

**PUBLIC HEARING
BOARD OF HOUSING QUALITY APPEALS
CITY HALL McCLOSKEY CONFERENCE ROOM
September 19, 2018, 4:00 P.M.**

ALL ITEMS ARE ON THE CONSENT AGENDA

I. ROLL CALL

II. REVIEW OF SUMMARY – August 15, 2018 p. 2

III. PETITIONS

- 1) 18-TV-49, **1319 W. Gourley Pike**, Erica Payne. Previously heard June 20, 2018. Request for an extension of time to complete repairs. p. 3
- 2) 18-AA-72, **1107, 1109, 1111-13 S. Rogers Street**, HAT Living, LLC. Previously heard August 15, 2018. Request for relief from an administrative decision. p. 11
- 3) 18-TV-74, **1202 S. Washington Street**, Solstice Properties, LLC. Request for an extension of time to complete repairs. p. 14
- 4) 18-TV-75, **412-414 S. Ballantine Road**, Michael Ho, (Omega Properties). Request for an extension of time to complete repairs. p. 21
- 5) 18-RV-76, **213 S. Jefferson Street**, H.A.N.D., (57ub, LLC). Request to rescind a variance. p. 28
- 6) 18-RV-77, **135 N. Bryan Avenue**, H.A.N.D. (57ub, LLC). Request to rescind a variance. p. 29
- 7) 18-TV-78, **411 W. Howe Street**, Mary C. Norman. Request for an extension of time to complete repairs. p. 30
- 8) 18-TV-79, **704 W. 15th Street**, Peek & Associates c/o Mark Kleinbauer, (Kumar Abhinava). Request for an extension of time to complete repairs. p. 36
- 9) 18-TV-80, **2366 E. Winding Brook Circle**, Mackie Properties, (Catherine Brown). Request for an extension of time to complete repairs. p. 44
- 10) 18-TV-81, **403 E. 3rd Street**, Laurie Miller, (Annex of Bloomington). Request for an extension of time to complete repairs. p. 50

IV. GENERAL DISCUSSION

V. PUBLIC COMMENT

VI. ADJOURNMENT

Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call [812-349-3429](tel:812-349-3429) or e-mail human.rights@bloomington.in.gov.

B.H.Q.A. MEETING OF AUGUST 15, 2018 SUMMARY

MEMBERS PRESENT: Nicholas Carder, Eric Dockendorf, Elizabeth Gallman, Nikki Gastineau

STAFF PRESENT: Michael Arnold, Daniel Bixler, John Hewett, Kenneth Liford, Norman Mosier, Eric Sader, Jo Stong, Dee Wills (HAND), Christopher Wheeler (Legal)

GUESTS PRESENT: Yu-Han Huang, Johnny Tsai (HAT Living, LLC)

Meeting start time 4:00 PM.

I. REVIEW OF SUMMARY

Gallman made a motion to approve the minutes for July 18, 2018. Dockendorf seconded. Motion passed, 4-0.

II. CONSENT AGENDA

18-TV-66, **621 W. 4th Street**, Charles Cole. Request for an extension of time to complete repairs. Staff recommendation to grant request with an August 17, 2018 deadline to call and schedule re-inspection.

18-TV-67, **3211 E. 10th Street**, Tracey B. Walker (Hunter Blooming Properties). Request for an extension of time to complete repairs. Staff recommendation to grant the request with a September 06, 2018 deadline for deck and concrete repairs; all other repairs are scheduled for re-inspection on August 06, 2018.

18-RV-68, **119-121 S. Bryan Avenue**, H.A.N.D. (Cedarwood Properties, LLC). Request for rescission of a variance. Staff recommendation to grant the rescission.

18-RV-69, **827 W. 4th Street**, H.A.N.D. (Kelly Sax). Request for rescission of a variance. Staff recommendation to grant the rescission.

18-TV-70, **1224 S. College Mall Road**, Mark & Shawn Dites. Request for an extension of time to complete repairs. Staff recommendation to grant request with an October 15, 2018 deadline for all repairs to be complete and re-inspected.

18-TV-71, **2500 S. Rockport Road**, Rex Whitmer (Dave Cooper). Request for an extension of time to complete repairs. Staff recommendation to grant request with a December 30, 2018 deadline for all repairs to be complete and re-inspected.

18-TV-73, **2742 S. Pine Meadows Drive**, Leon Howard. Request for an extension of time to complete repairs. Staff recommendation to deny the request.

Approved.

III. PETITIONS

18-AA-72, **1107, 1109 & 1111-1113 S. Rogers Street**, Yu-Han Huang (HAT Living, LLC). Petitioners present to request relief from an administrative decision concerning the issuance of a three year permit. Staff recommendation to deny the request, the permit standing as issued with expiration date of June 28, 2021. Carder made motion to deny the request per staff recommendation. Dockendorf seconded. Motion failed, 3-1 (Gastineau nay). Gastineau made motion to table petition until the next BHQA meeting. Carder seconded. Motion passed, 4-0. Item table until the September 19, 2018 BHQA meeting.

IV. GENERAL DISCUSSION

None.

V. PUBLIC COMMENT

None.

VI. ADJOURNMENT

Gastineau made motion to adjourn. Dockendorf seconded. Motion unanimously passed. Meeting adjourned at 4:17 PM.



City of Bloomington
H.A.N.D.

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

Meeting Date: September 19, 2018

Petition Type: An extension of time to complete repairs.

Petition Number: 18-TV-49 (Old Business)

Address: 1319 W. Gourley Pike

Petitioner: Erica Payne

Inspector: Norman Mosier

Staff Report: October 23, 2017 – Conducted Cycle Inspection
December 29, 2017 – Owner Scheduled Re-inspection, 01/31/2018 @ 10:30
January 31, 2018 – Owner Rescheduled Re-inspection, 02/19/2018 @ 10:00
February 19, 2018 – Conducted Re-inspection with Owner
March 7, 2018 – Owner Scheduled Re-inspection, 04/18/2018 @ 10:00
April 16, 2018 – Received May BHQA Appeal
June 22, 2018 – Mailed Notice of Board Action
July 16, 2018 – Owner Scheduled Re-inspection, 08/20/2018 @ 10:30
August 10, 2018 – Received BHQA Appeal (Old Business)

Petitioner is requesting an extension of time to complete the repairs and seek litigation due to damage to the home by the tenants.

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: November 19, 2018

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



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
AUG 10 2018

Property Address: 1319 W. Gourley Place, Bldg., IN 47404
Petitioner's Name: Erica Payne
Address: 935 W. Kirkwood Ave.
City: Bloomington State: IN Zip Code: 47404
Phone Number: 812391-7158 Email Address: ericapayne@spcglobal.net
Property Owner's Name: Erica Payne
Address: 935 W. Kirkwood Ave
City: Bloomington State: IN Zip Code: 47404
Phone Number: Same Email Address: Same
Occupants: Unoccupied currently

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 Residential Rental Unit and Lodging Establishment Inspection Program (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 18-TV-49 (OLD)

BUSINESS

SEE REVERSE

NM

PREVIOUSLY HEARD JUNE 20, 2018

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 ill and tenants trashed the place. They moved out 7-31-18. I paid for new front door, receipt attached but it won't be in (covenants) until 9-13-18.

Please allow me extra time to litigate this mess, or as much extra time (until next meeting) as possible.

Thank you very much for your help.

Signature (required):

Erica Payne

Name (please print):

Erica Payne

Date:

8-10-18

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 INSPECTION REPORT

9397

Owner(s)

Payne, Erica
935 W. Kirkwood Avenue
Bloomington, IN 47404

Prop. Location: 1319 W Gourley PIKE
Number of Units/Structures: 1/1
Units/Bedrooms/Max # of Occupants: Bld 1: 1/3/3

Date Inspected: 10/23/2017
Primary Heat Source: Gas
Property Zoning: RS
Number of Stories: 1

Inspector: Norman Mosier
Foundation Type: Crawl Space
Attic Access: No
Accessory Structure: shed

Windows for Modular home are to Manufacturers' specifications.

Existing Egress Window Measurements: Dbl hung; Const. Yr. - 1989
Height: 26 inches
Width: 35 inches
Sill Height: 16 inches
Openable Area: 6.32 sq. ft.

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

INTERIOR:

Laundry Area:

No violations noted.

Furnace Closet:

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), BMC 16.04.060(c), BMC 16.04.060(b)

Kitchen 11 x 8-7:

No violations noted.

Living Room 17-9 x 11:

Repair/replace the failing entry door, exterior panel coming off. BMC 16.04.060 (a)

E Bedroom 11-8 x 11: See window measurements above.

No violations noted.

E Bathroom:

Repair the door to latch properly. BMC 16.04.060 (a)

SW Bedroom 9-5 x 8-3: See window measurements above.

No violations noted.

Hallway:

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

Hall Bath:

Repair the door to latch properly. BMC 16.04.060 (a)

Replace the missing door stop trim. BMC 16.04.060 (a)

Secure the loose toilet. BMC 16.04.060 (a)

NW Bedroom 10-4 x 9-2: See window measurements above.

Replace the missing receptacle cover plate for the receptacle adjacent to the door.
BMC 16.04.060 (b)

EXTERIOR:

Secure the loose siding on the east end of structure. BMC 16.04.050(a)

Crawlspace:

No access.

OTHER REQUIREMENTS:

Registration Form

Complete the enclosed registration form. A street address is required for both owner and agent. This form must be signed by the owner. If this form is not provided to the HAND department by the compliance deadline and the matter is referred to the Legal Department a fine of \$25 will be assessed. BMC 16.03.020, BMC 16.10.030(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)

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

REMAINING VIOLATION INSPECTION REPORT

9397

Owner(s)

Payne, Erica
935 W. Kirkwood Avenue
Bloomington, IN 47404

Prop. Location: 1319 W Gourley PIKE
Number of Units/Structures: 1/1
Units/Bedrooms/Max # of Occupants: Bld 1: 1/3/3

Date Inspected: 10/23/2017
Primary Heat Source: Gas
Property Zoning: RS
Number of Stories: 1

Inspector: Norman Mosier
Foundation Type: Crawl Space
Attic Access: No
Accessory Structure: None

REINSPECTION REQUIRED

This report is a reminder that there are outstanding violations of the Residential Rental Unit and Lodging Establishment Inspection Program of Bloomington. Although you are still within your sixty-day deadline, the following items must be brought into compliance before a rental occupancy permit will be issued.

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 Section 16.03.040 of the Bloomington Municipal Code.

