

MEETING MINUTES



MEETING	Property Standards Committee Meeting		
DATE	February 7, 2018		
LOCATION	Committee Room C		
TIME	7:00 PM		
PRESENT	Committee members		Jon Hebden, Katharine Lammer, Bob Foster
	Program Manager Bylaw Compliance, Security and Licensing		Randy Berg
	Property Standards Inspector		Jason Lapier
	Secretary-Property Standards Committee		Rebecca Smith
	PSC-17-008	Lawyer for Appellant:	Kevin Thompson

DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	Appointment of Chair Person: J. Hebden appointed Chairperson
2	Disclosure of Pecuniary Interest: There were no declarations of pecuniary interest.
3	<p>PSC 17-011 – 304 Waterloo Ave</p> <p>Meeting called to order at 7:05 pm</p> <p>Introductions of the Committee, City Staff and the appellant of PSC-17-011 were made</p> <p>Chair (J. Hebden) asked City to present its case.</p> <p><u>Background:</u></p> <p>J. Lapier – Attended on September 14, 2017 and noted the following concerns:</p> <ul style="list-style-type: none"> ▪ Cladding removed on either side of front door exposing what appears to be the original wood siding ▪ Gap around door casing and frame/door opening with exposed insulation ▪ Exposed junction box be front door light ▪ Front porch guard rail rotted and rusted ▪ Bottom support posts rotted through on either side of stairs and other parts of metal guard rusted and rotted through ▪ Gaps, voids and holes in stone rubble foundation on left / driveway side of house ▪ Gaps around basement window frame and foundation <p>(Pictures showing the building were presented by Jason).</p>

As the result of those inspections a notice was issued. On November 6, 2017 a second inspection was completed as there was not change an Order was issued to:

1. Replace or repair the rotted and rusted perimeter metal guard system, handrails and porch roof support system (columns / posts) located on and serving the front porch.
Note: Item #1 above may require a building permit. Please contact Building Services for permit requirements at 519-837-5615.
2. Seal the openings and gaps around the front door frame and basement window frames located on the driveway side of the house and ensure the door and windows are maintained in a weather tight condition.
3. Repoint and seal the cracks, voids, gaps and holes on the exterior side of foundation wall facing the driveway, gaps and voids in the rear exterior foundation wall and ensure the foundation walls are maintained in good repair, weather tight and sealed to prevent the entry of water and / or rodents into the building
4. Install a cover plate on the open electrical / junction box located on the front exterior wall to the left of the front door.

This was issued on November 8, 2017 with a compliance date of January 3, 2018.

Re-inspection was completed February 6, 2018 and the house remains in the same state

The chair (J. Hebden) asked the committee for questions for the City:

B. Foster – Is the foundation wall leaking?

J. Lapier – Unsure as an inspection was only completed from the outside

B. Foster – These foundation concerns do not appear structural

R. Berg – Crack coming from the corner of the window could indicate some failure in the foundation

J. Lapier – The goal is to have them repaired to prevent water and rodent damage

B. Foster - This work may be hard to complete in winter

J. Lapier – The first notice was sent to the owner in September

J. Hebden – Asked if the City had anything to add

R. Berg – Not at this time

Chair (J. Hebden) asked the appellants to present their case:

K. Thompson – The Order received after the November 6, 2017 inspection was the first correspondence the owner received with regards to these concerns. It was appealed by the deadline to the committee. Currently the property is vacant.

The owner acknowledged that work does need to be completed on the property, but is requesting more time as winter is not a conducive time to complete the work. The work

	<p>will be scheduled once the weather permits and contractors are available, potentially in May. The owner is currently ill (doctors note provided) and unable complete the required work in the winter.</p> <p>There was an electrician onsite today to look at the junction box. For item 4 we are looking to have it confirmed and extended to today's date.</p> <p>For items one to three the owner is looking more time, until the end of May.</p> <p>The chair (J. Hebden) asked the committee for questions for the Appellants:</p> <p>B. Foster – The house has been unoccupied since September</p> <p>K. Thompson – It has been unoccupied for since well before then</p> <p>K. Lammer – Is there a property management company looking after the property.</p> <p>K. Thompson – It is a family run business and the family members are looking after the property</p> <p>The chair (J. Hebden) asked for any more questions from the committee to any of the parties:</p> <p>K. Lammer – Is the notice sent registered?</p> <p>J. Lapier – The Order is, however notices are not.</p> <p>The chair (J. Hebden) closed the meeting and let the attendees know they were welcome to stay while the committee deliberated and reached a decision.</p>
4	<p>DECISION PSC 17-011</p> <p>Motion by K. Lammer and seconded by J. Hebden.</p> <p>In the matter of the Appeal of the Order of the Property Standards Officer issued on November 8, 2017 regarding 304 Waterloo Ave, being PLAN 34 LOT 20, it is the decision of the Committee that items one, two and three of the Order 17-006302 CM are confirmed and the compliance date extended to May 31, 2018. Item four of the Order is confirmed and the compliance date extended to February 8, 2018</p>
5	<p>PSC 17-012 – 94 Sunnylea Cres</p> <p>Appellant did not show – deferred to next meeting</p>
7	<p>Approval of Minutes:</p> <p>Motion by K. Lammer and seconded by J. Hebden to approve minutes from November 29, 2017</p>
8	<p>Meeting adjourned at 8:00 pm by motion of K. Lammer and seconded by J. Hebden</p>