

**BRISTOL TENNESSEE BETTER PROPERTY BOARD
MEETING MINUTES
June 24, 2021**

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
Tim Beavers, Development Services Director
Cari Seaton, Staff Attorney**

Public Present:

**Danny Gentry
Justin Morell
Adrian White**

I. CALL TO ORDER:

Pamela Offield called the Bristol Tennessee Better Property Board meeting to order at 5:01 p.m. on Thursday, June 24, 2021. Mrs. Offield performed roll call. A quorum was declared.

II. APPROVAL OF MINUTES:

There being no changes to the May 27, 2021 Better Property Board work session minutes, Randall Cook made a motion to approve the Work Session minutes as presented. Lonnie Barrett seconded; a public vote was taken and the motion carried unanimously.

There being no changes to the May 27, 2021 Better Property Board meeting minutes, John Cartwright made a motion to approve the minutes as presented. Randall Cook seconded; a public vote was taken and the motion carried unanimously.

III. PRELIMINARY INVESTIGATIONS

None

IV. PUBLIC HEARING

A. 514 Queen Street

Pam Offield asked if there was anyone present from the public who wished to address the Better Property Board regarding the property located at 514 Queen Street. No public was present to address this property.

Cheyenne Powers presented the property located at 514 Queen Street. The property has received several complaints regarding the dilapidation of the exterior structure. The City has sent out a Notice of Violation, and a Request for Inspection, which have received no response from the property owner. Staff recommended that the Board issue an Order to Repair with a sixty (60) day completion date.

John Cartwright made a motion to issue an *Order to Repair* with a sixty (60) day completion date for the property located at 514 Queen Street due to dilapidation of the exterior, missing siding, and peeling paint. A progress report is scheduled to be presented

at the August 26, 2021 meeting; Randall Cook seconded the motion. Chairwoman Pam Offield asked if there was any further discussion. Hearing none, a public vote was taken and the motion carried unanimously.

B. 217 White Top Road Ext.

Pam Offield asked if there was anyone present from the public who wished to address the Better Property Board regarding the property located at 217 White Top Road Ext. Mr. Danny Gentry was present.

Mr. Gentry addressed the Board and stated that he intends to demolish the structure but he was having difficulty in finding a demolition contractor. Cheyenne Powers informed Mr. Gentry to contact her regarding contact information for demolition contractors.

John Cartwright made a motion to issue an *Order to Demolish* with a sixty (60) day completion date for the property located at 217 White Top Road Ext. due to severe dilapidation and unsecure structure with a damage assessment estimated at 100%; Randall Cook seconded the motion. A progress report is scheduled to be presented at the August 26, 2021 meeting. Chairwoman Pam Offield asked if there was any further discussion. Hearing none, a public vote was taken and the motion carried unanimously.

C. 2312 W. State Street

Pam Offield asked if there was anyone present from the public who wished to address the Better Property Board regarding the property located at 2312 W. State Street. Mr. Justin Morrell, the new property owner was present.

Mr. Morrell addressed the Board and stated that he intends to demolish the structure and is in the process of obtaining quotes from contractors.

Lonnie Barrett made a motion to issue an *Order to Demolish* with a sixty (60) day completion date for the property located at 2312 W. State Street due to the damage assessment estimated at 100% as a result of severe dilapidation; John Cartwright seconded the motion. A progress report will be presented at the August 26, 2021 meeting. Chairwoman Pam Offield asked if there was any further discussion. Hearing none, a public vote was taken and the motion carried unanimously.

V. TRASH AND DEBRIS

None

VI. OLD BUSINESS

A. Policies & Procedures Revision

Pam Offield asked the Board if they had reviewed the changes to the Policies & Procedures, and if the changes are acceptable as presented. Randall Cook made a motion to adopt the revisions to the Policies & Procedures as presented by staff; Lonnie Barrett seconded the motion. Chairwoman Pam Offield asked if there was any further discussion. Hearing none, a public vote was taken and the motion carried unanimously.

