

Memo

Date: 10/4/2007
To: Jeffrey Sturgell, Town Administrator
From: George Dearborn, AICP, Community Development Director
RE: September 2007 Monthly Report for the Community Development Department

Building Activity

The September 2007 Monthly Building Report shows the following:

Single Family Building Permits Issued This Month	Single Family Building Permits Issued This Month Last Year
5	1
Single Family Building Permits Issued To Date	Single Family Building Permits Issued To Date Last Year
33	23

Estimated Value of Construction To Date	Estimated Value of Construction To Date Last Year
\$29,893,555	\$23,161,070

Permits Issued and Inspections Conducted

Permits Issued This Month	Inspections Conducted This Month
114	128
Permits Issued To Date	Inspections Conducted To Date
930	1394

We have now issued a total of 33 single family permits as of September 30, 2007. During the months of July, August and September, no new commercial or industrial permits were issued and during August and September no multiple family permits were issued. The overall construction values for this year on September 30 continue to exceed last year's on the same month by 6.7 million dollars.

Detailed building reports are attached at the end of this memo.

	<i>Cost or Benefit of New Development</i>			
	<i>September 2007</i>			
	<i>This Month</i>		<i>To Date</i>	
	<i>Value</i>	<i>Cost/Benefit</i>	<i>Value</i>	<i>Cost/Benefit</i>
One & Two Family Dwellings	\$695,000	(\$480.59)	\$6,694,500	(\$4,629.25)
Multiple Family Dwellings	\$0	\$0.00	\$1,933,655	\$6,789.64
Commercial/Industrial Development	\$0	\$0.00	\$13,168,155	\$46,237.34
Total	\$695,000	(\$480.59)	\$21,796,310	\$48,397.74

This month we again saw a negative cost benefit because we had issued 5 new single family residential permits without any offsetting commercial, industrial or multiple family development. However, the overall cost benefit analysis of development for 2007 continues to show a substantial positive benefit due to the previous permits issued for commercial/industrial projects and multiple family developments.

Personnel

No changes in personnel occurred this month.

Town of Winchester Contract Work

This month we prepared a draft subdivision ordinance and met with the Town of Winchester planning commission. The commission is now reviewing the draft. We anticipate attending a future meeting to complete the draft.

General Planning Activity

September Planning Commission Meeting

1. Staff reviewed a sign for submitted by Orde Sign for Stuc's Pizza on 1395 West American Drive.
2. Staff reviewed a sign submitted by Appleton Sign for Neuroscience Center 1305 West American Drive.
3. Staff reviewed a certified Survey Map prepared by Martenson & Eisele for Century Oaks at 970 West American Drive
4. Staff presented an Ordinance Amendment to Chapter 29.07, Sign Ordinance.

Public Foreign Melvin Schulz complemented the Planning Commission during the Public Forum portion of the Planning Commission Agenda. Mr. Schultz stated that he attends many public meetings conducted by elected bodies and boards and the Town Planning Commission is the best run meeting of all he has attended. He stated that the Commission listens to all comments and make well informed decisions.

Grants

Staff completed another report on the Urban Planning Stormwater Grant. This grant is now 90% complete. Staff is continuing to work on site locations. Future public meetings are anticipated. Staff is working on the details for the formation of a storm water utility.

Staff met with Jeff Phillips from Winnebago County Health Department to discuss the continuation of the Radon Grant.

Long Range Planning

Staff has responded to a request for assistance in the 2010 census to ensure that the Town receives an accurate count and all the benefits from a correct census of population.

Staff has discussed options for assistance with the 5 year update to the comprehensive plan with UW Extension.

Short Range Planning

Site Plan Reviews

Staff reviewed the status of existing projects. Staff met with various developers to discuss potential projects.

Street Light

Staff facilitated the placement of a street light on Millbrook Lane through meetings with residents.

Sustainability

Staff discussed the 2008 budget with the Town Board that will provide for the implementation of solar and wind energy production for the Town Municipal Complex.

Economic Development

Staff is now facilitating the contract for the Economic Development Partnership and on new round tables on local industrial clusters which will help to refine efforts to expand existing industry or attract new industry to the Fox Valley. Local efforts continue to extend utilities further into the NW industrial area along with discussion with local developers encouraging new development.

Staff organized the Town's participation in the Fox Cities Business Expo.

Storm Water

Staff continues to examine locations for detention ponds that will allow the Town to achieve the required 40% reduction in particulates by 2013. Staff met with McMahon Associates to discuss the details of the draft storm water ordinances the department has developed.

The Community Development Department hosted a discussion on the method of forming a Storm Water Utility and the specific issues that need to be address to

determine the fee, collection method and responsibilities of the utility. Staff attended a Tools and Resources Committee meeting to continue efforts to educate the public on a regional basis on what they can do about storm water. This helps the Town to comply with our storm water permit requirements.

