

1. **Meeting Called to Order**

Gary Gundelsberger - Co-Chair called the meeting to order at 4:00 p.m.

2. **Roll Call**

**Present:**

Board Members

Dana Gamblin, Chair  
Gary Gundelsberger, Vice-Chair  
Walt Matthews  
Sharon Johnson  
Don Sharrah (Alternate)

City Staff

Stephen Rucker, Housing Manager  
Dante Shipp, Code Compliance Officer  
Treka Parker, Clerk  
Scott Thom, Chief Building Official  
Sarah Chiappone-Assistant Law Director

***Not present:***

Janice Warner

3. **Audience members sworn in by Treka Parker**

4. **Approval of Minutes from February 28, 2023**

Co-Chair Gary Gundelsberger introduced the first item on the agenda, which was the approval of the minutes from February 28, 2023 Housing Appeals Meeting. Member Walt Matthews moved to approve the minutes as presented and Alternate Member Sharrah seconded the motion. Co-Chair Gundelsberger called for all those in favor of approving the minutes as presented and Member Sharon Johnson interjected stating that she wanted to discuss the minutes. She stated the minutes were either too many pages or too little pages, as to what happened in the meeting. She quoted the Sunshine Law as "A public body must keep full and accurate minutes of its meetings. Those minutes are not required to be verbatim transcript, but they must include enough facts and information to permit the public to understand and appreciate the rationale behind the public body's decisions." Discussed that It would be helpful to those who were not present at the previous meeting to be able to catch up on what happened at the meeting to get a good picture. Co-chair Gundelsberger asked the Assistant Law Director Sarah Chiappone what were her thoughts. Ms. Chiappone responded that the Law Department would be having trainings and best practices with the Boards regarding the minutes. Co-Chair Gundelsberger called for a vote. Gamblin, Gundelsberger, Matthews and Sharrah voted y, Johnson voted no, and motion passed.

5. **Old Business**

**Case No. 2021-06 The demolition of 520 East Jefferson Street, Sandusky, OH 44870, Parcel Number 5600555.000, The Board previously granted a variance and on February 28, 2023, the Chief Building Official Scott Thom gave the Board an update of the repairs at the residence.**

Ms. Gamblin asked if anyone from the property was present to give an update. The property owner, Charles Kraisner, stated that he's moving along and making progress on repairing the house by putting a new roof, porch and gotten rid of replaced all of the rotten wood, changed

the ceilings and modernized the interior, as well as made repairs to the staircase but still need railings and invited the Board to come to the house to view all of the repairs to the interior and exterior of the house; **Board** asked for a timeline for completion. **Mr. Gundelsberger** brought up the minutes from July 27, 2021 meeting where the previous Chief Building Official (Mr. Poulos) along with the current Building Official-Scott Thom and Inspector-Ron Snyder were at the house for an inspection on July 13, 2021, and at that time the City, Mr. Kraisner and the Contractor had a discussions and an agreement that the project would be completed within a year of the inspection. *Mr. Poulos said the agreement with the contractor says that it would be completed in 1 year; further stating that they have submitted the proper documents to proceed; they have done everything that the city asked of them.* **Mr. Gundelsberger** commented that it has been 1-year and 8 months and work has not been completed and asked Mr. Kraisner for a number. **Mr. Sharrah** referenced the October 25, 2022 meeting minutes when Mr. Kraisner asked for a 6 month extension to have all repairs completed, the Board voted and approved 6 month extension or until end of March, 2023 to complete all repairs. **Mr. Kraisner** Believed that the house was habitable and felt that he only needed to add a sink in the kitchen. **Mr. Gundelsberger** Noted that Mr. Snyder listed the house as uninhabitable on July 13, 2021. **Mr. Kraisner's contractor** *could not give the board a specific date as to when the work would be completed. The contractor stated the inspections were completed on the plumbing and electrical; new drywall has been hung and would be ready to paint in a week or so; exterior new roof, rebuilt the porch, but he was waiting on Mr. Kraisner to pick out the interior finishings, including the staircasing, cabinets; trying to find contractors to do window and door wraps and to paint the outside. His understanding was to get the house under the 50% deterioration condemnation percentage number.* The Board continued to ask for a completion date/timeframes from Mr. Kraisner and his contractor. The Contractor stated that he and sometimes a helper work on the house two days a week making repairs. Mr. Kraisner also requested an itemized list of things needing to be done in order for him to get an occupancy permit. He would make sure everything would be completed by the end of the summer. **Mr. Thom** stated that the contractor is making progress as he stated previously and has satisfied the Building Department's "end". Mr. Thom suggested for the Board members to set up time to go through the house to see the repairs which have been made to the dwelling. He states the timeframe would be dependent upon how much man-power that Mr. Kraisner and his contractor would be willing to use to get the house occupancy ready by the end of the summer. It was noted that Mr. Thom has inspected the house on two separate occasions and noted the improvements. **Ms. Gamblin** made a motion for Scott Thom to provide Mr. Kraisner and the Board with a list of the repairs needed to make the house occupancy ready by August 31, 2023, including pictures, and Mr. Gundelsberger seconded the motion. Ms. Gamblin called for a vote. The vote resulted in unanimous approval in favor of the approving the motion house to be occupancy ready by August 31<sup>st</sup> and pictures.

