

**AGENDA**  
**PUBLIC SAFETY & WELFARE COMMITTEE MEETING**  
**Kenosha Municipal Building - Room 202**  
**Monday, November 14, 2011 - 5:00 pm**

<b>Chairman:</b>	<b>Jesse L. Downing</b>	<b>Vice Chair:</b>	<b>Lawrence Green</b>
<b>Aldersperson:</b>	<b>Anthony Kennedy</b>	<b>Aldersperson:</b>	<b>Michael J. Orth</b>
<b>Aldersperson:</b>	<b>Rocco J. LaMacchia, Sr.</b>		

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

**A. APPROVAL OF MINUTES**

A-1 Approval of the minutes of the meetings held on Tuesday, October 25, 2011.

**B. REFERRED TO COMMISSION**

B-1 Aldermanic Request to Remove Northbound/Southbound Stop Signs on 5<sup>th</sup> Avenue at 57<sup>th</sup> Street. *(District 2) (Staff recommends approval of a 90 day trail)*

B-2 Aldermanic Request to Place Northbound/Southbound Stop Signs on 5<sup>th</sup> Avenue at 58<sup>th</sup> Street. *(District 2) (Staff recommends approval of a 90 day trail)*

B-3 Aldermanic Request to Place an Eastbound Stop Sign on 25<sup>th</sup> Avenue at 14<sup>th</sup> Avenue. *(District 1) (Staff recommends approval of a 90 day trail)*

B-4 Proposed Ordinance to Repeal and Recreate Various Sections of Chapter 15 *(of the Code of General Ordinances)* Related to Off-Premise Signs.

**C. DEFERRED**

C-1 Proposed Ordinance to Repeal Chapter 28 *(of the Code of General Ordinances)* for the City Entitled "Vacant Building Code" in its Entirety. *(Finance-DEFERRED) (Deferred from the 9/26/11 & 10/10/11 meetings)*

C-2 Proposed Resolution To Reorganize Certain Operations of the City with Respect to the Departments of City Development and Neighborhood Services and Inspections and to Subsequently Create the Department of Community Development and Inspections. *(Deferred from the 10/10/11 & 10/25/11 meetings) (Finance-DEFERRED)*

**CLOSED SESSION: The Public Safety & Welfare Committee may go into Closed Session regarding this item, pursuant to Â§19.85(1)(c), Wisconsin Statutes to discuss qualifications, promotion and/or performance evaluation of specific individuals. The Public Safety & Welfare Committee may or may not reconvene into open session for purposes of holding a hearing and making a final determination.**

**CITIZEN COMMENTS/ALDERMEN COMMENTS/OTHER BUSINESS 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.

**PUBLIC SAFETY & WELFARE COMMITTEE**  
**Minutes of Meeting held Tuesday, October 25, 2011**

A meeting of the Public Safety & Welfare Committee was held on Tuesday, October 25, 2011 in Room 202 of the Kenosha Municipal Building. The meeting was called to order at 5:04 pm by Chairman Downing.

At roll call, the following members were present: Alderpersons Green, Orth, Kennedy, and LaMacchia. Alderperson Orth left after discussion item #2. Staff members in attendance were Frank Pacetti, City Administrator; Chief Police John Morrissey; Paula Blise, Zoning Coordinator; Rick Hillesland, Commercial Building Inspector; and Pat Ryan, FPB Division Chief..

It was moved by Alderperson Green, seconded by Alderperson LaMacchia, to approve the minutes from the meetings held on Monday, October 10, 2011 & Wednesday, October 12, 2011. Motion passed unanimously.

B-1. Proposed Resolution To Reorganize Certain Operations of the City with Respect to the Departments of City Development and Neighborhood Services and Inspections and to Subsequently Create the Department of Community Development and Inspections. (*Deferred from the 10/10/11 meeting*) (*Also referred to Finance*) **CLOSED SESSION: The Public Safety & Welfare Committee may go into Closed Session regarding this item, pursuant to Â§19.85(1)(c), Wisconsin Statutes to discuss qualifications, promotion and/or performance evaluation of specific individuals. The Public Safety & Welfare Committee may or may not reconvene into open session for purposes of holding a hearing and making a final determination.**

It was moved by Alderperson Green, seconded by Alderperson LaMacchia to defer to the November 14, 2011 meeting. Motion carried 4-1 (with Alderperson Kennedy voting nay)

C-1 Proposed Ordinance To Create Section 11.036 E. (of the Code of General Ordinances) Entitled "Trespass", to Repeal and Recreate Section 11.06 D. Entitled "Carrying Concealed Weapons", and to Create Section 11.065 Entitled "Carrying Firearm in Public Building".

Staff/Alderman: Frank Pacetti and Chief Morrissey spoke.

It was moved by Alderperson Green, seconded by Alderperson Orth to approve. Motion carried unanimously.

**DISCUSSION ITEM:**

1. Use of Temporary Structures for Exterior Smoking Purposes.

Staff/Alderman: Paula Blise, Pat Ryan & Rick Hillesland spoke.

Alderperson Orth commented briefly on temporary heat stands and the dangerous situations of them and how to make it a safe environment. Alderperson Downing commented on the abuse of the 180 days permit. Alderperson Kennedy asked if the materials of the structure are fire hazardous and whether or not a structure would be temporary if there is electrical and lighting within the structure.

2. Discussion of Investigation and Subsequent Discipline of Specific Employees in the Department of Neighborhood Services & Inspections. **CLOSED SESSION: The Public Safety & Welfare Committee may go into Closed Session regarding this item, pursuant to Â§19.85(1)(b)(c)(f), Wisconsin Statutes. The Public Safety & Welfare Committee may or may not reconvene into open session for purposes of holding a hearing and making a final determination.**

It was moved by Alderperson Green, seconded by Alderman Kennedy, to go into closed session at 5:30 pm. Motion passed unanimously. The Committee reconvened at 6:12 pm.

**ADJOURNMENT** - There being no further business to come before the Public Safety & Welfare Committee, it was moved, seconded and unanimously carried to adjourn at 6:14 pm.

CITY OF KENOSHA – PUBLIC SAFETY & WELFARE COMMITTEE  
-MINUTES-  
Tuesday, October 25, 2011

A meeting of the Public Safety & Welfare Committee was held on Tuesday, October 25, 2011, at the Kenosha Municipal Building Room 202. The meeting was called to order at 6:16 pm. The following members were present: Chairman Jesse Downing, Alderpersons Anthony Kennedy, Michael Orth, Lawrence Green, and Rocco LaMacchia, Sr. Staff members in attendance were Mayor Bosman, City Administrator Frank Pacetti, Finance Director Carol Stancato, Chief Morrissey, Captain Bartholomew, Chief Thomsen, Battalion Chief Haerter, Division Chief Ryan, City Development Director Jeff LaBahn, Paula Blise, Human Resources Director Steve Stanczak, and Sue Clouthier.

- C-1 Proposed Resolution to Reorganize Certain Operations of the City with Respect to the Departments of City Development and Neighborhood Services and Inspections and to Subsequently Create the Department of Community Development and Inspections.

*It was moved by Alderperson Orth, seconded by Alderperson LaMacchia to defer until November 14, 2011. Motion passed 4-1, with Alderman Kennedy voting nay.*

- C-2a Department of Community Development and Inspections 2012 Executive Budget

Public Hearing: No one spoke.

Staff/Alderpersons: Jeff LaBahn gave an overview. Alderperson Orth commented on the department organizational chart.

*It was moved by Chairman Downing, seconded by Alderperson Green to eliminate the position of Plumbing Inspector for \$90,783 including fringes, add \$30,000 to other professional services, and add \$10,000 to unemployment. Motion passed 5-0.*

*It was then moved by moved by Alderperson Kennedy, seconded by Alderperson Green to approve as amended. Motion passed 5-0.*

- C-3a Police Department 2012 Executive Budget

Public Hearing: Alderperson David Bogdala spoke about the number of sworn officers in the Police Department for 2012.

Therese Kemen – 4405 81<sup>st</sup> Street, Parking Enforcement Aide, spoke against the elimination of the Parking Enforcement Aides from the Police budget.

Kier Powell – 3560 21<sup>st</sup> Ave, Vice President of AFSCME Local 71, also spoke against the elimination of the Parking Enforcement Aides.

Public hearing closed.

Staff/Alderpersons: Chief Morrissey gave an overview, including the restructuring of Police Administration. Alderperson Kennedy commented on the changes and public safety. Chief Morrissey explained the work plans for the Community Service Officers. Chairman Downing

commented that he would not support this budget until the three additional sworn officers are added back to the budget. Alderperson Kennedy stated that he supports the budget as presented but he understands the concerns.

