

TO: Town Plan Commission/Town Board
FROM: Lisa Potswald
RE: Monthly Report
DATE: March 1, 2016 through March 31, 2016
 Prepared on March 31, 2016

I. Permit Applications Approved and Issued:

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
Peterson/Thompson	3/1/16	662 Main	Addition - deck	T, C	Permits issued

II. Certified Survey Maps

None.

III. Permit Applications in Progress:

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
Nelson, Greg	3/30/16	631 Middle Road	Conditional Use	T	Remove some existing structures; build greenhouses for business and build storage buildings for long-term storage
Nelson, Greg	3/30/16	638 Miller Farm	Conditional Use	T	Move C.W. Nelson business operations to this location from 631 Middle Road
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	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. Apply for all new permits
LaDuke, Winona	4/28/12 (incomplete)	Middle Road	Land Disturbing Activity, Accessory (x2), 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

IV. Permit Applications Denied/Revoked:

None.

V. Violations

None.

VI. Fire Numbers Issued

None. I have the fire number maps and we will get to that project as soon as we can.

VII. Correspondences: Letters/MEMO to

TO	DATE	PROPERTY	REGARDING
Town Board	3/21/16	978 Middle Road	Recommendation by TPC to TB to waive CUP modification fee for Craftivity/MISA
Letters to Marchetti, Monica Nelson, Springer, Szymanski and Theune	3/22/16	978 Middle Road	Notice of Public Hearing to property owners within 500 feet
Letters to Brummer, Lohman and Naumann	3/28/16	978 Middle Road	Notice of Public Hearing to property owners with a previous interest
Sebranek	3/29/16	516 Capser	Applications for land use permits
Town Board	3/31/16	Xxx Main Street	Informing the Town Board that property on Main Street will be put up for tax auction – is the Town interested in purchasing the property?

VIII. Complaints Received About

None

IX. Public Information Requests

March 9, 2016 -Charles Meech on behalf of Craftivity/MISA – fulfilled on 4/1/16

X. Revenue and Expenditures for the Previous Month

	Jan 2016	%	Feb 2016	%	Mar 2016	%	Apr 2016	%	May 2016	%	June 2016	%	2016 BUDGET
Expenditures													\$46,354
Revenue: Building permits													\$4,000
Revenue: Zoning permits													\$13,000
REVENUE TOTAL													\$17,000

XI. New Business

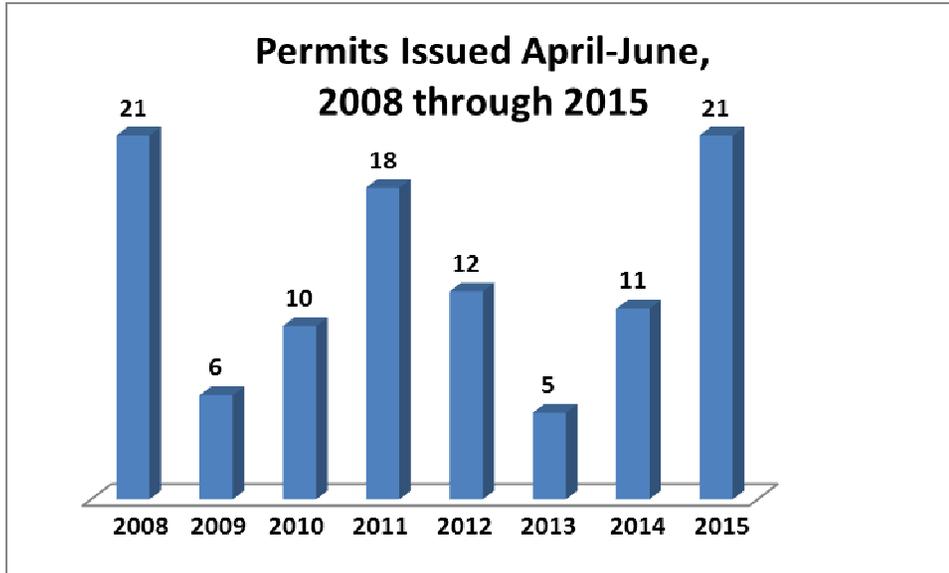
None.

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 and others 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 in the second quarter (Apr – June) since 2008. The average number of permits issued in the second quarter since 2008 is 13. 2015 tied the record for the most permits issued in the second quarter at 21.

This includes both county and town permits but does not include rental permits.