

City of Sheboygan Department of CITY DEVELOPMENT

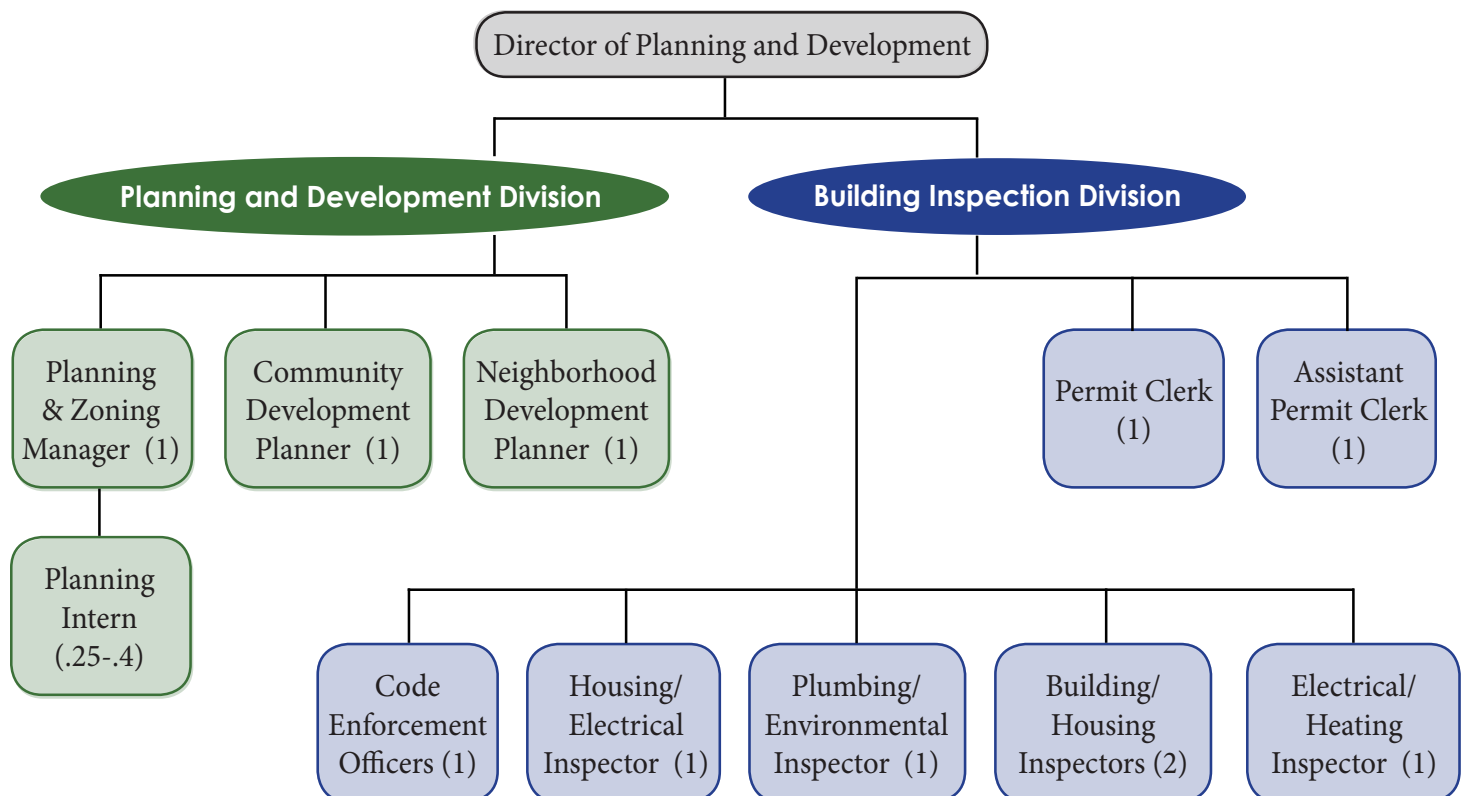
2016 Annual Report of Departmental Performance



Department Profile

The Department of City Development Annual Report is the first of its kind from the Department. The report outlines accomplishments regarding development activity and trends, and departmental initiatives.

