

Planning and Building Department

61 North Green Street
Brownsburg, IN. 46112

1st Quarter Report

Respectfully Submitted February 1, 2012 by:
Todd A. Barker, AICP, Director

Summary

The Planning and Building Department continues its daily responsibilities of issuing permits, completing inspections, reviewing development proposals, and variance related cases. Overall case load and permits have been down compared to recent years, however, the Department continues to improve efficiencies for all processes and procedures. The Department is currently working towards the completion of the Comprehensive Plan, reviewing the proposed Zoning regulations, as well as updating software and GIS capabilities to improve the information desired by the general public and development community.

Current Projects and Goals

■ Planning

- Comprehensive Plan
 - ◆ Steering Committee meeting scheduled for February 22, 2012 at 6:00 PM
 - Draft plan will be made public shortly after the Steering Committee meeting
 - ◆ Estimated timeline for remaining items:
 - Comprehensive Plan Open House – early March 2012
 - Comprehensive Plan Presentation – late March 2012
 - Comprehensive Plan Public Hearing – late April 2012
 - Comprehensive Plan Final Adoption by Town Council – mid June 2012
- APC & BZA Year-in-Review
 - ◆ For the first time we are conducting a Year-in-Review meeting for both the Plan Commission and Board of Zoning Appeals. The purpose of these inaugural meetings is :
 - to help answer any questions regarding case processes;
 - to establish an annual process of reviewing practices and procedures;
 - to ensure that information is being disseminated to each body in ways the members are able to understand;

- to determine if there are any staff recommendations for changes to ordinances or procedures;
 - to determine any items that should be a focus for the annual APC/BZA training
- ◆ Upon adopting the new Comprehensive Plan another function of these meetings will be:
 - to review cases for consistency with the Comprehensive Plan;
 - to establish direction for annual implementation steps of the Comprehensive Plan;
 - to analyze the Comprehensive Plan to determine if updates are necessary
- APC & BZA Training
 - ◆ The department is coordinating with Kroger, Gardis & Regas to establish ongoing training procedures for both the APC & BZA. This training will focus on Board and Commission ethics/conduct, Indiana Statutory Requirements/Procedures, Town of Brownsburg Zoning and Subdivision Control Ordinance Requirements/Procedures, and a review of the Rules of Procedure of each respective body.
- GIS
 - ◆ Centerlines – Updating and correcting road centerlines as well as adding new centerlines with address ranges for newly completed roads to our street network. Maintaining a solid centerline framework allows the Town to track the number of, and total mileage of streets within the Town as well as manage information such as pavement condition, street repairs, and resurfacing/maintenance work records. All this information can then be utilized as part of our ongoing Capital Improvements Program to identify streets which are in need of immediate repair or replacement, and those which need only minor maintenance or repair- based on historical data.
 - ◆ Address Points – Maintaining and adding address points for existing and new buildings, suites, etc. for efficient use by E-911 and utility operators as well as maintaining property and land management records. Address Point maintenance is also critical to ensure complete and accurate submittals to the US Census Bureau for LUCA (Local Update of Census Addresses), which is required by federal statute prior to each decennial census.
 - ◆ GPS/Mapping –There are many subdivisions in Town which were built after the utility mapping was completed in 2005/2006 which leaves us with a considerable amount of missing information. As part of our continued effort to manage and update our GIS information we will be in the field collecting this information for our system. Information such as:
 - Watermain size, type, material, install date, and location;
 - Water meter locations, type and install date;
 - Hydrant and valve maintenance information, location and size;
 - Manhole depth, installer, and diameter;
 - Sewer main size, depth, location, etc.

