

## **Special Building Committee Meeting Minutes**

**18 February 2021**

Members:

Mayor Bill Koons (WK), Dept. Head  
Gerald Canton (JC), Member  
Ruth Griswold (RG), Building Department Admin. Assistant  
Dave Hocesvar (DH), Building and Zoning Official  
Chris Berger (CB), Chair

Meeting called to order at 8:00AM by the Chair. This meeting was conducted via zoom.

The Building Committee (BC) met for the singular purpose to review the findings of the Solicitor's report to the Planning Commission.

The BC reviewed each of the 19 cases listed by the Solicitor and discussed in detail the issues with each case which included:

1. Abandoned or Withdrawn Applications
2. Missing paperwork
3. Missing documentation in the Building Department Software (BDS)
4. Recommendations to waive fees.
5. Conditional Use occupants
6. Signage requirements

The BC is now reviewing a draft of the detailed minutes of the Special Meeting and will submit the results of their discussion to the PC not later than 1 March 2021. PC has indicated that they will review these issues in detail with WK, DH, and RG at the next PC Meeting in March.

The chair stated that as a result of these discussions, the BC hopes that PC will make a recommendation for changes in process(es) or Ordinance(s) to close the loop on these errors and that in coordination with the BC, such recommendations would be brought to Council for consideration and implementation.

After the draft report has been reviewed by the BC and submitted to PC, the chair will submit the detailed report to Council.

The meeting was adjourned at 9:34AM by agreement of the chair and JC.

Submitted by: \_\_\_\_\_  
Christopher J. Berger, Chair