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DANBURY TOWNSHIP ZONING DEPARTMENT

2013 ANNUAL REPORT (January 1 – December 31)

Board of Zoning Appeals

Carol Robertson
John William Smith
Keith Addy
Loretta Grentzer
Richard Kracer
Brad Bauer
Ron Hart

Township Trustees

Dianne Rozak
Charles Scott
David Hirt

Zoning Commission

Jodi Kopanski
Kathy Radabaugh
Steve Pitzer
Paul Bauders
Jim Jacobs
Ted Serraino
Alan Sennich

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 2013

Goal: Improve file organization and tracking.

The goal was to continue to scan and electronically convert public records and case files. This entailed reconfiguring the filing system in the office from "Applicant Name" sorting to sorting by "Address" or "Case Number". All of the permits have been filed by case number and are completely searchable. There have been errors found in some of the older permits that were given the same numbers, or were filed under the wrong year or address. These have been corrected. Not all of the permits have been scanned, but every new permit that has been received over the past two years has been scanned and filed electronically.

Staff has also been working on organizing rezoning/map amendment files. None of the cases were filed by address, only by the applicant's name. While going through each of the files, when an address is now known, the address is being applied. In the event that an address doesn't exist then the parcel ID is being added to the case for ease of finding later on. Many of the files give descriptions of the change and we are matching those up to the zoning map as well to ensure they are properly shown. Furthermore, there are multiple years in the late 1980's where the minutes of the meetings were filed with the cases as opposed to being kept centrally in a meeting minute book. As we come across these minutes we are pulling them and placing them all together just as our minutes are filed today. Once a case file is reorganized, it is then scanned and filed electronically. Approximately ¼ of the files have been completed.

Goal: Improve PR/information-sharing with the public.

Throughout the 2013 year we have posted every Commission and Board of Zoning Appeals packet online as well as the meeting minutes, agenda and legal notice. Anytime a case has been continued or withdrawn, notices have been re-sent to those who initially received notification, even though this is not a legal requirement.

Also new this year was the purchase of "Zoning Notice" yard signs. These have been used primarily to post nuisance properties that are subject to abatement, but the signs can also be used for BZA or Zoning Commission notices as well.

Files have been started for "Zoning Verifications" and information provided to property owners when they ask for cursory reviews of their projects. These are then maintained and filed by address because so many times owners or their contractors call asking for requirements in unique situations when they are in the very preliminary planning phase and we want to make sure when they return that they are provided the same response once their plans have become more concrete.

Goal: Improve interdepartmental relations with the Service & Police Departments and external relations with Ottawa County Regional Planning Department, Building Department and other departments that have responsibility in development standards in the Township.

This is a continued goal with room for improvement always. Focus in 2013 was given to the Ottawa County Building Department for permitting process, inspection follow-up and abandoned building procedures and the Ottawa County Regional Planning Commission's new director regarding subdivision processes.

Our department has regular conversations with the building department regarding permits and met with them to discuss permitting process on Commercial permits because permits are being processed and approved prior to zoning review. In some cases the structure was well underway before we were

even aware of it. As a result of the meeting with them, the Building Department has agreed to send commercial applications to us upon their receipt, but will not hold up issuing the permit. According to the Building Department, once they receive a commercial application, they have to process it within a certain amount of time or it's automatically deemed approved. Additionally, according to them, there is no requirement that zoning approval must be received first. We are still trying to persuade them to not even accept an application unless it's accompanied with a zoning permit, because if the application is not accepted, then the clock doesn't start ticking for their review process.

We also have had regular conversations with the Regional Planning Department specifically regarding lot split reviews and zoning interpretations. We have respectfully requested that all zoning inquiries are directed to the Township and that the Township receive notice of lot split applications. The concern is that lot splits are occurring without zoning review and in some cases; the properties contain existing structures or Conditional Uses that require certain lot sizes. Much of this discussion has led to other subdivision requirement concerns regarding the process property owners have to go through. In 2014 it is likely that the County will be reviewing the Subdivision Regulations and we have already prepared comments and suggestions for their consideration.

Goal: Outreach to local businesses.

In 2013 we wanted to establish what business owner's primary needs and priorities are, and incorporate an action plan or program to assist. We also wanted to provide via the Township website an inventory of available and under-utilized commercial and industrial sites. We were lacking on this goal from 2012 due to so much focus on the Sign Regulations this year. We also saw an up-tick in permitting, which did not allow us to get this service fully up and running, but we were able to accomplish some other things.

