



2024 ANNUAL REPORT



APC

Evansville | Vanderburgh County
Area Plan Commission

812-435-5226

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Evansville, IN 47708

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PURPOSE OF THE REPORT

The annual report fulfills the statutory duties of the Area Plan Commission Executive Director as listed in Indiana Code (IC) § 36-7-4-312:

1. Propose annually a plan for the operation of the planning department; and
2. Prepare and present to the commission an annual report.

FUNCTIONS OF THE EVANSVILLE-VANDERBURGH COUNTY AREA PLAN COMMISSION (APC)

Established under IC § 36-7-4-202, the APC is the land use planning agency for the City of Evansville (City), Vanderburgh County (County), and the Town of Darmstadt. The APC and its 13 support staff are responsible for both current and long-range planning through updating and implementing the **Evansville-Vanderburgh County Comprehensive Plan** in addition to administering and enforcing the Evansville Municipal **Subdivisions** and **Zoning** Codes (EMC) and the Vanderburgh County **Subdivisions** and **Land Use and Zoning** Codes (VCC). The EMC and VCC are collectively referred to as the Zoning and/or Subdivision Code, Zoning and/or Subdivision Ordinance, or simply Code.

In 2024, the APC consisted of an appointed 13-member board. In December of 2024, the renewed interlocal agreement between the City and County reduced the size of the board to 9 members and introduced the inclusion of term limits for board members, both effective in 2025.

The APC holds meetings on the first Thursday of each month, with typical agenda items including:

- Requests for rezonings within the City and County
- Requests for primary subdivision approval for plats and replat
- Requests to amend the City and County Zoning and Subdivision Ordinances
- Reports from staff

Table 1 provides data on the number of rezoning and subdivision proposals filed, as well as the actions taken by the APC in 2024 and the four preceding years.

**TABLE 1
ZONING & SUBDIVISION FILINGS/FINAL ACTIONS**

ACTION	REZONING					MAJOR SUBDIVISION					MINOR SUBDIVISION				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Number Filed	41	37	43	49	41	12	4	12	8	3	30	12	26	30	29
Approved by Subdivision Review						12	4	12	8	3	30	12	26	27	28
Approved by APC	31	31	31	35	36	11	4	12	7	2	0	0	0	0	0
Denied by APC	1	0	1	4	2	0	0	0	0	0	0	0	0	1	0
Withdrawn	4	3	3	1	1	0	0	0	0	0	0	0	0	1	1
No Action/Pending	5	3	1	9	2	0	0	0	1	1	0	0	0	1	0
Approved by Legislative Body	33	31	33	36	35										

FUNCTIONS OF THE BOARD OF ZONING APPEALS (BZA)

The BZA is established under EMC § 18.180.010(A) and VCC § 17.36.080 in accordance with the requirements of IC § 36-7-4-901(a). Supported by the APC staff, the BZA holds meetings on the third Thursday of each month, with typical agenda items including:

- Requests for Variances from the Zoning Code requirements
- Requests for Special Uses, which by their nature are difficult to classify in the standard residential, commercial, or industrial zoning districts
- Appeals by a petitioner challenging decisions made by administrative staff or the Site Review Committee (excluding the Plan Commission itself) related to the enforcement and/or interpretation of the Zoning Ordinance or the issuance of Improvement Location Permits

Table 2 presents data on the BZA’s actions regarding variance and special use requests in 2024, in comparison to the previous four years. The high number of variances indicates two key points: 1) there is a need for amendments to the Zoning Code development standards, and 2) many of the BZA variances conflict with the Code’s evaluation criteria. According to the Code, the relevant language specifies: “...No variance may be granted except on a (positive) finding of all the following factors...” This means that, in order to comply with the Code, a variance may not be granted upon a finding that a petition conflicts with any one of the six criteria statements.

**TABLE 2
VARIANCE & SPECIAL USE FILINGS/FINAL ACTIONS**

ACTION	VARIANCES					SPECIAL USES				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Number Filed	99	129	121	127	113	21	20	29	18	22
Approved	83	113	101	107	94	19	14	22	17	12
Denied	4	2	2	2	1	0	1	1	0	0
Withdrawn	2	8	7	8	2	1	3	4	0	4
Pending	10	6	0	10	16	1	2	2	1	6

APC STAFF

- Executive Director Ronald S. London, P.E., CFM
- Assistant Director Alyssa Nilssen (portion of the year)
- Senior Planner Vacant
- Zoning Administrator Kassi Virgin
- Assistant Zoning Administrator Morgan Gray
- Site Review Administrator Joel Wiegand
- Zoning Investigator Angela Passick
- Zoning Enforcement Officer Andrea Harrelson
- Zoning Enforcement Officer Judith Preske
- GIS/Website Administrator Megan Wirth
- Survey Plat Examiner Karen Pickett
- Land Division Coordinator Carrie Trice
- Bookkeeper/Office Manager April Spraggs
- Senior Secretary Tara Snyder
- Attorney Dirck Stahl

FINANCING

Through an interlocal agreement between the City and County, the APC operates under a shared funding model, with 50% of the budget supported by the City and 50% by the County. Table 3 shows total expenditures for the 2024 Budget totaled **\$1.07** million last year, while the revenue generated by APC, primarily from fees, totaled over **\$325,898**. This **11.4%** decrease from the 2023 revenue level can likely be attributed to economic factors, along with the loss of sign permit fees in the County due the absence of a Sign Ordinance for part of the year.

