

**Minutes of the Meeting of the Building Inspection Ad-Hoc Committee  
Held On Thursday, May 18, 2017 Pursuant to Notice Duly Given**

1. Meeting called to order at 5:30 p.m. by Mayor Heier
2. Roll Call: Mayor Heier, Joe Last, John Reed, Al Schreiber, Bernie Faith (5:31-6:12), Kim Bronikowski (excused at 6:01), Mike Pecor, Sara Perrizo (also as recording secretary)  
Excused: Jeremy Wusterbarth
3. Election of Chair  
Mayor Heier asked for nominations for Chair of the committee. Perrizo nominated Schreiber and Pecor seconded the nomination. Schreiber accepted. Mayor Heier asked three times for further nominations and none were presented.

**Moved by Reed, seconded by Faith to close the nominations.**

**Motion carried upon verbal voice vote.**

**8 ayes**

**Moved by Reed, seconded by Pecor to elect Al Schreiber as Chair of the Building Inspection Ad-Hoc Committee.**

**Motion carried upon verbal voice vote.**

**8 ayes**

4. Election of Vice-Chair  
Mayor Heier asked for nominations for Vice-Chair of the committee. Pecor nominated Bronikowski and Perrizo seconded the nomination. Bronikowski accepted. Mayor Heier asked three times for further nominations and none were presented.

**Moved by Schreiber, seconded by Faith to close the nominations.**

**Motion carried upon verbal voice vote.**

**8 ayes**

**Moved by Perrizo, seconded by Schreiber to elect Kim Bronikowski as Vice-Chair of the Building Inspection Ad-Hoc Committee.**

**Motion carried upon verbal voice vote.**

**8 ayes**

5. Approval of Agenda

**Moved by Heier, seconded by Reed to approve the agenda as presented.**

**M/C**

6. Approval of Minutes from 4/11/17 Meeting

**Moved by Bronikowski, seconded by Last to approve the minutes as typed.**

**Motion carried upon verbal voice vote.**

**8 ayes**

7. Correspondence/Public Appearances

Reed brought up the handling of notices to property owners regarding painting their homes. He would like to take a step back to decide how to go about this. There was a public forum held, but it didn't work the way it was intended. If we just begin sending out notices, things won't go well. Perrizo stated that she and Last discussed this as well and a department head meeting may be the best place to begin with this. Pecor suggested that before any letter or notice is sent, people should first be approached to explain the ordinance. He has heard some people are upset with the process already. Reed stated that some things must be fixed because they are a

fire or safety hazard, but we need to discuss how “nit-picky” to be. Also, there is the issue of finding time to do all of this. We need to find a “happy medium” in this process. Schreiber agreed that a happy medium is needed, but also pointed out that we can’t go back to doing nothing. Bronikowski stated that the houses that come to her mind are those that are completely dilapidated, not those that just have minor issues. We need to focus on those property owners who don’t do anything to maintain their properties. Mayor Heier reminded the committee that four dilapidated homes are being torn down by the City. By doing what we are doing now with code enforcement, we want to prevent having to tear down more homes in the future. The consensus of the committee was to have the department heads and mayor meet on this and bring forward ideas.

8. Discussion/Possible Recommendation on:

a. Ordinance 13-1-122 – Parking in Residential Yards

Discussion about the current ordinance revealed that currently parking is not allowed in front yards of single-family and two-family zoned districts, unless it is on a driveway. Last suggested that if an area has gravel, concrete, etc, parking there should not be an issue. Pecor asked why parking on grass is not allowed. Mayor Heier explained that parking on grass often creates ruts, especially in places where more than one vehicle is parking. Faith noted that some properties already have gravel in the front yard for parking. Perrizo suggested allowing parking in front yards as long as there is a designated parking area established. Reed stated that we have to be fair and consistent and we can’t let some park on lawns and not allow others to do the same.

**Moved by Perrizo, seconded by Reed to add the verbiage, “or an established, approved parking area” to ordinance section 13-1-122(c)(3).**

**Motion carried upon verbal voice vote.**

**7 ayes**

b. Ordinance 13-1-121(h) – Unlawful Truck Use

Faith stated that this item pertains to semi-trailers that are used for storage/moving of product in industrial or commercial areas. Under the current ordinance, this is not allowed, but Faith would like to see this changed. Last agrees, stating that our industrial areas should be able to use the trailers for storage. For the commercial districts as well as the length of time this use is allowed, Last feels that use of the trailers for storage should be at the discretion of the City. Reed noted that, as Fire Chief, he wants to know what is inside of each trailer. Faith suggested that approval be based on the discretion of the Fire Chief and Building Inspector.

Pecor asked if the trailers have to be licensed. Mayor Heier thinks they should be as they need to be ready to move. Pecor brought up the Winter Wonderland trailer, which is stored on City property, and moved to Holtwood each year, but is not licensed. Faith suggested that this item be tabled until next month so that he can research how many trailers would be affected by this and collect other information.

c. Ordinance Regarding Vacant Building Code

Last stated that he received an email from a mortgage company asking if the City has an ordinance in place requiring them to register vacant homes. Since we do not currently have such an ordinance, Last got samples from several cities and found that the ordinances hold mortgage companies and banks responsible for the maintenance of vacant properties that they own. Perrizo noted that there have been times when it has been a struggle to find out which bank or mortgage company owns a property and this ordinance would help with that. Schreiber agrees. Last noted that the implementation of the

ordinance could be slow and/or difficult because most of the banks/mortgage companies would be unaware of the ordinance. Schreiber stated that all mortgages are recorded with the Register of Deeds and suggested that they would be a good resource.

**Moved by Perrizo, seconded by Heier to refer this ordinance to Attorney Calvert, Building Inspector Last and Administrator Perrizo.**

**Motion carried upon verbal voice vote.**

**6 ayes**

d. Ordinance 13-1-153 – Bayshore Road

Last explained that Bayshore Road has its own set of ordinances, but after the recent changes to some ordinances and the new Shoreland Zoning ordinance that was approved, it would make sense for the Bayshore Road district to have the same regulations as the rest of the R1 zoning in the city. This would change the front setback area to 25 feet, but the district gained setback area in the rear yards with the recent ordinance changes. Schreiber agrees with this change.

Discussion ensued regarding setbacks from the high water mark, the average setback rule and the new shoreland ordinance. Last suggested removing the entire Bayshore Zoning ordinance and having that area follow the regular R1 zoning.

**Moved by Schreiber, seconded by Heier to delete ordinance 13-1-153.**

**Motion carried upon verbal voice vote.**

**6 ayes**

9. Adjourn

**Moved by Heier, seconded by Last to adjourn.**

**Motion carried upon verbal voice vote.**

**6 ayes**

**Meeting adjourned at 6:35 p.m.**

Respectfully Submitted:

Sara J. Perrizo, CPA

Administrator