On numerous occasions we reached out to the newspaper and Chamber, as well as in our Township Newsletter, to notify businesses that we would list any Danbury Township business on our website. We have had 49 businesses take advantage of this FREE advertising. In early-summer we extended another offer to allow businesses to notify us when they have job openings. We only had two businesses take advantage of that offer, but hope to try it again in 2014.

Goal: Establish a violation policy and procedure.

A goal in 2013 was to create a formal policy on how to handle Zoning Complaints. This was needed so that all Township Officials and the public are aware of the legal steps necessary to process a complaint, but also to share with property owners that the Township is willing to work with them, within reason, on extreme situations. Furthermore, having a policy in place allows consistency among all violations while allowing some flexibility. This procedure was presented to the Trustees in November 2013 and was formally acknowledged and accepted in December.

Goal: Continue to improve technology use:

GIS (Geographic Information System) is a mapping program used daily in the office to assist property owners with the zoning restrictions. We also used the GIS extensively during our analysis of signs in the Township to determine appropriate setback language. With the help of a Danbury Township High School intern, we were also able to digitize and preserve the original 1975 zoning map. Once that project was completed we also analyzed and mapped CAUV and Agricultural Exempt properties in the Township. All the maps that were created are available on the Township website.

Goals for 2014

- Continue Text Amendments to the Zoning Resolution to address Zoning Commission Goals discussed in 2012 and at the start of 2014.
- Continue file organization and tracking.
 - Continue to scan and electronically convert public records and case files.
- Inventory available and under-utilized commercial and industrial sites and assist in marketing.
- Continue Map Creation. Some maps that we would like to prepare are a(n) Annexation Map, Subdivision Map, Storage Inventory and Sign Inventory. We would also like to try to produce a more detailed street map.

Exhibit A. Zoning Commission Goals (Est. 2012)

1. Immediate Goals

- Accomplished 2012 → a. Special Exceptions/ Uses.
 - Language in zoning resolution refers to zoning boundary change being decided by the BZA and not the ZC.
- Accomplished 2012 → b. Type A & Type B Daycares.
 - Conflict in definition of schools, nursery schools & daycare vs. which districts they are permitted in.
- Accomplished 2012 → c. Lack of Decision Standards for the Zoning Commission for text and map amendments
- Accomplished 2012 → d. Include an extension clause for Conditional Uses.
 - Current Language has maximum 1 year to complete or approval expires.
 - Possibly consider different review process for Minor Modifications vs. Major Modifications to an approved plan.
- Accomplished 2012 → e. Exception for stoops in setbacks
- Accomplished 2012 → f. Building Height Definitions
 - Measure from natural grade or elevated grade whichever is lower.

2. Short Term Goals

- Accomplished 2013 { a. Sign Regulations
 - Nonconforming Sign language needed
 - Lower sign heights in non-residential zoning district (currently equal to the height of the building)
 - Wall signage
 - Landscaping
 - New technologies/ case law

3. Not Short Term, but not Long Term (2013, 2014, into 2015)

- a. "M" zoning district setback requirements, especially if adjoining residential property.
- b. Building heights in "C" & "M" districts
- c. 20% Nonconforming addition restrictions. Restricts conforming uses in nonconforming structures.
- d. Storage areas vs. Private storage of more than 3 recreational vehicles.
- e. Should porches (open air – not enclosed) be included in the lot coverage calculations?
- f. Lot coverages in general – are percentages too high and should it include decks, driveways, etc.?
- g. Landscaping & buffering requirements for "C" and "M" zoning districts
- h. Accessory Building Ratios based on lot size?
- i. Nonconforming Section – need to address intentional demolition
- j. Small vs. Large Contractor Warehousing
- k. Outdoor Storage of Heavy Equipment
- l. Commercial Setbacks – is 70' too much, encourages all parking out in front.

4. Longer Term Goals

- a. Bike Paths/ Trail Plan

Litigation

Danbury Township Board of Trustees vs. Terry M. Overmyer:

In May 2012 the Township filed a Complaint with the Ottawa County Common Pleas Court vs. Terry M. Overmyer (Case# 12CV257H) for the construction of a deck without a permit and after the BZA refused a variance request for the deck expansion. Depositions were held at the end of October 2012 and again in As of September 30, 2013 all briefs and a motion for summary judgment were filed and the case is now just awaiting the Judge's Decision.

