

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 performed in 2016, and the Annual Plan / Work Program for 2017.

Annual Report 2016

Area Plan Commission of St.
Joseph County, IN

Lawrence P. Magliozzi, Executive Director

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Prepared

January 2017

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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 2017 Work Program. All data is for 2016 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 zoning petitions and text amendments to the legislative bodies
- As a part of the Combined Hearing Procedure
 - Hears petitions for variances – approves, approves with modifications or denies
 - Forwards recommendations on special (exception) uses
- Hears appeals on subdivision plats
- Considers proposals for comprehensive plan 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
- Verifies zoning of properties
- 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	Larry Magliozzi	Appointed May 2014
Deputy Director	Angela Smith	Position filed September 2014
Planner	Matthew Chappuies	January 2015 - June 2016
Planner	Bob Niezgodski	Hired July 2016
Planner	Keith Chapman	February 2016 - December 2016
GIS Technician	John Carlson	Hired January 1994
GIS Technician	Beverly Kingston	New Position - filled May 2016
Office Manager	Jennifer Parcell	Hired June 1993
Commission Attorney	Mitch Heppenheimer	

Member Jurisdictions

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

Area Plan Commission (as of 12/31/2016)

<u>Member</u>	<u>Appointed By:</u>
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
Karen Iovino	Council on Town Affairs, Town of Lakeville
Elizabeth Maradik	Board of Public Works, South Bend
Jordan Richardson	Mayor, City of South Bend
John McNamara	St. Joseph County Surveyor
Gerry Phipps	Mayor, City of South Bend
Debra Davis	Council, Town of Osceola
Phil Sutton	County Agricultural Extension Educator
Dr. Jerry Thacker	School Corporation Superintendents – currently PHM School District
Steve Vojtko	Council, Town of New Carlisle
Tom England	Council, Town of North Liberty

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III. ACTIVITY DATA

Summary of Public Hearing Agenda Activity

Jurisdiction	2016	2015	2014	2013	2012	2011	2010
St. Joseph County	10	10	17	18	20	15	6
<i>Text Amend. Sub-set</i>	1						
<i>Combined PH Sub-set</i>	7						
<i>Subdivision Appeals</i>	1						
South Bend	22	24	16	10	18	3	15
<i>Text Amend. Sub-set</i>	3						
<i>Combined PH Sub-set</i>	15						
Lakeville	1	3				2	1
New Carlisle	0		1	3		2	2
North Liberty	1	1	1	2		3	2
Osceola	0	1	3	1	3	1	3
<i>Text Amend. Sub-set</i>	2						
Roseland	0	1			1	3	1
Totals	34	40	38	34	42	29	30
<i>Text Amend. Sub-set</i>	6	9	6	5	9	17	11
<i>Subdivision Appeals</i>	1						

Map Amendment (Zoning) Petitions - 2016

Jurisdiction	Number	Favorable	Unfavorable	No Rec	Passed	Denied	W/D
St. Joseph County	9	8			8	0	1
South Bend	19	17		2	18	1	0
Lakeville	1	1			1		0
New Carlisle							0
North Liberty	1	1			1		0
Osceola							0
Roseland							0

Land Use Plans - 2016

No land-use plans were proposed.

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III. ACTIVITY DATA (continued)

Subdivisions Processed - 2016

Jurisdiction	<i>Major Primary</i>	<i>Secondary</i>	<i>Minor</i>	<i>Replats</i>
St. Joseph County	10	15	25	11
South Bend			6	7
Lakeville	1	2	1	
New Carlisle				
North Liberty			1	
Osceola				
Roseland (<i>does not have a subdivision control ordinance</i>)				

Street & Alley Vacations Reviewed

Jurisdiction	2016	2015	2014
St. Joseph County	2	1	3
South Bend	18	12	4
Lakeville			
New Carlisle			
North Liberty			
Osceola			
Roseland			

Area Board of Zoning Appeals Petitions Reviewed

Jurisdiction	2016	2015	2014	2013	2012
St. Joseph County	84	51	48	75	78
<i>Variances</i>	144	76	93	108	141
<i>Special Exceptions</i>	9	5	4	10	9
<i>Conditional Uses</i>				2	2
South Bend	64	62	54	47	60
<i>Variances</i>	112	106	109	100	93
<i>Special Exceptions</i>	10	4	9	8	16
<i>Conditional Uses</i>					1
Lakeville	1	1		1	
<i>Variances</i>	3	1		5	
New Carlisle				2	
<i>Variances</i>				2	
North Liberty	2			2	
<i>Variances</i>	2			3	
Osceola				1	6
<i>Variances</i>				1	5
<i>Special Exceptions</i>					3
Roseland	1	1		2	1
<i>Variances</i>	8			7	9
<i>Special Exceptions</i>		1		1	1

