



2023 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

### Updated Zoning Code

Zoning and Hancock Regional Planning partnered up to assist City Council in updating the City of Findlay Zoning Code.

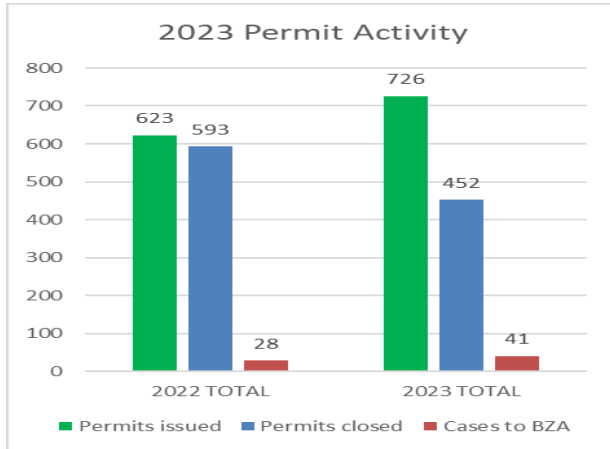
### New housing construction

There were eight (8) new single-family dwellings and fourteen (14) new multi-family unit projects in 2023.

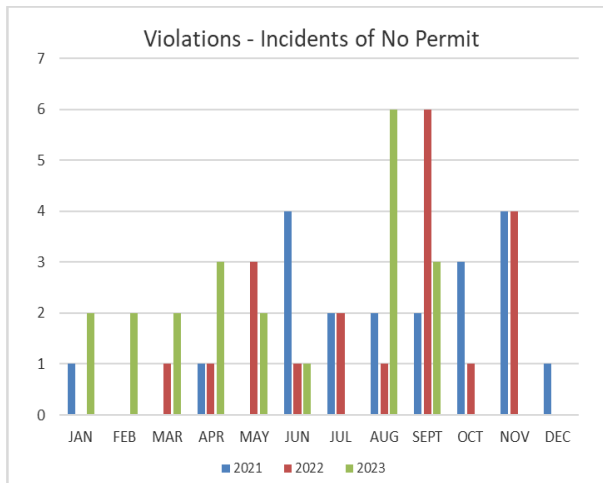
### New commercial and industrial construction

There were twenty-six (26) new commercial projects and one (1) new industrial projects started in 2022.

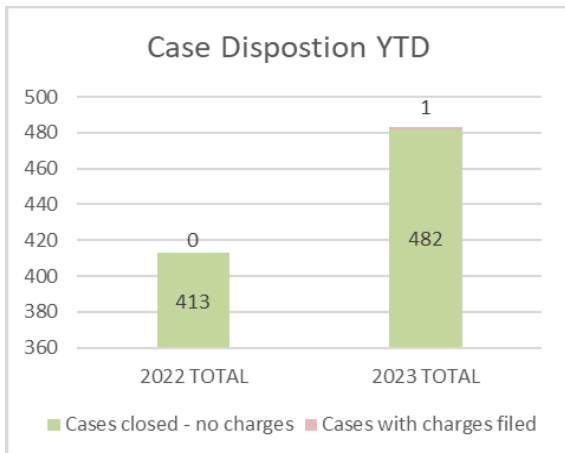
## Key Performance Indicators (KPIs)



Zoning saw an increase of 103 more permits issued in 2023 than in 2022. Additionally, zoning closed out 141 less permits in 2023 than in 2022. Finally, there was an increase 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 2022 to 2023 of projects started throughout the city without a zoning permit.



Zoning abated 99 properties for non-compliance in 2023, that number is up from 2022. Also, the amount of cases closed increased from 2022 to 2023. These two items saw increases due to the continuing assignment of Officer Joe Smith to the zoning department.