*It was moved by Alderperson Orth, seconded by Alderperson Green to add \$75,025 including fringes for three Police Officers who would start September 1, 2012. Motion passed 4-1 with Alderperson Kennedy voting nay.*

*It was moved by Alderperson Green, seconded by Alderperson LaMacchia to add one position of Parking Enforcement Aide and remove one position of Community Service Officer for a net addition of \$17,354 including fringes.. Motion passed 4-1 with Alderperson Kennedy voting nay.*

*It was moved by Alderperson Orth, seconded by Alderperson Green to remove \$1,200 from the dry cleaning allowance due to the reorganization of Police Administration. Motion passed 5-0.*

*It was then moved by Alderperson Orth, seconded by Alderperson Green to approve as amended. Motion passed 4-1, with Alderperson Kennedy voting nay.*

#### C-3b Police Department 2012-2016 CIP Budget

Public Hearing: No one spoke.

Staff/Alderpersons: Chief Morrissey gave an overview, saying that the Police Department was set in their new building. Alderperson Kennedy commented on Homeland Security compatibility. Chief Morrissey stated that Joint Services was working on the issue.

*It was moved by Alderperson Green, seconded by Alderperson Orth to approve. Motion passed 5-0.*

*It was moved by Alderperson Kennedy, seconded by Alderperson Green to recess at 8:05 pm. Motion passed 5-0.*

*The meeting was reconvened by Chairman Downing at 8:17 pm.*

#### C-4a Fire Department & Emergency Medical Services 2012 Executive Budgets

Public Hearing: No one spoke.

Staff/Alderpersons: Chief Thomsen gave an overview.. Alderperson Orth questioned the holiday buyback amount and how fuel was purchased. Chairman Downing questioned how many ambulance fees were written off. City Administrator Pacetti said that additional collection methods and reasonable fee increases were included in the EMS budget. Alderperson Kennedy commented on health care savings.

*It was moved by Alderperson Green, seconded by Alderperson LaMacchia to approve. Motion passed 5-0.*

C-4b Fire Department 2012-2016 CIP Budget

Public Hearing: Alderman Jan Michalski spoke in favor of deferring the parking lot repairs at Stations 3 and 6.

Public Hearing closed.

Staff/Alderpersons: Alderperson Orth commented if there were additional ways to reduce the cost of engine company purchases. Chief Thomsen explained that options had been explored. Battalion Chief Haerter explained the spec process for equipment including ambulances. Alderperson Kennedy commented on the need for a fire protection district.

*It was moved by Alderperson Kennedy, seconded by Alderperson Green to approve. Motion passed 5-0.*

Chairman Downing requested to discuss the Health Services budget, since it is under jurisdiction of the Public Safety and Welfare Committee. No action was taken, for discussion only.

Citizen Comments: No one spoke.

Alderperson Comments: No one spoke.

*There being no further business to come before the Public Safety & Welfare Committee, it was moved by Alderperson Green, , seconded by Alderperson Orth to adjourn at 8:57 pm. Motion passed 5-0.*



**Engineering Division**  
 Michael M. Lemens, P.E.  
 Director/City Engineer  
**Fleet Maintenance**  
 Mauro Lenci  
 Superintendent  
**Parks Division**  
 Jeff Warnock  
 Superintendent

**Street Division**  
 John H. Prijic  
 Superintendent  
**Waste Division**  
 Rocky Bednar  
 Superintendent

**DEPARTMENT OF PUBLIC WORKS**  
 Michael M. Lemens, P.E., Interim Director

Municipal Building · 625 52<sup>nd</sup> ST · RM 305 · Kenosha, WI 53140  
 Telephone (262) 653-4050 · Fax (262) 653-4056

DATE: November 9, 2011  
 TO: Public Safety and Welfare Committee  
 FROM: Kevin Risch, P.E., Assistant City Engineer KKR 11-10-11  
 SUBJECT: Aldermanic Request to Remove NB/SB Stop Signs on 5<sup>th</sup> Avenue at 57<sup>th</sup> Street.

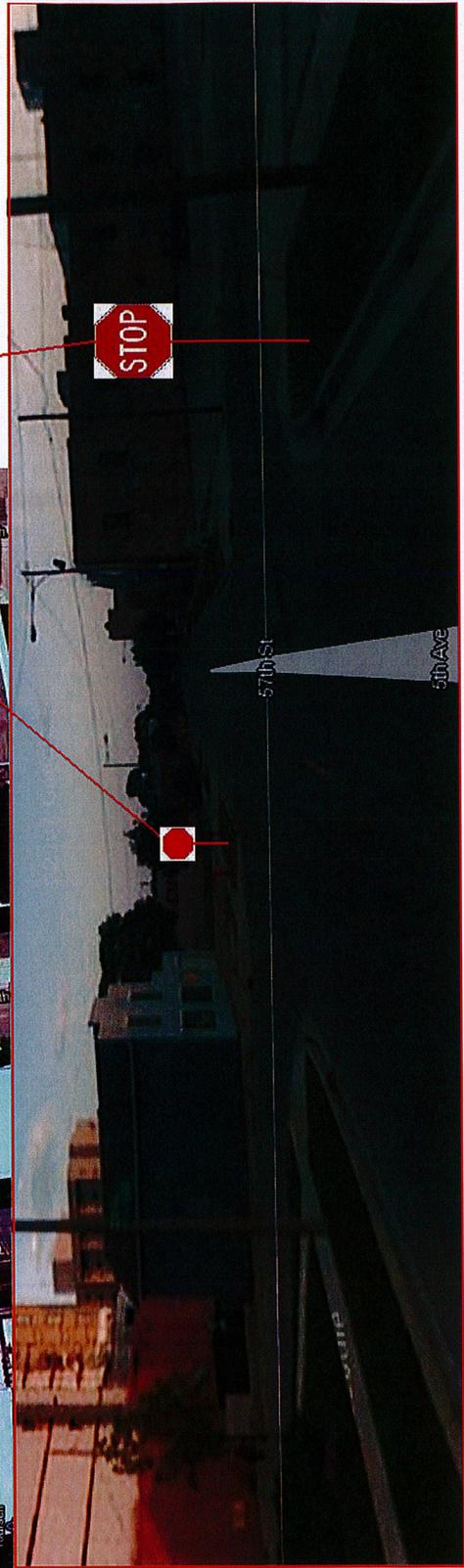
This is an aldermanic request to remove the existing stop signs placed on 5<sup>th</sup> Avenue at 57<sup>th</sup> Street. The placement of the stop signs were done in anticipation of the high rise building complex (Virginia Towers) generating more traffic. However, due to the vacancy of this building traffic does not warrant these signs. Staff has no concerns due to limited accidents before and after stop signs went up.

Staff recommends approval of a 90 day trial for the removal of NB/SB stop control on 5<sup>th</sup> Avenue at 57<sup>th</sup> Street.

KKR

cc: Alderman Ruffalo, w/a  
 Michael Lemens, Interim Director/City Engineer, w/a  
 Kevin Risch, P.E., w/a  
 Randy LeClaire, P.E., w/a

**Remove existing Stop  
Signs in the NB/SB  
Direction**





**Engineering Division**  
Michael M. Lemens, P.E.  
Director/City Engineer  
**Fleet Maintenance**  
Mauro Lenci  
Superintendent  
**Parks Division**  
Jeff Warnock  
Superintendent

**Street Division**  
John H. Prijic  
Superintendent  
**Waste Division**  
Rocky Bednar  
Superintendent

## DEPARTMENT OF PUBLIC WORKS

Michael M. Lemens, P.E., Interim Director

Municipal Building · 625 52<sup>nd</sup> ST · RM 305 · Kenosha, WI 53140  
Telephone (262) 653-4050 · Fax (262) 653-4056

DATE: November 8, 2011  
TO: Public Safety and Welfare Committee  
FROM: Kevin Risch, P.E., Assistant City Engineer KKR 11-10-11  
SUBJECT: Aldermanic Request to Place NB/SB Stop Signs on 5<sup>th</sup> Avenue at 58<sup>th</sup> Street.

This is an aldermanic request to place stop signs on 5<sup>th</sup> Avenue at 58<sup>th</sup> Street due to a sight distance concern for southbound traffic looking west at the intersection due to the presence of a building on the corner. This location currently has a flashing yellow light that is no longer needed and it is proposed to have it removed.

Staff recommends approval of a 90 day trial for the placement of NB/SB stop control on 5<sup>th</sup> Avenue at 58<sup>th</sup> Street making it a 4-way stop and the removal of the flashing yellow pedestrian lights.

