



**VILLAGE OF WHITEFISH BAY  
BUILDING CODES REVIEW COMMITTEE – MINUTES**

**January 18, 2016 – 6:00pm**

**Whitefish Bay Village Hall – Board Room  
5300 N. Marlborough Dr., Whitefish Bay, WI 53217**

1. Call to Order

Trustee Davis called the meeting to order at 6:00pm. Present: Trustee Demet, Trustee Saunders and Trustee Davis.

Also Present: Assistant Manager Paul Boening, Director of Building Services Joel Oestreich and Trustee Serebin.

2. Discussion and possible recommendation(s) to Village Board regarding the following items:

- a. Permit requirements pertaining to replacement of existing j-traps or p-traps on sinks.

Director of Building Services Joel Oestreich summarized the existing Code language and noted that he had never been contacted about or issued any permits for trap work in Whitefish Bay. Discussion followed regarding current practice and interpretation.

**The Committee asked Mr. Oestreich to bring forward any recommended language changes at the next meeting.**

- b. Permit requirements pertaining to replacement of existing light switches.

Mr. Oestreich explained that replacement of existing switches were exempt from permit requirements. However, a permit would be required for new or additional wiring.

**No action needed, but the Committee did support staff's plan to add easy to follow permit requirement information to the new Village website that will be ready midyear.**

- c. Permit requirements pertaining to replacement of existing garbage disposals (plumbing and electrical).

Mr. Oestreich informed the Committee that both electrical and plumbing permits were required for garbage disposal installations. Discussion followed regarding fees, homeowner installation, inspection requirements and potential permit form modifications.

**The Committee directed Mr. Oestreich to examine the garbage disposal and dishwasher permitting requirements in other municipalities prior to further Committee review at the next meeting.**

- d. Fee calculation for roofing permits.

Assistant Manager Paul Boening provided the Committee with roof permit fees from other North Shore municipalities (Shorewood, Fox Point and Brown Deer). He noted that Brown Deer utilized a maximum permit fee of \$250 for commercial roofing permits. Mr. Oestreich spoke about roof inspections and time requirements. Discussion followed regarding the possibility of instituting a maximum roof permit fee. Trustee Demet suggested that staff return to the Committee with a specific maximum dollar amount (with continued use of the \$8/\$1,000 base permit fee).

**The Committee asked staff to provide data regarding how many 2015 roofing permits would have been impacted by a \$250 maximum fee.**

3. Discussion and direction to staff regarding future agenda items.

The Committee discussed a few potential agenda items. Trustee Davis will provide staff with an emailed list in advance of the February meeting.

Robert Crawford (5017 N. Palisades Rd.) – suggested requiring the inspectors to issue a pass or fail report to property owners/contractors. In the case of a failed inspection, the report should indicate why.

4. Future meeting schedule.

Tentative = 2/15, 3/21, 4/15 and 5/16.

5. Adjournment

Trustee Saunders moved, seconded by Trustee Davis to adjourn the meeting at 7:00pm.  
Motion Carried, 3-0.