



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

DATE: February 9, 2024
TO: City Council
FROM: Board of Zoning and Building Appeals
Staff Liaison Lauren Coffman, Associate Planner
RE: Annual City Council Update

2023 In Review

- The BZBA met 10 times over the course of the year (2023). 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 3rd Thursday of every month.
- In 2023, The BZBA received fourteen variance applications and two appeal applications.
- The majority of the variance applications pertained to residential projects, while three variance applications pertained to commercial projects.
- Two new Board members were appointed to their first full terms on February 7, 2023.
 - Lydia Bronstein
 - Jane Davis
- BZBA Board staff liaison change, from Amanda Krickovich, Associate Planner to Lauren Coffman, Associate Planner in August 2023.

2024 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 2024 are:

- Formalize administrative procedures with staff and the solicitors office regarding:
 - Appeals procedure process.
 - Executive session guidelines.
- Coordination with Council when there is an upcoming vacancy on the Board.
- Create an ongoing spreadsheet to track common variance requests for assistance with precedent determination and for applicable Land Development Code amendments to consider.
- Review application and review process to provide enhanced communication to applicants.
- Establish clear parameters regarding site visitation processes for Board members.

Duties of the Board as outlined in the following Charter and LDC Sections

The primary intent of the BZBA is to review variances and appeals as outlined in the following Charter and LDC sections:

SECTION 9.05

BOARD OF ZONING AND BUILDING APPEALS - POWERS AND DUTIES.

The Board shall have power to hear and determine appeals from refusal of building and zoning permits or certificates and to permit exceptions to and variations from the zoning regulations in individual cases as may be required to afford justice and avoid either a practical difficulty or an unnecessary hardship to property owners, as applicable and in accordance with standards established by ordinance of Council and such other powers as are now or may hereafter be conferred upon it by the laws of Ohio or by ordinance of Council.

1202.03

BOARD OF ZONING AND BUILDING APPEALS.

(a) Powers and Functions. As amended by the Charter of the City of Hudson from time to time, the powers and functions of the Board of Zoning and Building Appeals ("BZBA") with respect to administering this Code are as follows:

(1) Appeals. Hold public hearings, review, and take final action on appeals from actions of the Architecture and Historic Board of Review, Zoning Inspector, City Manager, Community Development Director, or other administrative official in interpreting this Code.

(2) Variances. Hold public hearings, review, and take final action on applications for variances from the terms and provisions of this Code.

(3) Conditional uses. Hold public hearings, review, and take final action on appeals from the actions of the Planning Commission in denying or allowing a conditional use.

(4) Nonconforming uses/structures/lots. Hold public hearings, review, and take final action on applications for enlargement, extension, substitution, or replacement of a nonconforming use or structure.

(5) Interpretation. Hold public hearings, review, and take final action on appeals from the City Manager's action on disputes concerning, or requests for, interpretations of the Official Zoning Map.