

**ADMINISTRATIVE VIOLATION REVIEW BOARD  
MEETING MINUTES**

May 17, 2023 – 2:00pm  
City Hall, Fourth Floor Conference Room

	<u>Name</u>	<u>Attendance</u> (mtgs attended-mtgs absent)	<u>Term of Office</u>
<b>MEMBERS PRESENT:</b>	Doug Brownfield	(05-0)	Term Expired
	Don Daffron	(20-0)	4/29/26
	Amy Drake	(02-2)	10/03/27
	Jason Eslinger	(17-2)	5/27/24
	Mary Kottenstette	(20-3)	4/29/25

**STAFF PRESENT:** Juston Carr, Property Maintenance Manager  
Sheri Whetstine, Property Maintenance Inspector  
Peggy Shaw, Recording Secretary

Eslinger called the meeting to order at 2:00pm.

**ROLL CALL** – Four (4) members were in attendance, quorum present. Kottenstette – present, Eslinger – present, - Drake – present - Daffron – present.

**APPROVAL OF MINUTES**

Motion to approve January 18, 2022, minutes as written by Eslinger; first motion by Kottenstette. Seconded by Daffron. Verbal vote taken; Ayes - 4, Nays – 0, **MOTION PASSES.**

**NEW BUSINESS**

**CASE NUMBER AP23-25290**— a request for review of administrative penalty in the amount of \$100.00 by Roger L Baldwin, 128 Wilmer Ln., for violation 15-29- Maintenance of Property — Prohibited vehicles — for allowing more than one unlicensed vehicle to remain on the property, viewed on 3/3/23. PM23-03896.

Whetstine read a summary regarding the violation at 128 Wilmer Ln. Sheri also provided photos that were taken March 3, 2023 at 4:29pm.

According to code, you are allowed one unlicensed vehicle per property. Both vehicles in violation are now licensed.

After both parties presented their case, it was determined that Mr. Baldwin was now in compliance. Eslinger asked for a motion to remove the penalty First motion was by Kottenstette. Verbal vote taken. Ayes – 4. Nays – 0. **MOTION PASSES.**

CITY CLERK

Eslinger asked for a motion to adjourn. First motion given by Kottenstette and seconded by Daffron.

Meeting adjourned.

Respectfully submitted,

Peggy Shaw  
Recording Secretary