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IV. BUDGET AND INCOME

Budget & Income History

	2017	2016	2015	2014	2013	2012
Approved Budget	\$351,341	\$320,209	\$320,209	\$321,409	\$317,866	\$309,566
Personnel	\$342,800	\$311,608	\$311,608	\$311,608	\$305,498	\$297,198
Non-Personnel	\$8,541	\$8,601	\$8,601	\$10,032	\$12,368	\$12,368
Zoning Income		\$31,085	\$19,410	\$22,860	\$16,075	\$17,760
Subdivision Income		\$39,240	\$32,250	\$22,115	\$27,415	\$27,270
Other Income		\$ 1402.50	\$ 3,938	\$ 3,584	\$ 3,276	\$ 2,799
Total		\$71,727.50	\$55,598	\$48,559	\$46,766	\$47,829

The proposed Budget for 2017 required a 3% cut from the 2016 adopted Budget (\$10,688). A new GIS Technician position was created in the Spring of 2016, but one of the three Planner positions was lost. For 2017, the balance of the former Planner position salary was used to raise salary caps, and pay for two, part-time Intern positions.

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V. ACCOMPLISHMENTS - 2016

Recurring Work Elements

- Administer zoning applications
- Administer subdivision plat applications
- Administer the Project Advisory Team
- 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)
 - St. Joseph Regional Water & Sewer District
 - Economic Development Professional Network (Chamber of Commerce)
 - Juday Creek Task Force (MACOG)
 - Brownfields Coalition (South Bend; St. Joseph County; Mishawaka)
 - Active Transportation Plan Committee (MACOG)
 - Cobus Creek Steering Committee (MACOG)
 - Shirley Heinze Land Trust Advisory Committee

Other Key Work Elements

- Assisted the Town of Lakeville in drafting a new zoning ordinance
- Continued to work on a revised subdivision ordinance for the County
- Participated in discussions on the feasibility of code enforcement for the County
- Streamlined the filing procedure for zoning petitions by assuming responsibility for drafting the Ordinance document.
- Digitized all Final Site Development Plans.
- Continued to digitize past subdivision and zoning files.

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VI. ACCOMPLISHMENTS – 2016 (Continued)

GIS-Related Activities

- Added 10 new map layouts for ArcGIS online (Quick Access Maps) website:
 - Certificate Sale 3/115-3/20
 - Contours Topo
 - Historic Properties
 - New Carlisle Economic Development Area
 - Sanborn Maps
 - SJC Development Areas
 - Special Design Boundaries
 - Subdivision Boundaries
 - Walkerton Zoning
 - Wetlands.
- Expanded the usage of the Pictometry website by adding more Department layouts and users. There are currently 34 Department layouts, 265 users, and 119 GIS layers loaded onto the site.
- Created a Torch Relay layer and multiple maps for the Indiana Bicentennial.
- Worked with the EMA in creating multiple layers, maps, and layout for the Quick Access Maps Website for the Flooding disaster that happened in August.
- Continue training for Departments throughout the County on the Pictometry website, ArcGIS online (Quick Access Maps) website, GIS website, ArcReader application, and the ArcMap application. Also did training for a group of 30 Appraisers at the Housing Authority office.
- Updated all of the mapping layouts for the 2016 Precinct boundary changes.
- 911 Dispatch
 - Created the following new layers: Fire Districts, Sub Fire Districts, Police Districts, Police Sub Districts, EMS Districts, EMS Sub Districts, Quint Truck Districts, Bridges and Overpasses and 36 layers to the dispatcher's map layouts.
 - Started work on the new data needed to be gathered and created, then added to the centerline file for the dispatch CAD system which are: Travel Times for Streets, One Way Streets, Speed Limits, Alleys, Weight Restrictions per streets, Height Restrictions for underpasses, Long Driveways
 - Worked extensively on the matching of Addresses to the Street Centerline. In working with the matching, we added over 10,000 new addresses for apartments, condominiums, and duplexes.

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V. 2017 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. Staff continually reviews the way it conducts business, and implements changes when necessary.

2017 Work Program Initiatives:

- Complete and adopt a new Zoning and Subdivision ordinance for the Town of Lakeville
- Begin working on a replacement Zoning ordinance for the Town of North Liberty
- Replacement of the St. Joseph County Subdivision ordinance
- Digitize all Written Commitment Documents
- Continue integration of electronic files with County GIS system
- Develop a new Fee Schedule for 2018
- Participate in the 2020 Census Local Update of Census Addresses Operation (LUCA)
- Assist the new Executive Director for St. Joseph County Economic Development in a wide variety of economic development efforts throughout the County:
 - Master land use and annexation plan for industrial area east of New Carlisle
 - Toll Road corridor plan
 - County trail projects
 - Developers handbook

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.
