

Agenda

CITY COUNCIL-APPOINTED BOARDS & COMMISSIONS



Date: Monday, May 19, 2025
Time: 5:15 p.m.
Location: City Hall, Bldg. A, Executive Conference Room #103
276 Fourth Avenue, Chula Vista, CA

Board of Appeals and Advisors Special Meeting

Public Comments: Public comments may be submitted to the Board of Appeals and Advisors in the following ways:

- **In-person comments during the meeting.** Join us for the Board of Appeals and Advisors meeting at the time and location specified on this agenda to make your comments.
- **Submit an eComment.** Visit www.chulavistaca.gov/boardmeetings, locate this meeting, and click the comment bubble icon. Click on the item you wish to comment on, then click "Leave Comment."
- **Email comments.** Submit comments via email to BOAA@chulavistaca.gov.

The commenting period will close three hours before the meeting starts. All comments will be made available to the Board and the public.

Accessibility: *Individuals with disabilities are invited to request modifications or accommodations in order to access and/or participate in a Board of Appeals and Advisors meeting by contacting the Development Services Department at BOAA@chulavistaca.gov (California Relay Service is available for the hearing impaired by dialing 711) at least forty-eight hours in advance of the meeting.*

1. CALL TO ORDER**2. ROLL CALL**

Board Members Ehm, Iuli, Metayer, and Chair Sclafani

3. CONSENT CALENDAR (3.1-3.3)

The Board will enact the Consent Calendar staff recommendations by one motion, without discussion, unless a commissioner, a member of the public, or staff requests that an item be removed for discussion. If you wish to speak on any item, please fill out a "Request to Speak" form and submit it to the Secretary prior to the meeting or submit an electronic comment per the instructions on page one of this agenda.

Recommended Action:

Approve the recommended action on the below consent calendar items.

3.1 Approval of Meeting Minutes

4

Recommended Action:

Approve minutes dated: May 13, 2024

3.2 Consider Request for Excused Absence

7

Recommended Action:

Approve excused absence for Member Iuli from the May 13, 2024, meeting.

3.3 Authorize the Chair to Work with Staff to Finalize and Submit the Annual Activities Report for Fiscal Year 2024-25**Recommended Action:**

Board authorize the Chair to work with staff to finalize and submit.

4. PUBLIC COMMENTS

Persons may address the Board on any subject matter within the Board's jurisdiction that is not listed as an item on the agenda. State law generally prohibits the Board from discussing or taking action on any issue not included on the agenda, but, if appropriate, the Board may schedule the topic for future discussion or refer the matter to staff. If you wish to speak on any item, please fill out a "Request to Speak" form and submit it to the Deputy City Clerk prior to the meeting or submit an electronic comment per the instructions on page one of this agenda.

5. PRESENTATIONS

The following item(s) will be presentations given to the Commission. Action on these item(s) is typically limited to the Commission receiving the presentation and providing direction or feedback to staff, as appropriate.

- 5.1 Presentation on the State's designated Local Responsibility Area Moderate, High, and Very High Fire Hazard Severity Zones and the City's Special Designated Vegetation Management Area (CMC 15.34), and Vegetation Management (CMC 8.32) Requirements**
Department: Fire

Recommended Action:

Hear the presentation.

6. ACTION ITEMS

The Item(s) listed in this section of the agenda will be considered individually by the Board and are expected to elicit discussion and deliberation. If you wish to speak on any item, please fill out a "Request to Speak" form and submit it to the Deputy City Clerk prior to the meeting or submit an electronic comment per the instructions on page one of this agenda.

7. STAFF COMMENTS

8. CHAIR'S COMMENTS

9. BOARD MEMBERS' COMMENTS

10. ADJOURNMENT

to the regular meeting on July 14, 2025, at 5:15 p.m.

Materials provided to the Board of Appeals and Advisors related to any open-session item on this agenda are available for public review by contacting the Development Services Department at BOAA@chulavistaca.gov

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City of Chula Vista
Special Board of Appeals and Advisors Meeting
MINUTES

May 13, 2024, 5:15 p.m.
City Hall, Bldg. A, Executive Conference Room #103
276 Fourth Avenue, Chula Vista

Present: Vice Chair Ehm, Chair Sclafani

Absent: Member Iuli

Also Present: Deputy City Manager Chase, Fire Marshal Gipson, Building
Official Wagner, Deputy City Clerk Zepeda

Minutes are prepared and ordered to correspond to the agenda.

