

Ellettsville

Department of Planning Services

Annual Report

2016

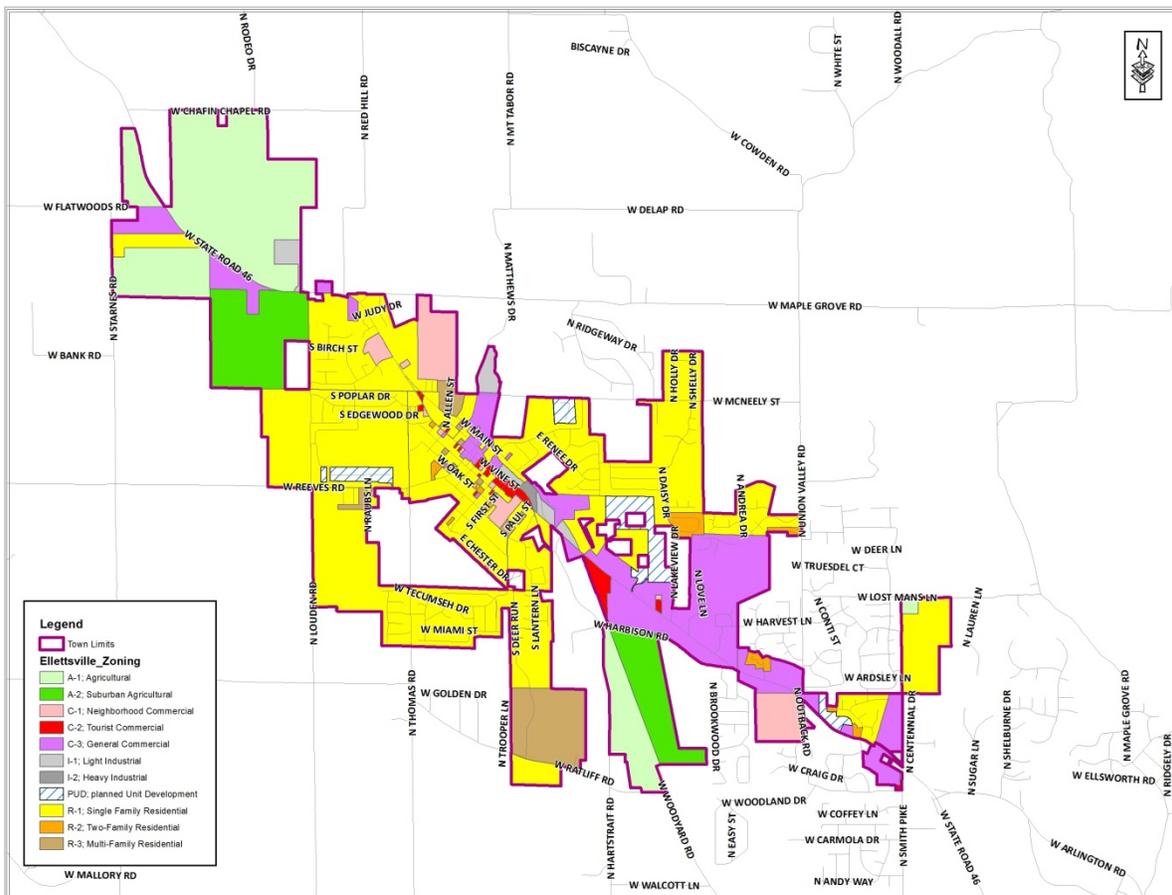


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2016 Department of Planning Services Staff

Director: Kevin Tolloty, AICP
Assistant Planner: Denise Line
Code Enforcement Officer: Warren Hoobyar

Purpose of the Annual Report

There are several reasons the Department of Planning Services Staff has taken the time to assemble an annual report.

1. This report contains statistics over the past five (5) years to provide real time decision making support for the Planning Department.
2. This report also contains information on the types and amount of work our department has undertaken over the past year and details on the more important projects.
3. Finally, this report looks at the ongoing and upcoming projects for our department and other department specific goals for 2017 and future years.

The Department of Planning Services Staff would like to thank you in advance for taking the time to read (or at least scan) through our report and hope that we are able to bring a deeper understanding of what we do and the direction we would like to go.