The Department of City Development is made up of two divisions, Planning and Development and Building Inspection. The Department consists of 12 staff positions, eight positions in Building Inspection and four positions in Planning and Development. The chart below illustrates the current organizational structure of the department.



Planning and Development division

Mission Statement

Actively promote a diverse, safe, and dynamic community and enhance the living, working, and recreational choices for all Sheboygan citizens and visitors.

Vision Statement

The vision of Planning and Development division is to take a leadership role in creating opportunities for our city to continue to grow and sustain our diverse communities that define and give Sheboygan its unique character.



The Planning and Development division provides:

- Conditional use permits
- Site plan approval
- Zoning information and letters
- Home occupation approval
- Landscape plan review and approval
- Neighborhood association support
- GIS mapping services
- CDBG grant management
- Business loans
- Housing rehabilitation loans
- Grant writing services
- Grant disbursement and management
- Website management
- Social media coordination
- Plan/report writing and document design
- Sustainability initiative coordination
- Sign Permits
- Economic development services
- Business Improvement District support
- Green Tier Legacy Community representation
- Neighborhood planning services
- Landlord Training administration

Planning and Development Permits & Applications in 2016	Number
Conditional Use Permit/Site Plan/ Rezone	88
Architectural Review	49
Sign Permits	94
Zoning Letters	26
Tower/Equipment Modification	7
Home Occupation (Administrative)	3
Totals	267

Planning and Development Division Boards, Commissions, and Committees

The Planning and Development division staffs multiple boards, commissions and committees. Planning and Development staff coordinates meetings and provides these groups with professional reports and recommendations related to any items presented to these organizations. The specific boards, commissions, and committees staffed by the Planning and Development division include:

- Architectural Review Board
- Plan Commission
- Redevelopment Authority
- Housing Rehabilitation/Historic Preservation
- Sustainable Sheboygan Task Force
- Common Council
- Board of Zoning Appeals
- Joint Review Board

Profile of Large Projects in 2016

	Project	Value	Square Footage	Jobs Created
Industrial	Old World Creamery Bottling Facility	\$3,500,000	N/A	50
	Saco Polymers new corporate headquarters	\$5,100,000	30,000	15
	Fifth Generations warehousing facility	\$2,800,000	135,000	N/A
	Sheboygan Paper Box expansion	\$8,000,000	30,000	30
Commercial	Acuity expansion	\$75,000,000	1,000,000	75
	The Black Pig banquet facility	\$750,000	10,000	30
	Burger King construction	\$850,000	8,500	40
	Harbor Freight Tools construction	\$1,200,000	15,333	30
	Aurora Health Care Behavioral Health Center	\$1,200,000	6,300	10
	Parker John's construction	\$500,000	30,000	30
Residential	Seven single-family homes constructed	\$1,468,510	N/A	N/A
	Thirteen two-family homes constructed	\$5,540,000	N/A	N/A
	The Founders Club, LLC phase 1 renovation	\$1,200,000	N/A	N/A
	Oakbrook Corp. mixed-use development	\$10,700,000	N/A	N/A
	Apartment development on Union Avenue	\$5,100,000	N/A	N/A
	Townhome construction on South Pier	\$11,700,000	N/A	N/A
Totals		\$134,608,510	1,265,133	310



Grant Writing and Management

Division staff provide grant writing services to multiple city departments and coordinate efforts to obtain grants. Organizations that division staff have coordinated with to obtain and implement grants include: Alliance for the Great Lakes, Sheboygan County Economic Development Corporation, Camp Y-Koda, as well as city departments including the Department of Public Works.

Planning and Development staff manage multiple grants. The City of Sheboygan is a CDBG Entitlement Community, and receives a federal grant. The funds associated with this grant are used by the city, but also awarded to other public agencies who apply to the city for funding. Division staff also manage the disbursement of neighborhood grants to recognized Neighborhood Associations for groups to realize neighborhood projects and hold events that increase community awareness and association involvement.



