

**From:** Zdeba, Benjamin  
**Sent:** September 17, 2025 10:20 AM  
**To:** Leon, Jasmine  
**Cc:** Avila, Beatriz; Westmoreland, Liz  
**Subject:** Draft Zoning Administrator Minutes of September 11, 2025

Good morning, Jasmine,

I am writing to confirm I reviewed the draft minutes for the Zoning Administrator meeting on September 11, 2025. They are an accurate representation of the meeting and the actions taken. I recommend the Zoning Administrator approve and file them as drafted, including any suggested edits that may come up to address immaterial typographical and grammatical errors.

Thanks,

Ben Z.



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