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**PUBLIC HEARING  
BOARD OF HOUSING QUALITY APPEALS  
CITY HALL ALLISON CONFERENCE ROOM 225  
In Person / Zoom Virtual Meeting  
MARCH 21, 2023 4:00 P.M.**

**ALL ITEMS ARE ON THE CONSENT AGENDA**

I. **ROLL CALL**

II. **ELECTION OF OFFICERS**

III. **REVIEW OF SUMMARY**

IV. **PETITIONS**

- 1) **23-TV-12, 851 S. Park Square Drive**, Dorothy Apartment Rentals (Shannon Ramey). Request for an extension of time to complete repairs.
- 2) **23-TV-13, 1000 S. Basswood Circle**, Basswood United, LLC. Request for an extension of time to complete repairs.
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V. **GENERAL DISCUSSION**

VI. **PUBLIC COMMENT**

VII. **ADJOURNMENT**

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H.A.N.D. is inviting you to a scheduled Zoom meeting.

Topic: Board of Housing Quality Appeals Meeting

Time: Mar 21, 2023 04:00 PM Eastern Time (US and Canada)

Every month on the Third Tue

Join Zoom Meeting

<https://bloomington.zoom.us/j/93193636060?pwd=S0NyRC9zajFkNFhzSU1aNzVsbUpQUT09>

Meeting ID: 931 9363 6060

Passcode: 088348

One tap mobile

+13092053325,,93193636060#,,,,\*088348# US

+13126266799,,93193636060#,,,,\*088348# US (Chicago)

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 931 9363 6060

Passcode: 088348

Find your local number: <https://bloomington.zoom.us/j/kemL5j86py>



City of Bloomington  
H.A.N.D.

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

Meeting Date: March 21, 2023

Petition Type: An extension of time to complete repairs.

Petition Number: 23-TV-12

Address: 851 S Park Square Drive

Petitioner: Dorothy Apartment Rentals

Inspector: C Hayes

Staff Report: October 12, 2022 Completed cycle inspection  
October 31, 2022 Sent cycle report  
January 3, 2023 Received BHQA application  
February 21, 2023 Meeting canceled due to lack of quorum

During the cycle inspection it was noted the flooring was damaged and in need of repair. The petitioner is requesting a 2 week extension due to children in the unit being out of school.

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, but not limited to, the possibility of fines.

Compliance Deadline: April 4, 2023 All remaining violations

Attachments: Cycle inspection report, staff report, BHQA application



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



**Property Address:** 851 South Park Square Drive, Bloomington, IN 47403

**Petitioner's Name:** Dorothy Apartment Rentals

**Address:** 2226 South Rogers Street

**City:** Bloomington

**State:** Indiana



**Zip Code:** 4740

**Phone Number:** 8123457135

**E-mail Address:** sramey227@gmail.com

**Owner's Name:** Shannon Ramey

**Address:** 3400 South Claybridge Drive

**City:** Bloomington

**State:** Indiana



**Zip Code:** 4740

**Phone Number:** 8123457135

**E-mail Address:** sramey227@gmail.com

**Occupants:** Leon and Gina Hampton and kids

**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: 23-TV-12

CH

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.

We are going to replace carpet and the children are out of school as soon as school starts back we will be ready to install carpet. Two week extension.

Thank you  
Shannon

Signature (Required):

Shannon Ramey

Name (Print): Shannon Ramey

Date: 12/27/2022

**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



OCT 31 2022

**City Of Bloomington  
Housing and Neighborhood Development**

RENTAL INSPECTION INFORMATION

Dorothy Apartment Rentals Inc.  
2226 S. Rogers St  
Bloomington, IN 47403

RE: 851 S Park Square DR

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 **DEC 30 2022** 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,

Xc: Shannon Ramey: 2226 S. Rogers Street, Bloomington, IN 47403

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

City Hall  
[bloomington.in.gov](http://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**

**OCT 31 2022**

CYCLE INSPECTION REPORT

1614

Owner

Dorothy Apartment Rentals Inc.  
2226 S. Rogers St  
Bloomington, IN 47403

Agent

Shannon Ramey  
2226 S. Rogers Street  
Bloomington, IN 47403

Prop. Location: 851 S Park Square DR  
Number of Units/Structures: 2/1  
Units/Bedrooms/Max # of Occupants: Bld 1: 2/3/5

Date Inspected: 10/12/2022  
Primary Heat Source: Electric  
Property Zoning: RM  
Number of Stories: 2

Inspector: Chastina Hayes  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

Monroe County Assessor's records indicate this structure was built in 1976. There were no requirements for emergency egress at the time of construction.

INTERIOR

851

Entryway:

Repair the hole in the floor adjacent to the entry door. BMC 16.04.060 (a)

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

Living Room (12 x 18):

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

Repair/replace the deteriorating carpet. 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



**LOWER LEVEL**

**Kitchen (12 x 16):**

Repair the hole in the wall under the window. BMC 16.04.060 (a)

Replace the water stained ceiling tiles. BMC 16.04.060 (a)

Replace the missing drawer adjacent to sink. BMC 16.04.060 (a)

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

Repair the hole in the wall adjacent to the hallway closet. BMC 16.04.060 (a)

Repair the hall closet doors to function as intended. BMC 16.04.060 (a)

Replace all deteriorating baseboard. BMC 16.04.060 (a)

**½ Bath/Laundry:**

Properly ground the electrical receptacle. If the receptacle is on an ungrounded system, it is acceptable to install a 2-pole, ungrounded receptacle, or a GFCI receptacle. If a GFCI receptacle is installed, mark receptacle with the wording "no equipment ground". BMC16.04.020(a)(5); 2009 IEC Article 406.3(B)Grounding & 2009 IEC Article 406.3 (D)Replacements

Repair/replace the deteriorating flooring. BMC 16.04.060 (a)

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

**Furnace Closet:**

No violations noted.

**2<sup>nd</sup> Floor**

**Stairs**

Repair/replace the deteriorating carpet. BMC 16.04.060 (a)

**Hallway:**

No violations noted.

**Bathroom:**

Properly ground the electrical receptacle. If the receptacle is on an ungrounded system, it is acceptable to install a 2-pole, ungrounded receptacle, or a GFCI receptacle. If a GFCI receptacle is installed, mark receptacle with the wording "no equipment ground". BMC16.04.020(a)(5); 2009 IEC Article 406.3(B)Grounding & 2009 IEC Article 406.3 (D)Replacements

Repair the hole in the floor adjacent to the tub. BMC 16.04.060 (a)

Secure all loose vinyl flooring. (Where it is rolling up) BMC 16.04.060 (a)

**Front Bedroom (10 x 10):**

Replace the deteriorating window sill. BMC 16.04.060 (a)

Existing Egress Window Measurements:

Height: 29 inches

Width: 30 inches

Sill Height: 48 inches

Openable Area: 6.04 sq. ft.

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

**Middle Bedroom (10 x 15): Same window as above.**

Properly repair the carpet to prevent trip hazard. BMC 16.04.060 (b)

**Rear Bedroom (8 x 11):**

No violations noted.

Existing Egress Window Measurements:

Height: 30 inches

Width: 30 inches

Sill Height: 48 inches

Openable Area: 6.25 sq. ft.

