

1. **Meeting Called to Order**

Dana Gamblin - Chair called the meeting to order at 4:04 pm.

2. **Roll Call**

**Present:**

Board Members

Dana Gamblin, Chair

Janice Warner

Sharon Johnson

Don Sharrah (Alternate)

Lisa Maczuga (Alternate)

City Staff

Treka Parker, Clerk

Ron Snyder, Code Compliance Officer

Scott Thom, Chief Building Official

Stewart Hastings-Law Director

Sarah Chiappone-Assistant Law Director

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

4. **Approval of Minutes from October 31, 2023**

Chair Dana Gamblin introduced the first item on the agenda, which was the approval of the minutes from October 31, 2023 Housing Appeals Meeting. Janice Warner moved to approve the minutes as presented and Sharon Johnson seconded the motion. Chair Gamblin called for a vote and the motion passed unanimously.

5. **Housing Development Funding Update**

Clerk Treka Parker gave an update of the funding balance as being \$31,000.00.

6. **Old Business**

**Case No. EN21-2058 Bonnie Dickson is appealing the Notice and Order of Demolition for 717 Warren Street, Sandusky, Ohio 44870 Parcel Number 57-03930.000. Ms. Bonnie Dickson** resides at 1309 Sycamore Line. She testified that she was unable to get all the information the Board asked for. A contractor came out on 10/13/2023 to evaluate the property's HVAC, exterior and interior. On 10/30/2023 the contractor provided her with an overly priced estimate for the exterior only at \$41,000.00, mostly labor charges (\$25,000). She reiterated that friends and family would be helping repair the property and that she has the material. **Discussion** about if she could get the information and about how long would it take Ms. Dickson to get it. Ms. Dickson stated until at least January due to the holidays, etc. She does have electrical estimates. Some of her calculations were based on the repairs to her residence at 1309 Sycamore Line which is a larger home than the 717 Warren Street property. The costs for repairs of this property would be much less and she overestimated the costs. She mentioned that she previously purchased cabinets and other interior fixtures over the years and placed them in storage. Code Compliance would be looking at the exterior and would not be getting involved with the interior; the Chief Building Official previously testified that he had no issues or concerns with the interior of the property due to it being completely gutted. It's a clean "slate to do whatever she wants to it". The Board needs to see Ms. Dickson's plan and timeline for completion of the project. The property has been vacant for 20 years and do not want to see it being in this condition for another 20 years. Questions regarding the maximum number of days for giving extensions and if the Board have any flexibility to give more time. **Codified Ordinance 1341.08 (b) and (c) Repair, Vacation and Demolition; Procedure; Remedy of City for Noncompliance.** Ms. Gamblin stated that the Board may grant a 30 to 90 days extension to a property owner and that the Board has granted 2 extensions thus far. The Board acknowledged that Ms. Dickson had provided them with financial records and witnesses who testified that would give her money towards the repairs to the property. The Board also has the flexibility to grant the property owner or interested party beyond the 180 days extension of time. **Paula Warren** resides at 1408 Hayes Avenue testified that their family and friends would be doing the labor on the house and that Ms. Dickson was doing the work to get the estimates and information for the Board, but it took the contractors an extended period to get back to her and to give her a quote. **Ms. Dickson** stated and acknowledged that she was overconfident that she would be able to get the necessary

information back to the Board but fell short of doing so. It was suggested that she call on others to help with contacting and meeting with other contractors for estimates, etc. **Ms. Johnson** made a motion to demolish the property. It was not seconded. **Mr. Sharrah** made a motion to table until the February 27, 2024 meeting giving Ms. Dickson time to provide the Board with a solid executable plan, including the company names, cost estimates, and time frames to make the house habitable to get the job done. **Ms. Warner** second the motion. All voting members voted. There were 3 “yes” votes and 1 “no” votes. The motion passed.

**Recalling Case No. EN23-0252 Thomas and Tina Walton are appealing the First Administrative Penalty for 633 Polk Street, Sandusky, Ohio 44870 Parcel Number 58-01701.000.** **Thomas and Tina Walton** 633 Polk Street, Sandusky, OH testified that the house has been primed and that they’ve been wrestling with the painter to finish doing the touch up painting and trim. Still trying to find someone to work on the foundation. Mr. Walton stated that he has been trying to do some of the work himself. He’s completed the east side but due to his disability it is taking him some time to do the other side. The downspout and eave should be taken care of next week. **Discussions** On there’s a noticeable difference since the improvements have been made to the property. Mr. Snyder stated that he has been in contact with the representative from the church with regards to getting the painter back on track to get the painting done. There has been gradual improvements to the foundation. The holes on the East side of the residence’s foundation where block grout was applied and filled in the holes. **Ms. Johnson** Made a motion to grant an extension of time until the end of April 2024 to complete painting and repairs to the Southwest side of the foundation and report back at the April 30, 2024 meeting. **Ms. Warner** second the motion. All voting members voted. The motion passed unanimously. **Discussions** regarding waiving the First Administrative Penalty were discussed and will be heard at later date and time.

