



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

DATE: April 11, 2025
TO: Board of Zoning and Building Appeals
FROM: Lauren Coffman, Associate Planner
C.C Nick Sugar, City Planner
RE: BZBA Submittal Requirements

Background

The Planning Commission is currently conducting a review of Appendix A - *Submittal Requirements* of the Land Development code. The review is following the process for a city-initiated text amendment, which would include a recommendation to City Council from the Planning Commission. The purpose of this update is to eliminate outdated references, codify current and best practices, and provide necessary clarifications as needed.

To support this effort, the Planning Commission has established a subcommittee to work collaboratively with staff on the review. The subcommittee has requested input from the Board of Zoning and Building Appeals on the following sections:

- Variances
- Appeals to the BZBA of Administrative Decisions
- Enlargement, Extension, Replacement, or Substitution of a Nonconforming Use or Structure

Staff requests that the Board review the relevant code sections and provide any comments or recommendations for consideration.

Staff recommends the BZBA consider the following changes:

- Eliminate references to paper copies within submittal requirements
- Require a surveyed site plan for variance requests related to setbacks
- Require site photographs for variance requests
- Require detailed justification statements from the applicant for appeals