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:

Living Room 17-9 x 11:

Repair/replace the failing entry door, exterior panel coming off. BMC 16.04.060 (a)

E Bathroom:

Repair the door to latch properly. BMC 16.04.060 (a)

401 N Morton St
Bloomington, IN 47404
Fax (812) 349-3582

City Hall
bloomington.in.gov

Rental Inspection (812) 349-3420
Neighborhood Division (812) 349-3421
Housing Division (812) 349-3401

The following documents were not provided to the office or reviewed by the inspector within 60 days of the date of the inspection, and as such a fine will be levied:

- **Tenants and Owners Rights and Responsibilities Summary**

A completed copy of the Tenants and Owners Rights and Responsibilities Summary
BMC 16.03.060(c) and BMC 16.10.030(b)

- **Inventory & Damages List**

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.

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 16.03.030(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 and the agent, the occupant load of the unit, the number of bedrooms, the expiration date of the permit, and any variances that have been granted for the property. BMC 16.03.030(c)

This is the end of this report.



**City of Bloomington
Housing & Neighborhood Development**

Meeting Date: September 19, 2018

Petition Type: Relief from an administrative decision

Variance Request: Relief from the loss of 5 year permit.

Petition Number: 18-AA-72

Address: 1107, 1109, 1111-1113 S Rogers Street

Petitioner: Yu-Han Huang

Inspector: Jo Stong/ John Hewett

Staff Report:

March 16, 2018	Email sent to owner listed on registration form
May 16, 2018	Permit expired. "5 year" lost at this time.
May 23, 2018	'Notice to Register and Schedule' sent to new owner of record in Elevate, who purchased property June 08, 2017
May 30, 2018	Received new registration form
May 31, 2018	Owner scheduled inspection for June 28, 2018
June 28, 2018	Cycle Inspection. No violations noted.
July 3, 2018	Report sent with the billing statement
July 6, 2018	Payment received, issued 3 year permit.
July 13, 2018	Owner appeals for relief from loss of 5 year permit.
August 15, 2018	Request tabled by BHQA.

The current owner purchased the property on June 8, 2017, which was prior to the expiration of the Rental Occupancy Permit on May 16, 2018. HAND should have been notified of the change of ownership at that time.

Staff recommendation: Deny the relief from administrative decision.

Conditions: The permit shall remain as issued, with an expiration date of June 28, 2021.

Compliance Deadline: none

Attachments: Appeal form

RECEIVED
JUL 17 2018



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: 1107, 1109, 1111, 1113 S Rogers St

Petitioner's Name: Yu-Han Huang

Address: 450 Jackson St

City: Columbus State: IN Zip Code: 47201

Phone Number: (734) 7575-0040 Email Address: contact.hat.living@gmail.com

Property Owner's Name: HAT Living LLC

Address: 450 Jackson St

City: Columbus State: IN Zip Code: 47201

Phone Number: (734) 757-0040 Email Address: contact.hat.living@gmail.com

Occupants: Lillian Rae, Dominic Oliverio, Chris Haugen,
Charlie Baugh, Lillian Hogan, Nathan Callahan

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 Residential Rental Unit and Lodging Establishment Inspection Program (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 18-AA-72

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.

1. The property was purchased Thursday 6/6, 2017 and I contacted City of Bloomington Housing Programs at 2:40pm SAME DAY regarding to the rental permit. I was told that no action is required even the ownership of the property had changed. However, on 7/12, 2018, HAND office said we should register when the property was purchased and we could receive email notices for the inspection. The information given are contradicting each other and we are confused.

2. If there were any email reminder, we believe they went to the previous owner and we were not aware of it. The first notice from HAND we received was on 5/29, 2018 by mail and we contacted HAND on 5/31, 2018 to schedule for an inspection asap.

3. With previous 4 year permit and no violation at the 2018 HAND inspection, we sincerely hope you could reconsider and grant us 5 year permit duration. Proof for information mentioned above will be provided during the appeal.

Signature (required):



Name (please print):

Yun-Haw Huang

Date:

7/17, 2018

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: September 19, 2018

Petition Type: An extension of time to complete repairs.

Petition Number: 18-TV-74

Address: 1202 S Washington Street

Petitioner: Jarrin Franklin/ Solstice Properties

Inspector: John Hewett

Staff Report:

March 12, 2018	Cycle Inspection with previous owner
April 24, 2018	Mailed report
June 22, 2018	Received new registration form
July 24, 2018	Received Appeal
September 11, 2018	Owner scheduled re-inspection for 09/18/18

Petitioner is requesting an extension of time to complete the repairs. He recently purchased the property and was not aware it was in process for the renewal of the Rental Occupancy Permit.

Conditions: Complete all repairs and schedule for re-inspection no later than the deadlines stated below, or this case will be turned over to the City of Bloomington Legal Department for further action, including, but not limited to, the possibility of fines.

Compliance Deadline: September 19, 2018

Attachments: Cycle Report, BHQA Appeal



RECEIVED
JUL 24 2018

BY: EL

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: 1202 S WASHINGTON ST.
Petitioner's Name: Jarrin Franklin / SOLSTICE PROPERTIES LLC
Address: 5558 E WATSON Circle
City: MOORESVILLE State: IN Zip Code: 46158
Phone Number: 317-430-2900 Email Address: jarrinfranklin@yahoo.com
Property Owner's Name: Jarrin Franklin / SOLSTICE PROPERTIES LLC
Address: 5558 E WATSON Circle
City: MOORESVILLE State: IN Zip Code: 46158 outlook.com
Phone Number: 317-430-2900 Email Address: solsticeproperties@properties
Occupants: 3

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 Residential Rental Unit and Lodging Establishment Inspection Program (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

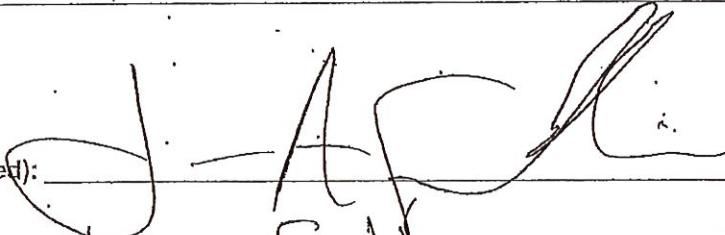
Petition Number 18-TV-74

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.

We purchased this property on 5/31/18 and were unaware that a HAND reinspection was required. We recently contacted HAND about the permit and getting a copy when we were then notified of the requirement. We have contacted our maintenance provider to schedule them for the needed repairs, but are requesting this extension to stay within compliance. We are attempting to get this resolved quickly in either event.

Signature (required):



Name (please print):

Jarrin Franklin

Date:

7-24-18

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

RENTAL INSPECTION INFORMATION

APR 25 2018

Venture Properties, Llc
P.O. Box 3098
Bloomington, IN 47401

RE: 1202 S Washington ST

Please find the enclosed Rental Inspection Report which contains pertinent information about the Cycle Inspection that was recently conducted at the above referenced property. The inspector has listed all noted violations and recommendations on the enclosed Rental Inspection Report. **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 within this 60 day window but no later than **JUN 24 2018** to schedule a re-inspection. You have the right to appeal any violation of Bloomington Municipal Code Title 16 noted on the rental inspection report to the Board of Housing Quality Appeals.

This report is issued in accordance with BMC 16.10.020 and 16.10.040 of the Residential Rental Unit and Lodging Establishment Inspection Program. Residential Rental Occupancy Permits will not be issued until all interior and exterior violations have been corrected, and all fees have been paid. Bloomington Municipal Code requires that all violations of all Titles of the BMC must be in compliance before a permit will be issued. Please be advised that non-compliance by the deadlines listed in this letter may limit the permit period to a maximum of three (3) years.

If the owner's or agent's contact information has changed since your last inspection, please submit a new registration form to the HAND Department. The registration must be signed by the owner of the property, not the agent. All rental forms and documents can be found at www.bloomington.in.gov/hand. If you do not have access to the internet, you may contact **HAND at 812-349-3420 and forms will be provided.**

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 & Neighborhood Development
Encl: Inspection Report,

401 N Morton St
Bloomington, IN 47404
Fax (812) 349-3582

City Hall
bloomington.in.gov

Rental Inspection (812) 349-3420
Neighborhood Division (812) 349-3421
Housing Division (812) 349-3401



**City Of Bloomington
Housing and Neighborhood Development**

CYCLE INSPECTION REPORT

3906

Owner(s)

Venture Properties, Llc
P.O. Box 3098
Bloomington, IN 47401

Prop. Location: 1202 S Washington ST
Number of Units/Structures: 1/1
Units/Bedrooms/Max # of Occupants: Bld 1: 1/3/3

Date Inspected: 03/12/2018
Primary Heat Source: Gas
Property Zoning: RC
Number of Stories: 1

Inspector: John Hewett
Foundation Type: Basement
Attic Access: No
Accessory Structure: None

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

No violations noted.

Kitchen

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

Hallway

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

Secure the loose receptacle on the N wall. BMC 16.04.060(b)

SW Bathroom

Replace the cracked tiles at both corners of the bathtub. BMC 16.04.060(a)

Repair the wall above the tub surround. BMC 16.04.060(a)

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

Laundry

No violations noted.

401 N Morton St
Bloomington, IN 47404
Fax (812) 349-3582

City Hall
bloomington.in.gov

Rental Inspection (812) 349-3420
Neighborhood Division (812) 349-3421
Housing Division (812) 349-3401

W Bedroom

No violations noted.

Existing Egress:

Height: 24 inches
Width: 34 inches
Sill Height: 28 inches
Openable Area: 5.67 sq. ft.

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

SE bath

Repair the wall above the tub surround. BMC 16.04.060(a)

SE Bedroom

No violations noted.

Existing Egress:

Height: 24 inches
Width: 34 inches
Sill Height: 28 inches
Openable Area: 5.67 sq. ft.

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

Basement

Replace the damaged electrical junction box. BMC 16.04.060(c)

The smoke detector is very close to the water heater flue. Relocate the hardwired smoke detector to a position that meets the Fire Code requirements for smoke detector placement. IC 22-11-18-3.5

Exterior

Repair the loose spindles on the deck. BMC 16.04.050(a)

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

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. BMC 16.04.050(e)

Replace the rotting trim on the West window. BMC 16.04.060(a)

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) and 16.10.030(b)

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 and 16.10.030(b)

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. If this form is not provided to the HAND department by the compliance deadline and the matter is referred to the Legal Department a fine of \$25 will be assessed. BMC 16.03.020, BMC 16.10.030(b)

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC: All rental units shall display a current occupancy permit in an accessible location inside said unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.16.03.030(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: September 19 , 2018
Petition Type: An extension of time to complete repairs.
Petition Number: 18-TV-75
Address: 412-414 S. Ballantine Road.
Petitioner: Michael Ho
Inspector: Kenny Liford
Staff Report: April 16th, 2018 Completed Cycle Inspection Report
July 25th, 2018 BHQA App received

Owner has requested an extension of time to complete the repairs to the Soffit and fascia of the structure along with exterior painting.