#### 7. **New Business**

**Case No. EN19-0787 Erika Jagel is appealing the 2<sup>nd</sup> Administrative Penalty (\$500.00) for 1519 Pierce Street, Sandusky, OH 44870 Parcel #58-01210.000.** **Code Compliance Officer Ron Snyder** testified that the case date back to November of 2019 from a previous inspector that had written the property owner for a number of environmental housing infractions and concerns at the residence: **Violation(s): Window Condition 1341.13(a)(3)** Every window, door, and basement hatchway shall be reasonably weather-tight, water-tight, rodent proof, shall be capable of affording privacy & security, and shall be kept in sound working condition & good repair - **Window sills on all four (4) sides of the residence are showing weather-beating (wooden areas are showing signs of deterioration); Eave Condition 341.13(a)(1)** Every eave shall be reasonably weather-tight, watertight, and rodent-proof and shall be kept in sound working condition and good repair - **Eave on the north side of the residence (observable from the west side of the residence) – fascia board is separating away from the drip eave/roof; Southside of the residence fascia board is starting to rot away in several locations and starting to separate from the drip eave/roof; Gutter Installation 1341.13(a)(2)** All gutters shall be properly installed in an approved manner - **The residence has no gutters; Downspout Installation 1341.13(a)(2)** All downspouts shall be properly installed in an approved manner - **The residence has no downspouts; 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 siding or other approved exterior grade waterproofing materials - Several areas the vinyl siding on the residence is cracks, holes, and/or is hanging loose; Issues identified under Eave Condition above - Painting of and/or proper wrapping of window sills/frames to prevent deterioration; North side of the residence vinyl is missing from the structure, allowing for insulation and studs to be observed. On 11/06/2019 on inspection of property there was no progress made. Waiting until Housing Development Beautification money is available (after 01/01/2020) for gutters and windows. Mr. Snyder, further testified that a new fence was constructed to the west side of the backyard. Besides what was listed in the original letter, the roof on the west side of the residence was pulling away from the fascia; Vinyl siding peeling away from the residence on the north side; exposed wood that appeared to be rotting to the north side of the residence (appears to be part of the back screen in porch). He made with the property owner, Ms. Erika Jagel, who was asked about the previous issues. She advised the residence had been converted from gas to electric nearly seven years ago. No permits per Building Dept. As far as the other issues, Ms. Jagel claimed she had been speaking with someone

