

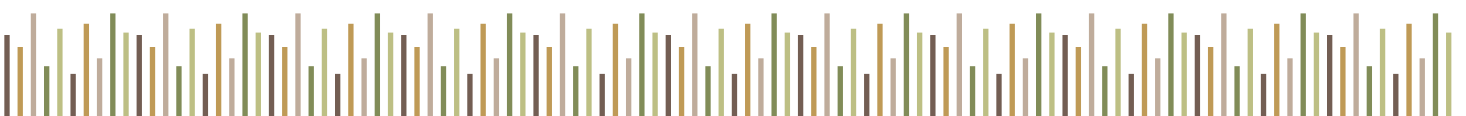
# 2016 Annual Report

## Planning and Transportation Department



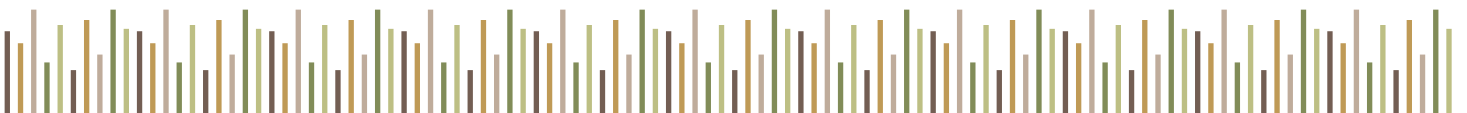
City of Bloomington

Mayor John Hamilton, Deputy Mayor Mick Renneisen





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# Department Staff

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The Planning and Transportation Department has a total of 24 staff positions. The Department has grown significantly in the past few years as a result of a department merge in 2013 that combined the Planning and Engineering Departments. With the merge, our department is able to take a more integrated and collaborative approach to planning projects. Below is a list of just a few of the certifications held by staff members in 2016. We're proud of our very qualified and enthusiastic staff.

**6** Professional Planners with certification from the American Institute of Certified Planners (AICP)

**3** Professional Engineers certified by the National Society of Professional Engineers (P.E.)

**2** Institute of Transportation Engineers (ITE)

**1** LEED Green Associate

The Planning Department staff provides direct support to the following boards, commissions, and organizations:

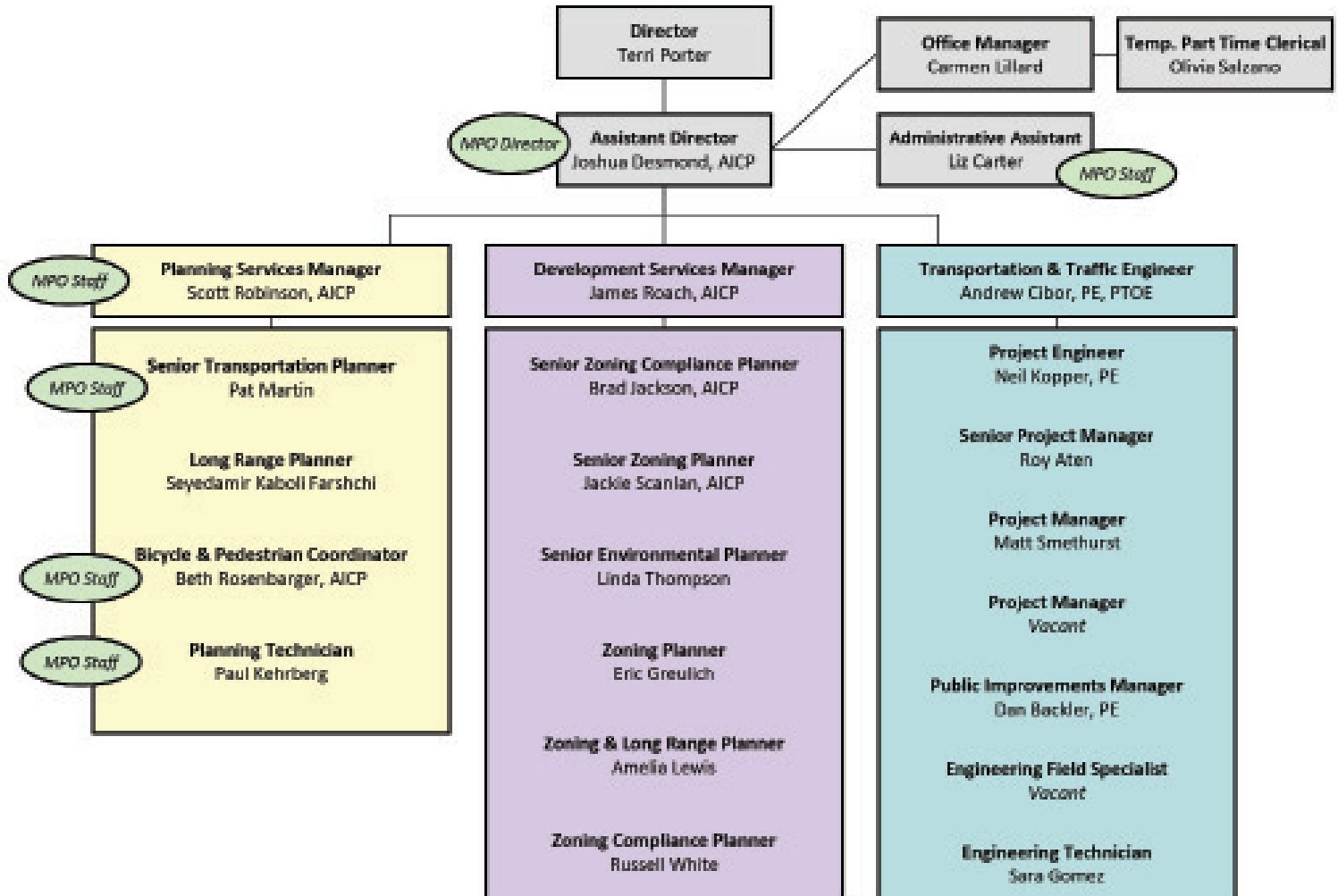
- Plan Commission
- Board of Zoning Appeals
- Plat Committee
- Hearing Officer
- Environmental Commission
- Bicycle & Pedestrian Safety Commission
- MPO Policy Committee
- MPO Technical Advisory Committee
- MPO Citizens Advisory Committee
- Traffic Commission
- Parking Commission

