City of Columbus – Bartholomew County Planning Department

City of Columbus Bartholomew County Edinburgh / Bartholomew / Columbus Joint District Town of Hartsville

October 25, 2011

The Planning Department….

- A joint City of Columbus – Bartholomew County department serving as the staff for the:
  - Columbus Plan Commission and Board of Zoning Appeals,
  - Bartholomew County Plan Commission and Board of Zoning Appeals,
  - Edinburgh / Bartholomew / Columbus Joint District Plan Commission and Board of Zoning Appeals (by inter-local agreement), and
  - Town of Hartsville using the County Plan Commission and Board of Zoning Appeals (by contract).

The Planning Department….

- As the staff for the Plan Commissions, the Planning Department is the keeper of the Comprehensive Plan for each jurisdiction (City and County).
  - Supervise updates to the Comprehensive Plan.
  - Supervise updates to the Zoning Ordinance.
  - Supervise updates to the Subdivision Control Ordinance.
  - Review development proposals for compliance with the Zoning Ordinance and Subdivision Control Ordinance and consistency with the Comprehensive Plan.
  - Assist the public with guidance on applicable regulations and development approval processes.
  - Advise elected and appointed officials, community groups, and the public on land use and development issues.
  - Maintain all permits, meeting minutes, plan and regulation documents, and decision documents and make them available to the public.

The Planning Department….

- A paired agency, through inter-local agreement, with the City – County Code Enforcement Department (housed at the County, but also with jurisdiction for both County and City).

	Planning	Code Enforcement
Building Construction Permits		X
Residential Site Plan Review		X
Non-residential Site Plan Review	X	
Subdivision Design Review	X	
Zoning Variance Request Review	X	
Rezoning Request Review	X	
Subdivision Construction Review	(Neither – City or County Engineer)	

The Planning Department….

- The Planning Department staff has the authority to review and approve applications where the only criteria is compliance with adopted regulations; the staff does not have the authority to approve any exceptions or impose any additional requirements. In all other cases, the staff makes recommendations to decision makers (Plan Commission, BZA, etc.)

	Staff	Plan Comm.	BZA	City Council*
Rezoning				X
Subdivision Preliminary Plat		X		
Zoning Variance			X	
Site Plan Zoning Compliance	X			
Zoning Ordinance Revision				X
Sub. Cont. Ordinance Revision				X

* or County Commissioners (based on jurisdiction – city or county)

The Planning Department….

- In addition to development review responsibilities, Planning Department staff members also are assigned long-range planning tasks and other special projects. Some 2011 examples:
  - Columbus Floodplain Buyout Project
  - Bartholomew County Floodplain Buyout Project
  - Safe Routes to School Plan Project
  - Northern Gateway Plan Project
  - State Street Corridor Plan Project
  - Flood Regulation Study Committee Facilitation
  - Zoning & Small Business Study

The Planning Department….

- Planning Department staff members also are assigned liaison responsibilities with various community groups. Some 2011 examples:
  - Energy Matters Community Coalition
  - Healthy Communities Initiative
  - Safe Routes to School Committee
  - Bartholomew Consolidated School Corporation
  - Utility Coordination Committee
  - Bicycle & Pedestrian Plan Implementation Committee
  - U.S. Census Bureau

The Planning Department….

- In 2010 the Planning Department staff:
  - Processed a total of 281 administratively-approved applications and permits. Including 76 non-residential site plans, 111 sign permit requests, and 73 administrative subdivisions.
  - Reviewed 77 zoning variance applications.
  - Reviewed 21 major and minor subdivision applications.
  - Reviewed 8 rezoning applications.
  - Staffed 21 Plan Commission meetings.
  - Staffed 19 Board of Zoning Appeals meetings.
  - Organized 6 community events (open houses, meetings, etc.).
    Northern Gateway Plan, Bicycle & Pedestrian Plan, Thoroughfare Plan, and Central Avenue Corridor Plan
  - Facilitated completion of 2 Comprehensive Plan amendments.
    Bicycle & Pedestrian Plan and Thoroughfare Plan

The Comprehensive Plan….

