

Planning & Development Department

2016 Quarter 1 Activities

Type of Building Improvements

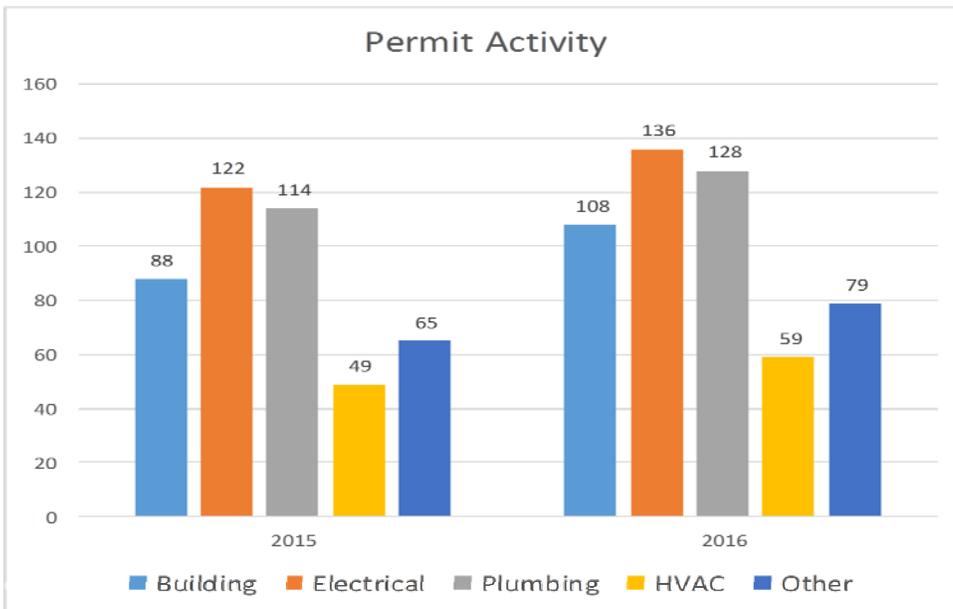
Only looking at building permits, the majority of permits are for renovation projects, for kitchen or bathroom remodels. Roofs were the second highest issued building permit. Given the winter months, permit activity for outdoor improvements are expected to be low.

Permit Activity

The department received a total of 510 applications between January 2016 and March 2016. That is a 22% increase over 2015 application totals of 438. The below chart lists each of the four trade permit totals and combines the remaining permit and application totals, such as Alter and Special Privilege.

These totals do not include occupancy applications or enforcement orders.

Type of Work	Total
Addition	1
Alteration/Finish	2
Deck/Patio/Porch	2
Demolition	1
Dormers	2
Drain Tile	3
Driveway	2
Fence/Wall	8
Foundation	3
Garage/Shed	5
Other	3
Renovation	52
Roof	19
Siding	5
	108



Property Investment

The following table shows only building permit construction improvement values by use. A total of \$2,262,907 has been invested in the first quarter and over half is in single-family homes, showing that homeowners continue to invest in their properties.

Building Permit by Use	Qtr 1 2016	Construction Value
Commercial	5	\$159,848
Single Family	82	\$1,764,771
Duplex	15	\$236,790
Condominium	3	\$101,500
	105	\$2,262,907

Inspector Activity

The first quarter saw the opening of the Metro Market with issuing a temporary occupancy in February. The inspectors worked through a list of corrections to get the building ready for opening on February 17th. Remaining items are mainly sight work and public improvements.

For phase 2 of the General Capital project, Building Inspector David Henson organized the required contractor meeting, pulling all sub-trade contractors in before starting. Framing started in February and construction continues at a steady pace.

Both building inspectors put a consistent amount of effort into several outstanding commercial violations for properties 4027, 4041, 4488 N. Oakland Ave and 1604 E. Capitol.

Building Inspector David Henson dedicated significant hours into coordinating the cross connection inspections by an outside consultant for the commercial properties. PDD is drafting a procedure for assuming future responsibilities of commercial inspections.

