



***City of Wooster  
Planning and Zoning Division  
2022 Annual Report***

January 2023

## Summary

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The City of Wooster Planning and Zoning Division continued to facilitate and guide development in 2022. The Division continued to work efficiently to 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 2022 include:

- Combined workshop for the Design Review Board, Planning Commission, and Board of Building and Zoning Appeals.
- The participation of the Division on the Wayne County Land Bank, Northeast Four County Regional Planning Organization (NEFCO), Main Street Wooster, and Wayne County Arts District.
- New Planning and Zoning Manager established relationships with Board and Commission Members, local engineering and surveying companies, and relevant county agencies.
- Developed a scope of work and performed an RFQ/RFP for a consultant to complete an update to the Comprehensive Plan.
- Participated in and completed the Citizens Government Leadership Academy.
- Attended the National Conference of the American Planning Association.
- In conjunction with Main Street Wooster, implemented a Façade grant program within the C-4 (downtown) zoning district.

## Development Projects

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There were several significant residential, commercial, and industrial developments initiated in the City of Wooster in 2022. The following projects were assisted by the Planning and Zoning Division and approved by one or more of the aforementioned Boards and Commissions:

- **Schaeffler** - A 89,595 SF addition at 3401 Old Airport Road.
- **Tekfor** – A 25,250 SF addition at 3690 Long Road.
- **The Grove on Melrose** – Mixed-use development consisting of 141 dwelling units.
- **Spring Run** – Final plat for 91 single-family lots off of Oakhill Road
- **Enterprise Parkway** – Dental and medical offices. Two facilities totaling 7,353 SF
- **Noble Street** – 30 Apartments.

## Zoning Certificates and Sign Permits

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A total of **233 Zoning Certificates** were issued in 2022, which was less than the 255 issued in 2021. Of the issued Certificates, the majority were related to single-family residential projects. Zoning Certificates were issued for **30 new residential units** in 2022 including 21 triplex units, 6 single-family residences, and 3 condominium units. A total of \$7,650.00 in Zoning Certificate fees was collected in 2021.

In 2022, 59 **Sign Permits** were issued in the City of Wooster, which was more than the 55 Sign Permits issued in 2021. A total of \$4,850.00 in Sign Permit fees was collected.

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

### **Board of Building and Zoning Appeals**

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The Board of Building and Zoning Appeals (BZA) heard **33 requests** in 2022, encompassing a variety of topics. Of the 33 applications in which a decision was made, the BZA approved 22 and denied 5 applications. The BZA heard 21 area variance requests, 13 use variance requests, and no appeals in 2022. (Some applications included an area and a use variance and four were withdrawn).

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

### **Design and Review Board**

The City of Wooster Design and Review Board heard **35 requests** in 2022; the same number was heard in 2021. The Design and Review Board approved all requests, at times with modifications or conditions.

Of the 35 requests heard by the Board in 2022, 12 were for signs. The remainder of the applications included 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 at the end of this document.

### **Planning Commission**

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The City of Wooster Planning Commission received **30 requests** in 2022, down from 46 in 2021. One application was withdrawn. Planning Commission applications included:

- 17 Development Plan applications
- 6 Conditional Use applications
- 5 Zoning Code or Map Amendment applications
- 1 Major Subdivision application

The Planning Commission approved all development, conditional use, and subdivision requests. One of the amendment requests was not recommended for approval.

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

### **Zoning Enforcement**

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A total of **544 Planning and Zoning Code violations** were addressed in 2022. There are many instances where the same property received multiple violations.

The majority of the issues addressed in 2022 were related to the parking of recreational vehicles/trailers/ commercial vehicles, parking surfaces, construction without a Zoning Certificate, 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

The following indicates the status of the 2022 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.

*Status – Developed scope and selected consultant. Contract approval January 2023.*

#### 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.

*Status – Completed review of the permitting system. The system is very efficient and easy to use. Modifications were made to some steps and approvals.*

#### 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.

*Attended and participated in all meetings of the Wayne County Land Bank. Provided potential sites for acquisition from data provided by City inspectors and land use data.*

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

Objective 4A – 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.

