

**DEPARTMENT OF PLANNING AND COMMUNITY AND ECONOMIC DEVELOPMENT**  
**Building Inspection Division**  
**LL-017, Madison Municipal Building**  
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Matt Tucker, Director

(608) 266-4849

Administration and management of Division policies and procedures, programs and operations.

**Plan Review and Inspection Service & Weights and Measures**

Kyle Bunnow, Plan Review & Inspection Supervisor

(608) 266-6503

All matters relating to new construction inspection problems, code interpretation and the assignment of staff support for the Building and Fire Code Review/Appeals Board. Also supervises Weights and Measures staff.

***Plan Review and Inspection***

- Steve Rewey, Code Enforcement Officer 3
- Asaph Lehman, Code Enforcement Officer 3
- Will Henry, Code Enforcement Officer 3
- Stephen Sundstrom, Code Enforcement Officer 3
- James Schwab, Electrical/Heating Inspector
- Gerry Noel, Electrical/Heating Inspector
- Thane Sutter, Electrical/Heating Inspector
- Leigh Weaver, Electrical/Heating Inspector
- Terry Smith, Plumbing/Heating Inspector
- Sean Sutter, Plumbing/Heating Inspector
- Paul Kleinsteinber, Plumbing/Heating Inspector
- Alan Harper, Plan Review Specialist 3
- Shannon Davis, Plan Review Specialist 3
- Katie Mooney, Plan Review Specialist 2
- Jordan Poole, Plan Review and Inspector 1

All new buildings, (e.g., residential, commercial buildings and building sites) are inspected for compliance with numerous building codes in each of the three construction phases: site approval, plan approval, construction. The section reviews all building plans for new work. At inspection and plan review, staff ensure that all construction complies with the building codes. Staff meet with the building owner or contractor, when necessary, to explain requirements. Inspection resolves code violations and building complaints by issuing correction notices to the owner or contractor. In addition, provides commercial plan review, and building and heating inspections to City of Madison customers.

All matters relating to new construction mechanical inspection and the assignment of mechanical inspectors and code interpretation. Staff support for the Building Board of Appeals.

This section enforces the heating, ventilating, electrical and plumbing permit applications and plans for new work. Staff conduct reviews to ensure that all construction complies with code by meeting with the building owner or contractor when necessary. Inspections are also made on those underground utilities, which lie within private property lines to ensure that they are properly installed. All mechanical system installations are inspected before being covered. Inspectors determine whether pipe, cable and duct size,

and type of materials meet code. Staff conduct inspections for replacement work in electric, heating and plumbing as well.

The inspectors also interpret the code and aid in problem solving and construction inquiries by assisting homeowners and contractors; they solve existing construction and maintenance problems by verifying that construction is performed according to mechanical codes. The inspectors provide contractor training sessions.

### ***Weights and Measures***

- Glenn Wood, Weights and Measures Inspector 2
- Chris Tourdot, Weights and Measures Inspector 3, City Sealer

The Weights and Measures Inspector works to ensure accurate metering of all scales and measures and scanners used by Madison's merchants by conducting periodic inspections of these devices. Inspectors also ensure accurate metering of taxi and fuel oil delivery vehicles operating in the City by annually testing meters. When errors are found, written correction orders are issued. Also periodic inspection of scales, measuring devices, and package weights in retail stores are conducted routinely and in the City of Madison in order to ensure that the packaging, weighing and measuring of solid and liquid products comply with the requirements of the National Bureau of Standards, the State of Wisconsin Standards of Weights and Measurements and Chapter 22 of the Madison General Ordinances.

### **Housing Inspection and Property Maintenance**

Jose Maria Donoso, Housing Inspection Supervisor

(608) 266-4216

Supervision of systematic housing inspection of neighborhoods. Code enforcement and complaints.