Staff recommendation: Grant the request.

Conditions: All repairs to the house shall be finished and reinspected no later than the Deadline listed below:

Compliance Deadline: October 15th, 2018 to call and schedule reinspection for the house.
Attachments: Cycle Inspection, BHQA Appeal, Petitioner's Letter



RECEIVED
JUL 25 2018

BY: RU

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: 412-414 Balkentine

Petitioner's Name: Michael HO

Address: 3455 E Bethel LN

City: Bton State: IN Zip Code: 47408

Phone Number: (812) 345-1549 Email Address: hmcneel@gmail.com

Property Owner's Name: Omgz Properties

Address: 115 E. 6th St Suite 1

City: Bton State: IN Zip Code: 47408

Phone Number: (812) 333-0995 Email Address: Omgzproperties@gmail.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 Residential Rental Unit and Lodging Establishment Inspection Program (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

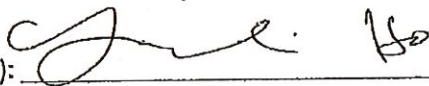
Petition Number 18-TV-75

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.

Exterior - repair soffits & fascias | scrape & paint
late September - mid October to finish exterior work.

Signature (required):



Name (please print):

Michael Ho

Date:

7/25/18

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

RENTAL INSPECTION INFORMATION

APR 26 2018

Omega Properties
115 E. 6th Street, Suite 1
Bloomington, IN 47408

RE: 412 S Ballantine RD

Please find the enclosed Rental Inspection Report which contains pertinent information about the Cycle Inspection that was recently conducted at the above referenced property. The inspector has listed all noted violations and recommendations on the enclosed Rental Inspection Report. **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 within this 60 day window but no later than **JUN 25 2018** to schedule a re-inspection. You have the right to appeal any violation of Bloomington Municipal Code Title 16 noted on the rental inspection report to the Board of Housing Quality Appeals.

This report is issued in accordance with BMC 16.10.020 and 16.10.040 of the Residential Rental Unit and Lodging Establishment Inspection Program. Residential Rental Occupancy Permits will not be issued until all interior and exterior violations have been corrected, and all fees have been paid. Bloomington Municipal Code requires that all violations of all Titles of the BMC must be in compliance before a permit will be issued. Please be advised that non-compliance by the deadlines listed in this letter may limit the permit period to a maximum of three (3) years.

If the owner's or agent's contact information has changed since your last inspection, please submit a new registration form to the HAND Department. The registration must be signed by the owner of the property, not the agent. All rental forms and documents can be found at www.bloomington.in.gov/hand. If you do not have access to the internet, you may contact **HAND at 812-349-3420** and forms will be provided.

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 & Neighborhood Development
Encl: Inspection Report,
Xc: Justin Sullivan: 115 E 6th St. Suite 1, Bloomington, IN 47408



**City Of Bloomington
Housing and Neighborhood Development**

CYCLE INSPECTION REPORT

2440

Owner(s)

Omega Properties
115 E. 6th Street, Suite 1
Bloomington, IN 47408

Agent

Justin Sullivan
115 E 6th St. Suite 1
Bloomington, IN 47408

Prop. Location: 412 S Ballantine RD
Number of Units/Structures: 2/1
Units/Bedrooms/Max # of Occupants: Bld 1: 2/3/4

Date Inspected: 04/13/2018
Primary Heat Source: Gas
Property Zoning: RC
Number of Stories: 2

Inspector: Kenny Liford
Foundation Type: Basement
Attic Access: Yes
Accessory Structure: None

Monroe County Assessor's records indicate that this structure was built in 1920. At that time there were no minimum requirements for emergency egress.

INTERIOR:

414Main Level –

Living Room (14-2 x 17-11), Bathroom, Dining Room (8-11 x 10-3), Kitchen (8-2 x 16-0),
No violations noted.

Basement

No violations noted.

2nd LevelBathroom, Rear Bedroom (10-10 x 11-0), Middle Bedroom (10-10 x 10-1), Front Bedroom (10-0 x 15-2)

No violations noted.

Existing Egress Window Measurements:**Height: 52 inches****Width: 23 inches****Sill Height: 35 inches****Openable Area: 8.31 sq. ft.****Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**412Main Level –Living Room (14-2 x 17-11), Dining Room (8-11 x 10-3), Bathroom, Kitchen (8-2 x 16-0)

No violations noted.

Basement

No violations noted.

2nd Level –Bathroom, Front Bedroom (10-0 x 15-2), Hallway, Middle Bedroom (10-10 x 10), Rear Bedroom (10-10 x 11-0)

No violations noted.

Existing Egress Window Measurements:**Height: 52 inches****Width: 23 inches****Sill Height: 35 inches****Openable Area: 8.31 sq. ft.****Note: These measurements are for reference only. There is no violation of the emergency egress requirements.****EXTERIOR**

Properly repair or replace damaged/deteriorated soffit/fascia in a manner that seals all openings. BMC 16.04.050(a)

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. BMC 16.04.050(e)
(The painting violation has a one-year deadline from the date of the cycle inspection)**OTHER REQUIREMENTS****Furnace Inspection Documentation**

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), BMC 16.04.060(c), BMC 16.04.060(b)

C
Sumail
7-25-18
KL

Tenants and Owners Rights and Responsibilities Summary

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)

C
Sumail
1-25-18
KL

Inventory Damage List

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 16.03.030(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 and the agent, the occupant load of the unit, the number of bedrooms, the expiration date of the permit, and any variances that have been granted for the property. BMC 16.03.030(c)

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: September 19, 2018
Petition Type: Rescind a variance
Petition Number: 18-RV-76
Address: 213 S. Jefferson St.
Petitioner: HAND
Inspector: Kenny Liford
Staff Report: June 12th, 2018 Cycle Inspection
July 26th, 2018 Appeal Filed

This property was previously granted a variance to the bathroom ventilation and a variance to the minimum ceiling height requirement for the second floor of the Property Maintenance Code. The Residential Rental and Lodging Establishment Inspection Program does not include a bathroom ventilation requirement or minimum ceiling height requirement and the Building Code in place at the time of construction did not address ventilation or ceiling height requirements; therefore we are asking the Board to rescind this variance. The structure was built in 1955.

Staff Recommendation: Rescind the variance.

Conditions: None

Attachments: None

td



City of Bloomington
H.A.N.D.

**Board of Housing Quality Appeals
Staff Report: Petition to Rescind Variance**

Meeting Date: September 19, 2018
Petition Type: Rescind a variance
Petition Number: 18-RV-77
Address: 135 N. Bryan Ave.
Petitioner: HAND
Inspector: Kenny Liford
Staff Report: July 23rd, 2018 Cycle Inspection
July 30th, 2018 Appeal Filed

This property was previously granted a variance to the minimum light, ventilation and and a variance to the minimum ceiling height requirement for the lower floor of the Property Maintenance Code. The Residential Rental and Lodging Establishment Inspection Program does not include a minimum light, ventilation and ceiling height requirement and the Building Code in place at the time of construction did not address light, ventilation or ceiling height requirements; therefore we are asking the Board to rescind this variance. The structure was built in 1945.

Staff Recommendation: Rescind the variance.

Conditions: None

Attachments: None



City of Bloomington
H.A.N.D.

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

Meeting Date: September 19, 2018
Petition Type: An extension of time to complete repairs.
Petition Number: 18-TV-78
Address: 411 W Howe St.
Petitioner: Mary Norman
Inspector: Matt Swinney
Staff Report: July 9, 2018 Complaint Inspection Report
August 1, 2018 BHQA App received

Owner has requested an extension of time to make all repairs noted in the complaint inspection report. They have requested an additional 30 days. The owner is making this request due to her inability to be reached in Hawaii.

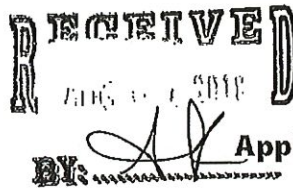
Staff recommendation: Grant the request.

Conditions: Complete all repairs and schedule for re-inspection 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: September 21, 2018 to call and schedule the reinspection.

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

MS



**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: 411 W. Howe Street

Petitioner's Name: Mary C. Norman

Address: 411 W. Howe Street

City: Bloomington State: IN Zip Code: 47403

Phone Number: 812-650-2823 E-mail Address: MCNorman@indiana.edu

Owner's Name: Mary C. Norman

Address: 411 W. Howe Street

City: Bloomington State: IN Zip Code: 47403

Phone Number: 812-650-2823 E-mail Address: MCNorman@indiana.edu

Occupants: Ø

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. "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)

Petition Number: 18-TV-78

1. A Complaint Inspection (CP) was done on the property on **July 9th** without owner notification or representation.
2. The CP form was completed and sent to owner on **July 13th** – mail was forwarded and received by the owner on **July 23rd**.
3. Repairs were to be completed within 14 days of receiving the letter which would have been **July 27rd** and HAND was to be called by **July 28th**.
4. It was noted by HAND that the **Complaint Inspection** also consisted of a **Cycle Inspection**. This was stated due to the additional repairs noted in all rooms of the property.
5. HAND extended the owner's response for an "Extension of Time" until **August 1st**.

The initial complaint was called due to the condition of a bathroom wall, ceiling, and toilet. There were also a few minor repairs in the bathroom. The ceiling was removed because of a major leak in the roof (hail damage) and the contractor I hired began working on the ceiling but the work has not been completed.

The damaged wall that is of concern in the bathroom occurred while tenant was living in the house. Tenant asked if she could work with Contractor to redo my bathroom at my expense but with her judgment and design. Restoration of the bathroom began by tenant without approval or consideration by me (legality issue).

My home is over 100 years old and is located in a historic and designated conservation area of Bloomington. I have been researching restoration grants and low/no interest loans to receive in order to maintain the integrity of my historic home. In the interim the repairs stated in the Complaint Inspection will be done to adequately appease HAND but an extension is being asked by me in order to get the Contractor to complete his work, and get professional advice on how and who to hire that can restore the damaged wall in my bathroom and keep the integrity of the historic home intact.

