

## Planning & Zoning Administrator

### Town of La Pointe, Wisconsin

#### July 2025 Report

July completed my first full month in my new role having started with the Town of La Pointe on June 30<sup>th</sup>. It was a great month.

#### Coordination with New UDC Building Inspector

- In early July, I started coordinating, almost daily, with our new UDC Building Inspector. During the month, we worked together on developing our communication process making sure that we are working well together and sharing information.

#### Coordination with Contractors

- With a new ZA and UDC Inspector, it was critical to get to know as many contractors as quickly as possible. On July 14<sup>th</sup>, the new UDC Building Inspector and I conducted an Open House type format session at the Town Hall. Approximately 10 contractors attended and had an opportunity to meet us and ask questions. At the end of the busy season, I plan on conducting a Lessons Learned Open House type format for us to be able to share what we learned, but more importantly, to listen to their suggestions of how we can improve our service in the Town.

#### Coordination Started with our Zoning Administrator Partners in Ashland County

- July 8<sup>th</sup> – Met with Zoning Administrator and Assistant at the Courthouse in Ashland.
- July 29<sup>th</sup> – Started weekly 30-minute standing coordination Teams calls with the Ashland County Zoning Administrator's Assistant. These meetings will streamline our coordination efforts in an attempt keep projects moving on the Island.

#### Coordination Started with the Wisconsin Department of Natural Resources

Scheduled and participated in coordination efforts to streamline our coordination efforts when the needs arise.

- July 24<sup>th</sup> – Conducted a Telecon with Travis Holte (Water Resources Specialist)
- August 1<sup>st</sup> – In person meeting on the Island with McKenzie Slack (Wetlands Permitting) and Jenny Murphy (McKenzie's Supervisor) - Met at Town Hall and out in the field and tested soils in two different locations to learn about the different types of soils on the Island.
- Scheduled a Telecon on August 8<sup>th</sup> with William Roberts – Private Well Permitting

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## **Site Visits**

Site visits are critical to our understanding of the potential issues that property owners face and help facilitate our review. These visits also allow me to better understand the property owner's goals and to be able to share information as I see it. Providing good customer service is important to me.

Since starting on June 30<sup>th</sup>, I have participated in the following site visits:

July 1<sup>st</sup> – 2027 Benjamin Blvd and 2517 Spirit Lane

July 2<sup>nd</sup> – 526 Bay Hill Cottage Road, 1468 Middle Road, 3560 Big Bay Road

July 3<sup>rd</sup> – 1348 Big Bay Road

July 7<sup>th</sup> – 2715 North Shore Road

July 16<sup>th</sup> & July 23<sup>rd</sup> – 2008 North Shore Road

July 24<sup>th</sup> – Participated in UDC Commercial Inspection of 2027 Benjamin Blvd.

July 28<sup>th</sup> – 2912 Big Bay Road

## **Availability to Meet Property Owners/Developers**

Property owners have been making appointments, phoning me and also dropping in, if they are near Town Hall. I appreciate all forms of communication as this provides us the opportunity to serve the public. These visits and calls have been on the permitting process, zoning code questions and 911/firestop questions, to name a few. I always try to return their voice messages within 24 hours, sooner if at all possible.

In addition, I have invested the necessary time to work with the developer, various Town Departments, the UDC Inspector and various contractors to ensure that we are making progress on a large project known as the proposed Expandable Condominium project. We met with the developer on July 14<sup>th</sup> and again on July 24<sup>th</sup> to ensure that we understood the plans and to develop a timeline and schedule that will allow the first four seasonal dwellings (3 new and the modification of 1) to start yet this summer. Emails, phone calls and status updates are provided on a regular basis so everyone is in the loop.

## **911/Firestop Development and Questions**

During the month, I received 6 inquiries as to the status of resident's new signs. I regularly coordinate with the Public Works Director on inquiries that I am getting and report back to the residents with any updates. I also work with the installer on 9 issues of signs not matching the GIS maps. We currently have one lot that is being divided into 3 parcels and one that is being divided into 15 parcels. I routinely coordinate with Ashland County to ensure that we are assigning new 911/firestop numbers in a manner that is consistent with how the County approaches this task. These both are ongoing.

### **Zoning Ordinance Re-Write & Technical Memo #3 Update**

During the month of July, not only did I become familiar and start to learn the existing documents, I started to pull together comments from the Town Plan Commission. On August 2<sup>nd</sup>, I completed incorporating all comments received into one document each, and provided a copy, using Track Changes, to each Team member for a final review. In early August, they will be made available in advance of a Public Hearing on September 3<sup>rd</sup>.

### **Permit Processing**

Summer is the busy season on Madeline Island. During the month of July, I started working on 15 new requests for permits. Of the 15 submitted, I have been able to issue 5. One is for a privy, and is in process with Ashland County. For the others, I am either waiting on additional information from the property owner, or coordinating within La Pointe to ensure the proper determinations are being made.

### **July 2025 Permit Information/Status**

DATE	SANITARY PERMIT	COUNTY PERMIT	LAND USE PERMIT	NAME OF PROPERTY OWNER	FIRE #	STREET NAME	Parcel number 014	PROJECT TYPE
7/1/2025			2025-21	Erik Nelson		639 Miller Farm Rd.	00202-0100	Dwelling
7/1/2025			2025-22	Mary Smith		1197 Big Bay Rd.	00136-0500	Land Disturbing
7/1/2025				Kevin Beitler		2507 Spirit Lane	00058-0200	Dwelling
7/3/2025			2025-23	Bob & Nancy Meents		3560 Big Bay Rd.	00022-0900	Dwelling & Accessory B
7/3/2025			2025-24	Mike North		1468 Middle Road	00464-0300	Pole Barn
7/14/2025				Ishmel Sweeney		Lot 10 Raspberry Tr.		Driveway, Shed
7/17/2025				Steve & Michelle Jerrard		2008 North Shore Rd.	01400-0701	Dwelling
7/21/2025				Kevin Beitler		2507 Spirit Lane	00058-0200	Privy
7/24/2025				Wright Living Trust		1632 North Shore Rd.	00099-0110	Dwelling & Accessory B
7/25/2025				Phil Myers		3756 Big Bay Rd.	00020-0400	Driveway
7/30/2025				Kenneth Myhre		900 Big Bay Rd.	00119-0400	Solar
7/31/2025		9491	2025-25	Arnie Nelson	Between 1035 & 1081	South Shore	00291-0400	Driveway/Firestop
7/31/2025				Bob Hartzell		Lot 10 Raspberry Tr.		Seasonal Dwelling
7/31/2025				Bob Hartzell		Lot 11 Raspberry Tr.		Seasonal Dwelling
7/31/2025				Bob Hartzell		Lot 13 Raspberry Tr.		Seasonal Dwelling

### **Conditional Use Permit – Approval**

During July, I visited an art studio whose owner was requesting a Conditional Use Permit (CUP). I did a site visit (July 1<sup>st</sup>) and then worked with TPC, the Town Board and the UDC Building Inspector and attended the Commercial Building Inspection on July 24<sup>th</sup>.

### **Continuously Learning**

I have been taking every opportunity to meet with other Town Hall employees to learn about what they do and how the work that we do at Town Hall interacts to ensure that I understand who I need to talk to when issues arise that I don't have an answer for. I look forward to working with everyone to solve any unique challenges that we face as we serve the public.