

MEMORANDUM

TO: Hans Behrens, Daniel Wiegner, Roger Clark, Jack Stevenson

FROM: Martin P. Black, AICP, ICMA-CM, City Manager

DATE: March 5, 2008

RE: Permit and Inspection Narrative(s)

I have completed a preliminary review of the status of renovations to property at 127 East Tampa Avenue, Unit 1 (previously the property housed Norma Jean's) and have outstanding questions regarding the permitting, inspections, code enforcement, certificate of occupancy and licensing of the current business (Tavern on Venice Island).

Please provide me with a narrative outlining your roles, responsibilities and perspectives on the renovations completed since the prior use of the premises as Norma Jean's; the customary permits, inspections and licensing that would have been completed; the permits, inspections and licensing that have been completed; and any explanation that you can provide as to your individual roles and responsibilities in ensuring compliance of the current operations and applicable state and local codes, regulations and policies. Please feel free to include any other information that you believe I should be made aware of to aid in my understanding of the current status of the business/premises.

This is a priority assignment and I am requesting that each of you complete your assignments and return them to me by close of business on Monday, March 10, 2008 (I understand that Hans' response will be delayed until his return from personal leave).

cc: Mary Holcombe, Assistant City Manager
Robert Anderson, City Attorney