



**IMPORTANT NOTICE: A \$25 FILING FEE MUST ACCOMPANY THIS APPEAL, WITHIN THE DEADLINE REFERENCED BY THE BILL.**

Checks should be made payable to: City of Milwaukee and a copy of the bill should be included with your appeal

**IMPORTANT NOTICE FOR CUSTOMERS PAYING BY CHECK**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

**IF THE CHARGES HAVE ALREADY APPEARED ON YOUR TAX BILL, THIS APPEAL CANNOT BE FILED.**

**TO:** Administrative Review Board of Appeals  
City Hall, Rm. 205  
200 E. Wells St.  
Milwaukee, WI 53202  
(414) 286-2231

**DATE:** 12/5/2023

**RE:** 1225 W Wisconsin Ave, Milwaukee, WI 53233  
(Address of property in question)

Under ch. 68, Wis. Stats., s. 320-11 of the Milwaukee Code of Ordinances, this is a written petition for appeal and hearing.

I am appealing the administrative procedure followed by DNS Development Center  
(Name of City Department)

Amount of the charges \$ 27,010.00 + \$ 18,500.00 = \$ 45,510.00

Charge relative to: Property Record Maintenance Charge

I feel the City's procedure was improper due to the following reasons and I have attached any supporting evidence, including city employee's names/dates which I spoke to regarding this issue and copies of any city orders received:

Please see attached.

I am appealing on behalf of and with the approval of Marquette University, the owner of the property in question.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justine Berens  
Signature

Justine Berens  
Name (please print)

1600 N 6th St, Milwaukee, WI 53212  
Mailing address and zip code

(920) 851-8309  
Daytime phone number

jberens@findorff.com

E-Mail Address(es)

Good afternoon,

1. I'm writing in regard to the Property Record Maintenance (PRM) Charge, a fee added in 2019 from the City Assessor's Office and the Department of Neighborhood Services. This fee was created to help offset the costs associated with the appraisal and record maintenance process. The table below is a snip from the PRM charge informational page:

<b>Charge Structure:</b>	
<u>New Construction:</u>	
1 Family - \$259	Industrial - .37% of construction cost \$23 minimum
2 Family - \$391	Institutional - .37% of construction cost \$23 minimum
Multi Family - \$463 + \$115/unit over 2	Siding - \$18
Commercial - .05/sqft.; \$572 minimum	Deck - \$18
Industrial - .05/sqft.; \$572 minimum	Garage - \$18
Institutional - .05/sqft.; \$572 minimum	Air Cond - \$18
	Fireplace - \$18
	Razing - \$18
<u>Alterations and Additions:</u>	Plumbing - 28% of permit cost per Sec.200-33-43
Residential - .37% of construction cost \$13 minimum	
Commercial - .37% of construction cost \$23 minimum	

2. I am currently working on a construction project that is both addition and alteration to an existing building, and therefore I am operating within two building permits (COM-ADD-22-00059 and COM-ALT-22-00755). The PRM charges for both permits are in accordance with the table above and have been paid in full by the customer. With this appeal, I would like to challenge the PRM charge on both permits and request credits for each.
3. If permit COM-ADD-22-00059 is classified as a commercial addition, expected construction cost (excluding MEPF) is \$7.3M, and the PRM charge at 0.37% of that cost is \$27,010.00. For new commercial construction of the same cost and area, the cost of this charge would be 32,683 SF at \$0.05/SF = \$1,634.15.
4. Likewise, if permit COM-ALT-22-00755 is classified as a commercial alteration, expected construction cost (excluding MEPF) is \$5M, and the PRM charge at 0.37% of that cost is \$18,500.00. For new commercial construction of the same cost and area, the cost of this charge would be 103,274 SF at \$0.05/SF = \$5,163.70.
5. The variance between the two numbers is significant, and this is why I would like to challenge the Property Record Maintenance charge on both of these permits (COM-ADD-22-00059 and COM-ALT-22-00755) on the grounds that alterations and additions are being charged a disproportionate PRM charge compared to new construction of similar size and scope.

6. Additionally, during plan review, the addition and alteration were treated as one project by the City since the same plan set is being used for the entire project. Because the City only had to review one set of plans for both permits, the customer was only charged a single plan review fee. Using similar reasoning, since this building will remain under one address upon completion, it will be appraised and processed as one property going forward. Therefore, we should only be charged one property record maintenance fee per property address.
7. Since the PRM charge for both of these permits have been paid in full, I would like to propose that:
  - a. The PRM charge for COM-ALT-00755 be reviewed and a credit issued to bring the total PRM charge to a value that is more in line with the cost of new construction.
  - b. The PRM charge for COM-ADD-22-00059 be credited in full based on the conclusion of paragraph 6 above.

I appreciate the time you've taken to consider this appeal and look forward to hearing back.

