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DANBURY TOWNSHIP ZONING DEPARTMENT

2017 ANNUAL REPORT (January 1 – December 31)

Board of Zoning Appeals

Carol Robertson
Loretta Grentzer
Brad Bauer
Sherry Roberts
Joseph Fetzer
Sharon Michael
Cathy Bertovich

Township Trustees

Dianne Rozak
Charles Scott
David Hirt

Zoning Commission

John Paul Dress
Jodi Kopanski
Richard Kracer
Vito Kaminskas
Michael Brown
Robert Strauss

About the Zoning Department

The purpose of zoning according to the Danbury Township Zoning Resolution is to conserve and protect property and property values; to secure the most appropriate use of land, and to facilitate adequate but economical provisions of public improvements. The Zoning Department provides short and long-range planning services for the Township as well as zoning, permitting and enforcement. The Zoning Department also works in conjunction with businesses seeking to locate or expand in the Township. We work closely with both commercial and residential developers, with business owners and property owners to design projects that will add to the Township's economic, environmental, and social well-being.

Goals & Accomplishments from 2016

Goal: Complete 2017 Land Use Plan Update.

Danbury Township kicked-off the 2017-2025 Land Use Plan Update for the Township on March 13, 2017. The last update was conducted in 2011. A steering committee of 25 community members, representing a range of organizations, agencies, businesses and the residents of the Township were appointed in February 2017 by the Board of Trustees. The Steering Committee met monthly until a recommendation was formed. The first three months, the Committee reviewed technical data and analysis' to see what the trends and projections were for the Township on topics such as population, housing, employment, land use, and zoning. Once the Existing Conditions Analysis was conducted, the Steering Committee needed to understand what it all meant for the future of growth or demand on the Township.

At the direction of the Board of Trustees, this plan update was to develop a clear vision for the future by assessing the needs and aspirations of the community. The Trustees were committed to facilitating an inclusive and transparent process with opportunities for significant public involvement. The multi-faceted public participation process first held an event June 9, 2017 and June 11, 2017 at Danbury High School Auditorium where the public provided 128 comments and ideas about what the Township could encourage or improve in the future. These ideas were entered verbatim into a database, then categorized by element or topic. The Steering Committee reviewed in July all the comments and began to see how the format of the plan would start to take shape.

August thru October, the Steering Committee worked on taking the comments received and using them as the foundation of the Plan to establish a new Vision Statement, Goals, Objectives and Strategies along with creating a map that illustrated how the Township should develop in the future. The Committee took into consideration not only the comments and ideas that the public provided, but also had to keep in mind the findings from the technical analysis while creating the map component of the Plan. A second Community Open House event was held November 3, 2017 which reviewed the vision direction the Plan was going. Feedback was very positive with little modifications needed.

November 13, 2017 the Steering Committee made a formal recommendation that the Plan be presented to the Board of Trustees for adoption. The Trustees held a public hearing December 13, 2017 and unanimously adopted the Plan with Resolution 14-2017. Ottawa County Regional Planning Commission and County Commissioners also adopted the Plan in December as an amendment to the Plan they had on file for the Township.

Goal: Complete BZA filing.

This project has been completed as time allowed. In 2015 we switched from SmartSearch to ZonePro for permit tracking and the formulation of permits. As a result, all electronically scanned permits needed to be re-linked in the new program. All permits back to 2012 have been linked and are complete. In regards to the hard copy files for BZA that were filed by owner's last name instead of by address. 75% of the filing was done at the end of 2016 and all files have now been refiled by address and this project is complete.

Goal: Conduct training for new BZA & ZC Members.

We did not provide training this year to new members in part because there were not many meetings held for the Zoning Commission and the BZA Alternates who were new had ample opportunity to observe the regular BZA members prior to having to sit-in. Training will be held in 2018 but it will not be opened up to the other Township's in Ottawa County like years past.

Goal: Begin implementation of Land Use Plan through necessary text amendments to zoning resolution as a result of goals established in the Land Use Plan.

This will be a priority in 2018 once the 2017-2025 Land Use Plan is adopted and effective.

2018 Goals

- Conduct training for new BZA & ZC Members
- Begin implementation of Land Use Plan through necessary text amendments to zoning resolution as a result of goals established in the Land Use Plan.

Litigation

None.