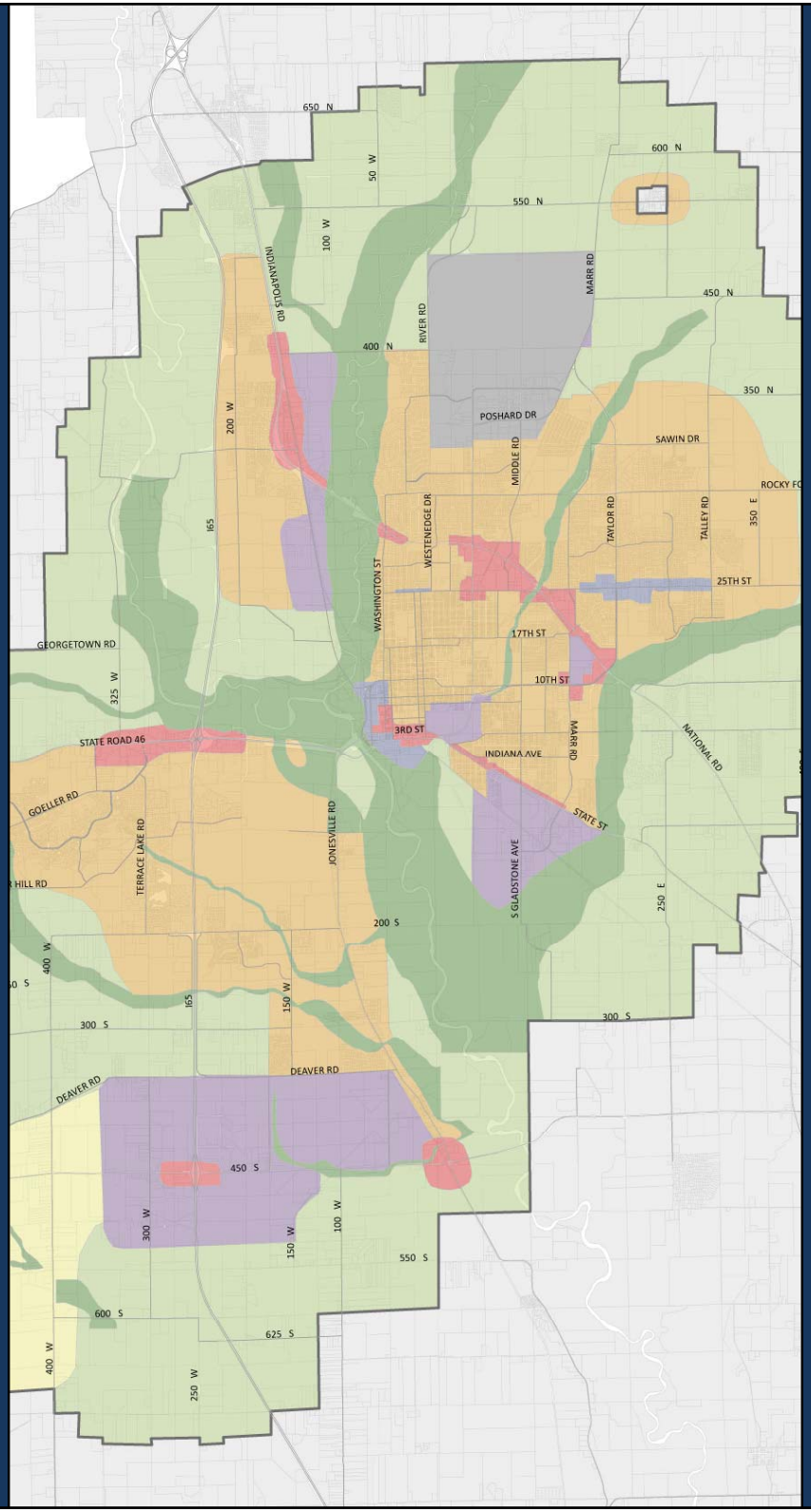
- Establishes a shared vision of the physical growth and development of the jurisdiction (City, County, etc.) - a common understanding of where we are as a community and where we are going (and want to go)…
- Based on (1) the best available technical data about the community and development demands and patterns and (2) public input.

The Comprehensive Plan….

- The Comprehensive Plan is a conceptual guide, not a law. However, it serves as the foundation for (1) all of the community's land use regulations (zoning ordinance and subdivision control ordinance) and (2) responses to requests for most exceptions from the land use regulations (zoning variances, rezonings, subdivision modifications).
- All communities that want to have zoning are required by Indiana law to have a Comprehensive Plan.

