



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

**February 15, 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. Approval of minutes of meeting of January 18, 2016.

Trustee Saunders moved, seconded by Trustee Demet to approve the minutes of the January 18<sup>th</sup> meeting. Motion Carried, 3-0.

3. Summary Discussion/Action on staff recommendation regarding possible modifications to code language pertaining to permits for work on plumbing “traps” and replacement of dishwashers (plumbing & electrical).

Director of Building Services Joel Oestreich summarized the draft Code language that he had distributed to the Committee. Discussion followed regarding the WI minimum requirements, installation work (homeowner vs. Master Plumber criteria) and permits needed for various fixtures. After a lengthy discussion, the Committee asked staff to bring forward a revised draft of the Code language at the next meeting.

4. Summary Discussion/Action on staff recommendation regarding possible modifications to code language and permit language pertaining to the use of a sliding fee scale on permits for residential (re)-roofing work.

Trustee Demet moved, seconded by Trustee Saunders to recommend that the Village Board amend the fee schedule for roofing permits to include a \$250.00 maximum. Motion Carried, 3-0.

5. Discussion/Action on permits required to build or dismantle small (e.g. 10' x 10') sheds. Procedures and fees for processing applications with ARC.

Director of Building Services Joel Oestreich summarized the existing permit requirements and explained that requiring permits for both construction and demolition of sheds enables the Village Assessor to ensure that property records accurately reflect structures that are in place (and adjust property values accordingly). ARC submittal procedures and fees were also discussed along with an explanation regarding staff time associated with submittals (videotaping, posting of signs, mailing to neighbors, agenda preparation, etc.). No action was taken.

6. Discussion on the prioritization of the Review Committee's next steps.

The Committee discussed potential items to be placed on future agendas. Trustee Davis indicated that he would follow-up with Assistant Manager Paul Boening regarding the next agenda.

7. General Good and Welfare/Public Comment.

No comments.

8. Adjournment.

Trustee Demet moved, seconded by Trustee Saunders to adjourn the meeting at 6:55pm. Motion Carried, 3-0.

Respectfully Submitted,

Paul Boening – Assistant Village Manager