Budget

Staff presented the department 2008 budget to the Town Board.

Special Meetings Attended

- Staff met with the developers of the Dog Daycare to address special issues
- Staff conducted a meeting at the Fox Valley Chamber to discuss the contract with Paul W. Ehrfurth & Associates, LLC for the round table meetings which will help to target promotion of new development.
- Staff attended a meeting to discuss impact fees.
- Staff hosted and attended a meeting on the formation of a storm water utility
- Staff met Joe Nemecek to discuss low income housing.
- Staff attended a Town of Winchester Planning Commission Meeting
- Staff met with the attorney and other staff to discuss additional regulations on adult entertainment.
- Staff met with the Dobberke family to discuss utility extensions to their property.

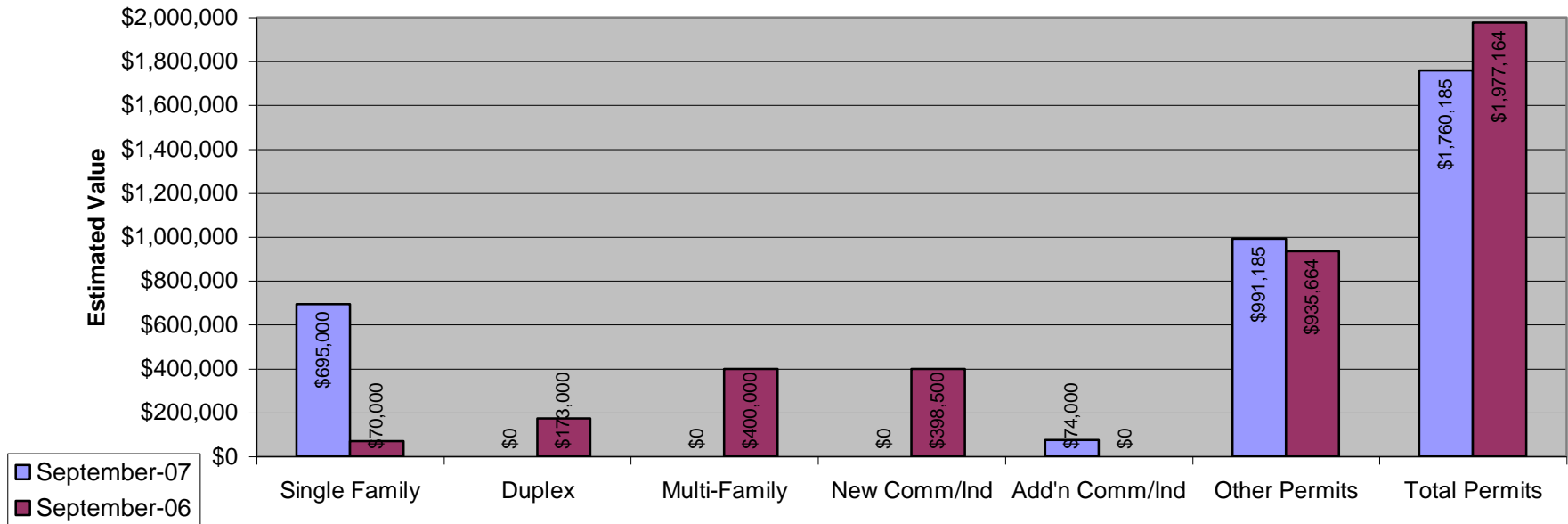
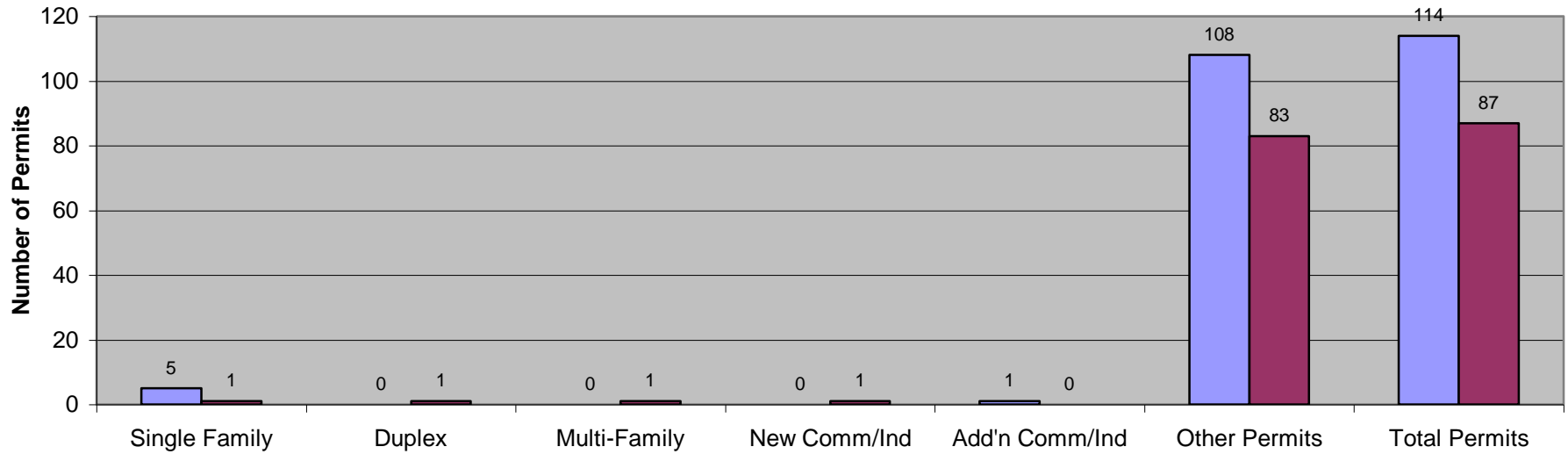
Regular Meetings Attended