Grants Obtained	Amount	Project
State Energy Office	\$75,000	Energy Efficient Lighting
WEDC	\$250,000	Encore Apartments
Community Development Block Grant - DR	\$40,200	Pennsylvania Avenue Lighting
Fund for Lake Michigan	\$25,500	Lake Michigan Education & Stewardship
Tony Hawk Foundation	\$5,000	Skate Park Project
Community Development Block Grant	\$813,000	CDBG Entitlement Community

City of Sheboygan Revolving Loan Programs

Name	Amount of Loan	Jobs Created	Expected Increase in Tax Base
Parker Johns	\$125,000	20 FTE	\$1,100,000
Paper Box Specialty	\$100,000	4 FTE	\$350,000
Doin LLC	\$70,000	5 FTE	\$225,000
Old World Creamery	\$300,000	19 FTE	\$300,000
Sign Shop	\$100,000	4 FTE	\$150,000
Harvest Cafe	\$70,000	3 FTE	\$350,000
Sprecher	\$250,000	25 FTE	
ePower Manufacturing	\$300,000	13 FTE	\$1,100,000
Totals	\$1,315,000	93 FTE	\$3,575,000

Business Loan Program

The Planning and Development division offers business loans as an economic development tool. These loans offer businesses funding to establishing a business, and improving or expanding a business depending on the amount of full time equivalent (FTE) jobs that are created. See the chart to the left for an outline of business loans disbursed in 2016.

Housing Loan Program

Division staff is responsible for disbursing low interest housing rehabilitation loans to low and moderate income households, from a revolving loan fund built from CDBG funds. In 2016 the city disbursed a total of \$88,252 in housing rehabilitation loans which funded the repair of six roofs, replaced windows on two homes, replaced siding on one home, repaired plumbing and electrical in one home, and replaced a furnace.

Coordination with Outside Organizations

Tourism

The Planning and Development division staff are actively involved in the Visit Sheboygan, Inc. and has held a chairperson role on the Board of Directors and actively works to increase visitor spending and room tax collections year over year. 2016 saw the largest increase in room tax collections in a non PGA golfing year, since 2010. The Director of Planning and Development is actively involved in coordinating the 4th of July Celebration and overseeing the activities of Visit Sheboygan.

National Marine Sanctuary

The division has been very active with the community working group centered around the National Marine Sanctuary along with the Mayor's Office. The division continues to promote the sanctuary designation as it relates to economic development opportunities and increased tourism spending locally. The division has been the leader in educating the public through public presentations on what the sanctuary designation could mean to Sheboygan and the mid-Lake region where the sanctuary is proposed.

Sustainability

Division staff has taken an active role in implementing the City's Sustainability Plan and staff the Sheboygan Sustainable Task Force. The division has had a non-paid sustainability internship for the past two years. This position is held by a high school or a college student. The staff and intern have been responsible for implementing initiatives outlined by the Task Force and well as other initiatives to make city operations more sustainable. Division staff also attend Green Tier Legacy Community meetings, and maintains Sheboygan's standing as a Green Tier Charter Member.

Other City Department Assistance

Division staff work daily with other city departments including Finance including Purchasing, City Attorney, City Clerk, Fire, Police, Public Works, Transit and Parking, and Water Utility. Division staff has provided document creation and design services for specific projects identified in these departments.