**TABLE 3
2024 BUDGET & DISBURSEMENTS**

2024	Budget	Transfers in/out	Expended	Returned and Repealed	Encumbrances
Salary of Employees	\$798,509.00	\$0.00	\$776,823.72	\$21,685.28	\$0.00
Social Security, PERF	\$150,520.00	\$0.00	\$142,321.84	\$8,198.16	\$0.00
Fuel	\$2,250.00	\$0.00	\$1,817.77	\$432.23	\$0.00
Garage & Motor	\$1,350.00	\$0.00	\$1,149.15	\$200.85	\$0.00
Supplies	\$6,000.00	-\$70.00	\$5,551.31	\$378.69	\$0.00
Postage/Freight	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00
Travel/Mileage	\$1,000.00	\$0.00	\$482.97	\$517.03	\$0.00
Communications	\$2,520.00	\$0.00	\$2,520.00	\$0.00	\$0.00
Training & Education	\$3,000.00	\$0.00	\$1,765.01	\$1,234.99	\$0.00
Printing	\$500.00	\$0.00	\$494.80	\$5.20	\$0.00
Legal Advertising	\$2,250.00	\$0.00	\$1,423.07	\$826.93	\$0.00
Maintenance & Repair	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00
Rent	\$61,370.00	\$0.00	\$61,370.00	\$0.00	\$0.00
Legal Services	\$45,000.00	\$655.30	\$25,082.50	\$20,572.80	\$0.00
Equipment Lease & Repair	\$5,500.00	\$0.00	\$4,108.79	\$1,391.21	\$0.00
Dues & Subscriptions	\$1,500.00	\$0.00	\$1,352.31	\$147.69	\$0.00
Office Machines	\$5,250.00	\$3,800.00	\$8,835.00	\$215.00	\$0.00
Data Management	\$4,000.00	\$70.00	\$4,070.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$10,428.02	\$0.00	\$10,428.02	\$0.00
Motor Vehicles	\$0.00	\$28,720.00	\$28,720.00	\$0.00	\$0.00
TOTAL	\$1,091,269.00	\$43,603.32	\$1,067,888.24	\$66,984.08	\$0.00

WORK ACCOMPLISHED IN 2024

The Evansville-Vanderburgh County Comprehensive Plan

Adopted in 2016 by the APC, the Town of Darmstadt, the City Council, and the County Commissioners, the Comprehensive Plan continues to guide land use decisions and development in the area. Efforts to implement the goals, objectives, and policies of the Plan remain ongoing.

Zoning Ordinance

Proposals to amend the text or standards of the Zoning or Subdivision Codes can be initiated by the legislative bodies or by the APC. State law provides for plan commissions to make recommendations to the legislative body or bodies concerning proposed changes to one of these codes. Specifically, IC § 36-7-4-607 states under procedures to amend or partially repeal the Zoning or Subdivision ordinances, that:

“...If (such an ordinance amendment) is initiated by a participating legislative body instead of the plan commission, the proposal must be referred to the commission for consideration and recommendation before any final action by the legislative body...”

Therefore, when initiated by a legislative body, such an amendment must first be reviewed by the APC in their role as the local experts in land use planning. Any recommendations by staff or the APC members are usually offered in the form of an amended proposal to improve the ordinance under consideration for the “public good,” paying regard to appropriate planning concepts, including responsible development and growth, as mentioned in IC § 36-7-4-603, EMC § 18.175.020(B), and VCC § 17.36.050(B). When a proposal is initiated and eventually passed by the APC, it proceeds on to the legislative body or bodies for consideration.

In 2024, there was a notable decrease in proposed amendments to the Zoning Ordinance compared to the previous year. The only amendment to move forward was the updated Sign Ordinance for the unincorporated portion of the County. Initiated by the APC, this ordinance successfully re-established sign regulations outside municipal boundaries and was adopted with strong support from the major sign companies in the community. The updated Sign Ordinance reflects ongoing efforts to balance community aesthetics with business interests, ensuring a clear and consistent regulatory framework for signage in the County’s unincorporated areas.

Other Area Plan Commission Actions

In addition to acting on Zonings, Subdivisions, and Ordinance amendments, the Area Plan Commission also acts on Economic Development Plan Resolutions to determine if these proposals conform to the Comprehensive Plan. In 2024, the APC reviewed and determined the Evansville Redevelopment’s declaration establishing the Franklin Lofts Project Area within the Jacobsville Redevelopment Area was in conformance with the Comprehensive Plan.