I would like to have an additional 30 days to complete the bathroom and additional repairs noted in the CP. August is a busy month for rental repairs with most contractors and restoration companies over booked. The tenant has vacated my home and I have decided not to rent my private home out this year. The condition of the bathroom needs to be addressed regarding the quality of workmanship versus just getting it done. As I mentioned earlier, I am researching and applying for outside monies in order to restore my historic home.

I thank you in advance for the consideration of additional time so that I may preserve the integrity of my home and have quality work done. I am proud to be an owner of a home in Prospect Hill and want to continue to maintain the historic value of my home.

In regards,

Mary Norman
411 W. Howe St.
Bloomington, IN
47403



City Of Bloomington
Housing and Neighborhood Development

JUL 13 2018

Mary Norman
411 W. Howe St.
Bloomington, IN 47403

RE:NOTICE OF COMPLAINT INSPECTION

Dear Mary Norman

On 07/09/2018 a complaint inspection was performed at 411 W Howe ST. During the inspection violations of the Residential Rental Unit and Lodging Establishment Inspection Program were found.

Please correct the violations cited on the enclosed inspection report within fourteen days (14) and call this office no later than **JUL 28 2018**, to schedule the required re-inspection. Our mailing address and telephone number are listed below.

This directive is issued in accordance with Sections BMC 16.03.040 (c) and 16.10.040 (a) of the Residential Rental Unit and Lodging Establishment Inspection Program of Bloomington. You have the right to appeal to the Board of Housing Quality Appeals. If you need more than fourteen (14) days to correct the violations, or if you want to appeal any violation, an appeal form can be found at 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.

Please remember, it is your responsibility to contact the Housing and Neighborhood Development Department to schedule the required re-inspection.

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 & Neighborhood Development
Encl:Inspection Report,



City Of Bloomington
Housing and Neighborhood Development

COMPLAINT INSPECTION REPORT

2395

Owner

Mary Norman
411 W. Howe St.
Bloomington, IN 47403

Prop. Location: 411 W Howe ST
Number of Units/Structures: 1/1
Units/Bedrooms/Max # of Occupants: Bld 1: 1/2/3

Date Inspected: 07/09/2018
Primary Heat Source: Gas
Property Zoning: RC
Number of Stories: 1

Inspector: Matt Swinney
Foundation Type: Basement
Attic Access: No
Accessory Structure:

The following items are the result of a complaint inspection conducted on 07/09/2018. 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. If you have questions regarding this report, please contact this office at 349-3420.

INTERIOR

Bathroom

Interior walls shall be free of holes, cracks, peeling paint and/or deteriorated drywall/plaster. BMC 16.04.060(a)

Finish the installation of the ceiling. It is missing trim between wall and ceiling. The bare wood needs some sort of protective finish applied. BMC 16.04.060(a)

Finish install of lighting in the ceiling. BMC 16.04.060(b)

Replace the missing protective cover for the exhaust light fixture. BMC 16.04.060©

Repair/replace the toilet to flush properly with a reasonable amount of waste in it. BMC 16.04.060(c)

Replace the missing door knob/lock assembly in a manner so that it functions as intended. BMC 16.04.060(a)

Replace the missing vent cover is missing. BMC 16.04.060(c)

Living Room 14-7 x 15-1

Properly repair the floor at the entry door, it is very weak. 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 the surface of the ceiling to be free of holes, cracks, peeling paint and/or sagging materials. BMC 16.04.060(a)

Hole in floor by front window Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster. BMC 16.04.060(a)

Kitchen 13-3 x 15-0

Secure the loose double switch. BMC 16.04.060(b)

Front Office Room

Provide electrical power to the receptacles so that they functions as intended. BMC 16.04.060(c)

Replace the missing/broken electrical junction box cover plate. BMC 16.04.060(b)

Front Bedroom 8-9 x 8-6

Interior walls by the window shall be free of holes, cracks, peeling paint and/or deteriorated drywall/plaster. BMC 16.04.060(a)

Hallway

The smoke detector in this room appears to be more than ten years old and the manufacturer will not guarantee it to provide adequate protection. Install a new smoke detector 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. IC 22-11-18-3.5

Back Bedroom 13-10 x 14-10

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

Switch for the light does not operate anything. Repair it to operate the light or remove the switch and properly terminate the wires. BMC 16.04.060(b), BMC 16.04.060(c)

Secure vent cover under the window. BMC 16.04.060(c)

Utility Room

Repair/replace the damaged exterior door and make weathertight. BMC 16.04.060(a)

Basement

Discontinue use of the extension cord/power strip as permanent wiring. Replace extension cord/power strip providing electrical power to the sump pump with permanent electrical wiring and electrical receptacle(s) installed in an approved manner. BMC 16.04.060(b), BMC 16.04.060(c)

Replace the missing smoke detector. IC22-11-18-3.5

Repair the light fixture to function as intended. BMC 16.04.060(c)

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 September 2018

Petition Type: An extension of time to complete repairs

Petition Number: 18-TV-079

Address: 704 W 15th St

Petitioner: Mark Kleinbauer

Inspector: Michael Arnold

Staff Report:

12 April 2018	Cycle Inspection Scheduled
18 April 2018	Cycle Inspection
30 April 2018	Mailed Cycle Inspection Report
02 July 2018	Reinspection Scheduled
17 August 2018	Reinspection Canceled
17 August 2018	Received Extension of Time Application

During the inspection it was noted that portions of the floor coverings in the West Bedroom of Unit B were missing. Petitioner is asking additional time to address this issue.

Staff recommendation: Grant the Extension of Time

Conditions: Complete all repairs and schedule for re-inspection 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: 19 November 2018

Attachments: Cycle Inspection, Application

44



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
AUG 17 2018

BY:

Property Address: 704 W. 15th Street

Petitioner's Name: Mark Kleinbauer

Address: 885 S. College Mall Road #385

City: Bloomington

State: Indiana

Zip Code: 47401

Phone Number: (812) 360-3460

E-mail Address: mkleinba@homefinder.org

Owner's Name: Kumar Abhinava

Address: 4789 Woods Edge Dr

City: Zionsville

State: Indiana

Zip Code: 46077

Phone Number: 317-529-4334

E-mail Address: vineta03@yahoo.co.uk

Occupants: Whitney Thorpe (Unit A) Vacant (Unit B)

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 month's agenda!

(Will be assigned by BHQA)

Petition Number: 18-TV-79

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.

RECEIVED
AUG 17 2018

BY:

We respectfully request an extension of time to complete repairs on Unit B. All repairs required by HAND have been completed except for new floor coverings in Unit B which will be completed in the next few weeks.

Signature (Required):



Name (Print): Mark Kleinbauer

Date: 8/15/18

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.

Print Form



City Of Bloomington
Housing and Neighborhood Development
RENTAL INSPECTION INFORMATION

APR 30 2018

Kumar Abhinava and Shravan Srivastava Vineta Srivastava
 4789 Woods Edge Drive 4789 Woods Edge Dr
 Zionsville, IN 46077 Zionsville, IN 46077

RE: 704 W 15th ST

Please find the enclosed Rental Inspection Report which contains pertinent information about the Cycle Inspection that was recently conducted at the above referenced property. The inspector has listed all noted violations and recommendations on the enclosed Rental Inspection Report. **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 within this 60 day window but no later than **JUN 29 2018** schedule a re-inspection. You have the right to appeal any violation of Bloomington Municipal Code Title 16 noted on the rental inspection report to the Board of Housing Quality Appeals.

This report is issued in accordance with BMC 16.10.020 and 16.10.040 of the Residential Rental Unit and Lodging Establishment Inspection Program. Residential Rental Occupancy Permits will not be issued until all interior and exterior violations have been corrected, and all fees have been paid. Bloomington Municipal Code requires that all violations of all Titles of the BMC must be in compliance before a permit will be issued. Please be advised that non-compliance by the deadlines listed in this letter may limit the permit period to a maximum of three (3) years.

If the owner's or agent's contact information has changed since your last inspection, please submit a new registration form to the HAND Department. The registration must be signed by the owner of the property, not the agent. All rental forms and documents can be found at www.bloomington.in.gov/hand. If you do not have access to the internet, you may contact **HAND at 812-349-3420 and forms will be provided.**

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 & Neighborhood Development

Encl: Inspection Report,

Xc: Peek & Associates C/O Mark Kleinbauer: 899 S. College Mall Road #385, Bloomington, IN 47401

401 N Morton St
 Bloomington, IN 47404
 Fax (812) 349-3582

City Hall
bloomington.in.gov

Rental Inspection (812) 349-3420
 Neighborhood Division (812) 349-3421
 Housing Division (812) 349-3401



**City Of Bloomington
Housing and Neighborhood Development**

CYCLE INSPECTION REPORT

3669

Owner(s)

Kumar Abhinava
4789 Woods Edge Drive
Zionsville, IN 46077

Shravan Srivastava
4789 Woods Edge Dr
Zionsville, IN 46077

Vineta Srivastava
4789 Woods Edge Dr
Zionsville, IN 46077

Agent

Peek & Associates C/O Mark Kleinbauer
899 S. College Mall Road #385
Bloomington, IN 47401

Prop. Location: 704 W 15th ST
Number of Units/Structures: 2/1
Units/Bedrooms/Max # of Occupants: Bld 1: 2/4/3

Date Inspected: 04/18/2018
Primary Heat Source: Gas
Property Zoning: RC
Number of Stories: 1

Inspector: Mike Arnold
Foundation Type: Basement
Attic Access: Yes
Accessory Structure: none

Monroe County records show this structure was built in 1992. The minimum emergency egress requirements at the time of construction were as follows:

Height: 24 inches
Width: 18 inches
Sill Height: 44 inches
Openable Area: 4.75 sq. ft.

Lower Level:**Unit B:****Living Room (19-0 x 17-0):**

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

Kitchen:

Repair the furnace closet door to be on track. BMC 16.04.060(a)

North Bathroom:

Repair the sink to drain as intended. BMC 16.04.060(c)

Replace the damaged door. BMC 16.04.060(a)

West Bathroom:

Secure the gfcı outlet to the wall. BMC 16.04.060(b)

Secure the front cover on the vanity. BMC 16.04.060(a)

Hallway:

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

NE Bedroom (11-8 x 11-5):

This room has a door to the exterior.

No violations noted

NW Bedroom (13-6 x 13-6):

This room has a door to the exterior.

