

**\*\* SPECIAL MEETING \*\***  
**Please Note Change in Date and Time**

**AGENDA**  
**PUBLIC SAFETY & WELFARE COMMITTEE MEETING**  
**Kenosha Municipal Building - Room 204**  
**Monday, April 6, 2015 - 6:30 pm**

<b>Chairman:</b>	<b>Rocco J. LaMacchia, Sr</b>	<b>Vice Chairman:</b>	<b>Jack Rose</b>
<b>Aldersperson:</b>	<b>Kurt Wicklund</b>	<b>Aldersperson:</b>	<b>Scott N. Gordon</b>
<b>Aldersperson:</b>	<b>Keith W. Rosenberg</b>		

**Call to Order**  
**Roll Call**

1. 2015 Neighborhood Inspection Program Operating Plan

**CITIZEN COMMENTS/ALDERPERSON COMMENTS/OTHER BUSINESS AS AUTHORIZED BY LAW**  
**PERTAINING TO PUBLIC SAFETY& WELFARE MATTERS AS AUTHORIZED BY LAW**

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4050 BEFORE THIS MEETING

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY BE PRESENT AT THE MEETING, AND ALTHOUGH THIS MAY CONSTITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL NOT TAKE ANY ACTION AT THIS MEETING.



**TO:** Alderperson Rocco LaMacchia, Chairman  
Members of the Public Safety and Welfare Committee

**FROM:** Jeffrey B. Labahn, Director 

**SUBJECT:** 2015 Neighborhood Inspection Program Operating Plan

**DATE:** March 19, 2015

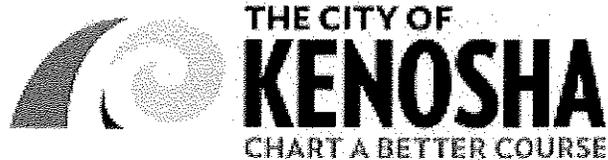
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The Operating Plan for the City's 2015 Neighborhood Inspection Program is attached. The Plan has been developed based on the input of City elected officials, City staff, and community residents. Our plan this year is to inspect approximately 1,378 properties in five (5) specific areas of the City.

Following the Common Council's receipt of the Plan, department staff will begin informing the public about this year's program. We will be using a combination of public meetings, media outlets, press releases, and direct mailings to inform every property owner in the selected inspection areas about the program. In addition, information will be available on the City's website.

Your support of the 2015 Operating Plan is appreciated.

JBL:saz  
Attachment



# NEIGHBORHOOD INSPECTION PROGRAM

## 2015 OPERATING PLAN



Department of Community Development & Inspections

## NEIGHBORHOOD INSPECTION PROGRAM

### I. PROGRAM DESCRIPTION

Neighborhood Inspection Program is the name given to the City program under which City staff conduct systematic exterior building and site inspections of every property in designated areas of the City.

### II. PROGRAM OBJECTIVE

The Neighborhood Inspection Program is a proactive approach to eliminating blighting influences and promoting an overall upgrading of property and neighborhood conditions in various areas of the City. The program inspections are based on the knowledge that systematic inspections are a longer lasting and more effective method of improving the housing stock and stabilizing property values than the traditional complaint-based inspections.

### III. OPERATING PLAN

#### A) Purpose

This operating plan identifies the major program activities, as well as the specific inspection areas and the number of properties to be inspected. Also included is a schedule for implementing the program activities.

#### B) Schedule

January - February	Evaluate past inspection activities and review suggestions for 2015
February - March	Field survey suggested neighborhoods and properties
March	Prepare 2015 <i>Operating Plan</i>
March - April	Present 2015 <i>Operating Plan</i> to the Public Safety and Welfare Committee and the Common Council
April	Notify all affected property owners of the public meetings that will be held to explain the program
April	Conduct two (2) public meetings to explain the neighborhood Inspection Program and the City's Property Maintenance standards. Meetings will be held at the Southwest Public Library on Saturday, April 25, at 10:30 am and on Wednesday, April 29, at 5:30 pm
April - May	Meet with local landlord organization to apprise them of the neighborhoods involved and the City's maintenance standards
May - October	Conduct the property inspections using a standard inspection checklist (Attachment 1); and, secure property compliance
Sept.-Dec.	Begin assembling requests and information for year 2016 program
July-December	Close out complied cases and extend open cases in accordance with Department policy

C) Inspection Areas

The Department of Community Development and Inspections has identified five (5) areas that would benefit from the systematic inspection services. These areas were selected after surveying all the areas recommended to the Department by community residents, elected officials, and City staff. The 2015 *Neighborhood Inspection Program* maps (Attachment 2) show all the areas included in the 2015 program. The Department is proposing to inspect approximately 1,378 properties this year.