Duties of the Department of Planning Services

- ❖ Staff to Plan Commission
- ❖ Staff to Board of Zoning Appeals
- ❖ Enforcement of Town Codes
- ❖ Floodplain Administration
- ❖ Zoning Administration
- ❖ Review and issue building, driveway, sign, grading and other permits
- ❖ Enforcement of ADA/Title VI
- ❖ Staff to Bloomington - Monroe County Metropolitan Planning Organization
- ❖ Responds to zoning requests and other planning questions
- ❖ Grant Administration and preparation
- ❖ 2020 Census preparation
- ❖ Other duties as occur



Highlights of 2016

While there were no significant, individual events in 2016, there were many smaller activities that occurred over the course of the year which contributed to a positive year overall and indications are that the upcoming year will continue this trend. There was over \$7,000,000 in estimated added value from new construction and renovations over the past year, more than doubling the amount from 2015 (first year these figures were tracked), and also portends an upward swing in construction. Several new subdivisions were approved and several plat amendments were made to revive some inactive subdivisions which created a number of new residential lots expected to be built on over the next several years.

The year gone by also saw the long awaited opening of the Heritage Trail. The Trail marks the first phase of a trail system through the Town and will eventually connect to the Karst Farm Greenway. The Trail is also designed to give a boost to downtown businesses and has helped lead to the opening of the Heritage Trail Café and Coffee Roasters.

On the nonresidential side, in addition to the aforementioned Heritage Trail Café, there were several other new businesses that opened in 2016, including Urban Air, Board & Blade Catering, Hoosier Coffee Co. and Bender Lumber. This past year also saw the dedication of the new Hoosier Energy Solar Farm on the far west side of Ellettsville, which contains 4,104 solar panels producing on average 1.08 MW and can provide power for 150 homes.



Internally there were also a number of significant enhancements over the past year. Both the Director and Assistant Planner attended a number of grant administration courses and both have been certified as Conditional Grant Administrators, which allows for the administration of planning grants through the Office of Community and Rural Affairs (OCRA). There has also been ongoing reorganization of files and job duties to use our limited staff at its highest productivity.

Continuing education was also an important theme over the past year. The OKI (Ohio, Kentucky, Indiana) Regional Planning Conference held its biennial event in Indianapolis over two days in September with sessions on planning practice, planning law, sustainability and economic development. Department Staff also attended workshops on floodplain administration, sign and zoning regulations, code enforcement, ADA administration and Title VI administration.

Plan Commission

Members:

Terry Baker, President	(2015 - 2018)	Citizen Member (D)
Brian Mobley, Vice President	(2016 - 2019)	Elected Official
Sandra Hash, Secretary	(2016 - 2019)	Elected Official
Don Calvert	(2015 - 2018)	Citizen Member (R)
David Drake	(2016 - 2019)	Citizen Member (R)
Kevin Farris	(2015 - 2018)	Elected Official
Pat Wesolowski	(2016 - 2019)	Citizen Member (D)

In 2016, the following cases were heard by the Plan Commission:

Subdivisions:

Hidden Meadow Phase I, Plat Amendment	2 lots amended
Hidden Meadow Phase II, Plat Amendment	11 lots created
Autumn Ridge Phase VI, Plat Amendment	3 lots created
Hidden Meadow Phase III, Preliminary Plat	40 lots created
Union Valley Homestead Plat Amendment (lot split)	2 lots created
Greenbrier Meadows Phase III, Plat Amendment	5 lots amended
Gieselman Subdivision Plat Amendment	4 lots created

Total Lots Created:

60 Lots

Total Lots Amended:

7 Lots

Development Plans:

Quality Ventures 7477 W. Raymond Run	68 Unit Apartment Complex Not Approved, Under Appeal
Geiselman-Franklin Storage Buildings N. Starnes Road	Mini-Warehouse/Vehicle Storage Approved
Richland Township Trustees Office 416 S. Park Street	New Trustee Office & Food Pantry Approved

Annexations:

Richland Senior Housing Inc. 6151 N. Matthews Drive, Ellettsville 100% Voluntary Annexation	14.8 Acres Favorable Recommendation Approved by Town Council
Hoosier Energy REC 8636 W. Flatwoods Drive, Gosport 100% Voluntary Annexation	0.48 Acres Favorable Recommendation Approved by Town Council

Total Acreage Annexed: 15.28 Acres

Text Amendments:

Plan Commission Legislative Procedures	Approved by Plan Commission
Various Zoning and Subdivision Regulations	Favorable Recommendation Approved by Town Council

- § 152.001 – Definitions. Clarification of definition of accessory structure;
- § 152.067 – Accessory Structures. Addresses location and setbacks for accessory structures;
- § 152.082 – Permitted Uses, Unrestricted, Commercial Districts. Removes multi-family residential as a permitted use;
- § 152.084 – Uses Permitted by Special Exception, Commercial Districts. Adds multi-family residential as a special exception;
- § 152.127 – Development Plan Standards. Clarification of access points;
- § 152.190 – Minimum Yards (Setbacks). Addresses setbacks for accessory structures;
- § 152.296 – Special Exceptions. Adds multi-family residential and provides additional requirements for approval of multi-family residential projects;
- § 152.310 – Plan Commission, Establishment & Membership. Clarification of membership of Plan Commission;
- § 152.311 – Plan Commission, Citizen Members. Clarification of length of terms for Plan Commission members;
- § 153.074 – Extension of Streets. Clarification of access points for subdivisions.

Other Plan Commission Cases:

Electronic Changeable Copy Signs (3)

Circle K – 504 W. Temperance	Approved
Circle K – 4724 W. State Road 46	Approved
True Value – 4610 W. Richland Plaza Drive	Approved

Waiver of Subdivision Regulations

Centennial Park – Reduced number of required access points, limited to 40 lots - Approved

Board of Zoning Appeals

Terry Baker (2015 - 2018)
Fred Baugh (2014- 2017)
Todd Lare (2015 - 2018)
Pat Wesolowski (2016 - 2019)
Russ Ryle (2015 - 2016)

There are some new faces on the Board of Zoning Appeals to fill several vacant seats including that of longtime BZA member, Geraldine McIntyre, who passed away in 2015 (1932 – 2015).

In 2016, the following case was heard by the Board of Zoning Appeals:

BZA 2016-01, Use Variance

Richland Township Trustees Office
416 S. Park Street

Variance to allow a government
office in an R-1 Zone - Approved

Floodplain Administration

As described under Town Code, the Director of Planning Services also serves as the Floodplain Administrator for the Town of Ellettsville. Duties that fall under the scope of Floodplain Administrator include reviewing all building permits that fall within the regulatory floodway and/or floodway fringe, performing inspections to ensure that all of the aforementioned permits are in compliance with Town Code, enforcement of any violations occurring from development within a floodplain without a permit and serving as a central point for any floodplain related questions or concerns. In 2016 there was only one (1) building permit issued for a structure located within a floodplain.

To start off 2017, the Department of Natural Resources will be performing its five year audit of the Town's floodplain ordinances, procedures and record keeping.

2017-18 Goals for Floodplain Administration:

- ❖ Director of Planning Services working to become a Certified Floodplain Administrator
- ❖ Updating the current floodplain regulations to prevent/lessen future flooding
- ❖ Conducting further studies on becoming a part of the Community Rating System (CRS)
 - The CRS is a program of reducing flood insurance rates through meeting certain criteria
- ❖ Attending workshops on continuing education in floodplain management

Bloomington – Monroe County Metropolitan Planning Organization (BMCMPPO)

The BMCMPPO serves as the local governing agency that distributes federal and state money for local transportation projects. Director of Planning Services, Kevin Tolloty, serves as the staff liaison to both the BMCMPPO Policy Committee and Technical Advisory Committee. Assistant Planner Denise Line serves as the Employee of Responsible Charge (ERC) for all Town BMCMPPO projects, and also serves as the ADA and Title VI Coordinator in accordance with BMCMPPO requirements. The Town has not applied for any projects using BMCMPPO funds for several years, but will be considering several projects over the coming year that may be able to access this source of funding. BMCMPPO projects typically require a 20% local match (some projects require only 10% local match) and include road safety projects, trails and side paths, public transit, and other transportation related projects. The funding is competitive among Monroe County, Bloomington, Ellettsville, Bloomington Transit, Indiana University, Rural Transit and INDOT.