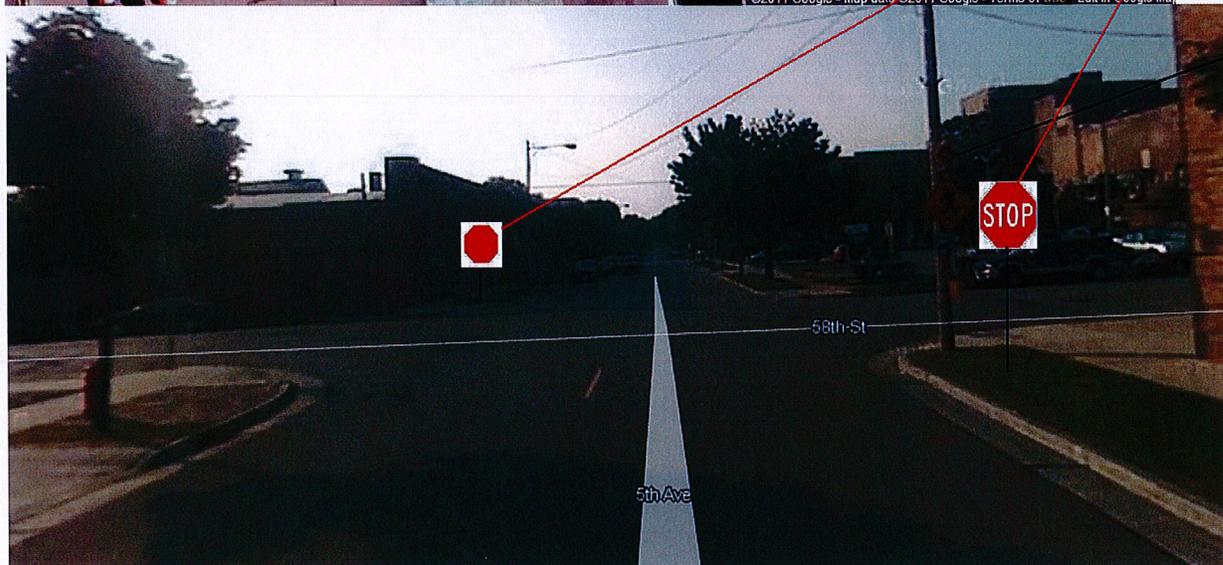
KKR

cc: Alderman Ruffalo w/a  
Michael Lemens, Interim Director/City Engineer, w/a  
Kevin Risch, P.E., w/a  
Randy LeClaire, P.E., w/a



**Place NB?SB Stop Signs on 5th Ave at 58th Street**

**Remove Existing Flashing Yellow Ped. Crossing**





**Engineering Division**  
Michael M. Lemens, P.E.  
Director/City Engineer  
**Fleet Maintenance**  
Mauro Lenci  
Superintendent  
**Parks Division**  
Jeff Warnock  
Superintendent

**Street Division**  
John H. Prijic  
Superintendent  
**Waste Division**  
Rocky Bednar  
Superintendent

**DEPARTMENT OF PUBLIC WORKS**

**Michael M. Lemens, P.E., Interim Director**

Municipal Building · 625 52<sup>nd</sup> ST · RM 305 · Kenosha, WI 53140  
Telephone (262) 653-4050 · Fax (262) 653-4056

DATE: November 9, 2011  
TO: Public Safety and Welfare Committee  
FROM: Kevin Risch, P.E., Assistant City Engineer KKR 11-10-11  
SUBJECT: Aldermanic Request to Place an EB Stop Sign on 25<sup>th</sup> Street at 14<sup>th</sup> Avenue.

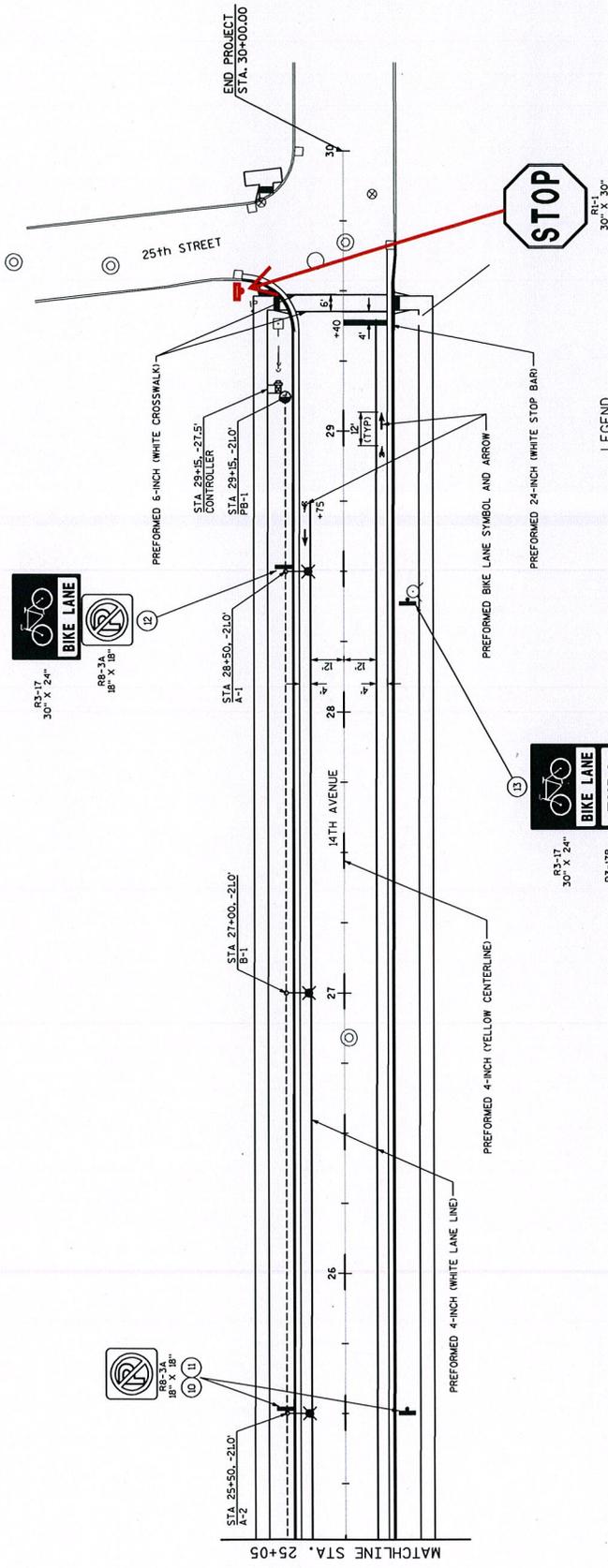
This intersection use to have stop control prior to 1985 when 14<sup>th</sup> Avenue between 25<sup>th</sup> Street and 31<sup>st</sup> Street was a public street.

An Aldermanic request has been made to provide the original stop sign at the above "T" intersection.

A 90 day trial for stop control on 25<sup>th</sup> Street at 14<sup>th</sup> Ave is suggested.

KKR

cc: Alderman Haugaard w/a  
Michael Lemens, Interim Director/City Engineer, w/a  
Kevin Risch, P.E., w/a  
Randy LeClaire, P.E., w/a



**LEGEND**

- PROPOSED SIGN
- PROPOSED SIGN MOUNTED ON LIGHT POLE
- PULL BOX
- SERVICE METER
- LIGHTING CONTROLLER
- LIGHTING UNIT
- DESIGNATES SIGN ITEM NUMBER
- 2-INCH PVC CONDUIT WITH (S)+6 ANG

**LIGHT UNIT CALLOUT**

- STATION OFFSET
- X = CIRCUIT LETTER
- Y = POLE ID

ORDINANCE NO. \_\_\_\_\_

**DRAFT 08/31/11**

**REVISED CHANGES OF PSW COMM 09/12/11**

**PROPOSED CHANGES BY ALDERPERSON JESSE DOWNING 10/19/11 11/07/11**

**SPONSOR: PUBLIC SAFETY & WELFARE COMMITTEE**

**TO REPEAL AND RECREATE VARIOUS SECTIONS OF  
CHAPTER 15 OF THE CODE OF GENERAL ORDINANCES  
RELATED TO OFF-PREMISE SIGNS.**

The Common Council of the City of Kenosha, Wisconsin, do ordain as follows:

**Section One:** Section 15.07 F. of the Code of General Ordinances for the City of Kenosha, Wisconsin, is hereby repealed.

**Section Two:** Section 15.12 of the Code of General Ordinances for the City of Kenosha, Wisconsin, is hereby repealed and recreated as follows:

**15.12 PROHIBITED SIGNS**

All Signs not expressly permitted are prohibited in any location in the City. The following Signs are specifically prohibited:

- 1. Signs containing statements, words or pictures of an obscene or pornographic nature.
- 2. A Sign, handbill, notice or poster affixed to a tree, fence, pole, Street Sign, Traffic Sign or other structure not constructed or intended for use as a Sign base, which is not authorized by this Ordinance.
- 3. Revolving Signs.
- 4. Roof Signs.
- 5. Signs which are structurally dangerous, or unsafe.
- 6. Abandoned/Obsolete Signs.
- 7. Flashing and Animated Signs.
- 8. Deteriorated Signs.
- 9. Signs used beyond time limits provided in this Ordinance.
- ~~10. Off-premise commercial signs.~~

**Section Three:** Section 15.15 A. of the Code of General Ordinances for the City of Kenosha, Wisconsin, is hereby repealed and recreated as follows:

**15.15 OFF-PREMISE SIGNS**

**A. Purpose.** This Section is intended to protect the public health, safety and welfare by regulating the construction, materials, placement/location, size, height, spacing and maintenance of Off-Premise Commercial Signs. This Section is designed to ensure that Off-Premise Commercial Signs are compatible with other Signs and land uses, and are not detrimental to the aesthetic quality of the community.

