

I.C. 36-7-4-312 requires the Executive Director, under the direction of the Area Plan Commission, to prepare and present to the Commission an Annual Report and an Annual Plan for the operation of the planning department. This Annual Report covers Commission and Staff activities for 2014 and anticipated activities for 2015.

Annual Report 2014

Area Plan Commission of St.
Joseph County, IN

Lawrence P. Magliozzi, Executive Director

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Prepared

January 2015

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I. PREFACE

This Annual Report provides information on the activities of the Area Plan Commission of St. Joseph County, IN and its staff and establishes the 2015 Work Program. All data is for 2014 unless otherwise noted.

The Commission meets the third Tuesday of the month to consider one or more of the following:

Plan Commission

- Forwards recommendations on zonings to the legislative bodies – favorable, unfavorable or no recommendation
- As a part of the Combined Hearing Procedure
 - Hears petitions for variances – approves, approves with modifications or denies
 - Forwards recommendations on special uses - favorable, unfavorable or no recommendation
- Hears appeals on subdivision plats – approves or denies
- Considers proposals for comprehensive plan amendments and text amendments
- Considers resolutions relative to redevelopment activities

Staff Functions

- Prepares all documentation necessary for monthly Plan Commission meetings
- Administers and coordinates the rezoning process
- Administers and coordinates the subdivision process
- Provides Staff comments to the Area Board of Zoning Appeals
- Proposes and prepares text amendments
- Proposes and prepares plan amendments
- Assists petitioners and the general public on land use issues
- Assists member jurisdictions as needed
- Serves on a variety of committees

Committees

- Executive Committee
 - Advises and counsels the Executive Director of the Commission in budget, personnel and other administrative matters; serve as the Site Plan Committee to determine appeals of Staff decisions on major changes to approved final site plans as required by the applicable zoning ordinances.
- Plat Committee
 - Approves/denies subdivision plats on behalf of the Commission

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II. COMMISSION AND STAFF

Contact Information

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Area Plan Commission Staff

Executive Director	John W. Byorni (<i>retired May 2014</i>)
Executive Director	Larry Magliozzi (<i>Appointed May 2014</i>)
Deputy Director	Angela Smith (<i>Promoted September 2014</i>)
Planner – Zoning	Christa Hill (<i>resigned October 2014</i>)
Planner – Subdivisions	Beverly Kingston
Planner – Vacant	
Office Manager	Jennifer Parcell
Commission Attorney	Mitch Heppenheimer

Member Jurisdictions

St. Joseph County
City of South Bend
Town of Lakeville
Town of New Carlisle
Town of North Liberty
Town of Osceola
Town of Roseland

Area Plan Commission

Dan Brewer	Mayor, City of South Bend
Oliver J. Davis	Common Council, City of South Bend
John DeLee	Mayor, City of South Bend
Adam DeVon	St. Joseph County Council
Robert Hawley	St. Joseph County Commissioners
Michelle Hektor	Council on Town Affairs, Town of Lakeville
Patrick Henthorn	Board of Public Works, South Bend
Karl King	Mayor, City of South Bend
John McNamara	St. Joseph County Surveyor
Gerry Phipps	Mayor, City of South Bend
Robert Schrock	Council, Town of Osceola
Phil Sutton	County Agricultural Extension Educator
Dr. Jerry Thacker	School Corporation Superintendents – <i>currently</i> PHM School District
Steve Vojtko	Council, Town of New Carlisle
Rich Warner	Council, Town of North Liberty

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III. ACTIVITY DATA

Summary of All Public Hearing Zoning Activity

Jurisdiction	2014	2013	2012	2011	2010	2009	2008
St. Joseph County	17	18	20	15	6	27	22
South Bend	16	10	18	3	15	25	8
Lakeville				2	1		1
New Carlisle	1	3		2	2	1	3
North Liberty	1	2		3	2		1
Osceola	3	1	3	1	3	1	2
Roseland			1	3	1	2	0
Totals	38	34	42	29	30	56	37
Text Amend. Sub-set	6	5	9	17	11	7	5

Zoning Petitions - 2014

Jurisdiction	Number	Favorable	Unfavorable	No Rec	Passed	Denied	W/D
St. Joseph County	16	13	1		14		0
South Bend	13	8	7		11	1	4
Lakeville							0
New Carlisle	1	1			1		0
North Liberty	1						0
Osceola	1	1			1		0
Roseland							0

Combined Public Hearings (sub-set of Zoning Petitions) - 2014

Jurisdiction	Number
St. Joseph County	4
South Bend	13
Lakeville	
New Carlisle	
North Liberty	
Osceola	
Roseland	

Combined Public Hearings consist of a rezoning plus a combination of either a variance or variances and/or a special use.

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III. ACTIVITY DATA (continued)

Text Amendments - 2014

Jurisdiction	Number
St. Joseph County	1
South Bend	3
Lakeville	
New Carlisle	
North Liberty	
Osceola	2
Roseland	

Land Use Plans - 2014

Three land-use plans were approved:

1. Morningside Land Use and Pedestrian Plan – prepared by the Commission staff, a mixed use neighborhood directly east of the University of Notre Dame campus with properties both in and out of the City of South Bend.
2. West Side Main Streets Plan – prepared under the direction of the Department of Community Investment, a revitalization strategy for the Western Avenue and Lincolnway Avenue corridors.
3. North Liberty Comprehensive Plan – prepared by DLZ, Inc., a new comprehensive plan for the Town.

