



***City of Wooster
Planning and Zoning Division
2021 Annual Report***

February 2021

Summary

The City of Wooster Planning and Zoning Division continued to facilitate and guide development in 2021. The Division worked to efficiently review and process permits, assist Planning boards and commissions, enforce the Planning and Zoning Code, and effectively conduct significant planning projects. Highlights for the Planning and Zoning Division in 2021 include:

- Continued operations throughout the Covid-19 pandemic with the implementation of measures to ensure the safety of Division employees. In 2021, the Division remained open and available to customers and experienced no delays in review times or inspections.
- The participation of the Division in numerous Countywide projects and boards including the Wayne County Land Bank and Wayne Trails Committee.

Planning Projects and Operations

The Planning and Zoning Division worked on the following significant planning projects in 2021:

- **Covid-19 Operations** – In 2021, Covid-19 continued to affect operations. All facets of typical daily life were affected, including the City’s Planning and Zoning Division operations. Throughout the Covid-19 pandemic, the Division:
 - Protected employees by following City of Wooster and Wayne County Health Department policies and guidelines.
 - Remained open and available to customers and experienced no delays in review times or inspections.
 - Continued to process administrative applications and safely conduct inspections through the City’s Online ViewPoint Cloud permitting system.

Development Projects

There were several significant residential, commercial, and industrial developments initiated in the City of Wooster in 2021. The following projects were assisted by the Planning and Zoning Division and approved by one or more of the aforementioned Boards and Commissions:

- **Daisy Brand LLC** - A 46,200 SF refrigerated warehouse at 3049 Daisy Way.
- **Wooster Brush** - A 608,400 SF warehouse/manufacturing/office at 2550 Daisy Way.
- **Wolf Creek Land and Cattle Co LLC** - A 10,800 SF corporate office and warehouse for on Venture Blvd.
- **FedEx** - A 219,688 SF Distribution Facility at 3185 Melrose Dr.

Zoning Certificates and Sign Permits

A total of **255 Zoning Certificates** were issued in 2021, which was slightly more than the 234 issued in 2020. Of the issued Certificates, the majority were related to single-family residential projects. Zoning Certificates were issued for **18 new residential units** in 2020 including 10 new single-family homes and 8 condominium units. A total of \$7,680.00 in Zoning Certificate fees was collected in 2021.

In 2021, 55 **Sign Permits** were issued in the City of Wooster, which was more than the 47 Sign Permits issued in 2020. A total of \$4,475.00 in Sign Permit fees was collected.

A further breakdown of Zoning Certificates and Sign Permits can be found in the appendix section at the end of this document.

Board of Building and Zoning Appeals

The Board of Building and Zoning Appeals (BZA) heard **35 requests** in 2021, encompassing a variety of topics. Of the 35 applications in which a decision was made, the BZA approved 29 applications and denied 2 applications. The BZA heard 25 area variance requests, and 4 use variance requests and no appeals in 2021. (some applications included both an area and a use variance and 3 were withdrawn).

A further breakdown of BZA applications can be found in the appendix section at the end of this document.

Design and Review Board

The City of Wooster Design and Review Board heard **35 requests** in 2021. In 2020, the Board heard 31 requests. The Design and Review Board approved all requests, at times with modifications or conditions.

Of the 35 requests heard by the Board in 2021, 14 were for signs. The remainder of the applications included new buildings, demolitions, additions, exterior changes to building facades, and miscellaneous changes to features such as lighting, windows, doors, and awnings.

A further breakdown of Design and Review applications can be found in the appendix section at the end of this document.

Planning Commission

The City of Wooster Planning Commission received **46 requests** in 2021, up from 23 in 2020. Planning Commission applications included:

- 22 Development Plan applications
- 12 Conditional Use applications
- 10 Zoning Code or Map Amendment applications
- 2 Major Subdivision application

The Planning Commission approved all requests, at times with modifications or conditions.

A further breakdown of Planning Commission applications can be found in the appendix section at the end of this document.

Zoning Enforcement

A total of **169 Planning and Zoning Code violations** were addressed in 2021. The total is significantly greater than the 101 violations addressed in 2020.

