



PROPERTY MAINTENANCE CODE APPEALS BOARD
City of West Allis

PROPERTY MAINTENANCE BOARD OF APPEALS MINUTES
March 20, 2013

MEMBERS PRESENT:

Don Kosiboski, Chair
Michael Pranghofer
Steve Feuling
Donna Krahn, Alternate

ALSO
PRESENT:

Ted Atkinson, Director of Bldg. Insp. & Neighborhood Services
Janis Griffiths, Clerical Support
Art Huebner, Code Inspector
Dan Adamczyk, Code Inspector

The meeting was held in room 128. Chairman Kosiboski called the meeting to order at 7:00 PM.

Krahn moved to approve the minutes of the November 10, 2011 meeting. The motion was seconded by Pranghofer and unanimously approved.

Ted Atkinson, Director of Building Inspections & Zoning, reviewed the establishment of the Property Maintenance Program and the Property Maintenance Appeals Board. The Program, established in 2001 in the 1st Aldermanic District, expanded to the 2nd Aldermanic District and now includes pretty much of the whole City. The program changed the focus of code inspection in the City from reactive to proactive. Shortly after the Program's establishment, the Property Maintenance Appeals Board was established at the request of the Council to give the homeowner recourse if they felt the inspector's required corrections were somehow unjust or excessive.

Atkinson went on to explain that, to date, the Board has heard two cases. Both of these cases were heard back in 2003. Atkinson attributed the lack of cases to a willingness of the City to work with the homeowners and to funding programs available through the Community Development Division.

Atkinson then did a short review of the Property Maintenance Code (Section 13.28). He also explained a bit about the operation of the Code Inspection portion of the Department of Building Inspections and Neighborhood Services; the inspection process and the Notice/Order process that is followed prior to bringing people into court. It was also mentioned that with the implementation of the Hotline, we have seen an increase in the number of complaints.

An explanation of the Property Owner Registration was given by Atkinson. The Registration began a little over two years ago in October 2010. All owners of Commercial property and any Residential property where they do not reside must register said property. This allows the Departments of the City to have an address and phone number to contact the owner at. With this information on hand, the Code Inspectors are able to contact an owner of a property and many times correct a violation before the letter is even mailed out.

Chairperson Kosiboski called for the annual election of officers. Feuling nominated Mr. Kosiboski for the Chair position; the nomination was seconded by Pranghoffer and unanimously approved. Kosiboski nominated Pranghoffer for the vice-chair position. This nomination was seconded by Krahn and unanimously approved.

The Board Members then discussed having an annual meeting if there are no meetings called. It was agreed upon that they meet on a yearly basis if no cases brought them together before that time. Atkinson stated meetings are held at the call of the Chair.

The meeting was adjourned at 7:40PM.

Respectfully Submitted,

Ted Atkinson

4/8/2013
Date

Ted Atkinson, Secretary, Prop. Maintenance Board of Appeals
Director of Bldg. Inspection & Neighborhood Services

Approved by Property Maintenance Code Appeals Board

2/19/2014
Date

jg
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