VII. PROGRESS REPORT

A. 901 Georgia Avenue

Pam Offield asked if there was a new owner of this property. Cheyenne Powers commented that the new owner is Sandy Armstrong, and she has applied for a building permit which was issued on June 17, 2021. There is currently an order to repair for this property and staff recommended extending the order to repair.

John Cartwright made a motion to extend the *Order to Repair* for ninety (90) days for the property located at 901 Georgia Avenue to allow the new property owner to make repairs; Randall Cook seconded the motion. A progress report will be presented at the September 23, 2021 meeting. Chairwoman Pam Offield asked if there was any further discussion. Hearing none, a public vote was taken and the motion carried unanimously.

B. 902 Windsor Avenue

Chairwoman Pam Offield asked if there was anyone present from the public who wished to address the property located at 902 Windsor Avenue. No public was present to address this property.

Cheyenne Powers presented the progress report for 902 Windsor Avenue, stating that there has been considerable progress in the amount of work that has been performed at this property. Any delay in progress is a result of building material availability and shipping of materials. Staff recommended that the Board extend the Code Repair Permit for ninety (90) days to allow the property owner to complete repairs in progress.

Wayne Humphrey made a motion to extend the Code Repair Permit for ninety (90) days for the property located at 902 Windsor Avenue to allow the property owner to make repairs; John Cartwright seconded the motion. A progress report will be presented at the September 23, 2021 meeting. Chairwoman Pam Offield asked if there was any further discussion. Hearing none, a public vote was taken and the motion carried unanimously.

C. 1133 Anderson Street

Chairwoman Pam Offield asked if there was anyone present from the public who wished to address the property located at 1133 Anderson Street. No public was present to address this property.

Cheyenne Powers presented the progress report for 1133 Anderson Street, stating a Stop Work Order was issued due to inspections not being performed to ensure compliance to Code. The order was lifted once James Mottern, the contractor, called to schedule a framing inspection. The building permit has since been extended, however no inspections have been requested or performed since the Stop Work Order was removed. Code Enforcement will issue another Stop Work Order due to lack of inspections and present a progress report at the July 22, 2021 meeting.

D. 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.

Mr. White stated that he has hired a licensed contractor to complete the work necessary to bring the structure up to code. Mrs. Offield inquired with Code Enforcement if any permits have been applied for. Cheyenne Powers stated that she is not aware of any permits being issued, and there is still an open Court Order for junk and debris for this property.

Lonnie Barrett made a motion to have a progress report presented at the July 22, 2021 Better Property Board meeting due to the lack of progress on the property since the May 27, 2021 meeting; Randall Cook seconded the motion. Mrs. Offield asked if there was any further discussion. Hearing none, a public vote was taken and the motion passed unanimously.

E. 705 Alabama Street

The progress report for this property shares the status of 701 Alabama Street, whereas Mr. White, the property owner, stated that he has hired a licensed contractor to complete the work necessary to bring the structure up to code, however no permits have been applied for at this time.

Wayne Humphrey made a motion to have a progress report presented at the July 22, 2021 Better Property Board meeting due to the lack of progress on the property since the May 27, 2021 meeting; Randall Cook seconded the motion. Mrs. Offield asked if there was any further discussion. Hearing none, a public vote was taken and the motion passed unanimously.

F. 2089 King College Road

Tim Beavers presented the progress report for 2089 King College Road. The property is under contract of sale and in the process of closing. Once the new owner has taken possession of the property, the Better Property Board can discuss this case with that owner as to any further action, if necessary.


A progress report will be presented at the July 22, 2021 Better Property Board meeting for the property located at 2089 King College Road.

VIII. FUTURE PROGRESS REPORTS

- A. 120 Esther Street 07/22/21
- B. 124 16th Street 07/22/21
- C. 3340 Avoca Road 07/22/21

IX. ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 5:46 p.m.


Chairwoman, Pamela Offield