

Memo



DATE: June 1, 2015

TO: Licensing, Permitting, and Inspections Committee

FROM: Nic Sparacio
Community Development Director

RE: Building Inspection Division Performance

I have compiled the information below in response to the last meeting of the Licensing, Permitting, and Inspections Committee. This data is intended to assist with assessment of the current performance and function of the Building Inspection Division within the Community Development Department.

April 2015	
1) Inspection and Plan Review Performance	
a. Number of inspections scheduled	75
b. Number of inspections performed	60
c. Number of plan reviews scheduled	33
d. Number of plan reviews performed	33
e. Ratio of inspections and plan reviews performed to inspections and plan reviews scheduled	93/108 (or 86%)
2) Code and Contact Issue Progress	
a. Number of new issues – by type	
i. Fence	1
ii. Garbage	9
iii. Minimum Housing	5
iv. Junk	8
v. Miscellaneous	4
vi. Non-Dwelling Maintenance	0
vii. Stormwater	2
viii. Junk Vehicle	2
ix. Vehicle Parking	4
x. Vehicle Repair	1
xi. Zoning	1
xii. Total	37
b. Number of new issues – by priority level	
i. Life-Safety	0
ii. Public Health	9
iii. Unknown	9
iv. Performance on Permits	0
v. Neighborhood Deterioration	19
vi. Total	37

c. Number of issue steps taken – by priority level	
i. Life-Safety	17
ii. Public Health	76
iii. Unknown	27
iv. Performance on Permits	2
v. Neighborhood Deterioration	103
vi. Total	225
d. Number of issue steps taken by department	
i. Building Inspection	135
ii. Fire Department	62
iii. Police Department	28
iv. Total	225
e. Number of individual issues worked on	131
f. Number of issues closed/made compliant	86
g. Number of issues received citation	7
3) Permit Summary	
a. Number of permits approved by type	
i. New construction	3
ii. Alteration/addition	37
iii. Repair (roof, siding, etc.)	39
iv. Others (electrical, HVAC, plumbing, signs)	139
v. Total	218
b. Construction value of permitted projects	\$1,673,596

May 2015

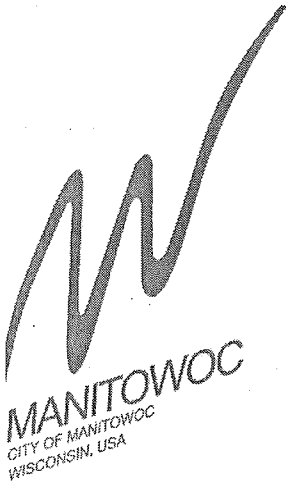
1) Inspection and Plan Review Performance	
a. Number of inspections scheduled	67
b. Number of inspections performed	51
c. Number of plan reviews scheduled	46
d. Number of plan reviews performed	42
e. Ratio of inspections and plan reviews performed to inspections and plan reviews scheduled	93/113 (or 82%)
2) Code and Contact Issue Progress	
a. Number of new issues – by type	
i. Fence	1
ii. Garbage	14
iii. Minimum Housing	2
iv. Junk	10
v. Miscellaneous	1
vi. Non-Dwelling Maintenance	0
vii. Stormwater	2
viii. Junk Vehicle	0
ix. Vehicle Parking	1
x. Vehicle Repair	0
xi. Zoning	1

xii. Unfit for Human Habitation	2
xiii. Vision Clearance	1
xiv. Total	35
b. Number of new issues – by priority level	
i. Life-Safety	3
ii. Public Health	14
iii. Unknown	3
iv. Performance on Permits	0
v. Neighborhood Deterioration	15
vi. Total	35
c. Number of issue steps taken – by priority level	
i. Life Safety	29
ii. Public Health	71
iii. Unknown	21
iv. Performance on Permits	5
v. Neighborhood Deterioration	111
vi. Total	237
d. Number of issue steps taken by department	
i. Building Inspection	160
ii. Fire Department	57
iii. Police Department	20
iv. Total	237
e. Number of individual issues worked on	113
f. Number of issues closed/made compliant	47
g. Number of issues received citation	10
3) Permit Summary	
a. Number of permits approved by type	
i. New construction	2
ii. Alteration/addition	42
iii. Repair (roof, siding, etc.)	29
iv. Others (electrical, HVAC, plumbing, signs)	142
v. Total	215
b. Construction value of permitted projects	\$1,055,755

I have also attached the following items as examples of communication tools that can be used to improve awareness and efficiency in addressing compliance issues as a unified team.

