

PROPERTY ENHANCEMENT COMMITTEE
Citizen's Code Academy
MEETING MINUTES
April 28, 2021

Present: Chair Bill Schmidt, Jim Hilborn, Paul Gasiiecki, Mohammed Siddiqi, Don Williams

Also Present: *Staff liaison:* James Saxton, Steve Kalish, Tom Bialas, Trustee Chester Pojack

Absent: Syed Razvi,

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

Minutes

The March 24, 2021 minutes were approved.

Discussion Items: Landlord Managers Meeting

- Building Permits presentation by Deputy Building Code Official James Saxton.
 - DBCO Saxton provided a Power Point presented and participated in discussion with attendees regarding Alteration to Rental Properties and Permit Requirements.
 - Topics included:
 - The Permit Process: (Submit application in planning stage of work. No work prior to receiving an approved permit.)
 - Application Submittal (Provide sufficient detail of the scope of work. Include all requirements.)
 - Application Plan Review (Examination of the application may require re-submittals based on initial review. The reviewer may contact applicant / contractor for additional details in order to be able to approve the application for issuance of the permit.)
 - Application Approval (Once able to be issued, a Com Dev staff will make notification to pick up the permit as the review is completed and the application is now an approved permit.)
 - Permit Issued (Requires paying all fees/deposits, obtaining the permit, and posting the Permit Card at property so start can work.)
 - Call for Inspection(s) (Applicant/Contractor is responsible to call for progressive inspections as set forth in the issued permit. Passing all progressive inspections is required before calling for the final inspections.)
 - Work/Permit Final Approval (Pass final inspections = done.)

Topic of Discussion – Miscellaneous Discussion by Committee

- None.

Next Meeting: The next Property Enhancement Committee meeting will be May 26, 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 Chairman Schmidt at 7:35 PM.