

**PUBLIC HEARING  
BOARD OF HOUSING QUALITY APPEALS  
CITY HALL LEMON CONFERENCE ROOM  
Zoom Virtual Meeting  
SEPTEMBER 16, 2020 4:00 P.M.**

**ALL ITEMS ARE ON THE CONSENT AGENDA**

- I. **ROLL CALL**
- II. **REVIEW OF SUMMARY** – August 19, 2020
- III. **PETITIONS**
  - 1) 20-TV-31, **520 W. Kirkwood Avenue**, Orion Property Management (Paness, LLC). Previously heard April 15, 2020 and July 15, 2020. Request for an extension of time to complete repairs.
  - 2) 20-AA-52, **837 W. 6<sup>th</sup> Street**, Randy L. & Maxine L. Ekl Trust. Request for relief from an administrative decision.
  - 3) 20-TV-53, **916 N. Monroe Street**, Lisa Minnich. Request for an extension of time to complete repairs
- 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](mailto:human.rights@bloomington.in.gov).**

BHQA is inviting you to a scheduled Zoom meeting.

Topic: BHQA September 16, 2020

Time: Sep 16, 2020 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://bloomington.zoom.us/j/95231687333?pwd=ZThmK1ExOVVHcUhOWDNyYVBhb1pzQT09>

Meeting ID: 952 3168 7333

Passcode: 555455

One tap mobile

+13126266799,,95231687333#,,,,,0#,,555455# US (Chicago)

+19292056099,,95231687333#,,,,,0#,,555455# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 952 3168 7333

Passcode: 555455

Find your local number: <https://bloomington.zoom.us/j/95231687333?pwd=ZThmK1ExOVVHcUhOWDNyYVBhb1pzQT09>



City of Bloomington  
H.A.N.D.

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

Meeting Date: September 16, 2020

Petition Type: An extension of time to complete repairs

Petition Number: 20-TV-31 (old business)

Address: 520 W. Kirkwood Avenue

Petitioner: Keith R. Williamson--Orion Property Management

Inspector: Jo Stong

Staff Report: January 17, 2020: Received complaint about east door  
January 21, 2020: Conducted complaint inspection. Complaint valid.  
January 28, 2020: Mailed complaint report.  
February 14, 2020: Mailed complaint RV (remaining violations)  
March 3, 2020: Received appeal  
April 15, 2020: BHQA granted extension of time until April 30, 2020 to complete repairs  
April 24, 2020: Agent scheduled complaint reinspection for May 20, 2020.  
New registration form received indicating new agent.  
May 14, 2020: New appeal received. Reinspection cancelled.  
June 17, 2020: BHQA cancelled.  
July 15, 2020: BHQA granted an extension of time until July 31, 2020  
July 30, 2020: Received 3<sup>rd</sup> appeal from 2<sup>nd</sup> property management company

This property was granted an extension of time to repair a leak the east central entry door. The first petitioner stated that the leak is due to an active roof leak, and that the roof has been inspected by an insurance agent. The damage to the door and to the interior will be part of the insurance claim. The second petitioner states that the property has been sold, and that they have a quote from a roofer but the roofer needs more time. The petitioner is requesting an additional 90 days to complete the repairs.

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: September 23, 2020

Attachments: Complaint report, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> appeals



RECEIVED  
JUL 30 2020

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: 520 W Kirkwood Ave.

Petitioner's Name: Keith R. Williamson - Orion Property Management

Address: 400 W 7th Street, Suite 232

City: Bloomington State: IN Zip Code: 47404

Phone Number: 812-334-5964 Email Address: kwilliamson@ori

Property Owner's Name: Paness, LLC

Address: 300 N Meridian St., St 1100

City: Indianapolis State: IN Zip Code: 46204

Phone Number: 317-860-1068 Email Address: .....

Occupants: Robert Reynolds/Casey Green till 7-29-20 - then Bradley & John Enneking

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 20-TV-31

(old business)

SEE REVERSE

previously heard: April 15, 2020  
July 15, 2020

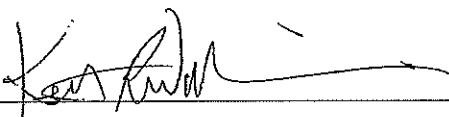
JS

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.

