

PROPERTY ENHANCEMENT COMMITTEE
Citizen's Code Academy
MEETING MINUTES
May 26, 2021

Present: Trustee Chester Pojack, Jim Hilborn, Paul Gasiiecki, Trustee Mohammed Siddiqi

Also Present: *Staff liaison:* Steve Kalish, Tom Bialas,

Absent: Syed Razvi, Chair Bill Schmidt (Excused)

Trustee Pojack (Acting Chair) called the meeting to order at 6:33 PM.

Trustee Pojack advised the Committee of the death of a committee member. Sandy Gresak passed away in April. He commented that Mrs. Gresak will truly be missed. Trustee Pojack expressed the Village's heart-felt appreciation for her dedication to the community, the Property Enhancement Committee, of which she had been a long time member, and the Village of Glendale Heights.

Minutes

The April 28, 2021 minutes were approved.

Discussion Items:

- Fences: Fence permitting and property maintenance.
 - AtD. Bialas and LCEO Kalish provided a Power Point presented and participated in discussion regarding the permit process and requirements for owners to install, replace and maintain fences. Topics included:
 - The Permit Process:
 - The importance of submitting applications in the planning stage of work.
 - No work to be done prior to receiving an approved permit.
 - Contact JULIE to avoid damaging utilities before any digging of postholes.
 - (1-800-892-0123 or 811)
 - Provide sufficient detail of the scope of work.
 - Read and sign required addendum and easement encroachment forms.
 - Provide a Plat of Survey specifying the planned fence location.
 - Contractors must be registered and bonded. Verify the contractor is already registered. If not, have the contractor complete the registration process.
 - Upon submission, the fence permit application goes through Plan Review.
 - The examination of the application may require re-submittals based on initial review. The applicant / contractor would be asked to provide additional details in order to pass review and have the permit issued.
 - Once approved the permit can be issued. A Com Dev staff member will make notification to pick up the permit.
 - All fees/deposits need to be paid.
 - Once issued, the applicant must display the Permit Card at the property.
 - Work can begin. The card allows enforcement officers and neighbors to know a permit has been obtained for work being performed at the address.

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- The Inspection Process:
 - Fences typically require a final inspection; some cases may require posthole inspections based on the scope of work.
 - All inspections must be called in as noted/required on the permit document.
 - Permit work is considered completed upon passing final inspection.

- Property Maintenance:
 - The Property Maintenance Code, as amended and adopted by the Village, requires owners to maintain structures and exterior property in compliance with the code.
 - Specifically, Section 302.7 Accessory Structures states, "All accessory structures, including detached garages, fences and wall, shall be maintained structurally sound and in good repair."
 - Code Enforcement Officers can issue violations notices and subsequently tickets for failure to maintain fences.

Topic of Discussion – Miscellaneous Discussion by Committee

- Trustee Pojack inquired about a fence in disrepair at Gladstone and Bloomingdale Road that was missing slats. LCEO Kalish advised an inspector would make contact with the owner regarding repairs and a violation notice.

Next Meeting: The next Property Enhancement Committee meeting will be June 23, 2021 at 6:30 pm in the Floyd Brown Room, 1st Floor of the Village Hall.

The next Property Enhancement Committee - Meeting / Landlord Manager's Meeting will take place August 25, 2021 at 6:30 PM in the Council Chamber, 2nd Floor of Village Hall.

Adjourn: The meeting was adjourned by Acting Chairman Pojack at 7:22 PM.