1. CALL TO ORDER

The meeting was called to order at 5:15 p.m.

2. ROLL CALL

Deputy City Clerk Zepeda called the roll.

3. PRESENTATIONS

**3.1 Presentation by Deputy City Manager Courtney Chase: Keeping
Chula Vista Safe, Clean and Well-Maintained, A Status Update on
Measure P**

Deputy City Manager Chase presented an update on Measure P.

4. CONSENT CALENDAR

4.1 Approval of Meeting Minutes

Moved by Chair Sclafani

Seconded by Vice Chair Ehm

To approve the minutes dated October 10, 2022. The motion was carried
by the following vote:

Yes (2): Vice Chair Ehm, and Chair Sclafani

Result: Carried (2 to 0)

5. PUBLIC COMMENTS

There were none.

6. ACTION ITEMS

6.1 Appointment of Board Chair and Vice Chair for Fiscal Year 2023/24

Moved by Chair Sclafani

Seconded by Vice Chair Ehm

To appoint Commissioner Sclafani as Chair and Commissioner Ehm as Vice Chair for Fiscal Year 2023/24. The motion was carried by the following vote:

Yes (2): Vice Chair Ehm, and Chair Sclafani

Result: Carried (2 to 0)

6.2 Resolution Changing the Frequency, Day, and Location of Regular Meetings

Moved by Vice Chair Ehm

Seconded by Chair Sclafani

To adopt Resolution No. 2024-01 changing the frequency, day, and location of regular meetings, amending the annual regular meeting to the third Monday in July. The motion was carried by the following vote:

Yes (2): Vice Chair Ehm, and Chair Sclafani

Result: Carried (2 to 0)

6.3 Approve the Fiscal Year 2023/24 Annual Report of Board Activities for Submission to the City Council

Moved by Vice Chair Ehm

Seconded by Chair Sclafani

To approve the annual report of activities for submission to the City Council by July 1, 2024. The motion was carried by the following vote:

Yes (2): Vice Chair Ehm, and Chair Sclafani

Result: Carried (2 to 0)

OTHER BUSINESS

7. STAFF COMMENTS

Building Official Wagner discussed future agenda items.

8. CHAIR'S COMMENTS

Chair Sclafani gave positive feedback on the condition of Santa Venetia Park.

9. COMMISSIONERS' COMMENTS

Vice Chair Ehm gave positive feedback on the Measure P presentation by Deputy City Manager Chase.

10. ADJOURNMENT

The meeting was adjourned at 6:00 p.m.

Minutes prepared by: Mariluz Zepeda, Deputy City Clerk

Mariluz Zepeda, Deputy City Clerk

REQUEST FOR EXCUSED ABSENCE

City of Chula Vista Boards, Commissions, and Committees

Name: David Iuli Date of Absence: 05/13/24
Board/Commission/Committee: Board of Appeals & Advisors

Chula Vista Municipal Code section 2.25.110 (C) allows board/commission/committee members, by a majority vote, to excuse a fellow board, commission, or committee member’s absence from a meeting for any of the reasons listed below. **A member who is absent from three consecutive, regular meetings will be deemed to have vacated his or her membership, unless the member’s absence is excused by a majority vote of the other members.** An absence is only recorded as “excused” upon receipt of a member’s request and majority vote of the board/commission/committee to excuse the absence. Accordingly, if you have been absent from a regular meeting, please complete and submit this form to the chair or secretary.

Please indicate the reason for the absence:

- ☒ 1. Illness of the member, family member of the member, or personal friend of the member;
- ☐ 2. Business commitment of the member that interferes with the attendance of the member at a meeting;
- ☐ 3. Previously scheduled vacation of the member, notice of which was provided to the respective board or commission in advance of the meeting;
- ☐ 4. Attendance of the member at a funeral, religious service or ceremony, wedding, or other similarly significant event;
- ☐ 5. Unexpected, emergency situation that prohibits the member’s attendance; or
- ☐ 6. Other reason for which the member has given notice to the secretary of his or her unavailability at least seven days in advance of the meeting.

OR

☐ The absence was not for any of the above-listed reasons. I understand that the absence will be recorded as unexcused.

I certify the reason for the absence indicated above is true and correct.

Member’s Signature: _____ Date: _____

If completed by secretary or staff to board/commission/committee:

Completed on member’s behalf by: Mariluz Zepeda, per member’s ☐ Verbal ☒ Written request
on: _____ (date) (secretary/liaison’s name)