

**PUBLIC HEARING  
BOARD OF HOUSING QUALITY APPEALS  
CITY HALL McCLOSKEY CONFERENCE ROOM  
June 19, 2013, 4:00 P.M.**

I. ROLL CALL

II. REVIEW OF SUMMARY – April 17, 2013 p. 3

III. CONSENT AGENDA

- (1) 13-TV-25 **1722 N. Walnut Street**, Kenny Patel. Request for an extension of time to complete repairs. Previously heard March 20, 2013. pp. 4-7
- (2) 13-TV-40 **1109 N. Grant Street**, Michael Mena. Request for an extension of time to complete repairs. pp. 8-12
- (3) 13-AA-41 **891 E. Waterloo Court**, Richard Nazzari. Request for relief from an administrative decision. pp. 13-15
- (4) 13-TV-42 **104 E. Kirkwood Avenue**, Downtown Realty, LLC. Request for an extension of time to complete repairs. pp. 16-29
- (5) 13-TV-43 **1003 W. Cottage Grove Avenue**, Penny Reid. Request for an extension of time to complete repairs. pp. 30-36
- (6) 13-AA-48 **902 E. Waterloo Drive**, Michael Chandler. Request for relief from an administrative decision. pp. 37-39
- (7) 13-TV-49 **572 E. Graham Place**, Henry K. Wakhungu. Request for an extension of time to complete repairs. pp. 40-48
- (8) 13-TV-50 **1413 W. 11<sup>th</sup> Street**, Fatih Akin. Request for an extension of time to complete repairs. pp. 49-52
- (9) 13-AA-51 **1504 W. Arlington Road**, Donna Iatarola. Request for relief from an administrative decision. pp. 53-55
- (10) 13-TV-52 **532 E. Graham Place**, Allen M. Clidinst. Request for an extension of time to complete repairs. pp. 56-67
- (11) 13-TV-54 **1020 N. Jackson Street**, Sadika Ramahi. Request for an extension of time to complete repairs. pp. 68-72
- (12) 13-TV-55 **1771 S. Henderson Street**, Fatih Akin. Request for an extension of time to complete repairs. pp. 73-77
- (13) 13-AA-56 **801 S. Pleasant Ridge Road**, Laurie Antolovic. Request for relief from an administrative decision. pp. 78-80
- (14) 13-TV-57 **562 E. Graham Place**, Ellis Investment Properties, LLC. Request for an extension of time to complete repairs. pp. 81-87
- (15) 13-TV-58 **803 W. Kirkwood Avenue**, Linda Campbell. Request for an extension of time to complete repairs. pp. 88-92

- (16) 13-TV-59 **3111 S. Leonard Springs Road**, Scott May. Request for an extension of time to complete repairs. pp. 93-137
- (17) 13-TV-60 **506 W. Dixie Street**, Thomas James Halpin Trust. Request for an extension of time to complete repairs. pp. 138-144
- (18) 13-TV-61 **512 E. 15<sup>th</sup> Street**, Mecca Elkins-Patnode. Request for an extension of time to complete repairs. pp. 145-155
- (19) 13-TV-62 **590 E. Graham Place**, Sacreb, LLC. Request for an extension of time to complete repairs. pp. 156-163
- (20) 13-RV-63 **501 S. Woodlawn Avenue**, H.A.N.D. Request for rescission of a variance. pp. 164-172
- (21) 13-RV-64 **623 N. Monroe Street**, H.A.N.D. Request for rescission of a variance. pp. 173-182

IV. PETITIONS

- (22) 13-AA-33 **533 E. Smith Avenue**, Cassis Enterprises, LLC. Request for relief from an administrative decision. Previously heard April 17, 2013. pp. 183-184
- (23) 13-AA-53 **301 E. Brownstone Drive**, Brownstone Investment Group, LLC. Request for relief from an administrative decision. pp. 185-188

V. GENERAL DISCUSSION

VI. PUBLIC COMMENT

VII. ADJOURNMENT

# B.H.Q.A. MEETING OF APRIL 17, 2013

## SUMMARY

MEMBERS PRESENT: Kris Floyd, Elizabeth Gallman, Susie Hamilton, Katherine Lessing, Ryan Strauser

STAFF PRESENT: Lisa Abbott, Michael Arnold, Daniel Bixler, John Hewett, Maria McCormick, Norman Mosier, Jo Stong (HAND), Greg Small (Legal)

### I. REVIEW OF SUMMARY

Hamilton made a motion to approve the minutes for March 20, 2013. Strauser seconded. Motion passed, 5-0.

### II. CONSENT AGENDA

**313 N. Overhill Drive, Jiangmei Wu, 13-TV-30.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with a May 17, 2013 deadline.

**1911-1915 N. Maxine Road, Ron Yearby, 13-TV-31.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with a May 17, 2013 deadline.

**2514 S. Milton Drive, Wallace Wampler, 13-TV-34.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with a May 17, 2013 deadline.

**3801-3811 E. Morningside Drive, The Legacy Group, 13-TV35.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with a June 17, 2013 deadline or prior to re-occupancy.

**2266 E. Cape Cod Drive, Ronald & Carolyn Kovener, 13-TV-37.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with a June 17, 2013 deadline.

**2352 S. Henderson Street, Donald & Jacquelyn Brice, 13-TV-38.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with a June 17, 2013 deadline.

**129 S. Union Street, Rick Fettig, 13-TV-39.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with a May 17, 2013 deadline.

**Approved.**

### III. PETITIONS

**533 E. Smith Avenue, Cassis Enterprises, LLC, 13-AA-33.** The petitioner was not present to request relief from an administrative decision. Staff recommendation was to deny the request for not limiting the permit for this permit to three years. Hamilton made a motion to deny the request per staff recommendation. Strauser seconded. Motion passed, 5-0. Request denied.

### IV. GENERAL DISCUSSION

A brief discussion of petition 13-TV-34: 2514 S. Milton Drive and the amount of time necessary to complete the work.

### V. PUBLIC COMMENT

None.

### VI. ADJOURNMENT

Floyd made a motion to adjourn. Strauser seconded. Motion unanimously passed. Meeting adjourned at 4:09 PM.



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-25 (Old Business)

Address: 1722 N. Walnut

Petitioner: Kenny Patel

Inspector: John Hewett

Staff Report:            January 30, 2013            Complaint inspection.  
                                 February 12, 2013            Received appeal  
                                 March 20, 2013            Granted extension until June 20, 2013  
                                 May 07, 2013            Received second appeal.

The petitioner has asked for additional time. The building permit application process has taken a long time and the work has not been started. The petitioner applied for the building permit on February 13, 2013 and had not received it as of May 28, 2013.

Staff recommendation: Grant the extension.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: August 20, 2013

Attachments: Complaint Inspection report, Appeal form

RECEIVED  
MAY 07 2013



BY: \_\_\_\_\_

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 1722 N. Walnut St, Bloomington, IN

Petitioner's Name: Kawaiyabal K Patel

Address: 1722 N Walnut St

City: Bloomington State: IN Zip Code: 47404

Phone Number: 339-1919 Email Address: Kanypatel71 @Gmail.com

Property Owner's Name: Kawaiyabal K Patel

Address: 1722 N Walnut St

City: Bloomington State: IN Zip Code: 47404

Phone Number: 339-1919 Email Address: Kanypatel71 @Gmail.com

Occupants: 0

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-25 (old)

SEE REVERSE...

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

All paper works has been submmited  
for building permit. We still waiting  
for design release from state.

Please give me additional time  
to do the work

Thanks you.

Signature (required):

Kanup Patel

Name (please print):

Kanaiyalal Patel

Date:

05/07/13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

Lodging Establishment Complaint Inspection Report

ESTABLISHMENT

Americas Best Value Inn  
1722 N. Walnut  
Bloomington, IN 47408

OWNER

Kenny Patel  
1722 N. Walnut  
Bloomington, IN 47408

Prop. Location: 1722 N. Walnut St.  
Date Inspected: 01/30/2013  
Inspectors: John Hewett

The following items are the result of a complaint inspection conducted on 01/30/2013. It is your responsibility to repair these items and to schedule a re-inspection within **thirty (30)** days of the mailing of this report. Failure to comply with this inspection report will result in this matter being referred to the City of Bloomington Legal Department. Failure to comply with this complaint inspection report may result in fines of up to \$100.00/day. If you have questions regarding this report, please contact this office at 349-3420.

Repair the roof of the lobby and office area to be free of leaks. The roof shall be in good condition and structurally sound to include any decking and structural members. BMC 16.04.050 (a)

Replace any water damaged ceiling tiles in the lobby and office area. BMC 16.04.060(a)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-40

Address: 1109 N. Grant Street

Petitioner: Michael Mena

Inspector: Maria McCormick

Staff Report: November 29, 2012 Completed Cycle inspection  
March 18, 2013 Completed Re-inspection  
March 25, 2013 Received Application for Appeal

During the cycle inspection it was noted that the roof on the detached garage was deteriorated and needed repaired/replaced. The petitioner is requesting an extension for time to complete this repair. He is requesting an extension until November 29, 2013 to complete this repair (this is the compliance deadline for the exterior painting.) All interior items have been complied.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: November 29, 2013

Attachments: Application for Appeal; Remaining Violations Report; Photo

*SB*



RECEIVED  
MAR 25 2013

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

BY: \_\_\_\_\_

Property Address: 1109 N. GRANT ST.

Petitioner's Name: MICHAEL MENA

Address: 1101 FACE ST. APT C

City: DUBUQUE State: IA Zip Code: 52001

Phone Number: 661-427-7139 Email Address: mmena@bdq.edu

Property Owner's Name: MICHAEL MENA

Address: 1101 FACE ST. APT. C

City: DUBUQUE State: IA Zip Code: 52001

Phone Number: 661-427-7139 Email Address: mmena@bdq.edu

Occupants: 1

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-40

SEE REVERSE

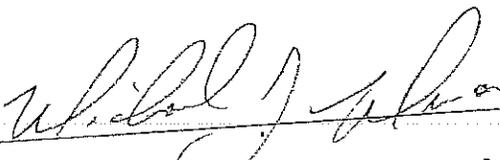
Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

I am requesting an extension of time to complete repairs on the exterior of the garage. I need to repair or replace damaged or deteriorating roofing on the garage.

Lastly, I have a deadline for painting of garage by November 29, 2013.

I am requesting the same date apply for repairment of the roofing issued on the garage as well.

Thank You, I appreciate your consideration!

Signature (required): 

Name (please print): MICHAEL J. MENA Date: 3-20-13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

MAR 21 2013

Remaining Violation Report  
Re-inspected 03/18/2013

531

OWNERS

Mena, Michael  
1101 Race St Apt C  
Dubuque, IA 52001

Prop. Location: 1109 N Grant ST  
Units/Bedrooms/Max # of Occupants: 1/1/2  
Date Inspected: 11/29/2012  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

AGENT

Hughes, Tom  
7349 N. Red Hill Rd.  
Ellettsville, IN 47429

Number of Units/Structures: 1/1

Inspectors: Maria McCormick  
Foundation Type: Slab  
Attic Access: No  
Accessory Structure: Garage

**REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Housing-Property Maintenance Code of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under BMC 16.03.040

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

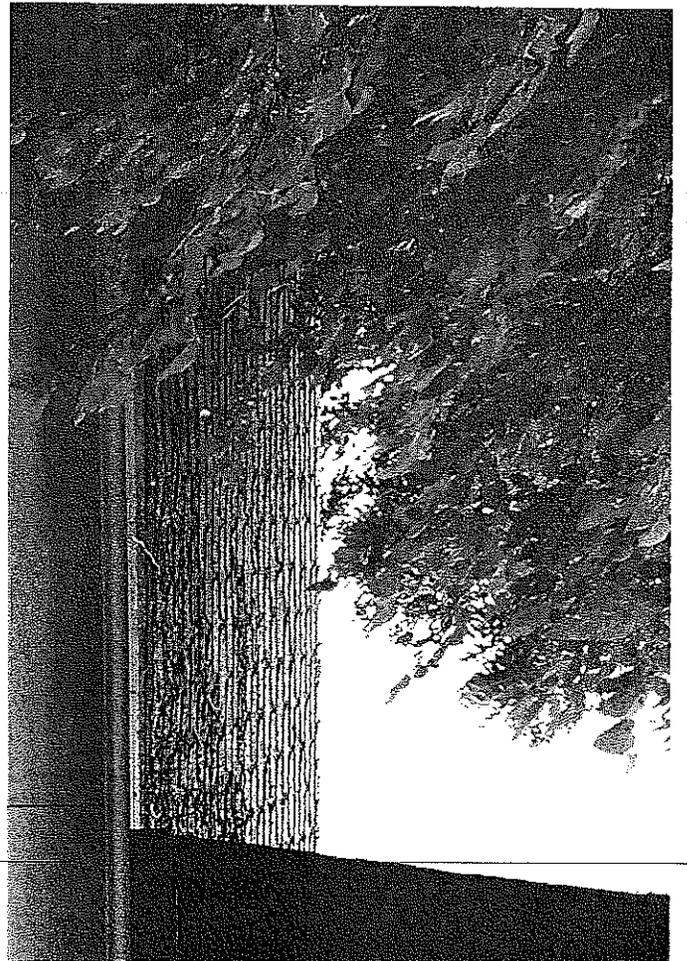
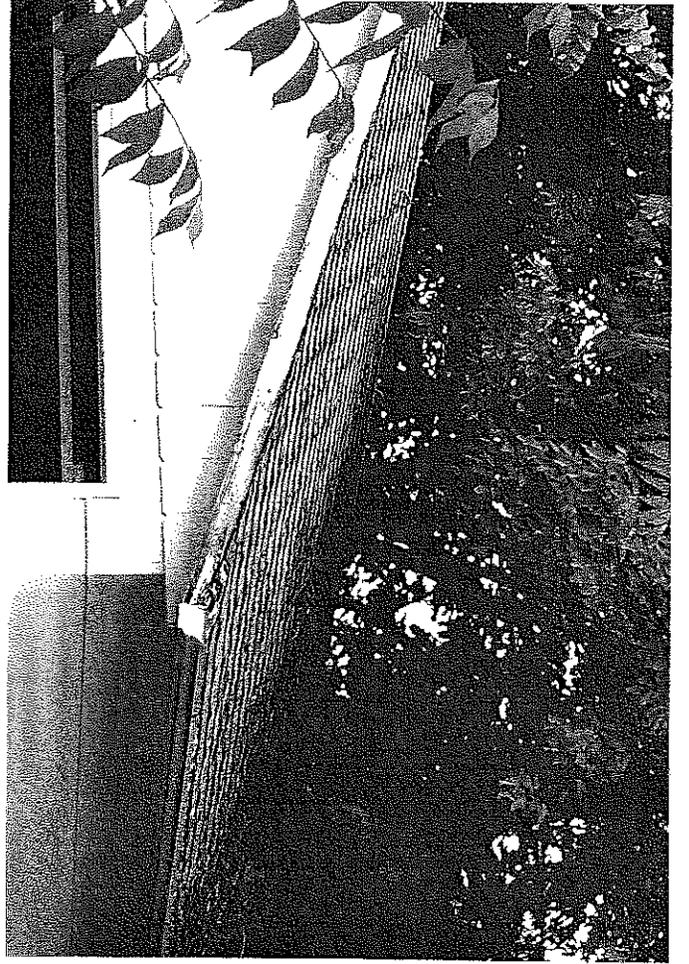
**EXTERIOR:**

Repair or replace damaged or deteriorating roofing on the garage. This is to be done in a workmanlike manner and includes but is not limited to damaged or deteriorating roofing material, sheathing, and all structural members. PM-303.4 & PM-303.7

Scrape and paint exterior surfaces where paint is peeling or wood is exposed on the garage. PM-303.2

(This item only has a compliance date of November 29, 2013.)

11





City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Relief from an Administrative Decision**

Meeting Date: June 19, 2013  
Petition Type: Relief from an administrative decision  
Variance Request: Relief from the requirement to register as a rental  
Petition Number: 13-AA-41  
Address: 891 E. Waterloo Court  
Petitioner: Richard Nazzari

This property is owned by Mrs. Muriel Nazzari, the resident's mother. The resident has developmental disabilities and has occupied the property for the past 12 years.

Staff recommendation: Grant the relief from the rental registration process

Conditions: This unit will not be considered a rental as long as it is owned by the current owner and occupied by Mr. Richard Nazzari. This property will be pull dated for one year to check status.

Compliance Deadline: None

Attachments: Appeal form

RECEIVED  
MAR 25 2013



BY: .....

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 891 Waterloo Court

Petitioner's Name: Richard Nazzari

Address: 891 Waterloo ct.

City: Bloomington State: IN Zip Code: 47401

Phone Number: 812-337-8054 Email Address: \_\_\_\_\_

Property Owner's Name: Muriel Nazzari

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupants: Richard Nazzari

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-AA-41

SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

~~The~~ Resident has developmental disabilities and his mother owns the property. Richard has lived @ this address ~~for~~ for 12 years.

Signature (required):

RICHARD NOZZAVI

Name (please print):

Richard Nozzavi

Date: 3-22-13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-42

Address: 104 E. Kirkwood Avenue

Petitioner: Downtown Realty LLC DBA Deer Park Mgmt.

Inspector: Jo Stong

Staff Report: January 3, 2013: Conducted cycle inspection  
January 18, 2013: Sent inspection report  
February 15, 2013: Reinspection scheduled  
March 25, 2013: Conducted reinspection  
March 28, 2013: Received appeal  
May 13, 2013: Conducted 2<sup>nd</sup> reinspection

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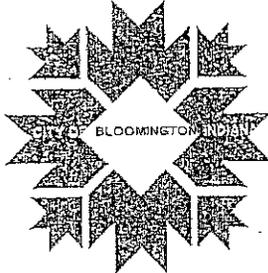
During a cycle inspection of the above property violations of the Residential Rental Unit and Lodging Establishment Inspection Program were found, including windows that did not function as intended. The windows have all been repaired. The petitioner is asking that the occupancy permit not be limited to three years.

Staff recommendation: Deny the request to not be limited to a three-year permit

Conditions: None  
Compliance Deadline: None

Attachments: Cycle report, application

12



RECEIVED  
MAR 28 2012  
2013

BY: \_\_\_\_\_

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 104 E. Kirkwood Ave  
Petitioner's Name: Downtown Realty LLC DBA Deepaek Mgmt.  
Address: 1501 E. Hillside Dr  
City: Bloomington State: IN Zip Code: 47401  
Phone Number: 812-333-9355 Email Address: bess@deepaekmgmt.com  
Property Owner's Name: Joseph Fitzgerald  
Address: 1501 E. Hillside Dr  
City: Bloomington State: IN Zip Code: 47401  
Phone Number: 812-333-9355 Email Address: M.Latham@deepPARK.mgmt.com  
Occupants: 32 total units / (8) 2BR & (24) 1BR units

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-42

SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

Unit Numbers 301 and 206

1. 301 Unit – North Bedroom window repair broken sash rope.
2. 206 Unit – Repair broken sash rope in bedroom window.