Off premise commercial signs are subject to City approval pursuant to the following procedures:

- 1. **Sign Replacement** (same size sign in the same location): off premise sign permit.
- 2. **New Sign Location or Relocation Where the Proposed Sign is 300 Square Feet or Less:** site plan

review in conformance with Section 14.0 of the Zoning Ordinance.

**3. New Sign Location or Relocation where the Proposed Sign is Greater than 300 Square Feet:** conditional use permit in conformance with Section 4.0 of the Zoning Ordinance.

**4. Bulletin Sign** (Size 14' x 48'): conditional use permit in conformance with Section 4.0 of the Zoning Ordinance.

**5. Sign Not in Compliance with §15.15 H.5 and §15.15 H.7:** conditional use permit in conformance with Section 4.0 of the Zoning Ordinance.

**6. Digital Display:** conditional use permit in conformance with Section 4.0 of the Zoning Ordinance.

All Off-Premise Commercial Signs existing in the City shall be maintained in accordance with the following conditions and restrictions. ~~Table 2 of this ordinance identifies off-premise sign review procedure requirements.~~

**Section Four:** Section 15.15 B. of the Code of General Ordinances for the City of

Kenosha, Wisconsin, is hereby repealed and recreated as follows:

**B. Illumination.**

**1.** The light rays from any Off-Premise Commercial Sign which is externally illuminated shall be cast directly upon the Sign Face surface and shall not be visible to motor vehicle operators, except as may be reflected from the Sign Face. The illumination of Off-Premise Commercial Signs will not be permitted between 12:00 A.M. and 5:00 A.M. No Off-Premise Commercial Sign shall contain flashing elements or video displays.

**2. Digital Display Illumination.** Digital Display Off-Premise Signs shall be subject to the following regulations:

- a. Each change of message shall be accomplished in one second or less.
- b. Each message shall remain in a fixed position for at least 6 seconds.
- c. The use of traveling messages or segmented messages is prohibited.
- d. No variable message sign lamp may be illuminated to a degree of brightness that is greater than necessary for adequate visibility. Signs found to be brighter than necessary for adequate visibility shall be adjusted by the person owning or controlling the sign in accordance with the instructions of the Common Council.
- e. The Common Council by rule, may prohibit or establish restrictions on the illumination of messages to a degree of brightness that is greater than necessary for adequate visibility.

**Section Four Five:** Sections 15.15 D.2., D.4. and D.5. of the Code of General

Ordinances for the City of Kenosha, Wisconsin, are hereby repealed and recreated as follows:

**2.** The Sign may be sold, leased, or otherwise transferred without affecting its Nonconforming status, but its location may not be changed. ~~A nonconforming off-premise commercial sign removed as a result of a street Right-of-Way taking or for any other reason may be relocated. only if the sign is made to conform to this ordinance.~~

**4.** In accordance with Section 62.23(7)(h), Wisconsin Statutes, ~~the Signs which are a nonconforming use~~ must remain ~~substantially~~ the same as ~~it was they were~~ on the effective date of this Ordinance and may not be enlarged or expanded. Any extension, enlargement, rebuilding, changing the materials of the Sign structure, changing the size of the Sign structure materials, adding catwalks, adding guys or struts for stabilization of the Sign or structure, adding lights to a nonilluminated Sign, changing the height of the Sign aboveground, ~~structural alteration to prolong the life of the sign~~ or re-erection of the Sign ~~is prohibited~~ shall not during the sign's life

exceed 50 percent of the assessed value of the sign unless permanently changed to a conforming use. ~~The Sign may not be structurally altered so as to prolong the life of the Sign.~~

5. The Sign may continue in use as long as it is not ~~destroyed, extended, expanded,~~ abandoned; or discontinued. ~~A Sign is deemed destroyed when it is rendered any or all of the following descriptions: dismantled, removed or modified from its original state. A Sign shall be deemed expanded if any or all of the following standards are met: increase in size, mass, volume or scope in any direction; provide greater detail; to spread out; to increase or grow in extent; or, to increase in width or circumference.~~ A Sign is deemed abandoned or discontinued if for a period of twelve (12) months or longer, it is composed of obsolete advertising matter, or is without advertising matter, or is in need of substantial repair provided that any period of involuntary discontinuance which occurs during the period a street is closed shall not be considered. A Sign is deemed abandoned or discontinued if the name of the owner does not appear thereon and if the name and address of the current owner is not readily ascertainable from records on file with the Department of Neighborhood Services and Inspections.

An unsafe to abandoned Sign is declared a public nuisance, which shall be abated by the owner within sixty (60) days of receiving notice from the Department. After sixty (60) days, the Sign may be removed by the Department, and the cost thereof shall be placed on the tax roll as a special assessment and become a lien against the benefited property, unless paid sooner.

**Section Five Six:**

Sections 15.15 G. and H. of the Code of General Ordinances for

the City of Kenosha, Wisconsin, are hereby renumbered, repealed and recreated as follows:

**GH. Replacement Sign Credits.** Off-Premise Signs constructed as a result of Replacement Sign Credits ~~granted prior to June 16, 2008,~~ shall be subject to the following Ordinance standards. ~~enacted March 6, 1995. An Off-Premise Sign Permit shall be obtained prior to the expiration of subject credits.~~

**1. Permitted Zoning Districts.** Off-Premise Signs are permitted only in the B-2, M-1, M-2 Zoning Districts and are subject to the regulations of those districts.

**2. Size Requirements.** Off-Premise Signs shall not exceed ~~three hundred (300)~~ six hundred seventy-two (672) square feet of Sign Face area per Sign Face, not including any trim, supporting frame work, uprights or decorative fencing/apron, ~~with no more than two (2) sides per Sign structure and only one (1) Sign Face per side,~~ for a total Sign Face area of ~~six hundred (600)~~ one thousand three hundred forty-four (1,344) square feet to include both sides and faces. The Sign Face area per Sign Face shall be calculated on the basis of adding together the area of the Off-Premise Sign Face(s) that can be read from one (1) direction at one (1) time. Where two identical Off-Premise Signs are placed back-to-back on the same Sign supports, the Signs shall not be separated by more than four (4') feet so that both Sign Faces cannot be read from one direction simultaneously. A Sign extension comprising no more than ten (10%) percent of the allowable Sign Face area may be added providing the extension does not extend more than five (5') feet beyond the perimeter of the Sign Face.

**3. Setback Requirements.** Off-Premise Signs shall be set back ~~thirty (30)~~ (fifteen (15')) from the Street Right-Of-Way and shall be located so as to avoid any contact with communication and/or electrical lines. The distance will be measured from the area of the Sign structure closest to the Street Right-Of-Way. Off-Premise Signs shall also comply with setback and other requirements of State law when located abutting Federal or State highways, or interchanges.

**4. Spacing Between Off-Premise Signs.** Off-Premise Signs shall comply with the spacing requirements of State laws, rules, and regulations, and in no case shall Off-Premise Signs be permitted to be constructed, erected or installed within ~~a seven hundred fifty (750)~~ five hundred (500) feet radius of another Off-Premise

Sign on the same side of the street.

**5. Height.** The maximum height to the top of any Off-Premise Sign shall be ~~twenty~~ thirty-five (2535') feet. The height of a such Sign shall be computed as the distance from the base of the Sign at normal grade to the top of the highest attached component of the Sign. Normal grade shall be construed to be the higher of: the existing grade prior to construction; or the newly established grade after construction exclusive of any filling, berming or excavating solely for the purpose of locating the Sign. In cases in which the normal grade cannot reasonably be determined, height shall be computed on the assumption that the elevation of the normal grade at the base of the Sign is equal to the elevation of the nearest point of the crown of a public street. Off-Premise Signs located on a premise adjacent to frontage roads, on interstates, expressways, or State highways where pavement grade may be higher due to bridges entrance/exit ramps may be allowed to achieve a maximum height of thirty-five (35') feet above the highest point of that pavement grade or within one thousand (1,000') feet of the Interstate Highway Right-of-Way shall have a maximum height of forty (40') feet above the center line of the roadway from which it is intended to be viewed, or grade at the sign structure, whichever is greater. If adjacent to an Interstate Highway bridge or viaduct shall have a maximum height of fifty (50') feet above the center line of the roadway from which it is intended to be viewed or grade at the sign structure, whichever is greater.