While in the process of replacing the roof and repairing minor inside roof leak damage,  
the property was sold. We have a quote from RCV Roofing to replace the roof but they  
~~cannot have the roof replaced before the deadline for the repairs to be made which is~~  
July 31, 2020.

The new owners are asking for an additional extension to be able to complete the  
repairs.

Please add 90 days to the extension

Signature (required): 

Name (please print): Keith R. Williamosn

Date: July 21, 2020

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.



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 14 2020  
BY: .....

Property Address: 520 W Kirkwood Ave. Bloomington, Indiana

Petitioner's Name: Orion Property Management for Morrison Rentals LLC

Address: PO Box 371

City: Bloomington

State: Indiana

Zip Code: 47404

Phone Number: 8123345964

E-mail Address: lwilliamson@orionpropertymanagement.com

Owner's Name: Morrison Rentals LLC

Address: c/o Orion Property Management PO Box 371

City: Bloomington

State: Indiana

Zip Code: 47404

Phone Number: 8123345964

E-mail Address: lwilliamson@orionpropertymanagement.com

Occupants: Robert Reynolds and Casey Green

**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)

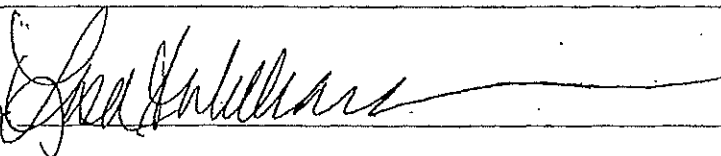
Petition Number: 31-TV-20

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.

There is a door not opening properly in the interior of the home. It has been found that this is being caused by an active roof leak. We are currently working with the insurance company and have discovered hail and wind damage and have filed an insurance claim. There has been an inspection of the roof by an insurance adjuster and the process has been started to replace the roof. The interior damage from the leak and the damage to the door will be a part of this claim and will be addressed at that time. We are requesting additional 60 days time to complete this work. Insurance claim is with Duling Insurance, Mark Duling 812-332-1808, claim #300-0137861-2020. Adjustor: Jake Wallen, 765-602-4998.

Signature (Required)



Name (Print): Lisa Williamson

Date: 5/14/20

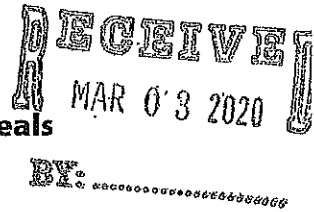
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**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**



**Property Address:** 520 W Kirkwood Avenue

**Petitioner's Name:** Flying Fish Design and build for Keith Pierrard & Edna Morrison

**Address:** 1420 S. Walnut St

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47401

**Phone Number:** (844)532-8696

**E-mail Address:** chuck@flywiththefish.com

**Owner's Name:** Edna L Morrison

**Address:** N3341 Country Road N

**City:** Keenan

**State:** Wisconsin

**Zip Code:** 54537

**Phone Number:** (812)876-5403

**E-mail Address:** kdpierra@gmail.com

**Occupants:** Casey Green & Robert Reynolds

**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:** To complete repairs. (Petition Type: TV)

**Reminder:**

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(Will be assigned by BHQA)

Petition Number: 20-TV-31



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.

1. The Door frame leaks water when there is a heavy rain. Door needs to be reframed and drywall needs to be repaired.

2. This house is in the process of transitioning from one property management company to another. It is currently managed by Flying Fish Design and Build, and is transitioning to Orion Property Management. Because of the timing of the rein spection and the timing of the transition, both the owner of the house and the current property mangagment company find themselves in unique positions. The owner wants the new property management group to hand the work, and the scope of the work would prolong the transition if the current property management company were to start the job.

3. The transition should take at least a week to complete, and the job itself should take another two weeks (depending on the availability of contractors to work on the house). So 3-4 weeks additional time to get the house in order for the complaint reinspection.