Board and Commission Activities

These boards are made up of citizen volunteers appointed by the Board of Trustees, to review and make determinations or recommendations on planning and zoning matters assigned to them. The Board of Zoning Appeals is a quasi-judicial body that hears requests for variances to the strict application of the Zoning Resolution. The BZA also hears requests for Area and Use Variances, Appeals of the Zoning Inspector’s Decisions, Conditional Uses, and Nonconforming Uses. The Zoning Commission provides formal recommendations to the Board of Trustees on amendments to the Zoning Resolution text and the zoning map. These citizen volunteers provide a valuable service to the Township by sharing their expertise and perspective. Activity for this year was as follows:

The **Board of Zoning Appeals** took action on 24 cases (29% decrease from 2016) and granted 2 extensions as follows:

| | | | | |
|----------------|---------------------------|-----------------------|-----------------|-------------------|
| Case# 2017-001 | 225 Oak | Jack Madison | Area Variance | Approved |
| Case# 2017-002 | 8067 Mary | Luan & Carol Hamit | Area Variance | Withdrawn |
| Case# 2017-008 | 1530 SR 269 | Monsoon Lagoon | Conditional Use | Approved w/ Cond. |
| Case# 2017-026 | 533 Vine | James Ohlin | Area Variance | Approved |
| Case# 2017-029 | 447 Cedar | Owen Hickey | Area Variance | Approved |
| Case# 2017-065 | 2135 Robert | Craig Lindsey | Area Variance | Approved |
| Case# 2017-066 | 442 Hidden Beach | Bruce Baker | Area Variance | Approved |
| Case# 2017-089 | 416 Walnut | Keith LePage | Area Variance | Approved |
| Case# 2017-092 | 236 Cherry | Daniel Jackson | Area Variance | Approved |
| Case# 2017-124 | 8254 JoAnn | Rocky Point Marina | Conditional Use | Approved w/ Cond. |
| Case# 2017-135 | 725 Poplar | Robert Devore | Conditional Use | Approved |
| Case# 2017-142 | 7955 Melody | Sergio Cadorini | Area Variance | Approved |
| Case# 2017-144 | 216 Elm | Eric & Libby Fudo | Area Variance | Approved |
| Case# 2017-148 | 10240 E. Bayshore | Stuckert’s Resort | Area Variance | Denied |
| Case# 2017-171 | 351 Laurel | Tracy Richards | Area Variance | Approved |
| Case# 2017-172 | 1017 N. Buck Road | Matthew Stibora | Area Variance | Denied |
| Case# 2017-176 | 7581 E. Harbor Road | Big Bopper’s | Area Variance | Approved w/ Cond. |
| Case# 2017-194 | 104 Gravel Bar | Kory Conrad | Area Variance | Approved |
| Case# 2017-195 | Heritage & Bayshore | Mark Dankelsfen | Area Variance | Denied |
| Case# 2017-196 | 5486 E. Harbor Road | Knollcrest Investor’s | Area Variance | Withdrawn |
| Case# 2017-199 | 6270 Port Clinton Eastern | Donald Hurt | Area Variance | Approved |
| Case# 2017-233 | 164 Hamilton | Joanne Sutton | Area Variance | Approved |
| Case#2016-108 | West Harbor Marina | Bill & Bree Brown | 1 yr. Extension | Granted |
| Case#2017-124 | 8254 JoAnn | Rocky Point Marina | 1 yr. Extension | Granted |

Mr. Joseph Fetzer was reappointed to a term ending 12/31/2022 as a full member. Ms. Cathy Bertovich was reappointed as an Alternate to a term ending 12/31/2022 as well.

* * *

The **Zoning Commission** heard 6 cases in 2017 (same in 2016), as follows:

Case# 2017-010 424 & 434 S. Bridge Road. Request for a Map Amendment from “A” Agricultural to “C-2” General Commercial for approximately 1.90 acres at the rear of a 4.358 acre parcel (PIN# 0141147815711006) located at 434 S. Bridge Road, and including all of 424 S. Bridge Road, a 1.621 acre parcel (PIN# 0141147815711005). Route 269 Marine, LLC/ Michael Pollock, Owner/Applicant.