**6.** Off-Premise Signs are prohibited in any Historic District, on any bridge crossing, and shall not be located on or over the roof of a building.

**7.** Off-Premise Signs shall not be constructed, erected or installed within seventy-five (75') feet of the B-3 Central Business District.

Off-Premise Signs shall not be constructed, erected or installed one hundred fifty (150') feet of any Residential or IP Institutional Park District. This restriction shall not be applicable to any Residential or IP Institutional Park District Zoned property located on State Highways.

Off-Premise Signs shall not be constructed, erected or installed within ~~five~~ two hundred (500200') feet of any Historic Site or Historic District, or any school, church, public park, Recreation Area; or public playground; ~~or environmental corridor~~. This distance shall be measured from the outermost portion of the Off-Premise Sign structure.

**8.** No Off-Premise Sign shall be erected in a location prohibited by this Ordinance.

**9.** No Off-Premise Sign shall be erected so as to prevent ingress or egress from any door or window, or any other exitway required by the Building or Fire Codes of the City.

**10.** No Off-Premise Sign shall be located in such a manner as to obscure, or otherwise interfere with the effectiveness of a traffic Sign, signal or device, obstruct or physically interfere with a motor vehicle operator's view of approaching, merging or intersecting traffic.

**11.** No Off-Premise Sign shall be attached to a standpipe, gutter drain or fire escape.

**12.** No Off-Premise Sign shall be erected so to impair access to a roof.

**HI. Off-Premises Signs in City Parks or Recreation Areas.** This section does not apply to off-premise signs placed in City parks or recreational areas pursuant to authorization for non-permanent placement, from the Parks Commission.

**Section Six Seven:**

To create Section 15.15 G. of the Code of General Ordinances

for the City of Kenosha, Wisconsin, as follows:

**G. Replacement Sign Credit.** The owner of ~~nonconforminga~~ an existing Off-Premise Sign may receive a Replacement Sign Credit upon removal of ~~Nonconforminga~~ an existing Off-Premise Sign. The owners or operators of ~~Noneonforming~~ Off-Premise Signs which are ordered to be removed by the Administrator to protect the public's welfare and safety, or Signs which are damaged or destroyed beyond twenty-five (25%) percent of its then current value, may also receive a Replacement Sign Credit.

The Replacement Sign Credit shall be subject to the following conditions:

1. The Replacement Sign Credit shall ~~not expire. be valid for a period of one (19) year.~~
2. Replacement Sign Credits are ~~not~~ transferable.
3. The holder of the Replacement Sign Credit shall locate and construct, install and erect an Off-Premise Sign in accordance with this Ordinance as it exists at the time of construction, erection and installation.
4. A Replacement Sign Credit shall be awarded for each sign face removed.

**Section Seven Eight:** To create Subsection J. of the Code of General Ordinances for the City of Kenosha, Wisconsin, as follows:

**J. Off-Premise Sign Cap.** The number of Off-Premise Signs in the City is limited to 105 signs, which is the number of such Signs in existence on the 1<sup>st</sup> day of October 2011, notwithstanding the addition of any existing signs as the result of annexation or attachment. The installation of an Off-Premise Sign is permitted only with Replacement Sign Credits. ~~Upon expiration of each Replacement Sign Credit, the total number of allowable Off-Premise Sign Faces within the City of Kenosha shall be reduced by one.~~

**Section Eight Nine:** To create and add a definition to Section 15.11 of the Code of General Ordinances for the City of Kenosha, Wisconsin, as follows:

**Digital Display Off-Premises Sign.** An off-premises advertising sign, display or device that ~~changes the message copy on the sign by means of light emitting diodes (LED's), fiber optics, light bulbs or other illumination devices within the display area, and includes tri-vision signs and mechanically operated signs.~~ may contain multiple or variable messages, including messages on louvers that are rotated and messages formed solely by use of lights or other electronic or digital displays, that may be changed by any electronic process.

**Section SevenNine Ten:** ~~To create the line pertaining to off-premises in Table 12 of Chapter 15 of the Code of General Ordinances for the City of Kenosha, Wisconsin, pertaining to off-premise signs as follows:~~

SIGN DESCRIPTIONS	B-1/B-2/B-3/B-4	IP	M-1/M-2	RG/RS/RD/RR	RM
<b>Digital Display Off-Premises Signs</b> (Refer to Chapter 4 of the Zoning Ordinance)	CONDITIONAL only in B-2	NOT PERMITTED	CONDITIONAL	NOT PERMITTED	NOT PERMITTED

SIGN DESCRIPTIONS	B-1/B-2/B-3/B-4	IP	M-1/M-2	RG/RS/RD/RR/TR D	RM
<b>Off-Premises Sign Replacement</b> (Same location/Same size)	OFF-PREMISE SIGN PERMIT	NOT PERMITTED	OFF-PREMISE SIGN PERMIT	NOT PERMITTED	NOT PERMITTED
<b>Off-Premises Sign</b> —New location or relocation	SITE PLAN REVIEW	NOT PERMITTED	SITE PLAN REVIEW	NOT PERMITTED	NOT PERMITTED
<b>Off-Premises Sign</b> —Bulletin Size (14' x 48')	CONDITIONAL USE PERMIT	NOT PERMITTED	CONDITIONAL USE PERMIT	NOT PERMITTED	NOT PERMITTED
<b>Off-Premises Sign</b> —Not in Compliance with 15.15 H.7. of G.C.	CONDITIONAL USE PERMIT	NOT PERMITTED	CONDITIONAL USE PERMIT	NOT PERMITTED	NOT PERMITTED
<b>Digital Display Off-Premises Sign</b>	CONDITIONAL USE PERMIT	NOT PERMITTED	CONDITIONAL USE PERMIT	NOT PERMITTED	NOT PERMITTED

**Section ~~Seven~~Ten-Eleven:** This Ordinance shall become effective upon passage and publication.

ATTEST: \_\_\_\_\_ City Clerk

APPROVED: \_\_\_\_\_ Mayor

Passed:

Published:

Drafted By:  
MATTHEW A. KNIGHT  
Deputy City Attorney

DEPARTMENT OF CITY DEVELOPMENT  
 625 - 52<sup>ND</sup> STREET - ROOM 308  
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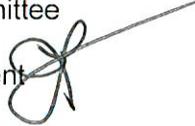


CITY PLAN  
 REAL ESTATE  
 HISTORIC PRESERVATION  
 COMMUNITY DEVELOPMENT BLOCK GRANT  
 REDEVELOPMENT

**JEFFREY B. LABAHN**  
 Director of City Development

**MEMO**

**TO:** Chairman Alderman Jesse Downing  
 Members of the Public, Safety and Welfare Committee

**FROM:** Jeffrey B. Labahn, Department of City Development 

**RE:** **Vacant Building Code - General Code Chapter 28**

**DATE:** November 10, 2011

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The existing Vacant Building Code (Chapter 28 of the Code of General Ordinances) was adopted by the City in 2008. The stated intent of the Code "... is to establish the measures and requirements reasonably necessary to protect the health, safety and welfare of the public from the public nuisances, blight and negative market impact of vacant or abandoned buildings and structures."

The Ordinance applies to all manufacturing, commercial, institutional and mixed-use occupancy buildings vacant for a minimum of 180 consecutive days. The Ordinance also applies to buildings that have been partially vacant for a minimum of 180 consecutive days and have a history of violations. Both an interior and exterior inspection is required to be conducted on an annual basis. The scope of the inspection and maintenance standards is stipulated in the Ordinance.

Approximately one year ago, the Department of Neighborhood Services & Inspections essentially suspended the program based on a concern over the established application fee schedule. The fee schedule previously adopted by Common Council, was \$360.00 plus \$0.07 per square foot of vacant floor space. With the emergence of several large vacant buildings, the established fee structure was not appropriate in proportion to the Staff time committed to each building. During the first two years of the Ordinance, the calculated average cost of issuing a vacant building permit was approximately \$350.00. The recommendation of the department Staff was to amend the fee structure to impose a flat fee of \$360.00 per building. However, due to the retirement of department Staff earlier this year, the fee schedule Amendment did not occur.

Department Staff recognizes the merit of the Vacant Building Code for the primary purpose of stabilizing the integrity of a building during the course of its vacancy. However, department Staff does have the ability to address exterior building issues on a complaint basis. Additionally, the Fire Department does inspect the interior of vacant commercial buildings on a twice yearly basis.

