

MINUTES  
 ADMINISTRATIVE VIOLATION REVIEW BOARD  
 August 16, 2023  
 2:00 P.M. Regular Meeting  
 1100 Frederick  
 4<sup>th</sup> Floor Conference Room – City Hall

2024 JAN 30 PM 12:44

	<u>Name</u>	<u>Members' Term Attendance</u> (mtgs. attended-mtgs absent)	<u>End of Current Term of Office</u>
<b>MEMBERS PRESENT:</b>	Don Daffron	(22-00)	04/29/26
	Amy Drake	(04-02)	10/03/27
	Jason Eslinger	(18-03)	05/27/24
	Mary Kottenstette	(22-03)	04/29/25
<b>MEMBERS ABSENT:</b>	Doug Brownfield	(05-02)	04/29/23
<b>STAFF PRESENT:</b>	Juston Carr, Property Maintenance Manager Felicia Stocking, Property Maintenance Inspector Lori Gilpin, Property Maintenance Inspector Peggy Shaw, Recording Secretary		

**Call to Order** – Eslinger called the meeting to order at 1:58pm.

**Roll Call: Brownfield -absent, Daffron-present, Drake-present Eslinger-present, Kottenstette-present.**

Quorum is present. Three members constitute a quorum.

**Approval of minutes** - Kottenstette made a motion to approve the minutes of the July 19, 2023 meeting. Daffron seconded.

**VOTE: Daffron-yes, Drake-yes, Eslinger-yes, Kottenstette-yes**  
**Ayes – 4, Nays – 0, Abstain – 0. Minutes approved.**

**OLD BUSINESS** - none

**NEW BUSINESS**

**ITEM A**                    **CASE NUMBER AP23-25556-** A request for review of administrative penalty in the amount of \$100 by Marissa L Grave Minnis for violation 15-25 – Nuisance defined or declared-Trash & debris on the property located at 1509 S 20th Street.

Stocking gave the summary.

Discussion was held between Minnis, Staff and Board regarding the request.

Kottenstette made a motion for penalty to remain. Drake seconded.

**VOTE: Daffron-yes, Drake-yes, Eslinger-yes, Kottenstette-yes  
Ayes – 4, Nays – 0, Abstain – 0. Motion approved.**

**ITEM B CASE NUMBER AP24-25973** – A request for review of administrative penalty in the amount of \$100 by Craig A Reynolds for Violation of Section 15-26 – Nuisance Defined or Declared - Low limbs and tall weeds bordering Douglas Street and along 13th Street on the property located 1302 E Highland Ave.

**ITEM C CASE NUMBER AP24-25974** – a request for review of administrative penalty in the amount of \$100 by Craig A Reynolds for Violation of Section 15-26 – Nuisance Defined or Declared - Low limbs and tall weeds bordering along Douglas St and along 15th Street on the property located at 1402 Douglas Street.

Gilpin gave a summary of violations on both properties.

Discussion was held between Reynolds, Staff and Board regarding the request.

Kottenstette made a motion to allow a 30-day extension. Drake seconded.

**VOTE: Daffron-yes, Drake-yes, Eslinger-yes, Kottenstette-yes  
Ayes – 4, Nays – 0, Abstain – 0. Motion approved.**

Meeting adjourned.

Minutes respectfully submitted,

Rebecca Shipp p.p. Peggy Shaw

cc: Paula Heyde, City Clerk  
Clint Thompson, Planning & Development Director  
Juston Carr, Property Maintenance Manager