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

**853: Not inspected.**

**EXTERIOR:**

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

Replace the deteriorating siding on the shed. BMC 16.04.050 (a)

Repair/replace all deteriorating fence. BMC 16.04.050 (a)

**OTHER REQUIREMENTS:**

**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)**

**Occupancy Affidavit:**

Provide a completed copy of the Occupancy Affidavit for this Registered Residential Rental property to the inspector for review. BMC 16.03.025

\*Beginning January 1, 2022, Bloomington Municipal Code requires owners of Registered Rental properties to maintain a completed Occupancy Affidavit for any structures with 4 (four) or fewer units as part of the rental documents. The Ordinance does not require a copy of the Occupancy Affidavit to be maintained by the HAND Department.

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.**



City of Bloomington  
H.A.N.D.

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

Meeting Date: March 21 2023

Petition Type: Request for an extension of time to complete repairs

Petition Number: 23-TV-013

Address: 1000 S Basswood Ci

Petitioner: Basswood United LLC

Inspector: Arnold/Council, Liford, Hayes

Staff Report:

January 11 2022	Cycle Inspection Scheduled
February 23 2022	Cycle Inspection
March 01 2022	Sent Cycle Inspection Report
April 20 2022	Reinspection Scheduled
May 31 2022	Reinspection Completed
June 06 2022	Mailed Remaining Violations Report
June 21 2022	Reinspection Scheduled
July 22 2022	Reinspection Completed
July 27 2022	Sent Remaining Violations Report
August 15 2022	Reinspection Scheduled
August 30 2022	Reinspection Completed
September 02 2022	Sent Remaining Violations Report
November 02 2022	Start Legal
January 06 2023	Received BHQA Application
February 21 2023	BHQA Meeting Cancelled

All violations have been complied except exterior issues. Petitioner is requesting additional time due to weather and contractor and material availability.

Staff recommendation: Grant the extension of time to complete repairs

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: May 15 2023

Attachments: Remaining Violations Report; BHQA Application



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

Property Address: 1000 Basswood Circle, Bloomington, Indiana 47403

Petitioner's Name: Basswood United LLC

Address: 1000 Basswood Circle

City: Bloomington

State: Indiana



Zip Code: 47403

Phone Number: 812-333-91

E-mail Address: ahamric@hayesgibson.com

Owner's Name: Basswood United LLC

Address: 1000 Basswood Circle

City: Bloomington

State: Indiana



Zip Code: 47403

Phone Number: 812-333-91

E-mail Address: ahamric@hayesgibson.com

Occupants: 240

**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: 23-TV-13

CH, KL, RC, MA

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.

Need more time to finish all repairs due to weather, contractor availability, and material availability.

Signature (Required):

*Alexis C. Hamric* Community Manager

Name (Print): Alexis C. Hamric

Date:

1-6-23

**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

812-333-9123



City Of Bloomington

Housing and Neighborhood Development

SEP 02 2022

REMAINING VIOLATION INSPECTION REPORT

4493

Owner(s)

1000 S Basswood United Llc
2565 South Breaking A Way Suite 200
Bloomington, IN 47403

Agent

Hayes Gibson Property Services
2565 S. Breaking A Way Suite 200
Bloomington, IN 47403

Prop. Location: 1000 S Basswood CIR

Number of Units/Structures: 240/10

Units/Bedrooms/Max # of Occupants: Bld 1: 8/2/5 16/1/5, Bld 2: 20/1/5, Bld 3: 16/2/5, Bld 4: 16/2/5 4/1/5, Bld 5: 16/2/5, Bld 6: 20/2/5 10/1/5, Bld 7: 20/2/5 10/1/5, Bld 8: 20/2/5 10/1/5, Bld 9: 8/2/5 16/1/5, Bld 10: 20/2/5 10/1/5

Date Inspected: 02/23/2022
Primary Heat Source: Electric
Property Zoning: RH
Number of Stories: 2
Landlord Has Affidavit: N/A

Inspector: Chastina Hayes
Foundation Type: Basement
Attic Access: Yes
Accessory Structure: Clubhouse

REINSPECTION REQUIRED

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the 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 BMC 16.10.040

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

Table with contact information for City Hall, Housing Division, and Rental Inspection.



**EXTERIOR:**

**GENERAL:**

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. BMC 16.04.050(e)  
This violation has a one-year deadline from the date of the Cycle Inspection.

Repair or Replace rotting, damaged, or missing deck boards and handrails. BMC 16.04.050(c)

Repair or Replace rotting, damaged, or missing siding. BMC 16.04.050(c)

**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)

**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

401 N Morton St

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

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 Extension of Time**

Meeting Date: March 21, 2023

Petition Type: An extension of time to complete repairs.

Petition Number: 23-TV-14

Address: 1955 N. College Ave.

Petitioner: John P. Burnham

Inspector: Maria M<sup>c</sup>Cormick

Staff Report: November 10, 2022 – Completed Cycle Inspection  
January 17, 2023 – Completed Re-inspection  
February 21, BHQA cancelled due to lack of quorum  
At the cycle inspection it was noted that the retaining wall outside the entrance to one of the units is no longer plumb. The petitioner is requesting an extension of time to complete the repair to this wall. All other violations noted on the cycle inspection have been complied.

Staff recommendation: Grant extension of time.

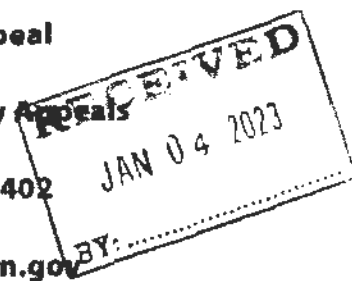
Conditions: Complete all repairs and schedule for re-inspection no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action, including, but not limited to, the possibility of fines.

Compliance Deadline: May 5, 2023

Attachments: BHQA Application; Cycle Report



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: 1955 N. College Ave.

Petitioner's Name: John P. Burnham

Address: 444 E. Third St. Suite 1

City: Bloomington

State: Indiana



Zip Code: 47401

Phone Number: 8123398300

E-mail Address: office@burnhamrentals.com

Owner's Name: John S. Burnham, Myra Burnham, John P. Burnham, Mark Burnham, Chris Burnham

Address: 444 E. Third St. Suite 1

City: Bloomington

State: Indiana



Zip Code: 47401

Phone Number: 8123398300

E-mail Address: office@burnhamrentals.com

Occupants: Multiple residnets at this property

**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: 23-TV-14

MM

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. We need an extension of time to complete outside repairs to two retaining walls that are leaning inward. The contractor has been delayed due to weather and other factors beyond our control. The dirt exterior of these retaining walls will need to be excavated and gravel put in place to allow for proper drainage. More than likely, the walls will also need to be rebuilt. We are requesting until May 5, 2023 to complete the repairs. The walls do not currently pose a threat, but do need to be repaired. Everything else found at the housing inspection has been corrected.

**Signature (Required):** \_\_\_\_\_

**Name (Print):** John P. Burnham

**Date:** \_\_\_\_\_

**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**

DEC 05 2022



City Of Bloomington  
Housing and Neighborhood Development

RENTAL INSPECTION INFORMATION

Burnham Rentals  
444 E. Third St.  
Bloomington, IN 47401

RE: 1955 N. College Ave.

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 **FEB 05 2022** 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,

Xc:

---

City Hall

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

401 N. Merion 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

DEC 05 2022



City Of Bloomington  
Housing and Neighborhood Development

CYCLE INSPECTION REPORT

1504

Owner(s)

Burnham Rentals  
444 E. Third St.  
Bloomington, IN 47401

Prop. Location: 1955 N. College Ave.