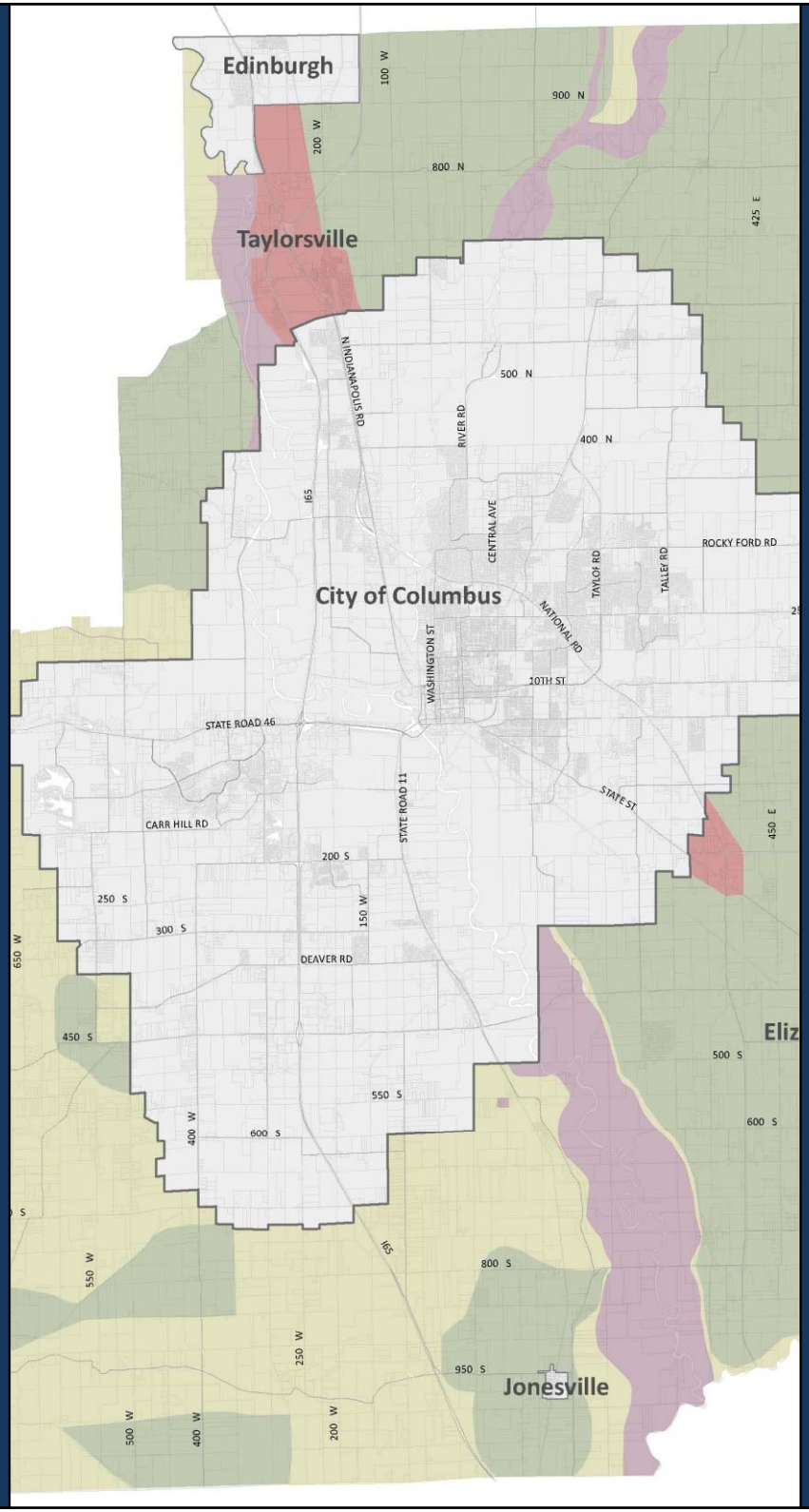
The Columbus Comprehensive Plan….

- Goals & Policies Element – June, 1999
- Land Use Plan Element – June, 2002
- Downtown Plan Element – October, 2005
- Bicycle & Pedestrian Plan Element – April , 2010
- Thoroughfare Plan Element – November, 2010
- Central Avenue Corridor Plan Element – July, 2011
- *State Street Corridor Plan Element – Spring, 2013?*



The Bartholomew County Comprehensive Plan….

- Goals & Policies Element – September, 1999
- Land Use Plan Element – February, 2003
- Thoroughfare Plan Element – February, 1993
- Northern Gateway Plan Element – *Spring, 2012?*



The Zoning Ordinance (Regulations for Private Property)....

- Most cities, towns, and counties have adopted zoning regulations. The regulations in each community address similar topics, but the specific requirements vary from community to community.

- Zoning regulations are based on state and federal law, each community's long-term goals for land use and development, and typical development practices.

- Zoning regulations are intended to organize the various aspects of a community - homes, businesses, factories, parks – in ways that are complimentary, not conflicting.

- Zoning regulations are intended to ensure that new developments are (1) safe, (2) adequately served by public services and infrastructure – streets, police protection, utilities – and (3) designed to prevent undue harm to the use or value of nearby properties.

Zoning Districts & Regulation Types….

3 C

Zoning Districts

3.20 Commercial: Regional (CR)

District Intent:

The "CR", Commercial, Regional zoning district is intended to establish appropriate locations for a variety of businesses that either (1) serve a regional market or (2) require convenient access to high-volume transportation routes. This district should be limited to locations with access and infrastructure which is compatible with the needs of regional-serving businesses and facilities. This district should be focused at key intersections, rather than extended along corridors.