The majority of the issues addressed in 2021 were related to parking of recreational vehicles/trailers/ commercial vehicles, parking surfaces, construction without a Zoning Certificate, dumpsters without screening, and illegal or unpermitted signs. In addition, staff also removed numerous signs located in the public right of way. As there was no formal notification or inspection logged in such instances, the removal of signs in the public right of way was not captured in the above figures.

A further breakdown of Zoning Enforcement can be found in the appendix section at the end of this document.

2022 Goals and Objectives

In 2022, the Planning and Zoning Division will continue to guide development and sensibly regulate land use. The following goals and objectives for 2022 and in the next five years through 2026 will allow the Division to better serve citizens and business owners, operate more efficiently, refine responsibilities, and update planning documents.

One Year Goals and Objectives

Goal 1 – Update to the Comprehensive Plan

- Objective 1A – Develop the scope of the update.
- Objective 1B - Complete the process of retaining a consultant.
- Objective 1C – Have consultant under contract.

Goal 2 – Review online application and permitting process

- Objective 2A – As the new Division Manager I will use and analyze the current system and processes for a 6 -7 month time period. Ascertain input from staff.
- Objective 2B – Determine any need for improvement and develop solutions.
- Objective 2C – Implement improvements.

Goal 3 – Work with Wayne County to advance the County Land Bank and review major subdivisions within 3 miles of the City of Wooster

- Objective 3A – Attend regular Land Bank meetings throughout the year and advance the acquisition of qualifying properties in Wayne County and the City of Wooster.
- Objective 3B – Provide technical assistance to the Land Bank, as needed.
- Objective 3C – Work with the Wayne County Planning Department to review major subdivisions within 3 miles of the City of Wooster, as needed.

Goal 4 – Complete work sessions with the following boards and commissions; Design Review, Planning Commission, and Board of Zoning Appeals.

Objective 1A – Work with Law Director to schedule a work session with each of the boards to discuss questions the boards and commissions may have and to review protocols, and responsibilities. Complete by April 2022.

Goal 5 – Improve GIS knowledge and capabilities

Objective 5A – Attend or complete training on GIS Pro.

Objective 5B – With engineering staff implement universal GIS system.

Objective 5C – Provide training to staff.

Goal 6 – Continue to improve Efficiency of Conducting Inspections for Zoning Certificates and Sign Permits

Objective 5A – When inspections are requested, conduct inspections within 24 hours.

Objective 5B – When inspections are not requested and an inspection date is estimated, conduct inspections within one week of the estimated inspection date.

Goal 7 – Work with Main Street Wooster to implement and coordinate a façade grant program

Objective 7A – Finalize process for application.

Objective 7B – Assist in the coordination for approvals.

Five Year Goals and Objectives

Goal 1 – Continue training and applicable education for staff and myself.

Objective 1A – Stay current on required certifications.

Objective 2A – Stay up to date on best practices.

Goal 2 – Continue to coordinate with other agencies and participate in regional issues

Objective 2A – Work with other area governmental agencies to forward community goals, share resources, and facilitate intergovernmental coordination.

Objective 2B – Work with non-governmental and nonprofit agencies to benefit the community.

Objective 2C – Participate and assist the Wayne County Land Bank and Wayne Trails.

Goal 3 – Continue to refine responsibilities of Division staff

Objective 3A – Work with the Administrative Assistant, Planning and Zoning Enforcement Inspector, and Residential Zoning Inspector to refine responsibilities based on workload and changing conditions.

Objective 3B – Incorporate the use of the ViewPoint Cloud permitting system in future matters, when advantageous. Incorporate input from staff regarding the use of ViewPoint Cloud and possible improvements or revisions.

