

Ellettsville Department of Planning Services 2010 Annual Report

(This information represents information that was available at the time of this report)

The Department of Planning goals for 2010 focused on promoting a diverse, safe and dynamic community. We face the challenge to enhance the living, working and recreational choices of our citizens and our visitors with consistent, approved objectives, policies and land use plans supported by the Ellettsville Town Council.

The Town of Ellettsville is a growing community in Indiana. As of June 25, 2010, the population was 5,078, and with newly updated US Census data, as reported by the Ellettsville Clerk Treasurer on 2/14/2011, our population has grown to 6,378, which represents a 25.6% increase in population over the last decade.

Information Summary & 2010 Department of Planning Goals

The Director of Planning hours were predominantly focused on Planning duties, which include Plan Commission, Town Council, requests for information, building permit review, research, meeting preparation, meetings, and daily responsibilities, such as maintaining the budget, records, files and tracking databases. A total of 2,079.25 hours were worked, which does not include Paid Time Off, or holiday hours. Additional work is expended in Town code revisions and enforcement, community work, grants and stormwater. Please see the table listing below for the percentage of time calculations.

Overall Percentage of Time- Director of Planning 2010	
Planning Dept./MPO/Parks	61.10%
Main Street/Community Work/Grants	14.52%
Stormwater	2.49%
Code Revision and Enforcement	21.88%

2010 Revenue History

- Building Permits Issued (single family residences) - \$3,268.25 (includes review fees)
- Driveway permits - \$355
- Sign Permits – \$1,700
- Pool Permits - 0
- Demolition Permits - 0
- Grading Permits- \$500.00
- Yard/Garage Sale Sign Fines - \$275

PERMIT COMPARISON FOR 2009 & 2010			
TYPE OF PERMIT	2009 TOTAL	2010 TOTAL	PERCENTAGE OF CHANGE
Building Permits (includes review fees)	\$6,689.60	\$3,268.25	-51.14%
Demolition Permits	\$50	0	-100%
Driveway Permits	\$5	\$355	7000%
Grading Permits	0	\$500	----
Miscellaneous Permits	\$382	\$235	-38.48%
Pool Permits	\$25	0	-100%
Sign Permits	\$1,100	\$1,700	54.55%

In 2010 the Department of Planning worked with local businesses to promote and support their efforts and expansion goals. Several new businesses approached the planning office and discussed project plans and potential development in Ellettsville. New businesses opened in pre-existing buildings; which increased collected sign permit fees by 54.55% over 2009 in the Town of Ellettsville.

Accomplishments

Expansions or new developments occurring during 2010

- Richland Bean Blossom Community School Corporation addition and updates to building and parking areas
- Assembly of God, new church building and parking on SR 46
- Smithville expansion of warehouse, office and service center area on SR 46

Annexations

- Ike Grimes- From Monroe County
- Jerry Abbitt- From Monroe County

Rezones

- 3 Rezones from Residential 1 to Commercial 3 on SR 46

Code Revisions

- New Zone- Municipal Public District (MPD) to help protect public property and nature areas
- Worked toward the development of a Landscape Ordinance

- Revised and updated Antennas, Amateur Radio Facilities, Satellite Dishes and Personal Wireless Service Facilities
- Sign code revisions; added new code, added temporary sign permits as an option to local businesses
- FEMA mandated code revisions and updates

Forms and Checklists Added

- Wireless Communication Facilities Application
- PUD Application
- New Development packet of codes and checklists
- Multiple checklists
- Right of Entry Form

Improve community outreach, work closely with Main Street and the Chamber of Commerce, and produce a Town brochure for new residents about our services, meetings, and contact information

The Department of Planning developed a brochure of town services, common codes, meeting schedules, phone numbers and commission/council member contact information. The brochure is available by calling or stopping by the Planning office or by email. No additional work was conducted in 2010 with the Chamber of Commerce, but open communication is still very prevalent with Ellettsville Main Street, Inc. as we both work toward establishing the Heritage Trail Project in the downtown area, and as we approach downtown revitalization goals and funding opportunities. The director of Planning spoke at the 2010 annual meeting. The presentation was entitled “*Smart Growth and Economic Development, Ellettsville II*”.

Legislative Procedures for the Plan Commission

The Legislative Procedures for the Ellettsville Plan Commission were updated during December of 2010 and were ratified at the January 2011 meeting. These procedures will help guide the commission and establish rules and guidelines. The procedures can be updated as needed, but will face a formal review annually for revisions and updates at the beginning of each year.

Five Year Park and Recreation Plan

A five year Parks and Recreation Plan was developed as part of the I-69 Grant. This plan will continue to be revised until formally adopted by the Parks Board and the Ellettsville Town Council. One element is remaining prior to submitting the document for Department of Natural Resources Grant Programs. The DNR requires a 504 ADA Compliance Form to be signed by the Town. The ADA requirements for the Town will be better served once the Department of Planning finishes the ADA Transition Plan in 2011/2012. The ADA Transition Plan will

evaluate our ADA programs and services and look for areas to improve based on federal laws and needs of the community. Once this plan is completed the 504 ADA Compliance Form will be signed and the Ellettsville Parks Department can actively pursue grant funding sources.

Heritage Trail Transportation Enhancement Grant

Phase I updates include the consultant selection for design and the environmental review for Heritage Trail. The work is slated to being in the spring of 2011.

Heritage Trail Technical Advisory Committee

A technical advisory committee was developed to oversee the trail project. The committee includes Town Council members, Main Street members, supervisors, and the Planning Department. The group meets monthly or as needed to discuss funding sources, trail development and goals.