In the jurisdiction of the City of Columbus this district is intended for use only within the City limits.

In the jurisdiction of Bartholomew County and the Edinburgh / Bartholomew / Columbus Joint District Plan Commission this district is intended for use only in coordination with concentrations of other comparatively high density development where services can efficiently be provided.

Amendment(s):

Section 3.20(C) revised per City Ord. 5, 2009 (2.17.09) & County Ord. 2, 2009 (3.2.09).

A. Permitted Primary Uses: P

Use Matrix: The Use Matrix (at the end of this Article) provides detailed use lists for all zoning districts.

Communications / Utilities Uses
- communication service exchange
- utility substation
- water tower

Public / Semi-Public Uses
- clinic
- day-care center (adult or child)
- government office
- hospital
- museum
- parking lot / garage (as a primary use)
- police, fire, or rescue station
- post office
- trade or business school

Park Uses
- nature preserve / conservation area
- park / playground

Commercial Uses
- auto-oriented uses (small scale)
- auto-oriented uses (medium scale)
- auto-oriented uses (large scale)
- auto rental (includes truck, RV, etc)
- builder's supply store
- data processing / call center
- equipment rental
- farm equipment sales & service
- health spa
- hotel / motel
- instructional center
- liquor store
- office uses
- personal service uses
- recreation uses (small scale)
- recreation uses (medium scale)
- restaurant
- retail uses (small scale)
- retail uses (medium scale)
- retail uses (large scale)

Industrial Uses
- wholesale facility

B. Conditional Primary Uses: C

Use Matrix: The Use Matrix (at the end of this Article) provides detailed use lists for all zoning districts.

Residential Uses
- dwellings, multi-family
- dwellings, secondary (on upper floors of other use)

Public / Semi-Public Uses
- animal shelter
- fairgrounds
- government facility (non-office)
- library
- transportation terminal
- university or college
- worship facility

Park Uses
- amphitheater / outdoor venue
- athletic complex
- campground / RV park
- driving range (as a primary use)

Commercial Uses
- agricultural supply facility
- conference center
- greenhouse / plant nursery
- kennel
- mobile / manufactured home sales
- retreat center
- theater (outdoor)
- truck stop / travel center

Industrial Uses
- agricultural products terminal
- boat / RV storage facility (outdoor)
- contractor's office / workshop
- light industrial assembly & distribution
- mini-warehouse self-storage facility
- research & development facility

Land Uses

3.20 Commercial: Regional (CR)

C 3

C. Lot Standards

Minimum Lot Area
- 15,000 sq. ft.

Minimum Lot Width
- 50 feet

Minimum Lot Frontage
- 50 feet

Maximum Lot Coverage
- 75%

Minimum Front Setback
- Arterial Road: 50 feet
- Arterial Street: 10 feet*
- Collector Road: 35 feet
- Collector Street: 10 feet*
- Local Road: 25 feet
- Local Street: 10 feet*

* 25 feet for any auto service bay, auto fuel pump canopy, or other similar vehicle access points to structures

Minimum Side Setback
- Primary Structure: 10 feet
- Accessory Structure: 10 feet

Minimum Rear Setback
- Primary Structure: 10 feet
- Accessory Structure: 10 feet

Minimum Living Area per Dwelling
- Secondary: 500 square feet
- Multi-family: 500 square feet

Minimum Ground Floor Living Area
- not applicable

Maximum Primary Structures per Lot
- 1*

*shopping centers, office complexes and multi-family residential developments with coordinated parking areas and pedestrian systems may have unlimited primary structures on any one lot

Maximum Height
- Primary Structure: no maximum
- Accessory Structure: 25 feet

Lot Standards

D. Utility Requirements & Subdivision Limitations:

1. Utility Requirements: Public water and sewer systems shall be required. In addition, the water system shall provide adequate fire fighting capacity, based on the sta jurisdiction.
2. Subdivision Limitations: All legal effective date of this Ordinance s from which any type of subdivisi Control Ordinance may be create number of new lots to be created, above and other applicable regulations.