The Planning Department staff serves on the following boards, commissions, and organizations:

- Board of Public Works
- Downtown Bloomington Incorporated
- Utilities Service Board



## City of Bloomington Planning & Transportation Department



# Development Review + Permit Review

## What we do:

Development Review staff reviews all development petitions for the City to ensure their compliance with the Unified Development Ordinance (UDO). This includes all building, signage, occupancy, and grading permits. Staff also reviews development petitions and presents them to the Plan Commission, Plat Committee, Board of Zoning Appeals, Hearing Officer, and Common Council. These petitions include subdivisions, rezoning requests, site plans, conditional uses and variances. Staff serves customers daily at the office's front counter and over the phone by answering zoning and land use questions.

## Plan Commission and Plat Committee Cases 2016

Development Review staff presented a total of 41 petitions to the Plan Commission and 3 petitions to the Plat Committee in 2016. These numbers are higher than the most recent years. A petition can include multiple cases combined into one petition.

The Plat Committee hears petitions related to subdividing property. As there are few large pieces of property within the City that can be subdivided, there are not many subdivision petitions. The Plat Committee also hears petitions regarding alterations to existing plats.

Of the 41 petitions considered by the Plan Commission and the Plat Committee in 2016, the greatest number were for site plan review or use variance recommendations. Over the past five years, site plans and use variance recommendations have commonly been the most frequent petitions. The table on the following page illustrates the breakdown of types of petitions filed in 2016 and the bar chart compares the types from 2013-2016.

Plan Commission	2012	2013	2014	2015	2016
Petitions approved (or a positive recommendation to BZA)	36	29	23	23	39
Petitions denied (or a negative recommendation to BZA)	0	0	1	0	0
Petitions withdrawn	5	3	2	3	1
Petitions with no recommendation	0	0	1	1	1
Total number of petitions filed	41	32	27	27	41

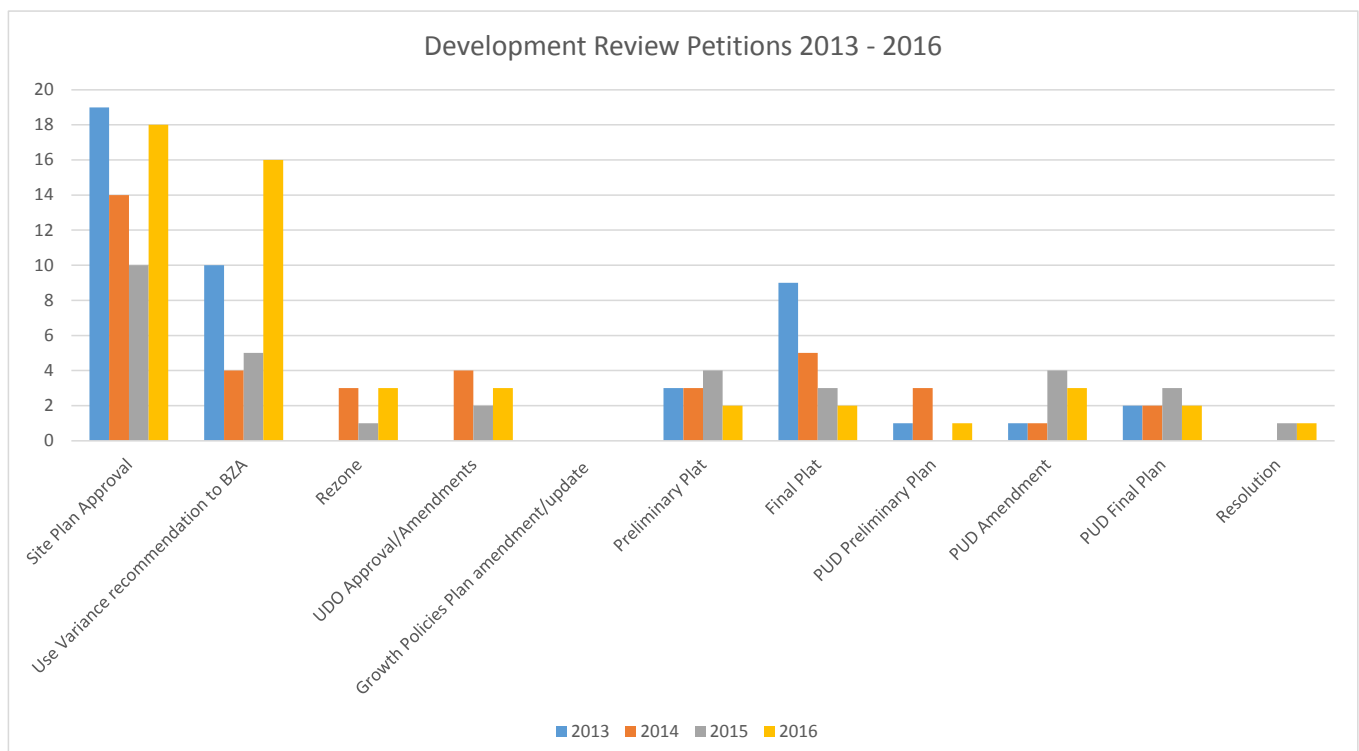
Plat Committee	2012	2013	2014	2015	2016
Petitions approved	8	5	4	3	3
Petitions denied	0	0	0	0	0
Petitions withdrawn	0	0	1	0	0
Total number of petitions filed	8	5	5	3	3