Number of Units/Structures: 30/5

Units/Bedrooms/Max # of Occupants: Bld 1: 1/Eff/5 6/1/5, Bld 2: 4/1/5, Bld 3 5/1/5 1/3/5 Bld 4: 6/1/5 4/2/5  
Bld 5:

Date Inspected: 11/10/2022

Primary Heat Source: Gas

Property Zoning: RH

Number of Stories: 1

Landlord Has Affidavit: Yes

Inspector: Maria M<sup>c</sup>Cormick

Foundation Type: Crawl Space

Attic Access: No

Accessory Structure: None

03/29/1990 Granted a variance to the minimum ceiling height requirement in all habitable rooms in Apt. #6A; granted an exception to installing an additional electrical receptacle in the kitchens in Apts. #11-14; granted a variance for the minimum light requirement in the living room in Apt. #27A.

This property was previously granted variances to the minimum ceiling height requirements and the minimum number of receptacles required in a kitchen of the Property Maintenance Code. The Residential Rental and Lodging Establishment Inspection Program does not include a ceiling height or minimum number of receptacles requirement and the Building Code in place at the time of construction (1955) did not address ceiling height or minimum number of receptacles; therefore the variance must be rescinded by the Board of Housing Quality Appeals. This process may slightly delay the issuance of your Rental Occupancy Permit, but will not negatively affect the length of your permit.

This property was also granted a variance to the light requirement of the Property Maintenance Code for the living room of Apt. #27A. The Residential Rental Unit and Lodging Establishment Inspection Program does not include a minimum light requirement. The code at the time of construction (1955) does have a requirement for light (1050 IBC Sec. 1305). The applicability of this Code is under review by the State of Indiana. Upon completion of State review this issue may be re-visited on subsequent Cycle Inspection Reports.

Monroe County Assessor's records indicate this structure was built in 1955. There were no requirements for emergency egress at the time of construction.

**\*Note – Room inventory and dimensions are in the file. Only rooms with violations will be listed in this report.**

INTERIOR:

Apt. 16 –  
No violations noted.

Apt. 15 –  
No violations noted.

Apt. 14 –  
No violations noted.

Apt. 13 –  
No violations noted.

Apt. 12 –  
No violations noted.

Apt. 11 –

Bedroom:

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

Apt. 10 –  
No violations noted.

Apt. 9 –  
No violations noted.

Apt. 8 –  
No violations noted.

Apt. 7 –  
No violations noted.

Apt. 27 –  
No violations noted.

Apt. 27A –  
No violations noted.

Apt. 28 –  
No violations noted.

Apt. 26 –  
No violations noted.

Apt. 25 –  
No violations noted.

Apt. 24 –  
No violations noted.

Apt. 23 –  
No violations noted.

Apt. 22 –  
No violations noted.

Apt. 21 –  
No violations noted.

Apt. 20 –  
No violations noted.

Apt. 19 –  
No violations noted.

Apt. 18 –  
No violations noted.

Apt. 17 –  
No violations noted.

Apt. 1 –  
No violations noted.

Apt. 2 –  
No violations noted.

Apt. 3 –  
No violations noted.

Apt. 4 –  
No violations noted.

Apt. 5 –  
No violations noted.

Apt. 6 –  
No violations noted.

Apt. 6A –  
No violations noted.

**EXTERIOR:**

*BH01A*  
Apt. 6A – Properly repair retaining wall in a manner that allows it to be plumb and properly & safely support normally imposed loads. This is to be done in a workmanlike manner and includes but is not limited to tuck pointing missing or deteriorated mortar joints, and properly aligning the retaining wall. BMC 16.04.050(a) and BMC 16.04.060(a).

*C*  
Apt. 16 – Properly repair or replace damaged or deteriorated siding in a manner that leaves the structure weather tight. This is to be done in a workmanlike manner and includes but is not limited to all damaged or deteriorating siding and structural members. BMC 16.04.050(a)

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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.**







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

Property Address: 1739 South Maxwell St

Petitioner's Name: FRAN R COLALUCA

Address: 169 E FIELD AVE

City: VANICE State: FL Zip Code: 34285

Phone Number: 201-563-2092 Email Address: FCOLALUCA@gmail.com

Property Owner's Name: COLALUCA LLC

Address: 1739 S. MAXWELL LN

City: Bloomington State: IN Zip Code: 47401

Phone Number: 201-~~563~~-  
725-  
5288 Email Address: FCOLALUCA@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 23-TV-15

SEE REVERSE

MA

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.

Waiting on Window Contractor.  
Estimated time of repair is 6 weeks from  
1/24/23.

Signature (required):     *F. C. L.*    

Name (please print):     FRANK COLALUCA     Date:     1/19/23    

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

373

Owner

Colaluca LLC  
1727 S Maxwell Ln  
Bloomington IN 47401

Prop. Location: 1739 S Maxwell Ln  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: Bld 1: 1/2/3

Date Inspected: 09/26/2022	Inspector: Mike Arnold
Primary Heat Source: Electric	Foundation Type: Slab
Property Zoning: R2	Attic Access: No
Number of Stories: 1	Accessory Structure: None

Monroe County Assessor's records indicate this structure was built in 1914. There were no requirements for emergency egress at the time of construction.

Interior:

Living Room (19-0 x 12-6):

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

Kitchen (15-3 x 13-1):

Repair the dishwasher to function as intended. BMC 16.04.060(c) (tenant request)

Bathroom:

No violations noted

NE Bedroom (11-9 x 8-7), SE Bedroom (11-7 x 11-0):

Existing Egress:

Height: 26 inches  
Width: 29 inches  
Sill Height: 24 inches  
Openable Area: 5.2 sq. ft.

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

No violations noted

Exterior:

No violations noted



**Other Requirements:**

**Furnace Inspection Documentation (gas furnace only):**

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)

**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)

**Affidavit Required:**

**Occupancy Affidavit:**

Provide a completed copy of the Occupancy Affidavit for this Registered Residential Rental property to the inspector for review. BMC 16.03.025

**\*\*Beginning July 1, 2022, a completed copy of the Occupancy Affidavit must be reviewed by the inspector within 60 days of this mailing of the Cycle Report or a \$25.00 fine will be levied.** BMC 16.03.025

**\*Beginning January 1, 2022, Bloomington City Code requires owners of Registered Rental properties to maintain a completed Occupancy Affidavit to Housing and Neighborhood Development (HAND) for any structures with 4 (four) or fewer units. The Ordinance does not require the Occupancy Affidavit to be submitted to HAND only reviewed upon request. Please simply keep the form in your records.** BMC 16.03.025

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: March 21, 2023

Petition Type: An extension of time to complete repairs.

Petition Number: 23-TV-16

Address: 612 S Park Ave.

Petitioner: Dennis Williams

Inspector: Maria McCormick

Staff Report: October 5, 2022- Cycle inspection conducted  
October 31, 2022- Cycle report mailed to owner  
January 20, 2023- Remaining Violations report mailed to owner  
January 24, 2023- Received Appeal and Fee  
February 21, 2023- BHQA meeting canceled for lack of quorum

The petitioner is asking for additional time to make repairs due to the need for time to recuperate from surgery.

Staff Recommendation: Grant the 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, but not limited to, the possibility of fines.

Compliance Deadline: Life safety violations: April 4, 2023  
All other violations: April 21, 2023

Attachments: Appeal form, RV report



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

JAN 24 2023

Property Address: 612 S. Park Avenue

Petitioner's Name: Dennis Williams

Address: 9375 S. Pointe Lasalles Dr.

