

*** * * SPECIAL MEETING * * ***

**AGENDA
PUBLIC SAFETY & WELFARE COMMITTEE MEETING
Kenosha Municipal Building - Room 301
Monday, November 21, 2011 - 6:30 pm**

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

**Call to Order
Roll Call**

A. APPROVAL OF MINUTES

A-1 Approval of the minutes of the meeting held on November 14, 2011.

C. REFERRED TO COMMISSION

C-1 Proposed Ordinance to Repeal and Recreate Various Sections of Chapter 15 (*of the Code of General Ordinances*) Related to Off-Premise Signs.

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 Monday, November 14, 2011

A meeting of the Public Safety & Welfare Committee was held on Monday, November 14, 2011 in Room 202 of the Kenosha Municipal Building. The meeting was called to order at 5:09 pm by Chairman Downing.

At roll call, the following members were present: Alderpersons Green, Orth, and LaMacchia. Alderperson Kennedy was excused. Staff members in attendance were Kevin Risch, Assistant City Engineer; Ed Antaramian, City Attorney; Paula Blise, Zoning Coordinator; Martha Swartz, Property Maintenance Inspector; Jeff Labahn, Director of City Development; Pat Ryan, FPB Division Chief; Richard Hillesland, Commercial Building Inspector; Steve Stanczak, Director of Human Resources; and Alderperson Steve Bostrom.

It was moved by Alderperson LaMacchia, seconded by Alderperson Green, to approve the minutes from the meetings held on Monday, October 25, 2011. Motion passed unanimously.

- B-1 Aldermanic Request to Remove Northbound/Southbound Stop Signs on 5th Avenue at 57th Street. *(District 2) (Staff recommends approval of a 90 day trial)*
It was moved by Alderperson Green, seconded by Alderperson Orth to approve.
Motion carried unanimously.
- B-2 Aldermanic Request to Place Northbound/Southbound Stop Signs on 5th Avenue at 58th Street. *(District 2) (Staff recommends approval of a 90 day trial)*
Staff/Alderperson: Kevin Risch spoke.
It was moved by Alderperson LaMacchia, seconded by Alderperson Green to approve.
Motion carried unanimously.
- B-3 Aldermanic Request to Place an Eastbound Stop Sign on 25th Street at 14th Avenue. *(District 1) (Staff recommends approval of a 90 day trial)*
Staff/Alderperson: Kevin Risch spoke.
It was moved by Alderperson Green, seconded by Alderperson LaMacchia to approve.
Motion carried unanimously.
- B-4 Proposed Ordinance to Repeal and Recreate Various Sections of Chapter 15 (of the Code of General Ordinances) Related to Off-Premise Signs.
Public Hearing: Jason Saari, Adams Outdoor, 5732-95th Ave, Ste 500, and Mark Rausch, Clear Channel, 908 Silver Mail Rd, Pewaukee, WI spoke.
Staff/Alderperson: Ed Antaramian spoke.
No action was taken.
- 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)*
Staff/Alderperson: Paula Blise, Martha Swartz, Jeff Labahn, Pat Ryan, and Alderperson Steve Bostrom spoke.
It was moved by Alderperson Orth, seconded by Alderperson LaMacchia to send on it's way with no recommendation. Motion carried unanimously.

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.

The Committee did not go into closed session.

Staff/Alderman: Jeff Labahn, Richard Hillesland and Steve Stanczak spoke.

It was moved by Alderperson Orth, seconded by Alderperson Green, to amend Exhibit B & Exhibit C by changing the titles under Building Inspection Coordination to Inspector I, Inspector II, and Senior Inspector. As well as strike the names off the chart. Motion passed unanimously. It was then moved by Alderperson Green, seconded by Alderperson LaMacchia to defer to a special meeting held Monday, November 21, 2011. Motion carried unanimously.

ADJOURNMENT - There being no further business to come before the Public Safety & Welfare Committee, it was moved, seconded and unanimously carried to adjourn at 6:31 pm.

DRAFT 08/31/11

REVISED CHANGES OF PSW COMM 09/12/11

PROPOSED CHANGES BY ALDERPERSON JESSE DOWNING ~~10/19/11~~ 11/07/11 and 11/14/11

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 site plan review in conformance with Section 14.0 of the Zoning Ordinance.