who could do the repairs, however, her financial status is making things difficult. Mr. Snyder advised her that he would be in touch with her about potential (future) programs to assist her and she was directed to make contact with the Erie/Huron County CAC for possible assistance. On 02/07/2023 - infractions still exist at the said property. There were no CDBG assistance applications received by Deb Eversole or the City. An initial inspection was re-established, with all the present/current issues documented window conditions, eave conditions, no gutters, no downspouts, exterior maintenance issues. An attachment to the backside of the residence was removed and no exterior surface was placed on it leaving the installation wet for an undetermined amount of time and possible mold issues. Damage to the vinyl and the need of reattachment of same. A Notice & Order of Violation(s) Letter was sent to the owner. A re-inspection scheduled for 04/25/2023. On 04/13/2023 - Ms. Jagel forwarded a sales receipt from Home Depot for the purchase of windows and doors. A copy was placed in the file and uploaded on the next inspection date 04/25/2023. On 04/24/2023 - Ms. Jagel texted that she had an estimate set up for 04/24/2023 with a photo of Camp Construction to Inspector Snyder. A second text indicated that a new door had been placed on the rear of the residence and that she was preparing a plan to take to the Building Dept. On 04/25/2023 - A follow-up inspection, noting that none of the issues had/have been addressed. Considering the aforementioned, an extension is being granted. The next inspection date was scheduled for 05/30/2023. On 05/30/2023 – Mr. Snyder sent Ms. Jagel a text message, reminding her that today was a follow up inspection and if there were any updates. She indicated a couple of windows on the lower level were sanded and painted and got some work done on the "bottom" and that needed to get more insulation. The inspection did show minimal progress. The trim on two windows on the lower level (one on the south side and one on the east side appeared to have been painted. There was also new insulation board placed around a portion of the foundation. Due to the fact that an attempt to address some of issues was evident, an extension was granted and a courtesy letter was drafted and forwarded and the next inspection was scheduled for 07/06/2023. On 07/06/2023 - upon conducting the follow up inspection, he found a certain amount of progress had been done - (window trim/sills painted) and an extension was granted, with a new inspection date of 08/08/2023 scheduled and a courtesy letter sent. On 08/09/2023 - an inspection was scheduled and found where more painting (window sills) had been done, an extension granted and correspondence sent to reflect the next inspection scheduled for 09/08/2023. On 09/08/2023 - inspection conducted - no work done since last inspection and no communication from Ms. Jagel. A First Administrative Penalty administered - \$100.00, invoice and letter sent with the next inspection scheduled for 10/16/2023. On 10/16/2023 - as with the previous inspection, no work has been done since the August inspection nor had Ms. Jagel made contact concerning the address and as a result, a Second Admin. Penalty was administered for \$500.00, a notice of 2nd Admin. Penalty - Failure of Owner to Correct Violation(s) Letter was sent to the owner, along with an invoice for the said amount and the next inspection scheduled for 11/17/2023. On 10/18/2023 - Ms. Jagel contacted Mr. Snyder concerning her receiving the 2nd Admin. Penalty. It was explained to her that she would need to file an appeal concerning the same. On 10/23/2023 Ms. Jagel stopped by to pick up an appeal form and stated to Mrs. Parker that she would complete and return it with \$15.00 filing fee and on 10/26/2023 Ms. Jagel filed an appeal to penalty. **Discussion** If the property was vacant; status of the utilities; referrals to other grant programs; housing violations and payment of past penalties and property taxes. **Ms. Erika Jagel** resides at 1519 Pierce Street testified that what Code Compliance Officer presented and stated were true and that she do not have the funding to complete the repairs. The utilities are all on and that she had not paid the First Administrative Penalty. She has estimates of how much it would cost her to make repairs/build the sunroom. She stated 2 front windows need to be installed She testified that she does not qualify for the Beautification Grant due to a pending felony and unaware of any other programs and that she's \$1,400 behind on her property taxes and in communication with the County. **Ms. Maczuga** made a motion to grant Ms. Jagel's appeal 2<sup>nd</sup> Administrative Penalty and waive the \$500 fee. **Ms. Warner** seconded the motion. All voting members voted. The motion passed unanimously.

**Case No. EN23-0699 Frances Miller, as Executrix of the Estate of Lucille Mayfield is appealing the Notice and Order of Demolition for the garage at 1818 Second Street, Sandusky, OH 44870, Parcel #57-03049.000 Code Compliance Officer Angela Kotsopoulos** testified that there was a on 04/21/2023 she received a note dated 04/19/2023 to look into houses on Second Street, as well as the garage at 1818 Second Street for housing violations. On 04/24/2023 she did an inspection and observed several issues with the garage being opened, full of holes and foundation support concerns. The Environment Health Violation was noted as follows: **Violation(s): Roof Condition 1341.13(a)(1)** Every roof shall be

reasonably, weathertight, watertight, and rodent-proof and shall be kept in sound working condition and good repair. **Description: The roof on the garage is completely dilapidated/deteriorated and past its usefulness. It must be replaced as soon as possible as it is causing damage to the rest of the structure.** As a result of this inspection, a Notice & Order of Violation letter was sent to the owner(s) on 04/25/2023, and a follow up inspection scheduled for 05/31/2023. On 10/10/2023 Code Compliance received a second anonymous complaint regarding issues with the roof on the garage and Caller would call back to find out the status of the reinspection. On 10/16/2023 Scott Thom, Chief Building Inspector did a percentage of deterioration report finding that the garage was 65% damaged, decayed and/or deteriorated and a lien search was performed due to the percentage. On 10/17/2023 Ms. Kotsopoulos went out to the property to take additional pictures and found work had begun on the garage and that new boards were replaced but holes were still remaining. On 10/25/2023 a Notice and Order of Demolition letter was sent to Lucille Mayfield. It was later discovered that Ms. Mayfield died and that there was a probate action pending since 2021. On 10/26/2023 Treka Parker informed Ms. Kotsopoulos that Sonya Adcock was related to Ms. Mayfield; a letter was sent to Ms. Adcock to contact Ms. Kotsopoulos concerning her late grandmother's property. On 11/01/2023 received an appeal from Michelle Smith. On 11/03/2023 a reinspection was performed and it showed that work had been performed but there was still light coming through the roof; the door look inoperable; wood rafters looked damaged/deteriorated; and the peak doesn't meet. Angela further testified that it's her recommendation to grant the appeal and give the family 6 months to make repairs to the garage. **Discussions** If Code Compliance would continue to track the progression of the repairs to the garage; the length of time to make the necessary repairs; how does probate configure into a pending demolition order – Law stated that because there's a pending probate it no such thing as an automatic stay and that it's up to the Board to determine if they'll take consider the pending probate case; Code would have to put a legal publication in the newspaper for 6 weeks; when the Code Compliance Officer recommends that the homeowner be granted more time re. **Ms. Warner** made a motion to grant the appeal and six month (May 2024) extension of time to make repairs to the garage. **Ms. Gamblin** second the motion. All voting members voted. The motion passed unanimously.

