

# Memorandum

## City of Lawrence

### Planning & Development Services

TO: Thomas M. Markus, City Manager  
 FROM: Barry Walthall, Building Codes Manager  
 CC: Scott McCullough, Planning and Development Services Director  
 Amy Miller, Planning and Development Services Assistant Director  
 DATE: March 15, 2019  
 RE: February 2019 Monthly Permit Reports

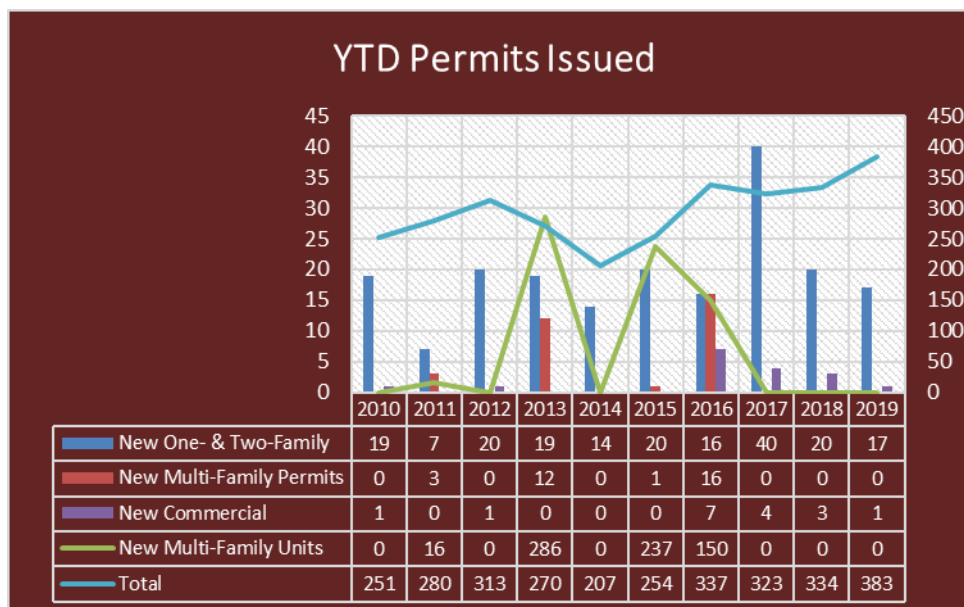
The Building Safety Division issued 156 building permits in February, with total construction for the month valued at \$5,789,125. Total permit fees assessed for the month were \$43,921, and total review fees assessed were \$2,237. Permits were issued for seven (7) new residential projects, including six (6) 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 2019 in the following table<sup>1</sup>.

Permits Issued	2014	2015	2016	2017	2018	2019
New One- & Two-Family, February	5	14	10	27	14	7
New One- & Two-Family (YTD)	14	20	16	40	20	17
New Multi-Family, February	0	1	16	0	0	0
New Multi-Family (YTD)	0	1	16	0	0	0
New Multi-Family, # Units, February	0	237	150	0	0	0
New Multi-Family, # Units (YTD)	0	237	150	0	0	0
New Commercial, February	0	0	4	3	2	0
New Commercial (YTD)	0	0	7	4	3	1
City Projects, February	3	19	34	24	21	37
City Projects (YTD)	4	47	73	36	39	89
Total, February	114	131	177	152	179	156
Total (YTD)	207	254	337	323	334	383
Valuation	2014	2015	2016	2017	2018	2019
New Residential, February	\$1,451,103	\$48,537,550	\$15,821,675	\$8,264,599	\$3,885,431	\$3,603,040
New Residential (YTD)	\$3,442,603	\$50,672,196	\$17,432,752	\$12,940,150	\$5,710,247	\$6,284,040
New Commercial, February	\$0	\$0	\$7,178,129	\$1,752,458	\$3,044,000	\$0
New Commercial (YTD)	\$0	\$0	\$13,348,433	\$3,986,103	\$5,544,000	\$1,166,200
City Projects, February	\$3,400	\$49,035	\$5,676,678	\$80,238	\$219,250	\$111,815
City Projects (YTD)	\$7,900	\$434,052	\$5,796,562	\$1,407,653	\$272,835	\$288,133
Total, February	\$5,426,167	\$50,091,128	\$25,939,842	\$11,442,138	\$9,117,732	\$5,789,125
Total (YTD)	\$9,654,177	\$53,535,581	\$35,457,303	\$22,158,304	\$17,181,606	\$27,465,009
Permit & Review Fees	2014	2015	2016	2017	2018	2019
Permit Fees, February	\$38,057	\$110,802	\$127,027	\$87,100	\$65,912	\$43,921
Permit Fees (YTD)	\$72,019	\$139,352	\$185,332	\$157,875	\$120,595	\$146,870
Review Fees, February	\$0	\$0	\$0	\$489	\$4,877	\$2,237
Review Fees (YTD)	\$0	\$0	\$0	\$849	\$9,805	\$16,008
Total Fees, February	\$38,057	\$110,802	\$127,027	\$87,589	\$70,789	\$46,157
Total Fees (YTD)	\$72,019	\$139,352	\$185,332	\$158,723	\$130,400	\$162,878

<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 37 City projects in February with valuation totaling \$111,815, including electrical upgrades for restroom facilities at Brook Creek Park at 1200 Brook Street, valued at \$3,100; temporary signs for the new City Hall Riverfront offices at 1 Riverfront Plaza Suite 320, with no construction valuation; and 35 inflow and infiltration program projects by the Municipal Services and Operations Department at various locations with valuation totaling \$108,715.

The highest valued project for the month was a single-family dwelling at 1710 Lake Alvarado Drive, valued at \$1,239,734.

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, Municipal Services and Operations 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 2018 calendar year, staff achieved these goals for 95.3% of all residential permits with an average review time of 2.6 days; and 80.6% of all commercial permits with an average review time of 9.0 days. For comparison, the following table provides data from 2014 (the first full calendar year for which data is available) as well as 2019 year-to-date performance.

Year	Residential %	Residential Average (# of Days)	Commercial %	Commercial Average (# of Days)
2019	92.8%	2.3	87.7%	7.5
2018	95.3%	2.6	80.6%	9.0
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 February, staff completed 71 of 71 residential reviews within five (5) business days (100%), and 58 of 62 commercial reviews within 15 business days (93.5%). 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	69	59	2.3	85.5%	93	78	9.0	83.8%
Feb	71	71	2.2	100%	62	58	5.2	93.5%
Mar								
Apr								
May								
June								
July								
Aug								
Sept								
Oct								
Nov								
Dec								
<b>YTD</b>	<b>140</b>	<b>130</b>	<b>2.3</b>	<b>92.8%</b>	<b>155</b>	<b>136</b>	<b>7.5</b>	<b>87.7%</b>

Permit reports for February are attached.

#### Top Projects for 2019:

Rank	Construction Valuation	Project Description
<b>1</b>	\$8,460,000	West Middle School renovations, 2700 Harvard Road
<b>2</b>	\$3,800,000	Liberty Memorial Central Middles School renovations, 1400 Massachusetts Street
<b>3</b>	\$3,000,000	LMH Sterile Processing addition, 325 Maine Street
<b>4</b>	\$1,239,734	Single-Family Dwelling, 1710 Lake Alvarado Drive
<b>5</b>	\$1,166,200	Hawker II Clubhouse, 1011 Missouri Street