Sheboygan Squared

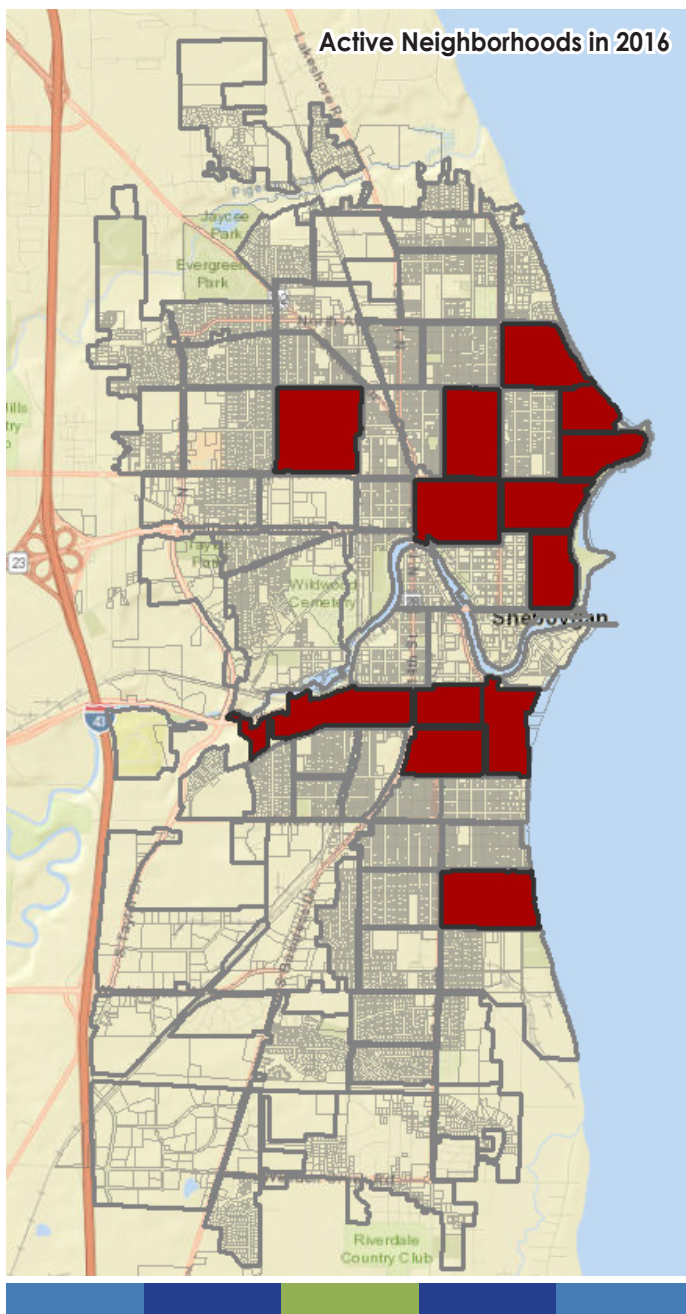
Division staff continue to work closely with Sheboygan Squared in revitalizing downtown Sheboygan. A number of initiatives were collaborated on that included beautification through additional flower plantings, Christmas decorations, enhancement of city alleys, business retention and attraction efforts, and marketing and promotion.



Neighborhood Organization

The Planning and Development division provides support to officially recognized neighborhood organizations, as well as groups holding regular meetings or that are beginning the process to become officially recognized neighborhood groups. Staff supports the non-profit organization, Sheboygan Neighborhood Pride whose focus is helping neighbors organize into groups, address concerns, and become official organizations. Staff aids these neighborhoods in providing design services, organizing agendas and writing minutes, helping plan and coordinate neighborhood events, and administering a neighborhood grant program. The map below highlights neighborhoods that have organized meetings or officially recognized associations.

Division staff also supports the Mayor’s Neighborhood Leadership Cabinet (MNLC), which is a bimonthly meeting of representatives from city departments, and from each of the recognized neighborhood associations. In the MNLC, the city and neighborhoods exchange information on current events and discuss best practices.

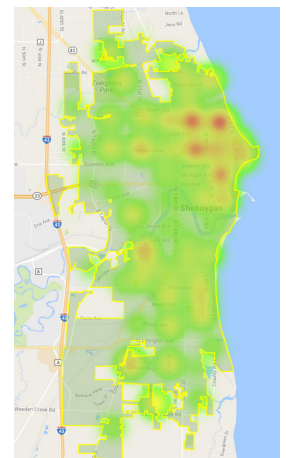


Communication & Social Media

The Planning and Development division has spearheaded the city’s communication and social media campaign. Division staff are responsible for the City website, Twitter feed, Nextdoor site, and Facebook page. The Planning and Development division began issuing monthly updates via a Development Newsletter to the public on what is happening in Sheboygan’s development. The newsletter is distributed through all social media outlets, and is posted on the website.

