
Neighborhood Inspection Program

Kenoshans desire neighborhoods that are safe and well kept. However, some Kenosha properties do fall into disrepair, creating a blighting influence on the entire neighborhood.

The City of Kenosha has sought to preserve its neighborhoods through its Neighborhood Inspection Program. The program ensures that the exteriors of Kenosha's homes and commercial buildings, including yards and garages, meet basic criteria for upkeep.

The City Department of Neighborhood Services and Inspections administers the Neighborhood Inspection Program.

How Does the Program Work?

Step One:

The first step is to identify the areas that would benefit from a systematic inspection program.

The Department of Neighborhood Services and Inspections requests recommendations on these areas from elected officials, City staff, and neighborhood residents.

The Department also looks at areas that are undergoing various private and/or public revitalization efforts.

Step Two:

The Department prepares an operating plan that outlines the neighborhoods where property maintenance inspectors will conduct exterior inspections of properties. The Department submits this plan to the City's Public Safety and Welfare Committee and the Common Council for their approval.

Step Three:

Property maintenance inspectors conduct an exterior inspection of each property. Inspectors try to schedule their initial inspections with the property owner, so they may explain any potential maintenance problems to them. If the owner is not available, the inspectors are still required by the City to carry out their inspections.

Step Four:

If the inspection reveals maintenance problems, a property maintenance inspector will present the owner with an *Order To Repair*. The *Order To Repair* lists every maintenance problem and provides the time frame for the owner to complete necessary repairs. If the owner is not available to receive the *Order To Repair*, a property maintenance inspector will post it on the property. The City will also mail a copy to the owner.

When Are Inspections Conducted?

Property maintenance inspectors conduct their work for the Neighborhood Inspection Program from April to October-weather permitting.

Whom Do I Contact With Questions on an *Order to Repair*?

Contact the property maintenance inspector assigned to the inspection of your property at the Department of Neighborhood Services and Inspections, 653.4263. Office hours are Monday-Friday, 8:00 a.m.-4:30 p.m.

May I Appeal an *Order To Repair*?

Yes. Property owners may request an appeal through the Neighborhood Services and Inspections Department, 625 52nd Street. All appeals are heard by the Board of Housing Appeals. In order to file an appeal, owners must visit the Department and provide the following:

1. Submit an appeal form within 20 days of receiving the *Order to Repair*.
2. Provide a written statement supporting the appeal.
3. Provide a \$25.00 processing fee.

May I Ask for an Extension on an *Order To Repair*?

Yes. Property owners may contact the Neighborhood Services and Inspections Department to request an extension. The Department makes decisions on extensions in accordance with its extension policy.

What Happens if the Property is Not Repaired?

If the repairs are not completed in a timely fashion, the City may issue a municipal citation to the property owner for each violation. Once the City has issued a citation, the property owner must resolve the citation through Municipal Court, 625 52nd Street. The City also has the option to assess a reinspection fee to the property for each inspection that shows no work has been done. The amount of the fee will begin at \$72.00, and escalate for each reinspection (with a maximum fee of \$360.00). If the fee is not paid, it will be assessed against the property as a special assessment.

How Can I Find Out Which Areas Have Been Selected for This Program?

Watch Citicable Channel 25 on Time Warner Cable in late April through October for a listing of these neighborhoods.

The City of Kenosha, Department of Neighborhood Services and Inspections also publishes fliers and holds public meetings to inform residents about this program.

Common Code Violations

House:

- No street numbers
- Chipped and peeling paint
- Missing handrails and guardrail
- Rotted or broken porch steps
- Torn or missing screens
- Windows broken or in disrepair
- Damaged or missing storm doors
- Damaged siding
- Rotting/damaged soffit and fascia
- Missing tuckpointing:
 - foundations
 - chimneys
 - masonry walls
- Gutters and downspouts missing or damaged
- Roof in need of repair or replacement

Yard:

- Long grass and/or weeds
- No grass
- Junk and debris
- Cars parked on the lawn
- Damaged sidewalks-public and private
- Driveways in disrepair
- Junk vehicles

Garages:

- Chipped and peeling paint
 - Overhead doors missing or damaged
 - Service doors missing or damaged
 - Broken windows
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How Can I Find More Information About This Program?

For questions on property maintenance codes, building permits, and zoning, contact:

**City of Kenosha
NEIGHBORHOOD SERVICES AND
INSPECTIONS DEPARTMENT**

625 52nd Street
Room 100 (1st floor)
Kenosha, WI 53140
262. 653.4263

For questions on bulk pick-up, bulk drop-off permits, public sidewalk and approach permits, and garbage and recyclable collection, contact:

**City of Kenosha
PUBLIC WORKS DEPARTMENT**

625 52nd Street
Room 305 (3rd floor)
Kenosha, WI 53140
262.653.4050

For questions on housekeeping, lawn care, and snow removal services for senior citizens and the disabled, contact:

**County of Kenosha
AGING & DISABILITY RESOURCE
CENTER**

5407 Eighth Avenue
Kenosha, WI 53140
262.605.6646

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Promoting Property Maintenance and Improvements



City of Kenosha
Department of
Neighborhood Services and Inspections
625 52nd Street, Room 100
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