*Status – Completed in partnership with the Administration and Law Department.*

Goal 5 – Improve GIS knowledge and capabilities

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

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

Objective 5C – Provide training to staff.

*Status – Engineering implemented a new GIS mapping system available on the website. Working with staff on potential modifications and scheduling training.*

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

Objective 6A – When inspections are requested, conduct inspections within 24 hours.

Objective 6B – When inspections are not requested and an inspection date is estimated, conduct inspections within one week of the estimated inspection date.

*Status – Inspections completed in a timely manner.*

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

Objective 7A – Finalize the process for application.

Objective 7B – Assist in the coordination for approvals.

*Status – Successfully allocated \$50,000.00 to multiple property owners in the C-4 zoning district. OpenGov was utilized for the application process incorporating Main Street Wooster.*

2023 Goals and Objectives

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In 2023, the Planning and Zoning Division will continue to guide development and sensibly regulate land use. The following goals and objectives for 2023 and the next five years through 2027 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 – Attend the National and State Conference of the American Planning Association (APA)

Objective 1A – Stay current and discuss with peers best practices and trends.

Goal 2 – Update to the Comprehensive Plan

Objective 2A – Create a Steering Committee

Objective 2B – Identify priorities from input and guidance from the steering committee, focus groups, and public opinion for the city to address for the next 7-10 years.

Objective 2C – Create a plan to address the identified priorities.

Objective 2D – Build consensus and have the plan adopted.

Goal 3 – Continue to 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 – Continue to work with Main Street Wooster.

Objective 4A – Work with façade grantees and complete projects that were awarded funds.

Objective 4B – Assist Main Street in the use of 2023 funds awarded by City Council.

Goal 5 – Examine options for sharing information with the public

Objective 5A – Improve reporting data from viewpoint to be shared with public.

Objective 5B – Review best practices for public notice for hearings.

Goal 6 – Complete work sessions with the following boards and commissions; Design Review, Planning Commission, and Board of Zoning Appeals.

Objective 6A – 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 2023.

**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 – Work with partners in the implementation of the City of Wooster Comprehensive Plan

Objective 4A – Using the identified strategies within the comprehensive plan, address the goals and priorities of the city.

