

**ADMINISTRATION COMMITTEE  
MEETING MINUTES**

June 5, 2001

The meeting was called to order at 7:00 p.m. Committee Members present were Peggy Guzzo and Mark Klein. Also present were Dave Betz and Steve Lutz.

I. ZONING VIOLATION NOTIFICATION NOTICES

The Committee reviewed the City's Zoning Violation Notification Notices in order to recommend possible changes or improvements. Development Director Dave Betz informed the Committee that the first notification letter is typically an informative letter which notifies the property owner that they are not in full compliance with the City's Zoning rules and regulations. He stated that the second follow-up letter is a notification of violation letter which identifies the section of the municipal code which needs to be brought into compliance. The Committee briefly reviewed the letters and offered a few suggestions for future correspondences.

II. ADJOURNMENT

Having no further business to come before the Committee, the meeting was adjourned at 7:30 p.m.