D) Public Information and Education

The Department makes an ongoing effort to educate the public about the Neighborhood Inspection Program and the City's property maintenance standards. The goal is to inform the public and motivate property owners to voluntarily maintain their properties, thereby reducing the need for complaint-based inspections. The Department uses the following means to inform the public about the City's code enforcement efforts:

1. Homeowners. The Department publicizes and conducts public informational meetings each spring to explain the Neighborhood Inspection Program. Every affected property owner is notified in writing of the meeting and the upcoming inspection activities. During the meetings, staff explains the program, the code enforcement process, and property maintenance requirements. Each attendee is also given a copy of the inspection checklist used by the inspectors.
2. Landlord Groups. The Department also supplies information, such as maps and brochures, to local landlord groups to inform them why the inspections are being made, where staff will be making their inspections, and to explain the City's property maintenance standards.
3. Written Materials. The Department has brochures and other written materials that explain property maintenance standards and the code enforcement process. These materials are offered to every property owner who receives an *Order to Repair* and are available to anyone who wants information on the City's property maintenance programs.
4. City Web Page. The Department maintains an up-to-date summary of all inspection activities and procedures. Interested citizens can access the City of Kenosha's Home Page on the Internet for information on all City code enforcement activities. The City's website address is [www.kenosha.org](http://www.kenosha.org).

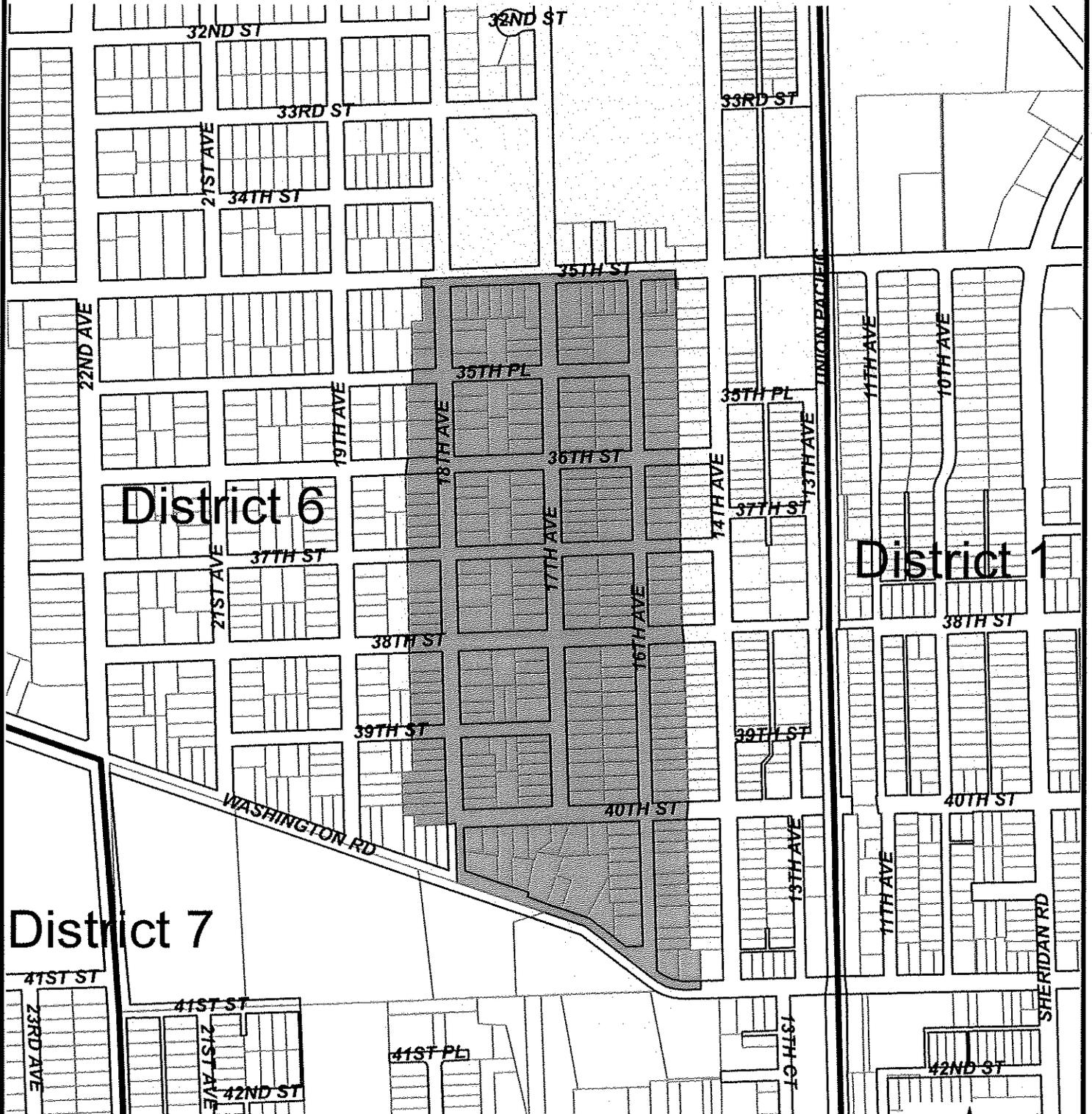
## Department of Community Development and Inspections Exterior Inspection Checklist

