

## MEMO

To: Town Plan Commission, Town Board  
From: Michael Kuchta, Town Administrator  
Re: Monthly zoning report  
May 4, 2022

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This is an abbreviated report to keep you up to date during the Zoning Department's transition.

**Zoning administrator.** Lisa Potswald, a former zoning administrator and town administrator for La Pointe, began regular hours as interim zoning administrator on May 3. She will maintain regular hours in Town Hall from 8-4 Tuesdays-Wednesdays, and 8-noon Thursdays. The Town Board appointed Lisa as interim through the end of June.

**Job posting.** The Town Board approved the job description and posting of the zoning administrator position on April 26. Applications are being accepted through Monday May 16. The vacancy is posted on the Town website and in other physical and online locations.

**Craftivity CUP.** The Town Board approved the conditional use application on April 26, allowing Craftivity Inc. to build two 6-room student dormitories at 922 Middle Road. The approval includes all the conditions recommended by TPC.

**Fire numbers.** The Town's ad hoc committee on fire numbers (fire chief Rick Reichkitzer, ambulance director Cindy Dalzell, TPC commissioner Paul Wilharm, and town administrator Michael Kuchta) met via video conference on April 26 with Dorothy Tank, Ashland County's director of emergency management. It was a promising meeting to get the project back on track. Key decisions:

- To maintain the existing system, the Town needs to research if it can expand how many numbers are in each grid. This may require consulting with Lange Enterprises, which did the current numbering system. An option if the downtown area is too congested: use a street numbering system there, and a fire number system elsewhere on the island.
- To conserve numbers, the Town can assign one fire number to each parcel or potential parcel. For stand-alone buildings: the primary structure would have a fire number with no letter as a suffix. The main accessory building would have the suffix "A"; other structures that would be important for emergency responders to find quickly could have additional suffixes (B, C, etc.) Similarly, multi-unit buildings could be identified with a single fire number; individual units would be identified using 100-level numbers on the first floor, 200-level numbers on the second floor, etc.
- The Town is not part of the Ashland County numbering system. The Town will do the work on its own. Ashland County will seek to provide the Town with a high-resolution map of existing numbers, and determine if GPS data points already exist. Dorothy is not aware of the county paying for any town's fire number signs.

There will be no permit or revenue update this month.