

**BRISTOL TENNESSEE BETTER PROPERTY BOARD  
MEETING MINUTES**

**March 25, 2021**

**5:00PM**

**Slater Community Center Auditorium**

***Members Present:***

**Pamela Offield, Chairwoman  
Randall Cook, Vice-Chairman  
Wayne Humphrey  
Lonnie Barrett  
John Cartwright**

***Staff Present:***

**Cheyenne Powers, Code Enforcement  
Matt Bailey, Code Administrator  
Tim Beavers, Development Services Director  
Cari Seaton, Staff Attorney  
Danielle Smith, City Attorney**

***Public Present:***

**James Maloney  
Kathy Compton  
Chris Foran**

**I. CALL TO ORDER:**

Pamela Offield called the Bristol Tennessee Better Property Board meeting to order at 5:04 p.m. on Thursday, March 25, 2021. Mrs. Offield performed roll call. A quorum was declared.

**II. APPROVAL OF MINUTES:**

There being no changes to the February 25, 2021 Better Property Board meeting minutes Lonnie Barrett made a motion to approve the February 25, 2021 minutes as presented. John Cartwright seconded; roll call was performed and the motion carried unanimously.

**III. PRELIMINARY INVESTIGATIONS**

**None**

**IV. PUBLIC HEARING**

**A. 1133 Anderson Street**

Pam Offield opened the discussion for the public hearing on the property at 1133 Anderson Street. Mrs. Offield asked if there was anyone from the public in attendance to address this property. There was no public comment during the Public Hearing.

Cheyenne Powers presented the property located at 1133 Anderson Street and stated the property was before the Better Property Board on February 25, 2021 as progress report. At that meeting, the Board voted to hold a public hearing with a new damage assessment at the March 25, 2021 meeting. Ms. Powers presented the new damage assessment with the new estimated damage at 55.9%. A new roof has been completed on the structure. However, no inspections have been requested or performed. The deteriorated back deck and stairway have been removed, and a new deck is under construction. Staff was unable to access the top unit to verify if any work has been performed. The permit expired on March 25, 2021, and staff believes there will be a request to extend the permit.

Chairwoman Pam Offield inquired if the owner, Mr. Mottern has indicated any completion date. Ms. Powers stated that Mr. Mottern estimated a timeframe in February 2021 for a completion date of two-three months, and the property is still under an *Order to Repair*. A new roof has been installed and the back deck has been removed within the last month. It is the contractor or home owner's responsibility to call Codes Division to request an inspection. The homeowner has been advised that the permit has expired, and any work performed after March 25, 2021 without a permit extension request is not allowable.

Randall Cook made a motion to have a progress report presented for the property located at 1133 Anderson Street at the April 22, 2021 Better Property Board meeting. John Cartwright seconded; roll call was performed and the motion carried unanimously.

## **V. TRASH AND DEBRIS**

**None**

## **VI. OLD BUSINESS**

### **A. 2089 King College Road**

Pam Offield opened the discussion for the property located at 2089 King College Road and asked if there was anyone from the public present to address this property. City Attorney, Danielle Smith stated that the attorney for one of the property owners, Mr. James Maloney was present.

City Attorney, Danielle Smith stated that a request to rescind the *Order to Demolish* has been submitted to the Better Property Board. The property is currently listed for sale with a pending contract that is currently in litigation. Mrs. Smith recommended the Board rescind the *Order to Demolish* and request a progress report in sixty to ninety days to discuss any future action, if necessary. If the Board choose to take the recommended action, it would protect the Board from being included in the pending litigation.

Mr. James Maloney addressed the Better Property Board and discussed that a Purchase Agreement has been signed, and the prospective buyer wants to keep the barn on the parcel and intends to clean and repair the structure. The second owner of the property is being served a Court Order via public notification, and the Petitioner must allow three months for the process of notification, placing the date somewhere in April before any litigation can be heard by the Court.

Randall Cook made a motion to rescind the *Order to Demolish* on the property located at 2089 King College Road. John Cartwright seconded; roll call was performed and the motion carried unanimously.

Randall Cook made a second motion to have a progress report at the May 27, 2021 Better Property Board meeting. Lonnie Barrett seconded; roll call was performed and the motion carried unanimously.

## **VII. PROGRESS REPORT**

### **A. 901 Georgia Avenue**

Pam Offield asked if there was anyone present from the public who wished to address the Better Property Board regarding the property located at 901 Georgia Avenue. There was no public comment.

Mrs. Offield stated that the Board approved a motion at the February 25, 2021 meeting to receive a new damage assessment and discuss further action at the March 25, 2021 meeting. The new damage assessment of 68.1% damage was presented. Lonnie Barrett asked the Codes Division if the owner has been in contact. Mrs. Powers stated that the owner, Mr. St. Clair, had been provide the new damage assessment and updated photos of the property.

Wayne Humphrey made a motion to rescind the *Order to Demolish* at 901 Georgia Avenue; Randall Cook seconded. Mrs. Offield asked if there was any further discussion. A roll call was performed and Mr. Barrett, Mr. Cook and Mr. Humphrey voted in favor of the motion; Mr. Cartwright voted in opposition. The motion carried to rescind the *Order to Demolish*.

Wayne Humphrey made a second motion to issue an *Order to Repair* at 901 Georgia Avenue with a progress report to be presented at the April 22, 2021 meeting. Randall Cook seconded the motion. A roll call was performed and the motion carried unanimously.

