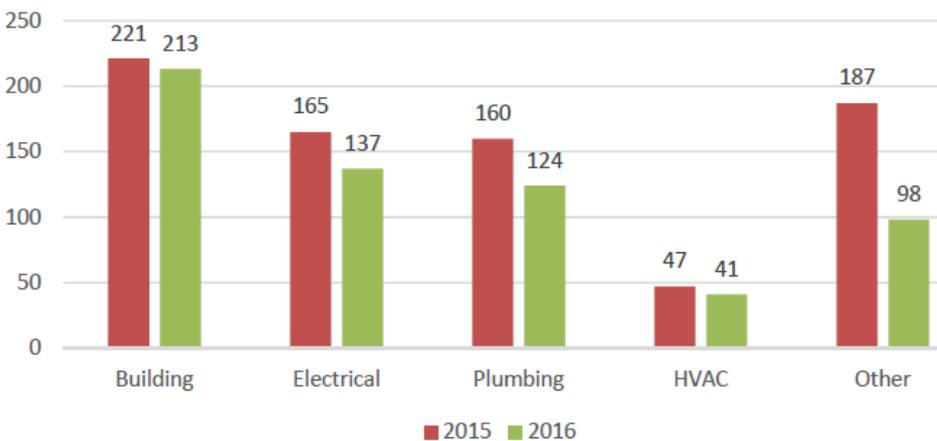


Planning & Development Department

Permit Activity

The department received a total of 613 applications between April 2016 and June 2016. That is a 21% decrease over 2015 application totals of 780. The decrease is mainly because of the termination of the presale program. Quarter 2 2015 presale applications totaled 84; plumbing and electrical also saw large decreases in 2016. The below chart lists each of the four trade permit totals and combines the remaining permit and application totals under 'other', such as Alter the Public Way and Special Privilege.

Permit Volume Quarter 2



Type of Building Improvements

Looking at building permits only, the majority of permits are for roofs, renovation projects for kitchen or bathrooms, patios and fences.

Type of Work	Total
Addition	6
Alteration/Finish	1
Concrete Work	8
Deck/Patio/Porch	30
Demolition	0
Dormers	0
Drain Tile	4
Driveway	12
Fence/Wall	37
Foundation	4
Garage/Shed	7
Other	9
Renovation	41
Roof	51
Siding	3
	213

Property Investment

The following table shows only building permit construction improvement values by use for Quarter 2, comparing year 2015 and 2016. A total of \$2,262,907 has been invested in the second quarter and the majority in single-family homes, showing that homeowners continue to invest in their properties.

Building Permit by Use	Qtr 2 2015	Construction Value	Qtr 2 2016	Construction Value
Commercial	18	\$846,729	9	\$145,393
Single Family	176	\$1,805,443	160	\$2,151,812
Duplex	26	\$229,256	37	\$293,577
Condominium	1	\$7,000	1	\$10,000
	223	\$2,894,428	213	\$2,718,268

Inspector Activity

The three building inspectors performed 1,642 inspections in the second quarter. Activities during the second quarter focused on:

- ⇒ phase 2 of the General Capital project
- ⇒ 7 new garage builds
- ⇒ 3 duplex conversions
- ⇒ Several small business renovations
- ⇒ Open occupancy renewal applications
- ⇒ Dozens of residential renovation projects
- ⇒ Cross connection control survey
- ⇒ Board of Appeals variances



Training &

Accomplishments

- ◆ In April, Building Inspector David Henson attended the building inspector association conference.
- ◆ Inspectors Tim Koeppe and Justin Burriss attended Building Inspector Association meetings. The BIASW is incorporating more tours and demonstrations into their monthly meetings, which is great for new inspectors. They toured the new Oak Creek City Hall and New Baptist Church.

PDD Customer Service

Polished Concrete was in the office picking up application forms. When he was told about our online fillable forms and pay he gave Crystal a high-five and said “you should get a 5-Star Award for having them online and doing online pay. I usually scan in municipalities forms and convert them to pdfs to fill them in any way! Just made my life a bit easier!”

Milestone Plumbing called for an inspection. After scheduled, Inspector Tim Koepp asked if there’s anything else he can help him with. The gentleman noted he was elated that we offer fillable PDF permit forms online and that we are really ahead of other municipalities and didn’t know of any other that even offered this as an option, and really loves what we have done. It makes his life much easier.

An email received:

“Dear Shorewood Village Managers and Code Officers,

I am writing to express my praise and sincere appreciation for the work of Justin Burris.

My family and I just closed on our new home and will be moving to Shorewood within the next week. During the course of our home purchase, we encountered a number of problems with the transaction-- sellers' failure to perform agreed upon work, failure to pull appropriate permits for work, etc...

In the face of these problems and deadlines, Mr. Burris responded quickly to inspect the property, identify problems, and give clear orders for next courses of action. Certainly none of this was his problem, but he treated our problem with great care. And he did so on short notice!