- Community Development Department Monthly Meeting
The department held its monthly department meeting to discuss project status and implementation
- Economic Development Partnership Meeting
We continue to pursue the formation of a Foreign Trade Zone into the Fox Valley. The Partnership also continues to exploring staffing and funding for the Partnership.
- Site Plan Meeting
Staff facilitated weekly site plan meetings.
- Public Works Meeting
Staff attended the regular monthly Town public works meeting.
- Department Meeting
The Department held its regular monthly staff meeting to discuss ongoing projects and goal achievement.
- Winnebago County Board Planning Commission Meeting
- Staff attended the Winnebago County Planning Commission meeting representing the Town on the Town sponsored amendment to the County Zoning Ordinance for the Text Amendment to the B-4 & B-5 Zoning Districts

Budget

- Staff reviewed the final budget for the department with the Town Administrator and Finance Director.

September 2007 Building Report



TOWN OF MENASHA

SEPTEMBER 2007 BUILDING REPORT

	CURRENT YEAR					PREVIOUS YEAR				
	PERMITS	YTD		ESTIMATED VALUE	YTD ESTIMATED VALUE	PERMITS	YTD		ESTIMATED VALUE	YTD ESTIMATED VALUE
		PERMITS					PERMITS			
RESIDENTIAL:										
SINGLE FAMILY	5	33		\$695,000	\$5,382,500	1	23		\$70,000	\$3,370,036
DUPLEX	0	7		\$0	\$1,312,000	1	9		\$173,000	\$1,540,000
MULTI FAMILY (units)	0	3 (12)		\$0	\$1,933,655	1 (4)	4 (16)		\$400,000	\$1,600,000
MOBILE HOMES	1	3		\$15,000	\$41,000	0	1		\$0	\$44,500
ELECTRICAL	11	116		\$33,080	\$282,520	19	118		\$31,670	\$226,264
HEATING	12	100		\$65,930	\$513,365	6	97		\$31,300	\$460,079
PLUMBING	3	58		\$12,000	\$382,205	4	66		\$29,500	\$411,158
ADDITIONS	3	11		\$71,118	\$285,535	2	19		\$50,300	\$350,248
ACCESS. STRUCTURES	12	182		\$38,404	\$525,606	11	160		\$59,500	\$389,594
MISCELLANEOUS	26	200		\$50,537	\$832,490	18	194		\$55,390	\$841,063
DEMOLITIONS	2	12		\$0	\$0	2	10		\$0	\$0
TOTAL RESIDENTIAL	75	725		\$981,069	\$11,490,876	65	701		\$900,660	\$9,232,942
COMMERCIAL/INDUSTRIAL:										
NEW	0	3		\$0	\$13,168,155	1	7		\$398,500	\$7,371,410
ADDITIONS	1	3		\$74,000	\$167,000	0	3		\$0	\$826,490
ACCESSORY BLDGS.	3	14		\$3,600	\$87,000	0	9		\$0	\$30,740
SIGNS	6	41		\$39,817	\$380,426	4	38		\$87,071	\$273,051
MISCELLANEOUS	12	55		\$356,414	\$1,311,861	9	68		\$403,410	\$2,373,983
DEMOLITIONS	0	2		\$0	\$0	0	0		\$0	\$0
ELECTRICAL	9	41		\$161,259	\$1,269,902	4	48		\$46,323	\$1,264,485
HEATING	4	25		\$60,689	\$1,572,896	1	38		\$122,000	\$1,189,420
PLUMBING	4	21		\$83,337	\$445,439	3	28		\$19,200	\$598,549
TOTAL C & I	39	205		\$779,116	\$18,402,679	22	239		\$1,076,504	\$13,928,128
COMBINED TOTAL	114	930		\$1,760,185	\$29,893,555	87	940		\$1,977,164	\$23,161,070
TOTAL INSPECTIONS	128	1394				140	1430			