### **B. 1141 Indian Hills Drive**

Pam Offield asked if there was anyone present from the public who wished to address the property located at 1141 Indian Hills Drive. The owner, Ms. Kathy Compton and the contractor, Mr. Chris Foran were present.

Cheyenne Powers presented the property located at 1141 Indian Hills Drive and commented that a new damage assessment performed on March 19, 2021 estimated the damages at 30.6%. The floor and ceiling are under repair in the utility room; old appliances have been moved out of the kitchen and new appliances installed; the flooring was being repaired; and repainting of the interior was underway. The owner of the property, Kathy Compton stated that work will continue over the weekend. There have been no inspections requested or performed.

Lonnie Barrett asked if the debris that was removed from the inside of the dwelling is still located on the property. Mrs. Powers stated that it appears that the debris have been removed from the property.

Mr. Tim Beavers stated that the Board issued an *Order to Repair* with a sixty (60) day completion date at the January 28, 2021 Better Property Board meeting; this Order expires March 25, 2021.

John Cartwright made a motion to extend the *Order to Repair* with a progress report to be presented at the April 22, 2021 meeting. Lonnie Barrett seconded the motion; Mrs. Offield asked if there was any further discussion.

Kathy Compton, the owner of 1141 Indian Hills Drive asked to address the Better Property Board. Mrs. Compton asked what additional items need to be addressed. Mrs. Powers commented that a rough-in inspection has been completed and a final inspection is needed to close the permit so a Certificate of Occupancy can be issued. Mrs. Offield asked Mrs. Compton to speak with Cheyenne Powers and Matt Bailey after the meeting to discuss the additional repairs needing to be addressed. Mr. Matt Bailey, Code Division Administrator commented that the property owner or the contractor needed to call the Code Division office to schedule inspections, and not call inspector's cell phones.

Mrs. Offield asked if there was any further discussion before a roll call vote; hearing none, roll call was performed and the motion passed unanimously.

**C. 404 Pennsylvania Avenue**

Cheyenne Powers presented the property located at 404 Pennsylvania Avenue and commented that the work to remove the foundation has continued to progress. Staff is requesting additional time for the completion. There will be a progress report presented at the April 22, 2021 Better Property Board meeting.

**D. 1208 Windsor Avenue**

Cheyenne Powers presented the progress report for 1208 Windsor Avenue and commented that the structure has been demolished, landscaping had been completed, and all demolition inspections were completed and approved. Staff is requesting to close the file. Randall Cook made a motion to close the file on the property located on 1208 Windsor Avenue; John Cartwright seconded. Mrs. Offield asked if there was any further discussion on this property; hearing none, a roll call was performed and the motion passed unanimously.

**E. 600 Bluff City Highway**

Cheyenne Powers stated that the property owner did not obtain a permit for or begin demolition of the structure. As a result, the City hired a contractor to perform the demolition and the demolition is in progress. Staff will present a progress report at the April 22, 2021 meeting. Wayne Humphrey made a motion to schedule a progress report for 600 Bluff City Highway on April 22, 2021; John Cartwright seconded the motion. Mrs. Offield asked if there was any further discussion on this property; hearing none, a roll call was performed and the motion passed unanimously.

**F. 902 Windsor Avenue**

Cheyenne Powers presented the progress report for 902 Windsor Avenue and commented that additional siding had been replaced but no recent inspections have been requested or performed. The last inspection was performed on January 27, 2021 and a rough inspection partially passed. The current permit expires March 25, 2021.

John Cartwright made a motion to extend the Code Repair permit for ninety (90) days at 902 Windsor Avenue with a progress report to be presented at the June 24, 2021 meeting; Lonnie Barrett seconded motion. Mrs. Offield asked if there was any further discussion on this property; hearing none, a roll call was performed and the motion passed unanimously.

Cheyenne Powers will notify the property owner by mail and email to advise them that the Code Repair permit has been extended for ninety (90) days.

**G. 124 16<sup>th</sup> Street**

Cheyenne Powers presented the progress report for 124 16<sup>th</sup> Street. Work has continued to progress on the structure, including replacement of the siding and completion of the roof. The rough framing inspection passed for the roof and a final inspection is needed. The current permit is set to expire on April 25, 2021. Staff will present a progress report at the May 27, 2021 Better Property Board meeting. John Cartwright made a motion to hold a progress report at the April 22, 2021 meeting; Lonnie Barrett seconded the motion. Mrs. Offield asked if there was any further discussion on this property; hearing none, a roll call was performed and the motion passed unanimously.

**H. 1405 E. State Street**

Cheyenne Powers presented the progress report for 1405 E. State Street. A Demolition permit was issued on December 30, 2021 and the demolition is complete with the exception of a small amount of debris needing to be removed. Staff would like to present a progress report at the April 22, 2021 meeting. Randall Cook made a motion to present a progress report at the April 22, 2021 Better Property Board meeting; John Cartwright seconded the motion. Mrs. Offield asked if there was any further discussion on this property; hearing none, a roll call was performed and the motion passed unanimously.

**VIII. FUTURE PROGRESS REPORTS**

- A. 2662 Anderson Street      04/22/21
- B. 701 Alabama Street      04/22/21
- C. 705 Alabama Street      04/22/21
- D. 120 Esther Street      07/22/21

**IX. OTHER BUSINESS**

**A. Rules & Procedures**

Tim Beavers stated that staff would like to discuss the Better Property Board Rules and Procedures and asked the board to review the current rules and procedures and consider amendments.

With no other business to discuss, the meeting was adjourned at 5:57 p.m.

  
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Chairwoman, Pamela Offield