Goal 4 – Complete and Update the City of Wooster Comprehensive Plan

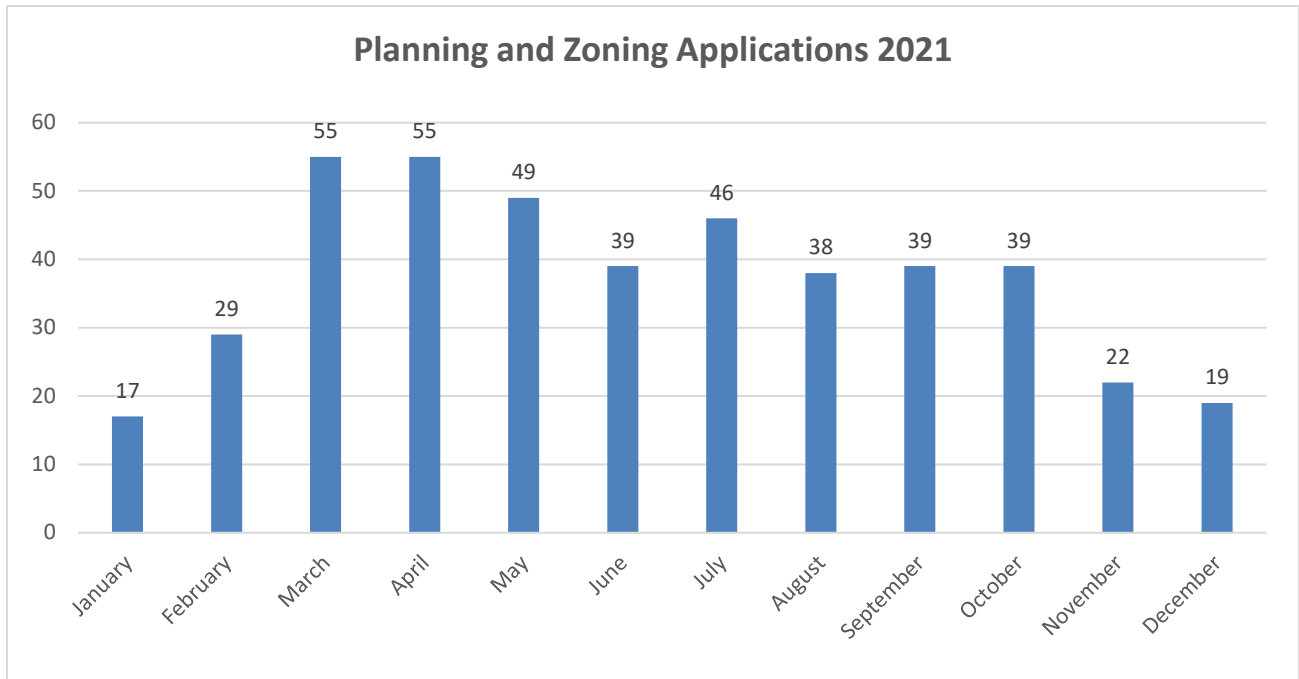
Objective 4A – Complete an update of the plan by the end of 2023.

Appendix – Tables and Charts

Planning and Zoning Applications 2021

	<u>Zoning Certificates</u>	<u>Sign Permits</u>	<u>Minor SD</u>	<u>BZA</u>	<u>D&R</u>	<u>PC</u>	<u>Total</u>
January	6	5	2			4	17
February	11	4		2	5	7	29
March	32	7	5	6	3	2	55
April	34	4	1	6	6	4	55
May	33	4		5	4	3	49
June	20	7	2	2	3	5	39
July	25	9	1	3	5	3	46
August	21	3	1	4	6	3	38
September	25		3	2	1	8	39
October	27	1	3	3	1	4	39
November	8	7	2	2	1	2	22
December	13	4	1			1	19

