

## May 2019 Monthly Report

- 5-7 Attended the first trustee meeting of the month.
- 5-7 Worked with Robin Marks about purchasing land in Penfield Township. She was looking at property in West Road and SR 18.
- 5-9 Talked again with Robin Marks about properties in Penfield. I explained the need for Township approvals to operate a business in a residential zoned property.
- 5-10 Worked with Stephine Phillips about the application for a zoning permit for a fence.
- 5-13 Worked with Matt Osborn about a property on Vermont Street. Due to the shape of the property, the property would require a variance from the BZA to develop.
- 5-13 Talked with Tom Rourke about permits needed if he were to purchase 22044 St Rt 301. He is interested in a lot split, adding a new porch to the home, building a 32x60 out building and removing the old barn on the property.
- 5-14 I talked to Benjamin Toot. He needs to complete his application for a new home. He has all the required information to complete the application.
- 5-15 Lori Kramer of 39136 St Rt 18 applied for a fence permit 19-15  
Issued permit to Benjamin Toot for new residence 19-16
- 5-16 Worked with Matt Osborn about proceeding with the application for a variance. In process on pulling the information required.
- 5-17 Received a call from Scott Hopkins. Discussed his accessory building permit.
- 5-20 Received a call from Stephine Phillips of 22601 Indian Hollow Road. Would like to pull a permit for a fence. Meeting scheduled for Thursday.
- 5-21 Attended Second Trustee meeting.
- 5-23 Issued Permit 19 17 to Stephanie Phillips of 22601 Indian Hollow Road for an open fence to mark their property line. They supplied a current survey of their property. I walked their property to ensure to location of their fence.
- 5-24 Received a call from Wendy Murry 22862 Indian Hollow Road. She wanted to know the regulations on building a duplex in the township.
- 5-28 Robin Marks called to inquire about a permit for a cable satellite dish. Worked with Ken Trimble of 38650 Jones Road on an above ground pool permit. Sent him the LCPH Property Improvement Application.
- 5-29 Picked up paper and electronic files from Zoning Inspector. Delivered the May permits and payments to the Township offices. Met with Ken Trimble about a pool and deck

permit. Filled out the LCPH Property Improvement Application. Received a call from Joe Edgar of 21110 Indian Hollow Road regarding a Fence Permit.

5-30 Mailed Trimble LCPH Property Improvement Application. Prepared Joe Edgar Permit. Prepared information Osborne request for a variance from the BZA.

5-31 Received a call from Mike Martin. He is looking to purchase some property on SR 18. The lot width is 249'. Issued permit 19 18 to Joe Edgar of 21110 Indian Hollow Road for a fence.

Total permits this month =4