

City of Sheboygan Department of CITY DEVELOPMENT

2017 Annual Report of Departmental Performance



2017 Highlights

High Pointe Apartments

Department staff worked with the developers of the High Pointe Apartments to transfer ownership of the property and provide development incentives to construct 91 market rate apartments. Construction started in July 2017 on South 8th Street, with occupancy beginning in Summer of 2018.

SouthPointe Enterprise Campus

Planning and Development staff successfully negotiated the purchase and annexation of 92 acres of property near Stahl Road and South Business Drive to create a new city business park. Tax Incremental Finance District 18 was created in order to fund the infrastructure improvements. Ruekert Mielke, a consulting firm was hired for preliminary and final design of the infrastructure. Construction of infrastructure is estimated for spring 2018.



Department Profile

The Department of City Development Annual 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 13 staff members, nine members in Building Inspection and four members in Planning and Development.

Kohler Annexation

Planning and Development staff along with the Plan Commission worked to advance annexation petitions and zoning designations for the development of the Kohler Co. golf course.

Tax Incremental District 13 and 14 Amendment

Planning and Development staff completed and submitted amendments to TID 13 and 14. TID 13 provided development incentives to phase 2 of the Founder's Club dorm style housing development. TID 14 provided development incentives to the Meijer development as well as \$1.8 million in Taylor Drive infrastructure improvements.

Enhanced Code Enforcement Program

Department staff, through code enforcement, continued the neighborhood revitalization strategy in targeted neighborhoods with over 1,600 code orders issued. Staff also developed baseline mapping of current conditions within the chosen targeted neighborhoods.

Planning and Development

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 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 & 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	2016	2017
Conditional Use Permit/Site Plan/ Rezone	88	103
Architectural Review	49	30
Sign Permits	94	127
Zoning Letters	26	44
Tower/Equipment Modification	7	3
Home Occupation (Administrative)	3	4

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 committees with professional reports and recommendations. 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

Economic Development Profile

Project	Approximate Value
Meijer - Demo Memorial Mall & New Store	\$14,500,000
Downtown Boutiques and Restaurants	14 new stores
Commerce State Bank	\$2,500,000
Tokyo Sushi and Steak House Restaurant	\$800,000
High Pointe Apartments	\$15,600,000
Portscape Phase II	\$9,200,000
Washington School Apartments	\$9,000,000

The City of Sheboygan Strategic Plan identifies the goal for the Economic Development focus area as “Actively pursue economic and business development strategies to support a growing and sustainable economic base, ensuring the financial resources needed to improve the quality of life, fund services, and provide a diversity of job opportunities for city residents.”

The projects profiled above provide examples of the success stories the department has been active with over the past year. Economic development successes take time and may occur over a multiple year time frame. Department staff continue to work hard at new business attraction as well as existing business retention and expansion. Over the past few years, approval processes have been streamlined to allow businesses to understand the time frame to obtain approvals. Department staff receives numerous comments about the efficient approval process and the “can do” attitude staff brings to the table when projects are proposed.



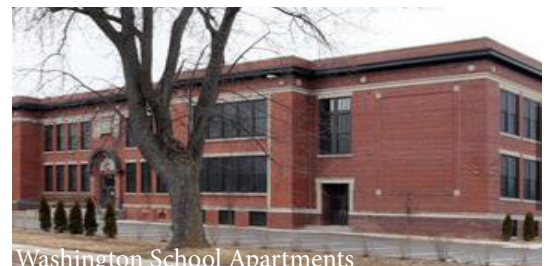
Commerce State Bank



Meijer



Meijer



Washington School Apartments



High Pointe Apartments

Grant Writing & Management

Planning and Development staff write and manage multiple grants. The City of Sheboygan is a Community Development Block Grant (CDBG) Entitlement Community that receives a federal grant. CDBG funds are used by the city as well as other public agencies who apply to the city for grant funding. Department staff also manages the disbursement of Neighborhood Grants to recognized Neighborhood Associations. These Neighborhood Associations utilize these grants to undertake neighborhood projects and to hold events that increase community awareness and involvement.

Planning and Development staff continue to act as the city’s administrator of the approximately \$800,000 of Community Development Block Grant Program funds the city receives. Most of the funding is granted by the city to other organizations, and department staff is responsible for completing performance reporting, monitoring and environmental reviews. During the 2017 CDBG year, the following activities received funding:

Community Development Block Grant funding distribution	Amount
Public Service Agencies (Non-profits & Government Agencies)	\$166,304
Public Facilities - Skate Park	\$141,000
Public Facilities - City Green	\$100,000
Street Lighting and Street Trees	\$116,322
Neighborhood Improvement Grant Program	\$10,000
Historic Preservation	\$74,400
Fair Housing	\$25,600
Administration	\$158,406



Sheboygan Skate Park
Photo taken by Ruth Harker



Quasius Construction Building

City Green Development

City Green is the arts and entertainment space created on the former Boston Store property in conjunction with the Encore Apartments. Encore Apartments completed construction in July 2017 and as of the end of the year, nearly 80 percent of the 81 units were occupied. City Green will host its first concert with the Levitt AMP in June 2018 as well as an entertainment schedule two to three nights per week through the summer.



