

Planning and Building Department

61 North Green Street
Brownsburg, IN. 46112

Council Report

Respectfully Submitted June 7, 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.

Current Projects and Goals

■ Planning

- Comprehensive Plan
 - ◆ The Plan Commission held the public hearings for the proposed “Town of Brownsburg Comprehensive Plan 2012” and has made a Favorable Recommendation on the approval of the plan. Upon the Commission certifying the “Town of Brownsburg Comprehensive Plan 2012” (*anticipated certification by the 20th of June*), a resolution will be prepared and submitted to the Town Council for approval.
 - ◆ Once the Town of Brownsburg Comprehensive Plan 2012 is approved, our consultant Houseal Lavigne Associate will work with staff to develop a training session for using the Comprehensive Plan. I believe it is imperative that all Town Authorities, Boards, Commissions, and Council members as well as Department Heads attend this training session. The plan includes recommendations that involve all elements of the Town of Brownsburg and it will take all of these Town officials to implement the vision of the community established by the process that was undertaken to develop the Plan.
- Zoning Ordinance
 - ◆ The Plan Commission is nearing the end of the review of the proposed Zoning Ordinance. The Commission created a subcommittee to meet with a small group of business owners to discuss the sign regulations within the Zoning Ordinance. At this point in the review process, the anticipated public hearing for the Zoning Ordinance will be August 2012.
- 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
 - ◆ Aerial Orthography (2012) – The Planning Department has contracted with Williams Aerial Mapping (WAM) to fly and capture new 6-inch aerial photography for the Town. The current aerials available on Beacon, flown in 2007, are at 12-inch resolution which means our new aerials will be twice as legible. These photos will be layered into our GIS system and will be used by staff during the planning of capital improvements projects, serve as historical record of compliance issues, and as a reference of the growth the Town continues to experience. The ortho's will also be available to the public through our online web portal *Beacon*TM.
 - ◆ Data Layer Management – We are continually updating and creating new data for our GIS to expand its uses for both field and office staff as well as to offer valuable information to residents, businesses and developers regarding land use policies, zoning information, parcel data, and Plan Commission and BZA case data.
 - ◆ Utility Office Integration – The Planning Department is working with the Utility billing office to integrate the Town's GIS system with the billing software. Upon completion, this integration will increase efficiencies in processing and responding to complaints, work-orders, service connections and shut-offs by allowing the Utility Clerk's to see geographic data regarding:
 - Delinquent Customers;
 - High Service Users;
 - Average volume, pressure, and water quality statistics (if available);
 - Non-payment shut-offs; and
 - Abnormally high usage bills
 - ◆ Existing Land Use Map – Interpretation of an existing land use plan is critical for planning staff as any error or omission in the map or interpretation can have lasting effects on property values of adjacent properties. Currently, planning staff must interpret such land uses by reviewing a map on an 8-1/2" x 11" sheet of paper. However, over the past weeks the Planning Department has added the Existing Land Use map, incorporated into the proposed "Town of Brownsburg Comprehensive Plan 2012" into the GIS. This new data will bring added value, and greater reliability to the interpretation of existing land uses within the Town of Brownsburg during the review of rezoning, Use Variance and other land use based petitions.
- Federally Funded Infrastructure Projects (INDOT Employee of Responsible Charge 'ERC')
 - ◆ All infrastructure projects that receive Federal funding must have an INDOT certified ERC. The Town currently has five projects that are receiving Federal funds:
 - Odell Street & US 136 intersection improvement;
 - East Northfield Drive Expansion;
 - West Northfield Drive Expansion;

- Safe Routes To School - Odell Street & Tilden Trail; and
- Traffic Preemption.

Two of the Planning staff are INDOT certified ERC's and assist on each of the projects to ensure the correct policies and procedures are being followed and each project maintains its eligibility for Federal allocated funds.

■ Building

- I.C.C. Property Maintenance Code
 - ◆ This is an International Property Maintenance Code that, if adopted, would help the enforcement of Property Maintenance such as painting, grass, fences, out buildings, etc. These items 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 aid in property preservation.
- Building Activity
 - ◆ Residential (January 1, 2012 to May 31, 2012)
 - New Single & Two Family permits issued: 64
 - ◆ Total number of permits issued (January 1, 2012 to May 31, 2012) 256

■ Stormwater

- The State Stormwater Coordinator for Indiana Department of Environmental Management (IDEM) has begun the audits of communities Stormwater Management Program, mainly focusing on the Illicit Discharge Detection and Elimination Program. At this point it is unknown when Brownsburg will be audited.
- Working with Hendricks County Partnership for Water Quality, there were approximately 252 volunteers for the 2012 County Wide Clean-up; there are still some communities that have yet to report their volunteer status.
- Town of Brownsburg was awarded a \$4,000 grant by Hendricks County Solid Waste Management District to purchase and distribute rain barrels and composters to the community.
- Utilizing of iPads in the field for:
 - ◆ Emergency Operations;
 - ◆ Tracking Spills;
 - ◆ Illicit Discharges;

- ◆ Complaints; and
- ◆ Inspections
 - This is saving considerable amounts of time.
- Developed 5 water quality/ stormwater signs for Lucas Oil Raceway which have been placed in various high visibility locations throughout the property. We are currently in the process of developing 5 additional signs.
- The Stormwater Utility Study is nearing completion.
- Beginning to prepare our Biannual Report to IDEM to fulfill a requirement of our Phase II Stormwater Permit
- Obtained Certified Professional in Sediment and Erosion Control (CPESC)
- Obtained Certified Erosion, Sediment, and Storm Water Inspector (CESSWI)

Future Projects and Goals

- Planning
 - 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.
 - 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 in disseminating specific business related information;
 - Assist the Town to track employment numbers;
 - Assist the Town in future market analysis by maintaining 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 properly 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
 - ◆ Infrastructure Mapping – The Town’s infrastructure (roads, sewers, water systems, etc) is an invaluable resource and extremely important to the daily operation of business success and resident comfort. As our community continues to grow, so does our infrastructure –water lines are extended, roadways widened and sewers upgraded. In order to properly maintain these resources, we have to precisely locate them in the field (to prevent damage) and in our mapping operations (to ensure adequate service to development). The days of “out of sight, out of mind” are long gone, and as such, we must continue to improve our utility mapping software and maintenance records to maximize the life of these systems. We have received a quote from The Schneider Corporation to collect the following data: water, storm and sanitary sewer system locations, valves, vaults, manhole locations and inverts, street sign inventory, pavement condition, curb, sidewalk and roadside ditch and ADA transition locations.
 - ◆ 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.
- ADA Transition Plan
 - ◆ Milestone 2 & 3.
- Stormwater
 - 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
 - ◆ 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