DocuSigned by:  
 Signature (Required): Keith Pierrard  
 5BDC93AACFBC41D...

Name (Print): Keith Pierrard

Date: 2/28/07 2/28/07

**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**

**JAN 28 2020**

Edna L. Morrison  
N3341 Country Road N  
Keenen, WI 54537

RE: NOTICE OF COMPLAINT INSPECTION

Dear Edna L. Morrison

On 01/21/2020 a complaint inspection was performed at 520 W Kirkwood AVE. 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 **FEB 11 2020**, 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](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.

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

Xc: Flying Fish Real Estate: 1420 S Walnut St, Bloomington, IN 47401



**City Of Bloomington**  
**Housing and Neighborhood Development**

COMPLAINT INSPECTION REPORT

1167

Owner

Edna L. Morrison  
N3341 Country Road N  
Keenen, WI 54537

Agent

Flying Fish Real Estate  
1420 S. Walnut St  
Bloomington, IN 47401

Tenant

Casey Green  
520 W. Kirkwood Ave  
Bloomington, IN 47404

Prop. Location: 520 W Kirkwood AVE  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: Bld 1: 1/3/5

Date Inspected: 01/21/2020  
Primary Heat Source: Gas  
Property Zoning: CG  
Number of Stories: 1

Inspector: Jo Stong  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: Detached Garage, Shed

The following items are the result of a complaint inspection conducted on **January 21, 2020**. 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:**

The east central door frame leaks water into the house during rain. Repair the door, frame and or structure to eliminate water leaking into the interior of the structure. BMC 16.04.060(a)

This is the end of this report.

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City Hall

Email: [hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)  
Neighborhood Division (812) 349-3421

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401 N Morton St

<https://bloomington.in.gov/hand>  
Housing Division (812) 349-3401

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Bloomington, IN 47404

Rental Inspection (812) 349-3420  
Fax (812) 349-3582



City of Bloomington  
H.A.N.D.

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

Meeting Date: September 16, 2020  
Petition Type: Relief from an administrative decision  
Variance Request: Relief from the requirement to register the property.  
Petition Number: 20-AA-52  
Address: 837 W. 6<sup>th</sup> Street.  
Petitioner: Maxine Ekl  
Inspector: John Hewett

**Staff Report:**

This property was last inspected and issued a permit in 2012. When HAND contacted the new owner in 2015, we determined that the property was owner occupied and did not need a Rental Occupancy Permit. In July of 2020 we learned that the property has again changed ownership. We sent a notice to register and schedule a Cycle inspection. The new owner has requested to be excluded from the requirements of Title 16. The property is occupied by the owner's daughter and one roommate. The addition of a roommate to the household makes this a rental by the definition of Title 16 of the Bloomington Municipal Code. The Board has previously offered relief from the requirements of Title 16 in cases where the occupants are family members of the owner, but in cases where there are other tenants, historically the practice has been to deny the request.

Staff recommendation: Deny the relief from administrative decision.

Conditions: The unit must be inspected and issued a Rental Occupancy Permit.

Compliance Deadline: The owner shall call to schedule the inspection by September 30, 2020

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**  
AUG 13 2020  
BY: \_\_\_\_\_

**Property Address:** 837 W. 6th Street, Bloomington IN

**Petitioner's Name:** Maxine Ekl

**Address:** 930 Curtiss St. Unit 202

**City:** Downers Grove

**State:** Illinois

**Zip Code:** 60515

**Phone Number:** 630-337-23

**E-mail Address:** ekls930@gmail.com

**Owner's Name:** Randy L. & Maxine L. Ekl Trust

**Address:** 930 Curtiss St. Unit 202

**City:** Downers Grove

**State:** Illinois

**Zip Code:** 60515

**Phone Number:** 630-337-23

**E-mail Address:** ekls930@gmail.com

**Occupants:** Emily Ekl  
Elizabeth Anderson

**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 an administrative decision. (Petition Type: AA)

**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: 20-AA-52

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 am requesting that our property be excluded from the Residential Rental Unit and Lodging Establishment Inspection Program of Bloomington. Our daughter is living in the house while she pursues her PhD in Sociology. The second bedroom is being rented to a member of her cohort. Should we continue to hold the property after our daughter moves, we will then submit to the Residential Rental Unit and Lodging Establishment Inspection Program of Bloomington. Thank you for your consideration.

