

**PROPERTY ENHANCEMENT COMMITTEE
MEETING MINUTES
February 25, 2015**

Present: Chair Bill Schmidt; Members: Jim Hilborn, Bill Burger Village Board liaison: Chester Pojack; Staff liaison: Steve Kalish; Staff members: Tom Bialas, Jennifer Hopwood.

Not Present: Eric McFadden, Ann Weinsheim, Sandy Gresak

Chairman Bill Schmidt called the meeting to order at 6:34 PM.

Minutes

January 28, 2015 minutes were approved.

Topic of Discussion – Building Permit Application Process & Requirements

1. Steve Kalish went over the Building Permit Application form. It was mentioned that it was easy to read and follow.
2. It was explained how important it is that the form get filled out in its entirety. The bottom half needs to be filled in completely with owner and contractor information. If there are sub-contractors there is to be additional sheets submitted with the application with all sub-contractors listed.
3. All contractors and sub-contractors must be licensed and bonded with the Village before the permit will be issued and the work can begin.
4. All documentation that supports the application, i.e. plat of survey, drawings, architectural designs must be submitted at the time the permit application is submitted.
5. The fee schedule was reviewed by the committee, as it is fairly new and approved by the Village Board.
6. Bill Burger mentioned he thought that the door permit was priced a little high. Steve explained that the door permit was for exterior doors to the home only and that this was due to the energy efficiency code.
7. Trustee Pojack mentioned the flagpole permit price. Tom Bialas responded that permit fees are to cover inspections. If a flagpole is installed properly then it requires post hole inspections.
8. Bill Berger asked to have clarification on what the permit fee was for. Steve Kalish and Tom Bialas both responded the fees cover plan review time, zoning approval, document processing and inspections.
9. Bill Burger inquired what Mechanical Permit meant as well as Antenna. Steve Kalish responded Yes, a permit is required for an antenna. This is a requirement per the zoning ordinance – quantity, location and installation needs to be approved. It isn't uncommon for a home to have more than one antenna. Trustee Pojack added that he sees them installing them on the weekends and stops the people.
10. Trustee Schmidt asked if the fee schedule is handed out to all when they are filling out the application. Tom Bialas said no, it is published and public record. We also have a copy of the ordinance at the front counter for Residents and Contractors to reference.

11. The committee discussed the list of permits and inspections associated with the permits.
12. Tom Bialas added that Joanne Kalchbrenner and Jim Saxton worked on the fee schedule and that the Village was still lower than most surrounding communities.
13. Trustee Pojack wanted the flagpole fee revisited. Tom Bialas explained that the fee was for the large flagpoles and they require inspections to make sure they are installed properly. These poles require digging, zoning approval and require that JULIE be called.
14. Bill Burger stated that he realized the cost and what we put into each permit, but the fees can discourage people and they will start do projects illegally.
15. There was a discussion on the electrical permits. Steve Kalish explained that the Village wasn't trying to make residents changing a fixture, get a permit. For example, a basement with multiple rooms with one outlet, using multiple extension cords in a living space; or there is no switch at the bottom of the stairs for a light fixture to illuminate the staircase. There was further discussion on what requires a permit. The goal of the Village is to know that when they leave a property, it is a safe environment for the resident.
16. Tom Bialas reiterated that due to the rental program and the vigilance of Inspector Rickard and Kalish, the real estate transfer inspections are going much more smoothly/ There is a direct positive result from the rental inspections on the RET Inspections and permit applications since the inspectors all use the same inspection form.
17. Steve Kalish stated the landlords are happier – they have fewer complaints and appreciate the inspections and the permit process once they get onboard with the Village system. Looking at the fees does look overwhelming but there is a definite benefit across the board.
18. Signs are a bit more extensive of an issue as there is required zoning approval.

Topic of Discussion – Miscellaneous Items

1. Stonegate – Bill Burger mentioned that Stonegate had separated and asked how Community Development handled code enforcement in the area. Steve Kalish stated there are multiple scenarios going on in that area. There are multi-family housing rental units, single family rental units as well as owner occupied units. The multi-family is 11 buildings covered by one management company and rented as apartments. On the north side of the street are the condos. The management company has changed multiple times. They have since supplied the Village with a list of non-owner occupied units.
2. Bugs – There has been a rising issue with bugs – both bed bugs and cockroaches.
3. Gladstone – Steve Kalish was asked about a situation on Gladstone. He stated that it is ongoing. Jim Saxton is working with the resident on inspections.

Next Meeting: April 22nd, 2015 at 6:30 PM.

Adjourn: The meeting was adjourned at 7:29 PM