The work of Mr. Burris has made a significant difference in the life of my family. He caught potential hazards, and provided peace of mind that our house would be safe. We were able to keep the sale from falling apart, and soon we will be Shorewood residents! We could not be happier.

Quarter 2 Responses

Customer Service Card Responses:

- ◆ Timely, Polite—Great Experience!
- ◆ Ok time on first visit—1 hour late on second visit
- ◆ Justin was very pleasant. Highly knowledgeable and very informative. Thank You!
- ◆ Very much appreciated what inspector said. Learned we could have probably avoided a sump pump. We didn’t know we could ask for advice.
- ◆ It was very nice dealing with Justin.

SURVEY QUESTIONS	Yes	% Yes	No	% No	NA	% NA	Total
DID INSPECTOR ARRIVE IN A TIMELY FASHION?	42	93%	3	7%		0%	45
WAS INSPECTOR COURTEOUS?	45	100%		0%		-	45
DID INSPECTOR GIVE CLEAR AND CONCISE INFORMATION?	45	100%		0%			45
	Very Satisfactory		Satisfactory		Unsatisfactory		
HOW WOULD YOU RATE THE OVERALL VISIT?	35	78%	9	20%		0%	45

Beekeepers In Shorewood



So far Shorewood has two official beekeepers and both hives are thriving. PDD continues to receive calls inquiring about the process.

Planning Highlights Quarter 2

- ◆ Site plan review and approvals for restaurant project at 4144 N. Oakland
- ◆ Committee Meetings by Numbers:
 - 3 Plan Commission meetings/ 3 agenda items
 - 3 Board of Appeals/ 8 agenda items
 - 6 Design Review Board/ 23 agenda items
 - 3 CDA meetings
 - 3 Ad Hoc Residential Design Guidelines meetings
 - 6 Wilson Drive Task Force meetings
 - 1 Wilson Drive Open House meeting
 - 1 Bike share public meeting
 - 1 Fair Housing public meeting
- ◆ 12 Neighborhood Improvement Loan Program inquiries; 1 closing; 2 completed projects, 3 inspections.
- ◆ Trained staff in new GIS by Esri mapping platform that was launched in June.



Property Enforcement Efforts

The number of property enforcement orders for quarter 2 totals 176. Two new categories were added to the Enforcement module of the building application system that is included in that total, which are *Cross Connection* and *Work Without Permit*. The below table shows subtotals for the original source of enforcement orders: *Complaints*, *Self-Initiated* inspections or, self-initiated *Duplex Enforcement*. The number of inspections for these three are much higher than last year because of more staff time available with the termination of the pre-sale program.

2016 Total Enforcement Orders by Origination	Qtr 2 2015	Qt2 2 2016
Complaints	19	36
Self-Initiated	14	60
Duplex Enforcement	2	19
<i>Subtotal</i>	35	115
Work Without Permit		44
Cross Connection		17
Total	35	176

Citations

In quarter two, seven citations were issued for seven properties, totaling \$2,065.

YTD: 23 citations totaling \$8,585 issued. \$1,317 paid, \$187 voided and \$187 dismissed.

Special Privilege Permit Policy and Activity

Special Privilege applications are required for objects placed within the public right-of-way (ROW). In the commercial district applications are for outdoor seating and parklets and in residential districts, they're for carriage walks, sprinklers and substantial plantings in the ROW.

During the summer staff spent ample time handling plantings in the ROW. In residential districts, the ROW (other than the road) is located from the street curb to the interior edge of the sidewalk and starts 2 to 5 feet back from the interior sidewalk edge in most residential districts. The department policy does not have staff proactively identifying plants in the ROW and checking for existing special privilege permits; however, when staff receives complaints or observes new substantial plants, then contact is made with the property owner. Staff sometimes checks for existing special privilege permits if the parkway has substantial plantings/bushes.

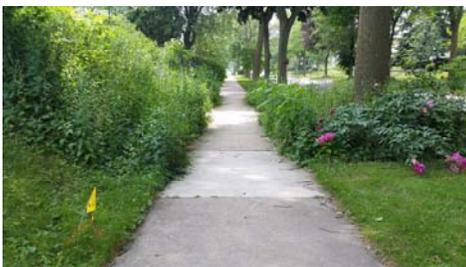
Complaints are either for plantings that look unkempt on both sides of the sidewalk or hanging over the sidewalk.

Special privilege applications for sprinklers, carriage walks and select plantings may be approved by the planning director. All other items require Village Board approval.



One of the requirements for the permit is providing a certificate of liability listing the village. Most often it takes several attempts by village staff to request that information and sometimes the village is told that the property owners insurance will not provide a certificate.

As the community increases its interest in locally grown food, more and more vegetable gardens are popping up in front yards and in the parkway/ROW. The below picture shows a vegetable garden in the parkway. The application approved by staff did not include the chicken wire fencing shown. When identified, staff worked with the homeowner on a removal timeline.



Residential Special Privilege Permits YTD	14
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Applications for Plantings	13
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This year 14 residential applications were submitted and 13 of them were for plantings.



Chicken wire surrounding vegetable garden in the parkway