- Existing “leave-behind” piece for garbage or junk issues – this could be modified or used as is by Alders.
- Existing “leave-behind” piece for vehicle issues – this could be modified or used as is by Alders.
- Example issue status report – this can requested from Lisa Mueller for any address during business hours, or perhaps web access can be established for direct use by Alders.

CC: Common Council
Mayor Nickels



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



Site Address: _____

Date _____ / Time _____

Dear Sir or Madam,

This **24-HOUR NOTICE** serves as a request for your cooperation in complying with the minimum property maintenance and housing standard requirements as enforced by the City of Manitowoc. A site inspection of the property was conducted as a follow up to a concern received by the department. The following condition is non-compliant and shall be corrected within 24-hours.

Action Required. _____

The City of Manitowoc does not remove garbage or recyclables. Please consult the yellow pages of the phone directory under "Garbage Collection" or "Rubbish & Garbage Removal" for information on private hauling rates.

For special waste items, such as appliances or furniture, please contact your hauler before placing such items curbside. You are responsible for any waste that your hauler does not pick up within 24 hours after the regular scheduled pick-up.

MUNICIPAL CITATIONS.

Failure to correct this item will result in the issuance of municipal citations not less than \$111.60 and no more than \$2,000.00 for each violation. Each day a violation remains non-compliant shall be considered a separate offense. Immediate citations may be issued for repeat offenses.

SECOND SITE INSPECTION.

A follow-up site inspection will be conducted by department staff after the above listed time frame has expired to verify compliance.

Please contact the **Building Inspection department at (920) 686-6940** upon completion of this item or if you have questions regarding this request. If you do not call, and do not comply, a citation will be issued.

Your assistance in promoting and maintaining the health, safety and welfare of the neighborhood in which your property is located is appreciated.

- **Garbage removal from property required once per week.**

16.150(10)(c) Removal Requirement. The owner of any property shall be required to remove all garbage, rubbish and recyclables or have such waste removed by a licensed hauler at least once a week.

- **Garbage storage containers required.**

16.150(10)(d) Disposal of Garbage. Every occupant of a dwelling or dwelling unit shall dispose of all his/her garbage, and any other organic waste which might provide food for rodents, in a clean and sanitary manner by placing it in the approved garbage storage containers.

- **Garbage can / recycling bin placement at curb area permitted 24 hours prior to hauler pick up.**

13.010(7)(a) Nonrecyclable Solid Waste. Storage. All persons who generate nonrecyclable solid waste shall store such waste in nonrusting, watertight, rodent-proof containers made of galvanized metal or other substantial material. As far as possible, these containers shall be placed out of public view, except that they may be placed at the street for collection within 24 hours preceding the time for pick up. It shall be permissible within this 24-hour period to place closed plastic garbage can liners or bags of sufficient strength to hold their contents.

- **Residential yards to be kept clean.**

16.150(10)(a)1. Cleanliness. Residential yards and exterior property areas shall be kept clean and free of material and storage of equipment. Prohibited materials and equipment include, but not limited to, yard waste, litter, animal feces, lumber, scrap metal, motor vehicle parts, discarded or nonfunctional household appliances, material and equipment not related to residential use and furniture. Owners or occupants shall take measures including daily cleanup of premises to prevent litter from being carried by the elements to adjoining premises.

- **Storage and Dumping of Waste, Junk Miscellaneous Debris and Garbage Prohibited.**

15.370(7)(a) Storage and Dumping of Waste, Junk, Miscellaneous Debris and Garbage. Definitions. (a) Definitions. As used herein, the term junk shall include any scrap, waste, reclaimable material, or debris, whether or not stored, for sale or in the process of being dismantled, destroyed, processed, salvaged, stored, baled, disposed, or other use or disposition. Junk shall include all types of junk, including unregistered, inoperable vehicles, tires, vehicle parts, equipment, paper, rags, metal, glass, building materials, household appliances, machinery, brush, wood, and lumber. As used herein, junk yard shall include any area, lot, land, parcel, building, or structure, or part thereof, used for the storage, collection, processing, purchase, sale, salvage or disposal of junk.



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



Site Address: _____

Date: _____ / Time: _____

Dear Sir or Madam,

This **72-HOUR NOTICE** serves as a request for your cooperation in complying with the minimum property maintenance and housing standard requirements as enforced by the City of Manitowoc. A site inspection of the property was conducted as a follow up to a concern received by the department. The following condition is non-compliant and shall be corrected within 72-hours.