# Development Review + Permit Review

Types of Petitions Filed to the Plan Commission and Plat Committee - 2016	Approved	Denied	Withdrawn/Continued	Total
Site Plan Approval	17	0	1	18
Use variance recommendation to BZA	15	0	1	16
Rezone	2	1	0	3
UDO approval/amendments	3	0	0	3
Growth Policies Plan amendment/update	0	0	0	0
Preliminary Plat	2	0	0	2
Final plat	2	0	0	2
PUD Preliminary Plan	1	0	0	1
PUD Amendment	3	0	0	3
PUD Final Plan	2	0	0	2
Resolution	1	0	0	1
Total number of cases:*	48	1	2	51
Total number of petitions filed:	41	-	-	41

\*The number of cases reflects the total number from each category. The number of petitions is less than the number of total cases as many petitions filed involved multiple requests and are combined.



# Development Review + Permit Review

## Board of Zoning Appeals and the Hearing Officer

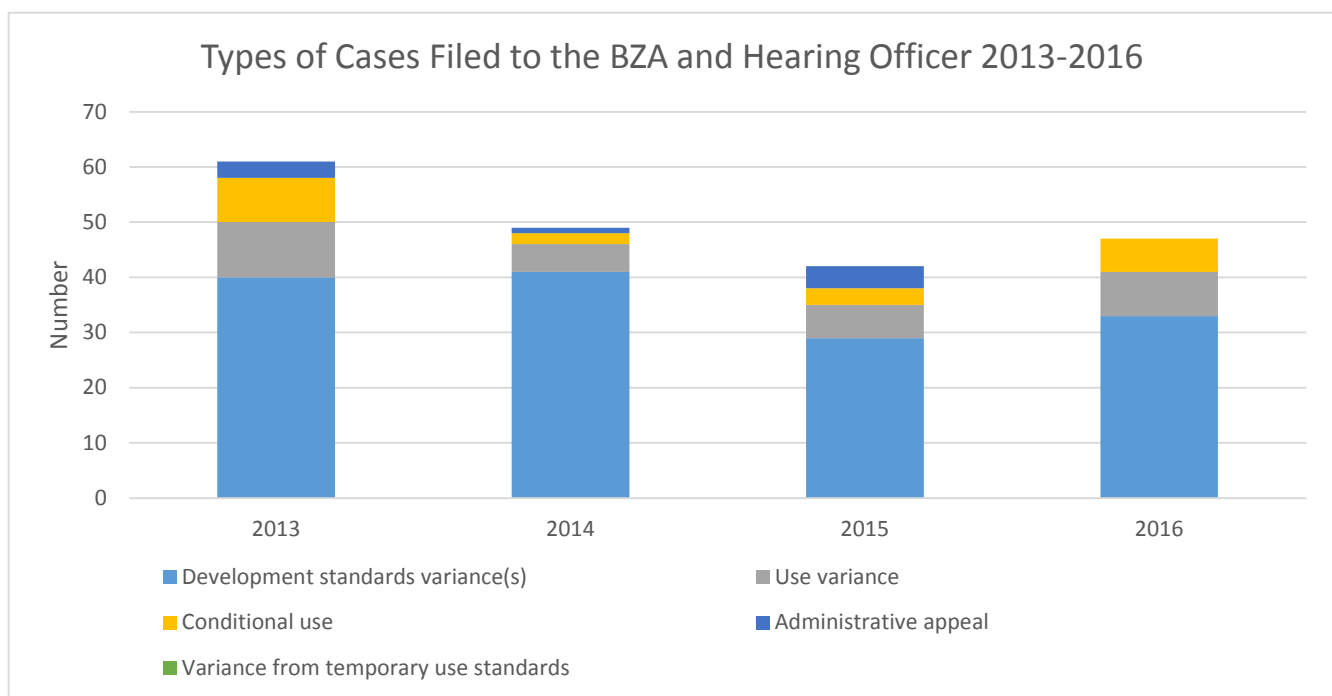
The Board of Zoning Appeals and the Hearing Officer hear and decide cases regarding variances, conditional use requests, and administrative appeals. These cases are usually requests to vary the requirements of the Unified Development Ordinance (UDO) due to peculiar conditions found on a property.

