



Ad Hoc Teardown/Rebuild Review Committee Minutes
Monday, January 15, 2017, at 5:00 pm
Whitefish Bay Library Program Room

I. Call to Order and Roll Call:

The meeting was called to order at 5:01 pm

Present: Trustee Fuda (Chairman), Trustee Serebin, Roy Wagner, Meg Baniukiewicz, Lynn Ludke, Sarah Malik

Also Present: Paul Boening – Village Manager, Joel Oestreich – Building Services Director, Tim Blakeslee – Assistant Village Manager, Chris Jaekels – Village Attorney

II. Introductions

Trustee Fuda introduced himself and thanked the committee and staff for taking the time to prepare and be a part of the newly created committee. The committee members introduced themselves and each gave a brief summary of their background and interest regarding teardowns and rebuilds in Whitefish Bay.

Trustee Fuda mentioned that the staff memo prepared for the Village Board in November 2017 provides a great synopsis of the topic at hand.

Trustee Fuda stated that he would like the committee to be data-driven and process oriented.

III. Discussion regarding existing Demolition Permit process.

Village Manager Paul Boening introduced the topic and stated that there was a memo and checklist in the packet. Building Services Director Joel Oestreich provided a walkthrough of the current demolition checklist. Oestreich noted that he gets comments that Whitefish Bay has one of the tougher demolition processes in the area.

Trustee Fuda asked how many demolitions have resulted in an empty lot with no planned redevelopment. Oestreich stated that he believes that there have been two since he's been involved. Oestreich noted that most teardowns didn't happen until after ARC has approved the design of the rebuild.

Trustee Fuda asked if a resident has questions, do they work with Staff. Oestreich stated that residents work with the Village Staff. Lynn Ludke asked if fencing is required for all teardowns. Oestreich stated that he implemented a fencing policy a couple years ago and that since then all teardowns are required to have fencing.

There was discussion regarding how residents were notified of a teardown. Oestreich stated that there is a sign on the property and a letter is sent to those in the design area. Ludke asked how often the demolition checklist is updated. Oestreich stated that he tries to keep the application current.

Ludke asked about testing for lead and asbestos. Trustee Serebin asked about the asbestos requirements. Ludke stated she was worried about lead and backfill. Oestreich and Jaekels discussed the related State, DNR, and OSHA standards that regulate contractors.

Jaekels stated that the Village has no authority to deny a demolition permit.

IV. Discussion regarding existing ARC submittal process.

Oestreich provided a background and rundown of the current ARC submittal process. He stated that prior to the current process, people were coming in with a huge variety of plans. Oestreich outlined the new process. He highlighted that it involves a pre-development meeting and walking a resident/developer through the submittal checklist. It also involves sending letters to the design area (measured by lots) prior to an ARC meeting.

Trustee Fuda asked how much lead time is given with regards to a notice letter. Oestreich stated that letters are not required but usually get to owners seven days prior to the meeting. Trustee Fuda asked if residents wait until ARC to provide feedback. Oestreich noted that some people show up at ARC, others send email, and some come in to review the plans. Ludke asked if feedback from residents that cannot make it to ARC meeting is supplied to ARC. Oestreich stated that the feedback is included in the ARC meeting packet.

Roy Wagner stated that the current application process was a result of the inconsistency of applications. When it was first adopted there were training sessions with builders and owners. Trustee Fuda asked if the application process is working. Wagner stated that it was working and increasing the consistency of applications.

A member of the audience, Tom Florsheim (832 E BIRCH AVE), stated that residents typically only get a week to look at plans.

A member of the audience, Doug Guinn (820 E BIRCH AVE), stated that there should be a sit-down with developers. He said that some of the developers shouldn't be developing.

Trustee Fuda and Serebin asked how many of the 12 teardowns and rebuilds in the last 5 years were 'spec' houses. Oestreich said he would get that information and provide it at the next meeting.

A member of the audience, Doug Guinn (820 E BIRCH AVE), stated that he has received notices for garage teardowns and rebuilds.

Sarah Malik asked about electronic submittals and if they can be placed online for review. Oestreich stated that at one time they were required, but they haven't been the last few years. Boening stated that it's something that Village Staff can look into.

Meg Baniukiewicz expressed her experiences with submittals in other communities and states that the lead time here in Whitefish Bay is equal or long than other communities. She believed only River Hills has a tougher submittal process.

Ludke stated that the checklist is great, but that it doesn't address design guidelines. Baniukiewicz stated that the design guidelines are discussed in detail at the ARC meetings. Ludke stated that the guidelines are not consistent and not always clear-cut.

A member of the audience, Doug Guinn (820 E BIRCH AVE), stated that he agreed with Ludke.

Trustee Serebin stated that guidelines are inherently subjective. Baniukiewicz agreed.

V. Discussion regarding soliciting feedback from ARC members and/or staff for Committee review.

Malik asked if the guidelines speak to bulk/mass. Trustee Fuda stated that he was interested in the issues that have come up from recent projects that have gone through ARC. Baniukiewicz stated that in the last year ARC has been overwhelmed with agenda items and suggested that maybe there should be a separate review of teardowns and rebuilds.

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

Trustee Fuda stated that would like to see examples of recent major teardowns and rebuilds and the specific issues there have been along with a process to compare.

Trustee Serebin asked about seeing other measures that could be used to review teardowns and rebuilds including looking at volume.

Wagner stated that he would like everyone to have a better sense of the ARC process and that there should be a review of a case. He stated that there are usually unanimous decisions and that inconsistency is built into the process.

A member of the audience, Kevin Whaley (722 E LAKE VIEW AVE) stated that it's hard to get a notice for an ARC meeting on Friday for a meeting the following Thursday. He encourages giving residents more time.

Ludke stated that it's important to alert resident that there are design guidelines and that they have the opportunity to comment.

VII. Next Meeting – Monday, February 5th at 5:00 pm (Library Program Room).

VIII. A motion was made by Trustee Serebin to adjourn the meeting at 6:01 p.m. Seconded by Wagner. Motion carried 6-0.