Action Required: _____

MUNICIPAL CITATIONS.

Failure to correct this item will result in the issuance of municipal citations not less than \$111.60 and no more than \$2,000.00 for each violation. Each day a violation remains non-compliant shall be considered a separate offense. Immediate citations may be issued for repeat offenses.

SECOND SITE INSPECTION.

A follow-up site inspection will be conducted by department staff after the above listed time frame has expired to verify compliance.

Please contact the **Building Inspection department at (920) 686-6940** upon completion of this item or if you have questions regarding this request. If you do not call, and do not comply, a citation will be issued.

Your assistance in promoting and maintaining the health, safety and welfare of the neighborhood in which your property is located is appreciated.

Junked and abandoned vehicles defined. *16.130 (1) Junked and Abandoned Vehicles.*

Definitions. The following definitions shall apply in the interpretation and enforcement of this section: *Person* shall mean any individual, firm, partnership, association, corporation, company, or organization of any kind. *Vehicle* shall mean a machine propelled by power other than human power designated to travel along the ground, air or water by use of wheels, treads, runners, or slides and transport persons or property or pull machinery and shall include, without limitation, automobile, truck, trailer, motor home, motorcycle, tractor, buggy, wagon, boat and aircraft.

- Outside Storage of Operable Vehicles.** *15.370(21) Outside Storage of Operable Vehicles in Residential Zones.* Not more than one operable vehicle may be stored outside of enclosed buildings for a period exceeding three months in any 12-month period. Such storage may not occupy any required front, side or rear yard setback area. A vehicle which is currently licensed and driven regularly on the street shall not be considered as a vehicle in storage.
- Temporary parking in residential front and street side yards on paved driveways is permitted, but not to exceed 72 hours of continuous parking.**
- All parking spaces and access driveways shall be paved or otherwise surfaced with an all-weather surface.** *15.430 Off-Street Parking and Loading Regulations. (1) Definition of Parking Space.* ...Such parking space shall not occupy any part of any required front yard or street side yard. Temporary parking in residential front and street side yards on paved driveways is permitted, but not to exceed 72 hours of continuous parking. All parking spaces and access driveways shall be paved or otherwise surfaced with an all-weather surface and subject to other requirements of this section.
- Junked vehicles constitute a public nuisance are prohibited.** *16.130 (2) Junked Vehicles.* No person shall keep any partially dismantled, unregistered, inoperable, wrecked or otherwise junked vehicle on any privately owned premises in the City for a period of time in excess of 72 hours or any publicly owned premises within the City, including any street or highway, for a period of time in excess of 24 hours. Any such vehicle shall constitute a public nuisance and subject the owner or keeper thereof to a forfeiture as provided in subsection (6) of this section. Such vehicle may also be impounded as provided for in subsection (5) of this section.
- Abandoned vehicle to be place in an enclosed building or removed from premises.** *16.130 (3) Abandoned Vehicles.* No person shall leave unattended any vehicle, for a period exceeding three months in a 12-month period, on any private or public property, including any street or highway, for such time, and under such circumstances, as to cause the vehicle to reasonably appear to be abandoned. Except as otherwise provided in this section, whenever any vehicle has been left unattended without the permission of the property owner for more than 72 hours on private property or more than 24 hours on any public property, including any street or highway, the vehicle is deemed abandoned and constitutes a public nuisance. A vehicle shall not be considered an abandoned vehicle when it is out of ordinary public view. Violation of this subsection shall subject the owner or keeper of such vehicle to a forfeiture as provided in subsection (6) of this section. Such vehicle may also be impounded as provided for in subsection (5) of this section.
- Vehicle Repair in Residential Zones prohibited.** *15.370(20) Vehicle Repair in Residential Zones.* Vehicle repair in Residential Zones is prohibited except for minor maintenance and repair on vehicles owned and regularly operated by the owner of the premises or tenant and members of their immediate families.