City: Bloomington

State: Indiana



Zip Code: 47401

Phone Number: 8123699343

E-mail Address: dlwilliamsicarus@yahoo.com

Owner's Name: Dennis Williams

Address: 9375 S. Pointe Lasalles Dr

City: Bloomington

State: Indiana



Zip Code: 47401

Phone Number: 8123699343

E-mail Address: dlwilliamsicarus@yahoo.com

Occupants: Sam Johnson, Josh Nunley, Nick Love, Cole Lindley, Ryan Volk, Brandon Wiggins, Jack Persinger

**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)  
23-TV-16  
Petition Number: *[Signature]*

MM

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 had to have a hip replacement operation, and after I filed the inspection report, I totally forgot about the deadline date. I am requesting another month to make all needed repairs.

Signature (Required): Dennis L. Williams

Name (Print): Dennis L. Williams Date: 1/18/23

**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 20 2023**

**REMAINING VIOLATIONS REPORT**

1412

**Owner(s)**

Williams, Dennis L.  
9375 S. Pointe Lasalles Drive  
Bloomington, IN 47401

Prop. Location: 612 S Park AVE

Number of Units/Structures: 3/3

Units/Bedrooms/Max # of Occupants: Bld 1: Bld A: 1/1/3, Bld B: 1/5/3, Bld C: 1/1/3

Date Inspected: 10/05/2022

Primary Heat Source: Gas

Property Zoning: R3

Number of Stories: 2

Inspector: Maria McCormick

Foundation Type: Basement

Attic Access: No

Accessory Structure: None

**Variance:**

**01/22/1987 Granted a variance to the ceiling height requirement.**

This property was previously granted a variance to the ceiling height requirements of the Property Maintenance Code. The Residential Rental and Lodging Establishment Inspection Program does not include a ceiling height requirement and the Building Code in place at the time of construction did not address ceiling height; therefore the variance must be rescinded by the Board of Housing Quality Appeals. This process may slightly delay the issuance of your Rental Occupancy Permit, but will not negatively affect the length of your permit.

**REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the 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 BMC 16.10.040

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

City Hall	401 N Morton St	Bloomington, IN 47404
Email: <a href="mailto:hand@bloomington.in.gov">hand@bloomington.in.gov</a>	<a href="https://bloomington.in.gov/hand">https://bloomington.in.gov/hand</a>	Rental Inspection (812) 349-3420
Neighborhood Division (812) 349-3421	Housing Division (812) 349-3401	Fax (812) 349-3582

**INTERIOR:**

**Building B -**

**Basement:**

Properly secure all support posts at the top and bottom to eliminate the possibility of movement.  
BMC 16.04.060(b)

**Upper Level -**

**Stairway/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

**SE Bedroom (10-0 x 9-0):**

Properly secure the cover plate for the cable outlet on the east wall. BMC 16.04.060(a)

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

**EXTERIOR:**

**Building A -**

Properly the front deck. This includes but is not limited to replacing or repairing damaged or deteriorated deck boards and structural members. BMC 16.04.050(a)  
Clean debris from the roof, gutters and downspouts. BMC 16.04.050(a)

**Building C -**

Properly repair the damaged concrete patio to the north of the front porch. BMC 16.04.050(a)

Secure guttering to the structure. BMC 16.04.050(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)

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.**



City of Bloomington  
H.A.N.D.

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

Meeting Date: March 21, 2023  
Petition Type: Request for an extension of time to complete repairs  
Petition Number: 23-TV-17  
Address: 1398 W. 8<sup>th</sup> St.  
Petitioner: Elijah Parker  
Inspector: Maria McCormick/Rob Council  
Staff Report: 11/16/22 – Cycle Conducted  
12/05/22 – Mailed Inspection Report  
02/16/23 – Received BHQA application

During a cycle inspection of the above property, violations of the Residential Rental Unit and Lodging Establishment Program were found. Including cracked drywall in the livingroom and debris on the roof and gutters.

Petitioner is seeking an extension of time to complete 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: May 19, 2023  
Attachments: Cycle Report; BHQA Application.



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

RECEIVED  
F 3  
BY: .....

Property Address: 1398 W 8th St, Bloomington, IN 47404

Petitioner's Name: Elijah Parker

Address: 1201 S Washington St

City: Bloomington State: Indiana Zip Code: 47401

Phone Number: 7653465595 E-mail Address: elijah.t.parker@gmail.com

Owner's Name: Elijah Parker

Address: 1201 S Washington St

City: Bloomington State: Indiana Zip Code: 47401

Phone Number: 7653465595 E-mail Address: elijah.t.parker@gmail.com

Occupants: Katie Starr, Paul Starr, Oliver Starr (child)

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: 23-TV-17

JH

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. Items and their status:  
a. Living Room drywall crack repair - PENDING/INCOMPLETE  
b. Bathroom toilet: secure the toilet to its mounting - COMPLETE  
c. Master Bedroom window: repair - COMPLETE  
d. Exterior downspout: Reattach - COMPLETE  
e. Clean debris from the roof, gutters and downspouts: - PENDING/INCOMPLETE

2. Reason for Extension: One of the occupants (Paul) had a severe cardiac event that required emergency open heart surgery. Surgery was successful, and Paul is now recovering at home, but due to the nature of the surgery, Petitioner requests more time to allow Paul to recover before completing the interior repairs. Open heart surgery recipients are more vulnerable to infection from excess dust/debris and from guests entering the house. The occupant's full recovery must take priority.

3. Time requested: additional 60-90 days.

Signature (Required): *Eljah Parker*

Name (Print): Eljah Parker Date: 02/06/22

**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**

DEC 05 2022



**City Of Bloomington  
Housing and Neighborhood Development**

RENTAL INSPECTION INFORMATION

Elijah Parker  
1201 S. Washington St.  
Bloomington, IN 47401

RE: 1398 W. 8<sup>th</sup> 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 **FEB 05 2022** 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,  
Xc:

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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

DEC 05 2022



**City Of Bloomington  
Housing and Neighborhood Development**

CYCLE INSPECTION REPORT

4208

Owner(s)

Elijah Parker  
1201 S. Washington St.  
Bloomington, IN 47401

Prop. Location: 1398 W. 8<sup>th</sup> St.  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/3/3

Date Inspected: 11/16/2022  
Primary Heat Source: Gas  
Property Zoning: R2  
Number of Stories: 1  
Landlord Has Affidavit: N/A

Inspector: Maria M<sup>c</sup>Cormick  
Foundation Type: Crawl Space  
Attic Access: No  
Accessory Structure: None

Monroe County Assessor's records indicate that this structure was built in 2007. These are the minimum requirements for emergency egress at the time of construction.

Clear height: 22"  
Clear width: 20"  
Maximum sill height: 44" aff  
Openable area: 5.0 sq. ft at ground level; 5.7 sq. ft. all others

INTERIOR:

Living Room 12-0 x 15-3:

Repair the damaged drywall above the entry door. BMC 16.04.060(a)

Kitchen 12-0 x 13-7:

No violations noted.

Hallway:

No violations noted.

Bathroom:

Secure toilet to its mountings. BMC 16.04.060(c)

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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

---

Bloomington, IN 47404  
Rental Inspection (812) 349-3420  
Fax (812) 349-3582



NW Bedroom 10-11 x 11-2; NE Bedroom 14-1 x 11-2:

No violations noted.

