended.
2. A proposal to amend the by-laws shall be made at a ~~regular or special~~ meeting of the Board and shall require a super majority affirmative vote at the next regular or special meeting of the Board.
3. The Board shall review the by-laws annually at the first ~~regular~~ meeting after the organizational meeting.