- Annexations
 - ◆ The department is reviewing possible annexation scenarios for Town Administration.
- EnerGov software upgrade
 - ◆ The department is in the middle of a software upgrade for our land management/permitting/inspection system. This upgrade is transitioning to a new web-browser based platform that will allow the department to continue to improve efficiency and effectiveness in project reviews, issuing permits, and timely inspections. This upgrade will also enhance integration with the Town GIS.
- Departmental Standard Operating Procedures (SOP's)
 - ◆ The Planning & Building Department has the responsibility for a wide range of tasks. As a result, one of the departments goals over that last three or four years has been to increase the cross-training of staff to ensure coverage if a primary staff member is absent. In an effort to enhance that cross-training we are working to develop a comprehensive set of Standard Operating Procedures that can be utilized for both training and reference purposes. This is an ongoing task.
- Traffic Signal Preemption Project
 - ◆ In 2011 the Town was made aware of a funding source through the Indianapolis Metropolitan Planning Organization (MPO) called Highway Safety Improvement Program (HSIP) that would provide Federal funds for various highway safety projects. One qualifying project was Traffic Signal Preemption, which is a set of devices that will provide green lights to emergency response vehicles during an active run. This reduces response times and decreases the likelihood of emergency response vehicle accidents at signalized intersections. The Town received a 90% Federal, 10% Local funds grant to complete Preemption on thirteen (13) traffic signals in Town and sixty (60) emergency vehicles. We expect to sign the design contract in February of 2012 and complete the construction in late 2012 or early 2013.
- ADA Transition Plan
 - ◆ For a local public agency to receive federal monies, through the Federal Highway Administration or any other federal agency, an ADA Transition Plan must be in place or under development. Agencies are required to develop a Program Access Plan, which can be called a Transition Plan, to address any deficiencies. The Plan is intended to achieve the following:
 - identify physical obstacles that limit the accessibility of facilities to individuals with disabilities;
 - describe the methods to be used to make the facilities accessible;
 - provide a schedule for making the access modifications; and
 - identify the public officials responsible for implementation of the Transition Plan.
 - ◆ There have been three (3) milestones established to track a community's progress; we are working to complete milestone 1 by mid-March 2012.

■ Building

- I.C.C. Property Maintenance Code
 - ◆ This is an International Property Maintenance Code and if adopted it would help the enforcement of Property Maintenance such as painting, grass, fences, out buildings, etc. These are items that are not covered by the building codes after a home's construction has been completed; ensuring compliance would improve the public image of the community.
- Contactor listing requirements:
 - ◆ Requiring all contractors to be listed with the Planning and Building Department would provide us needed information about the contractors working in town, such as proof of insurance, proof of workman's compensation, and contact information that will help protect property owners and tenants.

■ Stormwater

- Preparing for the state IDEM Audit of our Stormwater Management Program, mainly focusing on our Illicit Discharge Detection and Elimination Program. This will include but not limited to review of our ordinances, outfall and storm system mapping, outfall screening, public reporting of incidents, investigation and follow up of these reports, and our spill response. The state coordinator has indicated these audits will begin in 2012 as early as March but a definite schedule has not been established.
- Continuing our partnership with the Hendricks County Partnership for Water Quality. This partnership includes Hendricks County, Town of Brownsburg, Town of Avon, Town of Plainfield, Town of Danville, Town of Pittsboro, Hendricks County Soil and Water Conservation District, Hendricks County Solid Waste Management District, and the Hendricks County Parks Department. The partnership shares cost and manpower needs to meet the public education and public involvement requirements of the Phase II Stormwater Permit.
- Reviewing our Stormwater Ordinances, mainly our Stormwater Utility for the possibility of restructuring.
- April 14, 2012
 - ◆ Recycle Day- Brownsburg is hosting;
 - ◆ County-wide Cleanup- Partnership for Water Quality and Brownsburg;
 - ◆ Water Quality Demonstration- Brownsburg is hosting;
 - ◆ Tox-Away Day- Hendricks County Solid Waste Management District is hosting, Brownsburg is promoting
- Conducted tours/inspections/reviews of the Facilities Stormwater Pollution Prevention Plans
 - ◆ Currently revising and updating the Town facilities' Storm Water Pollution Prevention Plans which are a requirement of our Phase II Stormwater Permit.

- Continue the Stormwater Hotline (phone) and Report-a-Polluter (web) for anyone to report spills or dumping activities.
 - ◆ Continue to investigate and track all reports.
- Continue “Report Drainage Problems” via the website for residents to report drainage problems
 - ◆ Continue to investigate and track all reports
- Creating a quarterly e-newsletter on various Stormwater quality topics
- Updated the Stormwater webpage to include Q&A answers regarding the Stormwater Utility
- Working with Lucas Oil Raceway to establish a Stormwater educational program
- Continue working with the local schools on their Stormwater educational programs
- Continue to perform reviews, inspections and reporting of construction sites, which is a requirement of our state Stormwater Phase II permit
- Continue inspections, maintenance, and record keeping of post-construction Stormwater best management practices.