Replace the missing portion of the carpeting or remove the carpeting completely. BMC 16.04.060(a)

West Bedroom (10-8 x 10-0):**Existing Egress:**

Height: 43 inches
Width: 25 inches
Sill Height: 44 inches
Openable Area: 7.46 sq. ft.

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

Replace the missing portion of the carpeting or remove the carpeting completely. BMC 16.04.060(a)

SW Bedroom (10-9 x 10-7):**Existing Egress:**

Height: 34 inches
Width: 32 inches
Sill Height: 44 inches
Openable Area: 7.56 sq. ft.

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

Main Level:**Unit A:****Living Room (19-0 x 17-0):**

The smoke detector in this room appears to be more than ten years old and the manufacturer will not guarantee it to provide adequate protection. Install a new smoke detector 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. IC 22-11-18-3.5

Provide operating power to the smoke detector. IC 22-11-18-3.5

Kitchen, North Bathroom, South Bathroom:

No violations noted

Hallway:

The smoke detector in this room appears to be more than ten years old and the manufacturer will not guarantee it to provide adequate protection. Install a new smoke detector 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. IC 22-11-18-3.5

NE Bedroom (12-0 x 11-6):

This room has a door to the exterior.

No violations noted

NW Bedroom (13-6 x 13-6):

This room has a door to the exterior.

Repair the closet door to be on track. BMC 16.04.060(a)

West Bedroom (13-10 x 9-8):**Existing Egress:**

Height: 24 inches
Width: 34 inches
Sill Height: 28 inches
Openable Area: 5.76 sq. ft.

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

No violations noted

SW Bedroom (11-6 x 9-4):**Existing Egress:**

Height: 24 inches
Width: 34 inches
Sill Height: 28 inches
Openable Area: 5.76 sq. ft.

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

No violations noted

Exterior:

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

Clean out the exhaust line covers on the east side of the structure. BMC 6.04.050(a)

Other Requirements:**Furnace Inspection Documentation:**

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), BMC 16.04.060(c), BMC 16.04.060(b)

Tenants and Owners Rights and Responsibilities Summary:

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)

Inventory Damage List:

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 16.03.030(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)

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: September 19, 2018

Petition Type: An extension of time to complete repairs

Petition Number: 18-TV-80

Address: 2366 E. Winding Brook Circle

Petitioner: Mackie Properties

Inspector: Swinney/Mosier

Staff Report: July 18, 2018 - Conducted Complaint Inspection w/Maintenance
August 6, 2018 – Mackie Properties (Chelsea) scheduled Re-inspection
August 10, 2018 – Conducted Complaint Re-inspection with Tenant/
Mosier/Swinney/Maint.
August 22, 2018 – Received September BHQA Application

Staff recommendation: Grant the request.

Conditions: Complete all repairs and schedule for re-inspection 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: October 1, 2018

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

JS



RECEIVED
AUG 22 2018

Page 1 of 2

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: 2306 E Winding Brook Circle

Petitioner's Name: Mackie Properties

Address: 811 N Walnut Street

City: Bloomington State: IN ☐ Zip Code: 47404

Phone Number: (812) 287-8086 E-mail Address: Chendren@mackierentalproperties.com

Owner's Name: Catherine Brown

Address: _____

City: _____ State: _____ ☐ Zip Code: _____

Phone Number: (812) 322-1209 E-mail Address: cathbrow@gmail.com

Occupants: ilana Linder

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 ☐

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)

Petition Number: 18-TV-80

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.

Items that need the extension of time are both the main level and basement level patio doors. After attempting to eliminate the incoming water with new seals and sealant, it was found that water is still entering the home. The current tenant is set to vacate on 9/7/18 and Mackie feels that would be the best time to investigate the issue deeper. Mackie would like to request the extension be through Oct 1st, 2019.

Signature (Required):

Chelsea Hendren

Name (Print):

Chelsea Hendren

Date: 8/20/18

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.

Print Form



City Of Bloomington
Housing and Neighborhood Development

COMPLAINT INSPECTION REPORT

2417

Owner

Catherine A Brown
2364 E Winding Brook Circle
Bloomington, IN 47401

Agent

Mackie Properties
811 N Walnut St
Bloomington, IN 47404

Prop. Location: 2366 E Winding Brook CIR
Number of Units/Structures: 1/1
Units/Bedrooms/Max # of Occupants: Bld 1: 1/2/3

Date Inspected: 07/18/2018
Primary Heat Source: Gas
Property Zoning: PUD
Number of Stories: 2

Inspector: Matt Swinney/Hewett
Foundation Type: Basement
Attic Access: Yes
Accessory Structure: None

The following items are the result of a complaint inspection conducted on 07/18/2018. 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. If you have questions regarding this report, please contact this office at 349-3420.

INTERIOR

Living Room

Determine the source and eliminate the incoming water at the patio door. BMC 16.04.060(a)

Basement

Stairs

Repair the step to be consistently level with the others in the stairway to the basement. BMC 16.04.060(a)

Family Room

Determine the source and eliminate the incoming water at the patio door. BMC 16.04.060(a)

This is the end of this report.



City Of Bloomington
Housing and Neighborhood Development
COMPLAINT
REMAINING VIOLATION INSPECTION REPORT

2417

Owner(s)

Catherine A Brown
2364 E Winding Brook Circle
Bloomington, IN 47401

Agent

Mackie Properties
811 N Walnut St
Bloomington, IN 47404

Prop. Location: 2366 E Winding Brook CIR
Number of Units/Structures: 1/1
Units/Bedrooms/Max # of Occupants: Bld 1: 1/2/3

Date Inspected: 07/18/2018
Primary Heat Source: Gas
Property Zoning: PUD
Number of Stories: 2

Inspector: Mosier/Swinney
Foundation Type: Basement
Attic Access: Yes
Accessory Structure: None

REINSPECTION REQUIRED

The following items are the result of a complaint inspection conducted on **07/18/2018**. This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Residential Rental Unit and Lodging Establishment Inspection Program 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 Section 16.10.030 of the Bloomington Municipal Code.

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.

401 N Morton St
Bloomington, IN 47404
Fax (812) 349-3582

City Hall

bloomington.in.gov

Rental Inspection (812) 349-3420
Neighborhood Division (812) 349-3421
Housing Division (812) 349-3401

INTERIOR

Main Level

Living Room

Determine the source and eliminate the incoming water at the patio door. BMC 16.04.060(a)

Basement

Family Room

Determine the source and eliminate the incoming water at the patio door. BMC 16.04.060(a)

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: September 19, 2018

Petition Type: An extension of time to complete repairs

Petition Number: 18-TV-81

Address: 403 E. 3rd Street

Petitioner: Laurie Miller

Inspector: Jo Stong

Staff Report: April 16, 2018: Conducted cycle inspection
April 30, 2016: Mailed inspection report
June 29, 2018: Reinspection scheduled by petitioner
August 1, 2018: Conducted reinspection. All but exterior stairs in compliance.
August 17, 2018: Petitioner called, said they are working on stairs now. Drove by, took photos. Petitioner stated that the wall along driveway is separate from the stairs.
August 21, 2018: Mailed Remaining Violations report.
August 22, 2018: Received appeal

During a cycle inspection of the above property it was noted that the west exterior staircase was out of plumb by several inches, making it unstable. The petitioner is requesting an extension of time to stabilize the staircase. Efforts have been made to render the staircase and adjacent driveway inaccessible, including a locked chain across the drive and a locked gate at the stairway entry. The stairway construction does appear to be separate from the wall, and top stones have been removed to help with stabilization of the wall.

Staff recommendation: Grant an extension of time.

Conditions: Complete all repairs and schedule for re-inspection 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: March 19, 2019

Attachments: Cycle report, appeal, photos.

[Handwritten signature]



RECEIVED
AUG 21 2018

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: 403 E 3rd

Petitioner's Name: Laurie Miller

Address: 328 S Walnut St. Ste 6

City: Bloomington State: IN Zip Code: 47401

Phone Number: 812-323-1231 Email Address: laurie.miller@homefinder.org

Property Owner's Name: Annex of Bloomington

Address: 409 Massachusetts Ave. Suite 300

City: Indianapolis State: IN Zip Code: 46204

Phone Number: 317-708-0643 Email Address: ~~julie~~ julie@theannexgroup.co

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 Residential Rental Unit and Lodging Establishment Inspection Program (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 18-TV-81

