

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

I. Permit Applications Approved and Issued:

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
Ujke, James	8/4/15	714 South Shore Rd	Road	T	
Riley, Matt/Sarah	8/7/15	3330 North Shore Rd	Addition	T	
Carroll, Cliff	8/19/15	608 Miller Farm	Addition	T	
Montagne, Tim	8/25/15	524 Miller Farm	Accessory	T	
Gibbons, Deborah	8/25/15	510 Bayhill Cottage Cir	Trailer/Driveway	T	
Andreas, Tyler	8/27/15	2020 Big Bay Road	Accessory	T	
Smith, Alan/Jane	8/27/15	2659 North Shore Rd	Accessory	C	
Smith, Alan/Jane	8/27/15	2659 North Shore Rd	Sanitary	C	
Shepard, Blake	8/27/15	1839 Hagen Rd	Addition	C	

II. Certified Survey Maps

David Ehlen/Sarah Haecker – split 014-00116-0900 into two lots.

III. Permit Applications in Progress:

NAME	DATE RECEIVED	PROJECT ADDRESS	PERMIT TYPE	C= County T= Town	STATUS
Breunig, Kari	8/1/2015	2794 North Shore Road	Addition	C	Waiting for plans
Boone Creek Trust	11/14/14	351 Old Fort Road	Alteration	C	On hold – sorting out changes in state law
Levitsky	7/25/15	1158 Big Bay Road	Addition	C	Owners to decide how to proceed
Meents, Robert	6/22/15	3544 Big Bay Road	Principle	C	May reconfigure lot or build on shore
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. Will have to apply for all new permits
LaDuke, Winona	4/28/12 (incomplete)	Middle Road	Land Disturbing Activity, Accessory (x2), Long Term Camping Unit	T	ZA received copy of the wetland fill application Nelson Constr. submitted to Alyssa Core 6-4-13 5/29/14 – Still in DNR hands
Bergeon, Susan	6/14/2013	2635 Big Bay Road	Principle, sanitary Special use	C	Waiting for sanitary application
Hartzell	6/8/2014	561 Mondamin	Principle – condo rental	T	Waiting until 2015
Stern	9/4/14	4327 Chippewa	Principle, Sanitary	C	Waiting for application/fees
Hersperger, Jill	6/27/15	2541 Anderson Lane	Principle, Sanitary	C	Waiting for application/fees

IV. Permit Applications Denied/Revoked:

None.

V. Violations

NAME	VIOLATION	ORDER
Ed Kale	Ashland County v. Edward Kale	Found in contempt. Structures must be removed by 9/7/15 or the county will hire someone to remove them.

VI. Fire Numbers Issued

None. Note that I am issuing fire numbers with the caveat that we are not giving out temporary numbers in anticipation of the new fire number project.

VII. Correspondences: Letters/MEMO to

TO	DATE	PROPERTY	REGARDING
Shepard	8/4/15	1389 Hagen Road	Sent permit application
Pugliese	8/6/15	2800 North Shore	Sent information about permit process
Haecker/Ehlen	8/8/15	Fisherman Lane	Split property between siblings – requires CSM
Park/Rec mem	8/27/15	N/A	Final review of Parks/Rec plan

VIII. Complaints Received About

1. Verbal complaint re: Dick Coleman 689 Abbey Lane – parking work truck at his home - unfounded.

IX. Public Information Requests

1. Tom Nelson – regarding life/safety complaint
2. Pete Rogers – regarding MISA land use permit

X. Revenue and Expenditures for the Previous Month

	Feb 2015	%	Mar 2015	%	Apr 2015	%	May 2015	%	June 2015	%	July 2015	%	August 2015	%	BUDGET
Expenditures	\$12,058	15%	\$16,776	21%	\$25,127	31%	\$30,227	37%	\$34,817	43%	\$40,356	50%			\$81,228
Revenue:															
Building permits	0		0		\$641	14%	\$884	20%	\$884	20%	\$1,598	36%			\$4,500
Revenue: Zoning permits	\$220	2%	\$1,540	11%	\$2,640	19%	\$12,210	88%	\$12,210	88%	\$12,210	89%			\$13,750
REVENUE TOTAL	\$220	1%	\$1,540	8%	\$3,281	18%	\$13,094	72%	\$13,094	72%	\$13,808	76%			\$18,250

XI. New Business

None.

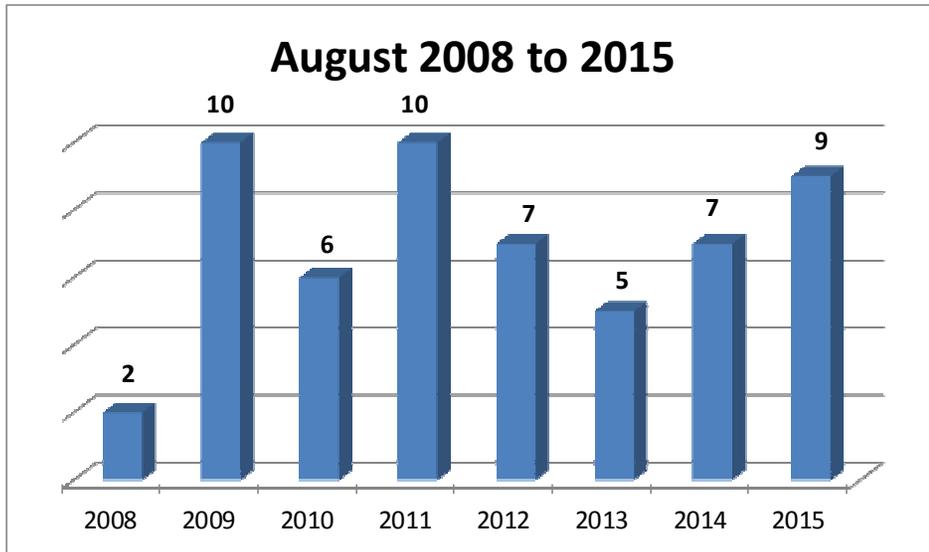
XII. Old Business

Planning and Zoning Department priorities for the next month:

- Work with property owners and agents on projects and issue permits.
- Update Personnel policy
- Fire number project
- Update Park and Rec Plan – will be completed in August.
- Develop filing system for contracts and grants
- Clean Town Hall Basement
- Clean and organize ordinance files by year
- Purchasing and contracting policy and procedures

- 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 (not including rental permits) in August of each year since 2008. There were only two years, 2009 and 2011, with a greater number of permits (10) than in 2015.