Subdivision Processed - 2014

Jurisdiction	<i>Primary</i>	<i>Secondary</i>	<i>Minor</i>	<i>Replats</i>
St. Joseph County	1	3	29	7
South Bend		1	7	8
Lakeville				
New Carlisle				
North Liberty				
Osceola				
Roseland (does not have subdivision control ordinance)				

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III. ACTIVITY DATA (continued)

Street & Alley Vacations Reviewed - 2014

Jurisdiction	Number
St. Joseph County	3
South Bend	4
Lakeville	
New Carlisle	
North Liberty	
Osceola	
Roseland	

Area Board of Zoning Appeals Petitions Reviewed - 2014

Jurisdiction	Number	Variances	Special Exceptions
St. Joseph County	52	46	6
South Bend	66	56	10
Lakeville		1	
New Carlisle			
North Liberty			
Osceola			
Roseland			

Approved Budget & Income History

	2010	2011	2012	2013	2014	2015
Approved Budget	\$300,910	\$300,910	\$309,566	\$317,866	\$321,409	320,209
Zoning Income	\$9,175	\$12,150	\$17,760	\$16,075	\$22,860	
Subdivision Income	\$24,825	\$16,315	\$27,270	\$27,415	\$22,115	
Other Income	\$1,614	\$1,802	\$2,799	\$3,276	\$3,584	
Total	\$35,614	\$30,267	\$47,829	\$46,766	\$48,559	

The budgetary process for 2015 resulted in one of the three Planner positions having to remain vacant for 2015. Although still funded, the position cannot be filled unless approved by the County Commissioners. This will require the department to operate short-staffed for the foreseeable future. Our operating budget though remains at a sufficient level to conduct the business of the office.

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IV. ACCOMPLISHMENTS - 2014

Recurring Work Elements

- Administer zoning applications
- Administer subdivision plat applications
- Review Area Board of Zoning Appeals petitions
- Research and administer ordinance text changes
- Review street and alley vacation requests
- Participate in the Plan Review process
- Assist the public in a wide range of zoning and platting-related property issues
- Provide GIS-related assistance to the general public and government agencies
- Participation on the following:
 - Transportation Technical Advisory Committee (MACOG)
 - Drinking Water Protection Plan Technical Working Group (Health Dept.)
 - St. Joseph Regional Water & Sewer District
 - Economic Development Strategy (Chamber of Commerce)
 - Juday Creek Task Force (MACOG)
 - Brownfields Coalition (South Bend; St. Joseph County; Mishawaka)
 - Green Ribbon Commission (South Bend)

Other Key Work Elements Accomplished

- Adopted the Morningside Land Use and Pedestrian Plan, May 2014
- Assisted the Town of North Liberty in the review of the draft of their comprehensive plan. Plan to be adopted January 7, 2015
- Completed replacement Zoning and Subdivision ordinances for the Town of Osceola. Both ordinances adopted December 3, 2014, effective January 1, 2015
- Began a comprehensive effort to digitize zoning and subdivision files
- Began a comprehensive effort to digitize all historical aerial photography
- Began a comprehensive effort to digitize historical zoning maps
- In a collaborative effort with County agencies, the Department of Community Investment -City of South Bend and the Chamber of Commerce, the Project Advisory Team (PAT) was established. The PAT is designed to address large developments that require input from several departments and/or jurisdictions, and when the developer requires a better understanding of the multiple approval processes that may be required. The PAT provides a developer, site selector or professional consultant the preliminary information on a wide range of development standards and processes that would be required. The PAT will meet bi-monthly.
- Participated with the staff of The Department of Community Investment, City of South Bend in form-based code training sessions
- Began review of the PUD zoning district to determine improvements to the district

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IV. ACCOMPLISHMENTS – 2014 (Continued)

- Updated the Commission’s web page for easier access to information
- GIS-related activities:
 - Scanned historical aerial photography covering the entire County: 1966, 1972, 1982, & 1986
 - Converted existing shape files into Enterprise Geodatabases format for the revised County-wide web site to be introduced in 2015
 - Assisted Voters Registration in the Voting Centers study
 - participated with MACOG in a year-long effort to revise the public GIS interface

V. 2015 ANNUAL PLAN / WORK PROGRAM

The Staff anticipates no change to its continuing duties relative to the administration of the zoning and subdivision ordinances, and the assistance it lends to the general public and public agencies that are members of the Area Plan Commission. But there are some changes to the way that we provide those services that are of note:

- Establishment of the Project Advisory Team will allow reviewing agencies and project developers to meet prior to the submittal of a project to resolve development issues
- Launch of ArcGIS Online on the St. Joseph County web site
- Increased use of available technology within the Commission office
- Training for GIS users

2015 Work Program Initiatives:

- Text revisions to the PUD District for all jurisdictions
- In-depth review of the South Bend and St. Joseph County zoning ordinances to determine needed text changes
- Review of the overall development process
- Replacement zoning ordinance for the Town of North Liberty
- Replacement subdivision ordinance for the City of South Bend
- Review of the St. Joseph County subdivision ordinance to determine the viability of the 3-lot minimum for Minor Subdivisions
- Collaborate with Department of Community Investment, City of South Bend on Form-Based Code study
- Adopt a new, multi-year Fee Schedule
- Implement a number of GIS-related projects, including implementing new GIS software and data layers for the 911 Dispatch Center
- Participate in the Indiana Planning Association Fall Conference to be held in South Bend

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The fundamental goal of all zoning is to try and ensure that one owner's use of property does not have a significant detrimental impact on other owner's enjoyment of their property.