Nextdoor

In 2014 Planning and Development division created a Nextdoor site for the City of Sheboygan when Nextdoor was a relatively new concept. Nextdoor is now used widely across the country as a social networking tool to increase neighborhood communication. In Sheboygan, Nextdoor has over 2,600 users and continues to grow steadily. The heat map to the right shows the areas in Sheboygan with highest use of the Nextdoor site. Nearly every neighborhood in the City participates.



Interdepartmental Communication

Seeing a need for and the benefit of increased communication between the Planning and Development division, Attorney’s Office, Police Department, and Landlord Association, the Planning and Development division staff holds a monthly meeting between all entities to discuss issues and the status of work being done. Recently, these meetings have expanded to include the Department of Public Works. These meetings focus on seeing real results in resolving issues in Sheboygan’s neighborhoods and have proved valuable for all.

Building Inspection division

The Building Inspection division is dedicated to the public safety in the construction environment throughout the city through development and promotion of uniform codes and standards, code administration, and in education and instruction of safe and secure homes and businesses.

The Building Inspection division provides:

- Building inspection services
- Electrical inspection services
- Heating inspection services
- Plumbing inspections services
- Clearwater inspections
- Weights and measures
- Residential and commercial plan review
- Code enforcement
- Landlord/tenant concerns
- Contractor licensing
- Occupancy inspections



Building Inspection Permits	2016 Issued	Total Fees Collected
Building: Non-Structural	271	\$28,140
Building: Alterations	140	\$12,120
Roofing	711	\$66,620
Siding	110	\$11,250
Windows/Doors	287	\$21,600
Fence/Steps	185	\$7,802
Driveways	129	\$6,480
Decks	52	\$3,575
Garages	33	\$2,591
Utility/Storage Bldgs.	36	\$4,603
Addition to Residence	3	\$1,278
Swimming Pools	1	\$50
Handicap Ramps	4	\$190
Wrecking/Razing	25	\$3,885
Signs	96	\$13,661
One-Family Residence	7	\$7,802
Two-Family Residence	26	\$50,183
Commercial Alterations	24	\$92,870
Commercial Addition	40	\$103,628
Occupancy Permits	36	\$9,000
Electrical	313	\$178,701
HVAC	552	\$226,190
Plumbing	329	\$65,770
Totals	3,410	\$918,107

Building Inspection Licensing	2016 Issued	Total Fees Collected
Weights and Measures	103	\$35,859
Contractor Licensing	364	\$74,765
Totals	467	\$110,624

Total Permits and Licensing	3,877	\$1,028,731
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Permitting

The Building Inspection division provides a public service window, open during City Hall business hours, at which the public can obtain permits on-the-spot. The Building Inspection division is customer focused and strives to address permitting issues as swiftly as possible.

Coordination

The Building Inspection division also works closely with Planning and Development, Public Works including Engineering and Streets, Utilities, Police, Fire during final inspections phase of the project and during criminal and fire investigations. All inspections are scheduled with the building and housing inspectors.

Enforcement

The Building Inspection division has adopted all the Department of Professional and Safety, State of Wisconsin Building, Mechanical, National Electric Code (NEC) and Plumbing Codes. Through the adoption of these codes, the city ensures that all construction in the city is compliant with all codes and requirements of the State. The city also adopts the International Property Maintenance Code as it relates to enforcement of property maintenance.

Residential Housing Construction 2012-2016

Year	Housing Type	Number of Units	Percentage	Number of Buildings
2012	Single	3	100%	3
	Duplex	0	0%	0
	Multi - Apartment	0	0%	0
	Multi - Condominium	0	0%	0
		3	100%	3
2013	Single	1	33%	1
	Duplex	2	67%	1
	Multi - Apartment	0	0%	0
	Multi - Condominium	0	0%	0
		3	100%	2
2014	Single	7	100%	7
	Duplex	0	0%	0
	Multi - Apartment	0	0%	0
	Multi - Condominium	0	0%	0
		7	100%	7
2015	Single	7	9%	7
	Duplex	2	2%	1
	Multi - Apartment	72	89%	5
	Multi - Condominium	0	0%	0
		3	100%	13
2016	Single	7	5%	7
	Duplex	26	20%	13
	Multi - Apartment	98	75%	2
	Multi - Condominium	0	0%	0
		131	100%	22
Totals	Single	25	11%	25
	Duplex	30	13%	15
	Multi - Apartment	170	76%	7
	Multi - Condominium	0	0%	0
		225	100%	47