The most common type of petition is a development standards variance. These are requests to vary the development standards such as required setbacks, minimum lot size, maximum impervious surface coverage, and so forth.

In most recent years, development standards variances have remained the most common request. The 2016 numbers were higher than 2015 while still lower than 2013 and 2014.

Types of Petitions Filed to the BZA and Hearing Officer in 2016	Approved	Denied	Withdrawn/Continued	Total
Development standards variance(s)	31	2	0	33
Use variance	7	0	1	8
Conditional use	6	0	0	6
Administrative appeal	0	0	0	0
Variance from temporary use standards	0	0	0	0
Total number of cases*	44	2	1	47
Total number of petitions filed	-	-	-	39

*\* The number of cases reflects the total number from each category. The number of petitions is less than the number of total cases as many petitions filed involved multiple requests and are combined.*



## Permits

### Summary of 2016 Permits

**Single Family Homes**

- 55** New Construction
- 123** Remodel or Addition
- 22** Accessory Building
- 0** Relocations

**Commercial + Mixed Use**

- 27** New Construction
- 126** Remodel or Addition
- 7** Accessory Building

**Multifamily Dwellings**

- 4** New Construction
- 6** Remodel or Addition

**Other**

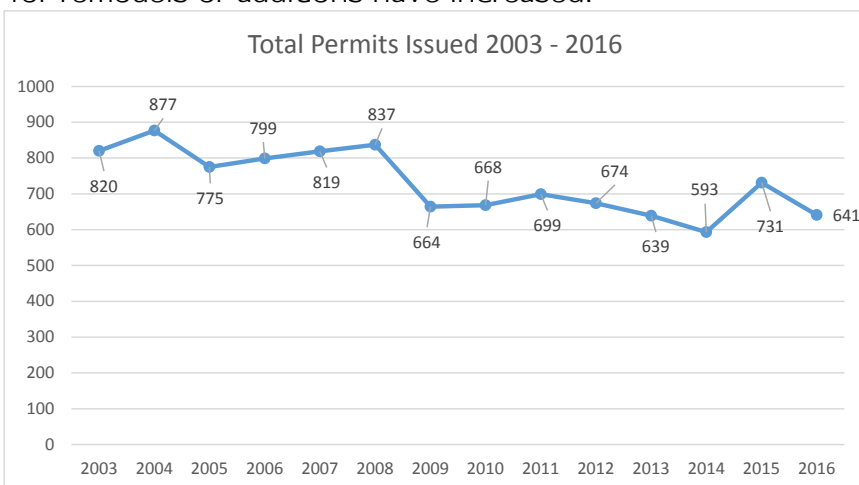
- 15** Temporary Use
- 24** Zoning Letter
- 178** All Sign Permits
- 19** Grading

**641 Total Permits\***

Planning staff reviews a wide variety of permit applications, ranging in type from building permits for new residential or commercial structures to temporary signage permits. Each permit application is reviewed for compliance with the Unified Development Ordinance (UDO). The applicant is issued a Certificate of Zoning Compliance (CZC) if the application meets UDO standards. The department issued a total of 641 CZCs in 2016.\*

The chart on the left summarizes the main categories of permits issued in 2016, but it is not a complete list. While it may appear that there were not many permits for multifamily dwellings, any mixed-use building is categorized as “commercial.” Therefore, many “commercial” projects actually include apartments.

The chart below illustrates the total number of permits processed annually from 2003 through 2016. In 2015, we saw an increase in the number of permit applications for the first time since 2011 and the highest number since 2008 when the recession hit. This past year, in 2016 the number of permits issued was less than all previous years since 2003 with the exception of 2013. This could be the result of market adjustments to the increase in permits from the previous year. This could also be attributed to land development opportunities becoming more scarce as the city continues to grow. Since 2008, single family residential and commercial permits for new construction has decreased while permits for remodels or additions have increased.



