

The Town of Ellettsville Planning Department staffs a Planning Director, part-time ADA Coordinator/Administrative Assistant and part-time seasonal Code Enforcement Officer. In January 2015, Kevin Tolloty joined the department as the Planning Director.

Duties of the Planning Department may vary but is generally comprised of the following: administration of the Americans with Disabilities Act, code enforcement, Employee Responsible Charge (ERC), flood plain administration, issuance of zoning use permits, stormwater monitoring, administration of zoning regulations, provide assistance relative to specific problems and requests, organizes and provides assistance at Plan Commission meetings and any other duty as assigned by the Town Council.

This report contains statistics for the past six years to provide real time decision making support for the Planning Department.

### **Plan Commission Highlights**

Members of the Plan Commission in 2014 were Terry Baker, President; Russ Ryle, Vice President; David Drake, Don Calvert, Dan Swafford, Pat Wesolowski and Sandra Hash, Secretary. In January 2015, Dan Swafford was replaced by F. Scott Thomas.

The Plan Commission began 2014 with amendments to Ellettsville Municipal Code Chapter 152, Planning and Zoning Regulations and Chapter 96, Animals.

In 2014, the following were approved and/or received favorable recommendations by the Plan Commission:

Annexations:	Jerry and Norma Abbitt 6707 & 6610 N. Starnes Road, Bloomington	87.49 Acres
	Stephen Arbuckle 5450 N. Thomas Road, Bloomington	1.82 Acres
	St. John's Church 4607 W. State Road 46, Bloomington	39.05 Acres
	Total Acreage Annexed:	128.36
Plat Approval:	Jerry and Norma Abbitt Subdivision Litten Estates, Phase III (21 lots) Pines Subdivision (5 parcels) Union Valley Homestead Subdivision (Lots 4 and 5)	

Development plan approval and PUD Rezone of the former Cedar Bluff Gardens owned by Rubicon Investments.

### **Board of Zoning Appeals**

The Board of Zoning Appeals (BZA) is a five member board who only meet as needed. Board members are Terry Baker, Fred Baugh, and Geraldine McIntyre. There are two vacancies on the board. From 2009 to 2014, the BZA met one time in 2012. The fees collected when the BZA convened are listed in the Total Revenue chart in the Permits section.

### **Americans with Disabilities Act (ADA)**

The Town adopted the ADA Transition Plan on January 14, 2013. Denise Line was appointed as the ADA Coordinator and is pursuing certification. On March 10, 2014, Resolution 03-2014 Adopting the 2010 Americans with Disabilities Act Standards for Accessible Design and Proposed Public Right-of Ways Accessibility Guidelines was formally adopted.

Since 2010, there have been nine ADA complaints received by the Planning Department. All complaints pertained to businesses and were as follows: lack of appropriate signage, sidewalks blocked, accessible parking spaces and crosswalks not clearly defined, no accessible parking spaces and proximity of accessible parking spaces to the building entrance.

ADA Complaints		
Year	No. of Complaints	No. of Complaints Resolved
2010	1	1
2011	1	1
2012	1	1
2013	4	4
2014	2	2
<b>Total</b>	<b>9</b>	<b>9</b>

#### **Future Goals for the ADA:**

- ❖ Continue working on curb ramp surveys.
- ❖ Finish drafting an ordinance to update the Personnel Policy with reasonable accommodation for employees.
- ❖ Continue to institute improvements pursuant to the ADA Transition Plan. In 2014, the ADA Improvement fund was omitted from the 2015 Budget. It is a requisite of the ADA to have an improvement fund and this will need to be reinstated in the 2016 Budget. The 2015 budget includes funding for ADA postage, supplies, gas and oil and advertising totaling \$700. It will be requested that this amount be converted to an ADA Improvement Fund under the 2016 budget.
- ❖ Seek grant funding for ADA improvements.
- ❖ Update accessible parallel parking spaces downtown.

