Minutes
Chairwoman Pamela Offield requested a change to the signature line on page 3 of the April 25, 2019 meeting minutes because she was not present at that meeting, and Vice-Chairman Randall Cook signed the minutes. Mr. Wayne Humphrey made a motion to approve the minutes as corrected; Mr. Lonnie Barrett seconded the motion; the motion carried unanimously.

Preliminary Investigations
A. 1133 Anderson Street
This case was opened in November 2017 and was based on a tenant complaint of no heat in the upper floor apartment. Staff found an illegal rooming house on the second floor, and the unit was vacated. The property was not to be reoccupied as a rooming house, but could be operated as an apartment after code violations were resolved. There were other structural issues found in the basement, unsafe wiring, and water heaters installed without the permits and inspections. There was a fire in this unit on March 22, 2019 with extensive damage. The entire home was posted Unfit for Occupancy on the day of the fire. The owner has not made contact with Code Enforcement to discuss repairs at this time. Staff recommended a public hearing on this property at the June 27, 2019 meeting.

Mr. John Cartwright made a motion to hold a public hearing on this property for structural, wiring, plumbing, and possibly other code violations at the June 27, 2019 meeting; Mr. Lonnie Barrett seconded the motion; the motion carried unanimously.

B. 902 Windsor Avenue
The owner voluntarily began demolition on the home in late March 2018 and intends to salvage significant architectural elements. The demolition permit has expired and progress seems to have slowed. There have been times when the yard was overgrown. Salvaged materials are not being removed on a regular basis, and there is an RV on site that appears to be occupied, which is not
allowed by the City of Bristol Zoning Ordinance. Staff is recommending a public hearing on this property at the June 27, 2019 meeting to recommend to the Board to impose some finite guidelines and deadlines on the demolition by the owner.

Mr. Wayne Humphrey made a motion to hold a public hearing on this property at the June 27, 2019 meeting due to the overall dilapidated condition of the structure and the yet to be determined condition of the wiring and plumbing; Mr. John Cartwright seconded the motion; the motion carried unanimously.

C. 1709 Maryland Avenue
The owners, Sarah Sutherland and Timothy Rock, obtained this property through a Sullivan County tax sale and took possession in July 2018. Staff met with the owners and they indicated that they are intending to clean the property and repair the home. No further work has been done, and there have been no permits applied for or issued for the repairs. Staff is asking for a public hearing on this property at the June 27, 2019 meeting.

Mr. John Cartwright made a motion to hold a public hearing on this property at the July 27, 2019 meeting due to overgrowth, no permits applied for, and the failure of the owners to clean up and repair the property; Mr. Lonnie Barrett seconded the motion; the motion carried unanimously.

D. 948 Hill Street
Code Enforcement received complaints that the property was overgrown, vacant, and that the structure was not being properly maintained. On inspection, staff found overgrowth, broken windows, and water pouring from the basement area from broken pipes. Water and electric service was disconnected from the home. The home was vacant, but appeared that it was being accessed through broken windows. Staff is recommending a public hearing on this property at the June 27, 2019 meeting.

Mr. Wayne Humphrey made a motion to hold a public hearing on this property at the June 27, 2019 meeting due to obvious water damage, broken windows, overgrowth, and other issues to be determined upon further inspection; Mr. John Cartwright seconded the motion; the motion carried unanimously.

Public Hearing
None

Trash and Debris
None

Old Business
None

Progress Report
A. 749 Beechwood Drive
There was a fire at this location in 2016 with no attempt to repair. The Board issued an Order to Repair within 60 days at the March 29, 2019 meeting. Andrea Green, the former property owner, was present and stated that she did not want the property and wasn’t financially able to repair the home in a timely manner. Since then, the property has been sold, and the new owner has made contact with Code Enforcement. He has begun cleanup of the exterior and intends to secure the permit to repair within a week.

Mr. Wayne Humphrey made a motion to have a progress report on this property at the August 22, 2019 meeting with the new owner Nathaniel Leonard; Mr. John Cartwright seconded the motion; the motion carried unanimously.

B. 304 McSherry Lane
This property has unregistered/inoperable vehicles, junk, debris, and a manufactured home with severe hail damage. The Board issued an Order to Repair and Clean up at the March 28 meeting with a deadline of 60 days. Staff secured the Administrative Search Warrant from Judge A.D. Jones on Thursday, March 21, 2019, but were unable to serve Mr. Widner due to his current health issue. A replacement search warrant was obtained on May 16 and was served on May 21, 2019. The damage of the property is estimated at 54.4%. Staff is recommending a public hearing to update the order at the June 27, 2019 meeting.

Mr. Wayne Humphrey made a motion to hold a public hearing for this property at the June 27, 2019 meeting; Mr. John Cartwright seconded the motion; the motion carried unanimously.

C. 405 Taylor Street
The property was transferred to Jessica Spangler on April 27, 2018 and a remodel permit was issued to her on July 2, 2018. At the April 26, 2019 meeting, the Board moved to allow one more month to get all of the exterior repairs finished. If all exterior repairs are finished at the next meeting, on May 23, 2019, the case may be closed. No work has been done, and no inspections have been requested or performed. Staff is recommending that the Board consider an Order to board-up and secure the structure to the standards listed in the 212 International Property Maintenance Code.

The Board opened the floor to the property owner, Randy Spangler, who stated that the handrail has been replaced since the April 25, 2019 meeting, the empty window has been framed, and the broken glass has been cleaned up. The grass is also being maintained regularly. Mr. Karl Cooler reminded Randy that this property could be easily accessed by vagrants. The Board stated that this property was scheduled for removal at one time, so work needs to be completed soon. Mr. Spangler stated that he will schedule an inspection and will work to get the property completed. Mr. Beavers asked if the goal is to complete the exterior, or to complete interior and exterior work to make the home livable. Mr. Spangler stated the goal is to complete the exterior first and then finish the inside so that the home may be occupied. Mr. Cooler stated that he can extend the permit for another 6 months, as long as progress is being made, in order to complete this project.

Mr. Wayne Humphrey made a motion to have a progress report on this property at the June 27, 2019 meeting; Mr. Lonnie Barrett seconded the motion; the motion carried unanimously.
D.  629 7th Street
A permit has been issued to the new owner, Amalio Amador, as of May 16, 2019. He indicated that he plans to replace the rotting wood on the sections of the front porch as well as replace the 3x5 porch on the backside of the house. Staff is recommending a progress report at the July 25, 2019 meeting.

Mr. Lonnie Barrett made a motion to hold a progress report on this property at the July 25, 2019 meeting; Mr. John Cartwright seconded the motion; the motion carried unanimously.

**Future Progress Reports**
- 823 Marion Avenue 06/27/19
- 244 Forest Hills Drive 07/25/19
- 1106 Carolina Avenue 07/25/19
- 313 Orchard Drive 08/22/19

**Other Business**
Mr. Cooler stated that 823 Marion Avenue is finished on the outside and will be brought before the Board at the June 27, 2019 meeting to be closed out.

**Adjournment**
There being no further business to discuss, the meeting was adjourned at 5:41 p.m.

[Signature]
Pamela Offield, Chairwoman