Americans with Disabilities Act (“ADA”)

According to the 2015 American Community Survey 5-Year Estimates, approximately 14.7% of the population of Ellettsville has some form of disability (Table 1). It should be noted that some individuals may have more than one (1) type of disability, therefore the total numbers in the table are higher than the number of individuals with a disability. As

Disability Type	Percent of Population	Number of Disabled
Ambulatory	9.7%	555
Vision	3.3%	189
Hearing	4.6%	264
Cognitive	5.7%	327

Table 1

the administration of the ADA is required by the BMCMPPO, the ADA budget is included in the Department of Planning Services budget. The ADA improvement fund was reinstated in 2016, which allows the Department of Planning Services to complete some smaller projects to bring the Town further into ADA compliance. Additional ADA improvements are planned for 2017.

In 2016, there were no ADA complaints. This can be attributed to businesses seeking guidance before building ADA compliant projects. Further, there were not any ADA complaints received against the Town. As part of the ongoing plan to further Town Compliance, an accessible parking space was added across from the post office on Sale Street and a second accessible parking space on will be added at the completion and occupation of the old Town Hall. Additionally, the Department of Planning Services has worked with several new businesses on accessible parking and entrances under the theory of education will prevent future complaints. It will be an ongoing project to locate individuals with disabilities and establish an emergency management contact list.

Additionally, ADA Coordinator Denise Line was elected Vice-President of the Indiana ADA Coordinator’s Association (IACA) and will serve as President of the IACA from 2018-2020. Ms. Line is currently pursuing her ADA Coordinator’s certification.

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.
- ❖ Seek grant funding for ADA improvements.
- ❖ Repair non-conforming sidewalks throughout Town.
- ❖ Working on compiling necessary tools and information for each office too respond to reasonable accommodation requests.



Title VI

The Indiana Department of Transportation (“INDOT”) also requires recipients of federal funds and public entities to have direct legal requirements that comply with Title VI of the Civil Rights Act of 1964. As Title VI goes hand-in-hand with the ADA, Denise Line also acts as the Title VI Coordinator, and has received training for the same.

Current Schedule for Title VI Compliance:

- ❖ INDOT requires a plan for completion of the Title VI Plan which was completed in 2016.
- ❖ Title VI requires sampling and we are in the process of establishing how to do this without causing offense.
- ❖ Work place plan for keeping workplace demographics but not individual applicants’ information.
- ❖ Establish a process for determining the impact of Town’s actions on a minority population.
- ❖ Prepare a complaint log.
- ❖ Work with Town Attorney about listing Title VI assurances in Town contracts.
- ❖ Establish a budget and/or plan for improvements.
- ❖ Town needs to establish a complaint process, either through an appointed an EEOC officer or through department supervisors.
- ❖ Working on compiling necessary tools and information for each office too respond to reasonable accommodation requests.

Zoning Administration

Zoning administration involves the review and enforcement of town ordinances. Enforcement activities are conducted year-round on a complaint driven basis. Additionally, violations are actively enforced through routine inspections from April through October while the department has seasonal, part-time code enforcement assistance. The Department of Planning Services is responsible for enforcement of violations under the following sections of Town Code:

- §93: Health & Sanitation Nuisances
- §94: Abandoned, Salvaged and Scrapped Vehicles
- §96: Animals
- §150: Building Regulations
- §152: Planning and Zoning Regulations
- §153: Subdivision Regulations

Over the past year, the highest percentage (44%) of complaints received was for tall grass, weeds and noxious vegetation, with significant percentages also for trash (19%) and signs (18%) (Table 1). The Street Department abated twenty-one (21) lots which were not remediated by the property owner at a total cost of \$2,025.75. An additional \$7,384.42 in fines was issued last year, however, the majority of those fines have yet to be collected.

Code Enforcement Complaints								
2012-2016								
Type of Violation	2012	2013	2014	2015	2016		Total	
					#	%	#	%
Vehicles	10	2	13	23	13	9.6%	61	9.4%
Debris/Trash	20	20	24	19	26	19.1%	109	16.9%
Erosion Control	0	2	3	2	1	0.7%	8	1.2%
Livestock/Poultry	3	0	5	2	1	0.7%	11	1.7%
Permit Violations	5	7	1	5	5	3.7%	23	3.6%
Sign Violations	15	6	18	16	25	18.4%	80	12.4%
Tall Grass	54	94	58	56	60	44.1%	322	49.8%
Other/Unclassified	0	1	0	26	4	2.9%	31	4.8%
Floodplain	n/a	n/a	n/a	0	1	0.7%	1	0.2%
Total	107	132	122	149	136		646	

Table 2

Code Enforcement Fines - 2016	
Permit Violations	\$0.00
Property Cleanup	\$196.42
Sign Violations	\$255.00
Other Violations	\$6,933.00
Total	\$7,384.42
*Fines have not yet been collected for property and other violations, sign violations have been collected.	