Coordination with Outside Organizations

Tourism

Planning and Development 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. The Director of Planning and Development is actively involved in coordinating the 4th of July Celebration and overseeing the activities of Visit Sheboygan.

Sheboygan County Economic Development Corporation

Planning and Development continues a strong relationship advancing economic development goals for the city with the Sheboygan County Economic Development Corporation (SCEDC). Business attraction and retention of city businesses continues to be a priority with the SCEDC. Nontraditional financing and promotion of the city’s revolving loan fund continue as focus for new and expanding businesses. City staff has worked aggressively with the SCEDC on retention efforts in 2017 on projects like Mayline-Safco, Nematik, and The Financial Group, to name a few.

Department staff are working closely with SCEDC on the creation of the Innovation Community which will provide the opportunity for conceptual ideas to become reality, turning prototypes into products on the shelf, and will lead to the establishment of new cutting-edge businesses in Sheboygan County. This development will be located within the Indiana Corridor.

Sheboygan Squared

Department staff continue to work closely with Sheboygan Squared in revitalization downtown. Together we have been active in placemaking in downtown Sheboygan. Placemaking is a multifaceted approach to the planning, designing and management of public spaces. This past year, placemaking efforts continued with the process including city approval and installation of the public art projects in the alley near the Weill Center for the Performing Arts. In 2018, more downtown placemaking is planned including the alley near the Mavericks Barbershop, an alley near Milwaukee PC, a community art project at City Green, a story walks and historical building walking tours.

John Michael Kohler Arts Center

The collaboration with the John Michael Kohler Arts Center has been a key to downtown revitalization efforts. The continuation of the Levitt AMP concert series successes have been a huge draw for the downtown. The connection of the Arts Center to the National Endowment for the Arts grants has provided funds to complete a number of downtown placemaking and revitalization projects that would have not been possible without them at the table.



Interdepartmental Cooperation

Other City Department Assistance

Department staff work daily with other city departments including Finance, City Attorney, City Clerk, Fire Department, Police Department, Department of Public Works, Transit and Parking, Water Utility, Purchasing, Mayor's Office and Administrator's Office. Department staff has provided document creation and design services for specific projects identified in these departments. Also provided to other departments is grant writing; such as Coastal Management Grant for the ADA accessible kayak/canoe launch and the Tony Hawk Grant for the Skate Park.



Sustainable Sheboygan Task Force

Planning and Development continues to lead city staff and departments in making the most sustainable decisions possible with their operations. Department staff chair the Sustainable Sheboygan Task Force and working with the subcommittees to achieve successes in sustainability. The Department is also active in the requirements and programming associated with the Green Tier Legacy Communities Charter.

Department staff continue to take an active role in advancing the short and long term goals identified in the city's sustainability plan. With the assistance of the task forces committees, a number of rain barrel sale activities occurred, education of composting at the Farmers Market, recycling education in the Sheboygan schools and development of a website to promote the city's sustainability strategy were all developed.

Neighborhood Revitalization

Seeing a need for and the benefit of increased communication between the Department of City Development, Attorney's Department, Police Department, and Landlord Association, the Planning and Development 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.

Department staff have been very active in SOUP (Support our Urban Projects). SOUP has held two successful events in 2017 with the inaugural event in April 2017. The idea behind SOUP is to allow the public to submit project ideas, which are presented at a dinner event where the public is invited to come and donate money which gets them a good meal and a vote on their favorite project. The entry with the most votes wins the proceeds that are raised that night from the dinner and then can use the proceeds to implement their project.



Building Inspection

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	2017 Issued	Total Fees Collected
Building	2,126	\$395,216
Electrical	338	\$156,050
HVAC	540	\$153,045
Plumbing	360	\$79,400
Wrecking/Razing	29	\$4,799
Signs	80	\$10,653
Commercial Occupancy	24	\$5,100
Other Revenues	NA	\$298,541
Totals	3,497	\$1,102,804

Building Inspection Licensing	2017 Issued	Total Fees Collected
Weights and Measures	99	\$31,623
Contractor Licensing	369	\$78,415
Totals	468	\$110,038

Total Permits and Licensing	3964	\$1,212,842
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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 Zoning, Engineering, Utilities, Streets, Police, and Fire/Rescue 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 2013-2017

Year	Housing Type	Number of Units	Percentage	Number of Buildings
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
		81	100%	13
2016	Single	7	5%	7
	Duplex	26	20%	13
	Multi - Apartment	98	75%	2
	Multi - Condominium	0	0%	0
		131	100%	22
2017	Single	10	7%	10
	Duplex	36	26%	18
	Multi - Apartment	91	67%	1
	Multi - Condominium	0	0%	0
		137	100%	29
Totals	Single	32	8%	32
	Duplex	66	19%	33
	Multi - Apartment	261	73%	8
	Multi - Condominium	0	0%	0
		359	100%	73