Development Standards

Cross-References

Title	Art./Page #
Overlay Districts	**Art. 4**
Use Standards	**Art. 6**
6.1 Acc. Use & Struct.	6-2
6.2 Temp. Use & Struct	6-10
6.3 Farm-Related Animal	6-14
6.5 Res. Group Home	6-19
6.6 Home-Based Business	
Part 1	*6-20*
6.8 Telecomm. Facility	6-28
6.9 Mineral Extraction	6-33
Parking & Cir. Req.	**Art. 7**
7.1 General	
Part 1	*7-2*
Part 2	*7-9*
7.2 Design	
Part 1	*7-12*
Part 4	*7-15*
7.3 Circulation	
Part 1	*7-20*
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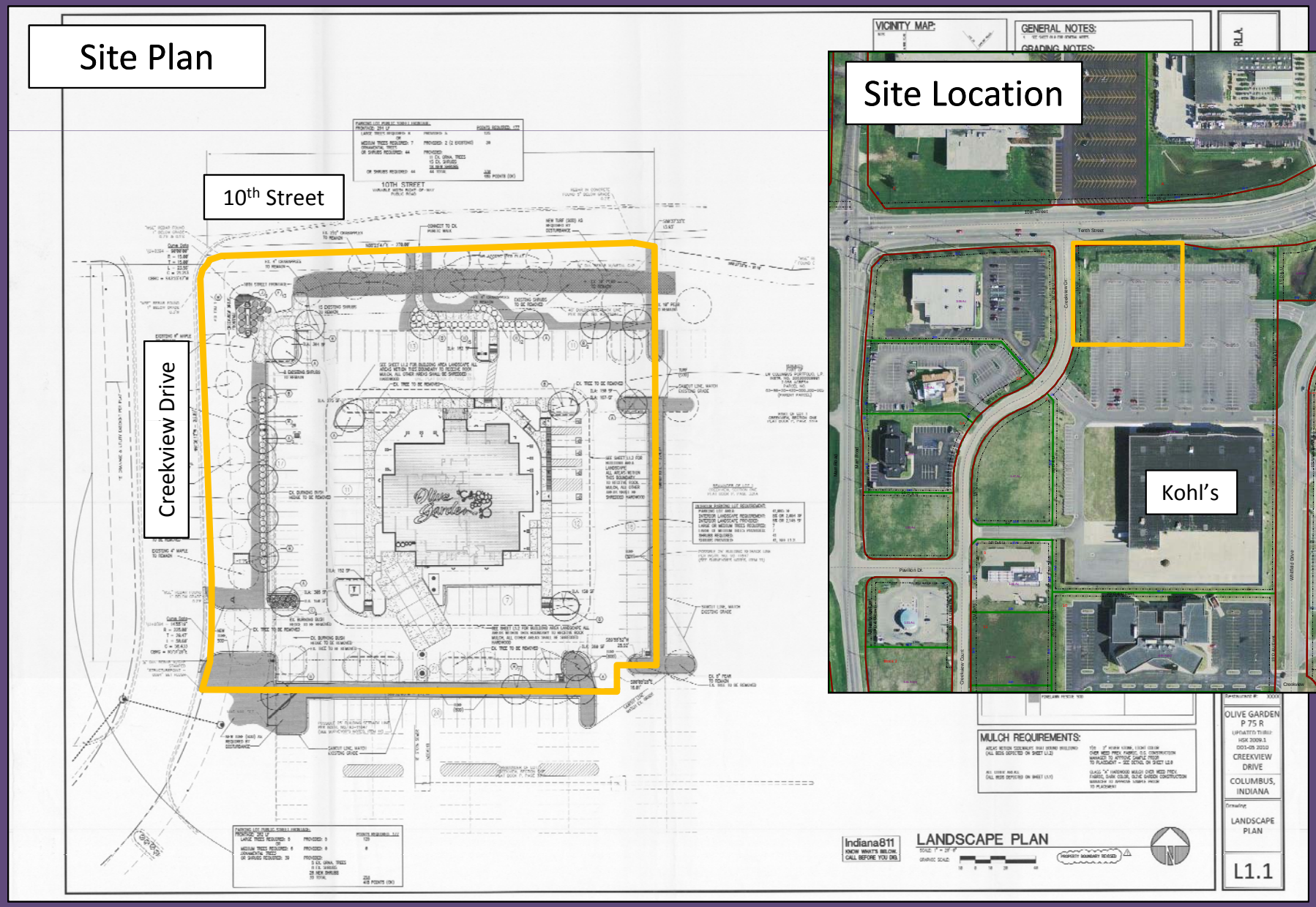
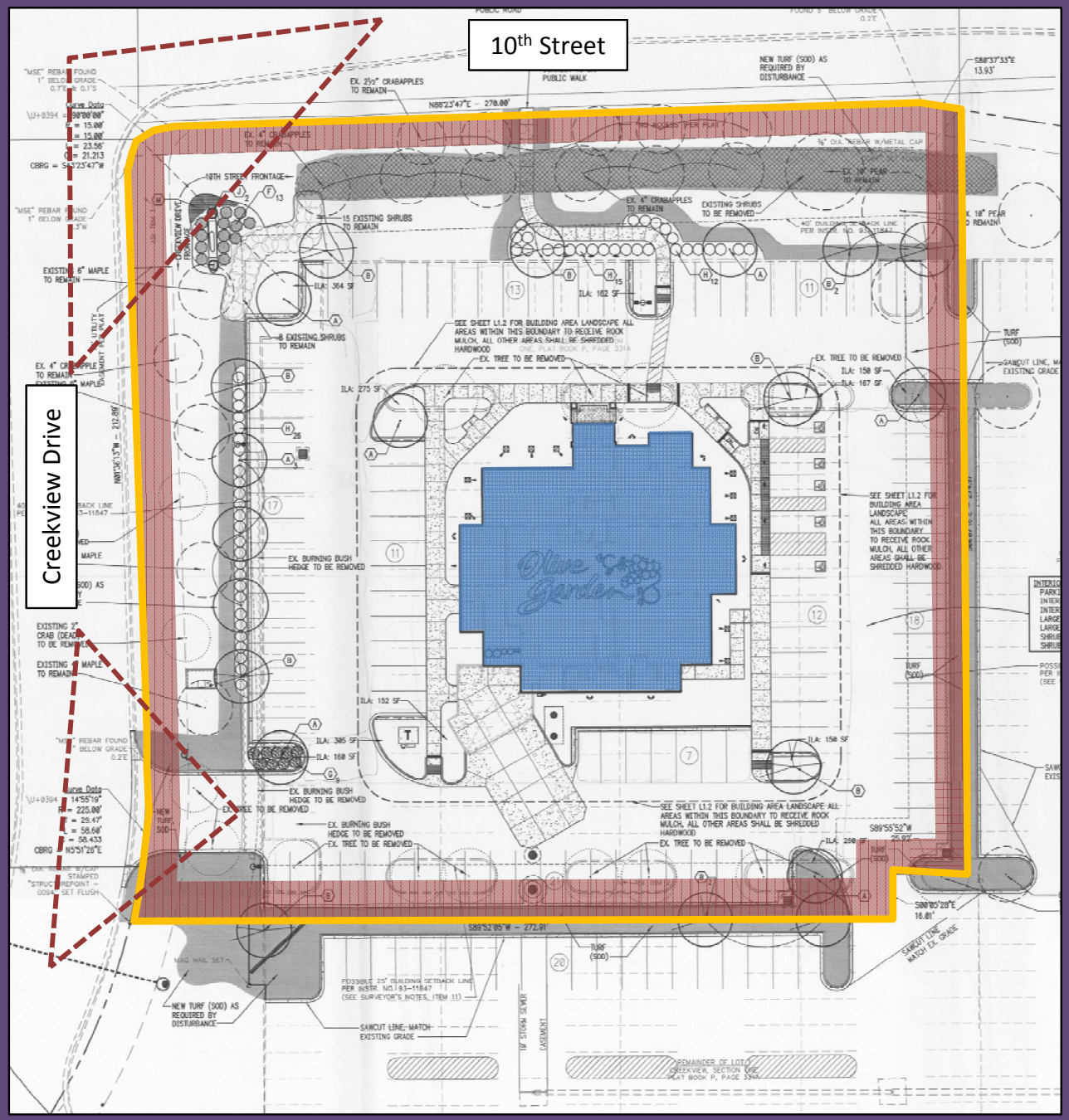
Landscaping Req.	**Art. 8**
8.1 Landscaping	8-2
8.2 Buffering	8-10
General Dev. Req.	**Art. 9**
9.1 Height	9-2
9.2 Environmental	9-4
9.3 Fence & Wall	9-7
9.4 Exterior Lighting	9-9
Sign Standards	**Art. 10**

