

MONROE COUNTY PLAN COMMISSION ADMINISTRATIVE MEETING



**Tuesday, October 3, 2023
5:30 pm**

Hybrid Meeting

In-person

Monroe County Government Center
501 N Morton Street, Room 100B
Bloomington, Indiana

Virtual

Zoom Link: <https://monroecounty-in.zoom.us/j/84585419468?pwd=TKRjdIRKOGRVcWM4VGh1YlhrUmVvUT09>

If calling into the Zoom meeting, dial: 312-626-6799
Meeting ID: 845 8541 9468
Password: 418555

Agenda
Plan Commission Administrative Meeting
5:30 p.m. – 7:00 p.m.
Tuesday, October 3, 2023
VIRTUAL MEETING

Please take notice that the Monroe County Plan Commission will hold a **hybrid** Administrative (Work Session) meeting on Tuesday, **October 3, 2023 at 5:30 PM** in the Monroe County Government Center 501 N Morton Street, Bloomington, Indiana Room 100B or via Zoom (<https://www.co.monroe.in.us/egov/apps/document/center.egov?view=item;id=10208>).

The public may attend via Zoom (<https://www.co.monroe.in.us/egov/apps/document/center.egov?view=item;id=10208>) or in-person. For information about the Zoom meeting, you may call (812) 349-2560 or email (PlanningOffice@co.monroe.in.us) or call (812)349-2560 our office. The work session agenda includes the following agenda items for the regularly scheduled Tuesday, October 26 19, 2023 Plan Commission meeting:

ADMINISTRATIVE BUSINESS:

1. Discussion about Subdivision bonds
2. SPP-21-3 Emerald Trace –As-builts and Maintenance Bond issue **PAGE 3**
3. Planning Presentation to the County Council for the 2024 Budget **PAGE 7**
4. 2024 Meeting Calendar **PAGE 15**
5. Discussion regarding October 26, 2023 Plan Commission Meeting

UNFINISHED BUSINESS:

1. PUO-23-4 Worms Way PUD Outline Plan
Final Hearing.

Two (2) parcels totaling 12.86 +/- acres in Washington Township, Section 28 at 7850 N Wayport Road, Parcel #s 53-02-28-100-006.000-017, 53-02-28-100-002.000-017.

Owner: Ah & Sh LLC

Zoned AG/RR. Contact: dmyers@co.monroe.in.us

*****WITHDRAWN BY PETITIONER*****

NEW BUSINESS: None.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact Monroe County Title VI Coordinator Angie Purdie, (812)-349-2553, apurdie@co.monroe.in.us, as soon as possible but no later than forty-eight (48) hours before the scheduled event.

Individuals requiring special language services should, if possible, contact the Monroe County Government Title VI Coordinator at least seventy-two (72) hours prior to the date on which the services will be needed.

The meeting will be open to the public.



MONROE COUNTY PLAN COMMISSION

Public Meeting

Date: **October 3, 2023**

CASE NUMBER	PROPOSED NAME	DETAIL
SPP-21-3	Emerald Trace Preliminary Plat Amendment 2	Preliminary Plat Amendment for Street Tree Waiver request

HISTORY	Approval	Planner: Tammy Behrman
<p>Recommended Motion Conditions or Reasoning: Approve the street tree waiver as the petitioner has provided adequate findings and demonstrated hardship with the following requirements:</p> <ol style="list-style-type: none"> 1. Complete all public improvements before April 1, 2022. Submit an as-built of all public improvements once complete 2. Submit a final, modified HOA document for recording 		

DISCUSSION

The Emerald Trace HOA would like the County to add Emerald Trace roadways (E Kylie CT and S Amber DR), sidewalks and stormwater infrastructure including a bioretention pond into the inventory before this winter. The purpose is so that the County can make any future improvements public and roads can be plowed during snow events.

The Plan Commission required conditions of approval (see above) and there is a requirement for a 10% maintenance bond per Ch 858-8. The County cashed the Letter of Credit under SIA-21-8 in the amount of \$90,000. The County put estimates out to bid for the remaining improvements. The work was completed by late 2022/early 2023. The Highway Department conducted an inspection July 21, 2023 and made a final inspection report under record RA-23-3. Though the work to the remaining improvements appear to be complete, the issue is that there were not enough funds to have the required 10% maintenance bond on file for two years and the conditioned as-builts were unable to be obtained, specifically for the stormwater infrastructure. The maintenance bond would be \$10,000 and the as-builts were estimated be anywhere from \$3,000 to \$6,000 according to the MS4 Coordinator.

