

**BRISTOL TENNESSEE BETTER PROPERTY BOARD
MEETING MINUTES**

April 22, 2021

5:00 P.M.

Slater Community Center Auditorium

Members Present:

Pamela Offield, Chairwoman

Randall Cook, Vice-Chairman

Wayne Humphrey

Lonnie Barrett

John Cartwright

Staff Present:

Matt Bailey, Code Administrator

Tim Beavers, Development Services Director

Cari Seaton, Staff Attorney

Danielle Smith, City Attorney

Public Present:

Kathy Compton

Adrian White

I. CALL TO ORDER:

Pamela Offield called the Bristol Tennessee Better Property Board meeting to order at 5:02 p.m. on Thursday, April 22, 2021. Mrs. Offield performed roll call, and a quorum was declared.

II. APPROVAL OF MINUTES:

Chairwoman Pam Offield requested that the sentence located under "Members Present" stating that the meeting was held electronically via Zoom should be removed as the meeting was held in person. Lonnie Barrett made a motion to approve the March 25, 2021 minutes, as corrected. John Cartwright seconded; roll call was performed and the motion carried unanimously.

III. PRELIMINARY INVESTIGATIONS

A. 3340 Avoca Road

Tim Beavers presented the property located at 3340 Avoca Road to the Better Property Board and mentioned there was a recent complaint about the severely dilapidated condition of the structure on the property. Mr. Beavers stated that the home is unoccupied and was posted unfit for occupancy.

Staff is requesting a public hearing on May 27, 2021, at the Better Property Board meeting due to the dilapidation of the structure, junk and debris, and inoperable and/or unregistered vehicles.

Wayne Humphrey made a motion to hold a public hearing on May 27, 2021, at the Better Property Board meeting for the property located at 3340 Avoca Road; Randall Cook seconded. Lonnie Barrett inquired if the motion should state the reason for the public hearing to include "severe dilapidation of the structure". Chairwoman Pam Offield confirmed that the motion should state a reason for the public hearing, and stated that a motion was made to have a public hearing for the property located at 3340 Avoca Road due to the dilapidation of the structure, junk & debris, and inoperable and/or unregistered

vehicles. Wayne Humphrey accepted the amendment to the motion. Chairwoman Pam Offield asked if there was any further discussion. Hearing none, a roll call was performed and the motion carried unanimously.

IV. PUBLIC HEARING

None

V. TRASH AND DEBRIS

None

VI. OLD BUSINESS

None

VII. PROGRESS REPORT

A. 901 Georgia Avenue

Tim Beavers presented the property located at 901 Georgia Avenue and commented that an *Order to Repair* was issued with a progress report to be held at this meeting. Staff evaluated the property and the damage assessment was 68.1%. Staff has received an email from the property owner, Mr. Mark Sean St. Clair advising that he is working with an electrician to get an evaluation of repairs needed with costs. Mr. St. Clair stated that he has also met with a couple of interested parties to purchase the property, and he is taking time to decide if he will sell the property or make the repairs and keep the property.

Mrs. Offield asked if Mr. St. Clair has applied for any permits to repair the property at this time. Mr. Beavers stated that he has not applied for any permits since the issuance of the *Order to Repair*.

Staff recommends that the Bristol Tennessee Better Property Board extend the *Order to Repair* for thirty (30) days and a progress report be presented at the May 27, 2021 meeting.

Wayne Humphrey made a motion to schedule a progress report for 901 Georgia Avenue to be presented on May 27, 2021, which will extend the *Order to Repair* to that date; Randall Cook seconded the motion. Mrs. Offield asked if there was any further discussion. Hearing none, a roll call was performed; the motion carried unanimously to extend the *Order to Repair* for thirty (30) days and present a progress report at the May 27, 2021, Better Property Board meeting.

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 was present.