Appendix – Tables and Charts

Planning and Zoning Applications 2022

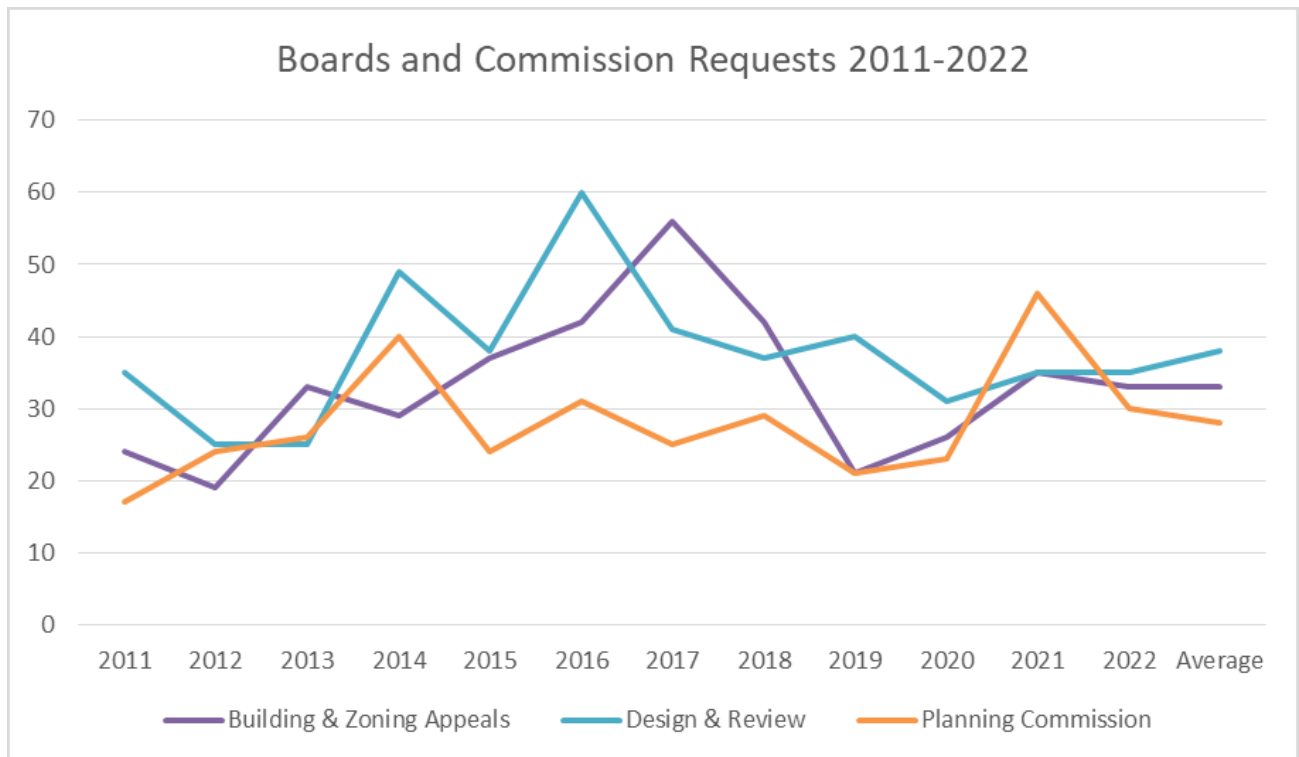
	<u>Zoning Certificates</u>	<u>Sign Permits</u>	<u>Minor SD</u>	<u>BZA</u>	<u>D&amp;R</u>	<u>PC</u>	<u>Total</u>
<b>January</b>	12	12	2		2	1	29
<b>February</b>	15	3	2	2	4	1	27
<b>March</b>	26	4	4	4	6	5	49
<b>April</b>	34	10	2	1	4	3	54
<b>May</b>	8	6		4	3		21
<b>June</b>	32	3	3	4	2	5	49
<b>July</b>	26	5	3	4	4	2	44
<b>August</b>	34	4	3	1	3	2	47
<b>September</b>	16	4	2	2	1	5	30
<b>October</b>	15	3	2	4		1	25
<b>November</b>	7	1	2	3	2	2	17
<b>December</b>	8	4	1	4	4	3	24
<b>Total</b>	233	59	26	33	35	30	416
<b>Total Fees</b>	7,350.00	4,850.00	675.00	3,000.00		2,700.00	





### Planning and Zoning Applications 2011-2022

Year	Zoning Certificates	Sign Permits	Minor Subdivisions	Building & Zoning Appeals	Design & Review	Planning Commission	Total
2011	169	90	-	24	35	17	335
2012	161	68	-	19	25	24	297
2013	187	58	-	33	25	26	329
2014	208	104	15	29	49	40	445
2015	207	73	14	37	38	24	393
2016	216	102	26	42	60	31	477
2017	229	100	35	56	41	25	486
2018	230	75	22	42	37	29	435
2019	205	75	34	21	40	21	396
2020	234	47	22	26	31	23	383
2021	255	55	21	35	35	46	447
2022	233	59	26	33	35	30	416
Total	2,534	906	215	397	451	336	4,839
Average	211	76	18	33	38	28	403



### Zoning Violations 2022

Landscaping	14
Parking Surface	178
Parking Trailers/RV's/Commercial Vehicles	119
Signs	53
Zoning Certificate	121
Prohibited Use	9
Chickens/Roosters	14
Other	36
Total	544

### Zoning Violations 2022 - Percentage