Future Projects and Goals

■ Planning

- Zoning Ordinance
 - ◆ Estimated timeline:
 - March - Begin holding public comment meetings once Steering Committee has made comments on the Comprehensive Plan
 - May 2012 - Receive direction from APC & TC on Zoning Map
 - June 2012 (mid) - Public comment period ends
 - June 2012 (end) - Receive direction from APC & TC regarding public comments on text amendments
 - July 2012 - Public Hearing at APC on Zoning Ordinance & Map
 - September 2012 (mid) - Estimated final reading by TC
 - January 1, 2013 – Estimated Effective Date
- Business License Ordinance
 - ◆ Staff would like to develop a business license ordinance that would establish rules that would require all businesses to obtain a license from the Town to operate a business within Town.
 - Ensure that all businesses prior to opening receive a life safety inspection by the Building Department and Fire Territory;

- Develop a comprehensive contact list for businesses in Town;
 - Assist the Town in providing development related information;
 - Assist the Town disseminate specific business related information;
 - Assist the Town track employment numbers;
 - Assist the Town in future market analysis by having a comprehensive list of the numbers and types of businesses located in Town;
 - Enable the Town to prohibit businesses that create public nuisances;
 - Help to eliminate businesses locating in locations that are not property zoned
- APC & BZA Process/Procedures Overview – a summary for the community:
 - ◆ There are many misconceptions regarding the functions of the BZA and APC. Staff would like to develop an annual community outreach program that helps to educate the community on the processes and procedures that both bodies must follow.
- GIS
 - ◆ Utility Office Integration – It is our desire to help the Utility Office become more efficient in the processing of, and responding to complaints, work-orders, service connections and shut-offs by integrating the GIS into their Frey CUBIC software, thereby allowing the Utility Office to spatially (visually) see vital information on a map platform. Information including, but not limited to:
 - Delinquent customers;
 - High service users;
 - Average volume, pressure and water quality statistics;
 - Customers shut-off for non-payment;
 - Abnormally high utility bills
 - ◆ Hydrology – Adding this layer (from USGS) will allow us to accurately map and record information about the Storm Sewer Outfalls which the Town is directly responsible for maintaining.
 - ◆ County-wide GIS Partnership – It has been discussed among several local GIS professionals that the County and its communities could benefit from a partnership among each entity, allowing for cost-sharing, project coordination, as well as training and data sharing opportunities. Such opportunities will allow each community to share the costs of improving the GIS data, which in turn will save each entity money by not performing the same tasks individually.
 - Compliance Coordinator
 - ◆ The Departments three (3) goals for this position:
 - Improve our ability to effectively respond to and follow up on citizen complaints regarding applicable zoning ordinance and municipal code violations;

- Help to establish a level playing field for all property owners in Town by ensuring that all properties owners (residential and non-residential) are following the rules and regulations adopted by the Town;
 - Help to identify potential infrastructure problems/concerns for the Town as they are in the field completing other inspections
- Building
- Vacant Property Ordinance
 - ◆ The Vacant /Foreclosed Property Ordinance would establish a property registration program that will require Bank / Lender owned property to be secure and maintained to limit the negative effects these properties have on our neighborhoods.
 - ◆ The ordinance will address vacant properties that have come under the control of a trustee or beneficiary as a result of the default of the borrower and/or the foreclosure process. This will also apply to properties where the deed of trust was transferred to the beneficiary of a deed of trust involved in the foreclosure, and any properties transferred under a deed in lieu of foreclosure.
 - ◆ The registration process will require a bank/lender responsible for a property in foreclosure to not only register the property, but also require the legal owner(s) to maintain all yards and landscaping, keep the property secured and free of trash, debris and graffiti, etc.
- Stormwater
- Prepare our Biannual Report to IDEM which is a requirement of our Phase II Stormwater Permit;
 - Continue to conduct public education and outreach at local events;
 - Continue to conduct dry weather screening of our outfalls;
- Training/Certifications for 2012
- Planning Staff
 - ◆ APA National Conference
 - ◆ Leadership in Energy and Environmental Design (LEED)
 - ◆ GIS Certification
 - Building & Stormwater Staff
 - ◆ Floodplain Manger Certification
 - ◆ Residential Mechanical Inspector's Certification
 - ◆ Commercial Building Inspector's Certification
 - ◆ E1 Residential Electrical Certification
 - ◆ Residential Energy Inspector/Plans Examiner Certification
 - ◆ CPESC Certification