Existing Egress Window Measurements:

Height: 26 inches  
Width: 33 inches  
Sill Height: 24 inches  
Openable Area: 5.96 sq. ft.

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

Master Bedroom/Bathroom:

Repair the window to function as intended. Windows shall be easily and fully openable and shall remain fully open using hardware that is part of the window. BMC 16.04.060(b)

Existing Egress Window Measurements:

Height: 26 inches  
Width: 33 inches  
Sill Height: 24 inches  
Openable Area: 5.96 sq. ft.

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

**EXTERIOR:**

Properly reattach the downspout on the NE corner of the house. BMC 16.04.050(a)

Clean debris from the roof, gutters and downspouts. BMC 16.04.050(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)

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.**





City of Bloomington  
H.A.N.D.

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

Meeting Date: March 21, 2023  
Petition Type: Request for an extension of time to complete repairs  
Petition Number: 23-TV-18  
Address: 984 E. Buckingham Dr.  
Petitioner: Kingdom Property Solutions Group LLC  
Inspector: Rob Council  
Staff Report: November 22, 2022- Conducted Cycle Inspection  
December 5, 2022- Mailed Cycle Report  
January 31, 2023- Conducted Reinspection  
February 3, 2023- Mailed RV Report, Received Appeal

During a cycle inspection of the above property, violations of the Residential Rental Unit and Lodging Establishment Program were found. Including water damaged exterior wood, defective mortar joints in brickwork, and gaps in brickwork.

Petitioner is seeking an extension of time to allow HOA to bid, process, and complete repairs to exterior.

Staff recommendation: Grant an extension of time to complete exterior repairs.  
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: May 29, 2023  
Attachments: Cycle Report; BHQA Application



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

FEB 03 2023

Property Address: 984 E Buckingham Dr, Bloomington, IN 47401

Petitioner's Name: Kingdom Property Solutions Group, LLC

Address: 2302 E Arden Dr, Bloomington, IN 47401

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

Phone Number: 8122042638 E-mail Address: corinne@kingdompsg.com

Owner's Name: sarrie

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

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

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

Occupants: Tenant: Barbara J Wilson

**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: 23-TV-18

RC

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.

The exterior repairs required by HAND are under the purview of Sherwood Green HOA. They are not part of the property owner's responsibility per the HOA bylaws. We are waiting for them to bid, schedule and have the repairs completed.

Signature (Required): Sarah Wilson

Name (Print): Sarah Wilson Date: 2-1-23

- 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**  
**REMAINING VIOLATIONS INSPECTION REPORT**

Owner(s)

Kingdom Property Solutions Grp.  
2302 E. Arden Dr.  
Bloomington, IN 47401

Prop. Location: 984 E. Buckingham Dr.  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: Bld 1: 1/2/3

Date Inspected: 11/22/2022  
Primary Heat Source: Gas  
Property Zoning: R1  
Number of Stories: 1

Inspector: Rob Council  
Foundation Type: Slab  
Attic Access: No  
Accessory Structure: None

**REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the 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 BMC 16.10.040

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

---

City Hall

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

401 N Morton St

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

Bloomington, IN 47404

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

CK

**EXTERIOR:**

Repair water damaged board by gutter rear patio. BMC 16.04.050(c)

Properly tuck point all missing or defective mortar joints on west side of structure under window. BMC 16.04.050(a)

Seal gaps in blockwork northwest corner. BMC 16.04.050(a)

Properly tuck point all missing or defective mortar joints on north side 2<sup>nd</sup> window right of entry. BMC 16.04.050(a)

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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.**



City of Bloomington  
H.A.N.D.

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

Meeting Date: March 21, 2023  
Petition Type: Relief from an administrative decision  
Variance Request: Relief from the requirement to register and inspect.  
Petition Number: 23-AA-19  
Address: 112 E Southern Dr.  
Petitioner: Rima Montoya  
Staff Report: January 25, 2023- received new registration form for this property.  
February 8, 2023- Owner filed for BHQA Appeal

The Petitioner recently purchased this property. The plan is for this to be a short term rental, renting for 1-3 months per lease. The Residential Rental program here in Bloomington has jurisdiction over such length leases. The petitioner is requesting that we wait until May to schedule the inspection, as they are out of town until that time.

Staff recommendation: Grant the relief from administrative decision.

Conditions: This property will be inspected and meet all requirements of Title 16. The owner shall schedule the inspection upon their return to Bloomington, or this property will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines. Since the property was occupied prior to inspection the first permit is not eligible for a 4 year permit.

Compliance Deadline: May 10, 2023

Attachments: Application for 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

RECEIVED
FEB 08 2023

Property Address: 112 E Southern Dr.

Petitioner's Name: Rima Montoya

Address: 2535 S Bryan St.

City: Bloomington

State: Indiana

Zip Code: 47403

Phone Number: 8122720402

E-mail Address: rimahurimontoya@gmail.com

Owner's Name: 112 Southern LLC

Address: 2535 S Bryan St.

City: Bloomington

State: Indiana

Zip Code: 47403

Phone Number: 8122720402

E-mail Address: rimahurimontoya@gmail.com

Occupants: Michel Chaoli

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: A modification or exception to the Housing Property Maintenance Code. (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: 23-19

JH



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.

Hereby I plea before the Board for an exception to the Housing Property Maintenance Code to get the inspection for said property after the tenant has moved in and to allow extra time for the inspection to be done for the reasons I outline below:

My first tenant took residence at the premises of said property in January and I understand that said property needs to be brought under compliance, which I wish to do. Said property was purchased on May 27, 2022, after a complete renovation to the property was done by the contractor prior to selling, having had to go through inspection upon finishing the renovation, as per regular protocol. I purchased the property after all renovation work was completed. The property started functioning as an Airbnb in August 2022, with guests staying one or two nights maximum. This January, 2023, a friend has asked to rent it for just four months, so I accepted having a first tenant to occupy the freshly renovated house until the end of April. After the tenant moves out I plan to use the house again as an Airbnb business again. A work/travel commitment, however, will have me away and out of the country from mid February until May 1st, 2023, which is why I cannot be present or available to participate in the inspection process until that date. I could ask the tenant to request the inspection in my absence, and be present during the inspection. However, I cannot foresee when the inspection report will be completed and delivered, upon which I would have 60 days to complete any possible repairs that may be needed upon the inspection report and being that I will be out of the country until May 1st, I would be at risk, if I were not back in town in time, at falling short of completing any repairs within the allotted timeframe. Therefore, I am requesting the Board to grant me an extension of time until May 1st, to schedule inspection so I can be present with the inspector during inspection process and also be present to carry out whatever repairs may be needed after I receive the inspection report. Thus, I plea before the Board for an exception to the Housing Property Maintenance Code. Thank you.

Signature (Required):

*Rima Montoya*

Name (Print): Rima Montoya

Date: 02/08/2023

**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 Relief from an Administrative Decision**

Meeting Date: March 21, 2023

Petition Type: Relief from an administrative decision

Variance Request: Relief from the requirement to register and inspect.

Petition Number: 23-AA-20

Address: 114 E Southern Dr.

Petitioner: Rima Montoya

Staff Report: January 25, 2023- received new registration form for this property.  
February 8, 2023- Owner filed for BHQA Appeal

The Petitioner recently purchased this property. The plan is for this to be a short term rental, renting for 1-3 months per lease. The Residential Rental program here in Bloomington has jurisdiction over such length leases. The petitioner is requesting that we wait until May to schedule the inspection, as they are out of town until that time.