Table 3

Although the total amounts of fines issued for 2016 is rather significant (Table 2), the amounts are from a small fraction of the number complaints received. The Town has achieved over 95% compliance on zoning complaints (not including tall grass/weeds) over the past two years and proud that less than 5% of our complaints resulted in fines. The primary goals for 2017 are to continue with a high rate of compliance and to continually educate citizens on zoning regulations.

Permits & Revenue

The Department of Planning Services is also responsible for processing, reviewing and issuing building, demolition, driveway, grading, pool and sign permits. The Town of Ellettsville contracts with Monroe County to process its building, demolition and pool permits. After an application has been received, Monroe County will forward the permit to the Department of Planning Services to perform a zoning review of the permit. The permit is then returned to Monroe County who will contact the applicant, collect the fees, conduct any building inspections and issue Certificates of Occupancy, as needed. All other permits are directly processed, issued and inspected by the Department of Planning Services. Table 4a shows a breakdown of permits reviewed over the past five (5) years.

Permits Issued						
2012-2016						
Description	2012	2013	2014	2015	2016	Total
Building Permits	26	29	25	44	63	187
Demolition Permits	2	1	3	0	1	7
Driveway Permits	4	21	8	27	43	103
Grading Permits	3	1	3	1	1	9
Pool Permits	1	2	1	0	1	5
Sign Permits	29	23	30	32	60	174
Total Permits	65	77	70	104	169	485

Table 4a

In addition to issuing permits, the Department of Planning Services receives revenue for variances and special exceptions heard by the Board of Zoning Appeals and revenue from development plans, plats, rezones and other miscellaneous cases heard by the Plan Commission. On the next page is a chart showing how revenue has increased over the past two (2) years, most likely related to an increase in construction.

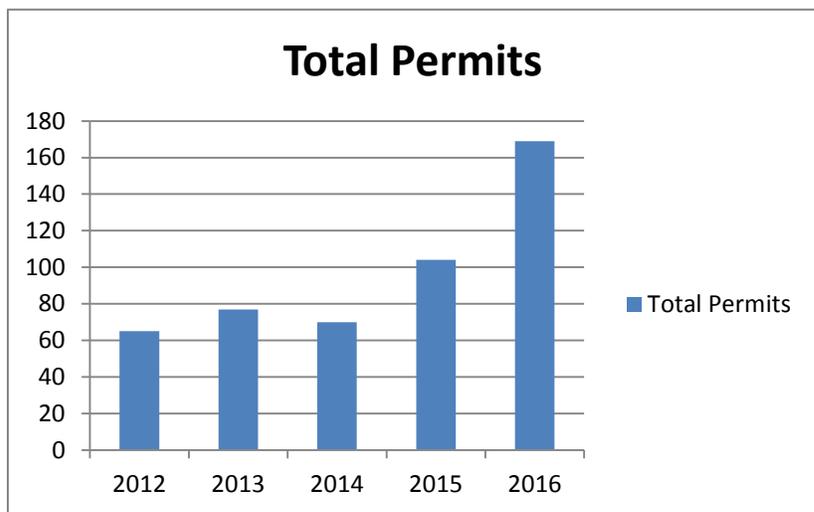
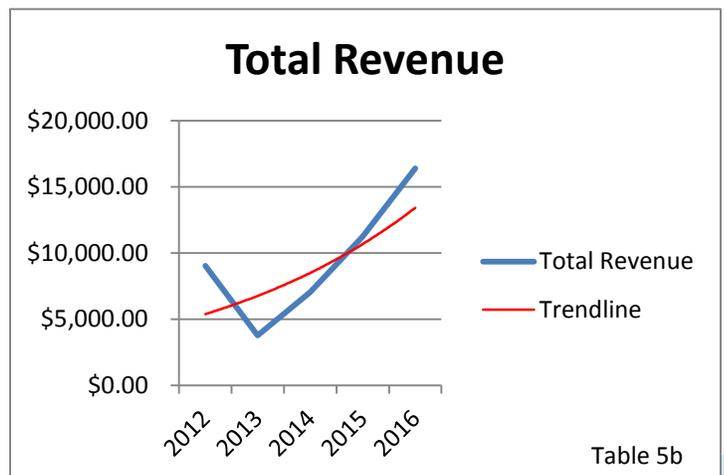