Approval– ZC
Approval – Trustees
Resolution No. 02-2017
Effective – 04.22.2017

- Case# 2017-011 Text Amendments to Article 5, Section 5.2 eliminating Automobile Parking Requirements for nonresidential uses in the “LBO” Lakeside Business Overlay. Lakeside Association, Applicant.
- Approval– ZC
Approval – Trustees
Resolution No. 03-2017
Effective – 04.22.2017
- Case# 2017-019 418 S. Bridge Road. Request for a Map Amendment from “A” Agricultural to “C-2” General Commercial for PIN# 0141174815711001 (11.537 ac.) and PIN# 0141174815711003 (5.105 ac.) for a total of 16.642 acres. Catawba Island Armory, LLC, Applicant/ Bruce Brockert, Owner.
- Approval– ZC
Denial – Trustees
Resolution No. 08-2017
No Change Effective
- Case# 2017-020 Text Amendments to Article 5, Section 5.8 to allow a pool safety cover system in lieu of fencing around new pools. Ritchie Adams, Applicant.
- Approval– ZC
Approval – Trustees
Resolution No. 09-2017
Effective – 06.10.2017
- Case# 2017-068 Text Amendment. Article 2, Definitions, Article 3, Section 3.5 General Regulations Applicable to All Zoning Districts and the Use Matrix of the Danbury Township Zoning Resolution regarding the prohibition of Medical Marijuana, Cultivation, Processing and Retail Dispensaries in accordance with ORC 3796, ORC 519.21(D) and Trustee Resolution 06-2017. Danbury Township, Applicant.
- Approval– ZC
Approval – Trustees
Resolution No. 10-2017
Effective – 08.12.2017
- Case# 2017-200 200 S. Bridge Road (PIN# 0141164115578000). Request for a Map Amendment from “A” Agricultural to “C-2” General Commercial for approximately 9.54 acres of a 20.351 acre parcel. Henry B. Kihlken, EtAl Estate, Owner/ Tomi Johnson, Agent.
- Approval– ZC
Approval – Trustees
Resolution No. 13-2017
Effective – 01.13.2018

In April, Robert Strauss was appointed as an Alternate Member to the Zoning Commission. However, in November, John Paul Dress was elected as a new Township Trustee. This meant his position on the Zoning Commission would be vacated, and the Trustees decided to appoint Mr. Strauss to regular member to fulfill Mr. Dress’s term ending in 2019. Michael Brown was also re-appointed as a regular member with a term ending 12/31/2022.

Permits

The 2017 year was an equivalent year to 2016 as far as total number of permits. The Township finished the 2017 year with issuing 245 permits, 8 less than 2016. Between 2000-2010 the Township averaged 256 permits per year. Since 2010, the Township has been averaging 200 permits per year.

The total number of new single-family homes also remained about the same with 28 permits, compared to 30 last year. The average number of new single-family home permits issued since 2010 is 23 permits. 18 of the 28 new homes built were on vacant lots; 8 were a tear down and rebuild; 2 were not started.

Commercial construction activity compared to last year increased drastically. There were 17 new commercial building permits issued and 4 commercial additions compared to 7 new buildings last year for a total of 93,822 s.f. of new building space. The last time that many permits were issued for commercial construction was 2001. These new buildings included substantial expansion at the former Monsoon Lagoon with the opening of an indoor petting zoo, the Lakeside Pool & Wellness Center, Castaway Yacht Sale expansion, the establishment of a bleacher rental business and the expansion of an existing marine service business.

2017 appears to have been another exceptional year for the fees collected. Revenues from the permits this year were 20% higher than 2016. Most permit fees are associated with the size of a project. The increase of commercial projects contributes substantially to the increase, but the adjustment in the fee schedule at the beginning of 2017 to residential additions and accessory structures also put the Township more in-line with county-wide charges for these types of improvements.

Permits over the years have traditionally began to spike between April and June and then again in the late summer/ early fall around September. However, this year there was a spike in March; May and June continued to be high permit months and another spike in August, which typically happens in September.

In addition to issuing many commercial building permits and remaining in-line with new single family home permits; residential additions, porches, decks, accessory structures, and fencing permits were popular improvements made to existing homes and property. The Township continues to see people retiring permanently to the area and making improvements to their properties in preparation of making them year-round.

Enclosed are the Comparison Reports of the permits.

Office Activity

A primary activity of the Zoning staff is responding to inquiries from residents, developers, appraisers, contractors, etc. Inspections are performed to verify or identify violations as well as to verify that projects are completed in compliance with approved plans. In addition, the department staff greets visitors seeking information regarding other township services and directs them to the appropriate official or department.

