



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

March 21, 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 6:04pm. Present: 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 February 15, 2016.

Trustee Saunders moved, seconded by Trustee Davis to approve the minutes of the February 15th meeting. Motion Carried, 2-0.

3. Final Discussion/Action on reworked staff recommendations regarding modifications to code language pertaining to permits for work on plumbing “traps” and replacement of dishwashers (plumbing & electrical), toilet bowl replacements, and similar minor work.

Director of Building Services Joel Oestreich summarized the draft Code language that he had distributed to the Committee. Discussion followed regarding the potential impact on bathroom remodel projects. Trustee Davis moved, seconded by Trustee Saunders to recommend that the Village Board adopt the revised Code language. Motion Carried, 2-0.

4. Summary Discussion/Action on staff recommendation regarding issuance of a final “pass” documentation to residents upon approved completion of work under permit.

Director of Building Services Joel Oestreich explained that the current practice involved providing pass documentation upon request. With regard to work that needs to be corrected, he typically provides contractors with a list of items that require follow-up. Discussion followed regarding expired permits, final inspection timelines, homeowner responsibility and contractor

communication. The Committee asked staff to return with a draft version of a form letter that could be sent to property owners when permits are issued for their respective properties. The letter should address final inspection requirements, timelines, expiration dates, etc.

5. Update on recent legal restrictions on Village access to residences upon sale.

Assistant Manager Paul Boening summarized the State law change that took effect in 2015 prohibiting municipalities from requiring time of sale inspections. Prior to the change, Whitefish Bay was only utilizing Clearwater Compliance inspections at the time of sale. Those inspections were compliant over 95% of the time and have therefore been completely discontinued.

6. Clarification on procedures/permits/approvals of changes to concrete work on driveways, aprons, stoops, etc. at private residences. Discussion on current regulation of fire pits on private property.

Director of Building Services Joel Oestreich explained that concrete stoops are addressed in the Building Code, but driveways and aprons are handled by the engineering staff (when the public right-of-way is involved). No action was taken.

7. General Good and Welfare/Public Comment.

No comments.

8. Adjournment.

Trustee Saunders moved, seconded by Trustee Davis to adjourn the meeting at 6:56pm. Motion Carried, 2-0.

Respectfully Submitted,

Paul Boening – Assistant Village Manager