

MEMO

To: Monroe County Plan Commission
From: Elizabeth Fields, AICP, McBride Dale Clarion
Date: April 15, 2020
Re: County Development Ordinance Status Update

The following memo summarizes the work that has been completed to date on the update to the County's Development Ordinance and outlines proposed changes to the update process due to the effects of the COVID-19 pandemic. In an effort to keep this process transparent and engaging, we will be preparing monthly status updates that highlight completed work, in process tasks, and where we are at in the process. These reports will allow regular communication to occur between the Consultants, Staff, and the Commission throughout the update process.

SCHEDULE AND PROCESS AMENDMENT

In light of the pandemic and our inability to currently conduct in-person meetings, we are proposing to amend our proposed update process. Originally our process proposed the following:

- Initiation and Diagnosis
 - *Deliverable: Diagnosis Memo*
 - *Public Events: Kick-Off Meeting*
- Module 1: Districts and Uses
 - *Deliverable: Module 1 Draft*
 - *Public Events: Module 1 Review*
- Module 2: Dimensional and Development Standards
 - *Deliverable: Module 2 Draft*
 - *Public Events: Module 2 Review*
- Module 3: Procedures, Administration, and Definitions
 - *Deliverable: Module 3 Draft*
 - *Public Events: Module 3 Review*
- Adoption
 - *Deliverables: Consolidated Draft and Adoption Draft*
 - *Public Events: Consolidated Draft Review and Adoption Hearings*

We are now proposing to complete the modules in a revised order to prioritize the sections of the code that do not need drastic change and/or are not controversial. Therefore, the sections that we feel need more public engagement will be completed at a later time in hopes that in-person meetings will be able to occur at that time. This proposal will not slow down the update process, it will only change the order in which sections are drafted.

In addition to the changes in the order, we are also proposing to divide the Diagnosis Memo into three smaller memos that will each be completed before the drafting of each module. This will allow us to produce a smaller, more detailed diagnosis memo for the portion of the code that will be completed at that time. This change is also in response to our lack of initial public engagement. We feel that these changes will result in a more productive and efficient process due to our current circumstances. The updated schedule is proposed as follows:

- Initiation and Diagnosis
 - *Public Events: Kick-Off Meeting (tentative/virtual)*
- Module 1: Procedures, Administration, and Subdivision
 - *Deliverables: Module 1 Diagnosis and Module 1 Draft*
 - *Public Events: Module 1 Review (virtual)*
- Module 2: Districts and Uses
 - *Deliverable: Module 2 Diagnosis and Module 2 Draft*
 - *Public Events: Module 2 Review*
- Module 2: Dimensional and Development Standards and Definitions
 - *Deliverable: Module 3 Diagnosis and Module 3 Draft*
 - *Public Events: Module 3 Review*
- Adoption
 - *Deliverables: Consolidated Draft and Adoption Draft*
 - *Public Events: Consolidated Draft Review and Adoption Hearings*

The public events associated with the Initiation and Diagnosis Phase and Module 1 are expected to be virtual events. These virtual events may include live or recorded video presentations available on social media platforms and/or the CDO website, online materials to review, online feedback forms or surveys, or other similar methods. We will continue to work with Staff throughout this process to determine the most appropriate outreach efforts at each step.

PROPOSED ORDINANCE OUTLINE

The following outline is intended to allow the County an opportunity to review the overall structure of the proposed revisions prior to the drafting of the new code. The proposed outline re-organizes much of the contents into a more streamlined and logical order. The table below illustrates the proposed outline and the existing code chapters that will be contained within each new chapter. The far left column identifies the order in which the chapters will be completed by highlighting the chapters that will be written during Module 1, 2, and 3.

	PROPOSED ORDINANCE CHAPTERS	EXISTING ORDINANCE CHAPTERS	
	Module 1	Module 2	Module 3
Module 1	Chapter 800: Basic Provisions	Chapter 800: General Provisions	
		Chapter 850: Subdivisions: General Provisions	
Module 2	Chapter 801: Zoning Districts	Chapter 802: Zones and Permitted Use	
		Chapter 802: Use Table	Chapter 809: Preservation of Agricultural Uses
		Chapter 834: Wireless Communication Facilities	
		Chapter 837: Adult Oriented Businesses	
Module 3	Chapter 803: Design Standards	Chapter 804: Height, Bulk, and Density	
		Chapter 804: Development Standards	Chapter 806: Parking and Loading
		Chapter 807: Signs	
Module 2	Chapter 805: Overlay Districts and Environmental Constraints	Chapter 830: Landscaping	
		Chapter 805: Manufactured Home Parks	
		Chapter 808: Flood Damage Prevention	
		Chapter 810: Historic Preservation	
		Chapter 811: Planned Unit Developments	
		Chapter 825: Environmental Constraints Overlay Zone	
		Chapter 827: Business and Industrial Overlay District	
		Chapter 829: Karst and Sinkhole Development Standards	
Module 1	Chapter 806: Subdivision Standards	Chapter 835: Community Zoning Overlay	
		Chapter 890: Airport Zoning Ordinance	
		Chapter 854: Subdivisions: Application and Approval Procedures	
		Chapter 856: Subdivisions: Improvement, Reservation, and Design Standards	
		Chapter 858: Subdivisions: Assurances for Completion and Maintenance of Improvements	
		Chapter 860: Subdivisions: Document Specifications	
	Chapter 862: Subdivisions: Sliding Scale Option Subdivision		
	Chapter 826: Cluster Subdivision Design		

Chapter 807: Administration	Chapter 820: Board of Commissioners
	Chapter 821: Advisory Board of Zoning Appeals
	Chapter 822: Advisory Plan Commission
	Chapter 823: Historic Preservation Board of Review
	Chapter 824: Planning Department
Chapter 808: Processes and Permits	Chapter 812: Variances
	Chapter 813: Conditional Uses
	Chapter 814: Permits and Certificates
	Chapter 815: Site Plan Review
	Chapter 816: Erosion Control/Grading Plan
	Chapter 819: Fees
	Chapter 828: Proposals to Extend Sanitary Sewer Services
	Chapter 831: Amendments to the Zoning Map and Text
	Chapter 832: Appeals
	Chapter 833: Administrative Additions for Former City of Bloomington Jurisdictional Areas
Chapter 809: Nonconformities	Chapter 803: Nonconformities
Chapter 810: Enforcement and Penalties	Chapter 817: Violations and Enforcement
	Chapter 818: Permit, Certificate, and Approval Revocation
Chapter 811: Definitions	Chapter 801: Definitions
	Chapter 852: Subdivisions: Definitions

NEXT STEPS

If the County Plan Commission agrees that the revised process and proposed outline are the appropriate path forward, we will continue to work with staff to begin the diagnosis of Module 1. The diagnosis will address what changes are going to be made to the contents of those chapters, what regulations will be retained, what sections or chapters will be deleted, and what content will be added. The diagnosis will be presented to the Plan Commission to confirm that the Commission, Staff, and the Consultants agree on the trajectory of the update before drafting begins.