Patricia & Thomas Neurohr vs. Danbury Township Board of Zoning Appeals:

Litigation was filed against the Township as a result of a violation letters sent for illegal rentals, three which property owners subsequently appealed to the Board of Zoning Appeals. The Board upheld the Zoning Inspector's Decision to issue the violation letters. Two of the appellants then filed appeals with the Ottawa County Common Pleas Court on October 3, 2012 Case# 12CV403F Patricia & Thomas Neurohr and Case# 12CV404F Villa Pescatoris vs. Danbury Township Board of Zoning Appeals. June 25, 2013 the Villa Pescatoris case was voluntarily dismissed by the appellant after they submitted and were approved for a Change of Use to a hotel/motel under permit #2012-195. As of March 18, 2013, the Neurohr case had all briefs filed and the case is now just awaiting the Judge's Decision.

Bays Edge vs. Danbury Township Board of Zoning Appeals:

In November 2012, Willow Bend Resort filed a Conditional Use application with the Board of Zoning Appeals to allow for a recreational camp expansion to the east of their current location. Part of the request also asked for a side yard setback reduction from the eastern property line adjoining Bays Edge. After being continued, the BZA in January 2013 voted to approve the Recreational Camp designation to the property and a 30' side yard setback variance (45' required). In February, Bay's Edge filed an Appeal of the Board's decision with the Ottawa County Court of Common Pleas (Case# 13CV057F). During the filing proceedings, Bays Edge requested and was granted a Motion of Stay, preventing Willow Bend from conducting any work of the property as well as preventing the Township issuing any permits for the project. Ultimately, due to the briefs and complaint filed by Bays Edge, the Township requested a modification to the Motion of Stay because they were only contesting the side yard setback, not the use of the property. The Judge agreed and ultimately on October 18, 2013 a partial permit (#13-208) was issued to allow Willow Bend for 23 of the proposed 47 camp sites. As of September 17, 2013 all briefs have been filed regarding the matter and we are now just awaiting the Judge's Decision as is related to the Board's decision on the side yard setback variance.

Thomas & Christine Steinbrick vs. Danbury Township Board of Zoning Appeals:

Litigation was filed against the Township as a result of a violation letters sent for the operation of A+ Steiny's Taxi Service which property owners subsequently appealed to the Board of Zoning Appeals. The Board upheld the Zoning Inspector's Decision to issue the violation letters in January 2013. In February, Steinbrick's filed an Appeal of the Board's decision with the Ottawa County Court of Common Pleas (Case# 13CV060F). As of November 4, 2013 all briefs have been filed, but Steinbrick's have requested oral arguments which were scheduled to take place December 23, 2013, but were rescheduled for February 2014. Following the oral arguments, the case will be awaiting the Judge's Decision.

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** heard 16 cases in 2013, as follows:

Case# 2013-001	5670 Port Clinton Eastern	Christine Ontko	Conditional Use	Granted w/ Cond.	
Case# 2013-008	999 N. Buck Road	Dan Haseley	Special Exception	Granted	
Case# 2013-009	999 N. Buck Road	Dan Haseley	Conditional Use	Granted w/ Cond.	
Case# 2013-010	8635 E. Harbor Rd.	Michael Brooks	Conditional Use Modification	Granted w/ Cond.	
Case# 2013-021	5809 E. Saylor St.	Barbara Vagen	Area Variance	Granted	
Case# 2013-042	E. Bayshore	Harbor Bay Estates	Conditional Use	Granted w/ Cond.	
Case# 2013-064	302 Cedar	John Feick & Laurie Beam	Area Variance	Granted	
Case# 2013-123	7595, 7609, 7617, & 7619 E. Harbor	James Mazur	Conditional Use & Area Variance	Granted w/ Cond.	
Case# 2013-126	6356 Port Clinton Eastern	Courtney Kihlken	Area Variance	Granted	
Case# 2013-167	808 E. 2nd Street	Tony Apotsos	Area Variance	Granted	
Case# 2013-168	438 Walnut Avenue	Pete Johnson/ Jeff & Bobbi McCutchen	Area Variance	Granted	
Case# 2013-169	230 E. 2 nd Street	David & Cynthia Park	Area Variance	Granted	
Case# 2013-186	454 S. Bridge Road	Lee Harder Homes/ Richard Ohrstrom	Area Variance	Granted	
Case# 2013-195	521 Park Row	VanAuken Homes	Area Variance	Granted	Granted
Case# 2013-196	1804 Bayview Dr	Tri-Point Homes/ Larry St. Clair	Area Variance	Granted	
Case# 2013-197	8010 E. Bayshore Road	Plymouth Shores, LLC	Conditional Use Modification	Granted w/ Cond.	

