



2022 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  
Deidre Ramthun – Administrative Assistant  
Officer Joe Smith – Findlay Police Department Special Assignment – Nuisance Enforcement

## Key Activities & Accomplishments

### Began the digitalization of all address files

Zoning and the engineering department has partnered up to began Phase I of the digitalizing of all address filing cabinets, for ease of access internally and by the public.

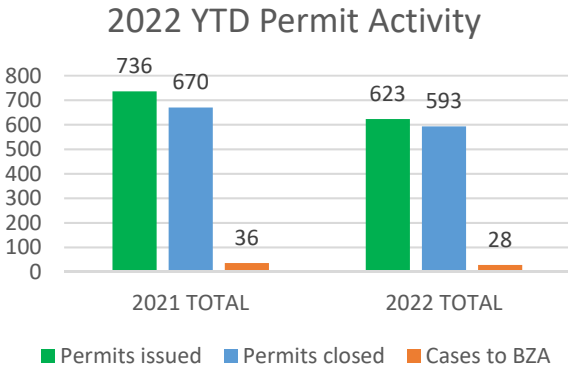
### New housing construction

There were 12 new single-family dwellings and 10 new multi-family unit projects in 2022.

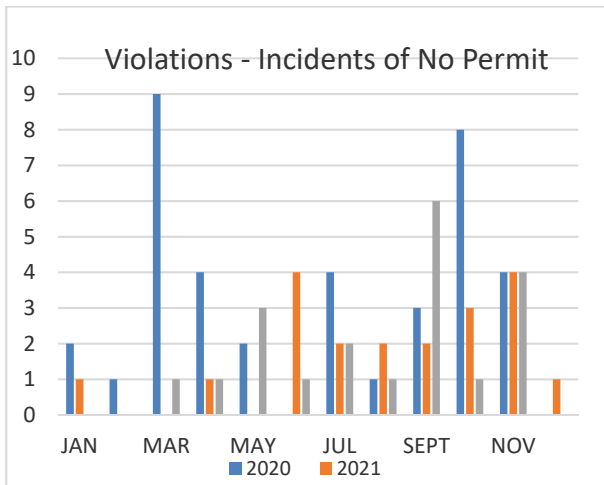
### New commercial and industrial construction

There were seven new commercial projects and two new industrial projects started in 2022.

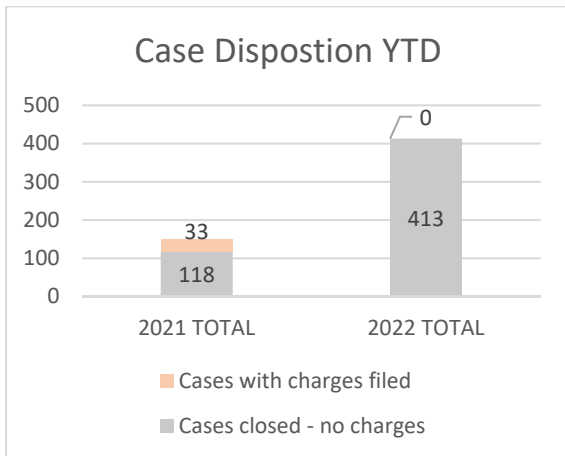
## Key Performance Indicators (KPIs)



Zoning saw a decrease of 113 less permits issued in 2022 than in 2021. Additionally, zoning closed out 77 less permits in 2022 than in 2021. Finally, there was a decrease in cases that were heard by the Board of Zoning Appeals compared to the previous year.



Zoning saw the number of projects started without a permit remain the same monthly from 2021 to 2022 of projects started throughout the city without a zoning permit.



Zoning abated 90 properties for non-compliance in 2022, that number is up from 2021. Also, the amount of cases closed increased from 2021 to 2022. These two items saw increases due to the assignment of Officer Joe Smith to the zoning department in May of 2022.

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



## Objectives for the Next Year

- Proposed Zoning code update in partnership with HRPC
- Continue modernization of in-house Zoning Enforcement (record keeping/tracking)
- Continue to digitally organize a database of address files for engineering and zoning departments

## Budget Summary Sheet

FINANCIAL VISION	BUDGET	2020 ACTUAL	2021 ACTUAL	2022 ORIG BUD	2022 PROJECTION	2023 REQUEST	\$ change 2023/2022 BUDGET	% change 2023/2022 BUDGET
	Personal Services	\$ 227,020	\$ 211,359	\$ 276,291	\$ 221,076	\$ 263,720	\$ (12,571)	-4.55%
	Other	\$ 69,721	\$ 61,110	\$ 152,743	\$ 88,669	\$ 109,985	\$ (42,758)	-27.99%
	<b>TOTAL</b>	<b>\$ 296,741</b>	<b>\$ 272,468</b>	<b>\$ 429,034</b>	<b>\$ 309,745</b>	<b>\$ 373,705</b>	<b>\$ (55,329)</b>	<b>-12.90%</b>
<b>BUDGET HIGHLIGHTS</b>		<ul style="list-style-type: none"> <li>• Two full-time employees, and one employee split amongst two departments on staff</li> <li>• N.E.A.T. program being enforced by special services police officer under the zoning department umbrella</li> <li>• Budget includes costs for continuing clean-ups, demos, etc.</li> <li>• Overall budget decrease from 2022 to 2023</li> <li>• 3% wage increase and 3% wage adjustment</li> </ul>						
<b>STAFFING LEVEL</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>		
Total FT/PT		4	3	2	2/1	3		