Plan Commission can ask the Planning Department to do the following:

1. Submit a preliminary plat amendment 3 to remove the condition of approval for the as-built and waive the requirement for a 10% maintenance bond.
2. Direct the Planning Department to discuss with Legal regarding obtaining funds from the Emerald Trace HOA for the as-built and the maintenance bond (Full amount TBD).
3. Direct the Legal Department to write a letter to the developer, Dan Moore, who walked away from the project, in order to obtain as-built and maintenance bond (Full amount TBD).

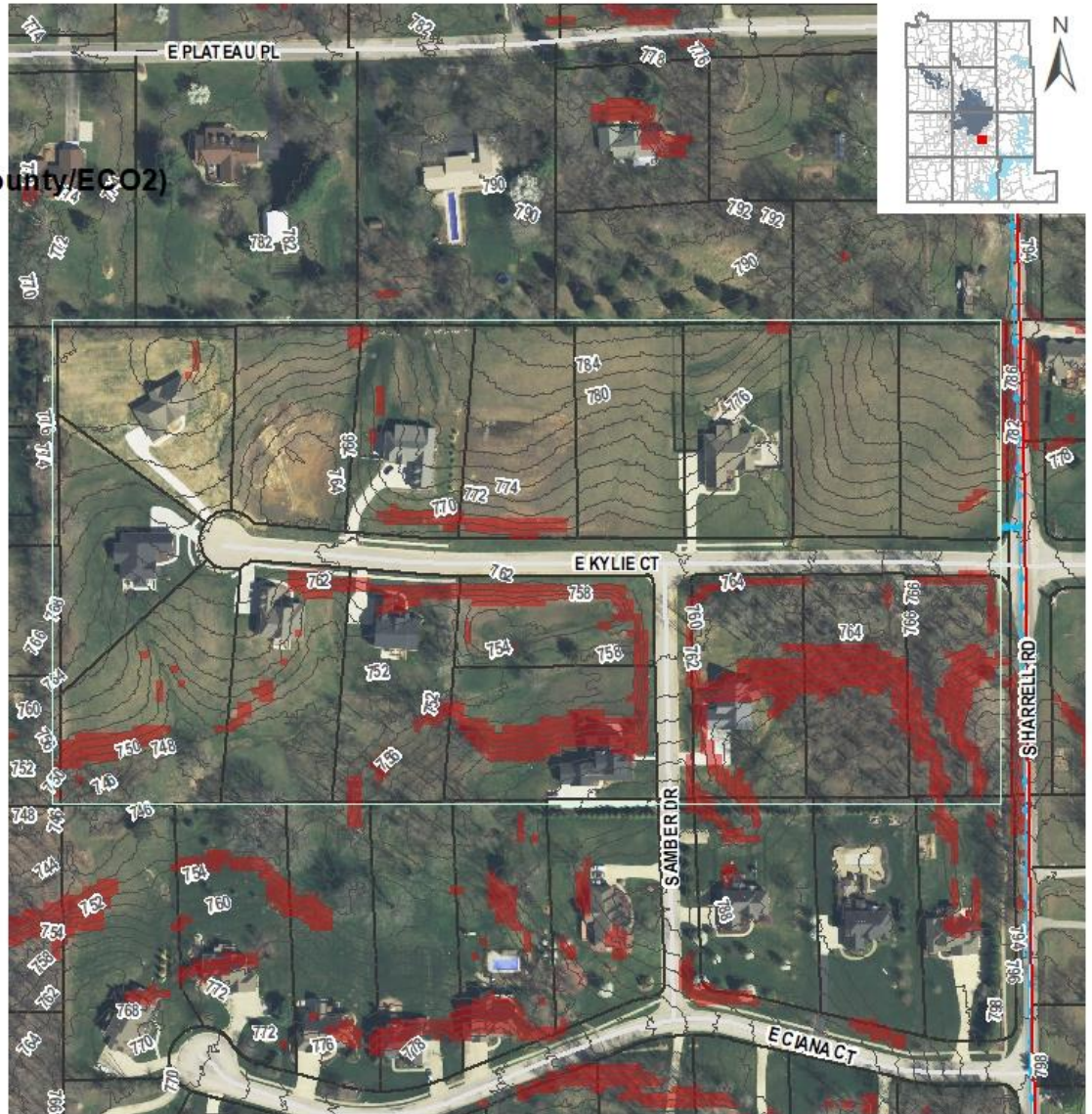
The MS4 Stormwater Coordinator intends to speak at the PC Admin Session regarding the lack of as-built plans for the stormwater infrastructure and 2-year maintenance bond.