4. Bulletin Sign (Size 14' x 48'): ~~conditional-use permit~~ site plan review 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.

f. The illumination of Off-Premise Commercial Signs with Digital Display Illumination has no restriction of hours of operation.

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. ~~An 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 ~~(30)thirty~~ (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 ~~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 (35) 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. ~~Signs~~ ~~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 (200) 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 ~~a nonconforming~~ an existing Off-Premise Sign may receive a Replacement Sign Credit upon removal of ~~a Nonconforming~~ an existing Off-Premise Sign. The owners or operators of ~~Nonconforming~~ 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 (1) 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 1st 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
Digital Display Off-Premises Signs (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
Off-Premises Sign Replacement (Same location/Same size)	OFF-PREMISE SIGN-PERMIT	NOT-PERMITTED	OFF-PREMISE SIGN-PERMIT	NOT-PERMITTED	NOT PERMITTED
Off-Premises Sign —New location or relocation	SITE PLAN REVIEW	NOT-PERMITTED	SITE PLAN REVIEW	NOT-PERMITTED	NOT PERMITTED
Off-Premises Sign —Bulletin Size (14' x 48')	CONDITIONAL USE-PERMIT	NOT-PERMITTED	CONDITIONAL USE-PERMIT	NOT-PERMITTED	NOT PERMITTED
Off-Premises Sign —Not in Compliance with 15.15 H.7. of G.C.	CONDITIONAL USE-PERMIT	NOT-PERMITTED	CONDITIONAL USE-PERMIT	NOT-PERMITTED	NOT PERMITTED
Digital Display Off-Premises Sign	CONDITIONAL USE-PERMIT	NOT-PERMITTED	CONDITIONAL USE-PERMIT	NOT-PERMITTED	NOT PERMITTED

Section SevenTenEleven: 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 initial job descriptions for the positions of Director of Community Development and Inspections; Superintendent of Planning, Zoning & Development; Superintendent of Building Inspection and Property Maintenance; and Inspector I, II and Senior Inspector shall be as set forth in Exhibits F, G, H, I, J, K which are 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

SPONSOR: PUBLIC SAFETY & WELFARE COMMITTEE

**TO REPEAL AND RECREATE VARIOUS SECTIONS OF
CHAPTER 15 OF THE CODE OF GENERAL ORDINANCES
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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:** site plan review in conformance with Section 14.0 of the Zoning Ordinance.

4. Bulletin Sign (Size 14' x 48'): site plan review in conformance with Section 14.0 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.

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.

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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.

f. The illumination of Off-Premise Commercial Signs with Digital Display Illumination has no restriction of hours of operation.

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

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4. In accordance with Section 62.23(7)(h), Wisconsin Statutes, Signs which are a nonconforming use must remain the same as 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 shall not during the Sign's life exceed 50 percent of the assessed value of the sign unless permanently changed to a conforming use.

5. The Sign may continue in use as long as it is not abandoned or discontinued. 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 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:

H. Replacement Sign Credits. Off-Premise Signs constructed as a result of Replacement Sign Credits shall be subject to the following Ordinance standards.

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 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, for a total Sign Face area of 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 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 five hundred (500) feet 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 thirty-five (35') 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. Signs 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 two hundred (200') feet of any Historic Site or Historic District, or any school, church, public park, Recreation Area or public playground. 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.

I. 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 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 an existing Off-Premise Sign may receive a Replacement Sign Credit upon removal of an existing Off-Premise Sign. The owners or operators of 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.
2. Replacement Sign Credits are 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 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 1st 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.

Section 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 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 Eleven:

This Ordinance shall become effective upon passage and

publication.

