



**PROPERTY MAINTENANCE CODE APPEALS BOARD**  
City of West Allis

PROPERTY MAINTENANCE BOARD OF APPEALS MINUTES  
February 19, 2014

MEMBERS PRESENT:

Don Kosiboski, Chair  
Michael Pranghofer  
Diana Kuehl  
Chad Larson  
Walter Sturgeon  
(Donna Krahn excused)

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 220. Chairman Kosiboski called the meeting to order at 7:00 PM.

Ted Atkinson, Director of Building Inspections & Neighborhood Services, stated there were three new Board Members and then all present gave a short introduction about themselves. The information for the Appeals Board contact sheet was updated.

Director Atkinson, reviewed the establishment of the Property Maintenance Program and the Property Maintenance Appeals Board. The Program, established in 2001 in the 1<sup>st</sup> Aldermanic District, expanded to the 2<sup>nd</sup> Aldermanic District and now includes a lot of the City that is CDBG eligible. 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. The Application Notice of Appeal was distributed and reviewed by the Board.

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, policy to allow time extensions 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 reviewed the Code Inspection program: the inspection process, the Notice/Order communications including anonymous complaints process, and the court process. It was also mentioned that with the implementation of a Hotline, there has been 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 the owner does not reside must register owner contact information. 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. Sturgeon 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 Larson and unanimously approved. It was noted that Donna Krahn will be the Alternate Member.

Kuehl moved to approve the minutes of the March 20, 2013 meeting. The motion was seconded by Sturgeon and unanimously approved.

The Board Members then discussed having an annual meeting if there are no appeals scheduled or business to conduct. It was agreed upon that they meet on a yearly basis if no cases are scheduled. Atkinson stated that meetings will be held at the call of the Chair.

The meeting was adjourned at 8:10PM.

Respectfully Submitted,



Date

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

Approved by Property Maintenance Code Appeals Board \_\_\_\_\_  
Date

jg  
PMAB Minutes 2-19-14