SEE REVERSE

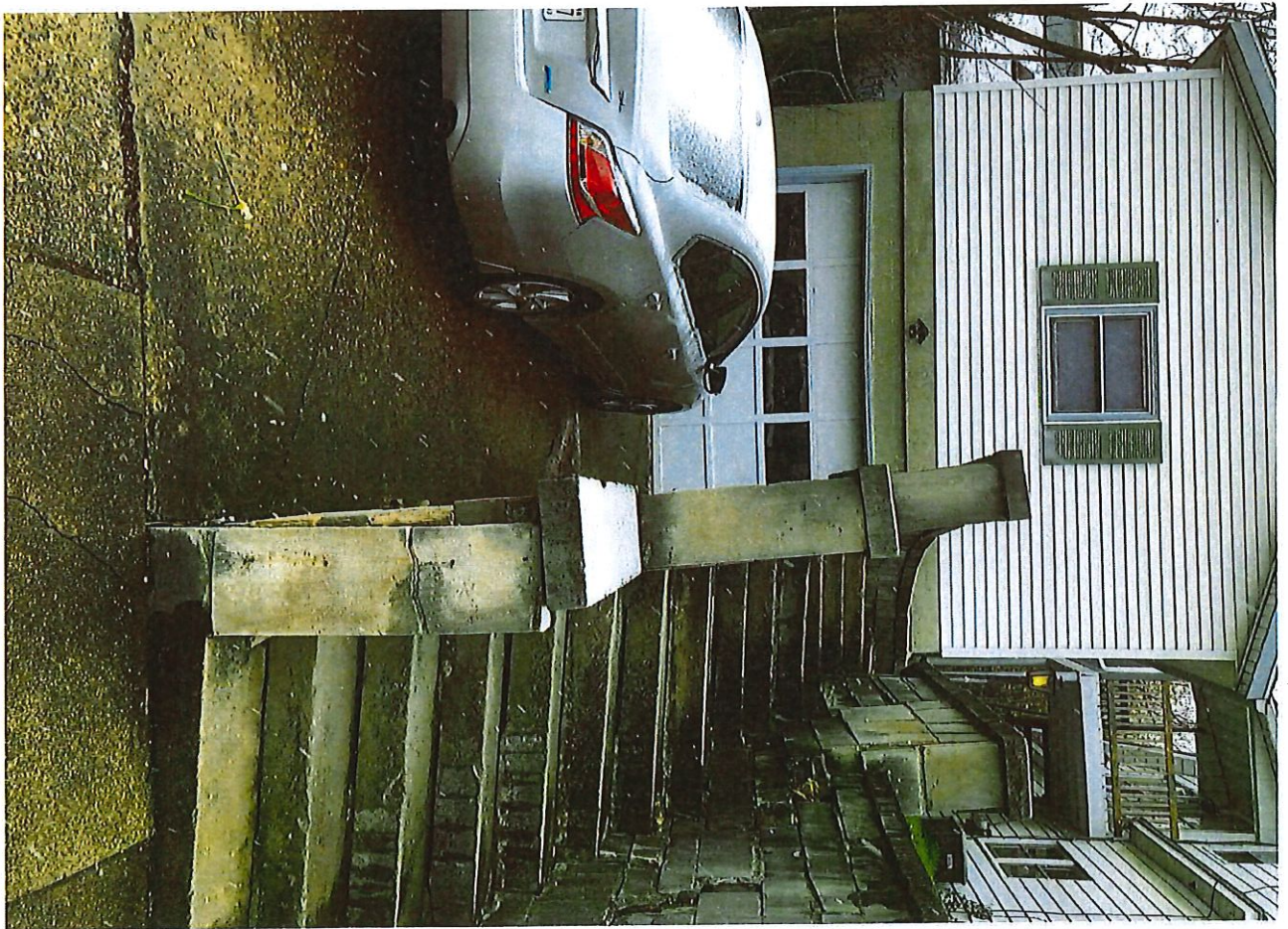
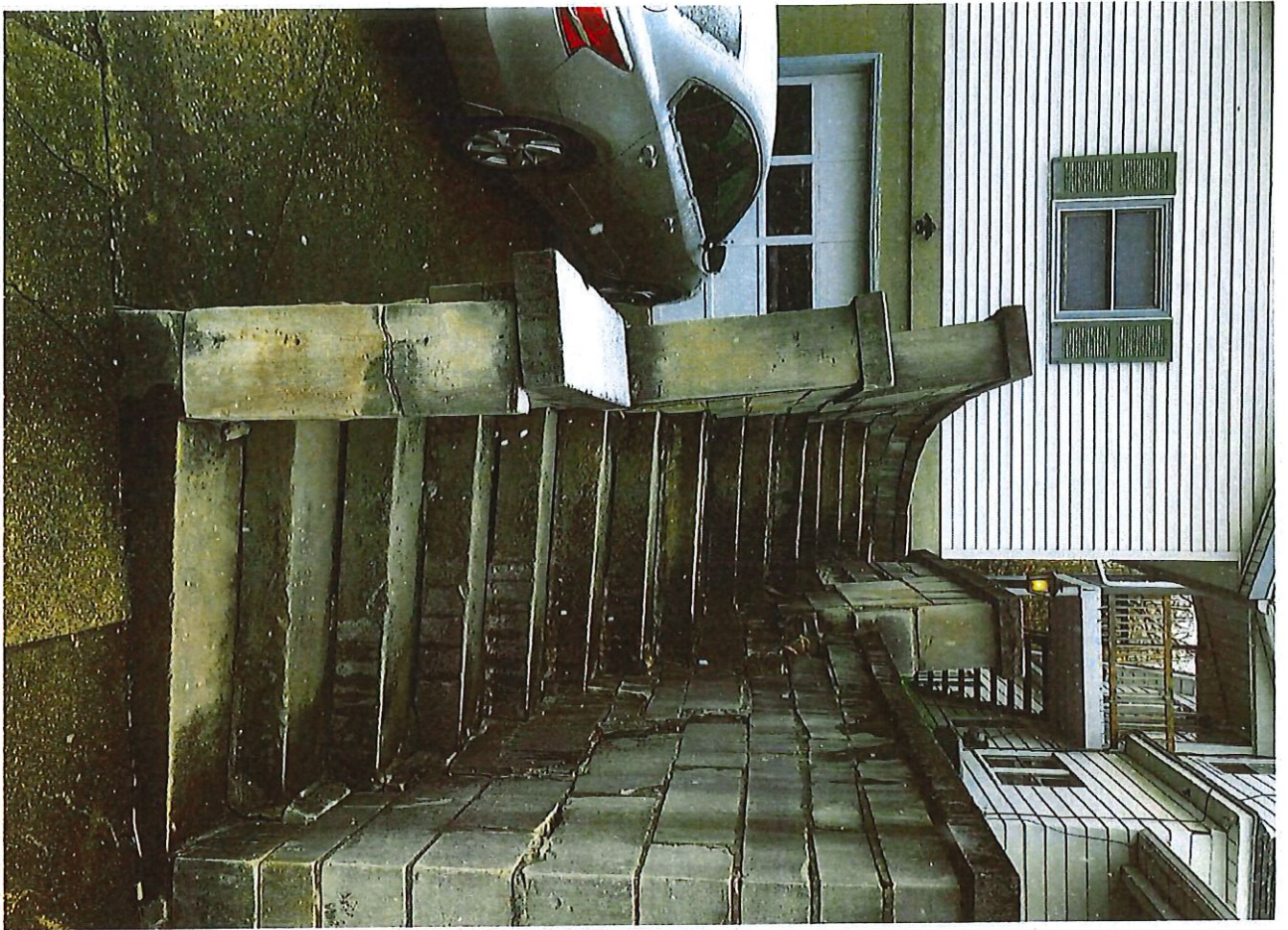
Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request; the amount of time needed to bring the property into compliance,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