Site Conditions Map

- Minor Collector [60']
- Water Pipe
- 2-Foot Contours

15% Slope Restriction (County/ECO2)

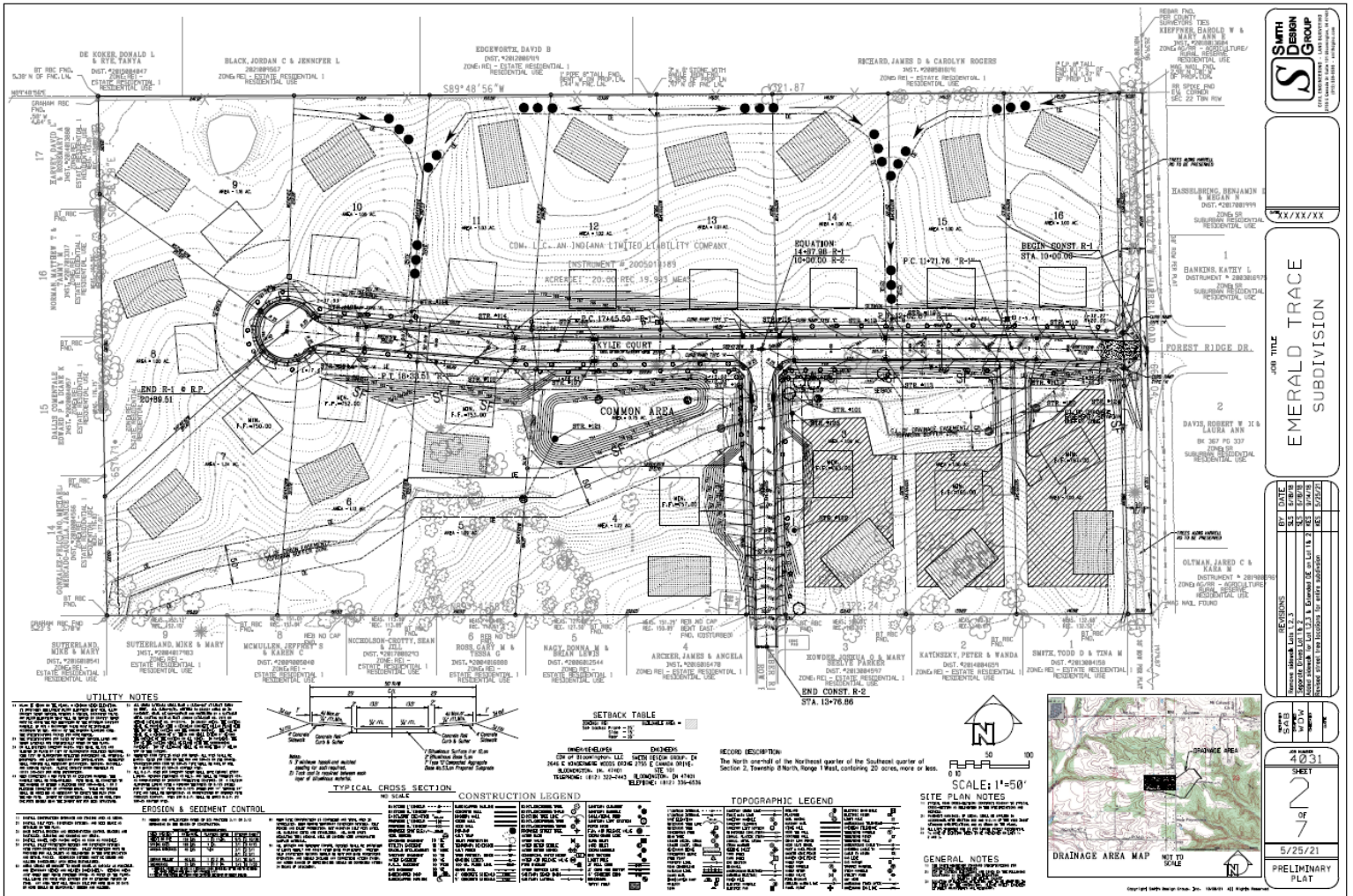
- 0 - 15
- > 15
- Local Roads [50']
- Parcels



0 65 130 260 Feet

Monroe County
Planning Department
Source: Monroe County GIS
Date: 7/1/2021

Photo 1. Aerial photo from 2020.