Building Inspection Division Boards, Commissions, and Committees

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- Board of Zoning Appeals
- Board of License Examiners

City of Sheboygan Landlord Training Program

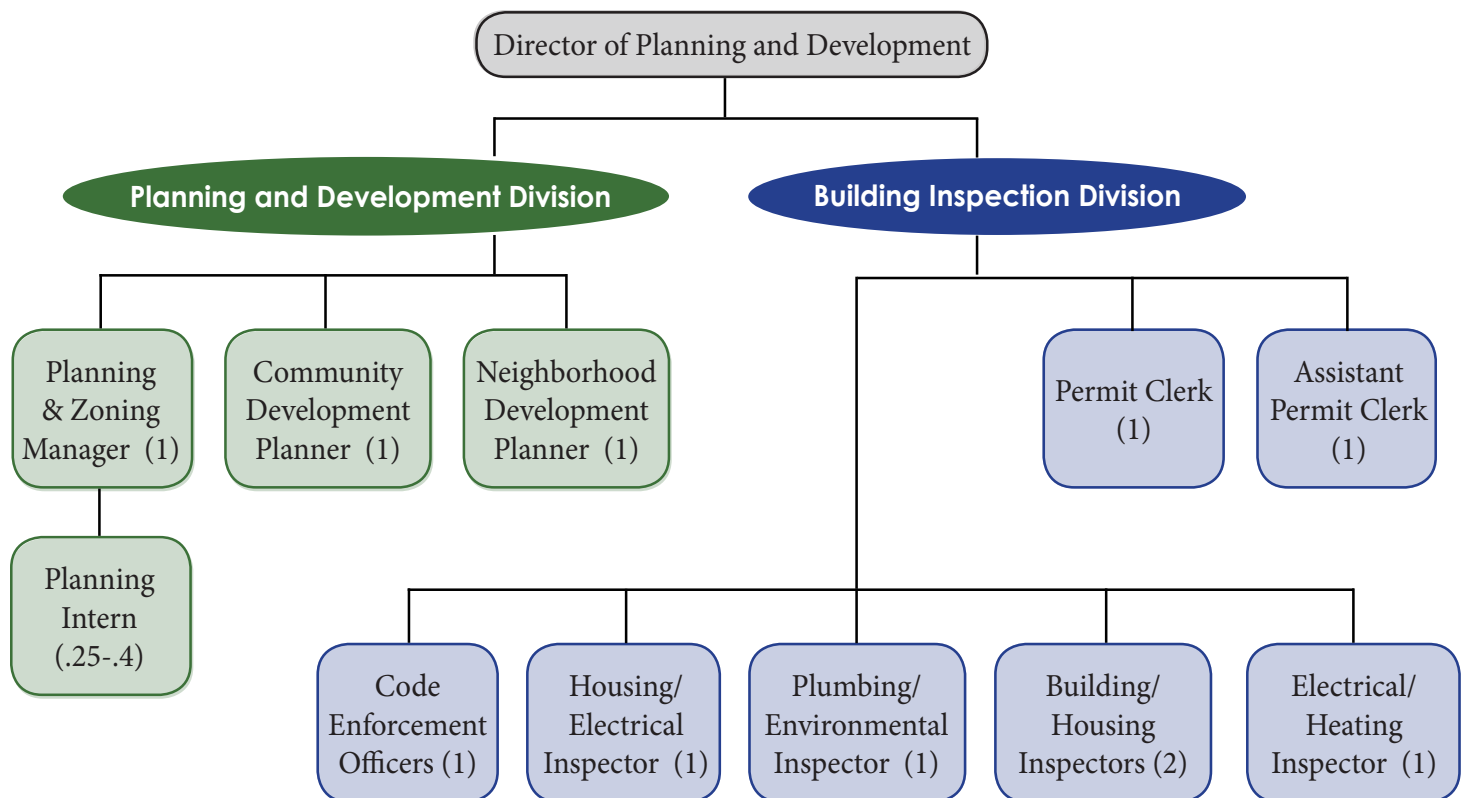
The City of Sheboygan runs an annual Landlord Training Program for area landlords to become more familiar with current landlord/tenant laws, police procedures, tenant screening, and property maintenance. Over the past five years, over 150 landlords have attended the training.

Code Enforcement & Neighborhood Revitalization

The Building Inspection Division added one part-time Code Enforcement officer in 2015 and another in 2017 for a total of one full-time position. 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.

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 2017 the Building Inspection Division issued a total of 1331 housing code violation notices and a total of 891 nuisance violations compared to the 1,630 housing code and 909 nuisance violations issued the two previous years. Each violation is reinspected and communication with the property owner is made so that compliance can be obtained. Building Inspection is proud to report that they had 1,480 housing violation corrected in 2017.





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