# Dearborn County Government

*Dearborn County Plan Commission*
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### *Advisory Plan Commission (PC)*

Dennis Kraus, Jr., *County Surveyor*
Jim Thatcher, *County Commissioner Member*
Bill Ullrich, *County Council Member*
John Hawley, *Agricultural Extension Member*
Russell Beiersdorfer, *Citizen Member*
Jake Hoog, *Citizen Member*
Mark Lehmann, *Citizen Member*
Eric Lang, *Citizen Member*
Michael Lynch, *Citizen Member*

### *Advisory Board of Zoning Appeals (BZA)*

Rick Pope, *Council Appointment*
Mark Lehmann, *Plan Commission Member*
Russell Beiersdorfer, *Plan Commission Member*
Joe Shmeltzer, *Citizen Member*
Phil Darling, *Citizen Member*

### *Departing Board Members*

Dan Lansing, *PC*
Art Little, *PC*
Mike Hornbach, *PC*
Jane Ohlmansiek, *BZA*

### *Planning & Zoning Staff*

Mark McCormack, *Director*
Nicole Daily, *Zoning Administrator*
Derek Walker, *Assistant Planner*
Andrea Shuter, *GIS Lead Technician*
Karen Abbott, *Office Manager*
Annalee Cochran, *Administrative Assistant*
Amber McClain, *Code Enforcement Officer*
Max Merritt, *Undergraduate Intern*

# *Inter-Local Agreements*

Staff continues to handle the day-to-day tasks for several local communities, such as code enforcement, development review, project management, and grant assistance.

### *City of Aurora*

Staff assisted the City in sixty (61) enforcement cases for 2017, twenty-two (22) of which had to be resolved through code court. Staff also assisted the Street Department in sending citations for grass violations.

Staff reviewed four (4) requests before the Board of Zoning Appeals, and four (4) items before the City Plan Commission, including drafting and presenting an update of the City's Sign Code and the creation of a Rental Registration and Inspection Program.

### *Town of Dillsboro*

Staff has continued to assist the Town an their Zoning Ordinance and Map overhaul and also has 6 active enforcement cases.

### *Town of St. Leon*

Staff assisted the Town in its ongoing efforts to: update the Town's Comprehensive Plan, update ordinances (e.g. to allow for alternate members to be appointed to the Plan Commission and Board of Zoning Appeals), and provided technical assistance for a waiver request.

### *Town of West Harrison*

Staff assisted the Town on ten (10) enforcement cases and two (2) special board requests (e.g. variances).

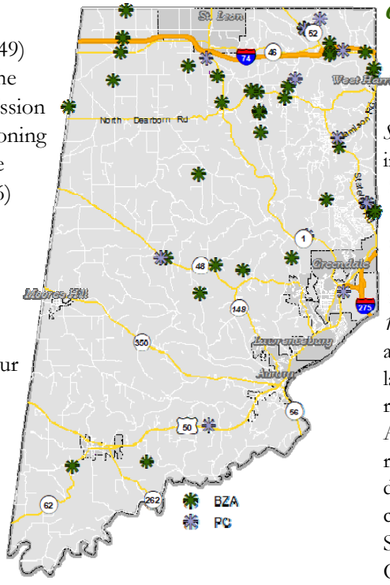
Staff also assisted in amending / adopting two new codes. One focused on setting standards for trash preparation—requiring property owners to provide adequate trash receptacles and proper screening methods—and the other established minimum grass maintenance standards.

The Town is now planning to move forward with a Comprehensive Plan Update with staff's help, to identify community goals and provide direction / focus for years to come.

# *Plan Commission & Board of Zoning Appeals*

### *Public Hearings*

In 2017, forty-nine (49) request were made the County Plan Commission (13) and Board of Zoning Appeals (38). Of the request, over half (26) were for a Variance from Development Standards, one (1) Variance of Use, eleven (11) Conditional Uses, four (4) Waivers, five (5) Administrative Requests, one (1) Vacation, and one (1) Rezone.




