



AREA PLAN COMMISSION OF ST. JOSEPH COUNTY, IN

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PRESS RELEASE

FOR IMMEDIATE RELEASE

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Transition of Administrative Responsibilities of the Area Board of Zoning Appeals and duties of the Zoning Administrator from the St. Joseph County/South Bend Building Department to the Area Plan Commission

The St. Joseph County/South Bend Building Department and the Area Plan Commission are pleased to announce the consolidation of all the administrative land use planning functions under one agency – the Area Plan Commission. This includes the administrative functions of the Area Board of Zoning Appeals (ABZA) and the duties and responsibilities of the Zoning Administrator.

The Area Plan Commission was formed in 1965, and since that time has been responsible for the administration of the rezoning and subdivision process, land use planning, and text changes to the zoning ordinances of its seven member jurisdictions. The day-to-day functions of the ABZA have been administered by the Building Department. In addition, the Building Commissioner is the designated Zoning Administrator for St. Joseph County and the City of South Bend.

The staff of the Area Plan Commission will assume the duties of the Zoning Administrator for the City of South Bend and the unincorporated areas of St. Joseph County on January 1, 2018. These duties include the interpretation and enforcement of the zoning ordinances. Staff will assume the administrative duties of the ABZA on the first filing deadline of 2018 – January 19, 2018.

The remaining five member jurisdictions of the Area Plan Commission – the Towns of New Carlisle, Roseland, Osceola, North Liberty and Lakeville will continue to use the planning and administrative functions of the Commission, but will retain their respective Zoning Administrators.

Please see the attached document titled [Transition: Consolidation of Services Board of Zoning Appeals and Zoning Administrator](#) for additional information.

The Building Department will continue to administer building permits and inspections. The Building Commissioner will also continue as the Floodplain Administrator.

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Transition: Consolidation of Services

Board of Zoning Appeals and Zoning Administrator

Goal

The goal of the re-alignment effort is to consolidate all aspects of zoning administrative functions under one department. Consolidation will occur under the Area Plan Commission. The Directors of the Area Plan Commission and the Building Department are in full support of the consolidation.

Administrative Functions

The consolidation of all land use and zoning-related administrative functions will eliminate duplication of services that are currently split between two departments at two different locations. All aspects of zoning-related activities would be within one organization, enhancing planning-related functions to the public and development community.

	<u>Current</u>			<u>Consolidated - 2018</u>	
	<i>APC</i>	<i>Bldg. Dept.</i>	<i>Petitioner</i>	<i>APC</i>	<i>Bldg. Dept.</i>
ABZA Administrator	X			X	
ABZA Review	X	X		X	
ABZA Staff Reports	X			X	
ABZA Legal Ad			X	X	
ABZA Property Owner Notices			X	X	

Rezoning	X			X	
Subdivisions	X			X	

Zoning Administrator		X		X	
Zoning Map Confirmation	X			X	
Zoning Use Confirmation		X		X	
Zoning Interpretations-Final		X		X	
Zoning Violations/Enforcement		X		X	
Floodplain Administrator		X			X

Land Use Planning

Land use planning (comprehensive and neighborhood plans, annexations, land use policy, etc.) will remain with the member jurisdictions of the Area Plan Commission. The APC and its staff will continue to provide support to those activities, as needed.

Public Burden

The public will benefit by being able to resolve all administrative zoning issues from a single department. The Area Plan Commission will assume notification responsibilities, such as legal ads and property owner notifications, relieving the burden to the public.