Building Inspection Division Boards, Commissions, and Committees

The Building Inspection division staffs multiple boards, commissions and committees. Building Inspection staff coordinates meetings and provides these groups with professional, expert reports and recommendations related to any items presented to these organizations. The specific boards, commissions, and committees staffed by the Building Inspection division include:

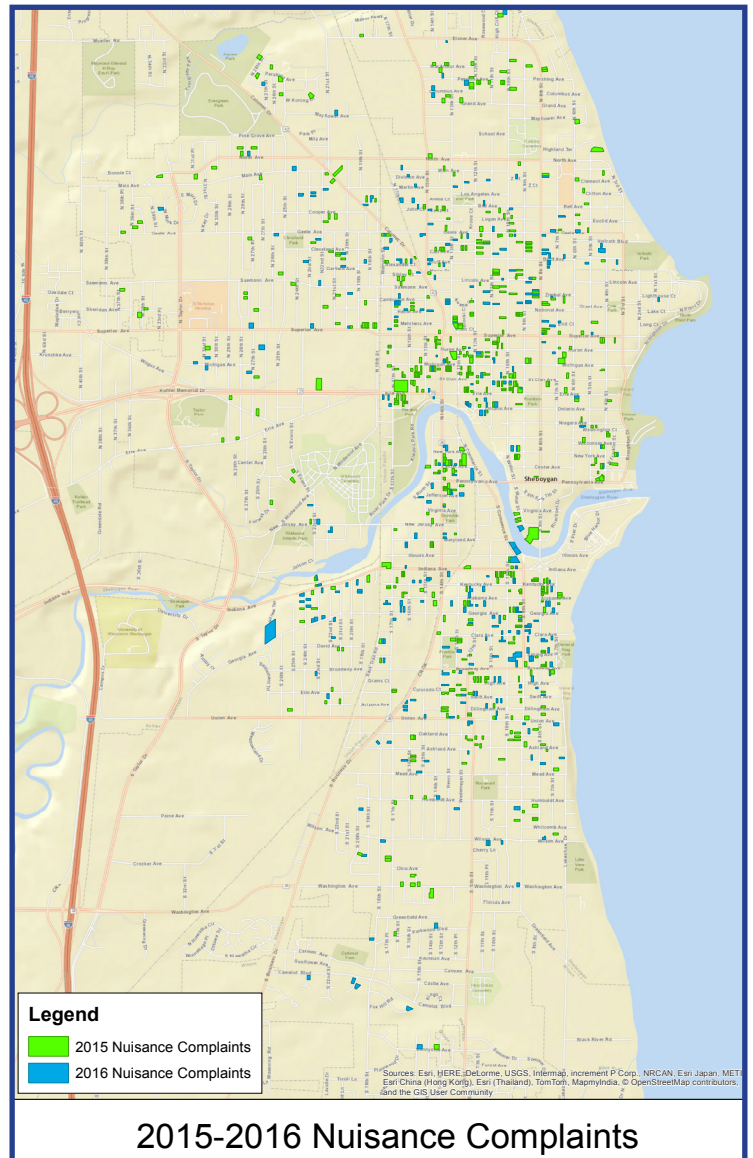
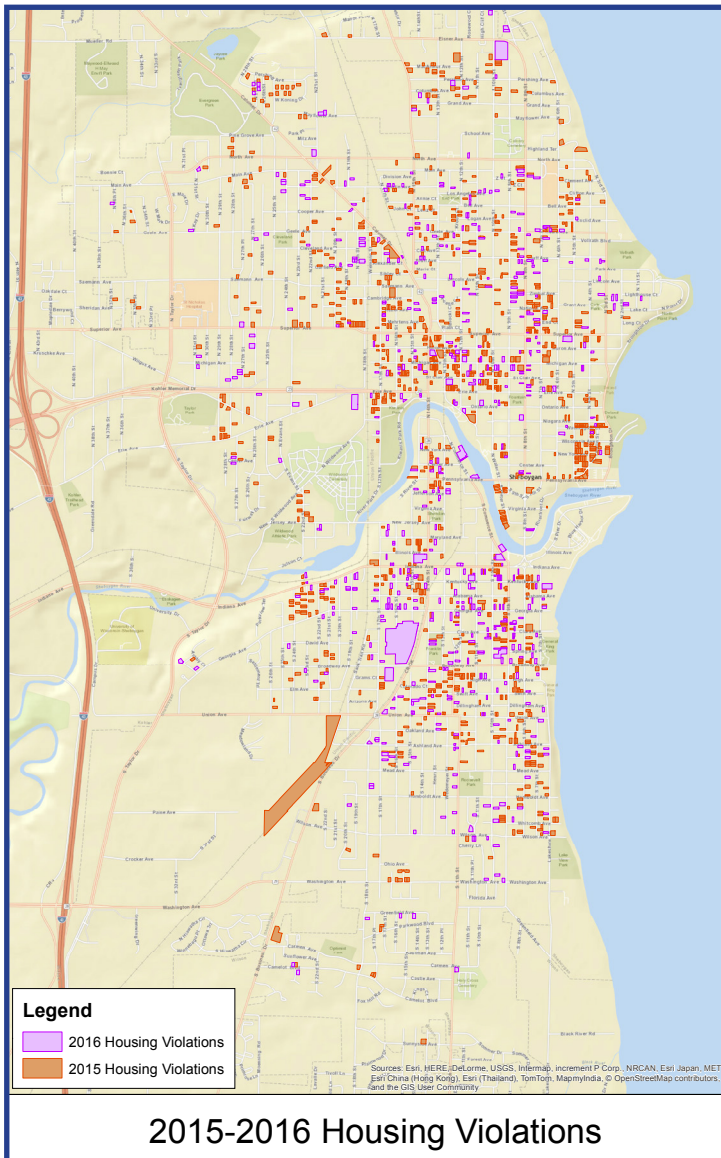
- Board of Zoning Appeals
- Board of Housing Appeals and Fair Housing Practices
- Board of Contractors Examiners
- Board of Plumbing
- Board of Heating Examiners