ATTEST: _____ City Clerk

APPROVED: _____ Mayor

Passed:

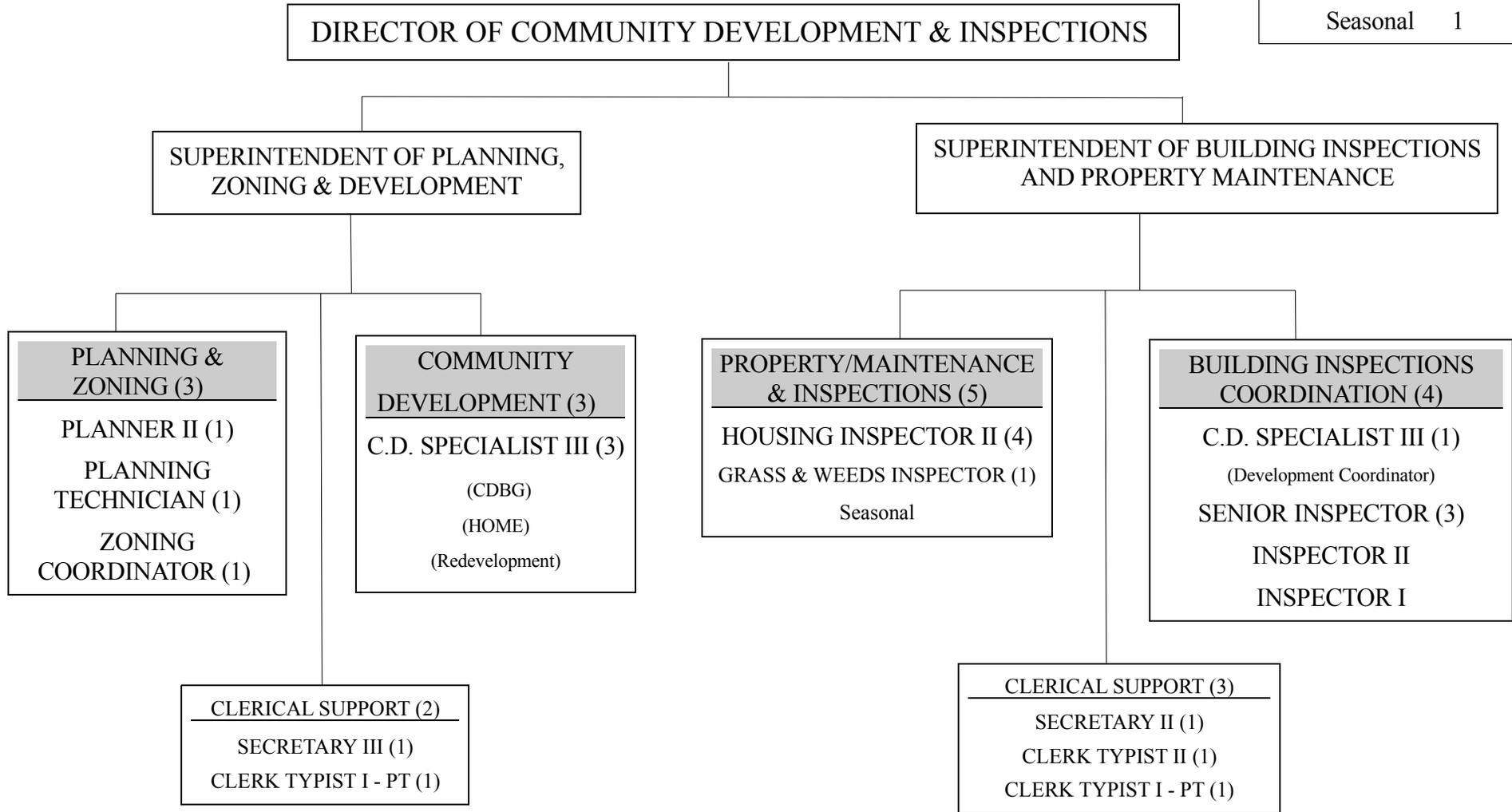
Published:

Drafted By:
MATTHEW A. KNIGHT
Deputy City Attorney

EXHIBIT B

DEPARTMENT OF COMMUNITY DEVELOPMENT & INSPECTIONS

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



NOTE: Positions reflected within divisions are represented alphabetically and do not reflect supervisory oversight or level of importance.

Eligible classifications may be underfilled at the appropriate level.