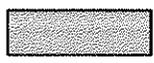
- Exterior walls
  - Paint not chipped and peeling
  - Walls weathertight and in good repair
- Street Numbers (Address)
  - Numbers 2½" high
  - Numbers placed conspicuously at front of building/can be seen from street
- Roof/Chimney
  - Roof shingles in good repair - weathertight, watertight, and rodentproof
  - Chimney mortar in good repair
- Exterior Eaves/Trim
  - Wood not rotted; is weathertight, watertight, and rodentproof
  - Paint not chipped and peeling
- Porches/Decks/Jump Platforms
  - Safe and capable of supporting the load that normal use may cause to be placed thereon
  - In proper repair and condition
- Stairs/Rails
  - Have uniform risers and treads
  - Handrails on all open sides of steps that have more than three (3) risers
  - Guardrails required at decks more than 24" above grade
  - Guardrails and handrails shall be installed in accordance with the *Building Code*
- Doors
  - Weathertight, watertight, rodentproof, and in proper repair
  - Hardware in working condition
- Windows, Storms, and Screens
  - Weathertight
  - No broken glass
  - Screens fit tight and have no tears/rips (Screens required for ventilation to be installed annually before April 15, and storms to be installed before November 15.)
- Exterior Lighting
  - Electrical fixtures in good repair and safe to the public
- Garbage/Trash Containers
  - One- and two-family dwellings - occupants must supply
  - Three- and four-family dwellings - owner must supply
  - More than four units, owner must supply a sufficient number of dumpsters on a hard-paved surface

Exterior Inspection Checklist  
Page 2

- Paint
  - All exterior surfaces not inherently resistant to deterioration are painted (scraped and primed where peeling) or otherwise covered with a protective coating
- Gutters/Downspouts
  - Gutters, downspouts, and extensions provided and in good repair
  - Painted if they have chipped and peeling paint or are rusted
- Foundation
  - In good repair
  - Tuckpointed where needed
  - Weathertight, watertight, and rodentproof
  - Level and plumb position
- Exits
  - Three or more units - each unit must have two exits
  - Shall meet building code requirements in effect at the time the dwelling was built
  - All exits accessible
- Garages/Fences/Sheds
  - Garages and sheds in good repair and condition
  - Roofs, walls, doors, and windows watertight and rodentproof
  - No chipped or peeling paint
  - Fence secure and in good condition
- Paved Areas/Parking Areas
  - Safe with no potholes
- Landscaping/Grass/Weeds
  - Landscaping installed and maintained in all yard areas
  - Grass does not exceed eight inches (8")
  - Weeds must be removed
- Yard Areas
  - Free of rubbish, garbage, physical hazards, rodent harborage, animal feces, junk, and debris
- Graffiti
  - Graffiti shall be removed from all real property (any building, structure, shed, fence, deck or other improvements) in a reasonable period of time.