### Code Enforcement

Code enforcement is a seasonable position held by Warren Hoobyar. Code enforcement is responsible for enforcement of the zoning violations under the following sections of the Town Code:

- §93: Health and Sanitation; Nuisances
- §94: Abandoned, Salvaged and Scrapped Vehicles
- §96: Animals
- §152: Planning and Zoning Regulations

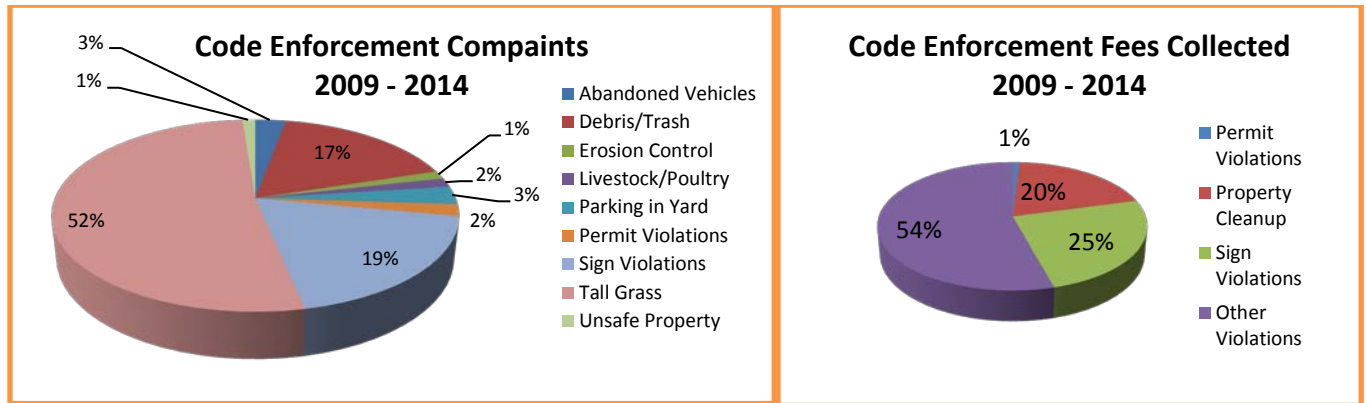
As outlined in the summary of Code Enforcement Complaints below, debris/trash, sign violations and tall grass have consistently accounted for a majority of the complaints received from 2009 to 2014.

<b>Code Enforcement Complaints</b>							
<b>Type of Violation</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Total</b>
<b>Abandoned Vehicles</b>	4	4	2	7	1	1	<b>19</b>
<b>Debris/Trash</b>	19	13	17	20	20	24	<b>113</b>
<b>Erosion Control</b>	4	0	0	0	2	3	<b>9</b>
<b>Livestock/Poultry</b>	0	2	0	3	0	5	<b>10</b>
<b>Parking in Yard</b>	3	0	1	3	1	12	<b>20</b>
<b>Permit Violations</b>	0	0	0	5	7	1	<b>13</b>
<b>Sign Violations</b>	26	41	17	15	6	18	<b>123</b>
<b>Tall Grass</b>	46	41	49	54	94	58	<b>342</b>
<b>Unsafe Property</b>	3	3	1	0	1	0	<b>8</b>
<b>Total</b>	<b>105</b>	<b>104</b>	<b>87</b>	<b>107</b>	<b>132</b>	<b>122</b>	<b>657</b>

In order to get resolution, it is sometimes necessary to institute fines and/or pursue other legal remedies. In the chart below is a summary of fines collected from 2009 to 2014. In 2010, Property Cleanup lists a fine of \$2,042.81 assessed against the former owner of the Cedar Bluff property as well as a court ordered fine of \$5,000 under Other Violations in 2011. In 2013, Other Violations consists of a fine of \$1,042.24 levied against Lenzy Hayes Mobile Home Park by the Town Council.

<b>Code Enforcement Fines (Collected)</b>							
<b>2009 – 2014</b>							
<b>Violation</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Total</b>
<b>Permit Violations</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	<b>\$100.00</b>
<b>Property Cleanup</b>	\$0.00	\$2,042.81	\$0.00	\$0.00	\$173.06	\$0.00	<b>\$2,215.87</b>
<b>Sign Violations</b>	\$0.00	\$275.00	\$650.00	\$975.00	\$500.00	\$375.00	<b>\$2,775.00</b>
<b>Other Violations</b>	\$0.00	\$0.00	\$5,000.00	\$0.00	\$1,042.24	\$0.00	<b>\$6,042.24</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$2,317.81</b>	<b>\$5,650.00</b>	<b>\$975.00</b>	<b>\$1,715.30</b>	<b>\$475.00</b>	<b>\$11,133.11</b>

Although, the greatest percentage of complaints were for tall grass, a majority of the fees collected were from other violations as mentioned above.



**Future Goals for Code Enforcement**

- ❖ Educate citizens on zoning compliance.

**Flood Abatement**

In 2014, two applications for Construction in a Floodway Permit were approved by the Department of Natural Resources to clean out certain portions of Jack’s Defeat Creek.



**Future Goals for Flood Abatement**

- ❖ Director of Planning to obtain Floodplain Administrator Certification.
- ❖ Complete an additional application for a Construction in the Floodway Permit to clean out an additional area of the creek from the Main Street bridge to McNeely Street.