### *Ordinance Amendments*

2017 Zoning Ordinance changes included: 1) amendments to *Article 20, Signs,* bringing the local code into compliance with a recent Supreme Court decision; 2) updating dimensional standards for the commercial and industrial zoning districts (*Articles 11-13 and Article 25, Table 25.1*); and 3) addressing conflicting language in driveway design requirements in *Article 24*. Additionally, the requirements for all land divisions / plats were changed in *Article 2* of the Subdivision Control Ordinance.

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### *Special Points of Interest*

This report highlights some of the work that was performed by the Dept. of Planning & Zoning in the 2017 calendar year.

# *Community Involvement / Programming*

### *Blight Elimination Program (BEP)*

The Department of Planning & Zoning has continued its work with the BEP—which began in 2014 and is scheduled to end in 2018. The program has been split into three (3) rounds of funding, with Dearborn County participating in every round.

The County, as a recipient, was awarded: $215,000 in Round 1, which resulted in nine (9) structures being demolished; $150,000 in Round 2, which resulted in five (5) structures being demolished (with one (1) structure remaining); and $105,000 for Round 3 with two (2) structures demolished (with three (3) structures remaining).

There are five (5) additional structures scheduled for demolition within 2018.

It is estimated there will be approximately $175,000 remaining funds available after the end of Round 3—which could potentially mean that an additional seven (7) residential structures could be demolished in 2018.

# Geographic Information Systems (GIS)

The GIS Lead Technician and the Planning & Zoning staff continue to maintain and update, where possible, the County's existing and new spatial data.

### *911 Emergency Management*

Since 2016, the GIS staff has assisted the 911 and the Sheriff's Department staffs as they transition to new software to identify properties in the event of an emergency—which has required significant analysis and updates to local road data, including address ranges, the designation of one-way streets, acknowledging speed limits and assigning an ESNs (Emergency Service Numbers); and identifying Common Places (businesses & public facilities) and Points of Interest. This 911 project is estimated to be 80% complete. **Once it is 100% complete, perpetual maintenance will be needed.*

### *LMS Utility project*

Dearborn County GIS is currently working with the LMS (Lawrenceburg, Manchester and Sparta) Water Company to locate and map its utility improvements—with the objective to have all of the necessary data by the end of the summer of 2018 to be viewable on a tablet and on technically-drawn, electronic -based maps.

### *2020 Census*

The Local Update of Census Addresses Operation (LUCA) has requested that Cities, Towns and Counties confirm all residential addresses, in preparation of the 2020 U.S. Census. GIS and Planning & Zoning staff members are currently confirming the addresses of the County, West Harrison, St. Leon, Moores Hill and Aurora. *This project's (120-day )deadline ends in June, 2018.*

### *Other Projects*

The GIS Lead Technician and the Planning & Zoning staff members have also created: maps for the Comprehensive Plan Update, Sex Offenders Mapping, new maps—including those requested by other departments and schools)—and numerous other projects.

# Land Divisions

**With the exception of 2016, the number of building tracts created in 2017 are more in line with the trends seen following the 2008 recession (e.g. between 50 and 100 new buildable lots).**

| Net New Building Tracts Created | | | | |
|---|---|---|---|---|
| Political Township | 2014 | 2015 | 2016 | 2017 |
| Caesar Creek | 3 | 0 | 0 | 0 |
| Center | 1 | 0 | 0 | 2 |
| Clay | 2 | 2 | 4 | 3 |
| Harrison | 2 | 0 | 6 | 5 |
| Hogan | 5 | 6 | 0 | 4 |
| Jackson | 3 | 4 | 2 | 2 |
| Kelso | 4 | 10 | 10 | 5 |
| Lawrenceburg | 2 | 0 | 4 | 2 |
| Logan | 3 | 4 | 18 | 18 |
| Manchester | 11 | 9 | 13 | 4 |
| Miller | 9 | 4 | 46 | 4 |
| Sparta | 7 | 3 | 9 | 2 |
| Washington | 2 | 0 | 3 | 5 |
| York | 7 | 1 | 5 | 3 |
| **Total** | **61** | **43** | **120** | **59** |

**155 total surveys reviewed by County staff in 2017;**
*including retracements, consolidation plats, and surveys in cities and towns.



