

# Memorandum

## City of Lawrence

### Planning & Development Services

TO: Thomas M. Markus, City Manager  
 FROM: Barry Walthall, Building Codes Manager  
 CC: Scott McCullough, Planning & Development Services Director  
 Kurt Schroeder, Asst. Director, Development Services  
 Date: August 23, 2018  
 RE: July 2018 Monthly Permit Reports

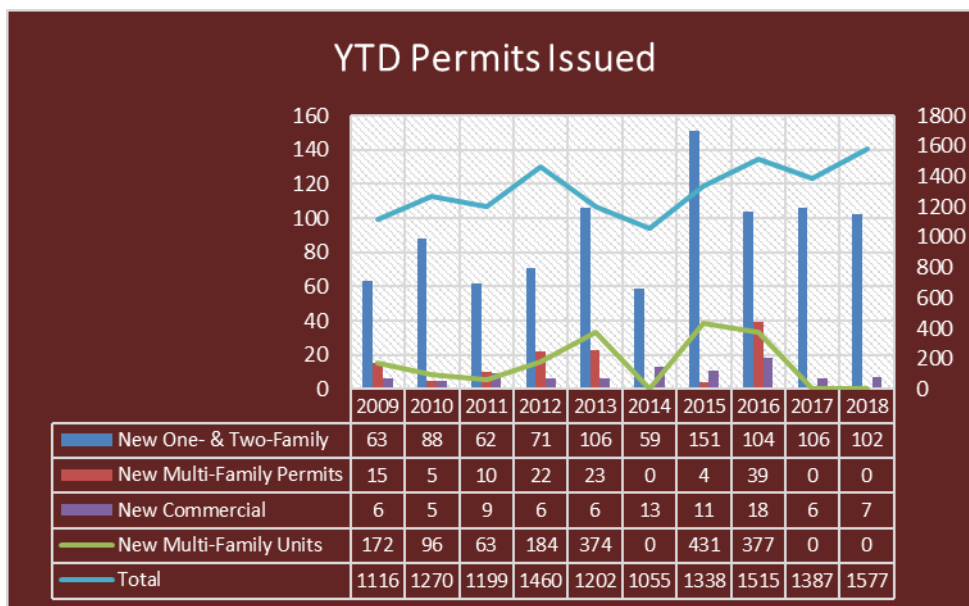
The Building Safety Division issued 229 building permits in July, with total construction for the month valued at \$6,496,213. Total permit fees assessed for the month were \$51,333, and total review fees assessed were \$2,715. Permits were issued for 10 new residential projects, including nine (9) single-family dwellings and one (1) duplex.

Comparison to the previous five (5) years for monthly and year-to-date statistics for number and valuation of new construction and city project building permits issued; total number and valuation for all building permits issued; and total building permit and plan review fees collected will be tracked throughout 2018 in the following table<sup>1</sup>.

Permits Issued	2014	2015	2016	2017	2018
New One- & Two-Family, July	3	14	15	3	10
New One- & Two-Family (YTD)	59	151	104	106	102
New Multi-Family, July	0	1	0	0	0
New Multi-Family (YTD)	0	4	39	0	0
New Multi-Family, # Units, July	0	3	0	0	0
New Multi-Family, # Units (YTD)	0	431	377	0	0
New Commercial, July	2	0	0	1	1
New Commercial (YTD)	13	11	18	6	7
City Projects, July	7	21	31	23	27
City Projects (YTD)	31	172	207	154	171
Total, July	177	245	270	189	229
Total (YTD)	1055	1338	1515	1387	1577
Valuation	2014	2015	2016	2017	2018
New Residential, July	\$1,185,000	\$4,107,665	\$4,856,500	\$980,000	\$2,150,687
New Residential (YTD)	\$17,327,254	\$113,572,118	\$60,184,443	\$34,300,478	\$28,408,993
New Commercial, July	\$1,315,000	\$0	\$0	\$4,000,000	\$600,000
New Commercial (YTD)	\$14,122,390	\$23,540,000	\$29,671,779	\$11,886,103	\$19,044,000
City Projects, July	\$63,720	\$3,917,594	\$500,833	\$1,146,410	\$1,492,950
City Projects (YTD)	\$11,727,633	\$28,253,927	\$23,711,268	\$4,415,973	\$12,570,183
Total, July	\$4,043,237	\$11,940,308	\$8,363,495	\$9,391,959	\$6,496,213
Total (YTD)	\$50,243,255	\$167,215,462	\$126,681,449	\$80,601,838	\$102,049,321
Permit & Review Fees	2014	2015	2016	2017	2018
Permit Fees, July	\$37,349	\$71,827	\$69,481	\$54,300	\$51,333
Permit Fees (YTD)	\$335,160	\$659,620	\$741,680	\$554,412	\$576,910
Review Fees, July	\$0	\$0	\$0	\$5,912	\$2,715
Review Fees (YTD)	\$0	\$0	\$0	\$29,357	\$45,201
Total Fees, July	\$37,349	\$71,827	\$69,481	\$60,212	\$54,048
Total Fees (YTD)	\$335,160	\$659,620	\$741,680	\$583,769	\$622,110

<sup>1</sup> Values in the table for valuation and fees are rounded to nearest dollar.

In addition to tracking the above statistics, the chart below tracks and compares the numbers of permits issued year-to-date over the last 10 years, for new one- and two-family dwellings, new multi-family dwellings, new commercial buildings, and the total number of permits issued.