Table 4b

Total Revenue						
2012-2016						
Description	2012	2013	2014	2015	2016	Total
Permits						
Building Permits	\$3,042.55	\$2,198.05	\$2,618.25	\$7,588.60	\$9,109.35	\$31,741.35
Demolition Permits	\$50.00	\$25.00	\$75.00	\$0.00	\$97.00	\$300.00
Driveway Permits	\$100.00	\$525.00	\$200.00	\$675.00	\$1,075.00	\$1,655.00
Grading Permits	\$700.00	\$100.00	\$1,100.00	\$100.00	\$0.00	\$3,582.00
Pool Permits	\$25.00	\$50.00	\$25.00	\$0.00	\$25.00	\$150.00
Sign Permits	\$1,240.00	\$780.00	\$1,385.00	\$955.00	\$1,800.00	\$7,665.00
Permit Totals	\$5,157.55	\$3,678.05	\$5,403.25	\$9,318.60	\$12,106.35	\$45,093.35
Plan Commission						
Development Plan Fees	\$150.00	\$0.00	\$0.00	\$0.00	\$1,020.00	\$1,075.00
Final Plat Fees	\$1,070.00	\$95.00	\$555.00	\$615.00	\$880.00	\$1,685.00
Preliminary Plat Fees	\$1,475.00	\$0.00	\$700.00	\$900.00	\$1,625.00	\$3,125.00
PUD Fees	\$0.00	\$0.00	\$375.00	\$0.00	\$0.00	\$1,029.00
Rezone Fees	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Plan Commission Totals	\$3,095.00	\$95.00	\$1,630.00	\$1,515.00	\$3,525.00	\$8,114.00
Board of Zoning Appeals	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
Miscellaneous Fees	\$479.00	\$0.00	\$14.50	\$100.00	\$765.00	\$1,022.50
Total Revenue	\$9,031.55	\$3,773.05	\$7,047.75	\$11,233.60	\$16,396.35	\$47,482.30

Table 5a



2017 Outlook

There are currently several long term projects on the horizon for the upcoming year as well as many smaller projects, and countless other projects coming up along the way. There are several focus areas that, if not already, will become evident as the year progresses:

1. *Completion of the Comprehensive Plan update*

The Comprehensive Plan is the central planning document for the Town and will provide broad guidance for future development. The current plan is ten years old and in desperate need of an update. The goal is to have the new plan adopted by the end of summer.

2. *Enhanced enforcement of properties in poor condition*

The overall aesthetics of the Town are important to citizens and visitors alike, but are especially important in residential neighborhoods. While past enforcement has been primarily complaint driven, we will be making a push to be more proactive this year in identifying potential problem spots before they are beyond the point of easy remediation. Additionally, our department will be conducting research on minimum property standards and other related codes that could be updated as our current codes do not effectively cover some areas of home maintenance. A minimum amount of maintenance is necessary so as to preserve property values throughout a neighborhood and preventing properties from becoming blighted.

3. *Further modernization of the Department of Planning Services*

This has been an ongoing project to make the department more functional and more efficient. Over the past two years, all department computers have been connected through a central server, forms and applications have been updated and posted on our website and have centralized several databases for better tracking of information. We expect to continue the progress that has already been made by creating new centralized databases for even better access to past cases and for ease of contact with businesses and community leaders.

4. *Continuing updates of Zoning and Subdivision regulations*

A continuing review and updating of zoning and subdivision regulations is imperative to having an effective department. Currently we are updating our sign and floodplain regulations in accordance with state and federal guidelines and court decisions. Other sections will be evaluated in terms of their legality, effectiveness and consistency with other sections of Town Code.

5. *Continuing Education*

Continuing education through workshops, conferences, webinars and other opportunities are vital to Department Staff as well as Plan Commission and Board of Zoning Appeals members. These continuing education opportunities provide the latest information on planning and zoning laws, grants, and development trends which will allow our Town to perform at the highest level. There will be a number of opportunities throughout the year and all are encouraged to attend when possible.