\* includes additional permits not included on the summary list

# Development Review + Permit Review

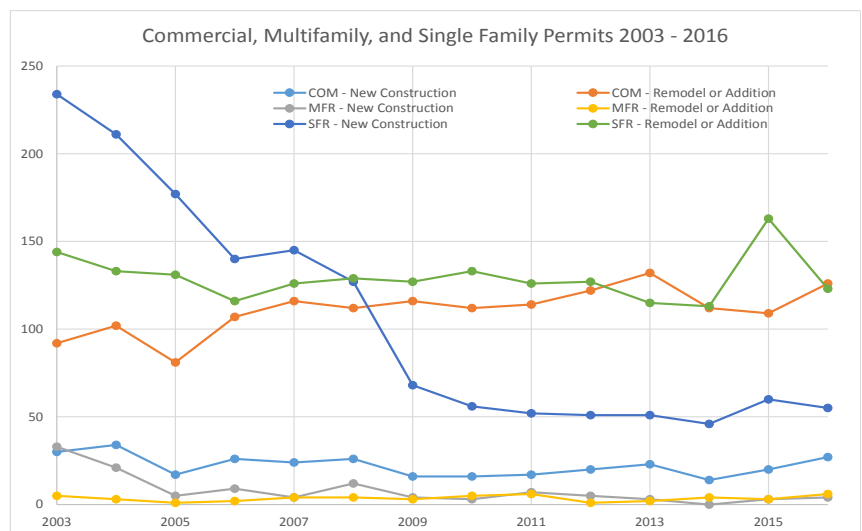
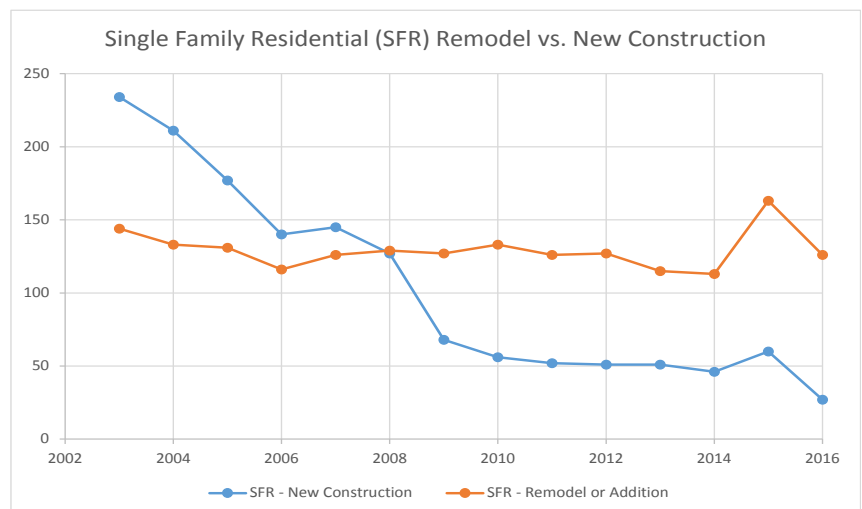
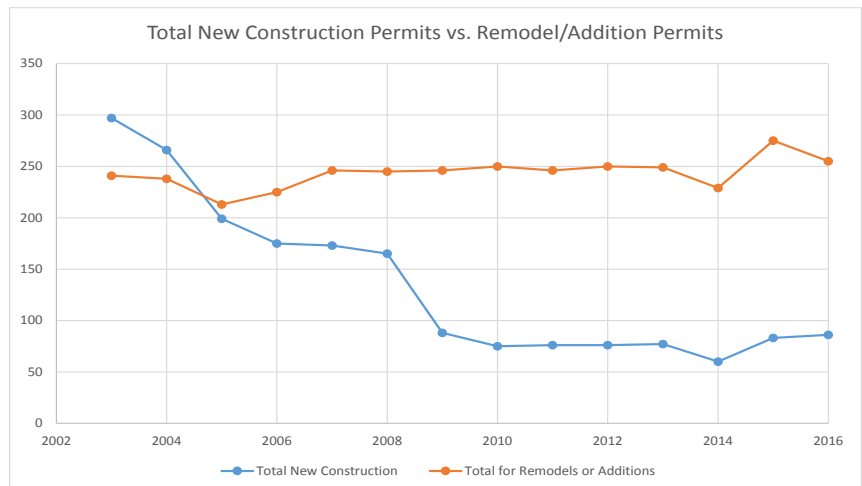
## Permits and Trends

Examining the number and type of permits issued can provide insight into larger trends. The charts on the right focus on permits issued for Single Family Residential Housing, Multifamily Residential Housing, and Commercial building permits. In the permitting systems, “remodels” and “additions” are considered separate categories of permits; however, they both represent reinvestment in existing property compared with “New Construction.” For that reason, “remodel” and “addition” permits have been combined in order to compare reinvestment with new construction across these categories.

For single-family residential permits, 2008 was clearly a significant year: the first year of the recession and the first year where remodel permits surpassed new construction. Since then, reinvestment has continued to outpace new construction nearly threefold. In 2016, we saw slight decreases in both reinvestment and new construction, with new construction reaching an all time low since 2003.

For commercial construction, since 2003 reinvestment has consistently exceeded new construction. In terms of local permit numbers, it appears 2008 did not have the same impact on commercial permits and construction.

This past year saw an increase in commercial projects which can also be mixed use developments with residential units. For multifamily residential, new construction and reinvestment have had mostly similar volumes of permits since 2005.



## What we do:

The Zoning Enforcement staff is charged with ensuring that properties throughout Bloomington are in compliance with the rules set forth in the Unified Development Ordinance. The zoning enforcement staff inspects development sites to address signage, landscaping, erosion control, occupancy of sites, and conditions of development approvals. They also respond to citizens' inquiries, and administer enforcement actions with written warnings, tickets, or, as a final option, legal action.

## Zoning Violation Notifications

Zoning Enforcement staff responded to numerous inquiries and complaints from the public concerning zoning violations. As a result, staff sent 140 notice of violation letters to tenants and property owners. Enforcement staff work to identify, notify, and work with property owners and tenants to resolve violations. The chart below shows a breakdown of the types of violations.