# 2015 Neighborhood Inspection Program



-  Aldermanic District boundaries
-  Inspection Area #1



# 2015 Neighborhood Inspection Program

District 13

District 12

District 9



Aldermanic District boundaries



Inspection Area #2



# 2015 Neighborhood Inspection Program

District 16

District 10

District 11



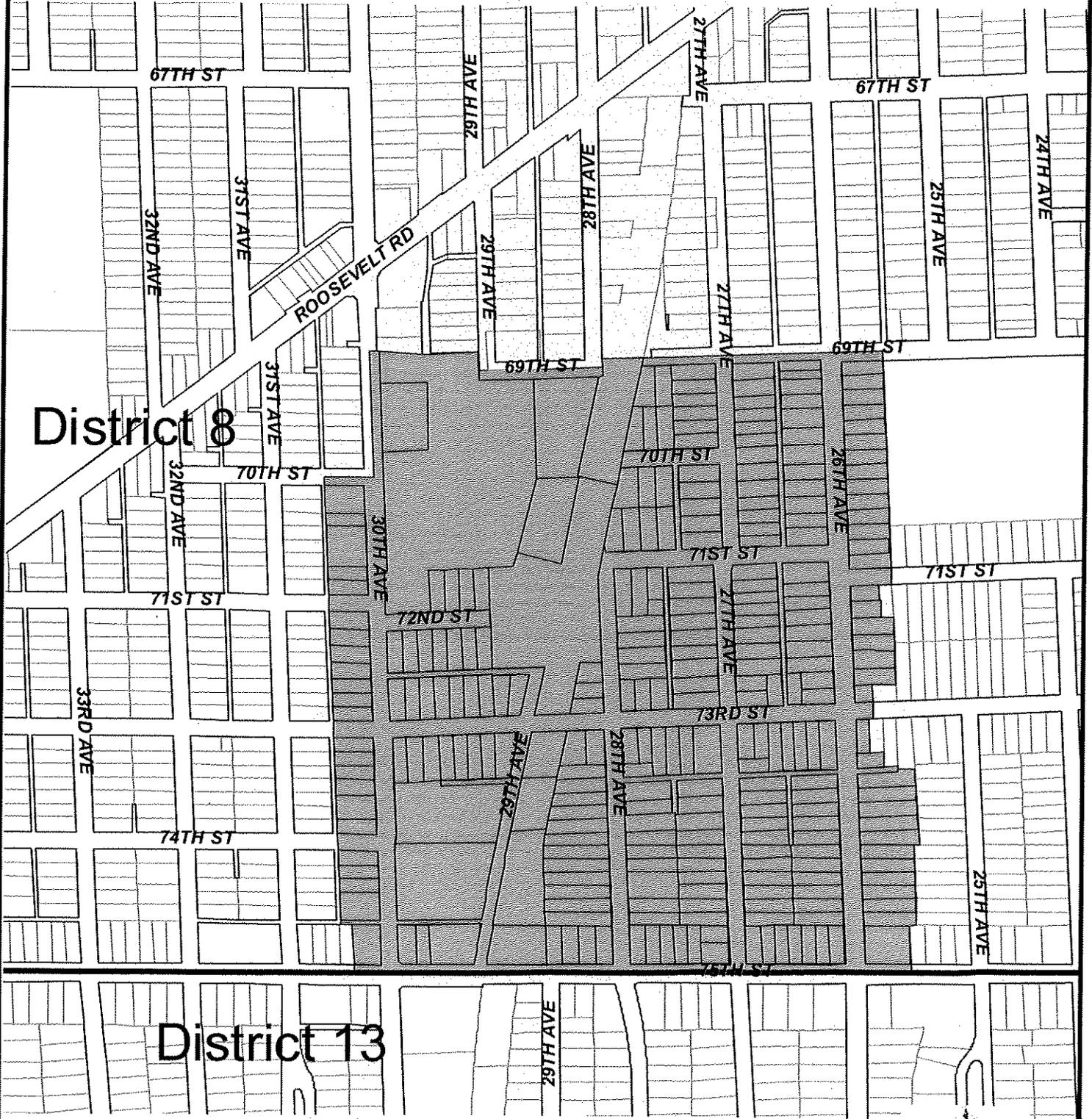
Aldermanic District boundaries