- Bob Ales, Code Enforcement Officer 3
- Brian Linaberry, Code Enforcement Officer 3
- David Wise, Code Enforcement Officer 3
- Scott Shearer, Code Enforcement Officer 2
- Karime Grajales-Patton, Code Enforcement Officer 2
- Jake Medearis, Code Enforcement Officer 2
- Joe Sponem, Code Enforcement Officer 1
- Vacant, Code Enforcement Officer 1
- Nadine Resler, Property Code Inspector 3
- Abbie Kurtz, Property Code Inspector 1
- Joel Green, Property Code Inspector 1

This section issues written notices of housing code violations to building owners of existing structures. The notices establish a deadline for repairs or corrections. The premises are reinspected after the deadline has expired to verify that the condition has been corrected. Conditions still in violation are sent to the City Attorney for court action.

Specific functions include administering codes consistent with laws and court interpretations so as to gain compliance with minimum of public irritation; enforcing codes on a fair and equal basis; findings ways to assist owners and contractors in completing work in accordance with codes; assisting other agencies in upgrading residential property and its maintenance; and, reviewing codes on a continual basis to assure that they represent the best uses of techniques and material, and offer maximum of public protection. Property Maintenance Inspectors respond to all environmental (i.e., grass, snow, trash, graffiti removal) complaints in the City of Madison.

This section also provides for targeted, systematic code enforcement. Staff use established methodology in specific areas to identify whether the areas show signs of evidence of blight. The methodology identifies areas of deterioration or properties at risk of deterioration. The results of the methodology are presented to the Common Council. The Council then votes on whether to approve the targeted code enforcement actions. The minimum housing section also administers the graffiti co-payment program where the City pays for the graffiti removal after the owner pays the first \$100.00.

## **Zoning and Signs**

**Katie Bannon, Zoning Administrator**

**(608) 266-4569**

All matters relating to zoning and sign enforcement. Staff support for Zoning Board of Appeals. Counsels applicants on Plan Commission applications and zoning appeals and problems. Zoning code interpretation.

- Jenny Kirchgatter, Assistant Zoning Administrator
- Jacob Moskowitz, Assistant Zoning Administrator
- Chrissy Thiele, Zoning Code Enforcement Officer 2
- Donna Magdalena, Zoning Code Enforcement Officer 2
- Esmerelda Tovar, Zoning Code Enforcement Officer 1
- William Hunt, Zoning Code Enforcement Officer 1

This section reviews applications for all building permits and signs off if the plans comply with applicable codes. Certificates of occupancy are issued when the projects comply with State and local codes. This section also issues flood plain certificates as required.

This section conducts inspections of structures and land uses to ensure code compliance; issues written instructions to correct observed violations; maintains permanent records of zoning ordinances, including all maps, conditional restrictions, variances and appeals; and processes these records including receiving and filing of all amendments to the zoning ordinances; receiving and forwarding to the Planning Division and City Plan Commission all applications for conditional uses; and receiving and forwarding to the Zoning Board of Appeals all Zoning Appeals applications for variance and area exceptions. This section also receives, reviews, issues and files all applications to sign permits. Owners receive written notice of observed violations.

The Zoning Section makes recommendations to the City Plan Commission for revising provisions of Zoning Ordinance that are vague or ineffective; assists City agencies, building inspectors and the public in matters pertaining to zoning and flood plain regulations by maintaining telephone information services; and inspect parking lots to ensure conformity with plans approved by other City agencies. This section is responsible for staff support to the Zoning Board of Appeals.

## **Administrative Support**

**Gabriela Arteaga, Administrative Supervisor**

**(608) 266-4555**

Supervises administrative staff, provides support for the Landlord and Tenant Issues Committee; also manages the Rental Property Emergency Contact program, special assessment fees, and reinspection invoices.

- Lisa Antony, Information Clerk
- Sea O'Hara, Information Clerk
- Amanda Hoadley, Administrative Clerk 1

- Cary Olson, Administrative Clerk 1
- Ethan Burris, Administrative Clerk 1
- Nancy Kelso, Administrative Clerk 1
- Genevieve Parmentier, Information Clerk (acting)

Support services are responsible for setting Building Inspection up for success. They staff the call center and the front counter. Administrative staff support all other services. Staff are also in charge of document management, issuing online permits, inputting complaints, scheduling inspections, etc.