### Fines

When a property owner fails to correct a zoning violation after a Notice of Zoning Violation letter has been issued, the owner is provided with a final time frame in which to bring the site into compliance. If the owner still fails to correct the violation, fines are issued. As a last measure, staff may forward the case to the City Legal Department for further action. In 2016, four cases were sent to the Legal Department. Of these, the City filed suit on one. The remainder were resolved prior to litigation.

### Other items in 2016:

- Investigated 431 UReports.
- Inspected 37 sites for temporary occupancy and 34 for final occupancy.
- Removed 357 illegal signs from the right-of-way.

Unified Development Ordinance Violations	Issued/ Resolved in 2016	Fines Issued/ Collected (2016)
Temporary signage without permit	51/50	\$1,600/\$1,600
Parking on unimproved surface	21/19	\$0/\$0
Permanent signage without permit	2/2	\$0/\$0
Temporary use without a permit	1/1	\$0/\$0
Change of use without a certificate of zoning compliance (CZC)	0/0	\$0/\$0
Illegal land use	2/2	\$0/\$0
Operation of home occupation without CZC	2/2	\$0/\$0
Failure to obtain a CZC	2/2	\$0/\$0
Failure to comply with CZC	8/8	\$500/ \$500
Failure to comply with development standards	38/33	\$200/\$200
Violation of environmental standards	3/3	\$0/\$0
Parking on unimproved surface tickets	25/24	\$0/\$0
UDO violation totals	140/132	\$2300/\$2300

# Environmental Planning

## What we do:

The Senior Environmental Planner (SEP)/Liaison to the Environmental Commission reviews development proposals and administers City zoning and development ordinances to ensure environmental protection; coordinates the efforts of the Environmental Commission (EC); supervises environmental interns and Service Corps Fellows; and provides project management on the City's environmentally-significant projects. Additionally, the SEP facilitates special EC projects and events, manages the EC budget, and organizes and meets with EC committees.

### Environmental Commission

The SEP/EC Liaison supervises a Service Corps Fellow and two student Interns who are dedicated to environmental projects. The tasks include recruitment, interviewing, hiring, orientation, budget management, supervision and direction for projects, project development, technical assistance, establishes job performance standards, written evaluations, and attending SPEA management meetings. Additionally, the SEP facilitates special EC projects and events; manages the EC budget; acts as liaison between the EC and P&T staff and other boards and commissions; organizes and meets with EC Planning Committee and other committees; and prepares oral and written reports addressing development petitions on behalf of the EC.

#### Environmental Commission Committees:

- Eco Heroes Awards
- Steering
- Budget
- Environmental Land Planning
- MLK Day
- Natural Landscaping including Lawns for Life
- Bloomington PCBs
- Recycling
- Bloomington Environmental Action Plan
- Public Education
- Garden Fair

### Review and Enforcement

The SEP reviews landscaping plans, grading plans, and other development proposals specifically for compliance with environmental standards and best practices. The SEP also works with Housing and Neighborhood Development staff with "naturalized yard" issues and "naturalized landscape" classifications.

#### Environmental Commission Projects:

- Development of the Bloomington Environmental Action Plan (BEAP)
- Eco Heroes Awards & Ceremony
- Update on PCBs in Bloomington
- MLK Day organization & advertisements. Built mason bee houses
- Monroe County Master Gardeners Garden Fair table
- Tabling at the Farmers Market
- Letter to Council supporting Food Charter
- Letter to Council re plastic bags
- Letters re endorsement of CDC letter
- Recycling Committee's Capstone class project
- Pesticide committee review & make recommendation to Parks & Rec for their Chemical Use Policy

## What we do:

The Planning Services Division is responsible for developing, implementing, and evaluating comprehensive planning activities for the City of Bloomington. The comprehensive plan, known in Bloomington as the Growth Policies Plan (GPP), provides the overall framework for these planning activities. This framework also provides for the development of additional plans and studies to aid in achieving long-range goals and strategies of the community. These planning activities help to further coordinate responsibilities of the Division, which are necessary for related City ordinances, resolutions, and capital improvement projects and for interagency coordination (e.g. Indiana University, Monroe County, other public agencies). Staff also provides support to, or serves on several boards, commissions, and committees. Other responsibilities include outdoor seating permits, addressing, and data collection and analysis.

### Documents and Information

Staff develops and maintains various department documents and brochures. Annual reports and department newsletters are also produced to help provide general information about the range of services and responsibilities of the department. In 2016 there were legislative changes to the City's sign code regulations as well as structural amendments to the Demolition Delay Ordinance. These resulted in updates to the UDO document and is part of the ongoing need to keep information up to date. Access to current and relevant information for the general public is key function of the department.

The Division is also responsible for the overall administration and oversight of the Planning and Transportation Department website. Responsibilities include posting and maintaining materials on the website, including board and commission agendas and meeting packets. Staff has been working closely with the Information & Technology Services Department to help with a total redesign of the City of Bloomington's website, which is planned for release in early 2017.