Zoning Ordinance Case Study: Olive Garden….



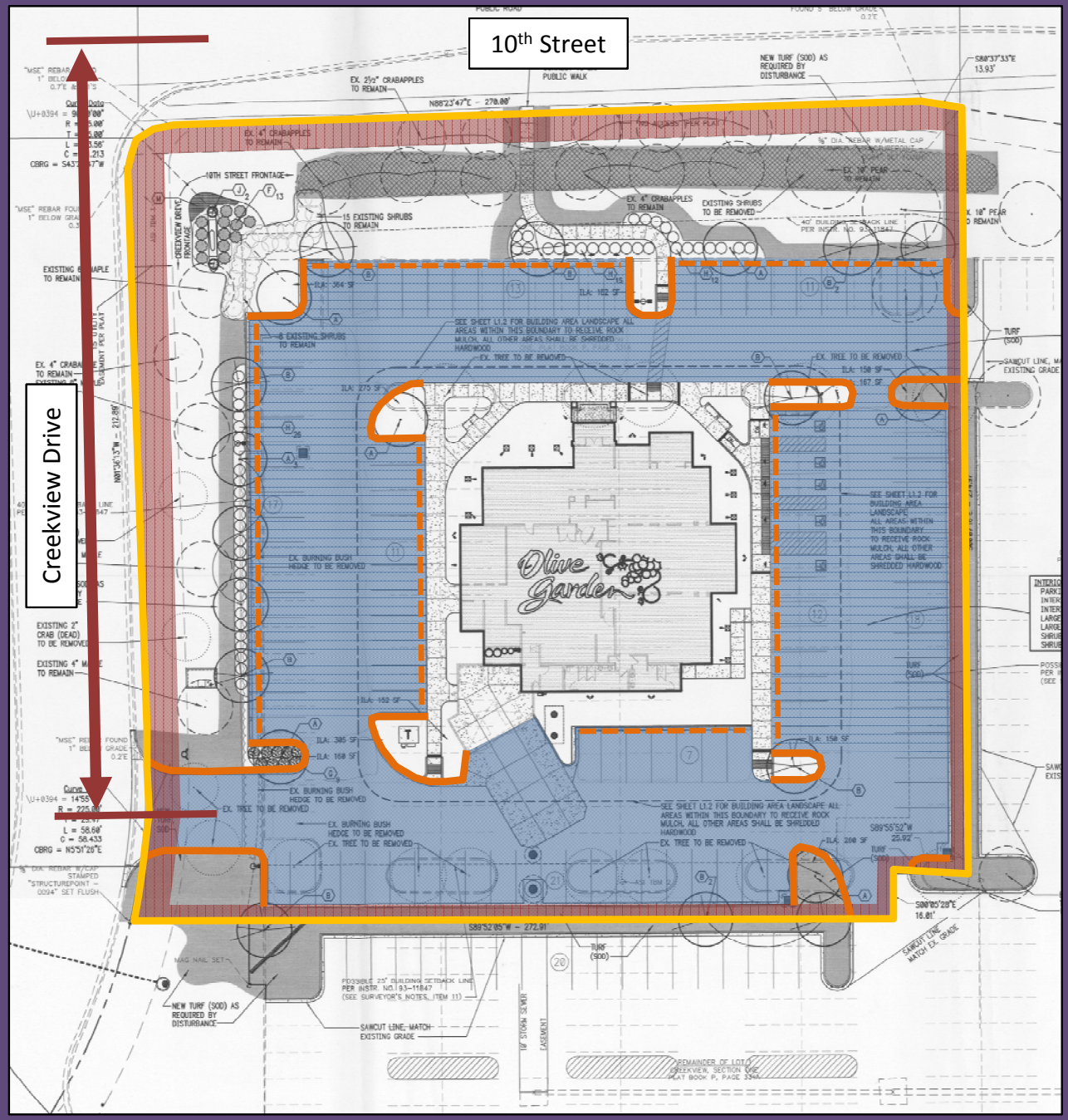
Olive Garden: Buildable Area ("Building Envelope")

- Minimum Building Setbacks – 10'
- Intersection Sight Visibility Triangles
- Maximum Lot Coverage – 75%
- Maximum Height - none