Safe Routes to School Project

The Safe Routes to School project will break ground for new sidewalk installation on Ridge Springs Lane in the spring of 2011. The sidewalk design was completed in 2010 and the construction will be completed by summer of 2011. The sidewalks, once completed, will become the Town's responsibility and part of the Town's infrastructure.

I-69 Grant

The I-69 grant was completed in early fall of 2010. The goal of the grant was to better prepare for economic development that could occur due to the close proximity of Interstate 69. The interstate will be located approximately 6 miles from the Town of Ellettsville. The Department of Planning completed the parks and recreation plan, a capital improvement plan, reviewed current codes, established a new zoning layer (Municipal Public District), a green space inventory and dedicated Well's Park as a Nature Preserve and produced a study of flora and fauna located in the Well's Park area.

Heritage Trail Viable Financial Report

The Heritage Trail Transportation Enhancement Grant was awarded in 2004, and due to its lack of progress the Town was required by INDOT to produce a viable financial plan for the Heritage Trail project. This report has assisted the Heritage Trail Technical Advisory Committee by clearly defining member roles and goals of the group.

Planning Department Web Site

The department's website has experienced minimal change since its inception in 2009, but with the increased usage of the site, and citizen requests for information to be made available on the site, the department will work to re-organize and implement these requests as soon as possible.

WEB SITE USAGE COMPARISON FOR 2009 & 2010			
MONTH	2009	2010	PERCENTAGE OF CHANGE
January	----	1,541	----
June	----	1,987	----
July	959	2,078	116.68
August	1,127	2,097	86.07
September	1,269	----	----
October	1,368	----	----
November	1,440	----	----
December	1,448	2,488	71.82

Stormwater

Additional community outreach included the development of a stormwater education program in 2008 and 2009, but due to limited staff the outreach program has suffered; only 2.43% of the Director's time was dedicated to stormwater. A five year program has been presented to the Town for review and will be featured on the Department of Planning stormwater education webpage in the near future.

Martha Miller from the Monroe County Soil and Water District has been an excellent source for public outreach. Martha and I have already been in discussion to get the program up and running again in the community and will meet in the near future to establish some outreach programs with the local school in the fall of 2011.

Connie attends the monthly SWEET meeting, which stands for Stormwater Environmental Education Team, lead by Todd Stevenson, Monroe County Highway Drainage Engineer. The SWEET group has increased contacts and collaborative efforts with the City of Bloomington, Monroe County Planning Dept., Monroe County Soil and Water Conservation District and the Indiana Department of Environmental Management, Indiana University, Ivy Tech, and the Town of Ellettsville.

A complaint phone line was established in the Planning Department for storm water and code issues in 2009. The phone number is 812-876-8008 extension 209. The phone line was monitored by Phil Smith, the department's Town Council liaison at the time. In 2011 the

complaint phone line will be monitored by the new code enforcement officer Denise Jenkins and reported to Connie Griffin, Jim Ragle and Rick Coppock as needed.

Improve department efficiencies and tracking/processing applications, permits, public concerns and complaints

Phone tracking logs for incoming and outgoing calls has improved call return time and has assisted the department in tracking issues and concerns. A monthly work plan was initiated at the beginning of 2009 and still remains a viable tool for assisting the director to stay the course and improve project completion and accountability. The department logs improve departmental efficiency and tracking.

The work plan is broken into sections, such as Planning Duties, Code Enforcement, Metropolitan Planning Organization, Grant Work, Code Revisions/Issues, Main Street, and meeting notes. The database is updated monthly to bi-monthly and each calendar month is tracked for project status. Items not completed on the work plan continue forward to the next calendar month until completed.

TELEPHONE LOG, REQUEST FOR INFORMATION & MEETING COMPARISON FOR 2009 & 2010			
TITLE	2009	2010	PERCENTAGE OF CHANGE
Incoming calls – Planning Dept.	789	1,262	60.08%
Incoming calls – Street Dept.	290	263	-9.31%
Outgoing calls	790	739	-6.46%
Request for Information	62	47	-24.19%
Total Meetings	171	169	-1.16%
Hours in Meetings		210	
Night Meetings	40	41	2.5%

Requests for Information

The department receives information requests about numerous items, such as zoning, procedures, building requirements, contact information, code issues and more. The department tracks these calls and attempts to answer the requests for information or at least to put the callers in contact with someone that can provide the requested information. The department handled 47 requests for information in 2010.

Code Enforcement Statistics

Enforcement statistics are tracked for the following categories: citizen complaints, stormwater complaints, sign violations, and code enforcement issues. From January - December 2010 the following statistics were charted. Limited staff in the Planning Department has forced the department to be mostly complaint driven, but in 2011 the Administrative Assistant Denise Jenkins will begin the duty of Code Enforcement Officer. She will handle the trash and tall grass violations, and the Director will handle the zoning issues and cases which require additional research and court litigation. The following violations and complaints were received in the Department in 2010:

Americans with Disabilities Violations – 1

Animal Control Complaints – 2

Citizen Complaints – 102

Sign Violations – 9

Stormwater Complaints – 15

Resolved Complaints and Enforcement Issues:

Citizen Complaints – 75

Code Issues on Hold – 1

Complaints Turned Over to Police Department - 4

Pending Complaints – 30 (mostly tall grass violations)

Sign Violations – 1

Stormwater Complaints – 7

Stormwater Complaints Turned Over to the Street Department – 2

CODE ENFORCEMENT COMPLAINT COMPARISON FOR 2009 & 2010			
TYPE OF COMPLAINT	2009	2010	PERCENTAGE OF CHANGE
Americans with Disabilities Violations	0	1	----
Animal Control Complaints	0	2	----
Citizen Complaints	82	102	24.39%
Sign Violations	16	9	-43.75%
Stormwater complaints	5	7	40%