Tommy D's Window Replacement Company is scheduled to repair and parts are on order.

Please consider this application for extension of time for repairs to be completed.

Deer Park would like to request consideration to not be limited to the 3 year cycle inspection.

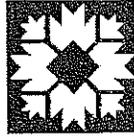
Sincerely,

Deer Park Management

Signature (required): *Bess Courtney - Agent DPM*

Name (please print): *Bess Courtney* Date: *3/25/13*  
*Agent DPM*

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



## City of Bloomington Housing and Neighborhood Development

### Cycle Report

6654

#### OWNERS

Downtown Realty Llc Dba Deer Park Management  
1501 E. Hillside Dr.  
Bloomington, IN 47401

Prop. Location: 104 E Kirkwood AVE  
Number of Units/Structures: 32/1  
Units/Bedrooms/Max # of Occupants: 8/2/5 24/1/5

Date Inspected: 01/03/2013  
Primary Heat Source: Electric  
Property Zoning: CD  
Number of Stories: 2

Inspector: Jo Stong  
Foundation Type: Basement  
Attic Access: Yes  
Accessory Structure: None

Records of the Housing & Neighborhood Development Department indicate that the second and third floors of this structure were remodeled in 1994. Egress requirements at that time were as follows:

Openable area required: 5.7 sq. ft.  
Clear width required: 20"  
Clear height required: 24"  
Maximum Allowable Sill Height: 44" above finished floor

The lower level units were added in 2000. The lower level units are fully sprinklered and meet the exception for minimum egress requirements as outlined in IBC sec. 1026.1

#### INTERIOR:

##### **Third Floor**

##### Attic:

No violations noted.

Laundry:

Repair the dryer vents to function as intended (have been crushed and broken). BMC 16.04.060(c)

**308**

Living Room (19-10 x 9-10), Kitchen (9-7 x 6-11), Bath:

No violations noted.

Bedroom (9-7 x 9-3):

Replace the battery in the beeping smoke detector. IC 22-11-18-3.5

Existing Egress Window Measurements (double-hung):

Height: 31  $\frac{3}{4}$  inches

Width: 55 inches

Sill Height: 25  $\frac{1}{2}$  inches

Openable Area: 12.13 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements.

**310**

Living Room (19-5 x 9-10), Bedroom (12-5 x 9-6), Kitchen (9-4 x 6-11), Bath:

No violations noted.

**Note:** Egress window measurements are the same as the bedroom in unit 308.

**306**

Living Room:

No violations noted.

Kitchen (9-4 x 6-11):

Repair the faucet sprayer on the sink to function as intended by the manufacturer, or remove and properly terminate the line for the sprayer. BMC 16.04.060(c)

Bedroom (9-8 x 9-5):

No violations noted.

Existing Egress Window Measurements (double-hung):

Height: 30  $\frac{1}{2}$  inches

Width: 58 inches

Sill Height: 24 inches

Openable Area: 12.28 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements.

**304**

Living Room (19-10 x 10-6), Bathroom, Kitchen (9-4 x 6-11), Bedroom (10-11 x 9-9):

No violations noted.

Existing Egress Window Measurements (double-hung):

Height: 31 inches

Width: 57 inches

Sill Height: 23 inches

Openable Area: 12.27 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**303 (2BR)**

Kitchen, Laundry (18-5 x 9-8), Living Room (14-0 x 12-0), South Bath:

No violations noted.

South Bedroom (10-5 x 9-10):

No violations noted.

Existing Egress Window Measurements (double-hung):

Height: 31 ½ inches

Width: 55 inches

Sill Height: 25 ½ inches

Openable Area: 12.03 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

North Bedroom (16-3 x 9-1):

No violations noted.

Existing Egress Window Measurements (double-hung):

Height: 31 inches

Width: 44 inches

Sill Height: 24 inches

Openable Area: 9.47 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

North Bath:

Clean and service the exhaust fan so that it functions as intended. BMC 16.04.060(c)

**302**

Living Room (19-3 x 9-9), Kitchen (9-3 x 8-3), Bath, Bedroom (11-2 x 9-3):

No violations noted.

Existing Egress Window Measurements (double-hung):

Height: 28 ¼ inches  
Width: 55 ½ inches  
Sill Height: 23 ½ inches  
Openable Area: 10.89 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**301 (2BR)**

Dining Room (11-3 x 9-8), Kitchen (8-11 x 6-8):

No violations noted.

North Bedroom (16-6 x 9-1):

Repair the window to open easily. Every window shall be capable of being easily opened and held in position by its own hardware. BMC 16.04.060(b)

**Note:** Egress window measurements are the same as the bedroom in unit 302.

North Bath:

No violations noted.

Living Room (14-6 x 11-10):

Replace existing smoke detector with a new smoke detector. IC 22-11-18-3.5

South Bedroom (9-10 x 8-6):

Replace the battery in the beeping smoke detector. IC 22-11-18-3.5

Existing Egress Window Measurements (double-hung):

Height: 29 inches  
Width: 58 inches  
Sill Height: 24 inches  
Openable Area: 11.68 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**305**

Living Room (17-10 x 9-8):

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. IC 22-11-18-3.5

Kitchen (9-6 x 7-4), Bath, Bedroom (10-0 x 9-7):

No violations noted.

Existing Egress Window Measurements (double-hung):

Height: 31 inches  
Width: 56 inches

Sill Height: 25 ½ inches  
Openable Area: 12.06 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**307**

Kitchen (9-6 x 7-4):

Repair garbage disposal to function as intended (it is jammed). BMC 16.04.060(c)

Living Room (20-0 x 9-9), Bath, Bedroom 10-7 x 9-8):

No violations noted.

Existing Egress Window Measurements:

Height: 31 ½ inches  
Width: 55 inches  
Sill Height: 23 inches  
Openable Area: 12.03 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**309**

Living Room (19-9 x 9-8), Kitchen, Bedroom (11-10 x 9-6), Bath:

No violations noted.

Existing Egress Window Measurements:

Height: 32 inches  
Width: 55 inches  
Sill Height: 24 inches  
Openable Area: 12.22 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**311**

Living Room (20-3 x 10-0), Kitchen (9-6 x 7-1), Bedroom (10-9 x 9-10), Bath:

No violations noted.

Existing Egress Window Measurements:

Height: 31 ½ inches  
Width: 55 ½ inches  
Sill Height: 24 inches  
Openable Area: 12.14 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**SECOND FLOOR**

**201 (2BR) (same measurements and layout as 301)**

Dining Room, Kitchen, North Bedroom, North Bath:

No violations noted.

Existing Egress Window Measurements:

Height: 36 inches

Width: 44 inches

Sill Height: 26 ½ inches

Openable Area: 11.00 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Living Room:

Replace existing smoke detector with a new smoke detector. IC 22-11-18-3.5

South Bedroom, Bath/Laundry Room:

No violations noted.

Existing Egress Window Measurements:

Height: 34 inches

Width: 56 inches

Sill Height: 28 inches

Openable Area: 13.22 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**202 (same measurements and layout as 302)**

Living Room, Kitchen, Bedroom, Bath:

No violations noted.

Existing Egress Window Measurements:

Height: 35 inches

Width: 55 inches

Sill Height: 25 inches

Openable Area: 13.37 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**205**

Living Room (19-8 x 10-0), Bedroom (11-0 x 8-1), Kitchen, Bath:

No violations noted.

Existing Egress Window Measurements:

Height: 34 inches

Width: 57 inches

Sill Height: 26 ½ inches

Openable Area: 13.46 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**207 (same measurements and layout as 307)**

Living Room, Bedroom, Kitchen, Bath:

No violations noted.

Existing Egress Window Measurements:

Height: 32 inches

Width: 56 inches

Sill Height: 28 ½ inches

Openable Area: 12.44 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**209 (same measurements and layout as 309)**

Living Room, Bedroom, Kitchen, Bath:

No violations noted.

Existing Egress Window Measurements:

Height: 32 inches

Width: 56 ½ inches

Sill Height: 28 inches

Openable Area: 12.56 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**211 (same measurements and layout as 311)**

Kitchen:

Repair the faucet sprayer on the sink to function as intended by the manufacturer, or remove and properly terminate the line for the sprayer. BMC 16.04.060(c)

Living Room, Bedroom, Bath:

No violations noted.

Existing Egress Window Measurements:

Height: 33 ½ inches

Width: 57 ¼ inches

Sill Height: 27 inches

Openable Area: 13.32 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**210 (same measurements and layout as 310)**

Living Room, Bedroom, Kitchen, Bath:

No violations noted.

**Note:** Egress window measurements are the same as the bedroom in unit 310.

**208 (same measurements and layout as 308)**

Bath:

Properly repair the ceiling in the shower in a workmanlike manner. BMC 16.04.060(f)

Living Room, Kitchen, Bedroom:

No violations noted.

Existing Egress Window Measurements:

Height: 31 ¾ inches

Width: 57 inches

Sill Height: 28 inches

Openable Area: 12.57 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements.

**206 (same measurements and layout as 306)**

Living Room, Kitchen, Bath:

No violations noted.

Bedroom:

Repair the window to function as intended (sash rope is broken). Every window shall be capable of being easily opened and held in position by its own hardware. BMC 16.04.060(b)

Existing Egress Window Measurements:

Height: 31 ½ inches

Width: 57 ½ inches

Sill Height: 26 inches

Openable Area: 12.58 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements.

**204**

Living Room (19-9 x 9-11), Bedroom (10-3 x 10-0), Bath, Kitchen:

No violations noted.

Existing Egress Window Measurements:

Height: 30 ½ inches

Width: 56 ¼ inches

Sill Height: 27 inches

Openable Area: 11.91 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**203 (2BR) (same measurements and layout as 303)**

Living Room, South Bedroom, South Bath, Dining Room, North Bedroom, North Bath:

No violations noted.

**Note:** Egress window measurements are the same as the bedrooms in unit 303.

**FIRST FLOOR**

**Note: All units on this floor are fully sprinklered and meet the exception for minimum egress requirements as outlined in IBC sec. 1026.1**

**Common Hallway:**

Repair the emergency light in the stairway to function as intended. BMC 16.04.060(e)

Repair the exit and emergency lights to function as intended (north end). BMC 16.04.060(e)

Provide operating power to smoke detector at the north end of the hall on the east wall. IC 22-11-18-3.5

Replace the missing protective cover for the light fixture on the east wall north of unit 108. BMC 16.04.060(c)

**101 (2BR)**

Kitchen (9-11 x 7-7), South Bedroom (10-5 x 9-5), South Bath, North Bedroom (10-4 x 9-4) Living Room (16-7 x 12-5), North Bath:

No violations noted.

**102**

Living Room (22-5 x 9-4), Bedroom (12-3 x 8-8), Kitchen (9-3 x 7-8), Bath:

No violations noted.

**103**

Living Room (21-6 x 8-3), Kitchen (8-4 x 7-9), Bedroom (12-3 x 8-7), Bath:

No violations noted.

**104 (2BR)**

Living Room (20-7 x 9-3), Kitchen (8-2 x 7-11), North Bedroom (12-4 x 8-11), North Bath, South Bedroom (12-6 x 9-4), South Bath:

No violations noted.

**Hall Laundry**

No violations noted.

**105 (2BR)**

Living Room (15-6 x 9-8), Kitchen, West Bedroom (12-11 x 8-9), West Bath, East Bedroom (12-4 x 8-7), East Bath:

No violations noted.

**106**

Kitchen (16-2 x 10-10):

Determine the source of the leak in the ceiling over the door and properly repair it, and repair the ceiling in a workmanlike manner. BMC 16.04.060(a)

Bath:

Repair the exhaust fan to function as intended. BMC 16.04.060(c)

Living Room (17-4 x 9-10), Bedroom (12-1 x 9-7):

No violations noted.

**107**

Living Room (17-5 x 9-10):

Replace the battery in the beeping smoke detector. IC 22-11-18-3.5

Kitchen (17-9 x 11-7), Bath, Bedroom (12-3 x 9-6):

No violations noted.

**108**

Kitchen (15-4 x 11-7), Living Room (15-3 x 9-7), Bath, Bedroom (11-5 x 9-6):

No violations noted.

**109 (Vacant at the time of inspection)**

Kitchen (16-4 x 10-11), Bath, Living Room (17-9 x 9-0), Bedroom (10-10 x 9-6):

No violations noted.

**110 (2BR)**

South Bedroom (13-1 x 10-0):

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. IC 22-11-18-3.5

South Bath:

Repair the exhaust fan to function as intended (it is very loud). BMC 16.04.060(c)

Kitchen (12-9 x 8-9), Living Room (18-0 x 11-11), North Bedroom (11-4 x 9-11), North Bath:

No violations noted.

**EXTERIOR:**

No violations noted.

**OTHER REQUIREMENTS:**

**Required documentation:**

A completed copy of the Tenants & Owners Rights and Responsibilities Summary must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.060 (d).

**Required documentation:**

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner shall at that time jointly complete an inventory and damage list, and this shall be signed by the owner and at least one tenant. Duplicate copies of the inventory and damage list shall be retained by all parties. A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.050

**When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.03.030(d): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(c)**

Thank you for your cooperation in the Residential Rental Occupancy Permit Program.

This is the end of this report.



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: 19 June 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-043

Address: 1003 W. Cottage Grove Ave.

Petitioner: Penny Reid

Inspector: Michael Arnold

Staff Report: 26 November 2013 Cycle Inspection  
24 December 2012 Cycle report returned undeliverable  
31 December 2012 Re-sent Cycle report. Re-start 60 day deadline  
20 February 2013 Re-inspection scheduled  
01 April 2013 Request for appeal

The petitioner is requesting additional time in order to accommodate the health concerns for the tenant.

Staff recommendation: Grant the variance

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: 15 July 2013

Attachments: Cycle Inspection, Application



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 1003 W. COTTAGE GROVE AVE.

Petitioner's Name: PENNY J. REID

Address: 1816 S. HIGH ST.

City: Bloomington State: IN Zip Code: 47401

Phone Number: 812 2199148 Email Address: PJREID@SBCGLOBAL.NET

Property Owner's Name: SAME

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupants: CHRIS PENNINO

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Please circle the petition type that you are requesting:**

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-43

SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

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*SEE ATTACHED LETTER*

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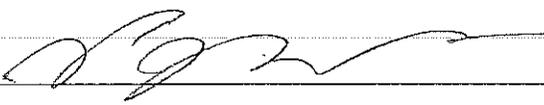
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Signature (required): 

Name (please print): PENNY J REID Date: 4/1/13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.

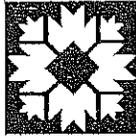
TO: Bloomington Board of Housing Appeals  
RE: Occupancy permit for 1003 W. Cottage Grove Ave.  
DATE: April 1, 2013

My rental house was inspected in November. The inspector arrived earlier than the appointed time and conducted the inspection with the tenant without my being present, so I was not able to go over the violations with him at the time. The report was delayed because it was initially sent to the wrong address, even though the city has my current address. When I received the report, I then made an appointment for the re-inspection, which is coming up April 2. However, during the interval my tenant has been diagnosed with cancer and her health has deteriorated, and I am reluctant to have her disturbed by repairmen or inspectors in the house. For that reason I am seeking to reschedule the re-inspection date.

I would also like a temporary exception allowing the use of the den as a bedroom. I offer the house as a one-bedroom, as the front room (den) is not approved for sleeping because of its proximity to the furnace. However, the back bedroom is very dark and my tenant finds it therapeutic to sleep in a room with more windows. I have not pressed her on this issue; I believe a responsible adult can decide for herself where to sleep in her own home, even if it is a rental. I have installed a smoke and CO detector in that room in an effort to mitigate any risk posed by the furnace.

Apparently the inspector indicated she should move her bedroom furniture into the other room for the re-inspection, but to be honest we would just move it back again the next day, so it seems like a lot of trouble for no reason, especially for someone facing a cancer diagnosis. I am hoping you can give your opinion on this issue as well as grant the re-inspection delay.

Thank you,  
Penny J. Reid



City of Bloomington  
Housing and Neighborhood Development

Cycle Report  
Amended 03 April 2013

4180

OWNERS

=====

Reid, Penny J.  
613 W. Wylie St.  
Bloomington, IN 47403

Prop. Location: 1003 W Cottage Grove AVE  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/1/2

Date Inspected: 11/26/2012  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Inspectors: Mike Arnold  
Foundation Type: Crawl Space  
Attic Access: No  
Accessory Structure: none

**Monroe County records show this structure was built in 1940. There were no minimum emergency egress requirements at the time of construction.**

**Interior:**

**Living Room (13-0 x 13-0):**

No violations noted

**Kitchen:**

A minimum 1A 10BC classification fire extinguisher shall be mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, and in the path of egress. The securing mechanism must be no more than 5 feet above the floor. PM-704.3.

**Den:**

**It is strongly recommended that this room not be used for sleeping purpose. The fuel-fired furnace is located in this room.**

Install a smoke detector in an approved location. If wall mounted, it shall be located between 4 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall. PM-704.1 (Shall be permanently mounted on the wall or ceiling).

**Bathroom:**

Repair the loose/missing wall covering inside the door adjacent to the stool. PM-304.3

**Bedroom (12-7 x 9-5):**

**Existing Egress Window Measurements:**

**Height: 24 inches**  
**Width: 25 inches**  
**Sill Height: 25 inches**  
**Openable Area: 4.16 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

No violations noted

**Exterior:**

Clean debris from the roof, gutters and downspouts. PM-303.7

Secure the trim work to the structure and properly seal to be weathertight. PM-303.6 (NE window (bottom piece of trim).

Repair the front steps to be secure and level. PM-303.10

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2 (Windows and trim) **(This item has a deadline of 26 November 2012).**

**Required Documentation:**

Complete the enclosed registration form. A street address is required for both owner and agent. This form must be signed by the owner. BMC16.12.060

A completed copy of the Tenants & Owners Rights and Responsibilities Summary must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection **or a \$25.00 fine will be levied.**BMC16.12.050 (d).

A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection **or a \$25.00 fine will be levied.**  
BMC16.12.040

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

**When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)**

This is the end of this report.



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Relief from an Administrative Decision**

Meeting Date: June 19, 2013  
Petition Type: Relief from an administrative decision  
Variance Request: Relief from the requirement to register as a rental  
Petition Number: 13-AA-48  
Address: 902 E. Waterloo Drive  
Petitioner: Michael L. Chandler

This property is owned by Mr. Michael Chandler and is occupied by Mr. Chandler's 90 year old mother. He intends to sell the property once she no longer needs it.