Tim Beavers presented the property located at 1141 Indian Hills Drive and commented that since the last meeting, no inspections have been requested or performed, and minimal work has been completed. The structure is under an *Order to Repair*. In order to obtain a Certificate of Occupancy, the homeowners need to schedule and pass a final inspection, and ensure that the external property is cleaned up with no junk and debris present.

Chairwoman Pam Offield asked the homeowner, Kathy Compton for an update on the property. Mrs. Compton commented that work is in progress; painting of internal rooms is scheduled, the floors are being sanded and stained, and the back patio will be cleared once the furniture is moved back into the house. Mrs. Compton anticipates being able to request the final inspection and Certificate of Occupancy within a month.

Wayne Humphrey made a motion to have a progress report presented at the May 27, 2021, Better Property Board meeting for the property located at 1141 Indian Hills Drive; Randall Cook seconded the motion. Chairwoman Pam Offield stated that there is a motion on the floor to have a progress report presented at the May 27, 2021 meeting due to the *Order to Repair* not being completed at this time.

Chairwoman Pam Offield asked if there was any further discussion. Hearing none, a roll call vote was performed and the motion carried unanimously.

C. 404 Pennsylvania Avenue

Chairwoman Pam Offield asked if there was anyone present from the public who wished to address the property located at 404 Pennsylvania Avenue. Mr. Tim Beavers commented that there was no one present.

Tim Beavers presented the property located at 404 Pennsylvania Avenue and commented that the work to remove the foundation is in progress. Staff is requesting additional time for the completion. However, if no further work has been performed the City is prepared to hire a vendor to complete the remaining demolition.

Randall Cook made a motion to have a progress report presented at the May 27, 2021, Better Property Board meeting; Lonnie Barrett seconded. Mrs. Offield asked if there was any further discussion on this property. Hearing none, a roll call vote was performed and the motion passed unanimously.

D. 600 Bluff City Highway

Tim Beavers stated that the City has hired K&M Excavating to perform the demolition of this structure; the demolition is scheduled for next week. Staff will present a progress report at the May 27, 2021 meeting. Randall Cook made a motion to schedule a progress report for 600 Bluff City Highway to be heard at the May 27, 2021, Better Property Board meeting; Wayne Humphrey seconded the motion. Mrs. Offield asked if there was any further discussion on this property. Hearing none, a roll call vote was performed and the motion passed unanimously.

E. 1405 E. State Street

Tim Beavers presented the progress report for 1405 E. State Street. The demolition of this structure was complete and the property is awaiting seeding and mulch. Staff is requesting to close this file. John Cartwright made a motion to close this file as this property is in compliance; Randall Cook seconded the motion. Chairwoman Pam Offield asked if there was any further discussion on this property. Hearing none, a roll call vote was performed and the motion passed unanimously.

F. 1133 Anderson Street

Tim Beavers presented the progress report for 1133 Anderson Street stating that the permit is not set to expire until October 27, 2021, and work continues to move forward. There was an inspection performed for the deck, and the inspection partially passed. The roof and plumbing renovations are in progress. Randall Cook made a motion to have a progress report presented at the June 24, 2021, Better Property Board meeting; Lonnie Barrett seconded the motion. Chairwoman Pam Offield asked if there was any further discussion on this property. Hearing none, a roll call vote was performed and the motion passed unanimously.

G. 701 Alabama Street

Chairwoman Pam Offield asked if there was anyone present from the public who wished to address the property located at 701 Alabama Street. Mr. Adrian White, the property owner, was present to discuss this property.

Tim Beavers presented the property located at 701 Alabama Street stating that some cleanup has been performed on the property, however, more items need to be addressed in order to remove the unfit for occupancy posting. Mr. Beavers stated that property owner, Mr. Adrian White submitted a request to rescind the *Order to Demolish* on April 15, 2021. Mr. White's letter did not reach the City within the required deadline of fifteen (15) days prior to April 22, 2021, Better Property Board meeting.