Thank you,

Justine Berens  
Project Manger  
J.H. Findorff & Son Inc.  
(920) 851-8309  
jberens@findorff.com

For all permit fees and submittal information, please see our Info Sheets page.  
<https://city.milwaukee.gov/DNS/permits/DNSinfo>

com-add-22-00059 

Create an Application Search Applications Schedule an Inspection

**Record COM-ADD-22-00059:**  
**Commercial Addition Permit**  
**Record Status: Issued**

[Add to cart](#)  
[Add to collection](#)

Record Info **Payments** Conditions 10

A notice was added to this record on 11/02/2022.  
Condition: 10 Severity: Notice  
Total Conditions: 10 (Notice: 10)

[View Condition](#)

## Fees

**Paid:**

Date	Invoice Number	Amount
02/15/2023	2216915	\$13,400.03
02/15/2023	2216915	\$10.00
02/15/2023	2216915	\$27,010.00
02/15/2023	2216915	\$214.40
11/02/2022	2216931	(\$5,045.00)

< Prev Additional Results: 12

[Next >](#)

Total paid fees: \$42,503.31

For all permit fees and submittal information, please see our Info Sheets page.  
<https://city.milwaukee.gov/DNS/permits/DNSinfo>

com-add-22-00059 

**Record COM-ADD-22-00059:**  
**Commercial Addition Permit**  
**Record Status: Issued**

[Add to cart](#)  
[Add to collection](#)

Record Info Payments Conditions 10

A notice was added to this record on 11/02/2022.  
Condition: 10 Severity: Notice  
Total Conditions: 10 (Notice: 10)

[View Condition](#)

## Fees

**Paid:**

Date	Invoice Number	Amount
11/02/2022	2065920	\$6,805.00
11/02/2022	2065920	\$108.88

[< Prev](#) Additional Results: **12** [Next >](#)

Total paid fees: \$42,503.31

# Online Services

Announcements Logged in as: Justine Hansel Collections (0) Cart (0) Account Management Logout

For all permit fees and submittal information, please see our Info Sheets page. <https://city.milwaukee.gov/DNS/permits/DNSinfo>

com-alt-22-00755

Home Building Development Enforcement Licenses Public Works

Create an Application Search Applications Schedule an Inspection

**Record COM-ALT-22-00755:**  
**Commercial Alteration Permit**  
**Record Status: Issued**

[Add to cart](#)  
[Add to collection](#)

Record Info Payments

## Fees

### Paid:

Date	Invoice Number	Amount
02/15/2023	2166361	\$10.00
02/15/2023	2166361	\$65,000.00
02/15/2023	2166361	\$18,500.00
02/15/2023	2166361	\$1,040.00

Total paid fees: \$84,550.00

- Mayor
- Common Council
- Departments
- Residents
- Business
- Visitors
- Web & Email Policies

Are you planning on applying for building permits?

You need to be aware of new charges for 2019 from the Assessor

**The Property Record Maintenance Charge:**

These charges will be collected at the time you pay for your building permit.

***Understanding the Charge and its Impact on Your Planned Project***

**Background Information**

The City Assessor's Office inspects thousands of properties per year for the purpose of adding to and maintaining the integrity of its database in order to create assessments based on credible appraisals. The inspection and appraisal of new construction requires the department to spend extra time and resources. It is estimated that a typical property undergoing new construction requires many hours of work including administrative, technical, appraisal, and management personnel. In the case of complicated new commercial construction hours are very great.

Under our current policy property that is not improved (changed or altered) in any manner actually subsidizes the extra effort it requires to inspect, list, appraise, and process newly constructed or remodeled properties into our systems. This charge will partially compensate for the extra costs associated with the appraisal and record maintenance process.

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**Charge Structure:**

New Construction:

1 Family - \$259	Industrial - .37% of construction cost \$23 minimum
2 Family - \$391	Institutional - .37% of construction cost \$23 minimum
Multi Family - \$463 + \$115/unit over 2	Siding - \$18
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Commercial - .37% of construction cost \$23 minimum	Plumbing - 28% of permit cost per Sec.200-33-43

## **Frequently Asked Questions:**

What is the purpose of the charge?

*The record maintenance and appraisal attributed to new construction requires inspection and or listing in order to arrive at the value the project brings to the property. This necessitates extra resources. The purpose of the charge is to have those costs paid by the user rather than have those be borne by all taxpayers*

What will the charge be used for?

*The revenue will be used to offset the costs incurred to measure, list, and appraise new construction, alterations or additions.*

How is the charge collected, do I have to do anything special?

*The charge is collected when you pay for your building permits issued through the Development Center, 809 N Broadway, there is no extra effort on your part.*

Is there extra paperwork involved?

*The charge is included with your building permit, causing no additional paperwork for you.*

How were the costs determined?

*Three factors were considered:*

*Reasonableness: Private appraisals cost about \$300 for residential property and tends to go up tens of thousands of dollars for commercial property. The appraisal work involved is similar to that of a private appraiser – the charge is significantly less than that of a private appraiser.*

*Time required: Actual costs based on current production reports were reviewed. The charges are at or less than actual costs.*

*Collection considerations: Since the charges are collected at the Developments Center, the methodology is based on their existing system processes. This creates efficiency and ease of implementation.*

What if I change my mind and decide not to complete this project?

*All refunds or charge cancellations can be applied for at the Development Center. If a refund on your other permit is allowed, it will also be allowed for this charge.*

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More Questions?

Contact the Assessor's Office

414-286-3651

[www.milwaukee.gov/assessor](http://www.milwaukee.gov/assessor)



## Receipt of ARBA Fee

Date:	2/2/24
Received Of:	Justine Berens
Property at:	1225 W. Wisconsin Ave.
Received By:	LME
Check # (If Applicable):	241082
Amount:	\$25.00