Staff recommendation: Grant the relief from administrative decision.

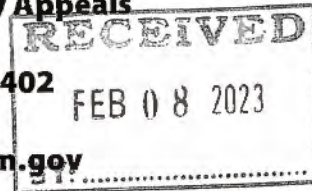
Conditions: This property will be inspected and meet all requirements of Title 16. The owner shall schedule the inspection upon their return to Bloomington, or this property will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines. Since the property was occupied prior to inspection the first permit is not eligible for a 4 year permit.

Compliance Deadline: May 10, 2023

Attachments: Application for 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



Property Address: 114 E Southern Dr.

Petitioner's Name: Rima Montoya

Address: 2535 S Bryan St.

City: Bloomington

State: Indiana

Zip Code: 47403

Phone Number: 8122720402

E-mail Address: rimahurimontoya@gmail.com

Owner's Name: 114 Southern LLC

Address: 2535 S Bryan St.

City: Bloomington

State: Indiana

Zip Code: 47403

Phone Number: 8122720402

E-mail Address: rimahurimontoya@gmail.com

Occupants: Meagan Sojka and Victoria Gimenez

**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: A modification or exception to the Housing Property Maintenance Code. (Petition Type:

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)  
AA  
Petition Number: 23-~~24~~ 20

JH

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.

Hereby I plea before the Board for an exception to the Housing Property Maintenance Code to get the inspection for said property after the tenant has moved in and to allow extra time for the inspection to be done for the reasons I outline below:

Just recently a tenant moved into the premises of said property for a period of three months and I understand that said property needs to be brought under compliance, which I wish to do. Said property was purchased on May 27, 2022, after a complete renovation to the property was done by the contractor prior to selling, having had to go through inspection upon finishing the renovation, as per regular protocol. I purchased the property after all renovation work was completed. The property has sat empty since then because I have been doing cosmetic updates to it and furnishing it, with the idea of making it my primary residence. This February, 2023, someone has asked to rent it for a period of three months, so I accepted having a first tenant to occupy my freshly renovated house. Meanwhile, I have decided to use the property for mid-term rentals (between one to three months max), not long-term rentals. I am the manager of the property but a work/travel commitment will have me away and out of the country from mid February until May 1st, 2023, which is why I cannot be present or available to participate in the inspection process until that date. I could ask the tenant to request the inspection in my absence, and be present during the inspection. However, I cannot foresee when the inspection report will be completed and delivered. And in the case any repairs needed to be done, I would have 60 days after the inspection report to complete them, and being that I will be out of the country until May 1st, I would be at risk, if I were not back in town in time, at falling short of completing any possible repairs within the allotted timeframe. Therefore, I am requesting the Board to grant me an extension of time until May 1st, to schedule inspection so I can be present with the inspector during the inspection process and also be present to carry out whatever repairs may be needed after I receive the inspection report. Thus, I plea before the Board for an exception to the Housing Property Maintenance Code. Thank you.

Signature (Required):

*Rima Montoya*

Name (Print): Rima Montoya

Date: 2/08/2023

**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: March 21, 2023  
Petition Type: Request for an extension of time to complete repairs  
Petition Number: 23-AA-21  
Address: 797 E Sherwood Hills Drive  
Petitioner: Barbara Masters  
Inspector: John Hewett  
Staff Report: January 21, 2023- Permit expired  
February 2, 2023- Sent Notice to register to new owner  
February 27, 2023- Received Appeal

This property has been occupied by the Petitioner's daughter and her roommate during the last few years. The daughter is graduating this May. The petitioner is requesting that she not be required to inspect. The property is to be listed for sale in May.

Staff recommendation: Deny the request and require the inspection to be scheduled.  
Conditions: Schedule the 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: April 11, 2023  
Attachments: BHQA Application.





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

Property Address: 797 E Sherwood Hills Bloomington, IN 47401

Petitioner's Name: Barbara Masters

Address: 179 Breckenridge Way

City: Shenandopah Junction

State: West Virginia



Zip Code: 25442

Phone Number: 3042688128

E-mail Address: 3masters@comcast.net

Owner's Name: Barbara Masters

Address: above

City:

State:



Zip Code:

Phone Number:

E-mail Address:

Occupants: Sydney Masters, Natalie Ogel

**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: A modification or exception to the Housing Property Maintenance Code. (Petition Type  ~~V~~)

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)  
AA  
Petition Number: 23-~~20~~-21

JH

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 received Notice that I need to file my property as a rental p[roperty under Municipal Code 16.03.010. The townhouse was purchased in 2020 for my daughter (Sydney Masters) to occupy while completing Optometry School at IU. She has lived in the Town House since Oct 2020. My daughter will graduate on May 5, 2023 and we will be putting the townhouse up for sale. She does currently have one classmate staying with her that is assisting on covering utility bills.

No one will be in the residence after May 5, 2023.

I am requesting not to have to register the property since it is occupied by family and will be on the market (and hopefully sold) within the next 2 1/2 months.

I appreciate your consideration of the appeal.

Signature (Required):

*Barbara Masters*

Name (Print): Barbara Masters

Date:

2/22/23

**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: March 21, 2023

Petition Type: Request for an extension of time to complete repairs

Petition Number: 23-TV-022

Address: 857 E Sherwood Hills Dr

Petitioner: Christina Divine

Inspector: Michael Arnold

Staff Report: September 09, 2022      Cycle Inspection Scheduled  
October 12, 2022      Cycle Inspection Completed  
November 22, 2022      Send Cycle Inspection Report  
February 24, 2023      Received BHQA Application  
March 06, 2023      BHQA Report Written

Petitioner is requesting additional time to complete the window repairs due to delays in delivery of the window.

Staff recommendation: Grant the extension of time to complete repairs

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: June 01, 2023

Attachments: Cycle Report; BHQA Application



RECEIVED  
FEB 24 2023  
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: 857 Sherwood Hills Dr. Blmgt, IN 47401

Petitioner's Name: CHRISTINA DIVINE

Address: 3615 S. Bluebird Ct.

City: BLOOMINGTON State: IN Zip Code: 47401

Phone Number: 812-368-8757 Email Address: CHRISTINA.DIVINE@COMCAST.NET

Property Owner's Name: \_\_\_\_\_

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

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

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

Occupants: Nicholas & Samantha Divine

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 23-TV-22

SEE REVERSE

MA



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 asking for an extension for re-inspection, I ordered a new window but it won't be received until later this year then it has to be installed. I'd like an extension to June 1 2023, Tentative install date is currently mid April.

Signature (required): Christina Divine

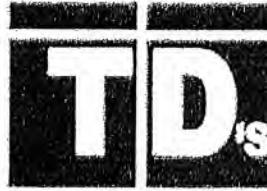
Name (please print): CHRISTINA DIVINE Date: 2/24/23

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.