Inspection Area #3

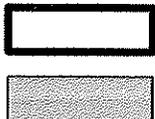


# 2015 Neighborhood Inspection Program



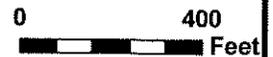
District 8

District 13



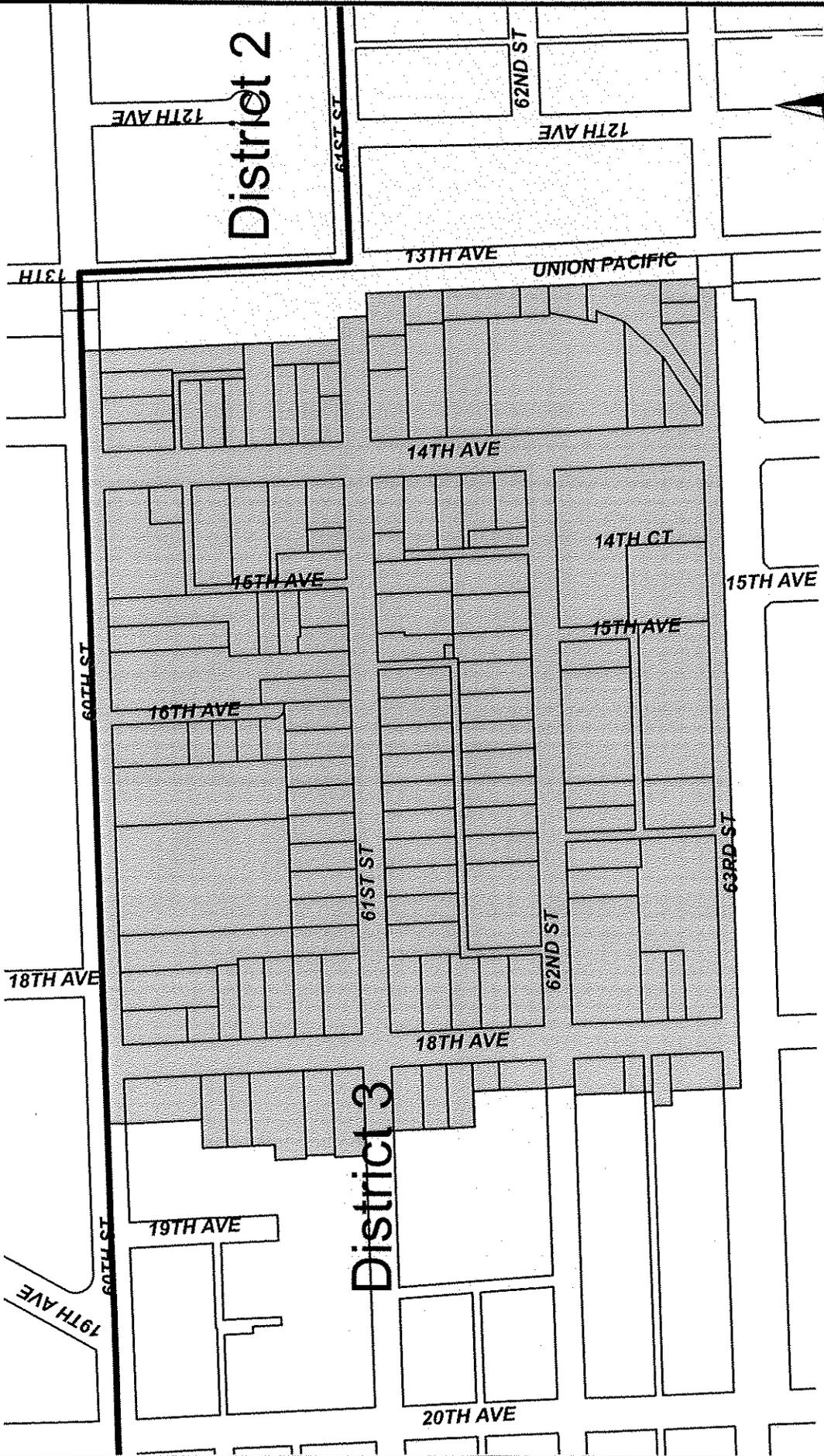
Aldermanic District boundaries

Inspection Area #4



City of Kenosha

# 2015 Neighborhood Inspection Program



District 2

District 3

Aldermanic District boundaries

Inspection Area #5