Staff recommendation: Grant the relief from the rental registration process

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Conditions: This unit will not be considered a rental as long as it is owned by the current owner and occupied by Mr. Chandler's mother. This property will be pull dated for one year to check status.

Compliance Deadline: None

Attachments: Appeal form



RECEIVED  
APR 09 2013

Application for Appeal  
To The BY: \_\_\_\_\_  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

Property Address: 902 Waterlax

Petitioner's Name: Michael Chaudler

Address: 1902 Berkley N Ct

City: Bloomington State: IN Zip Code: 47901

Phone Number: 812 336 3005 Email Address: m1c@comcast.net

Property Owner's Name: Michael Chaudler

Address: Sqme

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupants: Jean Chandler

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY

Petition Number 13-AA-48

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

This property is owned by me and is used only for supplying living quarters for my 90-year old mother. I plan to sell it as soon as she no longer needs it.

Signature (required):



Name (please print):

MICHAEL H. Chandler

Date:

4-6-2013

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013  
Petition Type: An extension of time to complete repairs.  
Petition Number: 13-TV-49  
Address: 572 E. Graham Place  
Petitioner: Jeanne Walters Real Estate  
Inspector: Maria McCormick  
Staff Report: February 11, 2013 Completed Cycle Inspection  
April 9, 2013 Received Application for Appeal

During the cycle inspection it was noted that egress windows in the bedroom do not meet code at the time of construction. The petitioner is requesting a extension of time to obtain a variance from the State of Indiana.

<b>Openable area required:</b> 4.75 sq. ft.	<b>Existing area:</b> 4.70 sq. ft.
Clear width required: 18"	Existing width: 30"
<b>Clear height required:</b> 24"	<b>Existing height:</b> 22 ½ "
Maximum sill height: 48" above finished floor	Existing sill: 29" above finished floor

Staff recommendation: Grant the extension of time.

Conditions: The variance from the State of Indiana for the windows must be received no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: July 31, 2013

Attachments: Application for Appeal; Cycle Report

RECEIVED  
APR 09 2012



BY: .....

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

Property Address: 572 E. Graham Place

Petitioner's Name: Jeanne Walters R.E.

Address: 107 E 6th St.

City: Bloomington State: In. Zip Code: 47408

Phone Number: 331-8951 Email Address: rentals@jeannewalters.com

Property Owner's Name: Henry & Phoebe Wakhungu

Address: \_\_\_\_\_

City: Bloomington State: In. Zip Code: 47408

Phone Number: 339-8873 Email Address: hewakhun@indiana.edu

Occupants: David Belbutoski

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-49

SEE REVERSE





# APPLICATION FOR VARIANCE

State Form 44400 (R6 / 6-12)

Approved by State Board of Accounts, 2012

INDIANA DEPARTMENT OF HOMELAND SECURITY  
CODE SERVICES SECTION  
302 West Washington Street, Room W246  
Indianapolis, IN 46204-2739  
[http://www.in.gov/dhs/fire/fp\\_bs\\_comm\\_code/](http://www.in.gov/dhs/fire/fp_bs_comm_code/)



**INSTRUCTION:** Please refer to the attached four (4) page instructions.  
Attach additional pages as needed to complete this application.

Variance number (Assigned by department)

### 1. APPLICANT INFORMATION (Person who would be in violation if variance is not granted; usually this is the owner)

Name of applicant	Henry & Phoebe Wakhungu	Title	home owner
Name of organization		Telephone number	(812) 339-8873
Address (number and street, city, state, and ZIP code) 709 Plymouth, Bloomington, In. 47408			

### 2. PERSON SUBMITTING APPLICATION ON BEHALF OF THE APPLICANT (If not submitted by the applicant)

Name of person on behalf of the applicant	Kelly Jones	Title	Front Desk Coordinator
Name of organization	Jeanne Walters Real Estate	Telephone number	(812) 331-8951
Address (number and street, city, state, and ZIP code) 107 E 6th St. Bloomington, In. 47408			

### 3. DESIGN PROFESSIONAL OF RECORD (If applicable)

Name of design professional		License number	
Name of organization		Telephone number	( )
Address (number and street, city, state, and ZIP code)			

### 4. PROJECT IDENTIFICATION

Name of project		State project number		County	Monroe
Site address (number and street, city, state, and ZIP code) 572 E Graham Place, Bloomington, In. 47401					
Type of project: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Change of occupancy <input checked="" type="checkbox"/> Existing					

### 5. REQUIRED ADDITIONAL INFORMATION

The following required information has been included with this application (check as applicable):

- A check made payable to the Indiana Department of Homeland Security for the appropriate amount. (see instructions)
- One (1) set of plans or drawings and supporting data that describe the area affected by the requested variance and any proposed alternatives.
- Written documentation showing that the local fire official has received a copy of the variance application.
- Written documentation showing that the local building official has received a copy of the variance application.

### 6. VIOLATION INFORMATION

Has the Plan Review Section of the Division of Fire & Building Safety issued a Correction Order?

Yes (if yes, attach a copy of the Correction Order)  No

Has a violation been issued?  Yes (if yes, attach a copy of the Violation and answer the following)  No

Violation issued by:  Local Building Department  State Fire and Building Code Enforcement Section  
 Local Fire Department

**7. DESCRIPTION OF REQUESTED VARIANCE**

Name of code or standard and edition involved

Specific code section

1980 Indiana Res Code, sec: 211 Exits

Nature of non-compliance (include a description of spaces, equipment, etc. involved as necessary)

the emergency windows (2nd Level Rear BR) & (Front BR/1/2 BA) does not meet openable area & height requirements.

**8. DEMONSTRATION THAT PUBLIC HEALTH, SAFETY, AND WELFARE WILL BE PROTECTED**

Select one of the following statements:

- Non-compliance with the rule will not be adverse to the public health, safety or welfare; or
- Applicant will undertake alternative actions in lieu of compliance with the rule to ensure that granting of the variance will not be adverse to public health, safety, or welfare. Explain why alternative actions would be adequate (be specific).

Facts demonstrating that the above selected statement is true:

Windows did not meet openable area & height requirements

**9. DEMONSTRATION OF UNDUE HARDSHIP OR HISTORICALLY SIGNIFICANT STRUCTURE**

Select at least one of the following statements:

- Imposition of the rule would result in an undue hardship (unusual difficulty) because of physical limitations of the construction site or its utility services.
- Imposition of the rule would result in an undue hardship (unusual difficulty) because of major operational problems in the use of the building or structure.
- Imposition of the rule would result in an undue hardship (unusual difficulty) because of excessive costs of additional or altered construction elements.
- Imposition of the rule would prevent the preservation of an architecturally or a historically significant part of the building or structure.

Facts demonstrating that the above selected statement is true:

Cost to repair

**10. STATEMENT OF ACCURACY**

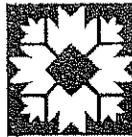
I hereby certify under penalty of perjury that the information contained in this application is accurate.

Signature of applicant or person submitting application <i>Kelly Jones</i>	Please print name Kelly Jones	Date of signature (month, day, year)
Signature of design professional (if applicable)	Please print name	Date of signature (month, day, year)

**11. STATEMENT OF AWARENESS (If the application is submitted on the applicant's behalf, the applicant must sign the following statement)**

I hereby certify under penalty of perjury that I am aware of this request for variance and that this application is being submitted on my behalf.

Signature of applicant <i>Henry Kerre Warkungu</i>	Please print name HENRY KERRE WARKUNGU	Date of signature (month, day, year) 03/20/2013
---	---	--



City of Bloomington  
Housing and Neighborhood Development

Cycle Report

472

OWNERS

Wakhungu, Henry K.  
709 N. Plymouth Rd.  
Bloomington, IN 47408

Prop. Location: 572 E Graham PL  
Units/Bedrooms/Max # of Occupants: 1/3/5  
Date Inspected: 02/11/2013  
Primary Heat Source: Electric  
Property Zoning: RM  
Number of Stories: 2

AGENT

Jeanne Walters Real Estate, LLC  
107 E. 6<sup>th</sup> Street  
Bloomington, IN 47408

Number of Units/Structures: 1/1  
Inspectors: Maria McCormick  
Foundation Type: Basement  
Attic Access: Yes  
Accessory Structure: None

Monroe County Assessor's records indicate that this structure was built in 1983. These are the minimum requirements for emergency egress for structures built between 1980 – 1987"

Clear Height: 24"  
Clear Width: 18"  
Sill Height: 48' off the floor  
Openable Area: 4.75 sq. ft.

INTERIOR:

Entry:

Repair the entry door to be weather tight. No gaps shall be visible around the edges. BMC 16.04.060(a)

Half Bath:

Repair or replace exhaust fan so that it functions as intended. BMC 16.04.060(c)

Kitchen:

Repair, replace or clean and service the exhaust fan above the stove so that it functions as intended. BMC 16.04.060(c)

Living Room/Dining Room: 14-2 x 26-3

Repair or replace existing smoke detector in a manner so that it functions as intended. IC 22-11-18-3.5

45

**Basement –**

Laundry/Mechanical Room/Bathroom:

Repair or replace the peeling linoleum. BMC 16.04.060(a)

Family Room 22-4 x 14-2:

No violation noted.

**2<sup>nd</sup> Level –**

Rear Bedroom 8-3 x 12-0:

Every window shall be capable of being easily opened and held in position by its own hardware. BMC 16.04.060(b)

Repair the hole(s) in the door or replace the door. BMC 16.04.060(a)

The emergency egress window does not meet the minimum requirements for a one and two family dwelling/multi-unit structure built in 1983. The relevant code is the 1980 Indiana Residential Code/ Indiana Building Code, section: 211-Exits.

**Openable area required: 4.75 sq. ft.**  
Clear width required: 18”  
**Clear height required: 24”**  
Maximum sill height: 48” above finished floor

**Existing area: 4.70 sq. ft.**  
Existing width: 30”  
**Existing height: 22 ½ ”**  
Existing sill: 29”

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

Bathroom:

No violation noted.

Hallway:

No violation noted.

Front Bedroom 14-2 x 10-0/Half Bathroom:

The emergency egress window does not meet the minimum requirements for a one and two family dwelling/multi-unit structure built in 1983. The relevant code is the 1980 Indiana Residential Code/ Indiana Building Code, section: 211-Exits.

**Openable area required: 4.75 sq. ft.**

Clear width required: 18"

**Clear height required: 24"**

Maximum sill height: 48" above finished floor

**Existing area: 4.70 sq. ft.**

Existing width: 30"

**Existing height: 22 ½ "**

Existing sill: 29"

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**EXTERIOR:**

Repair or replace the rear deck and railings to be structurally sound and support normally imposed loads. BMC 16.04.020

**OTHER REQUIREMENTS:**

**Required documentation:**

Complete the enclosed registration form. A street address is required for both owner and agent. **This form must be signed by the owner. This form must be submitted to the HAND office within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.010(b) and BMC 16.01.030(b)**

**Required documentation:**

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector **within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.060(c) and BMC 16.10.030(b)**

**Required documentation:**

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.050(e) and BMC 16.10.030(b)**

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When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

**This is the end of this report.**



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: 19 June 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-050

Address: 1413 W. 11<sup>th</sup> St.

Petitioner: Fatih Akin

Inspector: Michael Arnold

Staff Report: 15 March 2013 Received Complaint  
 19 March 2013 Discussion with Jane Fleig at Utilities  
 20 March 2013 Complaint Inspection with tenant  
 26 March 2013 Sent Complaint Report  
 12 April 2013 Tenant scheduled a second complaint inspection  
 12 April 2013 Received appeal for an extension of time

The owner of the neighboring property filed a complaint regarding possible sewer line failure. According to Jane Fleig at Utilities, this is a septic field. The tenant signed the complaint inspection and asked for other items to be addressed. The tenant has since schedule a complaint regarding additional items.

The landlord has stated he has been trying to evict the tenants at this address without success. Regardless of this issue, the items on the Complaint Inspection Report need to be addressed.

Staff recommendation: Deny the request. The septic field needs to be addressed immediately.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline:

Attachments: Complaint Report, Application

*Handwritten mark*



RECEIVED  
APR 12 2013

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 1413 W 11th  
Petitioner's Name: FATIH AKIN  
Address: 1413 W 11th  
City: BLOOMINGTON State: IN Zip Code: 47403  
Phone Number: 3912600 Email Address: —  
Property Owner's Name: FATIH AKIN  
Address: 1209 S. GRANT  
City: Bl- State: IN Zip Code: 47401  
Phone Number: 3912600 Email Address: —  
Occupants: TENANTS (TIM AND BROTHER MC CLOUGH)

The following conditions must be found in each case in order for the Board to consider the request:

- 1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
- 2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting: *(I DON'T RECEIVE RENT I DON'T RECEIVE DEPOSIT)*

A) An extension of time to complete repairs (Petition type TV)

B) A modification or exception to the Housing Property Maintenance Code (Petition type V)

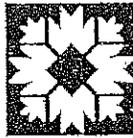
C) Relief from an administrative decision (Petition type AA) *RENTERS, DID NOT*

D) Rescind a variance (Petition type RV) *MOVE OUT, IT HAS BEEN MORE THAN 30 DAYS, I GO TO THE HOUSE THEY BOTHER*

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-50

*US, MY HELPER AND ME, ARE SCARED  
THEY THREATEN ME AND MY HELPER  
THEY DON'T HAVE A LEASE, I AM WAITING THEM TO  
SEE REVERSE  
50*



City of Bloomington  
Housing and Neighborhood Development

MAR 26 2013 Complaint Report

7365

## OWNERS

=====

Akin, Fatih  
1209 S. Grant St.  
Bloomington, IN 47401

Prop. Location: 1413 W 11th ST  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/2/3

Date Inspected: 03/21/2013  
Primary Heat Source: Gas  
Property Zoning: RS  
Number of Stories: 1

Inspectors: Mike Arnold  
Foundation Type: Crawl Space  
Attic Access: Yes  
Accessory Structure: none

The following items are the result of a complaint inspection conducted on 03/21/2013. It is your responsibility to repair these items and to schedule a re-inspection within **fourteen (14)** days of the mailing of this report. Failure to comply with this inspection report will result in this matter being referred to the City of Bloomington Legal Department. Failure to comply with this complaint inspection report may result in fines of up to \$100.00/day. If you have questions regarding this report, please contact this office at 349-3420.

**Interior:****General:**

Properly seal the gaps in the sub-floor (flooring under the carpeting) to eliminate air infiltration from the crawl space. BMC 16.04.060(a)

**Living Room:**

Properly repair the window panes in the north wall window and eliminate the temporary covering where gaps are present. BMC 16.04.060(a)

**Bathroom:**

Properly eliminate the mold growth and repair the wall above the shower. BMC 16.04.060(b)

Properly seal the hole in the shower surround where the previous shower head was located. BMC 16.04.060(a)

Exterior:

Eliminate the source of the leak from the septic field. Contact the Monroe County Health Dept. and the City of Bloomington Utilities Dept. to determine if this septic field can be repaired or replaced or if this property needs to be connected to the City sewer system. Documentation shall be provided from these Departments showing that the proper procedures were followed to eliminate this problem. BMC 16.04.050(b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals**  
**Staff Report: Petition for Relief from an Administrative Decision**

Meeting Date: June 19, 2013  
Petition Type: Relief from an administrative decision  
Variance Request: Relief from the requirement to register as a rental  
Petition Number: 13-AA-51  
Address: 1504 W. Arlington Road  
Petitioner: Donna Iatarola

This property is owned by Ms. Donna Iatarola and is occupied by Ms. Iatarola's niece, Jennifer Iatarola.

Staff recommendation: Grant the relief from the rental registration process

Conditions: This unit will not be considered a rental as long as it is owned by the current owner and occupied by Ms. Iatarola's niece. This property will be pull dated for one year to check status.

Compliance Deadline: None

Attachments: Appeal form



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

Property Address: 1504 ~~91~~ Arlington Road

Petitioner's Name: Donna Tatarola

Address: 2327 Nob Hill Drive

City: Carmichael State: CA Zip Code: 95608

Phone Number: 9163901345 or 9162408389 Email Address: tatarola@sbcglobal.net

Property Owner's Name: Donna Tatarola

Address: 1504 Arlington Road

City: Bloomington State: IN Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupants: Jennifer Tatarola - niece Robert Tatarola - nephew Robert Tatarola - brother

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-AA-51

SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

and have done so for the past 5 years

I never plan on renting 1504 Arlington again. It is not an unregistered rental. I own the home and pay all of the utilities and bills monthly. I tried to sell the house 2 years ago and could not get an acceptable price. Thus, I plan on letting my niece live there. She has lived in Bloomington most of her life and wants to teach school here. I have always maintained the house so it is nice. I talk to my niece weekly or as necessary as to the needs of the home. I usually come here 2-3 times a year but my husband is very ill and I cannot leave this area. He has had brain surgery twice. I really do not feel like it is fair for me to act like this is a rental when it has not been for several years. Thanks for your consideration.

Signature (required): Donna Iatarola

Name (please print): Donna Iatarola Date: April 13, 2013

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013  
 Petition Type: An extension of time to secure a State Egress Window Variance.  
 Petition Number: 13-TV-52  
 Address: 532 E. Graham Place  
 Petitioner: Allen Clidinst  
 Inspector: Norman Mosier  
 Staff Report: February 14, 2013 – Conducted Cycle Inspection  
 April 16, 2013 – Received BHQA Appeal  
 April 22, 2013 – Sent Remaining Violations Report

It was noted during the Cycle Inspection that the egress windows do not meet egress requirements at the time of construction. Petitioner states that his variance will not be heard until the June 5, 2013 meeting at the Department of Homeland Security. Petitioner is requesting an extension of time to secure a State egress window variance.

**Basement**

**S Bedroom:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

<b><u>Openable area required: 4.75 sq. ft.</u></b>	<b><u>Existing area: 4.72 sq. ft.</u></b>
Clear width required: 18 inches	Existing width: 34 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 20 inches</u></b>
Maximum sill height: 48 inches above finished floor	Existing sill: 39.5 inches above floor

4

2<sup>nd</sup> LEVEL

S Bedroom:

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

Openable area required: 4.75 sq. ft.

Existing area: 4.88 sq. ft.

Clear width required: 18 inches

Existing width: 31.25 inches

**Clear height required: 24 inches**

**Existing height: 22.5 inches**

Maximum sill height: 48 inches above finished floor

Existing sill: 32 inches above floor

N Bedroom:

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

Openable area required: 4.75 sq. ft.

Existing area: 5.00 sq. ft.

Clear width required: 18 inches

Existing width: 31 inches

**Clear height required: 24 inches**

**Existing height: 23.25 inches**

Maximum sill height: 48 inches above finished floor

Existing sill: 31.5 inches above floor

Staff recommendation: Grant the request.