Chairwoman Pam Offield inquired with Mr. White about his intention for the property located at 701 Alabama Street. Mr. White stated that he intends to clean up the property and sell it.

Wayne Humphrey inquired about what options the Better Property Board has after receiving the request to rescind the *Order to Demolish* after the required deadline and because the sixty (60) day completion date for *Order to Demolish* is approaching within a few days. Chairwoman Pam Offield asked Mr. Tim Beavers if the Board could extend the *Order to Demolish* to the May 27, 2021 Better Property Board meeting. Mr. Beavers commented that the Board has several options; extend the order to demolish, rescind the order to demolish and issue an order to repair, or to keep the order to demolish in place.

Tim Beavers suggested that the Board take into consideration that 701 Alabama Street is structurally sound with a damage assessment estimated at 51.9%. This is an estimate of the damage on the property based on a FEMA model and does not indicate that the repair cost would be at a 51.9% value.

Mr. White commented that he has obtained quotes from a contractor to repair the listed items provided by Code Administrator, Matt Bailey, and can submit these estimates to the Board if requested. Mr. White stated that he has corrected some items that are listed which may result in a reduced damage assessment calculation.

Wayne Humphrey made a motion to extend the *Order to Demolish* until May 27, 2021, for the property located at 701 Alabama Street to allow the property owner to submit his request to rescind the *Order to Demolish* within fifteen (15) days of the May 27, 2021, Better Property Board meeting; Randall Cook seconded the motion.

Chairwoman Pam Offield asked if there was any further discussion on this property. Hearing none, a roll call vote was performed and the motion passed unanimously.

H. 705 Alabama Street

Chairwoman Pam Offield asked that a motion be made for the property located at 705 Alabama Street, as Mr. Adrian White is also the property owner.

Wayne Humphrey made a motion to extend the *Order to Demolish* until May 27, 2021, at the property located at 701 Alabama Street to allow the property owner to submit his request to rescind the *Order to Demolish* within fifteen (15) days of the May 27, 2021, Better Property Board meeting; Randall Cook seconded the motion.

Chairwoman Pam Offield asked if there was any further discussion on this property. Hearing none, a roll call vote was performed and the motion passed unanimously.

I. 2662 Anderson Street

Chairwoman Pam Offield asked if there was anyone present from the public who wished to address the property located at 2662 Anderson Street. Tim Beavers stated that there was no one present from the public to address this property.

Mr. Tim Beavers stated that the property owners have contracted with K&M Excavating to demolish the structure at 2662 Anderson Street; the demolition is scheduled for next week.

Wayne Humphrey made a motion to schedule a progress report for 2662 Anderson Street to be heard at the May 27, 2021, Better Property Board meeting; Randall Cook seconded the motion. Mrs. Offield asked if there was any further discussion on this property. Hearing none, a roll call vote was performed and the motion passed unanimously.

VIII. FUTURE PROGRESS REPORTS

- A. 124 16th Street 05/27/2021
- B. 902 Windsor Avenue 06/24/2021
- C. 120 Esther Street 07/22/2021

IX. OTHER BUSINESS

A. Policies & Procedures

Tim Beavers stated that staff would like to discuss the Better Property Board Policies and Procedures and asked the board to review the current policies and procedures and consider amendments for a Work Session discussion to be held at 4:00 p.m., May 27, 2021 at the Slater Community Center Auditorium. All board members were in favor of this scheduled discussion.

B. Discussion

Chairwoman Pam Offield requested that staff add a date next to the comments and/or actions within the staff report for each property placed within the Better Property Board meeting packet. Mrs. Offield noted that the property comments and/or actions are often lengthy and it is difficult to determine a timeline of actions. Adding a date next to the

comments and/or actions that clarify that the file is up to date would be helpful to the Better Property Board members. Mrs. Offield requested that a date also be added to any pictures included within the packets.

X. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 5:52 p.m.


Chairwoman, Pamela Offield