Extension of time to stabilize the staircase

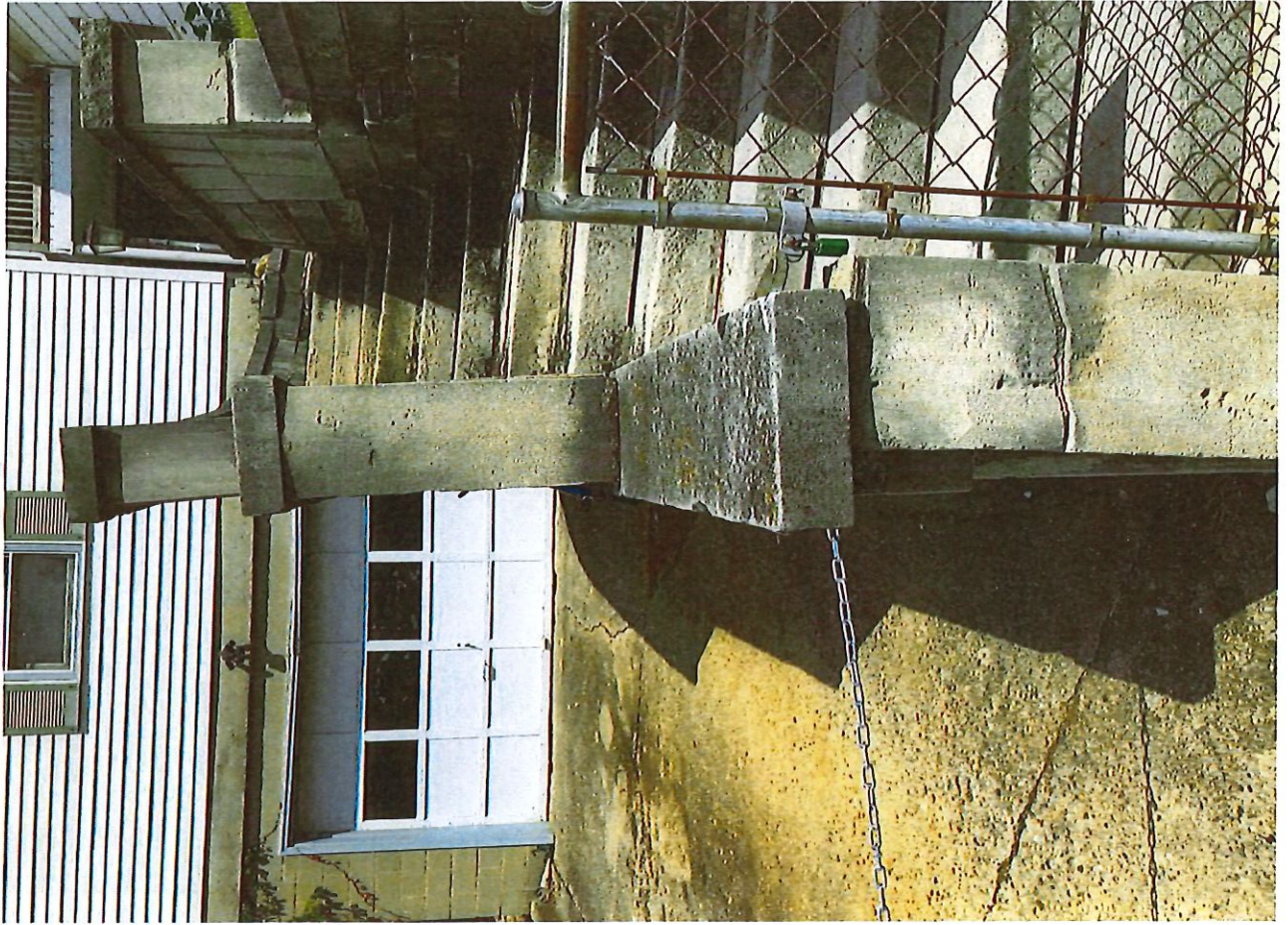
Signature (required): Laurie M. Miller

Name (please print): _____ Date: _____

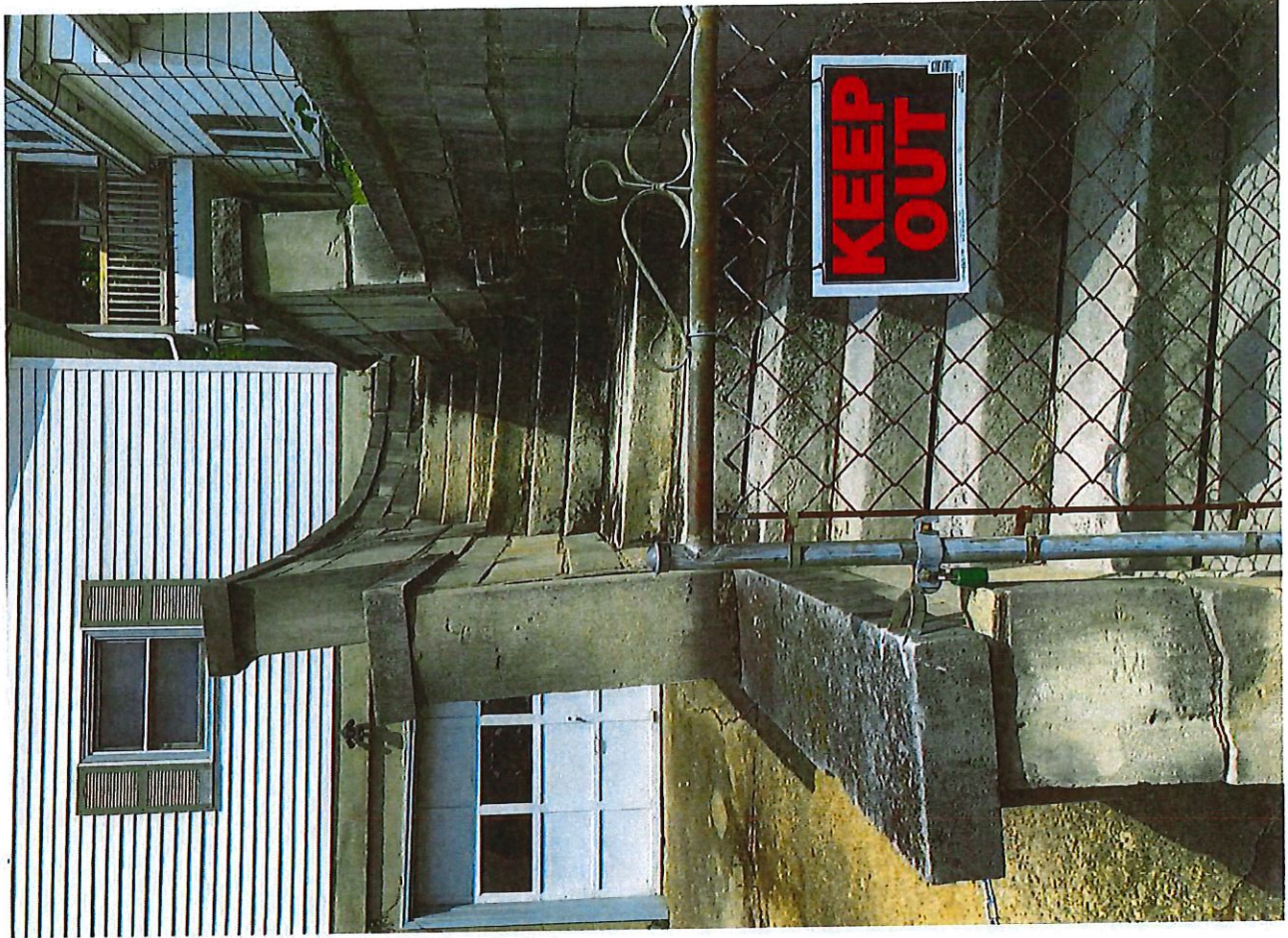
You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed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



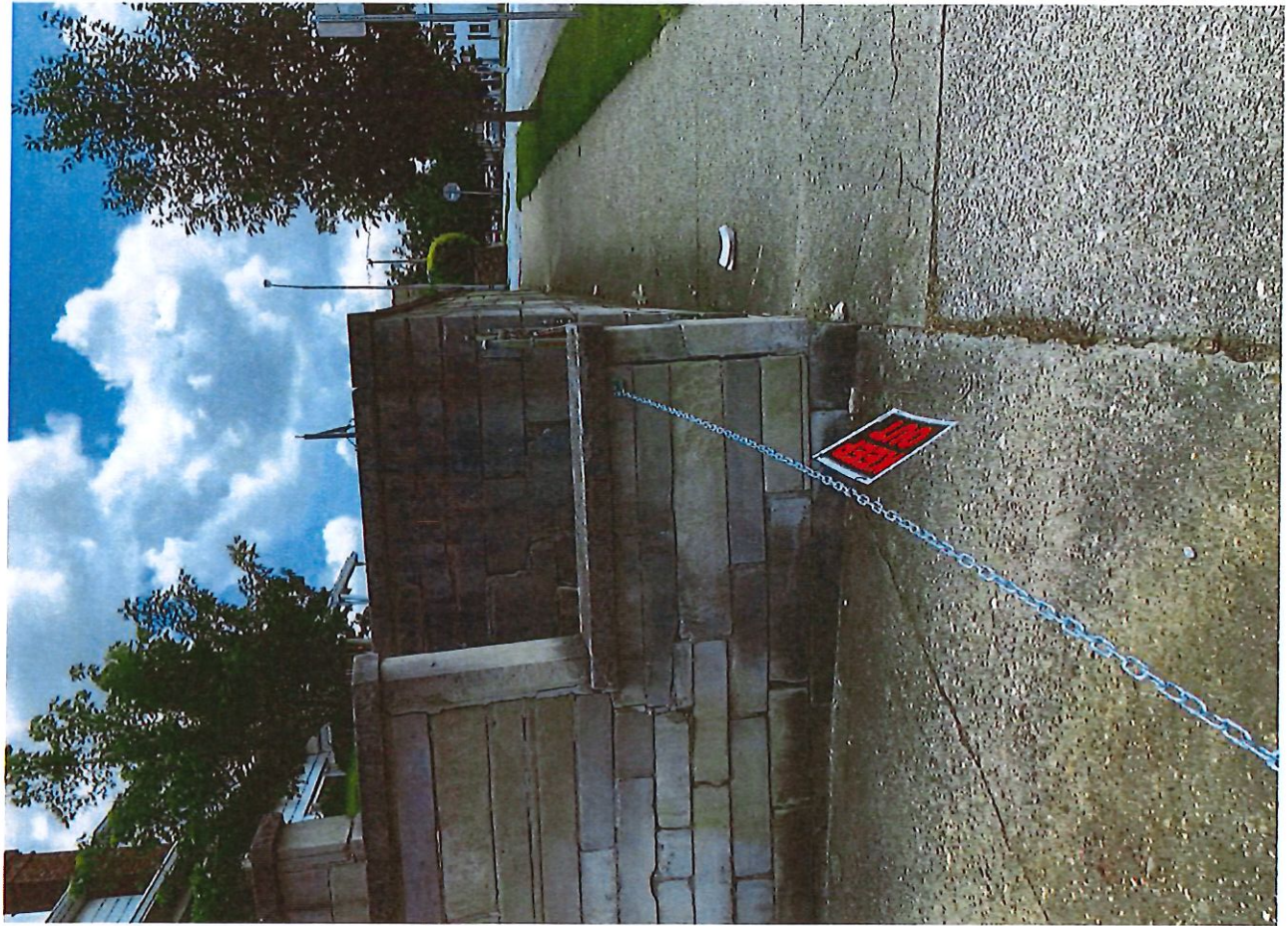
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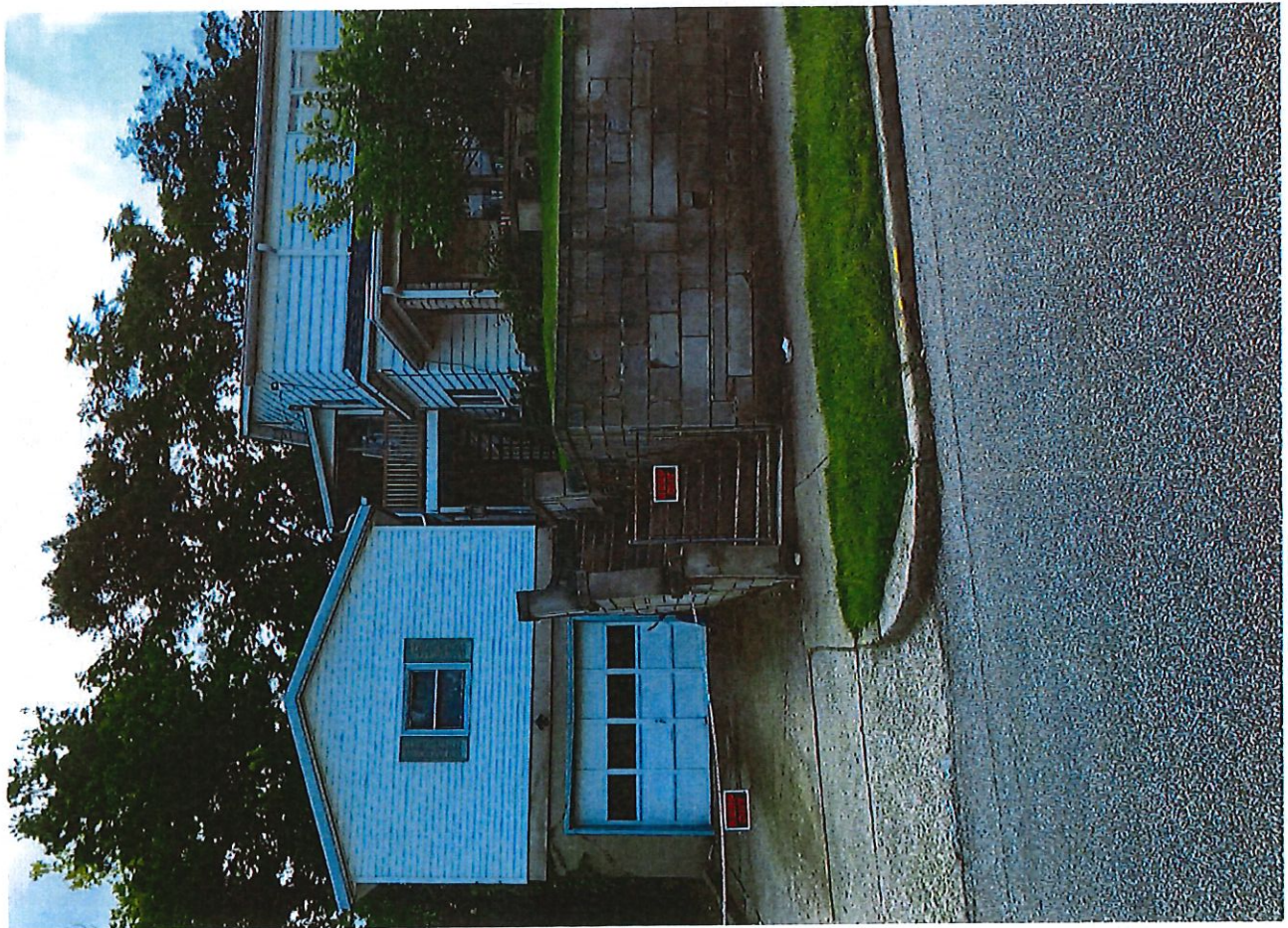
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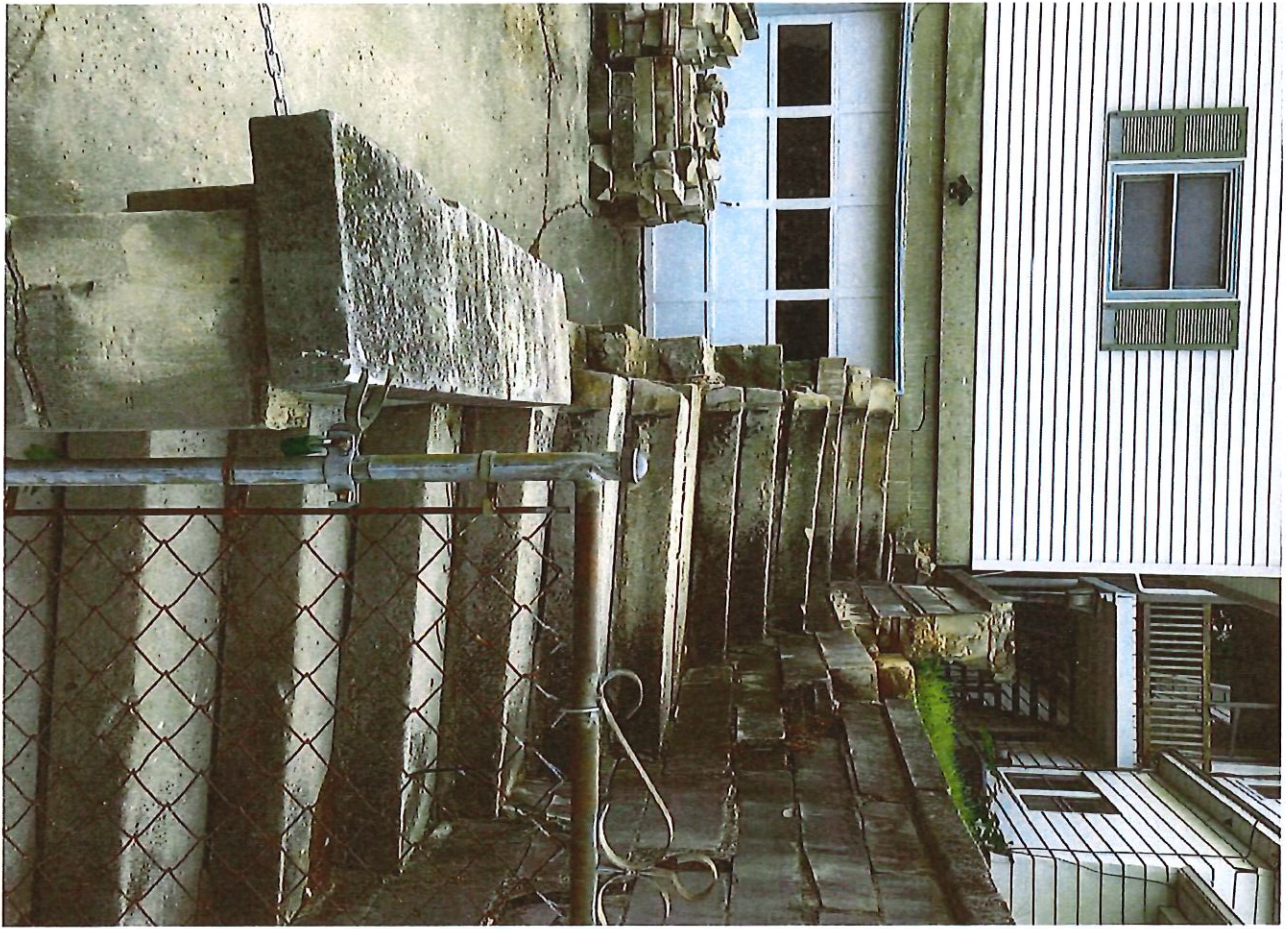
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8.17.18 JS



