



City of Lawrence
PLANNING & DEVELOPMENT SERVICES

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August 8, 2012

Patricia Sinclair
331 Johnson Ave.
Lawrence, Ks. 66044

RE: 331 Johnson Ave – Appeal to the CDAC

Dear Ms. Sinclair,

I am writing to follow up on the email correspondence I sent you on July 31, 2012 in regards to your request to appeal the notice of violation our office mailed and posted at your property. As the email indicated, your appeal has been scheduled for **Thursday, August 30, 2012, at 5:30pm** in the City Commission Chambers located at 6 East 6th St. on the first floor of City Hall.

As I informed you, all of the documents that you wish the Community Development Advisory Committee (CDAC) to review must be received by our office no later than **by 5:00pm on August 22, 2012**. I did inform you in that email that your documents could be dropped off at our office in lieu of sending via email. After speaking with Margene Swarts, I must inform you that all of your documents must be sent electronically as the meetings held by the CDAC are web based and that is how the board members review the agendas for the meetings. You may send the documents to me at bjimenez@lawrenceks.org or to Dani Dresslar at ddresslar@lawrenceks.org.

Additionally, the board will allow you 15 minutes to present your case. Time will be kept and you will be advised when you have 5 minutes left. Staff will be allotted the same amount of time to present the City's position on the matter. At the conclusion of all the testimony, the CDAC will make a motion to vote on whether staff interpreted the code correctly when issuing you the notice of violation.

It is important to remind you that the appeal date will not be rescheduled therefore you are expected to be present on that date. Failure to appear will be viewed by the board as you forfeiting your right to appeal staff's notice of violation.



You may contact me at 832-3111 or my email address if you have questions regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Jimenez". The signature is written in a cursive, flowing style.

Brian Jimenez
Code Enforcement Manager