Signature (Required):

*Maxine Ekl*

8-10-20

Name (Print): Maxine Ekl

Date:

~~8-10-20~~

**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  
H.A.N.D.

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

Meeting Date: September 16, 2020

Petition Type: An extension of time to complete repairs

Petition Number: 20-TV-53

Address: 916 N. Monroe Street

Petitioner: Lisa Minnich

Inspector: Jo Stong

Staff Report: February 5, 2020: Sent Notice to Register and Notice to Schedule to owners  
February 21, 2020: Sent 2<sup>nd</sup> NTR/NTS  
April 14, 2020: Sent legal notice to schedule inspection by April 28, 2020  
April 20, 2020: Received registration form; cycle inspection scheduled for June 12, 2020  
June 12, 2020: Conducted cycle inspection  
June 24, 2020: Mailed inspection report  
August 14, 2020: Received appeal

During a cycle inspection of the above property violations of the Residential Rental Unit and Lodging Establishment Inspection Program were found. The petitioner is seeking an extension of time until November 2, 2020, stating that the distance that the owners live and the pandemic have prevented them from hiring someone or completing the repairs.

Staff recommendation: Grant an extension of time

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 the possibility of fines.

Compliance Deadline: September 30, 2020 for all life-safety violations  
October 14, 2020 for all remaining violations

Attachments: Cycle report with life-safety violations highlighted, notices to register and schedule, legal letter, appeal



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

**RECEIVE**  
AUG 14 2020

BY: [Signature]

**Property Address:** 916 N. Monroe Street Bloomington, IN 47404

**Petitioner's Name:** Lisa Minnich

**Address:** 22471 SR 119

**City:** Goshen

**State:** Indiana



**Zip Code:** 46526

**Phone Number:** 5749038308

**E-mail Address:** lisa.jo1270@gmail.com

**Owner's Name:** Lisa Minnich

**Address:** 22471 SR 119

**City:** Goshen

**State:** Indiana



**Zip Code:** 46526

**Phone Number:** 5749038308

**E-mail Address:** lisajo1270@gmail.com

**Occupants:** Tyler Minnich, Nathan Larson  
Spencer DuBro

**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)

Petition Number: 20-TV-53



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:

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- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

A. An extension of time to complete repairs (TV)

1. All of the items listed on the rental inspection for this property need an extension of time.
2. An extension of time is needed for various reasons. My husband & I live 4 hours away & are also owners of 2 eyecare practices which have been greatly affected by COVID-19. The amount of extra work dealing with it has kept me from hiring someone to do the repairs in Bloomington. In the past my father has been able to do the repairs needed on the house & he has been extra busy this summer also. If I am given extra time there is a very good chance he will be able to do most of the repairs for us.
3. The extension of time I would like to request is until November 2, 2020.

Thank you.

Signature (Required): Lisa Minnich

Name (Print): Lisa Minnich

Date: 8/14/2020

**Important information regarding this application format:**

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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**

**JUN 24 2020**

RENTAL INSPECTION INFORMATION

Lisa Minnich  
22471 State Road 119  
Goshen, IN 46526

RE: 916 N Monroe 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 **AUG 23 2020** 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](http://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



**City Of Bloomington**  
**Housing and Neighborhood Development**

CYCLE INSPECTION REPORT

1551

Owner

Lisa Minnich  
22471 State Road 119  
Goshen, IN 46526

Prop. Location: 916 N Monroe ST  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: Bld 1: 1/3/3

Date Inspected: 06/12/2020  
Primary Heat Source: Electric  
Property Zoning: R3  
Number of Stories: 1

Inspector: Jo Stong  
Foundation Type: Crawl Space  
Attic Access: No  
Accessory Structure: None

Monroe County Assessor's records indicate this structure was built in 1969.  
There were no requirements for emergency egress at the time of construction.

