

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 2015, and the Annual Plan for 2016.

Annual Report 2015

Area Plan Commission of St.
Joseph County, IN

Lawrence P. Magliozzi, Executive Director

Annual Report 2015

Table of Contents

	Page
I. Preface.....	2
II. Commission and Staff.....	3
III. Activity Data.....	4
IV. Accomplishments - 2015	7
V. Annual Plan / Work Program - 2016	9

Prepared

January 2016

Annual Report 2015

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 2016 Work Program. All data is for 2015 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
- Verifies zoning
- 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

Annual Report 2015

II. COMMISSION AND STAFF

Contact Information

227 W. Jefferson Boulevard
Suite 1140 County-City Building
South Bend, IN 46601

Phone: 574-235-9571 Fax: 574-235-9813 Web: www.stjosephcountyindiana.com

Area Plan Commission Staff

Executive Director	Larry Magliozzi (<i>Appointed May 2014</i>)
Deputy Director	Angela Smith
Planner	Matthew Chappuis (<i>hired January 28, 2015</i>)
Planner/GIS	Beverly Kingston
Planner	Keith Chapman (<i>starts January 25, 2016</i>)
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 (as of 12/31/2015)

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
Ted Penn	Council on Town Affairs, Town of Lakeville
Elizabeth Maradik	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
Tom England	Council, Town of North Liberty

Annual Report 2015

III. ACTIVITY DATA

Summary of All Public Hearing Agenda Activity

Jurisdiction	2015	2014	2013	2012	2011	2010	2009
St. Joseph County	10	17	18	20	15	6	27
South Bend	24	16	10	18	3	15	25
Lakeville	3				2	1	
New Carlisle		1	3		2	2	1
North Liberty	1	1	2		3	2	
Osceola	1	3	1	3	1	3	1
Roseland	1			1	3	1	2
Totals	40	38	34	42	29	30	56
Text Amend. Sub-set	9	6	5	9	17	11	7
Subdivision Appeals							

Map Amendment (Zoning) Petitions - 2015

Jurisdiction	Number	Favorable	Unfavorable	No Rec	Passed	Denied	W/D
St. Joseph County	8	7	1		6	1	0
					<i>1 Pending before Council</i>		
South Bend	21	19			18		2
					<i>1 Pending before Council</i>		
Lakeville	2	2					0
New Carlisle							0
North Liberty							0
Osceola							0
Roseland							0

Combined Public Hearings - 2015

Jurisdiction	Number
St. Joseph County	3
South Bend	12
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.

Annual Report 2015

III. ACTIVITY DATA (continued)

Text Amendments - 2015

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

Land Use Plans - 2015

There were no land-use plans that were approved.

Subdivision Processed - 2015

Jurisdiction	<i>Major Primary</i>	<i>Secondary</i>	<i>Minor</i>	<i>Replats</i>
St. Joseph County	7	4	32	12
South Bend		1	13	13
Lakeville			1	1
New Carlisle				
North Liberty			1	
Osceola			1	1

Roseland (does not have a subdivision control ordinance)

Annual Report 2015

III. ACTIVITY DATA (continued)

Street & Alley Vacations Reviewed - 2015

Jurisdiction	Number
St. Joseph County	1
South Bend	12
Lakeville	
New Carlisle	
North Liberty	
Osceola	
Roseland	

Area Board of Zoning Appeals Petitions Reviewed - 2015

Jurisdiction	Number	Variances	Special Exceptions
St. Joseph County	50	46	4
South Bend	57	53	4
Lakeville	1	1	
New Carlisle	1	1	
North Liberty			
Osceola	1	1	
Roseland	1		1

NOTE: Most Petitions will have several variance requests. Special Exceptions may also include one or more variance requests.