JBL:kas

ORDINANCE NO. \_\_\_\_\_

BY: ALDERPERSON STEVE BOSTROM

**TO REPEAL CHAPTER 28 OF THE CODE OF GENERAL ORDINANCES FOR THE CITY OF KENOSHA, ENTITLED "VACANT BUILDING CODE" IN ITS ENTIRETY**

The Common Council of the City of Kenosha, Wisconsin, do ordain as follows:

**Section One:** Chapter 28 of the Code of General Ordinances for the City of Kenosha, Wisconsin, is hereby repealed in its entirety.

**Section Two:** This Ordinance shall become effective upon passage and publication.

ATTEST: \_\_\_\_\_ City Clerk

APPROVED: \_\_\_\_\_ Mayor

Passed:

Published:

Drafted By:  
MATTHEW A. KNIGHT  
Deputy City Attorney

RESOLUTION NO. \_\_\_\_\_

BY: THE MAYOR

**TO REORGANIZE CERTAIN OPERATIONS OF THE CITY OF  
KENOSHA WITH RESPECT TO THE DEPARTMENTS OF CITY  
DEVELOPMENT AND NEIGHBORHOOD SERVICES AND  
INSPECTIONS AND TO SUBSEQUENTLY CREATE THE  
DEPARTMENT OF COMMUNITY DEVELOPMENT AND  
INSPECTIONS**

**WHEREAS**, for the purpose of operating the City on a cost effective and efficient basis, it is desirable to reorganize certain operations with respect to the Departments of City Development and Neighborhood Services and Inspections; and

**WHEREAS**, the consolidation of the aforementioned departments results in the creation of the Department of Community Development and Inspections.

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Kenosha, Wisconsin, that the following changes of operation of the City are adopted as provided and scheduled for implementation herein:

1. The Department of City Development and the position of Director of City Development shall be abolished upon s1.05 K. (1) and (2) of the Code of General Ordinances, entitled "Department of City Development," being repealed. A Copy of an Ordinance draft to that effect is attached hereto as Exhibit A and incorporated herein by reference.

2. The Department of Neighborhood Services and Inspections and the position of Director of Neighborhood Services and Inspections shall be abolished upon s1.05 N. (1) and (2) of the Code of General Ordinances, entitled "Department of Neighborhood Services and Inspections," being repealed. A Copy of an Ordinance draft to that effect is attached hereto as Exhibit A and incorporated herein by reference.

3. The Department of Community Development and Inspections and the position of Director of Community Development and Inspections is created under s1.05 K (1) and (2) upon the passage and publication of the Ordinance referenced in Exhibit A.

4. The Organization Chart and the Table of Organization for the Department of Community Development and Inspections shall be as set forth in Exhibits B and C, which are attached hereto and incorporated herein by reference.

5. The job description for the position of Director of Community Development and Inspections shall be as set forth in Exhibit F, which is attached hereto and incorporated herein by reference.

6. All positions/employees in the Departments of City Development and Neighborhood Services and Inspections shall be transferred to the Department of Community Development and Inspections upon s1.05 K (1) and (2) of the Code of General Ordinances being created. The position of Soil Erosion Inspector in the Department of Neighborhood Services and Inspections, shall be transferred to the Department of Public Works upon s1.05 of the Code of General Ordinances being created. Both actions are set forth in Exhibit C.

7. The incumbent of the position of Director of City Development shall be reclassified to the appropriate rate of pay and assume the duties of the position of Director of Community Development and Inspections as set forth in Exhibits D, E and F.

8. The Table of Organization for the City of Kenosha which is attached hereto as Exhibit C and is adopted as amended and incorporated herein by reference.

9. Personnel actions to be taken to implement those changes necessary for the consolidation of the Departments of City Development and Neighborhood Services and Inspections above are outlined in Exhibits C, D, and E which are attached hereto and incorporated herein by reference.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2011.

ATTEST: \_\_\_\_\_  
Mike Higgins, City Clerk

APPROVED: \_\_\_\_\_  
Keith G. Bosman, Mayor

# EXHIBIT A

ORDINANCE NO. \_\_\_\_\_

SPONSOR: THE MAYOR

**To repeal and recreate Section 1.05 K. as “Department of Community Development ”; to repeal Section 1.05 N. entitled “ Department of Neighborhood Services and Inspections”; to repeal and recreate Sections 1.15 B. and 1.15 C. entitled “Annexation Ordinances Preliminary Reports”; to repeal and recreate Paragraph 17.11 A.7 entitled “Enforcement”; to amend various sections of the Code of General Ordinances to reflect a change in name by substituting “Department of Community Development” for the “Department of City Development” and the “Department of Neighborhood Services and Inspections” or similar terminology wherever those phrases appear; to amend various sections of the Code of General Ordinances to reflect a change in name by substituting “Director of Community Development” for “City Planner” or similar terminology wherever that phrase may appear**

The Common Council of the City of Kenosha, Wisconsin, do ordain as follows:

**Section One:** Section 1.05 K. of the Code of General Ordinances for the City of

Kenosha, Wisconsin, is hereby repealed and recreated as follows:

**K. Department of Community Development.**

1. The Department of Community Development shall be under the general supervision of the Mayor and City Administrator and the Public Safety and Welfare Committee. The department is charged with the duties of administering various programs and activities including, but not limited to, planning, zoning, Community Development Block Grant program, administers Home Investment Partnership Act (HOME) program, redevelopment, historic preservation programs, property maintenance, building inspection and Minimum Housing and Sign Code enforcement.

2. The Administrative Head of the Department of Community Development shall be the Director, who shall hold his/her office under Civil Service. Any vacancy occurring in said office shall be filled through appointment by the Mayor, subject to confirmation by the Common Council in accordance with the Civil Service System Ordinance and Personnel Rules and Regulations. The Director of Community Development shall serve as Secretary of the City Plan Commission and Redevelopment Authority of the City of Kenosha.

**Section Two:** Section 1.05 N. of the Code of General Ordinances for the City of Kenosha, Wisconsin, is hereby repealed.

**Section Three:** Sections 1.15 B. and 1.15 C. of the Code of General Ordinances for the City of Kenosha, Wisconsin, are hereby repealed and recreated as follows:

**1.15 ANNEXATION ORDINANCES PRELIMINARY REPORTS**

**B. Report of City Attorney.** Within three weeks after the filing of a petition for annexation of territory to the City, the City Attorney shall examine the petition, notices, reports of City Plan Commission, City Engineer, and the State Department of Administration and give his written opinion to the Council as to whether there has been such compliance with the Wisconsin Statutes as to authorize the enactment of an Ordinance annexing the territory.

**C. Report of City Engineer.** Within three weeks after the filing of a petition for annexation of territory to the City, the City Engineer shall report to Council, in writing, as to the cost and benefits, if any to the City based on reports made to him by the heads of departments who are in a position to estimate such costs and benefits

**Section Four :** Paragraph 17.11 A.7 of the Code of General Ordinances for the City of Kenosha, Wisconsin, is hereby repealed and recreated as follows:

**7. Enforcement.** Occupancy Permits may be withheld with respect to any parcel of property within an approved Subdivision Plat or Certified Survey Map until the Department of Community Development certifies that the requirements of this Ordinance have been met. In the event any work specified in the Development Agreement is not completed in accordance with the Development Agreement and this Ordinance, the City and/or Kenosha Water Utility may do or cause said work to be done, and charge the cost thereof against any posted assurance or charge the benefited property through a special assessment where there is no applicable or insufficient assurance. Any guarantee or warranty shall remain in effect and be enforced to the full extent of the law.

**Section Five:** Chapters One; Two; Three; Four; Five; Eight; Nine; Ten; Eleven; Twelve; Thirteen; Fourteen; Fifteen; Sixteen; Seventeen; Twenty; Twenty-Two; Twenty-Seven; Twenty-Eight;

Thirty-Two; Thirty-Three; Thirty-Four and Thirty-Five of the Code of General Ordinances for the City of Kenosha, Wisconsin, are amended by substituting therein the phrases “Department of Community Development” for the “Department of City Development”, the “Department of Neighborhood Services and Inspections”, City Plan Division of the Department of City Development”, combinations and variations thereof, or similar terminology wherever those phrases appear.

**Section Six:** Chapters Two, Five and Seventeen of the Code of General Ordinances for the City of Kenosha, Wisconsin, are amended by substituting therein the phrase “Director of the Department of Community Development” for “City Planner” or similar terminology wherever those phrases appear.