During 2017 the Department responded to 6,830 calls, e-mails and in-person inquiries and went on 965 site visits. This averages to 569 calls or emails per month and 80 inspections per month. We had a 9% decrease in phone volume from 2016 and an 8% decrease in inspections. This was in part because a lot of time was also spent in the office in preparation of the Land Use Plan Update project.

The office daily logs are no longer created, so the data detail is simplified as follows:

- Outgoing 531
- Incoming 652
- Other 2,253
- Emails 3,394
- Violation Letters 22
- Inspections 965

There were no Municipal Court citations or abatements/assessments this year related to nuisance complaints or violations.

Other Office Updates:

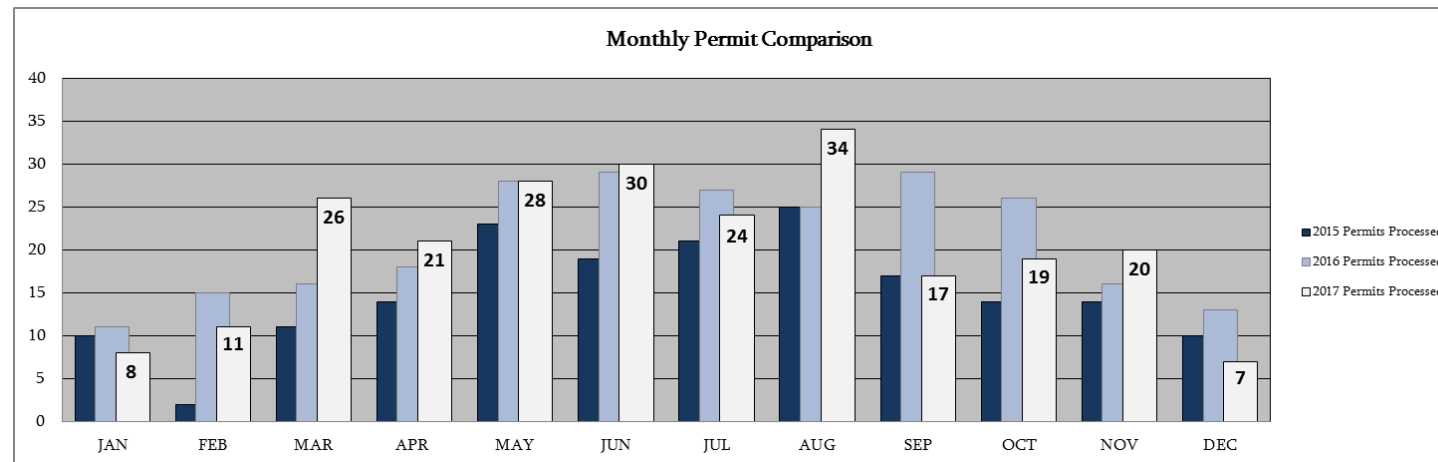
Staff completed required Continuing Education Credits needed to retain AICP credentials for the 2016 & 2017 reporting period. 32 credits will be required by the end of 2019. Staff participated in meetings related to the Lakeside Master Plan project that they anticipate to adopt in 2018. Attended and completed a 3-session Supervisor Training put on by Ottawa County and participated in meetings regarding the GIS collaboration efforts with the County that would allow us to receive real-time updates and possibly consolidate storage of these large data files.

On December 7, 2017 staff attended the FEMA open house at the Courthouse on the proposed new Preliminary FIRM Maps for Ottawa County. A public official's presentation was given in the afternoon and then the general public was invited to attend that same evening. FEMA was sharing new Preliminary FIRM maps that they anticipate will be adopted by 2019. According to the presentation, they will have a 90 day appeal period sometime in May or June.

