



COMMUNITY DEVELOPMENT • 1140 Terex Road • Hudson, Ohio 44236 • (330) 342-1790

**DATE:** April 12, 2024  
**TO:** Board of Zoning and Building Appeals  
**FROM:** Lauren Coffman, Associate Planner  
Nick Sugar, City Planner  
**RE:** BZBA 2024 Goals – Ongoing Database

### **Overview**

The Board of Zoning Appeals discussed the creation of an ongoing database to track cases as part of the newly implemented annual goals. The database could aid the Board per the following:

- Act as a reference when weighing precedence of past decisions.
- Track the number of cases and types of cases the BZBA receives over time. This information could be used for ongoing policy changes or updates to the Land Development Code.
- Map cases throughout the city. Determine if patterns exist based on neighborhoods or other locations throughout the city (i.e. the historic district).

### **Discussion for April 18, 2024 Meeting**

Staff has begun coordinating the project with the city's IT Department. A high-level discussion concluded the database could be built within the city's current address record system, which is called OnBase. This is a web-based system; therefore, once the database is created, board members could access from their computers via a username and password.

Additional discussion is requested from the Board to determine the desired components of the database. Staff has created the following preliminary list of fields that could be populated along with examples:

- Case Number
- Applicant
- Site Address
- Meeting Date
- Case Type (Variance, Appeal)
- Code Section(s)
- Request (Description)
- Decision (Approved, Denied, Approved with Conditions)
- Staff Report Attachment
- Meeting Minutes Attachment

Case Number	Applicant	Site Address	Meeting Date	Case Type	Code Section(s)	Request	Decision	Staff Report	Meeting Minutes
2024-42	John Smith	7779 Valley View Road	2.25.24	Variance	1206.03(d)(5)	To allow an accessory structure larger than 1200 square feet	Attached	Attached	Attached
2023-924	Jane Doe	2078 Ravenna Street	10.19.23	Variance	1206.03(d)(5)	allow an accessory structure to be larger than 1200 square feet	Attached	Attached	Attached