**Section Seven:** This Ordinance shall become effective upon passage and publication.

ATTEST: \_\_\_\_\_ City Clerk

APPROVED: \_\_\_\_\_ Mayor

Passed:

Published:

Drafted By:  
EDWARD R. ANTARAMIAN  
City Attorney

**EXHIBIT B**

**DEPARTMENT OF COMMUNITY DEVELOPMENT & INSPECTIONS**

**DIRECTOR OF COMMUNITY DEVELOPMENT & INSPECTIONS \***  
 Jeffrey Labahn

<u>2011</u>	
Full-time	20
Part-time	2
Seasonal	1

**SUPERINTENDENT OF PLANNING,  
 ZONING & DEVELOPMENT \***  
 Richard Schroeder

**SUPERINTENDENT OF BUILDING INSPECTION  
 AND PROPERTY MAINTENANCE \***  
 Richard Hillesland

**PLANNING & ZONING (3)**

PLANNER I/II (1)  
 Brian Reining  
 PLANNING TECHNICIAN (1)  
 Michael Callovi  
 ZONING COORDINATOR (1)  
 Paula Blise

**COMMUNITY DEVELOPMENT (3)**

C.D. SPECIALIST III (3)  
 Anthony Geliche (CDBG)  
 Zohrab Khaligian (REDEVELOPMENT)  
 Michael Maki \*\* (HOME)

**PROPERTY/MAINTENANCE  
 & INSPECTIONS (4)**

HOUSING INSPECTOR I/II  
 Martha Swartz  
 Louis Chiapetta  
 Mark Sanchez  
 John Dumke

**BUILDING INSPECTION  
 COORDINATION (4)**

SENIOR BUILDING INSPECTOR (1)  
 Vacant  
 SENIOR ELECTRICAL INSPECTOR (1)  
 Richard Baumann  
 PLUMBING INSPECTOR II (1)  
 Kevin Mikolas  
 C.D. SPECIALIST III (1)  
 Brian Wilke

**CLERICAL SUPPORT (2)**

SECRETARY III  
 Kay Schueffner  
 CLERK TYPIST I - PT (1)  
 Vacant

**CLERICAL SUPPORT (3)**

SECRETARY II (1)  
 Susan Zampanti  
 CLERK TYPIST II (1)  
 Gail Rohde  
 CLERK TYPIST I - PT (1)  
 Jolin Schmitz

**GRASS & WEEDS  
 INSPECTOR (1)**  
 Seasonal

\* NOTE: New and/or revised job title/descriptions for reclassifications.  
 \*\* Reclassification from Planner II.

## EXHIBIT C

### Table of Organization

Change the Table of Organization in the Departments of City Development, Neighborhood Services and Inspections, and Public Works to accept the following:

- (a) Eliminate the following positions from the Department of City Development: Director of City Development (funded and presently filled for 2011), Planner I/II (unfunded for 2011) and Community Development Specialist III (funded and presently vacant for 2011);
- (b) Eliminate the following positions from the Department of Neighborhood Services and Inspections: Director of Neighborhood Services and Inspections (funded and presently vacant for 2011); Supervisor of Building Inspection (funded and presently vacant for 2011); Supervisor of Property Maintenance (funded and presently vacant for 2011); Clerical Supervisor (funded and presently vacant for 2011); Senior Electrical Inspector (unfunded for 2011); and Senior Building Inspector (unfunded for 2011);
- (c) Transfer the existing position of Soil Erosion Inspector from Neighborhood Services and Inspections to the Department of Public Works;
- (d) Eliminate the Departments of City Development and Neighborhood Services and Inspections and create a consolidated Department of Community Development and Inspections; and
- (e) Create the positions of Director of Community Development and Inspections (see Exhibit F); Superintendent of Planning, Zoning & Development (see Exhibit G); and Superintendent of Building Inspection and Property Maintenance (see Exhibit H).

## **EXHIBIT D**

### ***Compensation Plan***

Change the 2011 City compensation plan to codify changes as proposed in Exhibit A of this resolution for managerial, supervisory, professional and confidential employees as follows:

- (a) Create the salary pay range for the Director of Community Development and Inspections as \$6,957 – \$8,696 (derived from the average department head salary of those surveyed Wisconsin municipalities with combined planning and building inspection functions);
- (b) Create the salary pay range for the Superintendent of Planning, Zoning & Development as \$5,420 - \$6,640 (equivalent to salary pay range of Public Works division superintendents); and
- (c) Create the salary pay range for the Superintendent of Building Inspection and Property Maintenance as \$5,420 - \$6,640 (equivalent to salary pay range of Public Works division superintendents).

## **EXHIBIT E**

### Reclassifications

Subsequent to the changes as proposed in Exhibits A and B of this resolution, the following individuals are recommended for reclassification resulting from their expanded roles within the Department of Community Development and Inspections:

- Reclassification of Jeff Labahn to the position of Director of Community Development and Inspections. The recommendation having arisen from the expanded duties and responsibilities of managing the newly consolidated Department of Community Development and Inspections. *(Mr. Labahn will be placed at a salary level in accordance with Civil Service Rules).*
- Reclassification of Rich Schroeder to the position of Superintendent of Planning, Zoning & Development. The recommendation having arisen from the expanded duties and responsibilities of managing the newly consolidated Department of Community Development and Inspections. *(Mr. Schroeder will be placed at a salary level in accordance with Civil Service Rules).*
- Reclassification of Rick Hillesland to the position of Superintendent of Building Inspection and Property Maintenance. The recommendation having arisen from the expanded duties and responsibilities of managing the newly consolidated Department of Community Development and Inspections. *(Mr. Hillesland will be placed at a salary level in accordance with Civil Service Rules).*
- Reclassification of Mike Maki from the position of Planner I/II to Community Development Specialist III. The recommendation having arisen from the assumed duties of administering the HOME Program (formerly performed by Mark McCarthy, CD Specialist III) as well as continuing the oversight of historic preservation. *(Mr. Maki will be placed at a salary level in accordance with Civil Service Rules).*

## **Exhibit F**

### **DIRECTOR OF COMMUNITY DEVELOPMENT and INSPECTIONS**

**DEPARTMENT:**     **Community Development and Inspections**

#### **GENERAL OVERVIEW OF POSITION**

This position is responsible for the administration, leadership and management of all Department of Community Development and Inspections personnel, programs and activities. The general areas of responsibility include, but are not limited to the following: comprehensive planning, current planning, zoning, mapping, historic preservation, redevelopment, housing construction and rehabilitation, Community Development Block Grant and HOME programs, Capital Improvement Programming, property maintenance, building inspection and code enforcement. The Director works under the administrative direction of the City Administrator and Mayor within the the described areas of responsibility to promote and improve the health, safety and general welfare of the residents and property owners throughout the City of Kenosha.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS: (illustrative only)**

The Director is responsible to administer a department having a diverse staff with a wide range of program directives and activities. Therefore, the essential duties and responsibilities reflect the priorities of this position in the specific areas of administration, leadership, management and communication as follows:

- Develop, maintain and evaluate departmental goals and objectives pertaining to all program and activity areas of the department.
- Develop, maintain and evaluate departmental policies to effectively, efficiently and consistently implement the departmental goals and objectives.
- Prepare, assess and implement the Comprehensive Plan including neighborhood plans, master plans, redevelopment plans and various other strategic plans which direct the physical, social and economic development of the City of Kenosha.
- Prepare, analyze and administer the operating budget for the department as well as the preparation of the five-year Capital Improvement Plan for the City.
- Support and provide appropriate staff resources for the City Plan Commission, Redevelopment Authority of the City of Kenosha, Community Development Block Grant Committee, HOME Commission, Historic Preservation Commission, City Industrial Park and Business Park of Kenosha Committees, Board of Zoning Appeals and Board of Housing Appeals.
- Promote staff development through a systematic approach to training, mentoring and continuous learning programs to achieve desirable customer service on both an internal and external basis.
- Act as the primary liaison and representative of the department with the Common Council, Council Standing Committees, City Department Heads and public or private groups.
- Oversee State and Federal programs for which the department has primary responsibility including, but not limited to, Community Development Block Grant Program and HOME Program.
- Act as the personnel manager with regard to hiring, discharge, discipline, assignment and evaluation of all departmental employees.

- Interpret the Code of General Ordinances and Zoning Ordinance as it pertains to departmental programs and activities.

*(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)*

## **REQUIREMENTS**

### **Training and Experience:**

- Bachelor's degree in planning, public administration, engineering or related field from an accredited college or university.  
Ten (10) years of progressively responsible experience, of which five (5) years are supervisory.  
A combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Knowledge, Abilities and Skills:**

- Knowledge of the principles and practices of planning, zoning, development, redevelopment, housing, construction and maintenance; familiarity with land economics, urban design, municipal finance and other related subjects as applied to community development.
- Knowledge of the laws, ordinances and codes relating to land use and development regulations.
- Knowledge of administrative methods, principles and practices, including management budgetary development and administration and personnel management and administration.
- Ability to plan, direct and organize a comprehensive community development program.
- Ability to handle complaints and enforce compliance with applicable regulations.
- Ability to motivate, manage and supervise employees with varying levels of education and work experience.
- Ability to communicate effectively, orally and in writing and to prepare concise, accurate reports and written recommendations for changes, revisions, additions, deletions, or amendments to codes, ordinances, environmental and similar activities.
- Ability to maintain effective working relationships with officials, other departments, public agencies and the general public.
- Skill in the use of basic office equipment, personal computers and Geographic Information Systems.
- Ability to handle reasonably necessary stress.