2017 Monthly Permit Activity Danbury Township Zoning Permits

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTALS |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| New Dwelling | | 3 | 3 | 1 | 4 | 1 | 3 | 5 | 5 | 1 | 1 | 3 | 30 |
| Condominium Building | | | | | | | | | | | | | 0 |
| Addition/Porch/Deck | | 4 | 4 | 4 | 6 | 9 | 5 | 5 | 8 | 4 | 5 | 1 | 55 |
| Accessory Bldg./Dock/Pool | 2 | 1 | 2 | 2 | 4 | 8 | 7 | 4 | 7 | 9 | 3 | | 49 |
| Fence | | 1 | 2 | 5 | 6 | 2 | 2 | 4 | 2 | 3 | 3 | 1 | 31 |
| Commercial Building | | | 1 | 1 | 1 | 1 | | | | | 1 | 2 | 7 |
| Commercial Addition | | | | | | | | | | 1 | | | 1 |
| Sign | 1 | | | | 3 | 1 | | | 1 | 2 | | 1 | 9 |
| Change of Use | | | | 1 | | | | | | | | 1 | 2 |
| Permit Rejected/Voided | 2 | 2 | | 1 | 1 | 1 | 4 | 2 | 1 | 1 | | 2 | 17 |
| Zoning Amendment | | | 1 | | | | | 2 | 2 | 1 | | | 6 |
| Appeal | | | | | | | | | | | | | 0 |
| Conditional Use | 3 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | | | 13 |
| Cond. Use Phase Approval | | | | | | | | | | | | | 0 |
| Variance | 3 | 2 | 1 | 1 | 1 | 1 | 5 | 1 | 1 | 2 | | | 18 |
| Special Exception | | | | | | | | | | | | | 0 |
| Other Misc. | | 1 | 1 | 1 | 1 | 3 | | 1 | 1 | 1 | 3 | 2 | 15 |
| 2017 Permits Processed | 11 | 15 | 16 | 18 | 28 | 29 | 27 | 25 | 29 | 26 | 16 | 13 | 253 |

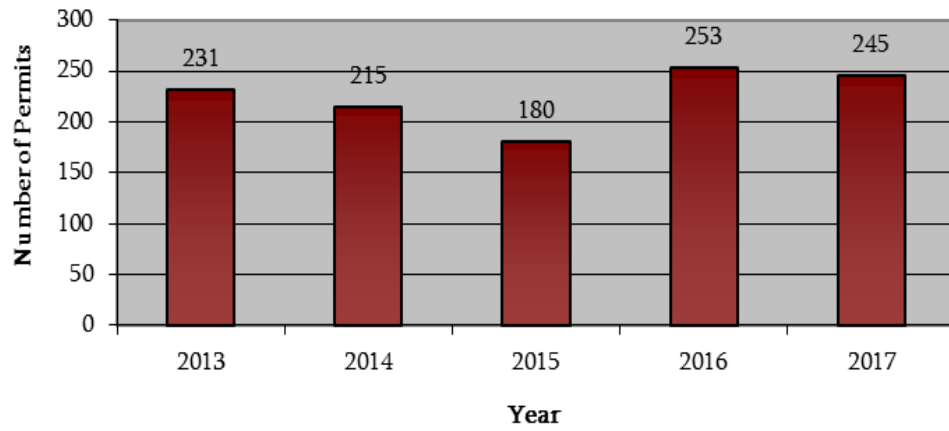
| | | | | | | | | | | | | | |
|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------------|
| Zoning Books Sold | | | | 1 | | 1 | | 1 | | | | | 3 |
| Fees Collected | \$1,310.20 | \$1,241.29 | \$1,593.81 | \$1,614.94 | \$1,803.29 | \$2,820.53 | \$2,168.88 | \$2,266.00 | \$2,049.44 | \$1,907.94 | \$1,425.74 | \$2,297.44 | \$22,499.50 |



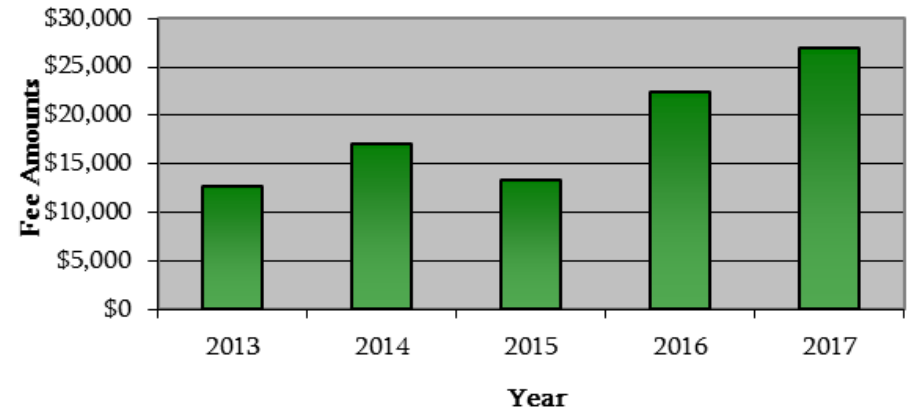
5 Year Permit Comparison Report Danbury Township Zoning