# Permitting

### *Zoning Permits*

In 2017, 439 zoning permits were issued—which was up from 2015 (295 zoning permits) and 2016 (360 zoning permits). Miller Township had the most zoning permits for improvements (90), followed by Manchester Township (64), and Logan Township (59)—with no other township exceeding 35 approved permits.

Miller Township also had the most new homes (30), followed by Logan (19), Manchester (11), Sparta (9), and Lawrenceburg Township (6)—with the remaining townships hall having 3 or less new homes.

The City of Aurora and Harrison Township were issued the most Site Plans, which involve commercial, industrial, and institutional improvements / uses (e.g. new business and/or business expansion).

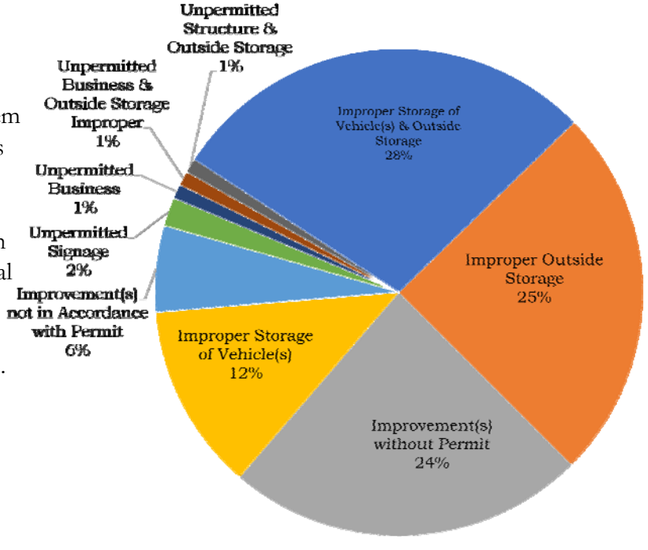
### *Permitting Software*

The new online applications (for the software that is shared) by the various permitting departments have been drafted and are currently being tested—to catch any issues before the applications go live. The applications will be online at:

permits.schneidercorp.com

| Zoning Permits Approved, 2017 | |
|---|---|
| New House | 99 |
| Addition | 44 |
| Barn | 88 |
| Garage | 17 |
| Pool | 25 |
| Pond | 9 |
| Shed | 21 |
| Mobile Homes | 5 |
| Home Occupation | 3 |
| Other | 57 |
| Driveway | 47 |
| Sign | 7 |
| Major Site Plans | 3 |
| Minor Site Plans | 14 |
| | 439 |

# Code Enforcement

| Violation Type | Dearborn Co. Zoning Code (Sec. #) | No. of Cases |
|---|---|---|
| Improper Storage of Vehicles & Outside Storage | *§2558 and §2578* | 30 |
| Improper Outside Storage | *§2578* | 26 |
| Improvement(s) without Permit | *§600* | 25 |
| Improper Storage of Vehicle(s) | *§2558* | 13 |
| Improvement(s) not in Accordance with Permit | *§625* | 6 |
| Unpermitted Signage | *§2010* | 2 |
| Unpermitted Business | *§2305* | 1 |
| Unpermitted Business & Outside Storage | *§2305 and §2578* | 1 |
| Unpermitted Structure & Outside Storage | *§600 and §2578* | 1 |
| | **Total Cases for year** | **105** |
| | **Total Court Cases** | **10** |

By the consolidation of resources through inter-local agreements, the Department of Planning & Zoning was able to hire a part-time code enforcement officer—who has played an invaluable role in: responding quickly to complaints, increasing the effectiveness of code enforcement, performing inspections and administrative materials for case files, sending letters / notices and talking to various, affected property owners to advise them of acceptable actions that can be taken to bring their property into compliance with County and / or local codes, and preparing monthly enforcement reports.