City Of Bloomington
Housing and Neighborhood Development
RENTAL INSPECTION INFORMATION

APR 30 2018

Annex Of Bloomington
409 Massachusetts Ave. Suite 300
Indianapolis, IN 46204

RE: 403 E 3rd ST

Please find the enclosed Rental Inspection Report which contains pertinent information about the Cycle Inspection that was recently conducted at the above referenced property. The inspector has listed all noted violations and recommendations on the enclosed Rental Inspection Report. **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 within this 60 day window but no later than **JUN 29 2018** to schedule a re-inspection. You have the right to appeal any violation of Bloomington Municipal Code Title 16 noted on the rental inspection report to the Board of Housing Quality Appeals.

This report is issued in accordance with BMC 16.10.020 and 16.10.040 of the Residential Rental Unit and Lodging Establishment Inspection Program. Residential Rental Occupancy Permits will not be issued until all interior and exterior violations have been corrected, and all fees have been paid. Bloomington Municipal Code requires that all violations of all Titles of the BMC must be in compliance before a permit will be issued. Please be advised that non-compliance by the deadlines listed in this letter may limit the permit period to a maximum of three (3) years.

If the owner's or agent's contact information has changed since your last inspection, please submit a new registration form to the HAND Department. The registration must be signed by the owner of the property, not the agent. All rental forms and documents can be found at www.bloomington.in.gov/hand. If you do not have access to the internet, you may contact **HAND at 812-349-3420 and forms will be provided.**

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 & Neighborhood Development

Encl: Inspection Report

Xc: James R. Management: 328 S. Walnut St. Suite 6, Bloomington, IN 47401



**City Of Bloomington
Housing and Neighborhood Development**

CYCLE INSPECTION REPORT

2393

Owner

Annex Of Bloomington
409 Massachusetts Ave. Suite 300
Indianapolis, IN 46204

Agent

James R. Management
328 S. Walnut St. Suite 6
Bloomington, IN 47401

Prop. Location: 403 E 3rd ST

Number of Units/Structures: 2/2

Units/Bedrooms/Max # of Occupants: Bld 1: 2/2/5, Bld 2: 1/Eff/5

Date Inspected: 04/16/2018

Primary Heat Source: Gas

Property Zoning: CD

Number of Stories: 2

Inspector: Jo Stong

Foundation Type: Basement

Attic Access: Yes

Accessory Structure: Garage

The main floor of this property was a law office and storage on the previous inspection. This floor is now one unit with two bedrooms. This property now has three approved units.

Monroe County Assessor's records indicate this structure was built in 1927.
There were no requirements for emergency egress at the time of construction.

INTERIOR:

MAIN FLOOR UNIT (vacant at inspection)

West Entry Room (17-5 x 9-4):

No violations noted.

Southeast Bedroom (13-2 x 10-0):

Repair the east-southeast window to stay open. 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 (double-hung):

Height: 23 inches

Width: 26 inches

Sill Height: 27 inches

Openable Area: 4.15 sq. ft.

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

North-South 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

Living Room (14-3 x 14-2):

Show documentation that the fireplace has been inspected within the last twelve months, and that it is safe for use, or permanently and visibly seal the fireplace to prevent its use. Service and inspection shall include the firebox, damper, chimney and/or flue. Cleaning by a professional service is highly recommended. BMC 16.01.060(f)

Replace the missing fireplace mantle. BMC 16.04.060(a)

Repair the brickwork around the fireplace in a workmanlike manner. BMC 16.04.060(a)

Dining Room/Kitchenette (sink in room) (12-4 x 11-7), Northeast Bedroom (11-8 x 9-10):

No violations noted.

Note: Egress window measurements are the same as in the southeast bedroom.

East Entry:

Replace the keyed lock with a single cylinder, thumb-lever lock (or remove the keyed lock). Locks on egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort. BMC 16.04.060(b)

Bathroom:

Secure toilet to its mountings. BMC 16.04.060(c)

Scrape and paint the window sill and frame, and paint or replace the tub surround where the paint is peeling. BMC 16.04.060(a)

East-West Hall:

Scrape and paint the ceiling outside of the kitchen where it is peeling. BMC 16.04.060(a)

Kitchen:

No violations noted.

Office (West-Center Room) 11-7 x 9-11):

No violations noted.

BASEMENT

West Entry Door:

Replace the keyed lock with a single cylinder, thumb-lever lock (or remove the keyed lock). Locks on egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort. BMC 16.04.060(b)

Furnace/Mechanical Room (gas furnace here):

See Other Requirements at the end of the report for required furnace documentation.

Install a smoke detector in an approved location (furnace room is recommended). 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

Garage, Main Room:

No violations noted.

SECOND FLOOR UNIT (vacant at inspection)

2nd Floor Unit

Entry Hall:

No violations noted.

Bath:

Replace the broken cover for the light fixture on the ceiling. BMC 16.04.060(c)

Living room (29-6 x 13-0):

Properly secure the loose ceiling tiles

Install a smoke detector in an approved location (outside the south bedroom). 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

South Bedroom (12-7 x 6-9):

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

Replace the deteriorated glazing compound on the windows. BMC 16.04.050(a)

Existing Egress Window Measurements:

Height: 22 inches

Width: 23.5 inches

Sill Height: 25 inches

Openable Area: 3.59 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

North Bedroom (14-9 x 11-9):

No violations noted.

Note: Egress window measurements are the same as in the south bedroom.

Hall:

Replace the missing smoke detector. IC22-11-18-3.5

Kitchen (11-0 x 10-1):

No violations noted.

EFFICIENCY UNIT ABOVE GARAGE (403 G)

Living Room/Bedroom (23-8 x 15-5):

This room has a door to the exterior for emergency egress.

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

Bath:

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

Kitchen

Relocate the smoke detector to an approved location (it is too low). 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

Mechanical Room (gas furnace here):

See Other Requirements at the end of the report for required furnace documentation.

EXTERIOR:

Properly stabilize the west staircase (it has moved to the north several inches). BMC 16.04.050(b)

Remove the dead tree in the west yard. BMC 16.04.040(e)

Remove all trash and debris from property, especially on the east side of the structures. BMC 16.04.040(d)

OTHER REQUIREMENTS:

Furnace Inspection Documentation

Thoroughly clean and service the furnaces, and 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: 50ppm BMC 16.01.060(f), BMC 16.04.060(b), (c)

new
new

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 and the agent, the occupant load of the unit, the number of bedrooms, the expiration date of the permit, and any variances that have been granted for the property. BMC 16.03.030(c)

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

This is the end of this report.