# INSTALL ORDER

Tommy D's Windows Doors & More  
 3148 State Road 446  
 Bloomington, IN 47401  
 Phone (812) 330-8898  
 Fax (812) 330-8863

# Tommy D's



## Windows, Doors & More, Inc.

To: Z06126  
 CHRISTINA DIVINE  
 3615 S BLUEBIRD CT  
 BLOOMINGTON IN 47401

CHRISTINA DIVINE  
 857 SHERWOOD HILLS DR  
 BLOOMINGTON IN 47401

Ord # 131245-0  
 Route NONE  
 Page 1 of 2  
 Order 10/20/22

Printed  
 Date 02/24/23  
 Time 10 13 AM

FOB DLVD	Via Our Truck	Phone (812) 369-8757	Contact
Type WHSE	In MW / Out MW	Terms DUE ON RECEIPT	Your Order BEDROOM WINDOW

Customer Instructions  
 PAYMENT DUE UPON DELIVERY

Line #	Item Number	Description	Quantity	U/M	Net Price	Net Extended
0002 00	*131245002 00	SIZE AND FEATURES SV3 3000 Double-Hung Dimension Type = Wood Size Overall Rough Opening = 38 1/4" x 65 1/4". Overall Unit = 37 3/4" x 64 3/4" Call Size = 30 x 5.2 Frame Width = 37.75 Frame Height = 64.75, Product Style = Equal Sash Complete Unit Nailing Fin w/J-Channel Color Ext/Int = White White Performance Rating = PG35 DP +35/-35 PRODUCT INFORMATION Unit U-Factor = 0.3, Unit Solar Heat Gain Coefficient (SHGC) = 0.27, Meet ENERGY STAR Zone = North Central Florida Product Approval Number (FL#) = 14996 High Velocity Hurricane Zone (HVHZ) = No Installation Zip Code = 47401, Required Thermal Performance = None, Required STC Rating = None, STC Rating = 27 GLASS Unit 1 Low-E Argon Unit 1 Lower 1 Upper Glass Strength = Annealed GRILLES 3/4" Flat GBG Colonial Colonial Grilles Color Ext/Int White White Grille Layout = Whole Unit 4W2H, Custom HARDWARE SCREEN, & TRIM OPTIONS Hardware <<< Continued Next Page >>>	1 00	EA	531 08	531 08

# INSTALL ORDER

Tommy D's Windows Doors & More  
 3148 State Road 446  
 Bloomington IN 47401  
 Phone (812) 330-8898  
 Fax (812) 330-8863



## Windows, Doors & More, Inc.

CHRISTINA DIVINE  
 857 SHERWOOD HILLS DR  
 BLOOMINGTON IN 47401

To: Z06126  
 CHRISTINA DIVINE  
 3615 S BLUEBIRD CT  
 BLOOMINGTON IN 47401

Ord #	131245-0
Route	NONE
Page	2 of 2
Order	10/20/22
Printed	
Date	02/24/23
Time	10 13 AM

FOB DLVD	Via Our Truck	Phone (812) 369-8757	Contact
Type WHSE	In MW / Out MW	Terms DUE ON RECEIPT	Your Order BEDROOM WINDOW

Line #	Item Number	Description	Quantity	U/M	Net Price	Net Extended
		Standard, White TwoFull Screen, White Fiberglass Screen Installed Screen Width = 34 875 Screen Height = 62 6875No FoamJamb Extension = 4-9/16', Primed All Side, Factory Applied PO 051255				
0003 00	LABOR-INSTALL	PRICE INCLUDES LABOR TO INSTALL SINGLE WINDOW ELEVATED IN VINYL SIDING  <i>* Installation date to be done sometime in Mid-April Justin Richardson w/ Tommy D's 2-24-23</i>	1 00	MIN	495 00	495 00

Merchandise	1.026 08
Tax	37 18
Misc Charges	0 00
Order Total	1 063 26
Less Deposit	350 00
Balance Due	713 26



FEB 06 2023

**City Of Bloomington**  
**Housing and Neighborhood Development**  
REMAINING VIOLATIONS REPORT

9336

Owner

Christina Divine  
 3615 S Bluebird Ct  
 Bloomington IN 47401

Prop. Location: 857 E Sherwood Hills Dr  
 Number of Units/Structures: 1/1  
 Units/Bedrooms/Max # of Occupants: Bld 1: 1/2/5

Date Inspected: 10/12/2022  
 Primary Heat Source: Electric  
 Property Zoning: R2  
 Number of Stories: 1  
 Landlord Has Affidavit: No

Inspector: Mike Arnold  
 Foundation Type: Slab  
 Attic Access: Yes  
 Accessory Structure: None

**REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the 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 BMC 16.10.040

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

Interior:Upper Level:Back Bedroom (13-16 x 9-4):

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

Front Bedroom (12-1 x 9-2):

Repair the broken window. BMC 16.04.060(a) (lower sash)

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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

---

Bloomington, IN 47404  
 Rental Inspection (812) 349-3420  
 Fax (812) 349-3582

The following document was 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:

- **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)**

- **Occupancy Affidavit**

Provide a completed copy of the Occupancy Affidavit for this Registered Residential Rental property to the inspector for review. BMC 16.03.025

**\*\*Beginning July 1, 2022 a completed copy of the Occupancy Affidavit must be reviewed by the inspector within 60 days of this mailing of the Cycle Report or a \$25.00 fine will be levied. BMC 16.03.025**

**BMC 16.03.025 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 for Extension of Time**

Meeting Date: March 21, 2023

Petition Type: Request for an extension of time to complete repairs

Petition Number: 23-TV-023

Address: 1411 N Woodburn Ave

Petitioner: Peek & Associates/Mark Kleinbauer

Inspector: Michael Arnold

Staff Report:
 

September 16, 2022	Cycle Inspection Scheduled
October 24, 2022	Cycle Inspection
December 22, 2022	Sent Cycle Inspection Report
February 21, 2023	Received BHQA Application
March 06, 2023	BHQA Report Written

Petitioner is requesting additional time to complete the repairs to the hose spigot in the backyard.

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: May 21, 2023

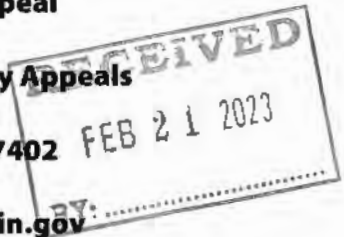
Attachments: Cycle Report; BHQA Application







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



Property Address: 1411 N. Woodburn

Petitioner's Name: Peek & Associates/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: Darren Minnemann

Address: 1423 Windswept Drive

City: Greenwood

State: Indiana

Zip Code: 46123

Phone Number: 317-828-5753

E-mail Address: darren.minnemann@us.army.mil

Occupants: Jarvis Williams and Stephani Lavender

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: 23-TV-23

MA

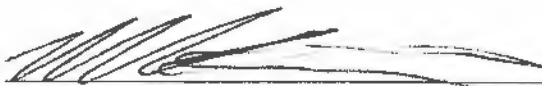
In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting.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

We need more time to finish the repair or replacement of the hose spigot in the back yard which is located about 100 feet behind home and serves no real purpose for the property itself and we think that it is there for an old mobile home that was located on the property many years ago. If we are unable to repair or replace it we may modify this application to remove the requirement to repair it as indicated in the report.

