

**TO: Town Plan Commission/Town Board**  
**FROM: Lisa Potswald**  
**RE: Monthly Report**  
**DATE: December 1, 2015 through December 31, 2015**  
 Prepared on December 30, 2015

**I. Permit Applications Approved and Issued:**

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
Kari Breunig	8-1-15	2794 North Shore	Addition	C	

**II. Certified Survey Maps**

None.

**III. Permit Applications in Progress:**

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
Maciejewski	Not yet	1590 North Shore	Addition	C	Need application and check
Pugliese, Nicole	Not yet	2800 North Shore	Accessory	C	Waiting for permit application
Lemke	10/16/13	Miller Farm Road	Driveway, fire number	T	Wetland Protection Overlay District; reviewed siting with DNR on 5/29/14; wetland delineation required
Slater/McCue	1/20/11	1268 Big Bay Road		C	Waiting for shoreland restoration plan per DNR requirements. Has to apply for all new permits
LaDuke, Winona	4/28/12 (incomplete)	Middle Road	Land Disturbing Activity, Accessory (x2), Long Term Camping Unit	T	Permits for driveway received 12/15
Bergeon, Susan	6/14/2013	2635 Big Bay Road	Principle, sanitary Special use	C	Waiting for sanitary application
Stern	9/4/14	4327 Chippewa	Principle, Sanitary	C	Waiting for application/fees
Hartzell, Bob	Not yet	Hartzell Subdivision	Accessory structure	T	Install prefab building to cover well

**IV. Permit Applications Denied/Revoked:**

None.

**V. Violations**

None.

**VI. Fire Numbers Issued**

None. Note that I am issuing fire numbers with the caveat that we are not giving out temporary number signs in anticipation of the new fire number project. Emergency Manager Dorothy Tank contacted me in December and may have our maps completed so we can proceed with the projects

**VII. Correspondences: Letters/MEMO to**

<b>TO</b>	<b>DATE</b>	<b>PROPERTY</b>	<b>REGARDING</b>
Winona Laduke	12/7/15	Middle Road	Pile of dirt for road access
Property owners Adjacent to Hartzell	12/9/15		Decision by Town Board to approve map change for 2 parcels.
Terry Donohue	12/30/15	761 Main St.	Options for repairing shore loss under the house

**VIII. Complaints Received About**

None

**IX. Public Information Requests**

None.

**X. Revenue and Expenditures for the Previous Month**

	<b>June 2015</b>	<b>%</b>	<b>July 2015</b>	<b>%</b>	<b>August 2015</b>	<b>%</b>	<b>Sept 2015</b>	<b>%</b>	<b>Oct 2015</b>	<b>%</b>	<b>Nov 2015</b>	<b>%</b>	<b>BUDGET</b>
Expenditures	\$34,817	43%	\$40,356	50%	\$44,967	55%	\$49,817	61%	\$56,489	70%	\$58,003	71%	\$81,228
Revenue:													
Building permits	\$884	20%	\$1,598	36%	\$2,672	59%	\$2,855	63%	\$3,858	86%	\$3,858	86%	\$4,500
Revenue: Zoning permits	\$12,210	88%	\$12,210	89%	\$12,420	90%	\$13,280	97%	\$13,490	98%	\$13,490	98%	\$13,750
<b>REVENUE TOTAL</b>	<b>\$13,094</b>	<b>72%</b>	<b>\$13,808</b>	<b>76%</b>	<b>\$15,092</b>	<b>83%</b>	<b>\$16,135</b>	<b>88%</b>	<b>\$17,348</b>	<b>95%</b>	<b>\$17,348</b>	<b>95%</b>	<b>\$18,250</b>

## **XI. New Business**

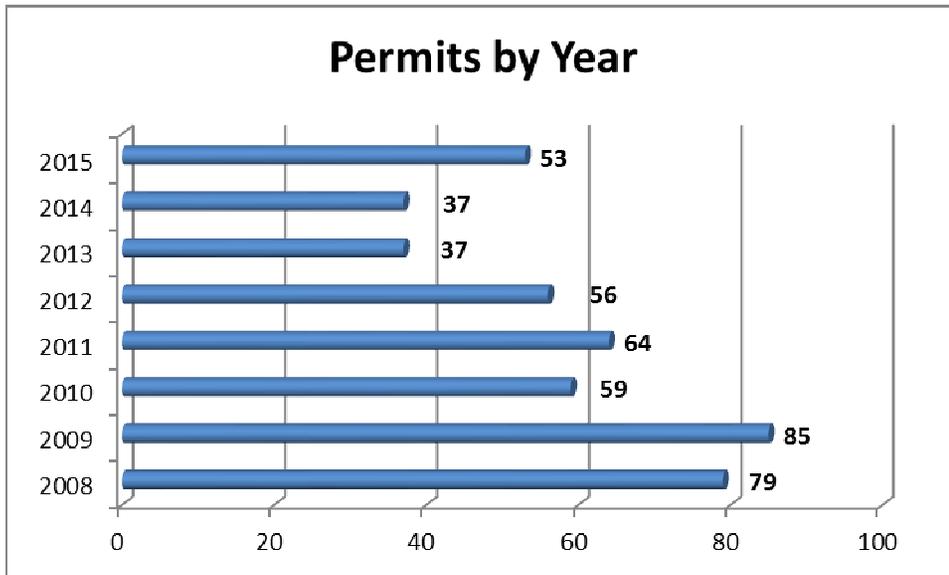
None.

## **XII. Old Business**

Planning and Zoning Department priorities for the next month:

- Work with property owners and agents on projects and issue permits.
- Fire number project
- Develop filing system for contracts and grants
- Clean Town Hall Basement
- Clean and organize ordinance files by year
- NR 115 changes to Zoning Ordinance
- Develop ordinances as prioritized by the Town Administrator:
  - Roads to come
  - Driveways to come

## **XIII. STATISTICS**



The chart at the left shows the number of permits issued each year since 2008. 53 permits have been issued through the end of the year. The average number of permits issued per year since 2008 is 59; however the average number since 2010 is 51, so we are over the average for the past six years.

This includes both county and town permits