

**PROPERTY ENHANCEMENT COMMITTEE**  
**MEETING MINUTES February 27, 2013**

Present: Chair Bill Schmidt; Members Sandy Gresak, Jim Hilborn, and Maureen Kirkus; Staff members Raquel Becerra, Joanne Kalchbrenner, Steve Kalish, John Tautkus and Becki Tybor. Trustee Pojack

Chairman Bill Schmidt called the meeting to order at 6:35 pm.

**Minutes**

January 23, 2013 minutes were approved with the correction that the 44 Oriole garage restoration is complete, but the shed issue is still outstanding.

**Discussion Items**

Steve Kalish presented a summary of specific sections of the property maintenance code for the committee members. He reviewed the exterior structure section of the code including:

- Section 304.2 which requires that exterior surfaces be maintained in good condition. This includes siding, trim and fences.
- Section 304.7 indicates that roofs must be maintained and can't have tarps. Gutters are not required by the code, but proper drainage must be maintained.
- Section 304.13 regarding windows that prohibits broken windows. Chairman Schmidt asked if we address energy requirements for windows, which Steve responded is done when a permit is submitted.
- Steve Kalish also noted that defunct signs must be removed within 60 days of closing of the business. Members asked about temporary signs which Mr. Kalsih indicated he would review at the next meeting.

**Items Raised by Committee**

- 152 Shubert – There was a complaint of six or seven vehicles in the rear yard, with staff did not see upon inspection. Staff will monitor the situation, but noted that the owner has a rental license.
- 50 E. Shubert – Staff confirmed that they do have a rental license

**Adjourn**

The meeting was adjourned at 7:25 pm