Conditions:

All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: August 19, 2013

Attachments: Cycle Report, BHQA Appeal, Petitioner's Letter



RECEIVED  
APR 1 2013

BY: \_\_\_\_\_

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

Property Address: 532 Graham Pl

Petitioner's Name: Allen M Clidinst

Address: 3273 State Rd 158

City: Bedford State: IN Zip Code: 47421

Phone Number: 812-278-4711 Email Address: aclidinst@gmail.com

Property Owner's Name: Same

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupants: \_\_\_\_\_

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Please circle the petition type that you are requesting:**

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)  
Waiting on Egress Variance from State

**REMINDER:** A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-52

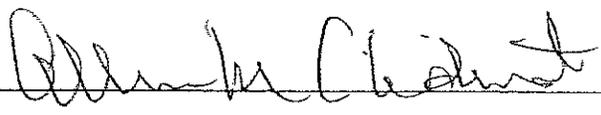
SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

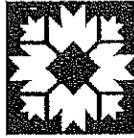
I am requesting an extension of the time for the HAND inspection resolution deadline.

The extension is need to aquire a variance from the code for egress from the state.

Do to cutoff times my variance request will not go to the board until June 5, I am asking for 30 days beond that to recieve and place the variance, July 5.

Signature (required):   
Name (please print): ALLEN M CLIDINST Date: 13 APR 13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

REMAINING VIOLATIONS REPORT

443

OWNERS

Clidinst, Allen M.  
3273 State Road 158  
Bedford, IN 47421

Prop. Location: 532 E Graham PL  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/3/5

Date Inspected: 02/14/2013  
Primary Heat Source: Electric  
Property Zoning: RM  
Number of Stories: 2

Inspectors: Norman Mosier  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

The Monroe County assessor's records indicate that this structure was built in 1983.  
Minimum egress requirements for a multi-family dwelling built at the time of construction.  
Openable area: 4.75 Sq. Ft.  
Clear height: 24 inches  
Clear width: 18 inches  
Sill height: Not more than 48 inches above finished floor.

GENERAL VIOLATION:

Conditions were noted during the cycle inspection that may indicate this property is over occupied and in violation of the Bloomington Municipal Code (BMC) Title 20. This property shall be brought into compliance with Title 20 requirements within 60 days of the date of this inspection to avoid possible legal action by the City of Bloomington Legal Department.

INTERIOR:

MAIN LEVEL

Entryway:

Properly install a weather strip on the entrance door to exclude air infiltration as completely as possible, and to substantially exclude rain. BMC 16.04.060(a)

½ Bath:

No violations noted.

60

Kitchen:

It is recommended that a minimum **1A 10BC** classification fire extinguisher shall be **mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, and in the path of egress.** The securing mechanism must be no more than 5 feet above the floor.

Dining Room:

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. IC 22-11-18-3.5

Living Room:

Repair the receptacle on the east wall to have correct polarity, hot/neutral reverse. BMC 16.04.020 and BMC 16.04.060(b)

Deck:

No violations noted.

Basement

Stairway:

No violations noted.

N Bedroom: See general violation. This room cannot be used as a sleeping room, no egress.

S Bedroom:

Every window shall be capable of being easily opened and held in position by its own hardware, SE window. BMC 16.04.060(b)

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the Indiana Building Code, section: 1204.

<b>Openable area required: 4.75 sq. ft.</b>	<b>Existing area: 4.72 sq. ft.</b>
Clear width required: 18 inches	Existing width: 34 inches
<b>Clear height required: 24 inches</b>	<b>Existing height: 20 inches</b>
Maximum sill height: 48 inches above finished floor	Existing sill: 39.5 inches above floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

Bath/Utility Room:

No violations noted.

2<sup>nd</sup> LEVEL

Stairway/Hallway:

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. IC 22-11-18-3.5

S Bedroom:

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the Indiana Building Code, section: 1204.

Openable area required: 4.75 sq. ft.	Existing area: 4.88 sq. ft.
Clear width required: 18 inches	Existing width: 31.25 inches
<b>Clear height required: 24 inches</b>	<b>Existing height: 22.5 inches</b>
Maximum sill height: 48 inches above finished floor	Existing sill: 32 inches above floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

Bathroom:

No violations noted.

N Bedroom:

Repair the left window to latch properly. BMC 16.04.060(b)

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the Indiana Building Code, section: 1204.

Openable area required: 4.75 sq. ft.	Existing area: 5.00 sq. ft.
Clear width required: 18 inches	Existing width: 31 inches
<b>Clear height required: 24 inches</b>	<b>Existing height: 23.25 inches</b>
Maximum sill height: 48 inches above finished floor	Existing sill: 31.5 inches above floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is

altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**EXTERIOR:**

No violations noted.

**OTHER REQUIREMENTS:**

**Required documentation:**

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector **within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.060(c) and BMC 16.10.030(b)**

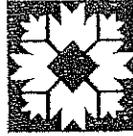
**Required documentation:**

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.050(e) and BMC 16.10.030(b)**

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When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

**This is the end of this report.**



City of Bloomington  
Housing and Neighborhood Development

CYCLE REPORT

443

OWNERS

Clidinst, Allen M.  
3273 State Road 158  
Bedford, IN 47421

Prop. Location: 532 E Graham PL  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/3/5

Date Inspected: 02/14/2013  
Primary Heat Source: Electric  
Property Zoning: RM  
Number of Stories: 2

Inspectors: Norman Mosier  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

The Monroe County assessor's records indicate that this structure was built in 1983.  
Minimum egress requirements for a multi-family dwelling built at the time of construction.  
Openable area: 4.75 Sq. Ft.  
Clear height: 24 inches  
Clear width: 18 inches  
Sill height: Not more than 48 inches above finished floor.

GENERAL VIOLATION:

Conditions were noted during the cycle inspection that may indicate this property is over occupied and in violation of the Bloomington Municipal Code (BMC) Title 20. This property shall be brought into compliance with Title 20 requirements within 60 days of the date of this inspection to avoid possible legal action by the City of Bloomington Legal Department.

INTERIOR:

MAIN LEVEL

Entryway:

Properly install a weather strip on the entrance door to exclude air infiltration as completely as possible, and to substantially exclude rain. BMC 16.04.060(a)

½ Bath:

No violations noted.

64

Kitchen:

It is recommended that a minimum **1A 10BC** classification fire extinguisher shall be **mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, and in the path of egress.** ~~The securing mechanism must be no more than 5 feet~~ above the floor.

Dining Room:

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. IC 22-11-18-3.5

Living Room:

Repair the receptacle on the east wall to have correct polarity, hot/neutral reverse. BMC 16.04.020 and BMC 16.04.060(b)

Deck:

No violations noted.

Basement

Stairway:

No violations noted.

N Bedroom: See general statement. This room cannot be used as a sleeping room, no egress.

S Bedroom:

Every window shall be capable of being easily opened and held in position by its own hardware, SE window. BMC 16.04.060(b)

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the Indiana Building Code, section: 1204.

<b><u>Openable area required: 4.75 sq. ft.</u></b>	<b><u>Existing area: 4.72 sq. ft.</u></b>
Clear width required: 18 inches	Existing width: 34 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 20 inches</u></b>
Maximum sill height: 48 inches above finished floor	Existing sill: 39.5 inches above floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

Bath/Utility Room:

No violations noted.

**2<sup>nd</sup> LEVEL**

Stairway/Hallway:

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. IC 22-11-18-3.5

S Bedroom:

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the Indiana Building Code, section: 1204.

Openable area required: 4.75 sq. ft.	Existing area: 4.88 sq. ft.
Clear width required: 18 inches	Existing width: 31.25 inches
<b>Clear height required: 24 inches</b>	<b>Existing height: 22.5 inches</b>
Maximum sill height: 48 inches above finished floor	Existing sill: 32 inches above floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

Bathroom:

No violations noted.

N Bedroom:

Repair the left window to latch properly. BMC 16.04.060(b)

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the Indiana Building Code, section: 1204.

Openable area required: 4.75 sq. ft.	Existing area: 5.00 sq. ft.
Clear width required: 18 inches	Existing width: 31 inches
<b>Clear height required: 24 inches</b>	<b>Existing height: 23.25 inches</b>
Maximum sill height: 48 inches above finished floor	Existing sill: 31.5 inches above floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**EXTERIOR:**

No violations noted.

**OTHER REQUIREMENTS:**

**Required documentation:**

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector **within 60 days of the date of the inspection** or a \$25.00 fine will be levied. BMC 16.03.060(c) and BMC 16.10.030(b)

**Required documentation:**

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.050(e) and BMC 16.10.030(b)**

---

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

**This is the end of this report.**



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: 19 June 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-054

Address: 1020 N Jackson St

Petitioner: Steven R. Hogan

Inspector: Michael Arnold/Norm Mosier

Staff Report: 20 November 2013 Cycle Inspection  
30 November 2013 Inspection report sent  
06 February 2013 Sent Remaining Violations Report  
25 April 2013 Reinspection complete  
02 May 2013 Sent Remaining Violations Report  
02 May 2013 Received Variance Application

During the cycle inspection it was noted there was deteriorated carpeting in the Living Room. Petitioner requests an extension of time in order to replace the carpet after the tenants, and their dog, move out of the unit.

Staff recommendation: Grant the Extension of Time

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: 31 August 2013

Attachments: Application, Remaining Violations Report



RECEIVED  
4-25-13

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 1620 N JACKSON

Petitioner's Name: SEVEN R. HOGAN

Address: 2801 N. WACHT #7

City: BLOOMINGTON State: IN Zip Code: 47404

Phone Number: 812-360-3743 Email Address: SRHOGAN1972@GMAIL.COM

Property Owner's Name: SARITA RAMANI

Address: 716 W KENWOOD

City: Bloomington State: IN Zip Code: 47403

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupants: \_\_\_\_\_

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

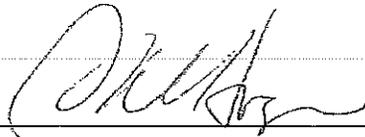
REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-54

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request: Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

CARPET IN LIVING ROOM TORN UP BY TENANT'S  
DOG - WISH TO WAIT UNTIL LEASE EXPIRES  
JULY 31, 2013 TO REPLACE CARPET

Signature (required):



Name (please print):

STEVEN R. HOGAN

Date:

4/25/2013

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

MAY 02 2013

REMAINING VIOLATIONS REPORT

3957

OWNERS

Ramahi, Sadika A.W  
29 Granview Rd  
Granville, OH 43023

AGENT

Hogan, Steven R.  
2801 N. Walnut Street #7  
Bloomington, IN 47404

Prop. Location: 1020 N Jackson ST  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/3/3

Date Inspected: 11/20/2012  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Inspectors: Arnold/Mosier  
Foundation Type: Crawl Space  
Attic Access: No  
Accessory Structure: Det. Garage

Monroe County records show this structure was built in 1925. There were no minimum emergency egress requirements at the time of construction.

REINSPECTION REQUIRED

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Housing-Property Maintenance Code of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being

referred to the City Legal Department. Legal action may be initiated against you under BMC 16.03.040

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

**Interior:**

**Main Level:**

**Living Room (15-11 x 11-6):**

Replace the damaged/deteriorated carpet. PM-304.3

Repair window to latch securely. PM-303.13.2, South and SW window.

**Exterior:**

**Main Structure:**

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2 (This item has a deadline of 20 November 2013).

**This is the end of this report.**



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013  
Petition Type: An extension of time to complete repairs.  
Petition Number: 13-TV-55  
Address: 1771 S. Henderson  
Petitioner: Fatih Akin  
Inspector: John Hewett  
Staff Report: March 28, 2013 Complaint inspection.  
April 29, 2013 Received appeal

The petitioner has not completed the items on the complaint inspection. Petitioner has not worked with the tenant to gain access.

Staff recommendation: Deny the extension.

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Conditions: This case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: N/A

Attachments: Complaint Inspection report, Appeal form



Application for Appeal  
 To The  
 Board of Housing Quality Appeals  
 P.O. Box 100  
 Bloomington, IN 47402  
 812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 1771 S. HENDERSON

Petitioner's Name: Fatih AKIN

Address: 1209 S. GRANT

City: BLOOMINGTON State: IN Zip Code: 47401

Phone Number: 391 2600 Email Address: \_\_\_\_\_

Property Owner's Name: FATIH AKIN

Address: 1209 S. GRANT BI-IN 47401

City: BI State: IN Zip Code: 47401

Phone Number: 391 2600 Email Address: \_\_\_\_\_

Occupants: 2

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Please circle the petition type that you are requesting:**

- A) An extension of time to complete repairs (Petition type **TV**)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type **V**)
- C) Relief from an administrative decision (Petition type **AA**)
- D) Rescind a variance (Petition type **RV**)

pipe is ARE CLOGGED  
 UP BY WITH DIRT  
 (FILED, IT TAKES TIME  
 TO CLEAN  
 THERE ARE FOUR  
 DOGS, THEY BROKE THE WINDOWS  
 TWICE  
 I AM SCARED

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
 Petition Number 13-TV-55

CALL VICKI FROM ANIMAL CONTROL  
 I AM WAITING TO PAY PROPERTY TAXES  
 SEE REVERSE RENTER'S DON'T PAY RENT DON'T PAY DEPOSIT THEY THREATEN ME 74

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

THERE ARE A MEAN DOGS; TWO OF THEM ARE PITBULLS, TENANTS DON'T TAKE DOGS AWAY (CALL WIKI FROM ANIMAL CONTROL) DOGS HIT WYDOWS WITH THEIR HEAD. I CAN'T WORK IN THAT ENVIRONMENT THEY SABOTAGE, PIPES, THEY RATED ME THEY RUINED THE ROOMS CARPETS DOGS HIT EVERYWHERE NEXT WEEK PEST, BUG CONTROL COMPANY IS GOING TO GIVE ME ESTIMATE TENANTS THEY DON'T PAY RENT, DON'T PAY DEPOSIT DAMAGED THE GARAGE DOOR; DAMAGED THE CARPETS, DOGS BARK WHOLE DAY; TENANTS BOTHER NEIGHBORS

Signature (required):

Fatih Akin

Name (please print):

FATIH AKIN

Date:

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

Complaint Report

9294

OWNERS

Akin, Fatih  
1209 S. Grant St.  
Bloomington, IN 47401

Prop. Location: 1771 S Henderson ST  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/3/3

Date Inspected: 03/28/2013  
Primary Heat Source: Electric  
Property Zoning: RS  
Number of Stories: 2

Inspectors: John Hewett  
Foundation Type: Slab  
Attic Access: No  
Accessory Structure:

The following items are the result of a complaint inspection conducted on 03/28/2013. It is your responsibility to repair these items and to schedule a re-inspection within **fourteen (14)** days of the mailing of this report. Failure to comply with this inspection report will result in this matter being referred to the City of Bloomington Legal Department. Failure to comply with this complaint inspection report may result in fines of up to \$100.00/day. If you have questions regarding this report, please contact this office at 349-3420.

General Violation: Provide back-up batteries for the smoke detectors. IC22-11-18-3.5

Interior

Living room

Repair the deadbolt lock to function as intended by manufacturer. The lock is not installed properly. BMC 16.04.060(a)

1<sup>st</sup> floor bedroom

Repair the broken window. BMC 16.04.060(b)

Garage

Repair the broken/ cracked pipe adjacent to the water heater. This pipe is the main water inlet for the house and because of this leak the house has no water service. BMC 16.04.060(c)

Repair the deadbolt lock on the entry door to function as intended by manufacturer. The lock is properly engaging the strike plate. BMC 16.04.060(a)

76

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Properly install the overhead door for the garage. BMC 16.04.060 (c)

Upstairs bedrooms

Provide proper trim around the windows. These windows are only held in place by caulk. BMC 16.04.060 (a)

General violation:

The premises were infested with bedbugs at the time the tenant took possession – in which case the owner shall be responsible for extermination of pests. BMC 16.04.090

There are dogs in the house and you will need to arrange with the tenant when you can work on these repairs.

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City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals**  
**Staff Report: Petition for Relief from an Administrative Decision**

Meeting Date: June 19, 2013  
Petition Type: Relief from an administrative decision  
Variance Request: Relief from the requirement to register as a rental  
Petition Number: 13-AA-56  
Address: 801 S. Pleasant Ridge  
Petitioner: Laurie Antolovic

This property is owned by Ms. Laurie Antolovic and is occupied by Ms. Antolovic's sister, Christina Ambrosio, and her children. She intends to list the property at the end of the school year when her sister's family moves out of state.

Staff recommendation: Grant the relief from the rental registration process

Conditions: This unit will not be considered a rental as long as it is owned by the current owner and occupied by Ms. Ambrosio and her children. This property will be pull dated for August 1, 2013 to check the status.

Compliance Deadline: None

Attachments: Appeal form



Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

RECEIVED  
MAY 02 2013

BY: \_\_\_\_\_

Property Address: 801 S. Pleasant Ridge Road, Bloomington 47401

Petitioner's Name: Laurie Antolovic

Address: 4937 E. Ridgewood Drive

City: Bloomington State: IN Zip Code: 47401

Phone Number: 8123399020 E-mail Address: LANTOLOV@GMAIL.COM

Owner's Name: DANKO + LAURIE ANTOLOVIC

Address: SAME AS ABOVE

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Occupants: CRISTINA AMBROSIO + CHILDREN (OWNERS' FAMILY)

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

Variance Type: Relief from administration decision

Reminder:

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)  
13-AA-56  
Petition Number: \_\_\_\_\_

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C.** Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

I own the property and have allowed my sister (Cristina Ambrosio) and her children to live there to help them ~~out~~ out. They lived there for free in school year 2010-11 & in 2012-2013 I have asked them to reimburse me for utilities, real estate taxes and insurance. They are moving to California at the end of this school year and I will put the house on the market for sale.

Signature (Required): Laurie G. Antolovic

Name (Print): LAURIE G. ANTOLOVIC Date: 5/1/13

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.





City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013

Petition Type: An extension of time to secure a State egress window variance.

Petition Number: 13-TV-57

Address: 562 E. Graham Place

Petitioner: Justin Ellis

Inspector: Norman Mosier

Staff Report: April 23, 2013 – Conducted Cycle Inspection  
May 6, 2013 – Received BHQA Appeal

It was noted during the cycle inspection that the egress windows do not meet egress requirements at the time that the structure was built. Petitioner is requesting an extension of time to secure a State egress window variance from the Department of Homeland Security.

**S BEDROOM 11-4 X 7-9:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

<b><u>Openable area required: 4.75 sq. ft.</u></b>	<b><u>Existing area: 4.69 sq. ft.</u></b>
Clear width required: 18 inches	Existing width: 30.25 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 22.5 inches</u></b>
Maximum sill height: 48 inches above finished floor	Existing sill: 30.75 inches

**N BEDROOM 13-10 X 9-8:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

Openable area required: 4.75 sq. ft.	Existing area: 4.83 sq. ft.
Clear width required: 18 inches	Existing width: 30.25 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 23 inches</u></b>
Maximum sill height: 48 inches above finished floor	Existing sill: 30.75 inches

*De*

Staff recommendation: Grant the request.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: August 19, 2013

Attachments: Cycle Report, BHQA Appeal, Petitioner's Letter.



