

**CITY OF SHEBOYGAN**  
**R. O. 32-25-26**  
**DIRECT REFERRAL TO FINANCE AND PERSONNEL COMMITTEE**  
**BY DIRECTOR OF PLANNING AND DEVELOPMENT TAYLOR ZEINERT.**  
**JUNE 23, 2025.**

In late 2024, the City engaged Bold Path Consulting to conduct a comprehensive review of the structure of the Planning and Development Department. After conducting interviews with staff, the consultant provided a series of recommendations aimed at enhancing the department's efficiency and effectiveness. The primary recommendation was to establish a tiered leadership framework to promote sustainable and realistic accountability for staff.

Specifically, the consultant recommended the creation of the following roles: Lead Inspector, Zoning Administrator, Administrative Coordinator, and Deputy Director.

Currently, we are seeking your approval of the following recommended changes going forward:

- Lead Inspector, (currently Building Inspector, grade 14) to grade 15.
- Associate Planner to Planning & Zoning Administrator, title change only.
- Program Compliance Specialist to Administrative Coordinator, title change only.

To fund these position changes, the previously budgeted Planning Supervisor position will be eliminated. This position was partially funded (25%) through the 2025 General Fund budget and sufficiently offsets the increase in salaries described in this memo. These calculations have been confirmed by Finance Director Kaitlyn Krueger.