Budget & Income History

	2016	2015	2014	2013	2012	2011
Approved Budget	\$320,209	\$320,209	\$321,409	\$317,866	\$309,566	\$300,910
Personnel	\$311,608	\$311,608	\$311,608	\$305,498	\$297,198	\$288,542
Non-Personnel	\$4,113	\$4,113	\$5,101	\$7,668	\$12,368	\$12,368
Zoning Income		\$19,410	\$22,860	\$16,075	\$17,760	\$12,150
Subdivision Income		\$32,250	\$22,115	\$27,415	\$27,270	\$16,315
Other Income		\$3,938	\$3,584	\$3,276	\$2,799	\$1,802
Total		\$55,598	\$48,559	\$46,766	\$47,829	\$30,267

The budgetary process for 2015 resulted in one of the three Planner positions having to remain vacant for 2015. The third planner position will be filled in January of 2016. Our operating budget (non-personnel) is at a sufficient level to conduct the business of the office.

Annual Report 2015

IV. ACCOMPLISHMENTS - 2015

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)
 - 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)
 - Active Transportation Plan Committee (MACOG)
 - Cobus Creek Steering Committee (MACOG)

Other Key Work Elements

- Established Zoning Cmt. with the Town of Lakeville on a new Zoning & Subdivision ordinance
- Completed replacement Floodplain ordinances for all jurisdictions
- Completed a comprehensive effort to digitize all historical aerial photography
- Completed a comprehensive effort to digitize historical zoning maps
- Completed revisions and adoption of the Northeast Neighborhood Development Area Overlay Zoning District (renamed to Northeast Neighborhood Zoning Overlay District)
- Completed revisions and adoption of the PUD Districts for St. Joseph County and the City of South Bend
- Adopted a new Fee Schedule for 2016 and 2017
- Initiated the Project Advisory Team (PAT). 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 meets bi-monthly. Eight (8) projects were submitted.
- Streamlined and consolidated all rezoning application forms.

Annual Report 2015

IV. ACCOMPLISHMENTS – 2015 (Continued)

GIS-Related Activities

- Launched the ArcGIS online (Quick Access Maps) website:

There are currently 25 maps layouts on the website that can be accessed by computer or any mobile device. The layouts are: Abatements, Annexations, Building Permits, Cites and Towns, Civil Townships, Commissioners, Council, Ditch/Tile/Watershed, Emergency Sirens, Flood Maps, Highway Garage Districts, Libraries, Police and Fire Locations, Polling Locations, Precincts, Soil Type Boundaries, Survey, Tax Districts, Tax Sale 091715, Taxing Neighborhood, Tif Districts, Vacated Streets and Alleys, Zip Code Boundaries, Zoning.

- Expanded the Pictometry website by adding more department layouts and users:

There are currently 20 department layouts, 228 users, and 82 GIS layers loaded onto the site.

- Launched the new GIS website with more user friendly functionality, tools, and export options:

There are 56 GIS layers and 7 different years of Aerial Photography.

- Started training for the Pictometry website, ArcGIS online (Quick Access Maps) website, GIS website, ArcReader application, and the ArcMap application for departments and public users.

Trained 112 people, 16 departments, and 3 Survey companies.

- Created a map layout on ArcGIS online and maintaining GIS layers for MetroNet.

There are 24 GIS layers used for the MetroNet layout.

Miscellaneous

St. Joseph County took a major step in the County's economic development efforts by hiring an Economic Development Director. The Area Plan Commission office was reorganized to provide space for the new position. The Area Plan Commission and staff, along with the GIS Department, will be closely involved as the County's economic development efforts gain momentum. The Area Plan Commission will be updated throughout 2016 as we all integrate our efforts.

The Area Plan Commission staff was also permitted to fill a Planner position that has been vacant for the past several years.

Annual Report 2015

V. 2016 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.

2016 Work Program Initiatives:

- In-depth review of the South Bend and St. Joseph County zoning ordinances to determine needed text changes
- Complete and adopt a new Zoning and Subdivision ordinance for the Town of Lakeville
- Complete changes to the filing process for zonings
- Begin working on a replacement Zoning ordinance for the Town of North Liberty
- Begin working on a replacement subdivision ordinance for the City of South Bend
- Replacement of the St. Joseph County Subdivision ordinance
- Digitize all Final Site Development plans
- Digitize all Written Commitment Documents
- Continue integration of electronic files with County GIS system
- 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.