**INTERIOR:**

Living Room (16-8 x 12-0), Kitchen (10-10 x 11-0):  
No violations noted.

Laundry:

The smoke detector above the door on the south wall 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

There is a second smoke detector in this room that was untestable as it was above the closet/pantry. This detector is not necessary and should be eliminated as it is difficult to maintain in its current location. IC-22-11-18-3.5

North Bedroom (13-3 x 11-7):

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

Existing Egress Window Measurements (double-hung; both sashes removable):

Height: 48 inches

Width: 32 inches

Sill Height: 42 inches

Openable Area: 10.67 sq. ft.

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

Bath:

Replace the handle for the hot water in the sink (broken, has no stop when turning). BMC 16.04.060(c)

Properly install a cover on the shower drain. BMC 16.04.060(c)

Water Heater Closet:

No violations noted.

Hall:

**Remove the old smoke detector in the hallway (there is a new detector at the other end of the hall). IC-22-11-18-3.5**

Bath:

No violations noted.

Northwest Bedroom (9-8 x 8-7), Southwest Bedroom (11-11 x 8-9), Southeast Bedroom (12-0 x 10-11):  
No violations noted.

Existing Egress Window Measurements (double-hung; both sashes removable):

Height: 33 inches

Width: 30.25 inches

Sill Height: 45.5 inches

Openable Area: 6.93 sq. ft.

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

Furnace Closet:

Thoroughly clean and service the furnace. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. BMC 16.04.060(c)

**EXTERIOR:**

Replace the broken handle on the front (west) storm door. BMC 16.04.050(a)

Paint the entry door trim on the west entry. BMC 16.04.050(e)

Trim all tree branches away from the siding and roofline to maintain a 3' clearance. BMC 16.04.040(e)

Replace the missing siding on the north peak. BMC 16.04.050(a)

Shed:

No violations noted.

Crawlspace:

Not accessible.

**OTHER REQUIREMENTS:**

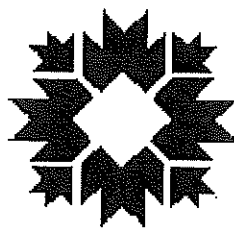
When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.03.030(d): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner and the agent, the occupant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

Corporation Counsel  
Philippa M. Guthrie

City Attorney  
Michael M. Rouker



City of Bloomington  
Legal Department

Assistant City Attorneys  
Larry Allen  
Jennifer L. Lloyd  
Barbara E. McKinney  
Jacquelyn F. Moore  
Christopher J. Wheeler

April 14, 2020

Connor Bunch, Tyler Minnich, et al.  
1001 Parkwood Dr.  
Nappanee, IN 46550

NOTICE OF VIOLATION  
RE: *Rental Property at 916 N. Monroe St., Bloomington, IN*

Mr. Bunch,

It is a violation of Title 16 of the Bloomington Municipal Code (BMC) for you to allow occupancy of this rental property by anyone other than the owner of the property until and unless you receive a valid Title 16 Occupancy Permit. *Please see BMC 16.03.030(a).* The Permit cannot be renewed until and unless you complete the inspection process. Furthermore, you must register the rental property before allowing occupancy. *Please see BMC 16.03.020(a).* This has not been done. You must immediately, and ***no later than April 28, 2020, do the following:***

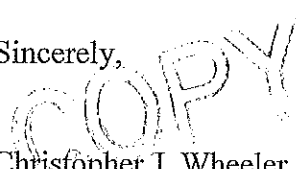
1. Schedule a HAND Cycle Inspection for the Property; and
2. Register the property with HAND.

The City intends to initiate an ordinance violation lawsuit against each of the owners of this real estate for these violations if you do not comply by the deadline. Fines will be assessed up to and including \$2,500.00 per day, per violation, for each day that this rental property has been and continues to be in violation of BMC Title 16. The City will also seek an Order to vacate this property until such time as you can prove to the Court that this rental property is in full compliance with BMC Title 16.

