



MEMORANDUM

TO: Municipal Services Committee

FROM: Kurt W. Craanen, Inspections Supervisor
Kara Homan, AICP Director of Community & Economic Development

DATE: July 10, 2023

RE: Request to Contract Commercial Variance Process to E-Plan Exam

The Inspections Division has contracted with E Plan Exam to review commercial plan submittals since March 2, 2022, when the Common Council approved entering into a contract. (File # 22-0191).

E Plan Exam has proposed to hear variance requests for plans that they reviewed for the City. E Plan Exam staff would accept applications, collect fees and make a judgment, just as the State Department of Safety and Professional Services (DSPS) has done for many years.

E Plan Exam is able to process the applications and schedule hearings much faster than DSPS and their staff will be familiar with project, since they will have completed the plan review.

There will be no cost to the City of Appleton for E Plan Exam to process variance requests.

Staff Recommendation:

APPROVE authorizing a contract amendment with EPLEX, LLC (dba E Plan Exam) to allow variance process administration for plans reviewed by E Plan Exam only.