**Case No. EN23-1661 Steven A. Campbell is appealing the 3<sup>rd</sup> Administrative Penalty (\$1,000.00) for 1645 S. Larchmont Drive, Sandusky, OH 44870 Parcel #57-03632.000. Code Compliance Officer Ron Snyder** testified on 07/03/2023 he spoke with a resident in the Larchmont area, who wanted to bring a residence to our attention. The resident was advised that there are rodents (ground hogs) burrowing along the foundation of the residence, as well as a number of housing concerns. On 07/05/2023 - the residence in question was found to be 1645 S. Larchmont and the Environmental Housing concerns on the North and South sides of the residence are as follows: Flashing on fascia boards missing in a number of places; absent gutters and downspouts in several areas; see eave condition above; damaged vinyl siding (cracked/holes); loose flashing (aluminum) north side; and exposed wood without cover (paint, vinyl, aluminum, etc.) north side. Mr. Snyder further testified that at one time the residence was apparently having work done (contractor prepping the outer surface for face stone to be installed); skids/pallets with the said rock on the property were present. There were two areas on the west side of the residence, where it was evident that an animal was burrowing under a section of the residence. It did not appear that there was any damage to the foundation that would allow for the rodent to get into the residence. On 08/09/2023 a Notice & Order of Violation(s) letter was drafted and forwarded to the property owners and a follow up inspection was scheduled for 08/09/2023. As of the last inspection, no contact was made by either of the two owners concerning the initial write-up. Reinspection revealed that no work had been done to the property in an attempt to abate, fix, and/or rectify the documented issues. Subsequently, an administrative penalty was administered for \$100.00 and a Notice of 1st Admin. Penalty - Failure of Owner to Correct Violation(s) Letter was prepared and sent to the owners, along with an invoice for the said amount. On 09/08/2023 Inspection conducted - no work done since the initial last inspection and no communication from the owners concerning the initial write and/or the First Admin. Penalty and 2nd Administrative Penalty Administered - \$500.00. Invoice and letter sent with next inspection date on 10/17/2023. On 10/17/2023 - as with previous inspections, no work had been done to this property - in fact no work had been done to the property since the same was reported to our office and an initial write-up was sent to the owners. As a result, correspondence was sent advising of the Third Administrative Penalty for \$1,000.00, 11/20/2023 follow up inspection date, as well as the pursuit of criminal charges for both the owners. On 10/20/2023 - Mr. Campbell called and left a message for Mr. Snyder to contact him. Inspector Snyder spoke briefly, where Mr. Campbell claimed he was unaware the residence had been initially written up and that the penalty phase was at the third phase. Mr. Snyder advised

Mr. Campbell that it may be in his best interest to file an appeal. On 10/24/2023 Mr. Campbell filed an appeal. **Discussions** It was unknown if the house was vacant and for how long. Residents indicated that no one has been to the residence to work on it since a young man was shot and killed in the driveway a number of years ago. **Ms. Maczuga** made a motion to deny the appeal. **Mr. Sharrah** second the motion. All voting members voted. The motion passed unanimously.

8. **Adjournment**

A motion moved to adjourn the meeting by Ms. Warner and second by Ms. Johnson. All members approved of the motion, and the meeting ended at 5:16 PM.

Next meeting: January 30, 2023

APPROVED:

\_\_\_\_\_  
Treka D. Parker, Clerk

\_\_\_\_\_  
Dana Gamblin, Chairperson