Quarter 1 began year 3 of the business occupancy renewal inspections, coordinating inspections of over 30 businesses before the busy season starts. Businesses have been quick to respond.

Training & Accomplishments

- ◆ In March Code Compliance Inspector Tim Koepp received the HVAC credentials for inspection one- and two-family dwellings. Congrats!
- ◆ Inspectors Tim Koepp and Justin Burris attended Building Inspector Association meetings.
- ◆ Inspector Koepp attended an all-day seminar that the state hosted for reviewing all changes to the building and commercial codes.
- ◆ Planning Director Ericka Lang is participating in an 8-session Quality Roundtable organized by WCTC with area municipalities and companies.
- ◆ Building Inspectors Justin Burris and David Henson attended an all-day electrical training workshop for their continuing education requirements.



Beekeeper Charlie Koenig showing alternative beehives to PDD staff

Beekeeping In Shorewood

On March 15, beekeeper Charlie Koenig educated the planning & development staff about the particulars of urban beekeeping in light of the approved ordinance. Beekeeper applications are due by April 1st each year and are inspected by the code compliance inspector.

To prepare for the April 1st start date, staff created the application, license and brochure and created a webpage dedicated to beekeeping information. Many resources are provided to ensure Shorewood's new beekeepers are successful.

Some fun facts we learned:

- ◆ Colonies have between 5,000 to 50,000 bees
- ◆ The queen bee lives a few years and worker bees 30 days
- ◆ Honey is used to insulate the hives, pollen is the 'meat and potatoes' and nectar is their dessert.
- ◆ Honeybees are not at all interested in human food
- ◆ If spot a swarm of bees, that means the hive has gotten too big and the old queen finds a new home and takes many of the worker bees with her. The swarm will rest 30 feet from the original hive because the queen needs to rest. Beekeepers want the swarms to grow their own colonies.
- ◆ Every third bite of food exists due to bee pollination

PDD Customer Service

Kelly from K2 Structures asked how long PDDs online forms system has been running and said that it is very efficient and she loves it!

Compliment to Crystal Kopydlowski, the owner of Silver Birch Consulting and Construction told her that she is "by far the most pleasant person he deals with" when dropping off permits anywhere!

After an inspection by Justin Burris, a customer service card received said "He was articulate, prompt, well-dressed and a gentleman. After his departure we telephoned your office to say how fortunate you are to have him as an employee! "

Following a building inspection "Thank you for your commitment to our family's safety."

Compliment to Inspector David Henson "David - thank you so much for your quick response. As always, I appreciate your assistance as well as the practical approach to building that exists in the Planning and Development and Building Inspection departments.

David from GSI Builders stated he loves how easy we make pulling a permit and that it is refreshing!

Continuous Improvement

- ⇒ In February, PDD took over responsibility from the finance department for entering miscellaneous revenues that are generated for enforcement re-inspection fees. Now PDD can issue invoices directly from our permit system, which allows staff to track invoices without having to contact finance to confirm status and to more readily provide information to customer service as needed when they receive property title inquiries.
- ⇒ Code Compliance Inspector Tim Koepp worked on creating a naming system for all of the department electronic documents. Since 2014 all records are electronically saved in the building application system. Knowing the electronic records will one day be quite lengthy, having a naming system allows for quick retrieval of documents. Over 40 abbreviations were created.
- ⇒ Administrative Assistant Crystal Kopydlowski created a new report on property records. With only electronic records, providing the most detailed report for permit, inspection and approval history is imperative for when property record information is requested.
- ⇒ Process Improvement #1 – Started creating an Enforcement Order if inspectors observe contractor activity at a property without permits showing in the system. This included a new template letter in BS&A . This helps better track initiatives. The goal was to improve the process and to establish a better system for tracking these properties, and also to establish a way that these observations by staff can be tracked and reported on monthly and in the year end reports. This was established in lieu of the termination of the pre-sale program, ending the village’s authority to inspect homes prior to sale.
- ⇒ Process Improvement #2—Original building plans are catalogued in each individual property record file. Later building plans are catalogued in an Excel spreadsheet. To reduce the time and steps taken to determine if there is a plan available and where it’s located, all original blueprints are being entered into the building application system.