EMERALD TRACE SUBDIVISION

BY	DATE
DESIGNED	05/11/21
DRAWN	05/11/21
CHECKED	05/11/21
APPROVED	05/11/21

4/23/21

2

7

5/25/21

PRELIMINARY PLAT

County Council Work Session

September 7, 2023

Monroe County Planning Department Update

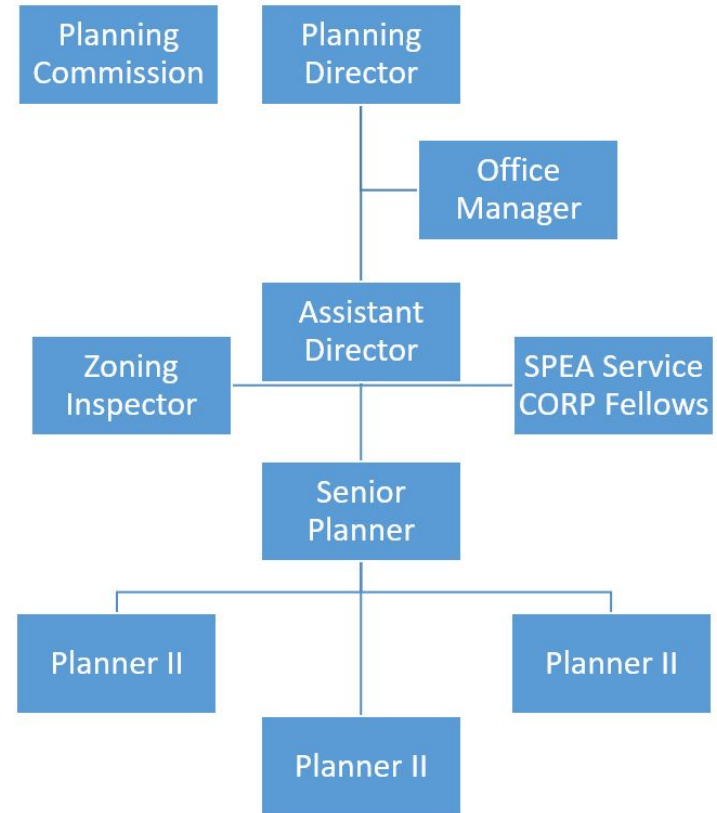
E: PlanningOffice@co.monroe.in.us



Planning Department Overview

8 Full Time Staff Members

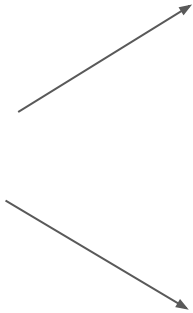
- **Office Manager** - answers all phone calls, handles financials, and transcribes meeting minutes.
- **Zoning Inspector** - all residential building permits and enforcement
- **Planner II's** - serves as "Planner of the Day" at least 3 times per week, assists the public in planning petitions
- **Senior Planner** - Assists Planner II's, staffs Historic Preservation and coordinates meeting packets and attendance
- **Assistant Director** - Assists Planner II's, serves as Floodplain Administrator, assists in long range planning, supervises the Zoning Inspector and shares supervision of SPEA Fellows
- **Director** - Assists all staff and coordinates with other departments, leads long range planning.



Planning Department Overview



Building Permit
Application
(Residential or
non-residential)



Meets requirements,
permit can be issued
(Zoning Inspector)

Needs Planning
Process(es) prior to
permit issuance

2024 Budget



Since 2018, our budget has remained the same for all categories except:

Salaries per the Salary Ordinance (associated FICA, insurance, PERF)

Consultant Fees

All other categories have not changed in total amount since at least 2018. We would like to propose a \$3,000 reduction in support of the goal of an 8.5% COLA.

7/1/2021-6/30/2022

Row Labels	Sum of Amount Paid
Address Request	1950
Administrative Review/Appeal	817
Administrative Subdivision	2657
Conditional Use	2042.5
Final Plat Filing	11770
Floodplain Development Permit	400
Grading Permit	4300
Home Business Permit	300
Improvement Location Permit - General	300
INTERNAL USE ONLY - Miscellaneous Payments	266.67
Logging Permit	4200
Planned Unit Development Plan Review	3142
Preliminary Major Subdivision	1842.5
Preliminary Minor Subdivision	2008
Preliminary Sliding Scale Subdivision	3926
Rezone Application	10368.5
Sign Permit	840
Site Plan Review	14476.8
Temporary Seasonal Activity Permit	100
Variance	11540
Wireless Communication Facility (Planning Department)	1000
Zoning Verification Letter Request	200
Grand Total	78446.97