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 Flood Code update
- Finish the digitalization of zoning and engineering permits

## Budget Summary Sheet

| 2023 BUDGET SUMMARY  |  |             |                |                   |                   |                   |                            |                           |               |  |  |
|--|--|-------------|----------------|-------------------|-------------------|-------------------|----------------------------|---------------------------|---------------|--|--|
| Zoning Department, Erik Adkins   |  |             |                |                   |                   |                   |                            |                           |               |  |  |
| FINANCIAL SERVICES   | BUDGET   | 2021 ACTUAL | 2022 ACTUAL    | 2023 ORIG BUD     | 2023 PROJECTION   | 2024 REQUEST      | \$ change 2024/2023 BUDGET | % change 2024/2023 BUDGET |               |  |  |
|  | Personal Services  | \$          | 211,359        | \$ 217,825        | \$ 263,720        | \$ 238,564        | \$ 279,269                 | \$ 15,549                 | 5.90%         |  |  |
|  | Other  | \$          | 61,110         | \$ 79,479         | \$ 132,919        | \$ 90,423         | \$ 113,511                 | \$ (19,408)               | -14.60%       |  |  |
|  | <b>TOTAL</b>   | <b>\$</b>   | <b>272,468</b> | <b>\$ 297,305</b> | <b>\$ 396,639</b> | <b>\$ 328,987</b> | <b>\$ 392,780</b>          | <b>\$ (3,859)</b>         | <b>-0.97%</b> |  |  |
|  | <b>BUDGET HIGHLIGHTS</b>   |             |                |                   |                   |                   |                            |                           |               |  |  |
|  | <ul style="list-style-type: none"> <li>Budget continued to be lowered from 2023 to 2024 by a total of \$3,859</li> <li>Returned \$67,652 of the 2023 budget back into the general fund</li> <li>Budget includes costs for continuing clean-ups, demos, etc.</li> <li>Special Services Police Officer still under the Zoning Department umbrella</li> </ul> |             |                |                   |                   |                   |                            |                           |               |  |  |
|  | <b>STAFFING LEVEL</b>  |             |                |                   |                   |                   |                            |                           |               |  |  |
|  |  |             | 2020           | 2021              | 2022              | 2023              |                            |                           |               |  |  |
|  | Total FT/PT  |             | 3              | 2                 | 2/1               | 3                 |                            |                           |               |  |  |
|  | <b>2023 CAPITAL IMPROVEMENT HIGHLIGHTS</b>   |             |                |                   |                   |                   |                            |                           |               |  |  |
| <ul style="list-style-type: none"> <li>N/A</li> </ul>  |  |             |                |                   |                   |                   |                            |                           |               |  |  |
| <b>2023 ACHIEVEMENTS</b>   |  |             |                |                   |                   |                   |                            |                           |               |  |  |
| <ul style="list-style-type: none"> <li>Worked with HRPC and Planning and Zoning Committee to update the City of Findlay Zoning Code</li> <li>662 Zoning Permits issued (as of 11/1/2023)</li> <li>427 Zoning Permits closed (as of 11/1/2023)</li> <li>21 "Work without permit" discovered by Zoning Code Enforcement Officers (as of 11/1/2023)</li> <li>32 Board of Zoning Appeals cases administrated by the Zoning Department (as of 11/1/2023)</li> <li>659 cases opened for property violations (as of 11/1/2023)</li> <li>456 cases closed with property owners compliance (as of 11/1/2023)</li> <li>97 cases of property abatement with property owner being invoiced (as of 11/1/2023)</li> <li>Continued Education training for our two CFM's (Certified Floodplain Managers)</li> <li>Continued to improve processes concerning property violations</li> <li>Phase 1 of digitalizing all permits and site-plans being finalized</li> </ul> |  |             |                |                   |                   |                   |                            |                           |               |  |  |
| <b>2024 OBJECTIVES</b>   |  |             |                |                   |                   |                   |                            |                           |               |  |  |
| <ul style="list-style-type: none"> <li>Contacting properties that have been identified by FEMA to have an outstanding floodplain violation, and move towards correcting the violations identified</li> <li>Continue modernization of in-house Zoning Enforcement (record keeping/tracking)</li> <li>Continue improving KPIs for zoning and enforcement</li> <li>Continue digitally inventorying of permits and site plans for easier electronic access for the community in partnership with engineering via a new GIS program (Phase 2)</li> </ul>  |  |             |                |                   |                   |                   |                            |                           |               |  |  |