

TO: Town Plan Commission/Town Board
FROM: Lisa Potswald
RE: Planning and Zoning Administrator's Report
August 31, 2013 through September 30, 2013
DATE: October 8, 2013

I. Permit Applications Approved and Issued:

| NAME | DATE RECEIVED | DATE ISSUED | ADDRESS | PERMIT TYPE |
|--------------------------|---------------|-------------|-----------------|--------------------------------------|
| Pat & Joel Peterson | 9/3/13 | 9/10/13 | 2616 Big Bay | Access road/place shed on lot |
| Bob Hartzell | 8/28/13 | 9/16/13 | 563 Mondamin | Permit extension 4-plex |
| Bob Hartzell | 8/28/13 | 9/16/13 | 567 Mondamin | Permit extension 4-plex |
| Ron Schardt | 9/17/13 | 9/23/13 | 425 Mondamin | Addition to primary structure |
| Robert Douglas | 9/18/13 | 9/23/13 | 2334 Benjamin | Rental primary structure |
| Zach Montagne | 9/24/13 | 9/24/13 | 517 Miller Farm | Land Disturbing activity – extension |
| Anna Novak/John Morrison | 8/21/13 | 9/24/13 | 1249 Big Bay | Deck addition to primary structure |
| Margie Denton | 9/18/13 | 9/26/13 | 853 Main | Deck addition to primary structure |

II. Certified Survey Maps

| NAME | ADDRESS | STATUS |
|------------------------------------|---|---|
| Richards, Berry & Richards, Fraser | Hagen Road just east of Stone Pointe Lane | The navigable waterway issue was resolved and the map review is on the Town Plan Commission agenda for 10/10/13. |
| Chevront, Kevin and Potswald, Lisa | 364 Old Fort Road | A Certified Survey Map to join lots was a condition of Town Plan Commission approval for issuance of a building permit for a garage decided at a TPC meeting held on 5/12/12. |

III. Permit Applications in Progress:

| NAME | DATE RECEIVED | PROJECT ADDRESS | PERMIT TYPE | STATUS |
|--------------|---------------|-------------------|-------------|---|
| Slater/McCue | 1-20-11 | 1268 Big Bay Road | | Waiting for shoreland restoration plan per DNR requirements. This permit has been on hold for two years but Larry will be retaining |

| NAME | DATE RECEIVED | PROJECT ADDRESS | PERMIT TYPE | STATUS |
|-------------------------------|----------------------|--------------------|--|---|
| | | | | fees and keep the permit active. |
| LaDuke, Winona | 4-28-12 (incomplete) | Middle Road | Land Disturbing Activity, Accessory (x2), Long Term Camping Unit | ZA received a copy of the wetland fill application Nelson Construction submitted to Alyssa Core on 6-4-13. |
| Hartzell, Robert | | Multiple | Rental of a Principal Dwelling x 7 different properties | Employee housing. This is a larger discussion regarding rentals and employee housing to be clarified with the TPC |
| Bergeon, Susan | 6/14/2013 | 2635 Big Bay Road | Principle, sanitary Special use | Mtg. with Larry Hildebrandt, Mike Starck, agent, and me onsite on 7/31. Letter sent to owner to outline next steps. |
| Brown, Derrick and Amy | 9/3/13 | 425 Deerwoods Lane | Principle Dwelling, Sanitary | Waiting for information to issue sanitary permit |

IV. Permit Applications Denied/Revoked:

None.

V. Violations

| NAME | VIOLATION | ORDER |
|----------------|---|--------------|
| Ed Kale | Town of La Pointe v. Edward Kale – Ashland County | Case 13 CX01 |

VI. Land Use Permit – No Permit Required:

None.

VII. Fire Numbers Issued

| NAME | DATE | # ISSUED |
|--------------------------------|---------|--------------------|
| Derrick & Amy Brown | 9/18/13 | 425 Deerwoods Lane |

VIII. Correspondences: Letters/MEMO to

| NAME | DATE | PROPERTY | REGARDING |
|---------------------------|---------|--------------|---|
| Philip Greenberg | 9/3/13 | 978 Big Bay | Sent applications for a deck addition – not yet submitted to Planning/Zoning Office |
| Town Plan Commission | 9/3/13 | N/A | Comprehensive Plan survey |
| Michael/Alexandra Caswell | 9/5/13 | 703 Brian's | Questions regarding land use |
| Margie Denton | 9/11/13 | N/A | Appointment to the Town Plan Commission |
| Brian/Kim Bauer | 9/23/13 | 422 Middle | Changing address from 422 Middle Road to 422 Deerwoods Lane |
| Craftivity | 9/17/13 | 978 Middle | Complaint |
| Margie Denton | 9/23/13 | 853 Main | Deck addition to structure |
| Ronald Schardt | 9/23/13 | 425 Mondamin | Notification of permit fee overpayment |
| Ed Kale | 9/26/13 | 690 Main | Response to public information request |

IX. Complaints

| NAME | DATE | PROPERTY | REGARDING |
|------------|---------|----------|---|
| Craftivity | 9/17/13 | | Complaint received on 9/16/13 from Ashland County Health and Human Services Environmental Health Specialist that Craftivity was operating without 2 county licenses (lodging license for 5-30 rooms as well as a simple restaurant license) since August 2013. The fees, including late fees, were paid to Ashland County by Craftivity on 9/17/13 and the proper licenses obtained – <u>complaint resolved</u> . |

X. Public Information Requests

| NAME | DATE | REGARDING |
|---------|---------|---|
| Ed Kale | 9/23/13 | a) Amount paid or outstanding to Town Attorney Fauerbach concerning MISA; b) Amount paid or outstanding to Town Attorney Fauerbach concerning Ed Kale |

XI. New Business

1. I attended the Wisconsin County Code Administrators' training on 10/2-5 and found it to be very interesting and helpful. There are a number of potential issues for the Town that I will be working with Pete on.
2. Attached to this report is a chart of number of permits issued by the Town of La Pointe Planning and Zoning office from 2008 through August 2013 for your information.

XII. Old Business

1. The two remaining public meetings for the Comprehensive plan update are scheduled for October 21 and October 25. Notes from the meetings held in September are on the Town website and available from the Town Hall.
2. We hope to have the data from the Comprehensive Plan surveys tabulated by Thanksgiving.
3. I have begun working on the Comprehensive plan update (data) and want to have the document completed for TPC approval by 12/31/13.