## 6. New Business

**Case No. 2022-1864 Appealing the First Administrative Penalty for 710 Fox Street, Sandusky, OH Parcel Number 58-01631.000.** Code Compliance Officer Dante Shipp gave testimony as to the initial complaint on 11/07/2018, inspections/re-inspections on 4/21/2021, 8/26/2021, 10/18/2022, 11/21/2022 and 3/16/2023; 03/07/2022 courtesy notice; violations, penalty and mailings. The said property was inspected on 04/21/2021 pursuant to the City of Sandusky

triennial rental inspection program. As a result, the following violations of the Environmental Health Housing Code were discovered.

**Violation(s):** Window condition **1341.13 (a)(3)** Every window, door and basement hatchway shall be reasonably weathertight, watertight, and rodent proof, shall be capable of affording privacy and security, and shall be kept in sound working condition and good repair; Foundation **1341.13(a)(1)** Every foundation shall be reasonably weathertight and watertight; Downspout Installation **1341.13(a)(2)** All downspouts shall be properly installed in an approved manner; Gutter Installation **1341.13(a)(2)** All gutters shall be properly installed in an approved manner; Door Condition **1341.13(a)(3)** Every door shall be kept in sound working condition and good repair; Exterior Surface Maintenance **1341.13(a)(4)** All exterior surfaces of buildings on a premises shall be clean and maintained in good repair so as to provide sufficient covering and protection of the structural surface underneath against deterioration, with paint, stucco, aluminum, vinyl; Stair Condition **1341.13(b)** Every outside stair and every appurtenance thereto shall be kept in sound condition and good repair. The violation letters were mailed via regular mail with Certificate of Mailing and certified mail & return receipt requested on April 21, 2021 and October 19, 2022. The standard/regular letter was delivered to 4203 W. Bogart Road, which is the address of record. Note: The certified mail was not signed for and was returned to the Code Office.

Code, later discovered that property owner passed away and did not want to punish the estate and gave them additional time to correct issues after contact was made. The follow-up inspection was on 10/18/2022 and found no repairs were made causing the First Administrative Penalty \$50 to be administer and a follow-up inspection scheduled for 30 days (11/21/2022); As of March 16, 2023, all of the violations have been corrected, including the garage with the exception of the roof.

**Jennifer J. Cody resides at 4306 W. Bogart Road.** Ms. Cody is the Administrator of the Estate of Billie J. Cody who filed an appeal on November 3, 2022 stating no violation letters were ever received by her or any of the Cody family members at the 4203 W. Bogart mailing address. The family did receive the First Administrative Penalty Letter and Order on November 1<sup>st</sup> but no other letters were received regarding the Fox Street property. Ms. Cody further acknowledges receiving a violation letter on the family's Fulton Street property from Ron Snyder but not on Fox Street from Dante Shipp. She asked if the letters were really being mailed by the Code Compliance Office. **Chair Gamblin** Showed Ms. Cody a copy of the letter dated April 21, 2021, with the Certificate of Mailing signed and date-stamped by a U.S. Postal Service worker. **Ms. Cody** Interjected and stated that it was long before she became the Administrator of the Estate. The address 4203 W. Bogart was of her siblings who had recently deceased. She further testified that another sister resides at the tax payer/owner mailing address and that it was okay for Code to mail letters to this address. Ms. Cody continued to say that City could not provide that the letters were ever received by the Cody Family. Ms. Cody indicated that she is under contract with a roofer to do the roof. **Mr. Sharrah** made a motion to waive the penalty due to all of itemized work to be done having been completed with the exception of the roof which would be completed later and there

was no second. All voting members voted. There was a 2:3. The motion failed to pass, upholding the penalty for Ms. Cody to pay the \$50.00 1st Administrative Penalty.

7. **Adjournment**

A motion moved to adjourn the meeting by Mr. Matthews and seconded by Mr. Gundelsberger. All members approved of the motion, and the meeting ended.

Next meeting April 25, 2023

APPROVED:

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Treka D. Parker, Clerk

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Dana Gamblin, Chairperson