2016 in Numbers	
Commission Meetings	<b>8</b> Traffic
	<b>12</b> Bicycle & Pedestrian
Traffic Counts	Speed & Volume <b>80</b>
	HPMS Class <b>18</b>
	Bicycle & Pedestrian <b>7</b>
Other	<b>34</b> Outdoor Seating Permits
	<b>350</b> Address Assignments
	<b>\$1500</b> Local Grant Awards
Social Media	Facebook Fans & Followers <b>1151</b>
	Twitter Tweets & Followers <b>2357</b>
Bikes Month Events	<b>3</b> Community Rides
	<b>2</b> Events
	<b>6</b> Education & Training



# Planning Services

## Division 2016 Highlight: Neighborhood Improvement Grants

Neighborhood Improvement Grants are City funds that are provided for non-traditional capital projects that have a community-wide benefit. The program is administered through the Housing and Neighborhood Development Department, with final approvals being made by the Redevelopment Commission. All submitted neighborhood project proposals are first evaluated and reviewed by a Neighborhood Improvement Grant Council, which then provides funding recommendations to the Redevelopment Commission. The Planning and Transportation Department has two permanent seats on the Neighborhood Improvement Grant Council (one from the Planning Services Division and one from the Engineering Division).

There were two separate funding rounds during 2016. The first round occurred in April and involved a total request of \$10,040 in grant funding for a new entry sign at the Gentry Estates neighborhood, which is located on State Route 446. This project received a positive funding recommendation from the Neighborhood Improvement Grant Council and final approval by the Redevelopment Commission. The second round occurred in October and involved requests from three neighborhoods. Each of these projects received a positive funding recommendation from the Neighborhood Improvement Grant Council and final approval by the Redevelopment Commission. A total of \$23,116 in grant funding was awarded for the following projects: The Bryan Park Neighborhood Association received \$5,651 to install 20 street trees located in the public right-of-way throughout the neighborhood; the Hearthstone Neighborhood Association received \$12,883 to install two new entry signs on State Route 446; and the Waterman Neighborhood Association received \$4,582 to install a neighborhood welcome sign near the intersection of Vernal Pike and Adams Street.

## Comprehensive Plan



### City of Bloomington Comprehensive Plan



A working draft of the Comprehensive Plan was released in the summer of 2016 for public review. An extensive outreach effort was made to maximize community feedback and input for the document. This included conducting two town hall open meetings at the Monroe County Public Library, at which people could review the Plan and provide their feedback directly to staff. Additionally, staff presented informational updates on the Plan to over a dozen City of Bloomington boards and commissions, as well as to a wide array of community organizations and interest groups. The UserVoice interactive forum was activated on the Planning and Transportation Department's website, which allowed the public an opportunity to make Plan comments and suggestions on-line at any time. City staff reviewed and considered the feedback received during this process so another draft will be released for further consideration. The Plan Commission must first review and adopt a Plan, then the final draft must be considered by the City Council for final approval. It is expected the Plan Commission will review and consider a revised draft in early 2017.



# Transportation and Traffic Services

## What we do:

The Transportation and Traffic Services Division oversees the planning, design, construction, and operation of infrastructure projects in the public right of way. In 2014, the Division was transitioned from Public Works to join the Planning Department and form the new Planning and Transportation Department in order to facilitate closer coordination between planning and engineering efforts. Typical projects include street improvements, intersection safety enhancements, and implementation of bicycle and pedestrian infrastructure. Staff ensure that all work is consistent with applicable engineering principles, safety standards, and accessibility requirements in order to provide projects that enhance quality of life for all of Bloomington's residents.

This division also performs a wide range of other services including responding to transportation-related requests from citizens, reviewing and issuing right of way permits, and providing technical assistance to the other divisions within the Planning and Transportation Department as well as other Departments.

### Rule 5 Permits:

In 2016, 17 Rule 5 permits were reviewed. Rule 5 permits evaluate erosion prevention and stormwater best practices during construction on sites of an acre or more. The name "Rule 5" comes from the state statute requiring this review.

### Citywide Signal Retiming

Nearly all of the city's traffic signals were evaluated and retimed in 2016. The project updated the signal timing parameters to reflect recommended yellow change intervals and required ADA walk/falshing don't walk phase lengths. Another metric will be to minimize vehicle stops while attempting to manage the vehicle progression speeds. These updates are expected to mitigate rear end and angle crash types, improve pedestrian safety and improve bicyclist safety as well. The work will be completed in 2017 and a final report will be made available highlighting the project's benefits and findings.

### 2016 In Numbers

**\$6.2 million**

#### In Projects

**23** Professional Service Contracts

**15** Construction Contracts

**9** Non City Contract Projects

Contracts

Public Meetings Held **4**

Total Excavations

Street **108**

Sidewalk **33**

Bore **80**

Tree Plot **56**

Other **8**

Total Permits **285**

Amounting to in fees **\$61,349**

# Transportation and Traffic Services

## A Look at 2016 Projects

### Old 37 & Dunn Street Curve Correction

2016 Project Cost \$1,642,553



The City of Bloomington and Monroe County reconstructed the intersection of North Dunn Street and Old State Road 37. This project was partially funded with Federal funds through the Highway Safety Improvement Program. The project includes the reconstruction of the existing intersection with a leveling out of Dunn Street and improved sight distance, and the reconstruction of the curve to the north, including the addition of shoulders and new guard rails, and a continuation of the multi-use path along the southwest portion of the project, including a new pedestrian bridge.