City of Sheboygan Landlord Training Program

The City of Sheboygan runs an annual Landlord Training Program for area landlords to become more familiar with current landlord/tenant laws, police procedures, tenant screening, and property maintenance. Over the past five years, over 150 landlords have attended the training.



Code Enforcement and Neighborhood Revitalization



The Building Inspection division added a part-time Code Enforcement Officer in 2015. The primary focus of this position is to be present in Sheboygan’s neighborhoods, identify code violations, notify property owners, and issue citations if necessary. In the past, Building Inspectors were expected to spend part of their time focusing on code enforcement, but as the economy strengthened and more commercial construction began, their time for code enforcement was limited. This limitation led to the creation of the Code Enforcement Officer Position. Since the beginning of 2015 Sheboygan’s neighborhoods have visually improved due to the actions and diligence of the Code Enforcement Officer.

In the five years prior to the Code Enforcement Officer’s establishment, the Building Inspection division issued a total of 3,465 orders to property owners to bring their properties to code. Most of these were concentrated in targeted neighborhood areas.

When the Code Enforcement Officer began working in the neighborhoods, not only would he issue notices for housing code violations, but would also address nuisance issues such as garbage and debris, and identify zoning, storage, and parking issues. Nuisance issues such as these are some of the most common complaints in neighborhood meetings, and remedying these issues is vital in revitalizing Sheboygan’s neighborhoods.

In 2015 and 2016, the Building Inspection division issued a total of 1,630 housing code violation notices and a total of 909 nuisance violations, as illustrated in the maps above. Each notice that is issued must be followed up on, and communication with the property owner is generally made so that compliance can be reached. If compliance cannot be reached, municipal citations with fines ranging from \$187-691 can be issued. During 2015 and 2016 the Building Inspection division sent out a total of 1,239 citations.



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