RECEIVED  
MAY 02 2013

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

BY: \_\_\_\_\_

Property Address: 562 Graham Place Bloomington IN

Petitioner's Name: Justin Ellis

Address: ~~1228 E Richland Dr~~ 1228 E Richland Dr

City: ~~Bloomington~~ Bloomington State: IN Zip Code: 47408

Phone Number: 812-699-0391 Email Address: Jellis@eiproperties.net

Property Owner's Name: Ellis Investment Properties LLC

Address: 201 S. Franklin Ave

City: Greenwood State: IN Zip Code: 46143

Phone Number: 812-699-0391 Email Address: \_\_\_\_\_

Occupants: Currently Vacant (5-6-13)

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- (A) An extension of time to complete repairs (Petition type TV)
- (B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- (C) Relief from an administrative decision (Petition type AA)
- (D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

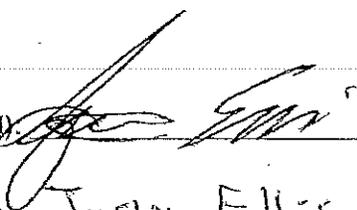
OFFICE USE ONLY

Petition Number 13-TV-57

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

Requesting a time extension to get a variance from the  
state on the window sizes.

Signature (required):



Name (please print):

Justin Ellis

Date:

5-6-13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

APR 30 2013

CYCLE REPORT

462

OWNERS

Ellis, Justin R.  
1228 E. Richland Dr  
Bloomington, IN 47408

Prop. Location: 562 E Graham PL  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/3/5

Date Inspected: 04/23/2013  
Primary Heat Source: Electric  
Property Zoning: RM  
Number of Stories: 2

Inspectors: Norman Mosier  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

The Monroe County Assessor's records indicate that this structure was built in 1983.  
Minimum egress requirements for a multi-family dwelling built at the time of construction.  
Openable area: 4.75 Sq. Ft.  
Clear height: 24 inches  
Clear width: 18 inches  
Sill height: Not more than 48 inches above finished floor.

INTERIOR:

MAIN LEVEL

½ Bath:

No violations noted.

Kitchen:

Replace the missing protective cover for the light fixture. BMC 16.04.060(c)

**It is strongly recommended that A minimum 1A 10BC classification fire extinguisher shall be mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, and in the path of egress.**

Living Room 17 x 14-6:

Install a smoke detector in an approved location. If wall mounted, it shall be located between 4 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall. IC 22-11-18-3.5

85

Balcony:

Secure the handrail so it is capable of withstanding normally imposed loads, west handrail.  
BMC 16.04.050(b) and BMC 16.04.060(b)

**BASEMENT**

Stairway, Bath/Utility Room:

No violations noted.

Main Room:

Properly provide a 1hr fire-resistive rated material to the underside of the stair, per 1980  
Indiana Building Code Sec 3305(m). BMC 16.04.020(1)

**2<sup>ND</sup> LEVEL**

Stairway/Hallway:

Install a smoke detector in an approved location. If wall mounted, it shall be located  
between 4 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4  
inches from the wall. IC 22-11-18-3.5

Hall Bath:

No violations noted.

S Bedroom 11-4 x 7-9:

The emergency egress window does not meet the minimum requirements for a multi-unit  
structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

<b><u>Openable area required: 4.75 sq. ft.</u></b>	<b><u>Existing area: 4.69 sq. ft.</u></b>
Clear width required: 18 inches	Existing width: 30.25 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 22.5 inches</u></b>
Maximum sill height: 48 inches above finished floor	Existing sill: 30.75 inches

The emergency egress window does not meet the minimum code requirements for the time the  
structure was built. For that reason, the City will not issue a rental permit until either the window is  
altered or replaced to meet the code requirement at the time of construction, or you apply for an  
egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the  
*Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll  
down to *Downloadable Forms and Documents* and click on *Variance Application and*  
*Instructions*. If you need any further clarification, the Commission can be reached at  
317.233.5341.

N Bedroom 13-10 x 9-8:

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

Openable area required: 4.75 sq. ft.	Existing area: 4.83 sq. ft.
Clear width required: 18 inches	Existing width: 30.25 inches
<b>Clear height required: 24 inches</b>	<b>Existing height: 23 inches</b>
Maximum sill height: 48 inches above finished floor	Existing sill: 30.75 inches

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**EXTERIOR:**

No violations noted.

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

**This is the end of this report.**



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013  
Petition Type: An extension of time to complete repairs.  
Petition Number: 13-TV-58  
Address: 803 W. Kirkwood Ave.  
Petitioner: Linda Campbell  
Inspector: Norman Mosier  
Staff Report: May 7, 2013 - Conducted Complaint Inspection W/ Owner  
May 7, 2013 – Received BHQA Appeal

It was noted during the complaint inspection that there are violations to be resolved. (See Complaint Inspection Report) Due to a volatile relationship between the tenant and the landlord, the landlord is requesting an extension of time to complete the repairs after the tenant has moved out of the residence.

---

Staff recommendation: Grant the request.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: August 19, 2013

Attachments: Complaint Inspection Report, BHQA Appeal, Petitioner's Letter.

RECEIVED  
MAY 07 2013



Application for Appeal <sup>BY:</sup> \_\_\_\_\_  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

Property Address: 803 W Kirkwood

Petitioner's Name: Linda Campbell

Address: 7190 W Tison RD

City: Bloomington State: In Zip Code: 47403

Phone Number: (812) 825-1171 Email Address: Campbell.Linda11@yahoo.com

Property Owner's Name: Linda Campbell

Address: 7190 W Tison RD

City: Bloomington State: In Zip Code: 47403

Phone Number: (812) 825-1171 Email Address: Campbell.Linda@yahoo.com

Occupants: \_\_\_\_\_

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- (A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-58

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

Erection has been filed and reopened 4 times I am waiting for the Court to let me in the House due to Efrain being hostile. I feel I am in danger with him being there. Efrain stated at the inspection that he was staying in a hotel. I request more time.  
30 days please

Signature (required):

*Linda Campbell*

Name (please print):

Linda Campbell

Date:

5-7-13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.

# uReport

City of Bloomington, Mark Kruzan, Mayor

My Account    Logout    Signed in as Norman Mosier    Help

Cases    Locations    People    New Case    Reports

## Case #131605 [xDelete Case](#)

Category: Rental Complaint

Location: 803 W Kirkwood AVE

Status: open

Assigned To: Norman Mosier

Referred To:

Created By: Daniel Bixler

Date Opened: 05-02-2013

Date Closed:

Last Modified: 05-02-2013



### History

05-02-2013 Opened by Daniel Bixler

05-02-2013 Daniel Bixler assigned this case to Norman Mosier

05-10-2013 Norman Mosier followed up on this ticket  
Conducted complaint inspection, sent report, will monitor.

### Case Actions

Update the history log with actions performed on this case

Action \*

Date 05-14-2013  
mm-dd-yyyy

### Comments

Submit     Cancel

### Associated Issues [+Add Issue](#)

05-02-2013 **Complaint**    [Edit Issue](#)    [xDelete Issue](#)

Created By: Daniel Bixler

Reported By: Efrain Fuentes

Contacted Via: Phone

Respond Via: Constituent Meeting

**Attachments**    [Upload Attachment](#)

**INSPECTOR'S NOTES:**

- 1) BATHRS FLOOR SOFT + SAGGING ADJACENT TO TOILET.
- 2) ELECTRICAL OUTLETS IN LIVING ROOM KITCHEN, BEDROOM WILL NOT HOLD PLUGS. PLUGS WILL FALL OUT.
- 3) ONLY 1 ITEM CAN BE PLUGGED IN AT A TIME. NOT VALIO, HAD TENANTS PLUG IN SEVERAL ELECTRICAL ITEMS, THERE WAS NO TRIPPING OF BREAKERS

**Details:**

(1) restroom floor forming sinkhole, wood bad, in front of toilet, problem everytime flushed, (2) electrical outlets won't hold plugs, (3) only one electrical item can be used at a time. Scheduled inspection 5/07/13 (TUE) @11:30AM w/NM. Mgt. notified 5/2/13@12:41PM.

**Responses** +Add Response

Date Person Contact Method Notes

**803 W Kirkwood AVE**

Township Bloomington

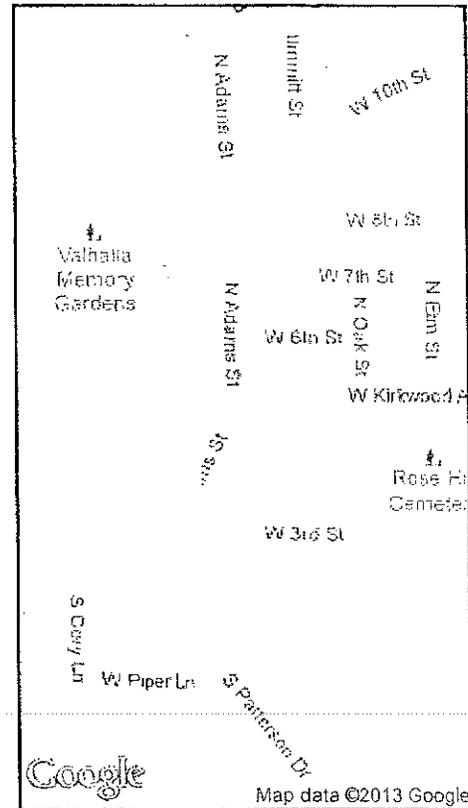
Neighborhood PROSPECT HILL NEIGHBORHOOD  
Association ASSOCIATION

**Owners**

Campbell, Charles & Linda

**Other cases for this location**

Status	Entered Date	SLA	Category	Location
closed	01-19-2010		Trash	803 W Kirkwood AVE
closed	08-13-2009		Trash	803 W Kirkwood AVE
closed	10-06-2005		Trash	803 W Kirkwood AVE
closed	09-28-2005		Trash	803 W Kirkwood AVE
closed	08-11-2005		Trash	803 W Kirkwood AVE
closed	03-06-1996		Other	803 W Kirkwood AVE



**Additional Location Information**

city: Bloomington  
state: IN  
zip: 47404  
latitude: 39.16647720336914  
longitude: -86.54247283935547



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013  
Petition Type: An extension of time to complete repairs.  
Petition Number: 13-TV-59  
Address: 3111 S. Leonard Springs Rd.  
Petitioner: Julie Cooper – Property Manager  
Inspector: Maria McCormick; John Hewett; Norman Mosier  
Staff Report: February 21, 2013 Completed Cycle Inspection  
May 9, 2013 Received Application for Appeal

During the cycle inspection several violations were noted including the replacement for roofs and soffit materials, as well as interior items. The petitioner is requesting an additional 60 days to complete repairs due to the large number of apartments that also need to be turned over during this time.

Staff recommendation: Grant the extension of time.  
Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.  
Compliance Deadline: August 1, 2013  
Attachments: Application for Appeal; Cycle Report

*Handwritten mark*



**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**Property Address:** ~~WOODLAND SPRINGS APARTMENTS~~ 3111 S. LEONARD SPRINGS ROAD

**Petitioner's Name:** JULIE COOPER - PROPERTY MANAGER

**Address:** 3111 S LEONARD SPRINGS RD

**City:** BLOOMINGTON      **State:** Indiana      **Zip Code:** 47403

**Phone Number:** (812) 336-5603      **E-mail Address:** woodlandsprings@sbcglobal.net

**Owner's Name:** SCOTT MAY

**Address:** 701 SUMMITVIEW PLACE

**City:** BLOOMINGTON      **State:** Indiana      **Zip Code:** 47403

**Phone Number:** 812-331-2666      **E-mail Address:** woodlandsprings@sbcglobal.net

**Occupants:**

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs Petition Type(TV)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)
13-TV-59
Petition Number: _____

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

A. REQUESTING A 60 DAY EXTENSION OF TIME TO COMPLETE REPAIRS DUE TO THE LARGE NUMBER OF APARTMENTS NEEDED TO BE TURNED-OVER FOR NEW TENANTS.

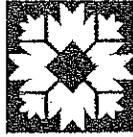
Signature (Required): Julie Cooper

Name (Print): Julie Cooper Date: 5/6/13

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.





City of Bloomington  
Housing and Neighborhood Development

Cycle Report

927

OWNERS

May, Scott G.  
701 Summitview Place  
Bloomington, IN 47401

AGENT

Cooper, Julie  
3111 S. Leonard Springs Rd.  
Bloomington, IN 47403

Prop. Location: 3111 S Leonard Springs RD  
Units/Bedrooms/Max.# of Occupants: Bld A: 30/2/4 8/2/4, Bld B: 10/3/5 10/1/2, Bld C: 10/1/2  
10/3/5, Bld D: 8/3/5 8/1/2, Bld E: 8/2/4, Bld F: 8/2/4, Bld G: 8/2/4  
Date Inspected: 02/21/2013  
Primary Heat Source: Gas  
Property Zoning: RM  
Number of Stories: 2  
Number of Units/Structures: 118/7  
Inspectors: McCormick/Hewitt/Mosier  
Foundation Type: Crawl Space  
Attic Access: Yes  
Accessory Structure: None

Monroe County Assessor's records indicate that these structures were built in 1974. At that time there were no minimum requirements for emergency egress.

Note: Room measurements and inventories are listed in the file only rooms with violations will be listed in this report.

Existing Egress Window Measurements Building A & B Units 1-8:

Height: inches  
Width: inches  
Sill Height: inches  
Openable Area: sq. ft.

**Note: At the time this structure was built, there were no code requirements for emergency egress for a sleeping room. The Housing & Neighborhood Development Department strongly recommends that the sleeping room egress windows be modified or replaced with a larger window with a lower sill height to aid in emergency escape.**  
BMC-16.04.020

Existing Egress Window Measurements All other apartments:

Height: inches  
Width: inches  
Sill Height: inches  
Openable Area: sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

INTERIOR:

Building A –

Apt. A1:

Kitchen:

Properly re-caulk around the countertop to eliminate water infiltration. BMC 16.04.060(a)

Bathroom:

Determine the source and eliminate the water leak. BMC 16.04.060(b)

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Apt. A2:

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Apt. A3:

Kitchen:

Properly re-caulk around the countertop to eliminate water infiltration. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A4:**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A5:**

Kitchen:

Properly repair or replace broken or missing cabinet door. BMC 16.04.060(a)

Bathroom:

Repair or replace exhaust fan so that it functions as intended. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A6:**

Bathroom:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A7:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A8:**

Right Bedroom:

Properly secure the electrical receptacle on the north wall. BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A9:**

Dining Room:

Properly secure the threshold in the between the dining room and kitchen and at the entryway. BMC 16.04.060(b)

Kitchen:

Properly re-caulk around the countertop to eliminate water infiltration. BMC 16.04.060(a)

Bathroom:

Properly remove the deteriorated caulking and re-caulk around the countertop to eliminate water infiltration. BMC 16.04.060(a)

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster. Properly repair the wall adjacent to the bathtub. BMC 16.04.060(a)

Right Bedroom:

Repair/replace the damaged door and hinges that are being held together with duct tape. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

- Desired level: 0 parts per million (ppm)
  - Acceptable level in a living space: 9 ppm
  - Maximum concentration for flue products: 50 ppm
- BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A10:**

Kitchen:

Repair or replace the stove to function as intended and have all burners light correctly.  
BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

- Desired level: 0 parts per million (ppm)
  - Acceptable level in a living space: 9 ppm
  - Maximum concentration for flue products: 50 ppm
- BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A11:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

- Desired level: 0 parts per million (ppm)
  - Acceptable level in a living space: 9 ppm
  - Maximum concentration for flue products: 50 ppm
- BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A12:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

- Desired level: 0 parts per million (ppm)
  - Acceptable level in a living space: 9 ppm
  - Maximum concentration for flue products: 50 ppm
- BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A13:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A14:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Right Bedroom:

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster. Properly repair the wall adjacent to the window. BMC 16.04.060(a)

**Apt. A15:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A16:**

Kitchen:

Repair or replace the dishwasher to function as intended. BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Repair sink drain to function as intended. BMC 16.04.060(b)

**Apt. A17:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A18:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A19:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A20:**

Kitchen:

Repair or replace the oven to function as intended. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Right Bedroom:

Properly repair or replace loose, damaged, or missing floor covering. BMC 16.04.060(a)

Apt. A21:

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Apt. A22:

Kitchen:

Repair or replace the stove so that it functions as intended and all the burners light correctly. BMC 16.04.060(a)

Repair garbage disposal to function as intended. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Repair sink drain to function as intended. BMC 16.04.060(b)

Left Bedroom:

Repair the window to be weather tight. The sashes shall fit snugly and properly within the frame. Replace any missing or deteriorated glazing compound. Windows shall be easily and

fully openable and shall remain fully open using hardware that is part of the window. BMC 16.04.060(b)

**Apt. A23:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A24:**

Living Room:

Repair or replace the loose electrical receptacle under the window and provide and approved cover plate for it. BMC 16.04.060(b)

Dining Room:

Repair or replace the loose electrical receptacle under the window. BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Secure toilet to its mountings. BMC 16.04.060(a)

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

**Apt. A25:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

Right Bedroom:

Every window shall be capable of being easily opened and held in position by its own hardware. BMC 16.04.060(b)

**Apt. A26:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Right Bedroom:

Properly repair floor where it is soft adjacent to the window. This includes but is not limited to replacing or repairing damaged or deteriorated floor covering, decking and structural members. BMC 16.04.060(a)

**Apt. A27:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A28:**

Kitchen:

Repair garbage disposal to function as intended. BMC 16.04.060(c)

Replace ungrounded or non-functioning GFCI electrical receptacle(s) with GFCI-protected receptacle(s), per Indiana Electric Code requirements. Receptacle to the right of the sink.  
BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Repair/replace the damaged door to latch as intended. BMC 16.04.060(a)

**Apt. A29:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. A30:**

Living Room:

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

Hallway:

Repair or replace existing smoke detector in a manner so that it functions as intended. IC 22-11-18-3.5

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

Repair sink drain to function as intended. BMC 16.04.060(b)

East Bedroom:

Repair the broken lower sash of the window. BMC 16.04.060(b)

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster. Properly repair the south wall adjacent to the window. BMC 16.04.060(a)

Every window shall be capable of being easily opened and held in position by its own hardware. BMC 16.04.060(b)

West Bedroom:

Repair or replace the loose electrical receptacle under the window. BMC 16.04.060(b)

Properly repair or replace loose, damaged, or missing floor covering at the door. BMC 16.04.060(a)

Building B –

Apt. B1:

Kitchen:

Properly re-caulk around the countertop to eliminate water infiltration. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

Secure toilet to its mountings. BMC 16.04.060(a)

Apt. B2:

Kitchen:

Properly re-caulk around the countertop to eliminate water infiltration. BMC 16.04.060(a)

Living Room:

Properly repair or replace loose, damaged, or missing floor covering. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
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Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

Bathroom:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

**Apt. B3:**

Kitchen:

Properly re-caulk around the countertop to eliminate water infiltration. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Repair or replace exhaust fan so that it functions as intended. BMC 16.04.060(c)

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

**Apt. B4:**

Living Room:

Clean the heating/air conditioning supply/return grille. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Secure toilet to its mountings. BMC 16.04.060(a)

**Apt. B5:**

Hallway:

Repair or replace existing smoke detector in a manner so that it functions as intended. IC  
22-11-18-3.5

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Properly cover the hole in the furnace that is currently covered with duct tape. BMC  
16.04.060 (c)

Bathroom:

Determine the source and eliminate the water leak. BMC 16.04.060(b)

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

**Apt. B6:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Replace the missing protective cover for the light fixture. BMC 16.04.060(c)

**Apt. B7:**

Living Room:

Properly repair, then clean and surface coat damaged or stained ceiling area. BMC  
16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B8:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

**Apt. B9:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B10:**

Kitchen:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

Living Room:

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and

encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Repair the bathtub faucet to eliminate the constant dripping. BMC 16.04.060(c)

West Bedroom:

Repair or replace the bedroom window. The bottom frame is broken. BMC 16.04.060(b)

**Apt. B11:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B12:**

Living Room:

All basement and ground floor windows and all upper windows adjacent to porch roofs, decks or other accessible exterior elements shall be capable of latching securely. Install a locking mechanism to the window. BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B13:**

All Rooms:

~~The windows in this unit were not inspected at the time of the cycle inspection as there was no access to them (covered with plastic). The windows in this room must be inspected and brought into compliance with-in the same 60 day deadline as the remainder of this~~

property. This applies even if the tenants do not have access to this area of the property. BMC 16.03.040

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B14:**

Dining Room:

Repair or replace the electrical receptacle on the west wall so that it functions as intended.

BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Middle Bedroom:

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster.

Properly repair the deteriorated areas around the window. BMC 16.04.060(a)

West Bedroom:

Properly repair or replace damaged door jamb. BMC 16.04.050(a) and BMC 16.04.060(a)

**Apt. B15:**

Kitchen:

Properly repair or replace broken or missing cabinet door. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B16:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Repair the bathtub faucet to eliminate the constant dripping. BMC 16.04.060(c)

Bedroom:

Repair the loose electrical receptacle on the south wall. BMC 16.04.060(b)

**Apt. B17:**

Hallway:

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. IC 22-11-18-3.5

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B18:**

Living Room:

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster. Properly repair the south wall. BMC 16.04.060(a)

Determine the source and eliminate the water leaks in the ceiling. BMC 16.04.060(b)

Kitchen:

Repair the faucet to eliminate the constant dripping. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

Bathroom:

Secure toilet to its mountings. BMC 16.04.060(a)

Secure the loose electrical receptacle. BMC 16.04.060(b)

East Bedroom:

Secure the loose electrical receptacle on the south wall. BMC 16.04.060(b)

West Bedroom:

Secure the loose electrical receptacle on the south wall. BMC 16.04.060(b)

**Apt. B19:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Replace ungrounded or non-functioning GFCI electrical receptacle(s) with GFCI-protected receptacle(s), per Indiana Electric Code requirements. BMC 16.04.060(b)

**Apt. B20:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
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Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B21:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B22:**

Living Room:

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

West Bedroom:

Repair/replace the damaged door knob. BMC 16.04.060(a)

East Bedroom:

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

**Apt. B23:**

Kitchen:

Repair sink drain to function as intended. BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and

encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B24:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

**Apt. B25:**

Hallway:

Repair or replace the thermostat so that the heat is functioning as intended. BMC 16.04.020 and BMC 16.04.060(c)

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B26:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B27:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. B28:**

Living Room:

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Building C –**

**Apt. C1:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C2:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C3:**

East Bedroom:

Repair the door to latch as intended. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C4:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C5:**

Living Room:

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

Kitchen:

The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks (repair faucet in a manner so that there is adequate water pressure and volume) . BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C6:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C7:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C8:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C9:**

Living Room:

Repair or replace existing smoke detector in a manner so that it functions as intended. IC  
22-11-18-3.5

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
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Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Secure toilet to its mountings. BMC 16.04.060(a)

**Apt. C10:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C11:**

Kitchen:

Repair the faucet to eliminate the constant dripping. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

Bathroom:

Repair sink drain stopper to function as intended. BMC 16.04.060(b)

**Apt. C12:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

**Apt. C13:**

Living Room:

All basement and ground floor windows and all upper windows adjacent to porch roofs, decks or other accessible exterior elements shall be capable of latching securely. Install a locking mechanism to the window. BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C14:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C15:**

Kitchen:

Properly repair or replace broken or missing cabinet door. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly install sink in a manner that secures it to the wall and allows it to support normally imposed loads. BMC 16.04.060(a)

Properly re-caulk around the countertop to eliminate water infiltration. BMC 16.04.060(a)

Middle Bedroom:

All basement and ground floor windows and all upper windows adjacent to porch roofs, decks or other accessible exterior elements shall be capable of latching securely. Install a locking mechanism to the right window. BMC 16.04.060(b)

West Bedroom:

All basement and ground floor windows and all upper windows adjacent to porch roofs, decks or other accessible exterior elements shall be capable of latching securely. Install a locking mechanism to the left window. BMC 16.04.060(b)

**Apt. C16:**

Hallway:

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. IC 22-11-18-3.5

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C17:**

Living Room:

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

**Apt. C18:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. C19:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

West Bedroom:

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster. Properly repair the west wall adjacent to the electrical receptacle. BMC 16.04.060(a)

Replace missing electrical receptacle cover on the west wall. BMC 16.04.060(b)

**Apt. C20:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Building D--

**Apt. D1:**

Kitchen:

Properly re-caulk around the countertop to eliminate water infiltration. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D2:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D3:**

Kitchen:

Repair or replace the stove to function as intended and have all burners lighting fully. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D4:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D5:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D6:**

Kitchen:

Repair the faucet to eliminate the constant dripping. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D7:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Properly attach the collar on the furnace flue. BMC 16.04.060(c)

**Apt. D8:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm

Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D9:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Rear Bedroom:

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster. Properly repair the wall adjacent to the window. BMC 16.04.060(a)

**Apt. D10:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D11:**

Kitchen:

Repair or replace the stove to function as intended and have all burners lighting fully. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D12:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D13:**

Living Room:

Repair the window to be weather tight. The sashes shall fit snugly and properly within the frame. Replace any missing or deteriorated glazing compound. Windows shall be easily and fully openable and shall remain fully open using hardware that is part of the window. BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Clean the heating/air conditioning supply/return grille. BMC 16.04.060(c)

Middle Bedroom:

Every window shall be capable of being easily opened and held in position by its own hardware. BMC 16.04.060(b)

**Apt. D14:**

Hallway:

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. IC 22-11-18-3.5

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D15:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. D16:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Building E –**

**Apt. E1:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Repair sink drain to function as intended. BMC 16.04.060(b)

**Apt. E2:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. E3:**

Living Room:

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. E4:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. E5:**

Bathroom:

Secure toilet to its mountings. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
BMC 16.01.060(f) and 16.04.060 (c)

**Apt. E6:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Repair or replace exhaust fan so that it functions as intended. BMC 16.04.060(c)

**Apt. E7:**

Hallway:

Repair or replace existing smoke detector in a manner so that it functions as intended. IC 22-11-18-3.5

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. E8:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Building F -**

**Apt. F1:**

Living Room:

Properly secure the threshold in the exterior doorway. BMC 16.04.060(b)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. F2:**

All rooms:

The windows in this room were not inspected at the time of the cycle inspection as there was no access to them (They were covered in plastic). The windows in this room must be inspected and brought into compliance with-in the same 60 day deadline as the remainder of this property. **This applies even if the tenants do not have access to this area of the property.** BMC 16.03.040

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. F3:**

Living Room:

Properly repair, then clean and surface coat damaged or stained ceiling area. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Properly repair, then clean and surface coat damaged or stained ceiling area. BMC 16.04.060(a)

**Apt. F4:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Left Bedroom:

Properly repair or replace damaged door jamb. BMC 16.04.050(a) and BMC 16.04.060(a)

**Apt. F5:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

Repair or replace exhaust fan so that it functions as intended. BMC 16.04.060(c)

Right Bedroom:

Repair/replace the damaged door. BMC 16.04.060(a)

**Apt. F6:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. F7:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Repair sink drain to function as intended. BMC 16.04.060(b)

**Apt. F8:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Building G --**

**Apt. G1:**

Kitchen:

Replace the missing protective cover for the light fixture. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

**Apt. G2:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and

encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. G3:**

**Living Room:**

Properly repair floor covering at the entry. This includes but is not limited to replacing or repairing damaged or deteriorated floor covering, decking and structural members. BMC 16.04.060(a)

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

**Hallway:**

Repair or replace existing smoke detector in a manner so that it functions as intended. IC 22-11-18-3.5

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Bathroom:**

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

**Left Bedroom:**

All basement and ground floor windows and all upper windows adjacent to porch roofs, decks or other accessible exterior elements shall be capable of latching securely. Install a locking mechanism to the window. BMC 16.04.060(b)

**Apt. G4:**

**Hallway:**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. G5:**

Living Room:

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

Left Bedroom:

Repair or replace closet doors so they function as intended. BMC 16.04.060(c)

**Apt. G6:**

Kitchen:

Repair or replace microwave so that the breaker doesn't trip when it is turned on. BMC 16.04.060(a)

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**Apt. G7:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. BMC 16.04.060(a)

**Apt. G8:**

Hallway:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**EXTERIOR:**

Properly repair or replace damaged or deteriorated siding on the dormer windows of the buildings in a manner that leaves the structure weather tight and excludes the entrance of rodents. This is to be done in a workmanlike manner and includes but is not limited to all damaged or deteriorating siding and structural members. BMC 16.04.050(a)

Repair or replace damaged or deteriorating roofing. This is to be done in a workmanlike manner and includes but is not limited to damaged or deteriorating roofing material, sheathing, and all structural members. BMC 16.04.050(a)

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. BMC 16.04.050(e) (This item only has a compliance deadline of February 21, 2014.)

Replace the missing protective covers for the light fixtures adjacent to the apartment doors. BMC 16.04.060(c)

Replace broken or missing spindles in handrail/guardrail. BMC 16.04.020, BMC 16.04.050(b) and BMC 16.04.050(b)

Secure all stair steps and handrails/guard rail on the decks so that they are capable of withstanding normally imposed loads. BMC 16.04.050(b) and BMC 16.04.060(b)

**Building A –**

Replace all damaged bricks and properly tuck point all missing or defective mortar joints. BMC 16.04.040(a) and BMC 16.04.050(a)

Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction. Remove the grill from

the deck of apt. A20 BMC 16.04.020(3), Indiana Fire Code Sec. 308.3.1 & Sec. 308.3.1.1

Exceptions:

1. One & Two family dwellings
  2. Where the buildings & decks are protected by an automatic sprinkler system
- Charcoal grills may be stored in these locations. Gas grills may be stored in these locations without the propane tank (Propane tanks shall not be stored in the living space, garage or storage shed).

#### OTHER REQUIREMENTS:

##### Required documentation:

Complete the enclosed registration form. A street address is required for both owner and agent. **This form must be signed by the owner. This form must be submitted to the HAND office within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.010(b) and BMC 16.01.030(b)**

---

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

**This is the end of this report.**



City of Bloomington.  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-60

Address: 506 W Dixie

Petitioner: Robin Halpin Young

Inspector: Robert Hoole

Staff Report: May 16, 2012      Cycle inspection.  
July 31, 2012      Re-inspection  
August 8, 2012      issued temporary permit  
March 21, 2013      sent Exterior Extension reminder  
May 9, 2013      Received appeal

This property is in compliance except the exterior painting which was given a year deadline. The petitioner is requesting additional time to purchase the paint and paint the structure.

Staff recommendation: Grant the extension.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: July 31, 2013

Attachments: Cycle Inspection report, Appeal form



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 506 W. Dixie St.  
Petitioner's Name: Robin Halpin Young  
Address: 331 E. Glendora Dr  
City: Bloomington State: IN Zip Code: 47408  
Phone Number: 812-369-9607 Email Address: younghalpin@gmail.com  
Property Owner's Name: Thomas James Halpin Trust  
Address: 331 E. Glendora Dr.  
City: Bloomington State: IN Zip Code: 47408  
Phone Number: 812-369-9607 Email Address: \_\_\_\_\_  
Occupants: Elizabeth & Nicole Parker

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV).

**REMINDER:** A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-60

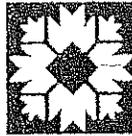
Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

Am realtor. Need to close a sale on  
6-3-13 to have money to buy paint.  
Please consider an extension

Can be finished by end of July,  
(July 31, 2013)

Signature (required): Robin Halpin Young  
Name (please print): Robin Halpin Young Date: 5-9-13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

MAY 31 2012

RENTAL PERMIT INFORMATION

Thomas James Halpin Trust  
331 E. Glendora DR  
Bloomington IN 47408

Property Location: 506 W. Dixie ST

Please find enclosed the Cycle Inspection Report which detail recommendations and violations found during the recent inspection of your rental property. You have **sixty (60) days** from the date of this letter to correct the violations listed on the report.

Once violations have been corrected, it is **your** responsibility to call the Housing and Neighborhood Development office by **JUL 31 2012** to schedule a re-inspection. You have the right to appeal any violation to the Board of Housing Quality Appeals. An appeal form can be found at [www.bloomington.in.gov/hand](http://www.bloomington.in.gov/hand). If you do not have access to the internet, you may contact HAND at 812-349-3420 and a form will be provided.

This report is issued in accordance with Section PM106.1 and PM106.2 of the Housing-Property Maintenance Code. Residential Rental Occupancy Permits will not be issued until all interior and exterior violations have been corrected, and all fees have been paid. Please be advised that non-compliance by the deadlines listed in this letter can limit the permit period to a maximum of three (3) years. A copy of the Notice of Fees can be found at [www.bloomington.in.gov/hand](http://www.bloomington.in.gov/hand). If you do not have access to the internet, you may contact HAND at 349-3420 and a form will be provided.

**If your address has changed since your last inspection, please submit a new registration form to the HAND Department. You can find the registration form online at the website listed above. If you do not have internet access, you may contact HAND at 812-349-3420 and a form will be mailed.**

If you have any questions regarding the permit process, please call weekdays between 8:00 a.m. and 5:00 p.m., at (812) 349-3420.

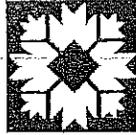
Sincerely,

Housing and Neighborhood Development Department

Enclosures: Inspection Report

Xc: Robin Young

141



City of Bloomington  
Housing and Neighborhood Development

Cycle Report

5621

OWNERS

=====

Thomas James Halpin Trust  
331 E. Glendora Drive  
Bloomington, IN 47408

AGENT

=====

Young, Robin Halpin  
331 E. Glendora Drive  
Bloomington, IN 47408

Prop. Location: 506 W. Dixie ST  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/2/3

Date Inspected: 05/16/2012  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Inspectors: Robert Hoole  
Foundation Type: Celat  
Attic Access: No  
Accessory Structure:

Monroe County Assessor's records indicate this structure was built in 1920.  
There were no requirements for emergency egress at the time of construction.

INTERIOR

Living room (13 x 13)

- Ⓒ Repair the entry door to open and close easily and to be weather tight. PM-303.15
- Ⓒ Properly repair the hole in the ceiling adjacent to the east wall. PM-304.3

Front bedroom (13 x 11)

- Ⓒ Eliminate the water stains on the ceiling. PM-304.3

142

Repair the south window to remain fully open using hardware that is part of the window. PM-303.13.2

**Existing Egress Window Measurements:**

Height: 53 inches  
Width: 37 inches  
Sill Height: 25 inches  
Openable Area: 13.61 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements. Removable sashes.

Dining room (10 x 14)

Properly repair the damaged ceiling adjacent to the return air grill and adjacent to the east wall. PM-304.3

Bath

Repair the door to the front bedroom to open, close, and latch as intended. PM-304.6

Rear bedroom (11 x 11)

Properly repair the damaged ceiling adjacent to the west wall. PM-304.3

**Existing Egress Window Measurements:**

Height: 57 inches  
Width: 24 inches  
Sill Height: 21 inches  
Openable Area: 9.5 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements. Removable sashes.

Kitchen (12 x 6)

Enclose the electrical wiring splice under the sink in an approved, mounted enclosure with a cover installed. PM-605.1

Utility area

Temperature/pressure relief (TPR) valve discharge tubes:

- shall not be reduced in size from the valve outlet
- shall be rigid galvanized, rigid copper, or any CPVC pipe
- shall not have a threaded discharge end
- drain by gravity

- shall have a minimum 1" air gap where discharging into a sanitary drain, or an approved air break
- shall extend to within 6" of floor. PM-505.4

Properly repair the hole in the ceiling. PM-304.3

Cellar

No violations noted.

EXTERIOR

Properly repair the hole in the siding above the back door. PM-303.6

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2

NOTE: This item has a compliance deadline of 5/18/2013.

OTHER REQUIREMENTS

Required documentation:

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.12.050 (d)

Required documentation:

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.040**

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013  
Petition Type: An extension of time to secure a State egress window variance.  
Petition Number: 13-TV-61  
Address: 512 E. 15<sup>th</sup> St.  
Petitioner: Mecca Elkins-Patnode  
Inspector: Norman Mosier  
Staff Report: April 15, 2013 – Conducted Cycle Inspection  
May 14, 2013 – Received BHQA Appeal

It was noted during the cycle inspection that the second level egress windows do not meet egress requirements. Petitioner is requesting an extension of time to secure a State egress window variance.

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1994. The relevant code is the 1992 Indiana Building Code, section: 1204.