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).
- (f) Create the positions of Senior Inspector, Inspector II and Inspector I and eliminate the existing positions of Building, Electrical and Plumbing Inspector I; Building, Electrical and Plumbing Inspector II; and Senior Building, Electrical and Plumbing Inspector (see Exhibits I, J, and K)

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); and
- (d) Create the salary range for Inspector I as \$4,481 - \$5,106 (equivalent to existing salary range of Building, Electrical and Plumbing Inspector I); and
- (e) Create the salary range for Inspector II as \$4,719 - \$5,334 (equivalent to existing salary range of Building, Electrical and Plumbing Inspector II); and
- (f) Create the salary range for Senior Inspector II as \$4,953 - \$5,558 (equivalent to existing salary range of Senior Building, Electrical and Plumbing Inspector)

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).*
- Reclassification of Kevin Mikolas from the position of Plumbing Inspector II to Inspector I (and red-circle at current rate of pay). The recommendation having arisen from the creation of new position titles as per Appendix D of this resolution.

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.

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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

Exhibit I

INSPECTOR I

DEPT: Community Development & Inspections

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Superintendent of Building Inspection and Property Maintenance, is responsible for compliance of buildings, structures and premises' plans with all building, electrical or plumbing codes, and for reviewing structural plans. The employee performs field inspections of permitted projects for approval and ensures that violations are corrected. Work requires the use of technical knowledge and discretion in reviewing plans. Work is reviewed through reports, conferences, and results obtained. Performs other work as requested or assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)

Reviews buildings and construction and site plans for compliance with building, electrical or plumbing code requirements and for practicability of plans.

Examines plans submitted with permit applications for compliance with building, electrical or plumbing codes; assists homeowners in plans for proposed work. Maintains computerized permit system.

Receives applications and plans, checks structural feature of plans, answers inquiries concerning building, electrical or plumbing code requirements; conducts field inspections.

Prepares reports of plans reviews; recommends interpretations of and revisions to building regulations; estimates job values; determines required inspections; and updates computer data base.

Acts as liaison with contractors, owners and City employees regarding local and state building, electrical or plumbing codes; determines compliance with outside agency requirements.

(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:

High School Diploma or GED; supplemented by one of the following:

- Three (3) years construction experience or an equivalent combination of training and experience;
- Five (5) years experience as a Journeyman Electrician or an equivalent combination of training and experience;
- Five (5) years experience as a Journeyman Plumber or an equivalent combination of training and experience;

Certification from the State of Wisconsin in a minimum of one of the following:

- UDC Construction Inspector, UDC Plumbing Inspector, UDC Electric Inspector, UDC HVAC Inspector

Must obtain an additional UDC certification from the State of Wisconsin within six (6) months of employment as an Inspector I

(Requirements to obtain UDC certifications may be extended at the discretion of the City.)

Knowledge, Abilities and Skills:

Knowledge of all types of building construction, electrical or plumbing materials and methods, and of stages of construction when possible violations and defects may most easily be observed and corrected.

Knowledge of city and building, electrical or plumbing codes, and related laws and ordinances.

Ability to detect structural and other faults, and to appraise for quality of construction and physical depreciation.

Ability to read and interpret plans, specifications and blueprints quickly and accurately and to compare them with the city's building codes and zoning requirements.

Ability to consult with and enlist the cooperation of building owners, contractors, and the public and to establish effective working relationships with subordinates and with builders and their representatives.

Ability to handle reasonably necessary stress.

Physical Requirements:

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

Sensory Requirements:

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

Additional Requirements:

Possession of a valid driver's license and a good driving record.

May be required to provide a personal vehicle for use on the job.

FLSA Status: Non-Exempt

Exhibit J

INSPECTOR II

DEPT: Community Development & Inspections

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Superintendent of Building Inspection and Property Maintenance, is responsible for compliance of buildings, structures and premises' plans with all building, electrical or plumbing codes, and for reviewing structural plans. The employee performs field inspections of permitted projects for approval and ensures that violations are corrected. Work requires the use of technical knowledge and discretion in reviewing plans. Work is reviewed through reports, conferences, and results obtained. Performs other work as requested or assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)

Reviews buildings and construction and site plans for compliance with building, electrical or plumbing code requirements and for practicability of plans.

Examines plans submitted with permit applications for compliance with building, electrical or plumbing codes; assists homeowners in plans for proposed work. Maintains computerized permit system.

Receives applications and plans, checks structural feature of plans, answers inquiries concerning building, electrical or plumbing code requirements; conducts field inspections.

Prepares reports of plans reviews; recommends interpretations of and revisions to building regulations; estimates job values; determines required inspections; and updates computer data base.