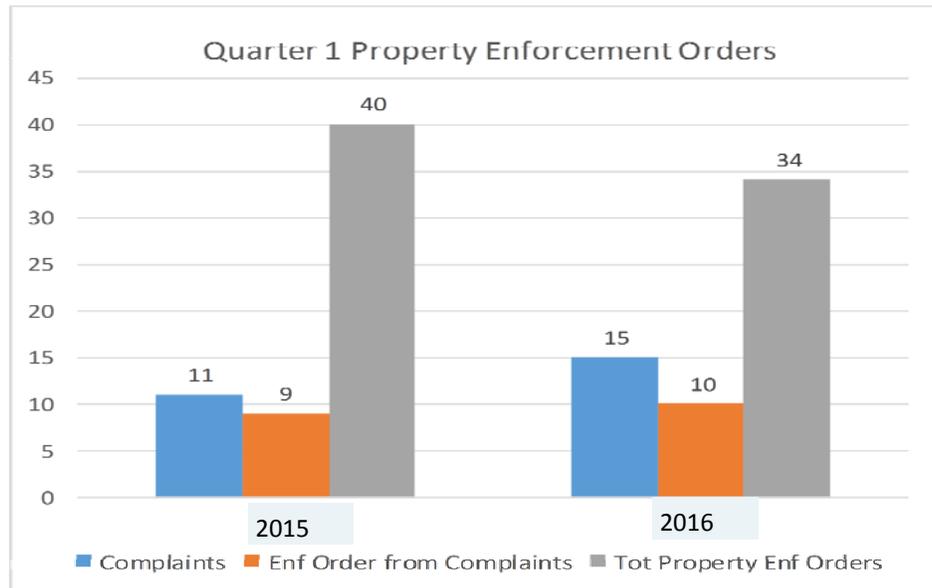
Planning Highlights

- ◆ Continued coordination and support of activity surrounding the Wilson Drive Task Force that have been meeting not less than twice a month.
- ◆ Continued coordination of the TAP bike share grant.
- ◆ Drafted public market program for outdoor space in front of the Metro Market parking deck.
- ◆ Commercial District lighting ordinance approved.
- ◆ Patios in sideyard setback ordinance approved.
- ◆ Coordinated and prepared materials for 2 Plan Commission meetings, totaling 3 agenda items.
- ◆ Coordinated and prepared materials for 1 Board of Appeals meeting, totaling 3 agenda items.
- ◆ Continued administration of Neighborhood Improvement Loan Program, currently with 7 active loans.
- ◆ Assisted consultant MSA in setting up new GIS by Esri mapping platform for launch in June.
- ◆ Designed and assisted with new civic information center located at library.
- ◆ Met or spoke with 5 persons inquiring about business opportunities in Shorewood.

Property Enforcement Efforts

The number of property enforcement orders for quarter 1 total 91; however, two new categories were added to the Enforcement module of the building application system that is included in that total. Those new categories are Cross Connection and Work Without Permit. The below table shows all enforcement orders totaling 91. The graph only includes the original categories, showing the total number of complaints received, orders issued from complaints and total orders. The first two categories are nearly identical from 2015 to 2016.

2016 Total Enforcement Orders by Origination	
Complaints	15
Self-Initiated	35
Duplex Enforcement	9
Work Without Permit	13
Cross Connection	19
Total	91



Re-inspection Fees

Quarter 1 re-inspection fees totaled \$8,725. The bulk of the fees were generated in January with 8 properties involved. These fees are another tool used in trying to gain compliance from property owners. A reminder that the first fee is \$50, the second is \$75, the third \$150 and the fourth \$250. These fees are invoiced and if go unpaid, are placed on the real estate taxes.

Citations

Five citations were issued for five different properties, totaling \$2,310.