<b><u>Openable area required: 5.7 sq. ft.</u></b>	<b><u>Existing area: 5.5 sq. ft.</u></b>
Clear width required: 20 inches	Existing width: 36 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 22 inches</u></b>
Maximum sill height: 44 inches above finished floor	Existing sill: 30 inches above finished floor

Staff recommendation: Grant the request.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: August 19, 2013

Attachments: Cycle Report, BHQA Appeal, Petitioner's Letter



RECEIVED  
MAY 14 2013

BY: \_\_\_\_\_

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 512 E 15 St

Petitioner's Name: Mecca Elkins - Patnode

Address: 220 E. 17 St

City: Bloomington State: IN Zip Code: 47408

Phone Number: 331-7797 Email Address: meccadance@yahoo.com

Property Owner's Name: Mecca Elkins - Patnode

Address: 220 E. 17 St Bloomington

City: Bloomington State: Indiana Zip Code: 47408

Phone Number: 331-7797 Email Address: meccadance@yahoo.com

Occupants: 15 persons

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-61

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

Extension of time for ~~via~~ window variance from  
State of Indiana For 2 months

Signature (required): Craig J. Petrade

Name (please print): Craig J Petrade Date: 5-19-13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

CYCLE REPORT

2844

OWNERS

Elkins, Barry  
220 E. 17th St.  
Bloomington, IN 47408

AGENT

Elkins - Patnode, Mecca  
220 E. 17th Street  
Bloomington, IN 47408

Prop. Location: 512 E 15th ST  
Number of Units/Structures: 3/1  
Units/Bedrooms/Max # of Occupants: 3/5/5

Date Inspected: 04/15/2013  
Primary Heat Source: Electric  
Property Zoning: RH  
Number of Stories: 2

Inspectors: Norman Mosier  
Foundation Type: Basement  
Attic Access: Yes  
Accessory Structure: None

The Monroe County assessor's records indicate that this structure was built in 1994.  
Minimum egress requirements for a multi-family dwelling built at the time of construction.  
Openable area: 5.7 Sq. Ft.  
Clear height: 24 inches  
Clear width: 20 inches  
Sill height: Not more than 44 inches above finished floor.

INTERIOR:

UNIT A

Main Level

½ Bath:

No violations noted.

Living Room 22 x 13:

Tighten the loose receptacle on the south wall. BMC 16.040.060(b)

148

Kitchen:

Repair the garbage disposal to function as intended, jammed. BMC 16.04.060(c)

Replace the defective right front burner element. BMC 16.04.060(c)

**BASEMENT**

Stairway, Hallway, Laundry Closet, Furnace Closet, Storage Closet, Hall Bath:

No violations noted.

S Bedroom 10 x 9:

Repair the smoke detector in this room to be interconnected. IC 22 - 11 - 18 - 3.5

Existing Egress Window Measurements: Slider: const. Yr. - 1994

Height: 42 inches

Width: 24 inches

Sill Height: 35 inches

Openable Area: 7.00 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

N Bedroom 14 x 13: Same window as above.

No violations noted.

**2<sup>nd</sup> LEVEL**

Stairway, Hallway, Hall Bath, Attic:

No violations noted.

**S BEDROOM 11 X 10:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1994. The relevant code is the 1992 Indiana Building Code, section: 1204.

**Openable area required: 5.7 sq. ft.**

**Existing area: 5.5 sq. ft.**

Clear width required: 20 inches

Existing width: 36 inches

**Clear height required: 24 inches**

**Existing height: 22 inches**

Maximum sill height: 44 inches above finished floor

Existing sill: 30 inches above finished floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and*

**Instructions.** If you need any further clarification, the Commission can be reached at 317.233.5341.

**MIDDLE BEDROOM 11 X 9:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1994. The relevant code is the 1992 Indiana Building Code, section: 1204.

<b><u>Openable area required: 5.7 sq. ft.</u></b>	<b><u>Existing area: 5.5 sq. ft.</u></b>
Clear width required: 20 inches	Existing width: 36 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 22 inches</u></b>
Maximum sill height: 44 inches above finished floor	Existing sill: 30 inches above finished floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**N BEDROOM 14 X 9:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1994. The relevant code is the 1992 Indiana Building Code, section: 1204.

<b><u>Openable area required: 5.7 sq. ft.</u></b>	<b><u>Existing area: 5.5 sq. ft.</u></b>
Clear width required: 20 inches	Existing width: 36 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 22 inches</u></b>
Maximum sill height: 44 inches above finished floor	Existing sill: 30 inches above finished floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**UNIT B**

**Main Level**

½ Bath, Living Room 22 x 13:

No violations noted.

Kitchen:

**It is strongly recommended that A minimum 1A 10BC classification fire extinguisher shall be mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, and in the path of egress.**

Kitchen: (continued)

Properly install or replace the aerator on the sink faucet so that it functions as intended.  
BMC 16.04.030(c)

Replace the burnt GFCI receptacle to the left of the sink. BMC 16.04.060(b)

**BASEMENT**

Stairway, Hallway, Laundry Closet, Furnace Closet, Storage Closet:

No violations noted.

Hall Bath:

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster, east wall in the shower. BMC 16.04.060(a)

S Bedroom 10 x 9:

No violations noted.

Existing Egress Window Measurements: Slider: const. Yr. - 1994

Height: 42 inches

Width: 24 inches

Sill Height: 35 inches

Openable Area: 7.00 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

N Bedroom 14 x 13: Same window as above.

No violations noted.

**2<sup>nd</sup> LEVEL**

Stairway, Hallway, Attic:

No violations noted.

Hall Bath:

Seal edge of floor covering adjacent to bathtub. BMC 16.04.060(a)

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster, east wall in the shower. BMC 16.04.060(a)

**S BEDROOM 11 x 10:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1994. The relevant code is the 1992 Indiana Building Code, section: 1204.

<b><u>Openable area required: 5.7 sq. ft.</u></b>	<b><u>Existing area: 5.5 sq. ft.</u></b>
Clear width required: 20 inches	Existing width: 36 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 22 inches</u></b>
Maximum sill height: 44 inches above finished floor	Existing sill: 30 inches above finished floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**MIDDLE BEDROOM 11 x 9:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1994. The relevant code is the 1992 Indiana Building Code, section: 1204.

<b><u>Openable area required: 5.7 sq. ft.</u></b>	<b><u>Existing area: 5.5 sq. ft.</u></b>
Clear width required: 20 inches	Existing width: 36 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 22 inches</u></b>
Maximum sill height: 44 inches above finished floor	Existing sill: 30 inches above finished floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**N BEDROOM 14 X 9:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1994. The relevant code is the 1992 Indiana Building Code, section: 1204.

<b><u>Openable area required: 5.7 sq. ft.</u></b>	<b><u>Existing area: 5.5 sq. ft.</u></b>
Clear width required: 20 inches	Existing width: 36 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 22 inches</u></b>
Maximum sill height: 44 inches above finished floor	Existing sill: 30 inches above finished floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

### UNIT C

#### Main Level

½ Bath, Living Room 22 x 13, Kitchen:

No violations noted.

### BASEMENT

#### Stairway:

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster, top of stairway. BMC 16.04.060(a)

#### Hallway:

No violations noted.

Laundry Closet, Furnace Closet, Storage Closet:

No violations noted.

#### Hall Bath:

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster, north wall in the shower. BMC 16.04.060(a)

S Bedroom 10 x 9:

No violations noted.

Existing Egress Window Measurements: Slider: const. Yr. - 1994

Height: 42 inches

Width: 24 inches

Sill Height: 35 inches

Openable Area: 7.00 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

N Bedroom 14 x 13: Same window as above.

No violations noted.

2<sup>nd</sup> LEVEL

Stairway, Hallway, Hall Bath, Attic:

No violations noted.

W BEDROOM 11 x 10:

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1994. The relevant code is the 1992 Indiana Building Code, section: 1204.

Openable area required: 5.7 sq. ft.

Existing area: 5.5 sq. ft.

Clear width required: 20 inches

Existing width: 36 inches

Clear height required: 24 inches

Existing height: 22 inches

Maximum sill height: 44 inches above finished floor

Existing sill: 30 inches above finished floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

MIDDLE BEDROOM 11 x 9:

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1994. The relevant code is the 1992 Indiana Building Code, section: 1204.

Openable area required: 5.7 sq. ft.

Existing area: 5.5 sq. ft.

Clear width required: 20 inches

Existing width: 36 inches

Clear height required: 24 inches

Existing height: 22 inches

Maximum sill height: 44 inches above finished floor

Existing sill: 30 inches above finished floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**E BEDROOM 14 X 9:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1994. The relevant code is the 1992 Indiana Building Code, section: 1204.

<b><u>Openable area required: 5.7 sq. ft.</u></b>	<b><u>Existing area: 5.5 sq. ft.</u></b>
Clear width required: 20 inches	Existing width: 36 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 22 inches</u></b>
Maximum sill height: 44 inches above finished floor	Existing sill: 30 inches above finished floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341

**EXTERIOR:**

All residential rental units shall conspicuously display the unit's address number on the front of the unit. BMC 16.04.100

Properly label electrical service meters/disconnects with corresponding unit numbers.  
BMC 16.04.020 and BMC 16.04.050(b)

Properly reconnect all gutters/downspouts in a manner that reasonably directs water away from the structure on the NW corner of structure. BMC 16.04.050(a)

Replace broken or missing spindles in handrail/guardrail on the front porch.  
BMC 16.04.020, BMC 16.04.050(b) and BMC 16.04.050(b)

Repair/replace the failing retaining wall on the NW corner of the structure. BMC 16.04.050(a)

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

**This is the end of this report.**



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: June 19, 2013

Petition Type: An extension of time to secure a State egress window variance.

Petition Number: 13-TV-62

Address: 590 E. Graham Place

Petitioner: Candi Mullis/Parker Real Estate Mgmt.

Inspector: Norman Mosier

Staff Report: April 26, 2013 – Conducted Cycle Inspection  
May 14, 2013 – Received BHQA Appeal

It was noted during the cycle inspection that the egress windows do not meet egress requirements at the time of construction. Petitioner is requesting an extension of time to secure a State egress window variance.

**W BEDROOM 14 X 10:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

<b><u>Openable area required: 4.75 Sq. Ft.</u></b>	<b><u>Existing area: 4.23sq. ft.</u></b>
Clear width required: 18 inches	Existing width: 30.5 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 20 inches</u></b>
Maximum sill height: 48 inches above finished floor	Existing sill: 31.25 inches above floor

**E BEDROOM 11-6 X 8:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

<b><u>Openable area required: 4.75 Sq. Ft.</u></b>	<b><u>Existing area: 4.34sq. ft.</u></b>
Clear width required: 18 inches	Existing width: 30.5 inches
<b><u>Clear height required: 24 inches</u></b>	<b><u>Existing height: 20.5 inches</u></b>
Maximum sill height: 48 inches above finished floor	Existing sill: 31.25 inches above floor

*de*

Staff recommendation: Grant the request.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: August 19, 2013

Attachments: Cycle Report, BHQA Appeal, Petitioner's Letter



RECEIVED  
MAY 15 2013

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

BY: \_\_\_\_\_

Property Address: 590 E Graham Bloomington IN 47401

Petitioner's Name: CANDI Mullis

Address: 621 N. Walnut / P.O. Box 1112

City: Bloomington State: IN Zip Code: 47404

Phone Number: 812 339 2115 Email Address: cmullis@parkermgmt.com

Property Owner's Name: Sacreb LLC

Address: 3756 Sterling Ave

City: Bloomington State: IN Zip Code: 47401

Phone Number: 812 345 0272 Email Address: \_\_\_\_\_

Occupants: Eli Bowling, Jessica Montesdeoca

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-62

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

~~Below~~ I am filing for an extension of  
time to complete the process of filing  
for a window variance w/ the  
Dept of Homeland Security. Till July 30, 2013

Signature (required):

*C Mullis*

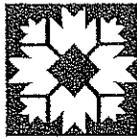
Name (please print):

*Candi Mullis*

Date:

*7/14/13*

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

CYCLE REPORT

1848

OWNERS

Sacreb, Llc  
3756 Sterling Avenue  
Bloomington, IN 47401

AGENT

Parker Real Estate Management  
P.O. Box 1112  
Bloomington, IN 47402

Prop. Location: 590 E Graham PL  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/3/5

Date Inspected: 04/26/2013  
Primary Heat Source: Electric  
Property Zoning: RM  
Number of Stories: 2

Inspectors: Norman Mosier  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

The Monroe County Assessor's records indicate that this structure was built in 1983.  
Minimum egress requirements for a multi-family dwelling built at the time of construction.  
Openable area: 4.75 Sq. Ft.  
Clear height: 24 inches  
Clear width: 18 inches  
Sill height: Not more than 48 inches above finished floor.

INTERIOR:

MAIN LEVEL

½ Bath:

Secure the loose sink to the wall and caulk the backsplash area. BMC 16.04.060(a)

Kitchen:

Repair the faucet sprayer on the sink to function as intended by the manufacturer, or remove and properly terminate the line for the sprayer. BMC 16.04.060(c)

160

Replace the defective GFCI receptacle to the left of the sink, won't trip. BMC 16.04.060(b)

Living Room 16 x 12-6:

Repair/replace the sliding glass door to open and close easily and to latch properly.  
BMC 16.04.060(a)

Replace the missing screen door for the sliding glass door. BMC 16.04.060(a)

**BASEMENT**

Stairs:

No violations noted.

Bathroom/Utility Room:

Temperature/pressure relief (TPR) valve discharge tubes:

- shall not be reduced in size from the valve outlet
- shall be rigid galvanized, rigid copper, or any CPVC pipe
- shall not have a threaded discharge end
- drain by gravity
- shall have a minimum 1" air gap where discharging into a sanitary drain, or an approved air break
- shall extend to within 6" of floor. BMC 16.04.060(c)

Main Room:

Repair/replace the sliding glass door, to be weather tight, and to latch properly.  
BMC 16.04.060(a)

Replace the missing screen door for the sliding glass door. BMC 16.04.060(a)

**2<sup>ND</sup> LEVEL**

Stairway/Hallway:

No violations noted.

Bathroom:

Repair the west door to latch properly, missing striker plate. BMC 16.04.060(a)

**W BEDROOM 14 X 10:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

**Openable area required: 4.75 Sq. Ft.**

**Existing area: 4.23sq. ft.**

Clear width required: 18 inches

Existing width: 30.5 inches

**Clear height required: 24 inches**

**Existing height: 20 inches**

Maximum sill height: 48 inches above finished floor

Existing sill: 31.25 inches above floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**E BEDROOM 11-6 X 8:**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983. The relevant code is the 1980 Indiana Building Code, section: 1204.

**Openable area required: 4.75 Sq. Ft.**

**Existing area: 4.34sq. ft.**

Clear width required: 18 inches

Existing width: 30.5 inches

**Clear height required: 24 inches**

**Existing height: 20.5 inches**

Maximum sill height: 48 inches above finished floor

Existing sill: 31.25 inches above floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**EXTERIOR:**

No violations noted.

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)

**This is the end of this report.**



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition to Rescind Variance**

Meeting Date: June 19, 2013  
Petition Type: Rescind a Variance  
Petition Number: 13-RV-63  
Address: 501 S. Woodlawn Ave.  
Petitioner: HAND  
Inspector: Norman Mosier  
Staff Report: May 7, 2013 – Conducted Cycle Inspection  
May 17, 2013 – Appealed to BHQA

It was noted when writing the cycle report that there are variances granted for the property under the Property Maintenance Code. These requirements are no longer a part of the Bloomington Municipal Code; Therefore the variances for this property must be rescinded as they are no longer valid.

Staff Recommendation: Rescind the variance  
Conditions: None  
Attachments: Cycle Report, BHQA Appeal, Petitioner's Letter.



RECEIVED  
MAY 17 2013

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

BY: \_\_\_\_\_

Property Address: 501 S. WOODLAWN

Petitioner's Name: H.A.N.D.

Address: 401 N. MORTON ST. STE. 130 / P.O. BOX 100

City: BLOOMINGTON State: IN. Zip Code: 47402

Phone Number: 349-3420 Email Address: \_\_\_\_\_

Property Owner's Name: JAMES BART CULVER

Address: R#1 P.O. BOX 294

City: NORTH WEBSTER State: IN. Zip Code: 46555

Phone Number: 574-834-4246 Email Address: \_\_\_\_\_

Occupants: \_\_\_\_\_

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-RV-63

SEE REVERSE

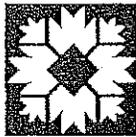
Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

HAND 13 REQUESTING TO RESCIND THE VARIANCES  
GRANTED TO THIS PROPERTY UNDER THE PROPERTY  
MAINTENANCE CODE. THESE REQUIREMENTS ARE NO  
LONGER A PART OF THE BLOOMINGTON MUNICIPAL  
CODE; THEREFORE THE VARIANCES MUST BE RESCINDED  
BY THE BOARD OF HOUSING AND QUALITY APPEALS

Signature (required): Norman Mesier

Name (please print): NORMAN MESIER Date: 5-17-13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

CYCLE REPORT

1028

OWNERS

Culver, James Bart  
R #1, P.O. Box 294  
North Webster, IN 46555

AGENT

Hallmark Rentals & Mgmt. Inc.  
1205 N. Walnut St.  
Bloomington, IN 47404

Prop. Location: 501 S Woodlawn AVE  
Number of Units/Structures: 4/1  
Units/Bedrooms/Max # of Occupants: 3/1/5 1/2/5

Date Inspected: 05/07/2013  
Primary Heat Source: Gas  
Property Zoning: RH  
Number of Stories: 2

Inspectors: Norman Mosier  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

VARIANCE

07/12/2006 Granted a pass through variance for Apt. #4

Granted a ceiling height variance for the bedroom of Apt. #2 with the following conditions: No Head Obstructions in the bedroom of Apt. #2 shall be lower than 6' 4" from the floor. In Apt. #2 Single and multiple-station, hard wired smoke alarms shall be installed in the following locations and in accordance with following criteria: PM-102.3, PM-102.8, & PM-704.2

1. In each sleeping room
2. Outside of each sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwelling units with split levels without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

167

4. The alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed. Radio frequency interconnection is allowable.
5. Install smoke detector(s) in an approved location. If wall mounted, it shall be located between 6 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall.
6. The required smoke alarms shall receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery.
7. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection.
8. Smoke detection shall be maintained in a manner so that it functions as intended and is in compliance with the aforementioned installation requirements.

This property was previously granted a variance for the pass through of Apt. # 4 and a ceiling height for Apt. # 2, requirements of the Property Maintenance Code. This requirement is no longer a part of the Bloomington Municipal Code; therefore the variance must be rescinded by the Board of Housing Quality Appeals. This process may slightly delay the issuance of your Rental Occupancy Permit, but will not negatively affect the length of your permit.

### INTERIOR:

#### MAIN LEVEL

##### UNIT 4

##### W Bedroom 12-9 x 12-1:

Replace the missing pin for the closing device on the storm door. BMC 06.04.060(a)

Repair the front door to latch properly without the use of the deadbolt. BMC 06.04.060(a)

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 36 inches

Width: 27 inches

Sill Height: 24 inches

Openable Area: 6.75 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

E Bedroom 15-10 x 14-3: Same window as above.

No violations noted.

Hallway, Bathroom:

No violations noted.

Dining Room 9-2 x 9-4:

Every window shall be capable of being easily opened and held in position by its own hardware. Right side window. BMC 16.04.060(b)

Kitchen, Mud Room:

No violations noted.