### Kinser Pike

2016 Project Cost \$132,196



The City of Bloomington City Council Sidewalk Committee funded the design, right-of-way acquisition, and construction of a sidewalk along the east side of Kinser Pike from 17th Street to the existing sidewalk adjacent to the Blackwell Apartments. The new 5' wide sidewalk was separated from the road with a grass plot with new street trees.

### Woodlawn Avenue: Railroad Extension and Improvement

2016 Project Cost \$1,868,215

The City of Bloomington and Indiana University partnered to construct a new railroad crossing on North Woodlawn Avenue, between East 12th Street and East 13th Street. The project, completed in September, includes 350 ft of new road way that connect the core of the IU campus to the sports complex, a new at-grade railroad crossing on the Indiana Railroad tracks and new bicycle lanes and wide pedestrian sidewalks. (Photos at the top of page 19).

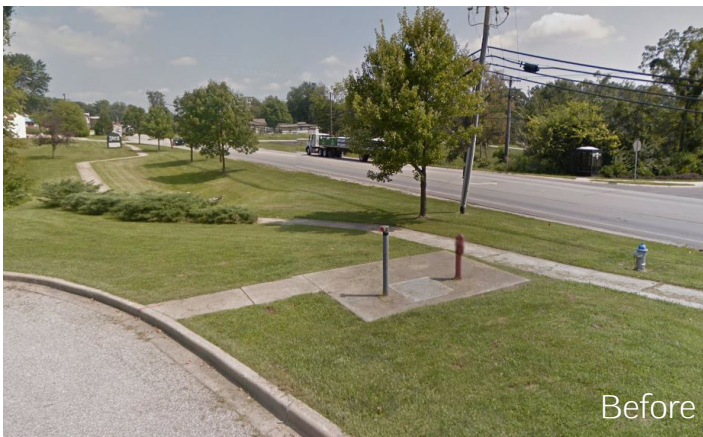


# Transportation and Traffic Services



Bloomfield Road Multiuse Path and Traffic Signal

2016 Project Cost \$1,152,498



The two major components of the West Bloomfield Road Sidepath and Signal Project were a new traffic signal at the intersection of West Bloomfield Road and Rolling Ridge Way as well as a new eight foot wide sidepath on the north side of Bloomfield Road from Landmark Avenue to Basswood Drive. Other components of the project included new stormwater infrastructure and improved parking areas at the Twin Lakes Sports Complex.

Fairview Street Sidewalk Improvements

2016 Project Cost \$225,988



The City of Bloomington City Council Sidewalk Committee funded the design of a sidewalk facility and street improvements on Fairview between Allen Street and Wylie Street. The project was constructed with funding provided by Community Development Block Grant (CDBG) funds. The project included an attached 6.5' wide sidewalk along the east side of the road, pedestrian ramps, and new storm water infrastructure.

# Metropolitan Planning Organization

## What we do:

The Bloomington/Monroe County Metropolitan Planning Organization is the Metropolitan Planning Organization (MPO) that serves the City of Bloomington, the Town of Ellettsville and parts of Monroe County. Federal funding for transportation projects and programs is channeled through this organization to fund local transportation infrastructure projects. The MPO is guided by three separate committees made up of volunteer citizens, elected and public officials. The MPO also works with the Long Range Planning and Transportation and Traffic Services Divisions.

### Key Construction Projects

The following notable projects were funded through the MPO Transportation Improvement Program during 2016:

#### Karst Farm Greenway, Phase 3:

The three completed phases of the greenway connect Karst Farm Park, Highland Elementary School, and other destinations just west of city limits with the MPO planning area.

#### B-Link Trail

This trail links Henderson and Walnut streets along an abandoned railroad line.

#### Fullerton Pike Phase 1

The County began construction on this roadway improvement on the south side of Bloomington in 2016.

#### Old SR 37 & Dunn Street

The City completed work on this important safety improvement in 2016.

#### Woodlawn Avenue Railroad Crossing

This campus-adjacent project created a new railroad crossing and extended Woodlawn Avenue between 12th and 13th Streets.

### Key Planning Projects

#### MPO Complete Streets Policy:

Staff is working to review and update the MPO Complete Streets Policy. Originally adopted in 2009, this policy works to ensure that all transportation modes are included in projects funded through the MPO. The goal is to design and build streets that accommodate all users of all abilities.

#### 2040 Metropolitan Transportation Plan:

Currently under development, the 2040 MTP will guide MPO long-range transportation investments. This plan will replace the 2035 Long Range Transportation Plan when it is adopted in late 2017.



*Committee members discuss different scenarios and options for the 2040 Metropolitan Transportation Plan*



# Metropolitan Planning Organization

## Karst Farm Greenway



All photos from the Karst Farm Greenway: The greenway is a separate path ideal for pedestrians, runners, and bicyclists. The greenway is being developed in three phases. Phases one and two were constructed in 2015. The path features limestone benches, scenic views, and includes a rail crossing.

