

**BLIGHTED PROPERTY REVIEW COMMITTEE  
REGULAR MEETING  
APRIL 26, 2018**

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The regular meeting of the Blighted Property Review Committee (BPRC) was held on Thursday, April 26, 2018 at 11:30 am in Council Chambers of the City of Warren Municipal Building, with Chair Ray Pring presiding.

Members present included Ray Pring, Denise Whipp and Greg Fraser. Also present were Ken Hinton, Code Official, Jessica Roudybush, Code Official and Barb Anderson.

**APPROVAL OF MINUTES**

Upon a motion by Mr. Fraser and a second by Ms. Whipp, the minutes of the March 22, 2018 meeting were unanimously approved with corrections.

**ACKNOWLEDGEMENT OF VISITORS**

Allen McIntosh, regarding 500 Market Street  
Doug Hall, regarding 500 Market Street  
Shawna Buck, regarding 705 W. Fifth Avenue  
Josh Cotton, Times Observer

**CORRESPONDENCE**

No correspondence.

**PROPERTIES UNDER CONSIDERATION FOR 1ST DECLARATION OF BLIGHT**

- A. **705 W. Fifth Avenue**. Mr. Hinton stated that Ms. Buck provided a timeline and plumbing & electrical rough-ins have passed inspections. Ms. Buck created a timeline that is more realistic than the one submitted by Mr. Clinton. In April they finished electric and plumbing rough in; the furnace is being cleaned; utilities will be restored after the final inspections. Mr. Fraser asked if debris had been removed. Ms. Buck replied yes, for the most part. Mr. Hinton stated that Ms. Buck has taken a large step in the right direction. Mr. Fraser asked if there is a written agreement with Mr. Clinton so that she has legal rights. Ms. Buck said not at this time, but she will take that under advisement. Mr. Pring asked Mr. Hinton if he would recommend tabling this for 60 days to allow for progress to be made. Mr. Hinton stated that yes, he would.

Mr. Fraser made a motion to table action until the June meeting. Ms. Whipp seconded the motion which passed by unanimous vote.

- B. **103 Jefferson Street**. Ms. Sweet could not attend the meeting due to a conflict with her work schedule but had called and spoken to Ms. Roudybush on April 25. Ms. Roudybush passed out photos of the interior of the property. The furnace needs to be reinstalled. The property is intended to be a rental. Ms. Whipp asked about the issues with the porch. Ms. Roudybush stated that a building permit has been obtained and they hope to have that work done by the end of May. The property has been cleared out; needs cosmetic work like cleaning and painting; there still is no furnace but overall the inside is not in too bad of shape.

Mr. Pring questioned the issue of the back steps. Ms. Roudybush said Ms. Sweet would need to build a landing at the top of the stairs at the door. Ms. Roudybush added that she felt safe to table action until the next meeting. Ms. Whipp wants to stress that the original issue, the porch, still needs to be addressed.

Mr. Fraser made a motion to table action until the next meeting. Ms. Whipp seconded the motion which passed by unanimous vote.

- C. **1613 1/2 Madison Avenue.** Ms. Roudybush sent certified letters to (2) executors and (2) attorneys. Certified cards were returned from all but Ms. Wright, executor, who is deceased. There is no change in the property's appearance. Mr. Fraser asked if lender has been notified. Mr. Roudybush replied that the foreclosure company was notified, and acknowledgement received. Mr. Pring stated, for the record, that no visitors are in attendance regarding this property.

Mr. Fraser made a motion to move this property to first declaration of blight. Ms. Whipp seconded the motion which passed by unanimous vote.

#### **PROPERTIES UNDER CONSIDERATION FOR 2ND DECLARATION OF BLIGHT**

- A. **714 W. Fifth Avenue.** Mr. Hinton stated that the first declaration of blight was declared in February. He has had no response to the letters he sent. The certified letter was returned unclaimed. The first-class mail did not come back. Mr. Pring asked if there was ever any contact with the owners. Mr. Hinton did have contact in the summer of 2017 concerning high grass issues. He has had no contact with the owner since these proceedings began. This property is going to judicial sale.

Mr. Fraser made a motion to move this property to second declaration of blight. Ms. Whipp seconded the motion which passed by unanimous vote.

This motion was later revoked. Mr. Fraser made a motion to table action until the next meeting pending notification of all legal owners of meeting date for notice of second declaration of blight. Ms. Whipp seconded the motion which passed by unanimous vote.

- B. **500 Market Street.** Mr. Hinton reported that there has been some movement on this property. Roof has been repaired; windows have been replaced; demo of the porch has been started. Mr. Pring asked if the issues for blight have been removed. Mr. Hinton stated that the structure is still vacant, has no public utilities, has peeling paint and there are no steps to the front porch. Mr. McIntosh & Mr. Hall, contractor, are present at this meeting. Mr. Hall provided an update on the work he is doing. He stated that he is not ready for an interior inspection. The front steps are not attached to the porch but are on site. He will be installing temporary steps until the original stone steps are reattached to the porch. The attic will remain attic space and not renovated.

Mr. Fraser asked what type of assurance the committee has if they table action until the June meeting. Mr. Hall feels he can have the structure sound and can have a firm plan in place. He added that they are working to get the structure to a point that it is marketable and not necessarily habitable.

Mr. Fraser made a motion to table action until the June meeting. Ms. Whipp seconded the motion which passed by unanimous vote.

- C. **103 N. South Street.** Ms. Roudybush reviewed the status of this property. The property has been vacant for approximately 5 years; the exterior and the roof are in poor condition. The owner's sister attended the February meeting and wants to move into the structure. First declaration of blight has been served to the owner. Certified letter was sent, and acknowledgement received from Tom Moore, owner. A notice of violation was sent to the owner regarding (4) property maintenance issues. No action taken on the Notice of Violation which led to (4) citations being issued. Mr. Moore pled guilty to all four citations. Mr. Pring asked if notice was given of this meeting. Ms. Roudybush said it was not. There was discussion if that information should be included in the letter.

Mr. Fraser made a motion to table action until the next meeting pending notification of all legal owners of meeting date for notice of second declaration of blight. Ms. Whipp seconded the motion which passed by unanimous vote.

#### **UPDATE FROM PLANNING COMMISSION/RDA ON BLIGHTED PROPERTIES**

- A. **17 Conewango Avenue.** Ms. Roudybush reported that the hearing is scheduled for May 29 to determine Conservatorship.
- B. **217 Buchanan Street.** Times lines are in place with RDA. Some progress has been made
- C. **511 ½ East Street.** Demolition permit has been issued

#### **OTHER BUSINESS**

- None.

#### **ADJOURNMENT**

There being no further business to come before the Committee, Mr. Pring declared the meeting adjourned. The next meeting will be held Thursday, May 24, 2018 at 11:30 am.

Minutes prepared by Barb Anderson/Transcribed by Ellen Nelson