Permits were issued for 27 City projects in July, including renovation of the existing Cath Lab Imaging Suite for Lawrence Memorial Hospital (LMH) at 325 Maine Street, valued at \$1,200,000; installation of medical gas and medical vacuum systems in the Endo Clinic for LMH at 325 Maine Street, valued at \$177,400; repairs for fire damage for Lawrence Douglas County Housing Authority at 1042 New Jersey Street, valued at \$45,000; and 24 inflow and infiltration program projects by the Municipal Services and Operations Department at various locations with valuation totaling \$70,550.

In August staff reviewed the City's practice of exempting fees for certain community partners, including Lawrence Memorial Hospital, the Lawrence Douglas County Housing Authority, Tenants to Homeowners and Habitat for Humanity. The purpose of the review was to determine whether City code or policy directs or authorizes exempting these agencies from payment of building permit fees. The only policy direction found is that building projects by agencies receiving federal Home Investment Partnerships Program (HOME) grant funding be exempted from building permit fees. These waived fees are tracked by the City and agencies, and reported by the Community Development division as local matching funds for federal HOME grants. The City will continue to exempt fees for qualifying projects associated with HOME grant funding, such as projects for Tenants to Homeowners and Habitat for Humanity. However, beginning in August, 2018, Lawrence Memorial Hospital, the Lawrence Douglas County Housing Authority and other community partners will no longer be exempted from payment of building permit fees.

The largest project for the month was the LMH Cath Lab Imaging Suite renovation at 325 Maine Street, valued at \$1,200,000.

These statistics are of interest in tracking construction activity in the community, but only partially tell the story for staff workload and performance. Staff has established performance goals of completing "initial" reviews for residential permits within five (5) business days and for commercial

permits within 15 business days of the application date. An initial review is a comprehensive first review of an application and plans for a building project, and may include review work performed by staff from Planning and Development Services, Fire and Medical, Utilities and Public Works Departments, as well as other relevant review agencies (depending on the nature and scope of the project). Initial and subsequent reviews and comments are tracked in the Innoprise permit tracking system from which reports may be extracted. Development Services staff is responsible for coordinating review work and disseminating review comments to applicants.

During the 2017 calendar year, staff achieved these goals for 94.3% of all residential permits with an average review time of 2.7 days; and 85.9% of all commercial permits with an average review time of 7.9 days. For comparison, the following table provides data from 2014 (the first full calendar year for which data is available) as well as 2018 year-to-date performance.

Year	Residential %	Residential Average (# of Days)	Commercial %	Commercial Average (# of Days)
2018 (YTD)	96.7%	2.4	83.2%	8.3
2017	94.3%	2.7	85.9%	7.9
2016	96.5%	2.3	91.6%	7.3
2015	94.7%	2.6	88.8%	7.9
2014	95.5%	2.5	96.0%	6.2

In July, staff completed 99 of 99 residential reviews within five (5) business days (100%), and 91 of 153 commercial reviews within 15 business days (59.5%). The following table tracks performance in meeting these objectives.

	Residential Permits				Commercial Permits			
	Total Number of Reviews	Number of Reviews Completed within 5 Business Days	Average Review Time (Days)	Percent of Reviews Completed within 5 Business Days	Total Number of Reviews	Number of Reviews Completed within 15 Business Days	Average Review Time (Days)	Percent of Reviews Completed within 15 Business Days
Jan	95	81	2.9	85.2%	69	69	4.5	100%
Feb	84	83	2.5	98.8%	61	61	4.4	100%
Mar	112	109	2.1	97.3%	135	132	5.4	97.7%
Apr	144	144	2.7	100%	180	156	7.5	86.6%
May	243	233	2.0	95.8%	209	156	8.4	74.6%
June	153	151	3.1	98.6%	193	168	9.0	87.0%
July	99	99	2.1	100%	153	91	14.1	59.5%
Aug								
Sept								
Oct								
Nov								
Dec								
<b>YTD</b>	<b>930</b>	<b>900</b>	<b>2.4</b>	<b>96.7%</b>	<b>999</b>	<b>832</b>	<b>8.3</b>	<b>83.3%</b>

Permit reports for July are attached.

**Top Projects for 2018:**

<b>Rank</b>	<b>Construction Valuation</b>	<b>Project Description</b>
<b>1</b>	\$12,921,829	Free State High School addition and alterations, 4700 Overland Drive
<b>2</b>	\$6,500,000	VenturePark spec warehouse shell building, 2325 VenturePark Drive
<b>3</b>	\$5,900,000	Lawrence Humane Society, 1805 E 19 <sup>th</sup> Street
<b>4</b>	\$5,493,715	Fire Station #1 addition and renovations, 746 Kentucky Street
<b>5</b>	\$3,614,241	Southwest Middle School renovations, 2511 Inverness Drive
<b>6</b>	\$3,400,000	Plastikon addition, 3780 Greenway Circle
<b>7</b>	\$2,500,000	Aldi demolition and reconstruction, 3025 Iowa Street
<b>8</b>	\$2,482,081	Lawrence Memorial Hospital, HVAC upgrades, 325 Maine Street
<b>9</b>	\$2,000,000	Old Chicago Restaurant, 545 Wakarusa Drive
<b>10</b>	\$1,759,584	Santa Fe Station preservation project, 413 E 7 <sup>th</sup> Street
<b>11</b>	\$1,488,875	South Middle School renovations, 2734 Louisiana Street
<b>12</b>	\$1,370,362	Dillon's renovation, 1015 W 23 <sup>rd</sup> Street
<b>13</b>	\$1,200,000	LMH Cath Lab Imaging Suite renovation, 325 Maine Street
<b>14</b>	\$1,044,000	Free State Dental, 4111 W 6 <sup>th</sup> Street