



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

**April 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 6:02pm. 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 March 21, 2016.

Trustee Saunders moved, seconded by Trustee Demet to approve the minutes of the March 21<sup>st</sup> meeting. Motion Carried, 3-0.

3. Final Discussion/Action on staff recommendations regarding issuance of a final “pass” documentation to residents upon approved completion of work under permit.

Assistant Village Manager Paul Boening summarized the discussion that occurred at the previous meeting. Director of Building Services Joel Oestreich presented a DRAFT letter that he had created based on feedback from the Committee. Discussion followed regarding open records compliance. Trustee Serebin suggested modifying the letter to re-word the section pertaining to scheduling inspections. Trustee Demet moved, seconded by Trustee Saunders to recommend that the Village Board approve the property owner letter with the change as suggested by Trustee Serebin and the inclusion of a “check box” to enable property owners to request approval documentation via email. Motion Carried, 3-0.

4. Briefing/Clarification on procedures/permits/approvals of fencing at private residences.

Director of Building Services Joel Oestreich summarized the current Code requirements and procedures pertaining to fence installations. He also spoke about the level of permit activity

related to fences. The Committee discussed the height restrictions, variance process and survey requirements. The Committee agreed to continue the discussion at the next meeting.

5. Briefing/Clarification on procedures/permits/approvals of sheds at private residences.

Director of Building Services Joel Oestreich summarized the current Code requirements and procedures pertaining to sheds. He noted that issuance of fence permits was a rare occurrence. The Committee discussed the setback requirements, architectural review and design guidelines, and variance process. The Committee agreed to continue the discussion at the next meeting.

6. General Good and Welfare/Public Comment.

No comments.

7. Adjournment.

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

Respectfully Submitted,

Paul Boening – Assistant Village Manager