| | 2013 | 2014 | 2015 | 2016 | 2017 | TOTALS |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|--------------------|
| New Dwelling | 22 | 27 | 26 | 30 | 28 | 133 |
| Condominium Building | 1 | 1 | | | 2 | 4 |
| Addition/Porch/Deck | 43 | 45 | 34 | 55 | 48 | 225 |
| Accessory Bldg./Dock/Pool | 33 | 44 | 33 | 49 | 57 | 216 |
| Fence | 38 | 19 | 18 | 31 | 21 | 127 |
| Commercial Building | 8 | 8 | 6 | 7 | 17 | 46 |
| Commercial Addition | 4 | 2 | 1 | 1 | 4 | 12 |
| Sign | 13 | 13 | 12 | 9 | 5 | 52 |
| Change of Use | 6 | 2 | | 2 | 2 | 12 |
| Permit Rejected/Voiced | 10 | 13 | 14 | 17 | 18 | 72 |
| Zoning Amendment | 2 | 6 | 4 | 6 | 7 | 25 |
| Appeal | | | | | | 0 |
| Conditional Use | 7 | 4 | 5 | 13 | 3 | 32 |
| Cond. Use Phase Approval | | | | | | 0 |
| Variance | 9 | 17 | 13 | 18 | 19 | 76 |
| Special Exception | 1 | | | | | 1 |
| Other Misc. | 34 | 14 | 14 | 15 | 14 | 91 |
| Permits Processed | 231 | 215 | 180 | 253 | 245 | 1124 |
| Zoning Books Sold | 2 | 1 | 2 | 3 | | 8 |
| Fees Collected | \$12,616.05 | \$17,107.19 | \$13,256.63 | \$22,499.50 | \$27,007.06 | \$92,486.43 |