### **Physical Requirements:**

- Task is essentially sedentary, with occasional walking, bending, light lifting or other restricted physical activities including driving and physical field observations.

**Environmental Requirements:**

- Task is regularly performed without exposure to adverse environmental conditions.

**Sensory Requirements:**

- Task requires color perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral and written communications ability.

**Other Requirements:**

- Possession of a valid driver's license and a good driving record.
- May be required to provide vehicle for use on the job.

**FLSA Status: EXEMPT**

## **Exhibit G**

### **SUPERINTENDENT OF PLANNING, ZONING AND DEVELOPMENT**

**DEPARTMENT: Community Development and Inspections**

#### **GENERAL OVERVIEW OF POSITION**

This position is responsible for the supervision of the personnel, programs and activities of the planning, zoning and community development aspects of the department. The specific areas of responsibility include, but are not limited to, the following: comprehensive planning, current planning, zoning, mapping, development, redevelopment, historic preservation, tax incremental financing, budgeting, Community Development Block Grant program, HOME program, housing construction and rehabilitation. The superintendent works under the administrative direction of the Director of Community Development and Inspections.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS (*illustrative only*)**

The Superintendent is responsible to lead and manage a staff of professional, technical and clerical employees in the work areas of planning, zoning and community development. The essential duties and responsibilities are as follows:

- Manage the comprehensive planning program for the City of Kenosha which includes the Land Use Plan, neighborhood plans, downtown plan, and various other master plans.
- Coordinate the administration of the Zoning Ordinance including revisions to the zoning map and zoning text.
- Oversee the mapping, cartographic and geographic information systems program in support of department projects and activities.
- Provide direct support to the City Plan Commission as it pertains to agendas, staff reports, meetings and training.
- Facilitate the tracking of all departmental agenda items for Common Council and Standing Committee meetings.
- Coordinate quarterly meetings with Wisconsin Department of Transportation as primary liaison between City and State regarding both private developments and public improvement projects.
- Administer the Wetland, Floodplain and Shoreland programs in compliance with the Wisconsin Department of Natural Resources and Federal Emergency Management Agency standards.
- Prepare ordinances involving the Code of General Ordinance and Zoning Ordinance in regard to planning, platting, zoning, land use or other development issues.
- Assist Director in regard to departmental budget, operational and personnel issues.
- Manage staff assignments, evaluations, training and discipline issues.
- Coordinate planning, zoning and land use issue with other city departments, County, State and/or Federal agencies.
- Oversee the Historic Preservation Program and provide staff and resources to the Historic Preservation Commission.
- Provide policy guidance and administrative oversight to the Community Development Block Grant Program and CDBG Commission.
- Provide policy guidance and administrative oversight to the HOME program and HOME Commission
- Provide policy guidance and administrative oversight to the redevelopment program and the Redevelopment Authority of the City of Kenosha.

*(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City the needs of the City and the department change over time)*

## **REQUIREMENTS**

### **Training and Experience :**

- Bachelor's degree in planning or related field from an accredited college or university with five (5) years of progressively responsible experience, of which two (2) years are supervisory; or a combination of education and experience that provides equivalent knowledge, skills and abilities. American Institute of Certified Planners (AICP) is desirable.

### **Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices of planning, zoning and community development; familiarity with land economics, urban design, municipal finance and other related subjects as applied to community development.
- Knowledge of the laws, ordinances, and codes relating to land use, zoning and development regulations.
- Knowledge of administrative methods, principles and practices, including management, budgetary development and administration and personnel management and administration.
- Ability to plan, direct, and organize a planning, zoning and community development program.
- Ability to handle complaints and enforce compliance with applicable regulations.
- Ability to motivate, manage, and supervise employees with varying levels of education and work experience.
- Ability to communicate effectively, orally and in writing and to prepare concise accurate reports and written recommendations for changes, revisions, additions, deletions, or amendments to codes, ordinances, environmental and similar activities.
- Ability to maintain effective working relationships with officials, other departments, public agencies, and the general public.
- Skill in the use of basic office equipment, personal computers and Geographic Information Systems.
- Ability to handle reasonably necessary stress.

### **Physical Requirements:**

- Task is essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities including driving and physical field observations.

•

### **Environmental Requirements:**

- Task is regularly performed without exposure to adverse environmental conditions.

### **Sensory Requirements:**

- Task requires color perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral and written communications ability.

### **Other Requirements:**

- Possession of a valid driver's license and good driving record.
- May be required to provide a personal vehicle for use on the job.

**FLSA Status:** Exempt

## **Exhibit H**

### **SUPERINTENDENT OF BUILDING INSPECTION and PROPERTY MAINTENANCE**

**DEPARTMENT: Community Development and Inspections**

#### **GENERAL OVERVIEW OF POSITION**

This position is responsible for the supervision of the personnel, programs and activities of the building inspection and property maintenance aspects of the department. The specific areas of responsibility include, but are not limited to, the following: building inspection, plan review, permit review and issuance, property maintenance inspection, and seasonal weed and grass inspection. The superintendent works under the administrative direction of the Director of Community Development and Inspections.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS (*illustrative only*)**

The Superintendent is responsible to lead and manage a staff of professional, technical and clerical employees in the work areas of building inspection and property maintenance. The essential duties and responsibilities are as follows:

- Manage the building inspection staff who make on-site inspections of new and existing projects consisting of, but not limited to structural, quality of materials, workmanship, proper permits and certifications.
- Oversees the plan reviews required in conjunction with building and other permit applications.
- Performs building inspections and plan reviews as needed in several trade specialties such as plumbing, electrical, mechanical, structural and finish.
- Resolves homeowner and contractor inquiries, complaints, violations and disputes; participates and responds to requests from other departments.
- Meets with architects, engineers, owners, builders and contractors to provide technical advice on City building standards and related permitting needs and procedures; develops new codes and ordinances.
- Attends meetings, conferences and seminars, makes presentations.
- Facilitates the City wide conditional use permit/site plan review and approval process as it pertains to building projects.
- Coordinates the housing inspection and code enforcement activities associated with the maintenance of existing occupied or vacant buildings and properties.
- Oversees the preparation of property maintenance inspectors reports and the subsequent activities pertaining to corrective action and compliance.
- Performs property inspections and code enforcement duties as needed.
- Reviews the establishment of re-inspection fees and special assessments.
- Conducts outreach to community groups, including landlords and other special interest groups.
- Assists Director in regard to departmental budget, operational and personnel issues.
- Manage staff assignments, evaluations, training and discipline issues.
- Provide policy guidance and administrative oversight to the building inspection and property maintenance programs.

*(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City the needs of the City and the department change over time)*

## **REQUIREMENTS**

### **Required Training and Experience :**

- Bachelor's degree in architecture, engineering or related field from an accredited college or university with five (5) years of construction and building inspection experience, of which two (2) years are supervisory or a combination of education and experience that provides equivalent knowledge, skills and abilities is desirable.  
Certified in multiple UDC certifications, of which Commercial Building Inspector and Commercial Building Inspector is highly desirable.

### **Required Knowledge, Skills and Abilities:**

- Knowledge of modern practices and methods employed in building and related construction trades.
- Knowledge of modern supervisory practices and the ability to effectively utilize same.
- Knowledge of City and State Laws, regulations, codes and ordinances governing building standards, zoning and housing and certification and licensing of contractors.
- Ability to plan, organize, assign and direct to work of subordinates.
- Ability to verify and enforce violations cited by those in the field.
- Ability to prepare complex reports.
- Ability to consult with contractors, building owners, and the general public.
- Ability to issue violation and/or stop work orders when necessary and file reports on violations.
- Ability to read, understand and interpret plans, drawings, blueprints, specifications and related construction documents, and identify them to construction in progress.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain an effective working relationship with the general public, superiors, subordinates, and fellow employees.
- Knowledge of City code enforcement and municipal court procedures.
- Ability to consult with and enlist the cooperation of building owners, tenants, contractors, and the public.
- Skill in enforcing conformity with firmness, tact and impartiality.
- Ability to handle reasonably necessary stress.

### **Physical Requirements:**

- Task involves frequent walking; standing; some lifting and carrying objects of moderate weighted (12-20 pounds); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. At times may require sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping and working in confined spaces.

### **Environmental Requirements:**

- Task may require frequent exposure to adverse environmental conditions, such as: rodent/insect infestation, trip hazards and deteriorated structures.

### **Sensory Requirements:**

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires texture perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral and written communications ability.

**Other Requirements:**

- Possession of a valid driver's license and good driving record.
- May be required to provide a personal vehicle for use on the job.

**FLSA Status:** Exempt