Any decision by HAND may be appealed to the Board of Housing Quality Appeals. To do so, please contact HAND at 812-349-3401, or visit HAND at City Hall, 401 N. Morton Street, Suite 130, Bloomington, IN 47402.

Your prompt attention to this matter is greatly appreciated.

Sincerely,

  
Christopher J. Wheeler  
Assistant City Attorney

cc: Doris Sims, Director for the Department of Housing and Neighborhood Development



City of Bloomington  
Housing and Neighborhood Development

**FINAL NOTICE TO REGISTER AND SCHEDULE INSPECTION**

February 21, 2020

Bunch, Connor; Bunch, Kamela; Minnich, Tyler; Minnich, Darren & Minnich, Lisa  
1001 Parkwood Dr  
Nappanee, IN 46550

Dear Bunch, Connor; Bunch, Kamela; Minnich, Tyler; Minnich, Darren & Minnich, Lisa:

A letter was sent to you on **February 5<sup>th</sup>**, requesting that you schedule a rental housing inspection for **916 N Monroe St.** As was stated in the previous letter, Municipal Housing Code, Chapter 16.03.010, requires that all rental property within the City be registered and inspected for compliance with the Residential Rental Unit and Lodging Establishment Inspection Program of Bloomington.

It is our obligation and intention to pursue this matter until all requirements of the Municipal Housing Code are met. Please fill out the enclosed registration form and contact our office **within fourteen (14) days** to schedule a cycle inspection.

**If using a P.O. Box, a street address where you may be located must be provided.**

Your presence at the inspection is encouraged and facilitates communication. However, if you prefer, we can schedule with the residents if you provide us with their name and telephone number as required by Chapter 16.12.070 of the Bloomington Housing-Property Maintenance Code. We will then notify you of the inspection results.

If our information concerning ownership is not correct or current, please notify us of any changes at (812) 349-3420. At this time you should also register any other rental property that you own or manage.

If you have any questions, please contact us. Thank you in advance for your cooperation.

Sincerely,

City of Bloomington,  
HAND Department

xc:

401 N. Morton  
PO Box 100  
Bloomington, IN 47402

**City Hall**

[www.bloomington.in.gov/hand](http://www.bloomington.in.gov/hand)

Rental Inspections: (812) 349-3420  
Housing Division: (812) 349-3401  
Fax: (812) 349-3582



**City of Bloomington**  
**Housing and Neighborhood Development**  
**NOTICE TO REGISTER AND SCHEDULE INSPECTION**

February 5, 2020

Bunch, Connor; Bunch, Kamela; Minnich, Tyler; Minnich, Darren & Minnich, Lisa  
1001 Parkwood Dr  
Nappanee, In 46550

Dear Bunch, Connor; Bunch, Kamela; Minnich, Tyler; Minnich, Darren & Minnich, Lisa:

It is our understanding that the rental property located at **916 N Monroe St**, Bloomington, Indiana, is either owned or managed by you. Municipal Code, Chapter 16.03.010, requires that all rental property within the City be registered and inspected for compliance with the Residential Rental Unit and Lodging Establishment Inspection Program of Bloomington.

Please fill out the enclosed registration form and contact our office **within fourteen (14) days** to schedule a cycle inspection. Or, you can find the registration form online at [www.bloomington.in.gov](http://www.bloomington.in.gov). A copy of the Notice of Fees and the Pre-Inspection Addendum can also be found at the website listed above. Please read the addendum carefully as it outlines most of the areas and components of the structure checked during a housing inspection.

**If using a P.O. Box, a street address where you may be located must be provided.**

Your presence at the inspection is encouraged and facilitates communication. However, if you prefer, we can schedule with the residents if you provide us with their name and telephone number as required by Chapter 16.12.070 of the Bloomington Housing-Property Maintenance Code. We will then notify you of the inspection results.

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Sincerely,

City of Bloomington,  
HAND Department

401 N. Morton  
PO Box 100  
Bloomington, IN 47402

**City Hall**

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