Acts as liaison with contractors, owners and City employees regarding local and state building, electrical or plumbing codes; determines compliance with outside agency requirements.

(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:

High School Diploma or GED; supplemented by one of the following:

- Three (3) years construction experience or an equivalent combination of training and experience;
- Five (5) years experience as a Journeyman Electrician or an equivalent combination of training and experience;
- Five (5) years experience as a Journeyman Plumber or an equivalent combination of training and experience;

Certification from the State of Wisconsin in a minimum of three (3) of the following:

- UDC Construction Inspector, UDC Plumbing Inspector, UDC Electric Inspector, UDC HVAC Inspector

Must obtain an additional UDC certification from the State of Wisconsin within six (6) months of employment as an Inspector II

(Requirements to obtain UDC certifications may be extended at the discretion of the City.)

Knowledge, Abilities and Skills:

Knowledge of all types of building construction, electrical or plumbing materials and methods, and of stages of construction when possible violations and defects may most easily be observed and corrected.

Knowledge of city and building, electrical or plumbing codes, and related laws and ordinances.

Ability to detect structural and other faults, and to appraise for quality of construction and physical depreciation.

Ability to read and interpret plans, specifications and blueprints quickly and accurately and to compare them with the city's building codes and zoning requirements.

Ability to consult with and enlist the cooperation of building owners, contractors, and the public and to establish effective working relationships with subordinates and with builders and their representatives.

Ability to handle reasonably necessary stress.

Physical Requirements:

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

Sensory Requirements:

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

Additional Requirements:

Possession of a valid driver's license and a good driving record.

May be required to provide a personal vehicle for use on the job.

FLSA Status: Non-Exempt

Exhibit K

SENIOR INSPECTOR

DEPT: Community Development & Inspections

CHARACTERISTICS OF THE CLASS

Under general supervision of the Superintendent of Building Inspection and Property Maintenance, performs a wide range of on-site building inspections encompassing all trades and reviews related plans, specifications and permits to ensure the safety, conformance and compliance with applicable laws, codes, ordinances and regulations. May supervise other inspectors. Work is reviewed for conformance with established policies and procedures. Performs other work as requested or assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)

Performs field inspections of new and existing buildings and other construction projects consisting of but not limited to structural, quality of materials, workmanship, proper permits and certifications.

Reviews and checks structural and site development plans and specification documents for adherence to all codes, ordinances, and safety regulations.

Meets with architects, engineers, owners, builders and contractors to provide technical advice on City building standards and related permits and procedures.

Issues building permits; maintains computerized permit system; prepares reports and maintains records of work performed; makes recommendations for changes in the ordinances and regulations governing building inspections.

Follows up on complaints, violations, disputes and participates in the resolution of these situations; warns the public of unlicensed contractors.

Confers with field inspectors from other municipal departments to resolve common problems; questions code violators and advises on code corrections.

(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:

High School Diploma or GED; supplemented by one of the following:

- Three (3) years construction experience or an equivalent combination of training and experience;
- Five (5) years experience as a Journeyman Electrician or an equivalent combination of training and experience;
- Five (5) years experience as a Journeyman Plumber or an equivalent combination of training and experience;

Certification from the State of Wisconsin in three of the following:

- UDC Construction Inspector, UDC Plumbing Inspector, UDC Electric Inspector, UDC HVAC Inspector

Certification by the State of Wisconsin in one of the following:

- Commercial Construction, Commercial Plumbing, Commercial Electrical

(Requirements to obtain UDC certifications may be extended at the discretion of the City.)

Knowledge, Abilities and Skills:

Knowledge of modern practices and methods employed in building, electrical, plumbing and related construction trades.

Knowledge of City and State Laws, regulations, codes and ordinances governing building standards, housing, certification and licensing of contractors.

Ability to carry out field inspection of building sites.

Ability to prepare reports and maintain records.

Ability to consult with contractors, building owners, the general public and to effect and maintain satisfactory working relationships on inspection and regulation matters.

Ability to issue violations 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, to prepare concise, accurate records and reports.

Ability to establish and maintain an effective working relationship with the general public and fellow employees.

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 weight (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.

Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

Sensory Requirements:

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

Additional Requirements:

Possession of a valid driver's license and a good driving record.

May be required to provide a personal vehicle for use on the job.

FLSA Status: Non-Exempt