In November, Mr. Addy expressed interest in stepping down from a full-time member to an Alternate and Mr. Bauer was moved up from an Alternate position to fulfill his term. Mr. Hart was also reappointed as an Alternate to the BZA.

* * *

The **Zoning Commission** heard 2 cases in 2013, as follows:

Case# 2013-023:	Zoning Map Amendment/ Rezoning of 8.4011 acres of vacant land on the SW corner of SR 269 and E. Port Clinton Eastern Road from “A” Agricultural to “C-2” General Commercial.	
		Approval – ZC Approval – Trustees Resolution No. 05-2013 Effective – 06.08.2013
Case# 2013-177:	Text Amendments to Section 2, Definitions deleting #21 “billboard” and #146 A.-F. “Sign” and replacing with 44 new sign definitions along with corresponding graphics. Repeal Section 5.5 Signs in its entirety and replace with all new language.	
		Approval – ZC Approval w/ Modification – Trustees Resolution No. 19-2013 Effective – 12.26.2013

This past year, Tim Sypherd, Ted Serraino, Alan Sennich resigned from the Zoning Commission for various reasons throughout the year. Their service to this Commission and to the Township was greatly appreciated. The Trustees appointed Steve Pitzer and Paul Bauders to the Commission in place of those who resigned and they have been a wonderful asset to the Commission. Two Alternate positions remained open for a majority of the year. In November the Trustees voted to reappoint Mr. Sypherd as an Alternate as well as Mr. Jacobs per his request. In December the Trustees also appointed John Paul Dress to the Zoning Commission as a full member. We look forward to having a full Commission in 2014.

Permits

Attached is a 3 and 5-year Comparison Report of the permits. The 2013 year brought in the highest number of permits issued since 2006 and 28 more permits than 2012; a 14% increase in the total number of permits issued. Revenues from the permits this year were higher than 2011 and 2012, but not as high as in years past with the construction boom.

After a strong start at the beginning of the year for new housing starts, the rest of the year proved to meet the average experienced over the past 5 years with 22 new housing starts issued. Another positive note is that there was a 300% increase in commercial construction activity compared to last year, with 8 new commercial buildings and 4 commercial expansions. All but one of those applications have either started or completed their construction.

Permits over the years have traditionally spiked between March and June and then again in the month of August and October. This year however, we stayed above average from April to July and then again had a substantial spike in September compared to years past.

Holding steady again were additions, porches, decks, accessory structures, and pool permits issued, however, this year compared to last, many of the permits issued were for minor improvements and not as substantial in size or scale. This trend continues to show that property owners are reinvesting and improving their properties.

Fences and other types of permits made a big jump this year. Under the "Other" category, many of the permits issued were a result of a County Building Department litigation case for interior remodeling projects that occurred without permits. There were also a number of foundation replacements in Lakeside that required a zoning permit prior to the County Building Department initiating their review process.

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 2013 the Department responded to 4,057 calls, e-mails and in-person inquiries and went on 775 site visits. This averages to 274 calls or emails per month, 64 office visits per month and 74 inspections per month. Here is the breakdown:

Calls/ Emails/ Letters

• Permit and application questions	196
• Zoning classification requests	36
• BZA	282
• Zoning Commission	133
• Legal	6
• Other zoning related	1,558
• Non-zoning related	788
• Complaints/ Violations	35
• Complaint/ Violations Follow-up	205
• Public Records Requests	7
• Business Coordinator	40
• Zoning Verification Letter	7
	3293

Office Visits

• Permit and application questions	230
• Zoning related	255
• Non-zoning related	167
• Complaints/ Violations	11
• Complaint/ Violations Follow-up, site visits	20
• BZA	37
• Zoning Commission	32
• Business Coordinator	8
• Public Records	4
	764

Site Visits

• Zoning violations	44
• Violation Letters Sent	43
• Zoning Commission cases	3
• BZA cases	20
• Zoning inspections	775
• Business Coordinator	5

Of the 46 complaints the zoning department received in 2013, 43 of them were deemed violations and received formal letters. The other 3 were quickly corrected after staff talked with the property owner, so no letter was necessary to send. Out of the 46 violations, 44 were ultimately corrected with no further legal action needed. Only two properties required abatement.

At the end of 2013 the Trustees accepted a formal policy manual on how the Zoning Department handles complaints and violations. The results listed above are a testament that the process works and the Township's willingness to work with property owners to resolve the issue.

