

# CHARLESTON LAND REUSE AGENCY

## Policy 2 – Property Inspection

The Charleston Land Reuse Agency (“CLRA”) operates according to West Virginia Code Chapter 31, Article 18E, the Municipal Code of the City of Charleston Chapter 65, and the CLRA’s duly adopted bylaws. In addition to these sources, the CLRA desires to adopt this policy regarding property inspections.

### Policy 2.1 – Property Inspection.

The CLRA authorizes the City’s Building Commissioner to use its standard Inspection Report and Property Maintenance Checklist as a tool for inspecting each structure owned by the CLRA upon acquisition and on a quarterly basis thereafter. The checklist is in the discretion of the Building Commissioner, but it includes assessing items such as:

- (a) Interior structure
- (b) Means of egress
- (c) Stairs and walkways
- (d) Infestation
- (e) Plumbing leaks
- (f) Electrical wiring
- (g) Exterior safety conditions
- (h) Windows
- (i) Roof and drainage
- (j) Decks and porches
- (k) Weeds and high grass
- (l) Defacement

### Policy 2.2 – Emergency Spending Authority and Non-Emergency Report Requirement.

If the Building Commissioner believes, after an inspection, that the CLRA needs to take emergency action to address an imminent safety matter with a property, the Building Commissioner is authorized to consult with the Chair and Vice Chair of the CLRA and with their approval may encumber up to \$10,000 of CLRA funds for repairs. Any funds needed beyond that amount or any repairs that need to be made on a non-emergency basis shall be reported to the full CLRA Board for consideration.