**Heritage Trail**



At its August 11, 2014, meeting the Town Council voted to decline pursuing Indiana Department of Transportation and Metropolitan Planning Organization funding for Phase II. However, the Town reserved the right to go back for funding of Phase II at a later date. Town Council voted to build Phase I of the Heritage Trail with Town resources. It is anticipated the Trail will come to fruition in 2015.

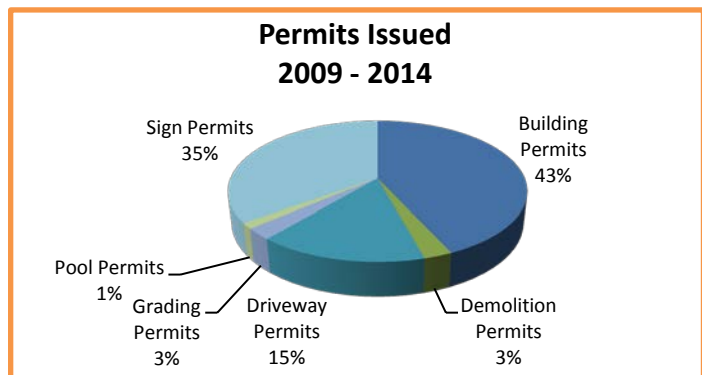
### Permits

The Planning Department is responsible for processing and/or issuing the following permits: building, demolition, driveway, grading, pool, right-of-way and sign.

The Town of Ellettsville contracts with Monroe County to process its building, demolition and pool permits. After the application has been received, Monroe County will forward the application to the Planning Department for approval. The application is then returned to Monroe County who will contact the applicant, collect the fees, conduct any inspections and issue Certificates of Occupancy, as needed. All other permits are issued by the Planning Department.

<b>Permits Issued</b>							
<b>2009-2014</b>							
<b>Description</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Total</b>
<b>Building Permits</b>	44	38	37	26	29	25	<b>199</b>
<b>Demolition Permits</b>	2	1	3	2	1	3	<b>12</b>
<b>Driveway Permits</b>	3	28	7	4	21	8	<b>71</b>
<b>Grading Permits</b>	1	2	2	3	1	3	<b>12</b>
<b>Pool Permits</b>	1	0	1	1	2	1	<b>6</b>
<b>Sign Permits</b>	16	37	26	29	23	30	<b>161</b>
<b>Total</b>	<b>67</b>	<b>106</b>	<b>76</b>	<b>65</b>	<b>77</b>	<b>70</b>	<b>461</b>

As illustrated in Permits Issued from 2009 to 2014, building permits account for 43% and sign permits account for 35% of the permits issued over six years.



In addition to issuing permits, the Planning Department receives revenue from the Board of Zoning Appeals, development plans, plat fees, PUD fees, rezone fees and other miscellaneous fees. In 2011, there was a substantial increase in building permits due to an addition and renovation of the Edgewood Junior High School. Building permits account for 58% of the revenue collected over a six year span (see chart on page 6).

Total Revenue							
2009-2014							
Description	2009	2010	2011	2012	2013	2014	Total
Board of Zoning Appeals	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	<b>\$300.00</b>
Building Permits	\$7,156.75	\$4,651.75	\$12,074.00	\$3,042.55	\$2,198.05	\$2,618.25	<b>\$31,741.35</b>
Demolition Permits	\$50.00	\$25.00	\$75.00	\$50.00	\$25.00	\$75.00	<b>\$300.00</b>
Development Plan Fees	\$375.00	\$250.00	\$300.00	\$150.00	\$0.00	\$0.00	<b>\$1,075.00</b>
Driveway Permits	\$5.00	\$650.00	\$175.00	\$100.00	\$525.00	\$200.00	<b>\$1,655.00</b>
Final Plat Fees	\$0.00	\$85.00	\$230.00	\$720.00	\$95.00	\$555.00	<b>\$1,685.00</b>
Grading Permits	\$382.00	\$600.00	\$700.00	\$700.00	\$100.00	\$1,100.00	<b>\$3,582.00</b>
Miscellaneous Fees	\$25.00	\$100.00	\$404.00	\$479.00	\$0.00	\$14.50	<b>\$1,022.50</b>
Pool Permits	\$25.00	\$0.00	\$25.00	\$25.00	\$50.00	\$25.00	<b>\$150.00</b>
Preliminary Plat Fees	\$0.00	\$225.00	\$725.00	\$1,475.00	\$0.00	\$700.00	<b>\$3,125.00</b>
PUD Fees	\$0.00	\$100.00	\$554.00	\$0.00	\$0.00	\$375.00 <sup>1</sup>	<b>\$1,029.00</b>
Rezone Fees	\$0.00	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00	<b>\$1,200.00</b>
Sign Permits	\$1,050.00	\$1,800.00	\$1,410.00	\$1,240.00	\$780.00	\$1,385.00	<b>\$7,665.00</b>
Subdivision Fees	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	<b>\$350.00</b>
<b>Total</b>	<b>\$9,068.75</b>	<b>\$8,886.75</b>	<b>\$17,072.00</b>	<b>\$8,731.55</b>	<b>\$3,773.05</b>	<b>\$7,047.75</b>	<b>\$54,579.85</b>