Other Office Updates:

Intern:

For the first part of the year the zoning office welcomed a Danbury High School Senior intern for several months. This was a trial effort between the Township and School District in which the student obtained government credits and “on the job” experience in the public sector. Projects completed by the intern included mapping all of the agriculturally exempt properties and CAUV properties in the Township. He also digitized the original 1975 zoning map. The original map was becoming severely worn and fragile to handle. While we have not initiated this again for the 2013-2014 school years, it may certainly be worthwhile to pursue in years to come as projects arise.

Manufactured Home Parks:

In December 2012 the State of Ohio changed the regulating authority over Manufactured Home Parks. The Ohio Manufactured Housing Commission (OMHC) is now responsible for all licensing, regulating, permitting and inspecting of MHP’s which was previously being handled by County Health Districts. At the beginning of 2013 there was a lot of contact made with OMHC to establish appropriate personnel contact and to get an understanding of exactly what they regulated within the MHP’s and when permits would be required of them vs. the Township.

Grant Information:

Staff attended some informational sessions on grants, including the EPA’s Assessment Grant, Community Development Block Grant (CDBG) and Moving Ohio Forward. Grant opportunities that are most applicable to this area and not all geared towards local government have been posted to the Township website under “Local Commerce”.

Under the Moving Ohio Forward Grant staff worked with Ottawa County Residential Services and property owners to have two dilapidated, abandoned structures including their accessory buildings removed at the end of August and early September. We provided 11 properties for consideration. The grant program has been extended til 2014 for Counties to utilize their funds, and we will not know until next year whether this program will be renewed. Additional property owners have already expressed interest if the grant is continued.

Tall Grass:

In June staff presented to the Trustees an updated Resolution regarding “Abatement, Control or Removal of Vegetation, Garbage, Refuse and other Debris” in the Township. The Resolution added additional language referenced in the ORC regarding abatements as well as establishing a height threshold on tall grass. Two abatements were conducted in 2013 and assessed.

Administrative Assistant:

In July another part-time Administrative Assistant was hired to assist all departments, but the majority of her work involves zoning filing and organization of the files. Cheryl has been a nice asset to the department handling many of the phone calls that come in, completing the permit records and assisting in day-to-day website updates. We truly appreciate her hard work and dependability.

Miscellaneous:

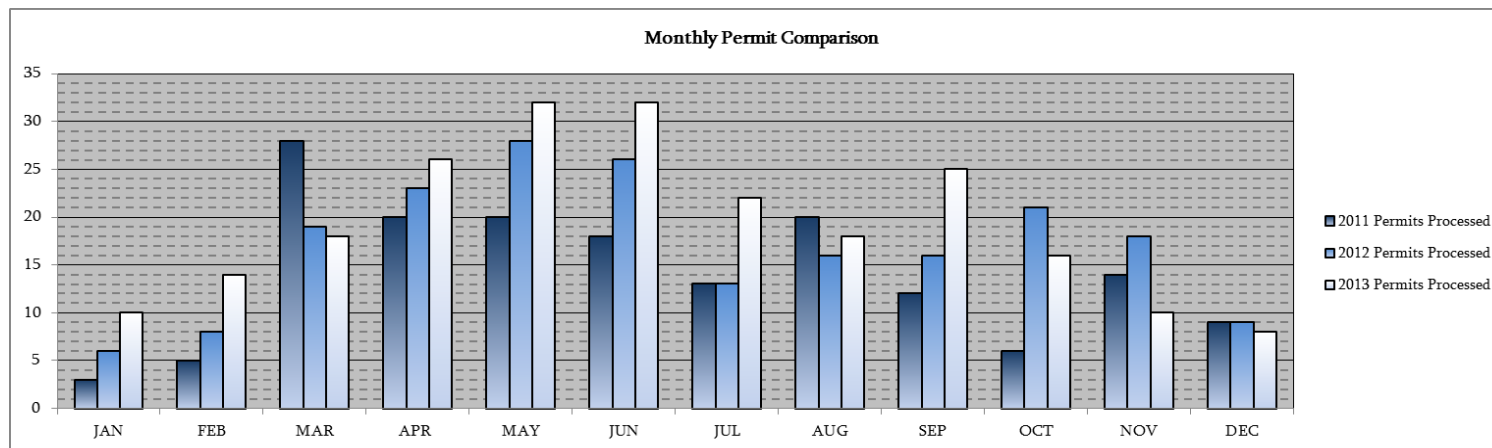
Staff met in June with Lakeside’s Historic Preservation Design Review Board to discuss issues and concerns they have on additions and accessory building heights. We also discussed some other issues involving zoning restrictions on property outside of the gates and fence heights. At the conclusion of the meeting, they were to provide some language for amendments; however those never came to fruition in 2013.

