



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

**DATE:** January 17, 2025  
**TO:** City Council  
**FROM:** Board of Zoning and Building Appeals  
Staff Liaison Lauren Coffman, Associate Planner  
**RE:** Annual City Council Update

#### **2024 In Review**

- The BZBA met 10 times over the course of the year (2024). All BZBA meeting locations occurred at Town Hall, 27 E. Main Street, and were held at 7:30 pm. The meetings were held on the 3<sup>rd</sup> Thursday of every month.
- In 2024, The BZBA received seventeen variance applications and three appeal applications.
- The majority of the variance applications pertained to residential projects (additions and accessory structures).

#### **2024 Goals Completed**

- Formalizing administrative procedures - With the help of staff and Mr. Pitchford, the board has worked this year to standardize the appeals process and the use of executive sessions, though the board has not formalized anything in writing at this time.
- Coordination with Council on Board vacancy - The two open BZBA positions this year were filled in a timely manner.
- BZBA spreadsheet - A spreadsheet database was compiled from 2018 forward of all cases heard by the BZBA for the Board to reference. BZBA and staff will explore the feasibility of expanding the effort to include AI functionality; though a spreadsheet database may be all that is needed for the foreseeable future.
- Updating BZBA applications – The BZBA and staff have revised the Appeal application for clarity and to ensure the “core submittal requirements” are submitted.
- Site visits from the board - Staff worked with the city solicitor and board to determine the proper procedure for BZBA site visits.

## **2025 Objectives**

The BZBA is a bit different from other advisory boards. The monthly agenda is typically established by the applicable development applications submitted; however, key objectives in 2025 are:

- To further study ADA requirements as they relate to the LDC and determine if there is an ability for administrative level approval of code conflicts when related to ADA accommodations to a property (case from 61 Sussex Dr)
- Potential LDC update: Once an appeal is received, to have the ability to require the appealed Board (AHBR, Planning Commission) to write findings of fact prior to the appeal being presented to BZBA. This would primarily deal with AHBR decisions
- Potential LDC update: Clearly define the appeal review procedures. The majority of BZBA does not agree with the current practice of DiNovo review and feels the proper standard of review may be abuse of discretion or lack of support