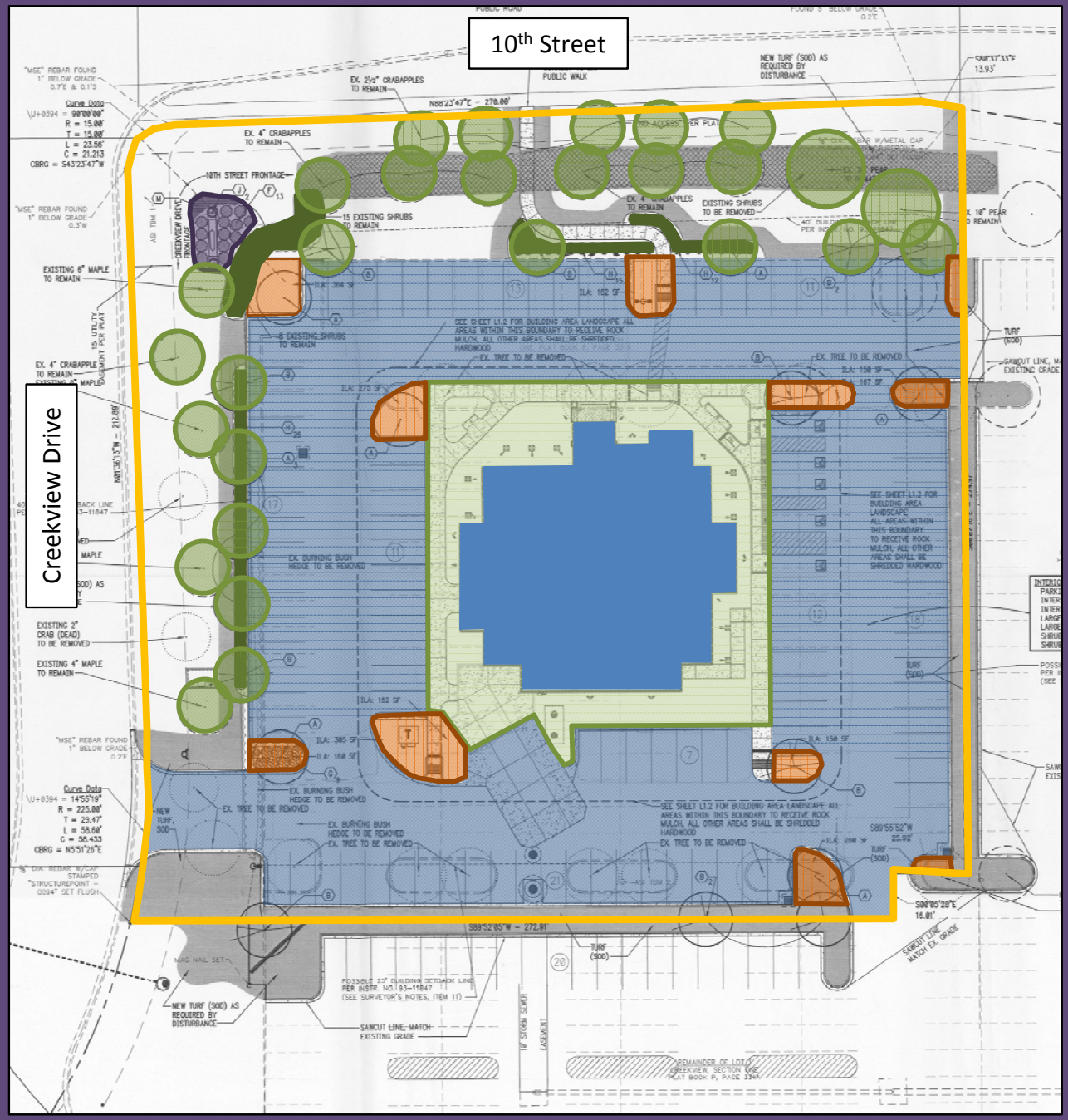
Olive Garden: Parking & Circulation

- Minimum Number of Parking Spaces
- Minimum Parking Space Size – 9’ x 18’
- Minimum Parking Aisle Width – 24’
- Minimum Driveway & Intersection Spacing
- Parking Area Minimum Setbacks
- Curbing & Wheel Stop Requirements



Olive Garden: Landscaping

- Required Landscape Areas with Specified Plant Numbers, Types, and Sizes
- Parking Lot Public Street Frontage
- Parking Lot Interior
- Lot Interior
- Freestanding Sign Base Area



The Subdivision Control Ordinance (Regulations for Public Infrastructure)….

- Like zoning , subdivision control regulations are based on state and federal law, each community's long-term goals for land use and development, and typical development practices. The regulations in each community address similar topics, but the specific requirements vary from community to community.

- The Subdivision Control Ordinance is intended to ensure that the community as a whole, specifically public infrastructure, is organized and constructed in a way that is safe, efficient, adequate to meet current and future needs, and consistent with the community's long-term goals.

- Proposed subdivisions must comply with both the Zoning Ordinance (land use, lot sizes, possible driveway locations, etc.) and the Subdivision Control Ordinance (street widths, drainage, sidewalks, street connections, etc.).

- The Subdivision Control Ordinance provides both (1) the process and (2) the design and construction standards for adding new neighborhoods and infrastructure to the community.

The Subdivision Control Ordinance Design Standards….

- Street Design (pavement width, curbs, right-of-way width, etc.)
- Street Construction (pavement thickness, etc.)
- Access Management (intersection spacing, etc.)
- Sidewalks & Pedestrian Systems
- Street Trees
- Drainage System (generally, with detailed requirements provided by the City or County Engineer)
- Sewer and Water Systems (generally, with detailed requirements provided the utility company)

Typical Major Subdivision Review Process (+/- 30 days)*....

1. Subdivider files Preliminary Plat.
   The Planning Department assigns project staff and distributes the proposal to the SRC members.

   10 days

2. Preliminary Plat reviewed by SRC (Subdivision Review Committee).
   The SRC is sub-committee of the Plan Commission that provides an initial review to determine conformance with the Subdivision Control Ordinance.

   7 days

3. Subdivider submits revisions based on SRC comments.

   6 days

4. Planning Department completes the staff report.
   The Planning Department distributes the proposal and the staff report to the Plan Commission members and provides the required "public notice" of the upcoming Plan Commission public hearing.

   7 days

5. Plan Commission public hearing.

6. Subdivider submits revisions based on Plan Commission decisions.

7. Subdivider submits a Final Plat & Construction Plans.
   Final Plat and construction plan review and approval is an administrative function of the Planning & Engineering Departments and is the point of transition between design (Planning) and construction (Engineering).

* the Bartholomew County process includes an additional "Concept Plan" step.

Questions?

Please contact or visit the Planning Department:

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