Staff also attended a number of seminars for APA Ohio and the Ohio Township Association. These were attended to learn of new State regulations and court decisions effecting zoning enforcement as well as for continuing education credits.

2013 Monthly Permit Activity Danbury Township Zoning Permits

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
New Dwelling		4	1	3	2		3	4	1	2	1	1	22
Condominium Building								1					1
Addition/Porch/Deck	1	3	4	11	3	5	3		5	5	1	2	43
Accessory Bldg./Dock/Pool	2	1	3	2	9	2	4	2	2	3	3		33
Fence			4	3	8	7	4	4	4	2	1	1	38
Commercial Building		1			2	2	1					2	8
Commercial Addition			1	1	1				1				4
Sign	1	2	1	1	2	1		1	1		1	2	13
Change of Use			1		2	2		1					6
Permit Rejected/Voided		1		1		1		2	3		2		10
Zoning Amendment		1							1				2
Appeal													0
Conditional Use	3		1			1			1	1			7
Cond. Use Phase Approval													0
Variance		1		1		1		3	3				9
Special Exception	1												1
Other Misc. (i.e. Remodel/ Foundation)	2		2	3	3	10	7		3	3	1		34
2013 Permits Processed	10	14	18	26	32	32	22	18	25	16	10	8	231

Zoning Books Sold				1			1						2
Fees Collected	\$ 853.84	\$ 1,023.10	\$ 996.12	\$ 1,134.64	\$ 1,273.16	\$ 1,830.82	\$ 788.55	\$1,327.80	\$ 1,530.62	\$ 882.20	\$ 376.68	\$ 598.52	\$ 12,616.05