<sup>1</sup>The latter part of 2014 brought a new beginning for the former Cedar Bluff property on State Road 46. Rubicon Investments purchased the site for a Planned Urban Development (PUD) which will support a mix of retail, apartments and townhomes. The grading permit has been issued and construction on the apartments and townhomes is anticipated to begin in 2015.



### Future Goals for the Permit Process

- ❖ Update the web page for simple access to information and permit forms.

### Stormwater

Stormwater Complaints		
Year	No. of Complaints	No of Complaints Resolved
2009	0	0
2010	1	1
2011	1	1
2012	3	3
2013	2	2
2014	0	0
<b>Total</b>	<b>7</b>	<b>7</b>

There were not any stormwater complaints received in 2014. In prior years, the complaints consisted of drainage, erosion, standing water, stormwater drains blocked and debris in drainage ditch (see Figure 2).

### Future Goals for Stormwater

- ❖ Education outreach for area schools.
- ❖ Update website with educational materials.

## Census

In a 90 year comparison, from 1920 to 2010, the Town of Ellettsville has grown by 784.60% and 800.85% since 1900. The average growth rate since 1900 has been 25.43%. The population of the Town is expected to continue to grow steadily, but most likely less than the 25% average growth rate. To affectively prepare for this growth the Town will not only need to be progressive but sensible. This will be discussed in the Comprehensive Plan.

Census Comparison													
	1900	1910	1920	1930	1940	1950	1960	1970	1980	1990	2000	2010	Average +/-
<b>Population</b>	708	676	721	767	863	855	1,222	1,627	3,328	3,275	5,078	6,378	2,124.83
<b>Percentage +/-</b>		-4.52%	6.66%	6.38%	12.52%	-0.93%	42.92%	33.14%	104.55%	-1.59%	55.05%	25.60%	25.43%

## Future Goals and Message from Director

2015 is looking be an exciting year for the Ellettsville Planning Department. Since beginning as Director in January of 2015, there are a number of goals that have been set for the Department. Some of those are continuations from previous years and others are some new projects that will, hopefully, be accomplished this year, some of which are already underway. Here are some brief summaries of the goals that have been set for this year:

- ❖ *Revision of the Comprehensive Plan* – This is a continuation of previous years, and the hope that it will be finished this year, although, it most likely will not be until early 2016. The primary objectives for 2015 are to establish a solid framework for the revision and formulate and implement methods for public involvement.
- ❖ *Training for Plan Commission Members* – This goal should be included every year, as there is no such thing as too much training. The world of planning does change over time, as do laws that govern our processes and it is important to ensure that our Plan Commission members are up to date on the latest trends and laws. There are not a great deal of opportunities statewide for training, but the Planning Department will be researching various courses, webinars and other training prospects to put together a plan going forward for continual development. Additionally, it is also as important for the Planning Staff to stay up to date on training as well, and we will be pursuing continuing education opportunities as they come along.
- ❖ *Streamlining Office Procedures* – The primary thought for this goal is to create an environment which is citizen friendly and efficient. There are several primary components to this which include revising applications, reorganizing files so that those which are more often accessed are easier to find as well as removing unnecessary files, installing software to allow easier creation and storage of files and networking computers for easier access to electronic files.

- ❖ *Updating our Online Presence* - There are several projects underway that should make information easier to find online as well as creating applications that will be easy to fill out online. Currently we are reviewing and digitizing the current zoning map with the hope of having this included on the Monroe County GIS site.

There will be several other smaller projects that will also occur during the year, most likely mapping and/or stormwater related along with the standard day-to-day type planning that will increase in intensity as the outside temperatures rise. At this time, I do not see any major changes on the horizon for existing codes, and those will most likely happen, if at all, after the Comprehensive Plan has been completed. Overall, the focus for this year is to set a strong foundation for many years to come.