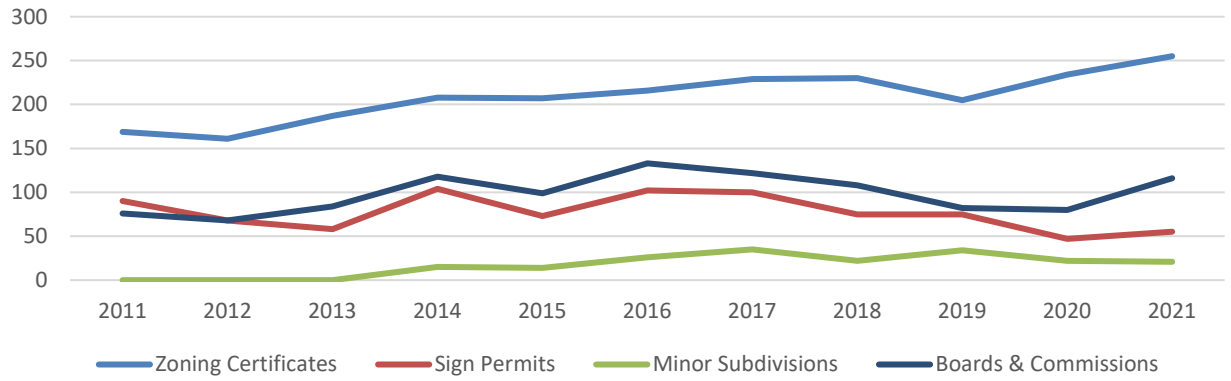
Totals	255	55	21	35	35	46	
Total Fees	\$7,680.00	\$4,475.00	\$250.00	\$3,300.00		\$4,600.00	



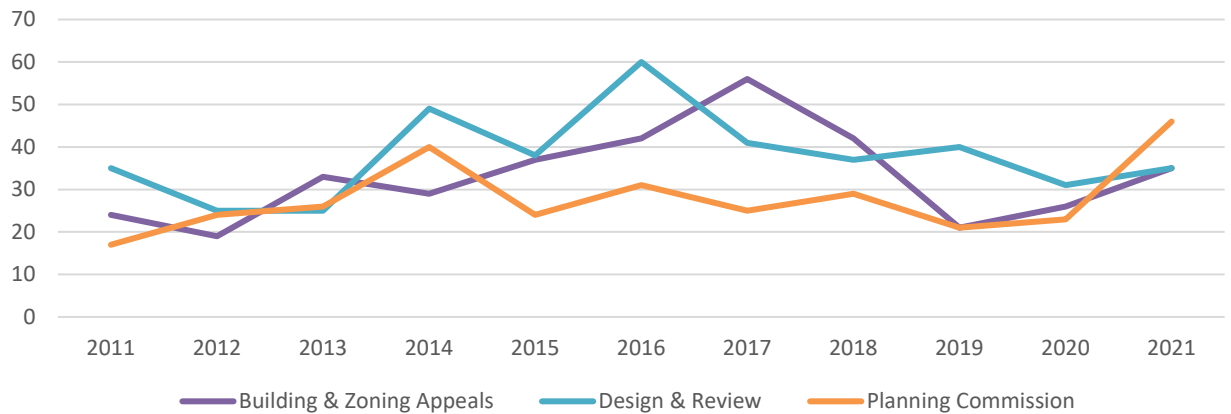
Planning and Zoning Applications 2011-2021

Year	Zoning Certificates	Sign Permits	Minor Subdivisions	Building & Zoning Appeals	Design & Review	Planning Commission	Boards & Commissions	Total
2011	169	90	-	24	35	17	76	335
2012	161	68	-	19	25	24	68	297
2013	187	58	-	33	25	26	84	329
2014	208	104	15	29	49	40	118	445
2015	207	73	14	37	38	24	99	393
2016	216	102	26	42	60	31	133	477
2017	229	100	35	56	41	25	122	486
2018	230	75	22	42	37	29	108	435
2019	205	75	34	21	40	21	82	396
2020	234	47	22	26	31	23	80	383
2021	255	55	21	35	35	46	116	447
Total	2,301	847	189	364	416	306	1,086	4,423
Average	209	77	24	33	38	28	99	402

Planning and Zoning Applications 2011-2021



Boards and Commission Requests 2011-2021



Zoning Violations 2021

Violation	Number
Parking Trailers/RVs/Commercial Vehicles	40
Parking Surface	62
Zoning Certificate Required	33
Chickens/Roosters	3
Signs	13
Dumpster without Screening	13
Other	5
Total	169

Zoning Violations 2021 - Percentage