7/1/2022-6/30/2023

Row Labels	Sum of Amount Paid
Address Request	1950
Administrative Review/Appeal	400
Administrative Subdivision	4310
Conditional Use	1225.5
Final Plat Filing	11610
Floodplain Development Permit	600
Grading Permit	3400
Home Business Permit	200
Improvement Location Permit - General	150
Logging Permit	6200
Planned Unit Development Outline Plan	3600.5
Planned Unit Development Plan Review	5375
Preliminary Major Subdivision	883.5
Preliminary Minor Subdivision	5334
Preliminary Sliding Scale Subdivision	5642.5
Rezone Application	5426.5
Sign Permit	230
Site Plan Review	17575.9
Temporary Seasonal Activity Permit	50
Variance	16084.5
Wireless Communication Facility (Planning Department)	1200
Zoning Verification Letter Request	325
Grand Total	91772.9

7/1/2021-6/30/2022

Row Labels	Sum of Amount Paid
ILP Accessory Dwelling	600
ILP Accessory Structure	6050
ILP Agricultural Structure	1200
ILP Demolition - County Planning	6200
ILP Guest House	200
ILP Planning Duplex	400
ILP Pool/Spa - County Planning Fee	2400
ILP Single Family Addition	6800
ILP Single Family Residence	26200
ILP Townhome	4200
Grand Total	54250

7/1/2022-6/30/2023

Row Labels	Sum of Amount Paid
ILP Accessory Structure	6500
ILP Agricultural Structure	800
ILP Demolition - County Planning	5700
ILP Manufactured Home Placement Fee	1200
ILP Planning Duplex	800
ILP Pool/Spa - County Planning Fee	2050
ILP Residential Addition	100
ILP Single Family Addition	6600
ILP Single Family Residence	18650
Grand Total	42400

Total Revenue 7/1/2022-6/30/2023



\$134,172.90 (~16.5% of our total budget)

(as compared to \$132,696.97 from 7/1/2021-6/30/2022)

Changes to 2024 Budget

NEW TOTAL

00000	18001	FT Self Insurance	\$104,000		\$98,528
00000	30004	Repairs; Equipment/Vehicle	\$4,000	-\$2000	\$2,000
00000	30013	Professional Services	\$3,000	-\$1,000	\$2,000

DIFFERENCE = \$3,000 voluntary decrease

2024 MEETING SCHEDULE

BOARD OF ZONING APPEALS & PLAN COMMISSION REGULAR SESSION MEETINGS ARE HELD IN JUDGE NAT U. HILL III MEETING ROOM AT 100 W. KIRKWOOD AVENUE, UNLESS OTHERWISE NOTICED

ALL OTHER MEETINGS ARE HELD IN THE PLANNING OFFICE, SUITE 224 OR SUITE 100B AT THE MONROE COUNTY GOVERNMENT CENTER (SHOWERS), 501 N. MORTON STREET, UNLESS OTHERWISE NOTICED. HYBRID MEETINGS MAY BE HELD PURSUANT TO INDIANA LAW. INFORMATION FOR VIRTUAL MEETINGS CAN BE FOUND ON OUR WEBSITE: [HTTPS://WWW.CO.MONROE.IN.US/](https://www.co.monroe.in.us/)

Filing Deadline HP	Historic Preservation (HP)	Ordinance Review Committee	Filing Deadline	Board of Zoning Appeals	Plan Review Committee	Plat Committee	Plan Commission Administrative Meeting	Plan Commission Regular Session
3:00 p.m.	5:30 p.m.	4:00 p.m.	3:00 p.m.	5:30 p.m.	5:30 p.m.	4:00 p.m.	5:30 p.m.	5:30 p.m.
Showers 100B		Showers 224		Nat U. Hill Rm	Showers 100B	Showers 224	Showers 100B	Nat U. Hill Rm
January 3	January 22*	January 9	January 8	January 3	January 11	January 18	January 2	January 16 ?
January 31	February 19	February 12	February 7	February 7	February 8	February 15	February 6	February 20
February 28	March 18	March 11	March 6	March 6	March 14	March 21	March 5	March 19
March 27	April 15	April ?	April 3	April 3	April 11	April 18	April 2	April 16
May 1	May 20	May 13	May 1	May 1	May 9	May 16	May ?	May 21
May 29	June 17	June 10	June 5	June 5	June 13	June 20	June 4	June 18
June 26	July 15	July 8	July 3	July 3 ?	July 11	July 18	July 2	July 16
July 31	August 19	August 12	August 7	August 7	August 8	August 15	August 6	August 20
August 28	September 16	September 9	September 4	September 4	September 12	September 19	September 3	September 17
October 2	October 21	October 14	October 2	October 2	October 10	October 17	October 1	October 15
October 30	November 18	November ?	November 6	November 6	November 14	November 21	November ?	November 19
November 27	December 16	December 9	December 4	December 4	December 12	December 19	December 3	December 17

*: Not a standard meeting date, changed meeting location, changed due to holiday or election or community event

**: No Meeting

Colors denote meeting cycle from filing deadline