



2021 ANNUAL REPORT

ZONING  
DEPARTMENT

## Introduction

The zoning department is responsible for the enforcement of the City of Findlay's zoning code, and issuing and inspecting all permit activity which includes; fences, decks, new single and multi-family dwellings, accessory structures, signage, along with new commercial and industrial buildings. The zoning department also includes the enforcement of the N.E.A.T. department, which includes; junk vehicles, trash/junk, and dilapidated structures. Finally, zoning is responsible for managing and maintaining the floodplain through enforcement of the City of Findlay flood code.

The Zoning Office continues to make customer service the number one priority. The rapport with contractors, developers, consultants, and the public has remained positive and cooperative. In spite of the many duties, the interests and concerns of the public are the top priority. The Zoning Office will always strive for improvement in the efficiency, accuracy, and delivery of its duties.

## Staffing

Erik Adkins, CFM – Floodplain/Zoning Administrator  
Jodi Mathias, CFM – Zoning Code Enforcement Officer II

## Key Activities & Accomplishments

### Certificate of Compliance issued for legal duplexes and triplexes

Zoning and Hancock Regional Planning worked together to bring 700+ duplexes and triplexes that were identified by HRPC during via the 2020 map update into legal status by issuing Certificate of Compliance for each of the properties.

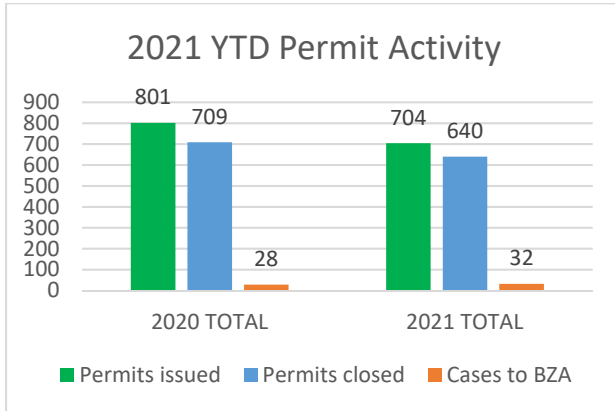
### New housing construction

There were 10 new single-family dwellings and seven new multi-family unit projects.

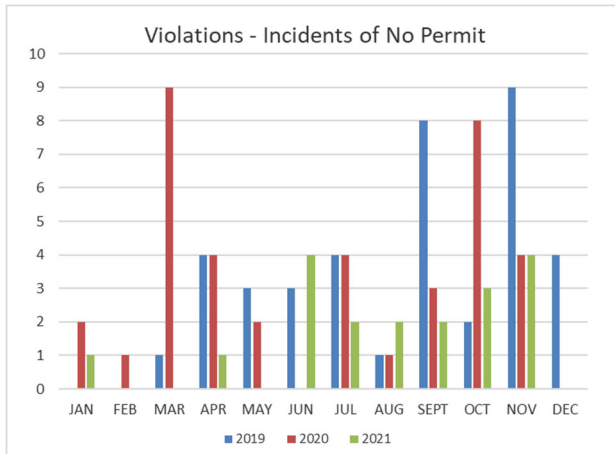
### New commercial and industrial construction

There were 20 new commercial projects and one new industrial projects started in 2021.

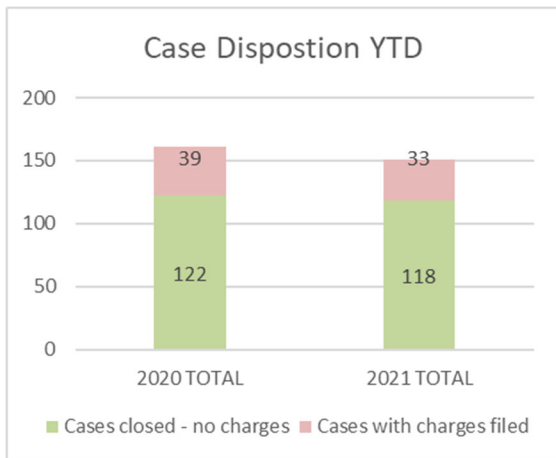
### Key Performance Indicators (KPIs)



Zoning saw a decrease of 97 less permits issued in 2021 than in 2020. Additionally, zoning closed out 69 less permits in 2021 than in 2020. Finally, there was an increase in cases that were heard by the Board of Zoning Appeals compared to the previous year.



Zoning saw a decrease monthly from 2020 to 2021 of projects started throughout the city without a zoning permit. This decrease was partial due to the fact the zoning department lost one of its inspectors due to an internal transfer.



Zoning saw a slight decrease in charges filed for non-complaint properties year-to-date from 2020 to 2021. Also, the amount of cases closed remained steady from 2020 to 2021.

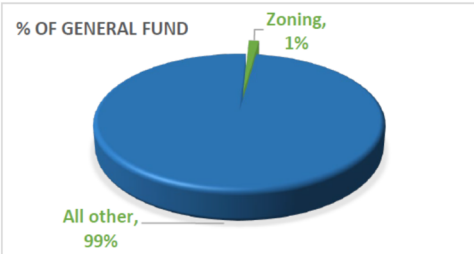
More details on Key Performance Indicators can be found at: [www.findlayohio.com/performance](http://www.findlayohio.com/performance)



## Objectives for the Next Year

- Proposed Zoning code update in partnership with HRPC
- Continue modernization of in-house Zoning Enforcement (record keeping/tracking)
- Start a digital inventory of permits and site plans for easier electronic access in partnership with engineering

## Budget Summary Sheet

FINANCIAL VISION	BUDGET	2019 actual	2020 actual	2021 projection	Original 2021 request	2022 request	\$ change from 2021 request to 2022 request	% change from 2021 request to 2022 request	
	Personal Services	\$ 250,515	\$ 227,020	\$ 213,394	\$ 247,416	\$ 276,291	\$ 28,875	11.67%	
	Other	\$ 47,752	\$ 69,721	\$ 83,696	\$ 132,196	\$ 152,743	\$ 20,547	15.54%	
	<b>TOTAL</b>	<b>\$ 298,268</b>	<b>\$ 296,741</b>	<b>\$ 297,090</b>	<b>\$ 379,612</b>	<b>\$ 429,034</b>	<b>\$ 49,422</b>	<b>13.02%</b>	
	<b>BUDGET HIGHLIGHTS</b>		<ul style="list-style-type: none"> <li>• Two full-time employees, and one proposed part-time employee on staff</li> <li>• N.E.A.T. program penalties are proposed from criminal to civil cases in 2022, which will allow for easier ability to clean up properties in violation.</li> <li>• Budget includes costs for continuing clean-ups, demos, etc.</li> <li>• 4.55% wage increase</li> </ul>						
			<p>% OF GENERAL FUND</p>  <p>Zoning, 1%</p> <p>All other, 99%</p>						
	<b>STAFFING LEVEL</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
	Total FT/PT		3	4	3	2	2/1		