Note all other repairs including the furnace services/CO check are completed, so we would respectfully ask that you approve this request  
Mark Kleinbauer  
Property Manager

Signature (Required):



Name (Print):

Mark Kleinbauer

Date:

2/17/23

**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



DEC 22 2022



**City Of Bloomington**  
**Housing and Neighborhood Development**  
RENTAL INSPECTION INFORMATION

Darren and Pam Minnemann  
 1423 Windswept Dr  
 Greenwood IN 46143

RE: 1411 N Woodburn Ave

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 **FEB 20 2023** 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,

Xc: Peek Associates: 899 S College Mall Rd #385, Bloomington IN 47401

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

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

Bloomington, IN 47404  
 Rental Inspection (812) 349-3420  
 Fax (812) 349-3582

24



DEC 22 2022

**City Of Bloomington**  
**Housing and Neighborhood Development**  
CYCLE INSPECTION REPORT

9666

Owner

Darren and Pam Minnemann  
 1423 Windswept Dr  
 Greenwood IN 46143

Agent

Peek Associates  
 899 S College Mall Rd #385  
 Bloomington IN 47401

Prop. Location: 1411 N Woodburn Ave  
 Number of Units/Structures: 1/1  
 Units/Bedrooms/Max # of Occupants: Bld 1: 1/2/3

Date Inspected: 10/24/2022  
 Primary Heat Source: Gas  
 Property Zoning: R2  
 Number of Stories: 2  
 Landlord Has Affidavit: No

Inspector: Mike Arnold  
 Foundation Type: Crawl Space  
 Attic Access: Yes  
 Accessory Structure: None

Monroe County records show this structure was built in 1950. There were no minimum emergency egress requirements at the time of construction.

Interior:Main Level:Living Room (19-3 X 13-0):

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

Master Bedroom (20-3 x 11-7):

## Existing Egress:

Height: 33.5 inches  
 Width: 23 inches  
 Sill Height: 27 inches  
 Openable Area: 5.4 sq. ft.

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

No violations noted

SW Room (26-6 x 11-6):

Repair the sliding door handle to function as intended. BMC 16.04.060(c)

Re-install the sliding screen door. BMC 16.04.060(c)

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 City Hall

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**Master Bathroom:**

Repair/replace the towel bar. BMC 16.04.060(a) (adjacent to the shower)

Repair the toilet paper holder. BMC 16.04.060(a)

Repair/replace the tub faucet handle. BMC 16.04.060(c)

Repair window to latch securely. BMC 16.04.060(b) (north wall)

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

**Kitchen (15-6 x 11-4):**

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

Repair/replace the damaged window screen. BMC 16.04.060(a) (east wall – south window)

Replace the damaged microwave oven door handle. BMC 16.04.060(a)

Repair the bubble in the flooring. BMC 16.04.060(a) (in front of refrigerator)

Repair the damage to the walls of the island. BMC 16.04.060(a)

**Utility Room, Breezeway:**

No violations noted

**Garage:**

Replace broken/missing outlet cover plate. BMC 16.04.060(b) (west wall)

Repair the broken window. BMC 16.04.060(a) (north wall – west window)

**Upper Level:****West Room (11-10 x 11-0):**

Properly repair and surface coat the hole in the wall. BMC 16.04.060(a) (north wall)

Repair/replace the torn sliding door screen. BMC 16.04.060(a)

**East Room (Bedroom) (11-10 x 11-0):**

Existing Egress:

Height: 34 inches

Width: 22 inches

Sill Height: 30 inches

Openable Area: 5.2 sq. ft.

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

No violations noted

**Bathroom:**

Eliminate the source of the leak at the shower head. BMC 16.04.060(c)

**Exterior:**

Repair the water spigot in the back yard to function as intended. BMC 16.04.050(a)

Stabilize the second level deck. BMC 16.04.050(a) (shakes when walking on it)

**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)

**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)**

**Affidavit Required:****Occupancy Affidavit:**

Provide a completed copy of the Occupancy Affidavit for this Registered Residential Rental property to the inspector for review. BMC 16.03.025

**\*\*Beginning July 1, 2022, a completed copy of the Occupancy Affidavit must be reviewed by the inspector within 60 days of this mailing of the Cycle Report or a \$25.00 fine will be levied. BMC 16.03.025**

Beginning January 1, 2022, Bloomington City Code requires owners of Registered Rental properties to maintain a completed Occupancy Affidavit to Housing and Neighborhood Development (HAND) for any structures with 4 (four) or fewer units. The Ordinance does not require the Occupancy Affidavit to be submitted to HAND only reviewed upon request. Please simply keep the form in your records. BMC 16.03.025

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: March 21 2023

Petition Type: Request for an extension of time to complete repairs

Petition Number: 23-TV-024

Address: 455 N College Ave Units 2116D and 2121B

Petitioner: Alisha Russell

Inspector: Michael Arnold

Staff Report: January 27 2023 Complaint Inspection Unit 2116D  
February 01 2023 Sent Complaint Inspection Report Unit 2116D  
February 01 2023 Complaint Inspection Unit 2121B  
February 01 2023 Sent Complaint Inspection Report Unit 2121B  
February 09 2023 Received BHQA application

During the complaint inspections for these units it was noted that repairs required due to water damage had not been completed. According to the complainants, the water damage occurred over the holiday break in December. At the time of the complaint inspections the water damaged drywall had been removed and replaced. However, not all of the drywall finish work had been completed nor had the walls been repainted. The petitioner is requesting additional time to complete the repairs in order to secure funding from the insurance company for the cost of the repairs.

Staff recommendation: Grant the extension of time to complete repairs

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: May 04 2023

Attachments: Complaint Inspection Reports; BHQA Application

1/24



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: 455 North College Ave Bloomington, IN 47404

Petitioner's Name: Alisha Russell

Address: 455 North College Ave

City: Bloomington

State: Indiana



Zip Code: 47404

Phone Number: 8127783336

E-mail Address: manager.avenue@pepdm.com

Owner's Name: Pierce Education Properties

Address: 8880 Rio San Diego Drive St 750

City: San Diego

State: California



Zip Code: 92108

Phone Number: 6192970400

E-mail Address:

Occupants:

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

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

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:

23-TV-24

MA

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

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

A. An extension of time to complete repairs. (Petition type: TV)  
1. Specify the items that need the extension of time to complete. - All drywall finish and painting  
2. Explain why the extension is needed. - Waiting for insurance claim to go through  
3. Specify the time requested. - 12 week or May 4th, 2023 to get all insurance claims approved

Signature (Required): Alisha Russell

Name (Print): Alisha Russell

Date: 2/9/23

**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**

1795

Owner(s)

RAR2-Smallwood Plaza Propco LLC  
8880 Rio San Diego Dr Su 750  
San Diego CA 92108

Agent

Diana Zimmerman  
455 N College Ave 2116D  
Bloomington IN 47404

Agent

Smallwood Plaza  
455 N College Ave  
Bloomington IN 47404

Prop. Location: 455 N College Ave 2116D

Number of Units/Structures: 223/1

Units/Bedrooms/Max # of Occupants: Bld 1: 70/2/5; 49/3/5; 104/4/5

Date Inspected: 01/27/2023

Primary Heat Source: Electric

Property Zoning: MD-DC

Number of Stories: 2

Inspector: Mike Arnold

Foundation Type: Slab

Attic Access: No

Accessory Structure: None

The following items are the result of a complaint inspection conducted on **01/27/2023**. It is your responsibility to repair these items and to schedule a re-inspection within **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.

**MAIN LEVEL:**

**Unit 2116D:**

**General Condition:**

Complete the drywall and painting of the walls and ceilings and re-install outlet and light switch cover plates in the unit. BMC 16.04.060(a)

Verify that all areas that appear to have mold or mildew have been properly cleaned and sanitized or the materials have been removed. BMC 16.04.060(a)

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

City Hall

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

401 N Morton St

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

Bloomington, IN 47404

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