Enclosed Back Porch:

Repair the south door to latch properly. BMC 16.04.060(a)

**BASEMENT**

Stairway:

Install a latch on the hatchway door to hold the door open. BMC 16.04.060(a)

Every flight of interior stairs with 3 or more risers and every flight of exterior stairs with 2 or more risers shall be provided with handrails. Porches, balconies, decks or raised floor surfaces located more than 30 inches above the floor or grade below shall have guards not less than 36 inches in height. Open sides of stairs with a total rise of more than 30 inches above the floor or grade below shall have guards not less than 34 inches in height measured vertically from the nosing of the treads. Guards and handrails on opens sides of stairs shall be provided with intermediate railings that do not allow passage of a 4" diameter sphere. BMC 16.04.020

Main Room:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

NE Room:

No violations noted.

**UNIT 3**

Living Room 13-8 x 13-4:

Repair the front door to latch properly without the use of the deadbolt. BMC 06.04.060(a)

Hallway:

Repair the east door to fit the door jamb and latch properly. BMC 06.04.060(a)

Hall Bath:

Seal edge of floor covering adjacent to bathtub. BMC 16.04.060(a)

Bedroom 15-6 x 10-8:

No violations noted.

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 27.5 inches

Width: 39 inches

Sill Height: 23 inches

Openable Area: 7.45 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Kitchen 10-9 x 8-9:

Replace the inaudible smoke detector. IC22-11-18-3.5

Enclosed Back Porch:

Repair the damaged door casing, repair the door to fit the door jamb and to latch properly. BMC 16.04.060(a)

Repair the storm door to fit the door jamb and to latch properly. BMC 16.04.060(a)

2<sup>ND</sup> LEVEL

Entry Stairway:

Repair the door to fit the door jamb and to latch properly, also secure the loose window panel. BMC 16.04.060(a)

UNIT 1

Living Room 12-1 x 8-4:

Repair/replace the defective lock on the right side window on the south wall. All basement and ground floor windows and all upper windows adjacent to porch roofs, decks or other accessible exterior elements shall be capable of latching securely. BMC 16.04.060(b)

Bedroom 10-3 x 10-1:

No violations noted.

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 21.5 inches

Width: 19.5 inches

Sill Height: 24 inches

Openable Area: 2.91 sq. ft.

At the time this structure was built, there were no code requirements for emergency egress for a sleeping room. The Housing & Neighborhood Development Department strongly recommends that the sleeping room egress windows be modified or replaced with a larger window to aid in emergency escape. BMC-16.04.020

Closet:

No violations noted.

Kitchen 10 x 8-11, Pantry:

No violations noted.

Bathroom:

Secure toilet to its mountings. BMC 16.04.060(a)

Seal edge of floor covering adjacent to bathtub. BMC 16.04.060(a)

**UNIT 2**

Living Room 11-9 x 11:

No violations noted.

Bedroom 11-8 x 11-1:

Repair the broken window. BMC 16.04.060(b)

Every window shall be capable of being easily opened and held in position by its own hardware, left window BMC 16.04.060(b)

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 24 inches

Width: 27 inches

Sill Height: 19 inches

Openable Area: 4.50 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Kitchen:

No violations noted.

Bathroom:

Repair the door to latch properly, missing striker plate. BMC 16.04.060(a)

Secure the loose GFCI receptacle. BMC 16.04.060(b)

**EXTERIOR:**

Secure the loose and sagging guttering and repair the buckled drip edge around the front porch and on the north side of structure, (midway). Also repair any decking associated with drip edge repair.

BMC 16.04.050(b)

Repair/replace the damaged guttering on the east side of structure. BMC 16.04.060(b)

**OTHER REQUIREMENTS:**

**Required documentation:**

Complete the enclosed registration form. A street address is required for both owner and agent. **This form must be signed by the owner. This form must be submitted to the HAND office within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.010(b) and BMC 16.01.030(b)**

**Required documentation:**

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector **within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.060(c) and BMC 16.10.030(b)**

**Required documentation:**

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.03.050(e) and BMC 16.10.030(b)**

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When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

**This is the end of this report.**



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition to Rescind Variance**

Meeting Date: June 19, 2013  
Petition Type: Rescind a Variance  
Petition Number: 13-RV-64  
Address: 623 N. Monroe St.  
Petitioner: HAND  
Inspector: Norman Mosier  
Staff Report: ~~May 1, 2013 – Conducted Cycle Inspection~~  
May 22, 2013 – Received BHQA Appeal (H.A.N.D.)

It was noted that this property received a variance on June 10, 1999 pertaining to the ceiling height requirements for the structure under the Property Maintenance Code. This requirement is no longer a part of the Bloomington Municipal Code and should be rescinded by the Board of Housing and Quality Appeals.

Staff Recommendation: Rescind the variance  
Conditions: None  
Attachments: Cycle Report, Amended Cycle Report, BHQA Appeal, Petitioner's Letter

11



RECEIVED  
MAY 22 2013

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

BY: \_\_\_\_\_

Property Address: 623 N. MONROE STREET

Petitioner's Name: H. A. N. D.

Address: 401 N. MORTON ST. STE 130 P.O. BOX 100

City: BLGTN. State: IN. Zip Code: 47402

Phone Number: 349-3420 Email Address: \_\_\_\_\_

Property Owner's Name: LARRY WILLIAMS

Address: 815 KALSTON DR.

City: BLGTN. State: IN. Zip Code: 47403

Phone Number: 339-0339 Email Address: \_\_\_\_\_

Occupants: \_\_\_\_\_

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

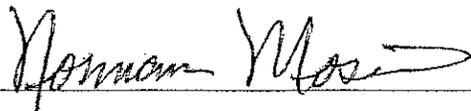
OFFICE USE ONLY  
Petition Number 13-RV-64

SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

THIS PROPERTY WAS PREVIOUSLY GRANTED A VARIANCE  
FOR EXCEPTION TO THE MINIMUM CEILING HEIGHT  
REQUIREMENTS IN ALL ROOMS WITH THE CONDITION  
THAT NO LIGHT FIXTURES BE INSTALLED IN THE FUTURE  
AT LESS THAN 6'4" UNDER THE PROPERTY MAINTENANCE  
CODE, THIS REQUIREMENT IS NO LONGER A PART OF THE  
BIRMINGHAM MUNICIPAL CODE; THEREFORE THE VARIANCE  
MUST BE RESCINDED BY THE BOARD OF HOUSING AND  
QUALITY APPEALS.

Signature (required):



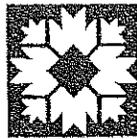
Name (please print):

NORMAN MOSIER

Date:

5-22-13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

AMENDED  
CYCLE REPORT

1546

OWNERS

Williams, Larry L.  
815 Ralston Dr.  
Bloomington, IN 47403

Prop. Location: 623, 627, 631 N Monroe St.  
Number of Units/Structures: 3/2  
Units/Bedrooms/Max # of Occupants: Bld 623/627: 2/3/3, Bld 631: 1/Eff/3

Date Inspected: 05/01/2013	Inspectors: Norman Mosier
Primary Heat Source: Gas	Foundation Type: Basement
Property Zoning: RC	Attic Access: No
Number of Stories: 1	Accessory Structure: Shed

Monroe County Assessor's records indicate this structure was built in 1899.  
There were no requirements for emergency egress at the time of construction.

VARIANCE

06/10/1999 Special exception to the minimum ceiling height requirements in all rooms with the condition that no light fixtures be installed in the future at less than 6'4".

This property was previously granted a variance to the Special exception to the minimum ceiling height requirements in all rooms with the condition that no light fixtures be installed in the future at less than 6'4" requirements of the Property Maintenance Code. This requirement is no longer a part of the Bloomington Municipal Code; therefore the variance must be rescinded by the Board of Housing Quality Appeals. This process may slightly delay the issuance of your Rental Occupancy Permit, but will not negatively affect the length of your permit.

INTERIOR:

623 N. MONROE ST.

MAIN LEVEL

Living Room 11-6 x 10, Hallway, Bathroom, Kitchen:

No violations noted.

176

NE Bedroom 10-4 x 9-2, NW Bedroom 10-6 x 8-9:

No violations noted.

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 25.5 inches

Width: 22 inches

Sill Height: 18.5 inches

Openable Area: 3.90 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

SE Bedroom 11-6 x 7:

No violations noted.

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 20.5 inches

Width: 32 inches

Sill Height: 18 inches

Openable Area: 4.56 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

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## BASEMENT

Main Room:

No violations noted.

## 627 N. MONROE

Kitchen 10-8 x 9-1, Hallway, Bath, Living Room 14-2 x 8-9:

No violations noted.

SE Bedroom 11-3 x 6-3:

No violations noted.

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 16 inches

Width: 25 inches

Sill Height: 38 inches

Openable Area: 2.78 sq. ft.

At the time this structure was built, there were no code requirements for emergency egress for a sleeping room. The Housing & Neighborhood Development Department strongly recommends that the sleeping room egress windows be modified or replaced with a larger window to aid in emergency escape. BMC-16.04.020

NE Bedroom 9-5 x 8-9:

No violations noted.

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 38 inches

Width: 21.5 inches

Sill Height: 35 inches

Openable Area: 5.67 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

NW Bedroom 14-2 x 8-9:

No violations noted.

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 36 inches

Width: 29.5 inches

Sill Height: 34 inches

Openable Area: 7.38 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

---

**631 N. MONROE ST.** NOTE: 2nd structure on same parcel, built in 1930. (Efficiency)

**BASEMENT**

**Main Room:**

No violations noted.

**MAIN LEVEL**

**Kitchen 9 x 9, Living Room/Bedroom 9 x 9, Bathroom:**

No violations noted.

Existing Egress Window Measurements: Dbl hung pop out: Const. Yr. - 1930.

Height: 24 inches

Width: 33 inches

Sill Height: 28 inches

Openable Area: 5.50 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**EXTERIOR:**

No violations noted.

Shed: (For units 632 & 627).

No violations noted.

Carport: (For unit 631).

No violations noted.

**OTHER REQUIREMENTS:**

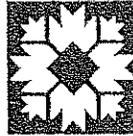
**Required documentation:**

Complete the enclosed registration form. A street address is required for both owner and agent. This form must be signed by the owner and provided to the office within 60 days of the date of the inspection or a \$25.00 fee will be levied. BMC 16.03.010(b), BMC 16.10.030(b)

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

**This is the end of this report.**

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City of Bloomington  
Housing and Neighborhood Development

CYCLE REPORT

1546

OWNERS

Williams, Larry L.  
815 Ralston Dr.  
Bloomington, IN 47403

Prop. Location: 623, 627, 631 N. Monroe St.  
Number of Units/Structures: 3/2  
Units/Bedrooms/Max # of Occupants: Bld 1: 2/3/3, Bld 2: 1/Eff/3

Date Inspected: 05/01/2013  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1  
Inspectors: Norman Mosier  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: Shed

VARIANCE

06/10/1999 Special exception to the minimum ceiling height requirements in all rooms with the condition that no light fixtures be installed in the future at less than 6'4".

Monroe County Assessor's records indicate this structure was built in 1899.  
There were no requirements for emergency egress at the time of construction.

INTERIOR:

623 N. MONROE ST.

MAIN LEVEL

Living Room 11-6 x 10, Hallway, Bathroom, Kitchen:

No violations noted.

NE Bedroom 10-4 x 9-2, NW Bedroom 10-6 x 8-9:

No violations noted.

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 25.5 inches

Width: 22 inches

Sill Height: 18.5 inches

Openable Area: 3.90 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

180

SE Bedroom 11-6 x 7:

No violations noted.

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 20.5 inches

Width: 32 inches

Sill Height: 18 inches

Openable Area: 4.56 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**BASEMENT**

Main Room:

No violations noted.

**627 N. MONROE**

Kitchen 10-8 x 9-1, Hallway, Bath, Laundry Room, Living Room 14-2 x 8-9:

No violations noted.

NE Bedroom 9-5 x 8-9:

No violations noted.

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Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 38 inches

Width: 21.5 inches

Sill Height: 35 inches

Openable Area: 5.67 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

NW Bedroom 14-2 x 8-9:

No violations noted.

Existing Egress Window Measurements: Dbl hung: Const. Yr. - 1899

Height: 36 inches

Width: 29.5 inches

Sill Height: 34 inches

Openable Area: 7.38 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**631 N. MONROE ST.** NOTE: 2<sup>nd</sup> structure on same parcel, built in 1930. (Efficiency)

**BASEMENT**

**Main Room:**

No violations noted.

**MAIN LEVEL**

**Kitchen 9 x 9, Living Room/Bedroom 9 x 9, Bathroom:**

No violations noted.

Existing Egress Window Measurements: Dbl hung pop out: Const. Yr. – 1930.

Height: 24 inches

Width: 33 inches

Sill Height: 28 inches

Openable Area: 5.50 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**EXTERIORS:**

No violations noted.

**Shed:** (For units 632 & 627).

No violations noted.

**Carport:** (For unit 631).

No violations noted.

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

**This is the end of this report.**



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Relief from an Administrative Decision**

Meeting Date: June 19, 2013  
Petition Type: Relief from an administrative decision  
Variance Request: Requests a 5 year permit  
Petition Number: 13-AA-33  
Address: 533 E. Smith Avenue  
Petitioner: Cassis Enterprises, LLC

This was originally heard at the April meeting. The request was denied. The following is the explanation from that staff report:

On September 14, 2012, this property was issued a 3 year rental occupancy permit. Petitioner is requesting that this permit length be extended to 5 years. Petitioner received an extension of time to apply to the State for a window variance on May 16, 2012. Deadline was July 16, 2012. HAND received the window variance paperwork on 9/4/12. Petitioner received a 3 year permit for failing to meet the deadline.

Please see attached letter from owner, Joanne Sabbagh. She is requesting that this be heard under "Old Business" as she was unable to attend the meeting. She was advised prior to the April meeting that she would need to attend because the staff would not support her request.

Staff recommendation: Deny the request to receive a 5 year permit.

Conditions: None.

Compliance Deadline: None

Attachments: Appeal form, letter from owner dated April 25, 2013

# CASSIS ENTERPRISES, LLC

PO Box 8002  
Bloomington, IN 47408

Telephone: (812) 219-5212  
FAX: (812) 369-4151  
[jsabbagh@homefinder.org](mailto:jsabbagh@homefinder.org)

April 25, 2013

## CERTIFIED LETTER

Board of Housing Quality Appeals  
PO Box 100  
Bloomington, IN 47402

Subject: 533 Rental Permit Status

Dear Board Members:

When I went before the Board requesting an extension in time to complete violations because of the window variance, I was assured by the Board that as long as I completed all violations and did the reinspect by the deadline that I would be granted another five-year permit. I was told to send in the paperwork from Homeland Security as soon as it was received which is what I did.

When I got my permit, it was for three years not five. When I called and asked why, I was told that I did not complete an owner registration form by the deadline. I told her (can't remember who I spoke with) that there was no change in ownership and that I was still the owner. She said I would have to talk to Lisa Abbott to get the three-year changed to a five-year permit. When I called and spoke to Lisa, she said the reason I did not get the five-year permit was because I did not turn in the paperwork from Homeland Security by the deadline.

I was told that I needed to appeal HAND's decision and applied to do so. Unfortunately, on April 17 I had a doctor's appointment and because the doctor was running very late, I could not get to the hearing to discuss this with you. I can get verification from the doctor's office if requested as I wanted to do this in person.

I am, therefore, requesting I get this permit changed from a three-year to a five-year permit which is what I previously had because of the fact that the paperwork from Homeland Security being turned in late (I had no control over this and was assured at the original hearing I attended) that this would not be an issue. Please review your notes from my first appeal for an extension in time for completing violations, and you will see that this is a mistake and that I should get the five-year permit.

I look forward to hearing from you after your review and hope that you will reconsider and approve my request.

Sincerely,

  
Joanne Sabbagh



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Relief from an Administrative Decision**

Meeting Date: June 19, 2013

Petition Type: Relief from an administrative decision

Variance Request: Relief from the requirements of the rental registration process

Petition Number: 13-AA-53

Address: 301 E. Brownstone Drive

Petitioner: Brownstone Investment Group, LLC

Please note the following:

Previous permit expiration	7/24/12
Cycle inspection scheduled	5/18/12
Cycle conducted	6/25/12
Compliance deadline	9/17/12
BHQA appeal received	9/5/12
BHQA Notice of Board Action Sent	10/19/12
BHQA Deadlines:	
Life Safety	10/31/12
Other	12/17/12
Reinspection for Life Safety Scheduled	11/2/12
Reinspection conducted	1/15/13
Remaining Violations report sent	1/18/13
Requested contact Owner re: state variance	2/8/13
Received State variance	3/8/13
Permit issued with 3 year expiration.	3/8/13
Permit expiration date	3/8/16

On March 08, 2013, this property was issued a 3 year rental occupancy permit. Petitioner is requesting that this permit length be extended to 5 years. Owner scheduled first reinspection after the Life Safety deadline of 10/31/12. We received the variance from the State after the 12/17/12 deadline:

Staff recommendation: Deny the relief from the rental registration process

Conditions: None.

Compliance Deadline: None

Attachments: Appeal form



RECEIVED  
APR 18 2013

Application for Appeal  
To The

Board of Housing Quality Appeals

P.O. Box 100

Bloomington, IN 47402

812-349-3420

hand@bloomington.in.gov

BY: .....

Property Address: 301 E. BROWNSTONE DRIVE

Petitioner's Name: Brownstone Investment Group, LLC

Address: ~~301~~ 2015 N. Dunn St.

City: Bloomington State: Ind Zip Code: 47408

Phone Number: 812-334-0333 Email Address: tcg1972@secgbbal.net

Property Owner's Name: THOMAS GUTHRIE

Address: 11

City: 11 State: 11 Zip Code: 11

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupants: \_\_\_\_\_

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

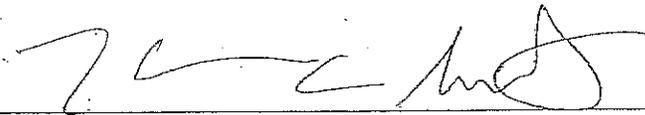
*walk 4 per la*

OFFICE USE ONLY  
Petition Number 13-AA-53

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

Two Dates Given For "Deadline" and we misunderstood -  
We missed setting up re-inspection by 2 days. The 2nd  
Deadline Date was December 17<sup>th</sup> (A month later) and had  
Emergency Party for Call in on Nov. 2<sup>nd</sup> (which we missed  
First deadline of Oct 31<sup>st</sup>). We are requesting a reinstatement  
of our 5 year covenant to us making our mistake and  
if change to a 3 year.

Signature (required):



Name (please print):

Thomas C. Guthrie

Date:

4-18-13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.