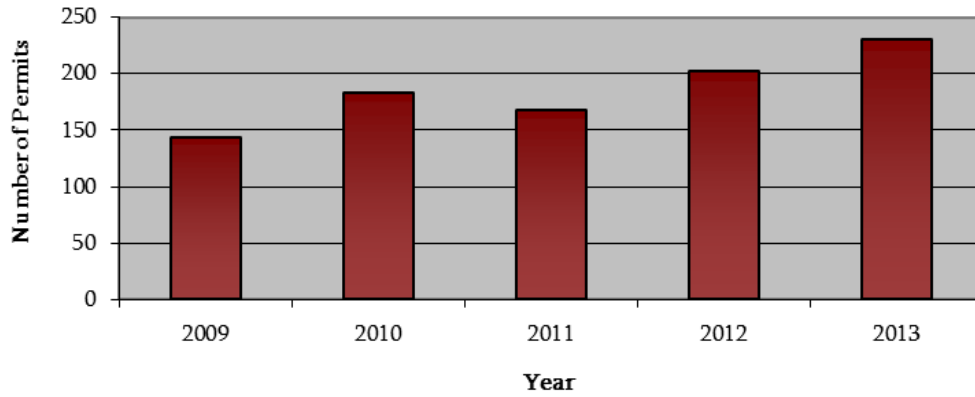


5 Year Permit Comparison Report

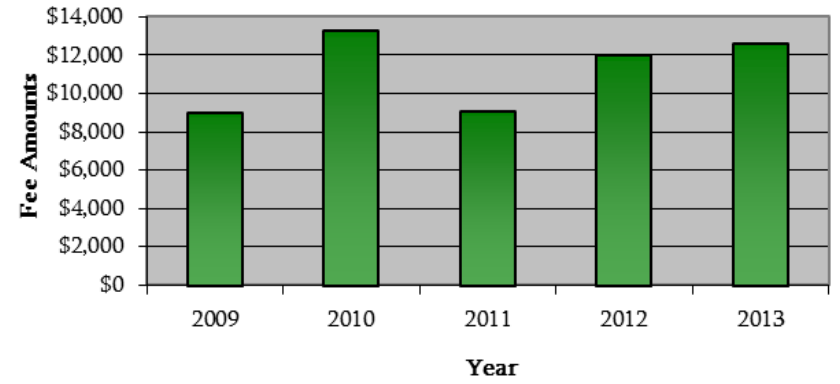
Danbury Township Zoning

	2009	2010	2011	2012	2013	TOTALS
New Dwelling	15	20	21	17	22	95
Condominium Building					1	1
Addition/Porch/Deck	53	56	48	57	43	257
Accessory Bldg./Dock/Pool	29	30	34	46	33	172
Fence	14	23	18	23	38	116
Commercial Building	3	9	3	2	8	25
Commercial Addition		2		2	4	8
Sign	2	6	6	10	13	37
Change of Use	1	1	3	4	6	15
Permit Rejected/Voiced	10	15	13	13	10	61
Zoning Amendment	5	4	2	3	2	16
Appeal				4		4
Conditional Use	2	2	2	2	7	15
Cond. Use Phase Approval						0
Variance	9	16	13	12	9	59
Special Exception	1				1	2
Other Misc.			5	8	34	47
Permits Processed	144	184	168	203	231	930
Zoning Books Sold	2	1	1	2	2	5
Fees Collected	\$8,986.03	\$13,310.76	\$9,090.50	\$12,014.84	\$12,616.05	\$56,018.18

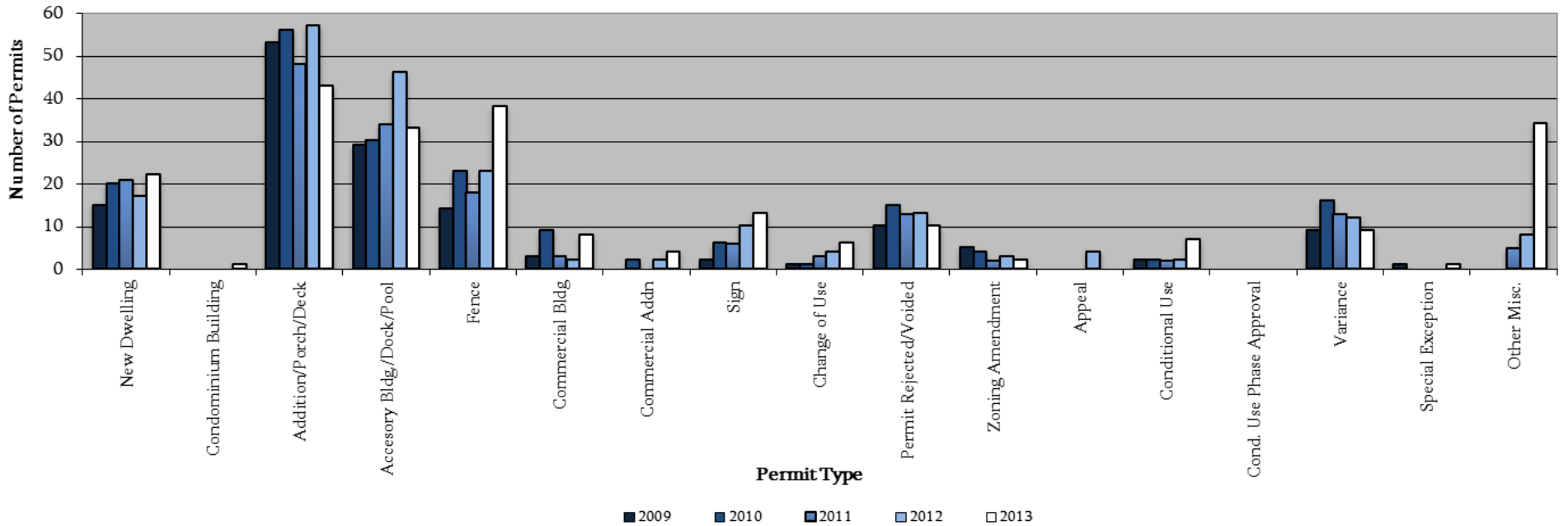
5 year Zoning Permit Comparison



5 year Zoning Fee Comparison



5 yr. Permit Type Comparison



2013 Office Activity Report Danbury Township Zoning

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTALS
Calls & Emails													
Permit & Application Questions	3	16	25	29	3	4	19	28	24	28	13	4	196
Zoning Classifications	4	2	2	6	4	3	5	0	2	1	3	4	36
BZA Inquiries	25	18	43	52	5	17	5	38	26	33	14	6	282
ZC Inquiries	15	5	12	24	9	17	9	10	15	9	2	6	133
Legal									4	2	0	0	6
Other Zoning Related	85	75	143	132	212	156	219	163	144	90	49	90	1558
Non-Zoning Related	26	42	45	65	58	49	85	102	94	89	45	88	788
Complaints	1	1	0	5	6	5	7	5	2	1	1	1	35
Complaint Follow-up	4	7	19	43	10	23	38	31	21	5	2	2	205
Public Records Requests	1	4	1	0	0	1	0	0	0	0	0	0	7
Business Coordinator	0	7	19	6	2	2	2	0	1	1	0	0	40
Zoning Verification Letter	0	0	2	0	0	0	1	2	1	1	0	0	7
	164	177	311	362	309	277	390	379	334	260	129	201	3293