Issue Number: 3082
Citation Number:
Issue Date: 12/31/2014
Issue Type: 23GARBAGE
Issue Status: CLOSED

Issue Description:
 GARBAGE / RECYCLING, STORAGE & DUMPING OF VIOLATION

Source Cust Number: 000000

Source Name:

Source Description:

Target Cust Number: 030595 **Target Lot No:** 001104
Target Name: HANG FUE & PANG **Target Lot Address:** 1901 CLARK ST

Target Business Phone:

Target Home Phone: **Target Lot City, State:** MANITOWOC, WI 54220

Target Description:

Ordinance:

MUNICIPAL ORDINANCE 15.370(7), MUNICIPAL ORDINANCE 16.150(10), MUNICIPAL ORDINANCE 13.010(7),
 MUNICIPAL ORDINANCE 13.010(8)

Notes:

Resolution Type: CLOSED

Resolution Notes:

User Defined:

Character 1:	Date 1:	Decimal 1:	Logical 1:
		0.00	False
Character 2:	Date 2:	Decimal 2:	Logical 2:
		0.00	False

Step: 1 Queue: BLDG INSP -SECRETARY
 User Name: Imueller Role: Action:
 Scheduled Date: Completed Date: 12/30/2014 Action Description:
 Scheduled Time: 12:00 AM Completed Time: 12:00 AM Action Status:

Description:
 GARBAGE / RECYCLING CONCERN RECEIVED.

Notes:
 DESCRIPTION: Caller states that garbage has been piled between the house and garage and along the side of the house.

Step: 2 Queue:
 User Name: Role: Action:
 Scheduled Date: Completed Date: 3/9/2015 Action Description:
 Scheduled Time: 12:00 AM Completed Time: 3:30:00PM Action Status:

Description:
 SCHEDULE SITE INSPECTION TO CONFIRM VIOLATION.

Notes:
 INSPECTOR NOTES:

Step: 3 Queue: Police Shift Command
 User Name: Role: Action:
 Scheduled Date: 2/16/2015 Completed Date: 2/18/2015 Action Description:
 Scheduled Time: 12:00 AM Completed Time: 12:00 AM Action Status:

Description:
 MTPD REINSPECTION

Notes:
 MTPD INTERN 1 CONFIRMED GARBAGE STILL PILED BETWEEN THE HOUSE AND GARAGE AND ALONG
 SIDE OF THE HOUSE.

Issue Number: 3082 Citation Number:

Step: 4 Queue: BLDG INSP - SCHWARZ, RICK
User Name: Role: Action:
Scheduled Date: Completed Date: 3/9/2015 Action Description:
Scheduled Time: 12:00 AM Completed Time: 3:30:00PM Action Status:
Description:

ADVISE FOLLOW UP ACTION

Notes:

Step: 5 Queue: BLDG INSP -SECRETARY
User Name: Imueller Role: Action:
Scheduled Date: Completed Date: 3/3/2015 Action Description:
Scheduled Time: 12:00 AM Completed Time: 12:00 AM Action Status:
Description:

SEND 1ST LETTER TO COMPLY.

Notes:

OF DAYS ? 24 HOURS

Step: 6 Queue: BLDG INSP - SCHWARZ, RICK
User Name: Role: Action:
Scheduled Date: 3/5/2015 Completed Date: 3/5/2015 Action Description:
Scheduled Time: 12:00 AM Completed Time: 12:00 AM Action Status:
Description:

SCHEDULE SITE REINSPECTION

Notes:

SCHWARZ LEFT NOTE CARDS AT NORTH AND EAST DOORS. 3-05-15 SCHWARZ CONTACTED
TENANT GE YANG 645-1185 VIA TELE TO REMIND HIM TO CLEAN UP YARD AND OF MONDAY INSPECTION

Step: 7 Queue: BLDG INSP - SCHWARZ, RICK
User Name: RSchwarz Role: BI - Deputy Building Inspec Action:
Scheduled Date: 3/6/2015 Completed Date: 3/6/2015 Action Description:
Scheduled Time: 12:00 AM Completed Time: 12:00 AM Action Status:
Description:

REQUEST PHONE CALL FROM TENANT

Notes:

TENANT GE YANG 645-1185 CALLED AND STATED HE WILL REMOVE ALL OF HIS GARBAGE BY MONDAY.

Step: 8 Queue: BLDG INSP - SCHWARZ, RICK
User Name: RSchwarz Role: BI - Deputy Building Inspec Action:
Scheduled Date: 3/9/2015 Completed Date: 3/9/2015 Action Description:
Scheduled Time: 12:00 AM Completed Time: 12:00 AM Action Status:
Description:

REINSPECTION

Notes:

JUNK/GARBAGE BETWEEN HOUSE AND GARAGE IS GONE