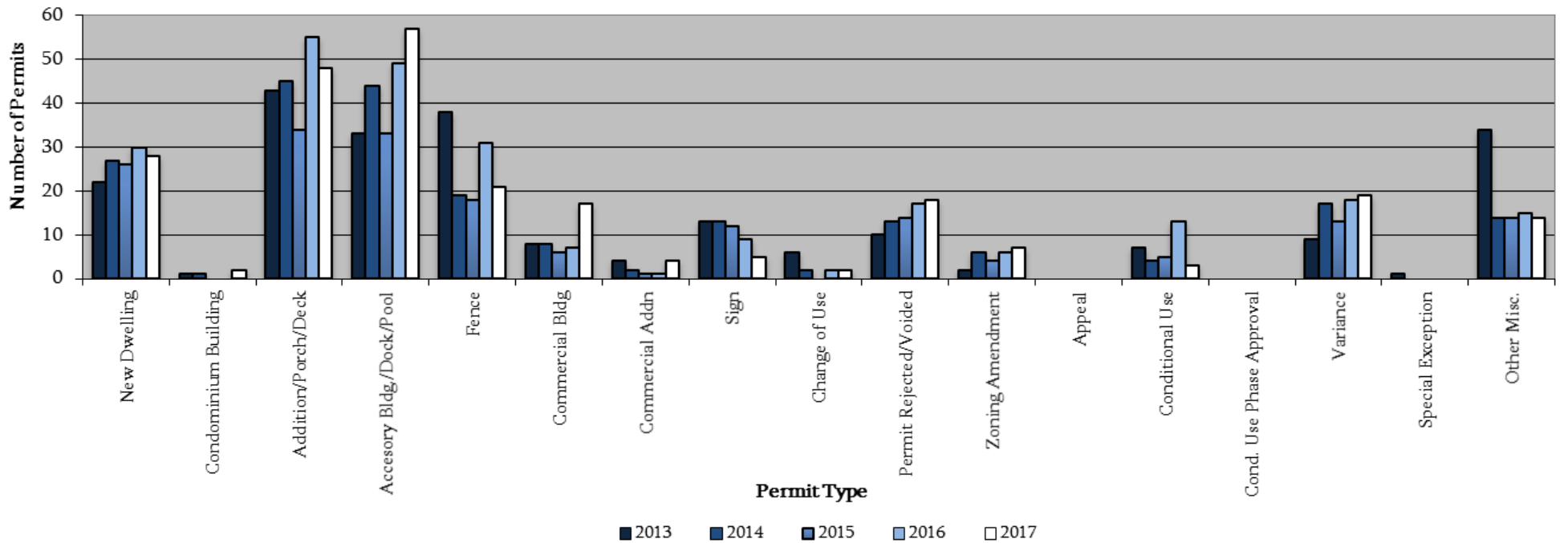
5 year Zoning Permit Comparison



5 year Zoning Fee Comparison



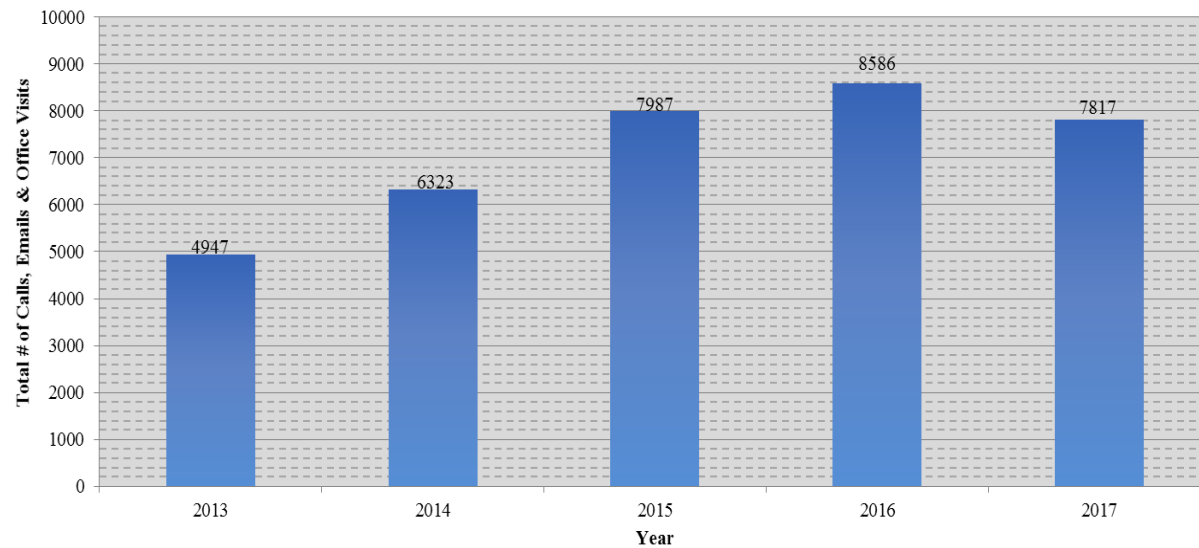
5 yr. Permit Type Comparison



2017 Office Activity Report Danbury Township Zoning

| | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | TOTALS |
|---------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------|-------------|
| Calls & Emails | | | | | | | | | | | | | |
| Outgoing | 52 | 51 | 30 | 30 | 49 | 43 | 72 | 61 | 37 | 31 | 36 | 39 | 531 |
| Incoming | 40 | 56 | 69 | 60 | 51 | 37 | 77 | 62 | 66 | 40 | 61 | 33 | 652 |
| Other | 113 | 115 | 173 | 160 | 277 | 283 | 245 | 263 | 156 | 179 | 153 | 136 | 2253 |
| Emails | 277 | 262 | 419 | 290 | 312 | 291 | 254 | 380 | 284 | 206 | 206 | 213 | 3394 |
| | 482 | 484 | 691 | 540 | 689 | 654 | 648 | 766 | 543 | 456 | 456 | 421 | 6830 |
| Site Visits | | | | | | | | | | | | | |
| Zoning Violations | | | | | | | | | | | | | |
| Violation Letters Sent | 0 | 0 | 1 | 2 | 3 | 3 | 3 | 4 | 2 | 1 | 1 | 2 | 22 |
| Zoning Inspections | 83 | 59 | 66 | 87 | 88 | 122 | 80 | 113 | 50 | 72 | 90 | 55 | 965 |
| | 83 | 59 | 67 | 89 | 91 | 125 | 83 | 117 | 52 | 73 | 91 | 57 | 987 |
| | 565 | 543 | 758 | 629 | 780 | 779 | 731 | 883 | 595 | 529 | 547 | 478 | 6852 |
| | | | | | | | | | | | | TOTAL: | 7817 |

Total Office Activity Comparison



Office Activity Summary