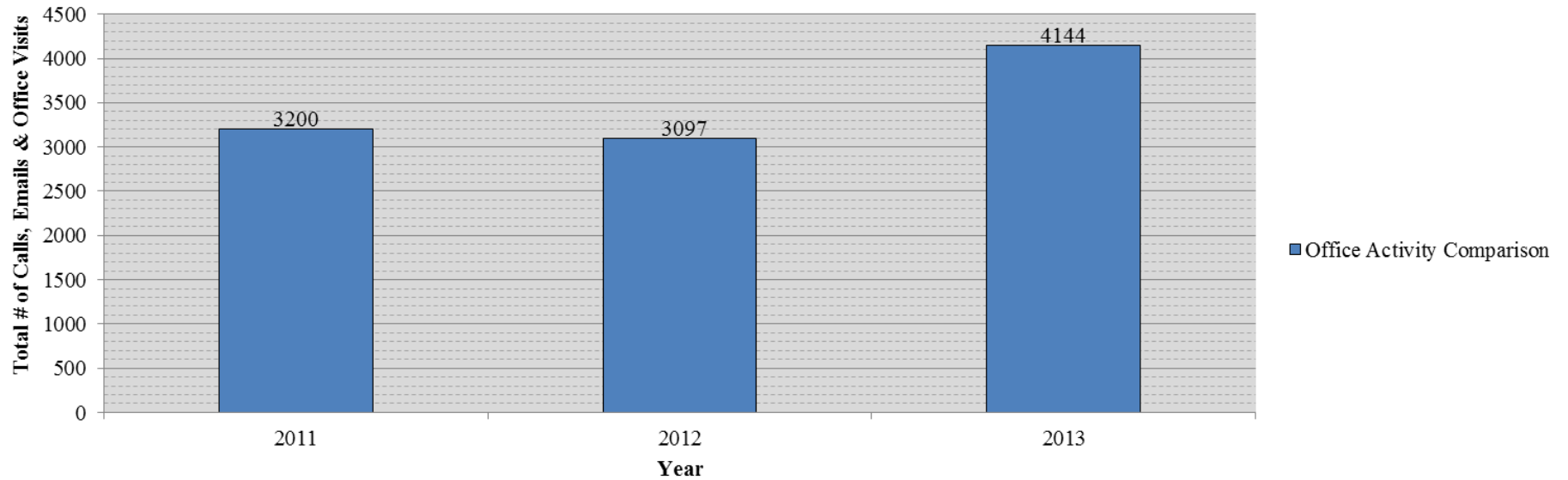
Office Visits													
Permit & Application Questions	13	12	26	28	29	18	23	19	26	21	7	8	230
Zoning Related	3	16	17	22	32	28	40	24	32	17	10	14	255
Non-Zoning Related	17	7	11	13	20	11	14	11	30	15	9	9	167
Complaints	1	0	0	0	0	1	3	5	1	0	0	0	11
Complaint Follow-up	1	0	2	3	0	4	0	6	3	1	0	0	20
BZA Inquiries	3	2	6	2	1	4	1	1	9	3	4	1	37
ZC Inquiries	3	1	7	4	0	3	5	2	0	3	3	1	32
Business Coordinator	0	0	3	1	1	1	1	0	1	0	0	0	8
Public Records Requests	0	0	0	0	1	2	1	0	0	0	0	0	4
	41	38	72	73	84	72	88	68	102	60	33	33	764

Site Visits													
Zoning Violations	1	1	1	0	6	4	13	12	3	0	2	1	44
Violation Letters Sent	1	0	1	3	6	4	11	12	3	0	1	1	43
ZC Cases	0	0	0	1	0	0	0	0	0	1	0	0	2
BZA Cases	1	3	1	1	1	0	2	0	3	4	0	0	16
Zoning Inspections	41	24	33	43	106	78	99	114	69	93	66	9	775
Business Coordinator	1	0	0	1	2	0	0	1	0	0	0	0	5
	47	28	36	49	121	86	125	139	78	98	72	11	890

252 243 419 484 514 435 603 586 514 418 234 245

TOTAL: **4,057**

Total Office Activity Comparison



Office Activity Summary

