

# *Memorandum*

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**TO:** Toni Taber  
City Clerk

**FROM:** Diane Buchanan

**SUBJECT: RESPONSE TO REQUEST FOR  
HOUSING AND COMMUNITY  
DEVELOPMENT COMMISSION  
APPLICANT CODE REVIEW**

**DATE:** November 30, 2017

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The Code Enforcement Division has completed their review of the list of Housing and Community Development Commission applicants for any code violations, per your email of November 15, 2017. Code Enforcement staff conducted a thorough search of our records, by applicant name and address, to determine whether any complaints had been reported involving any property that the applicants own or was otherwise involved and found no code violations.

Should you have any questions or if I can be of further assistance, please do not hesitate to contact me.

Diane Buchanan, Deputy Director  
Planning, Building and Code Enforcement