In 2024, the APC staff continued to research, write staff field reports, and provide verbal comments on all proposed rezonings, variances, special uses, and appeals at the Area Plan Commission and Board of Zoning Appeals meetings. Other zoning related work regularly performed by staff includes issuing permits for new development, enforcement of the zoning and subdivision codes, updating the GIS official zoning map, along with many other tasks.

Table 4 displays data on the types of applications filed over the last 5 years.

**TABLE 4
APPLICATIONS FILED 2020-2024**

ACTIVITY TYPE	YEARS				
	2020	2021	2022	2023	2024
Subdivisions Filed	42	16	38	38	32
Subdivisions Recorded	41	28	46	40	30
Improvement Location Permits	1,603	1,704	1,479	1,467	1,493
Rezoning Filed	41	37	43	49	41
Special Uses Filed	21	20	29	18	22
Variances Filed	99	129	121	127	113

ZONING ENFORCEMENT

Zoning Code enforcement within the Evansville-Vanderburgh County area is managed by APC's three Zoning Enforcement/Investigation Officers. The enforcement process is primarily initiated through public complaints. In 2024, the APC issued and mailed over **1,198** Zoning Code violation letters, following site inspections and subsequent follow-up actions.

Many properties in violation of the Zoning Code are found during inspections to exhibit additional issues beyond the APC's jurisdiction. To address these issues comprehensively, Zoning Enforcement/Investigation Officers collaborate closely with a range of City and County agencies including Evansville-Vanderburgh County Building Commission, Evansville Police Department, Vanderburgh County Sheriff's Office, Vanderburgh County Health Department, and Vanderburgh County Highway Department. Many violations in 2024 were resolved through cooperative efforts with property owners and occupants, thereby enhancing the overall appearance and safety of neighborhoods, improving residents' quality of life, and fostering the stability and growth of property values across Evansville-Vanderburgh County.

SITE REVIEW PROCESS

The Site Review Committee, another critical review board for the APC, meets weekly via conference call to evaluate plans for all new apartment complexes in addition to all commercial, industrial, and non-residential developments prior to the issuance of Improvement Location Permits. In 2024, applicants filed **305** site development plans for review, with **86.2%** of these projects located within the City and **13.8%** in the County. Projects can be viewed through the [Project Status](#) web mapping application on the APC website at www.evansvilleapc.com.

SITE REVIEW PROJECTS

Examples of projects reviewed by the Commercial Site Review Committee in 2024

CITY:

HOUSING

- 2720 Maxx Rd. – Briar Pointe Estate Condos
 - 16 new units
- 301 NW Third St. – Market Street Apartments
 - Change-of-use from assisted living facility to 59 apartments
- 4135 N US 41 – Apts@41
 - Change-of-use from hotel to 76 apartments

- 424 Main St. – The Vault on Main
 - New 4-story, 255,699 sq ft gross floor area building with 161 apartments and commercial space on first floor

COMMERCIAL/INDUSTRIAL

- 610 N Burkhardt Rd. – Multi-tenant commercial retail building
 - New 6,122 sq ft building with 3 suites
- 6016 E Columbia St. – Commonwealth Pain & Spine ASC
 - New 9,912 sq ft building
- 808 SE Third St. – Woods and Woods
 - Change-of-use from church to 32,969 sq ft of professional offices
- 4401 University Dr. – Caliber Collision
 - New 12,150 sq ft building for auto collision repair facility
- 1400 Park St. – Bootz Industries
 - 23,661 sq ft addition for manufacturing
- 4147 N US 41 – Multi-tenant commercial building
 - New 11,827 sq ft building with 6 suites
- 2001 Lynch Rd. – Huck’s Food & Fuel
 - New 12,337 sq ft 16-pump gas station and convenience store

INSTITUTIONAL

- 3500 N Harlan Ave. – Vanderburgh County Jail
 - 39,135 sq ft addition
- 3530 N Harlan Ave. – Vanderburgh County Coroner
 - New 8,868 sq ft office

COUNTY:

HOUSING

- 4909 Sunnyside Ct. – Arbors
 - Change-of-use and remodel of office to an apartment

COMMERCIAL/INDUSTRIAL

- 5125 Pearl Dr. – Olive Garden
 - Remodel of 7,191 sq ft building for new restaurant
- 5900 N Saint Joseph Ave. – Dollar General
 - New 10,640 sq ft building
- 5104 Hogue Rd. – Sprout Vet Clinic
 - Change-of-use and remodel of single-family residential to new veterinary clinic
- 6415 Vieth Ln. – Donut Bank Bakery
 - New 2,807 sq ft building
- 4818 Chase Dr. – Dollar General
 - New 12,480 sq ft building

ISSUANCE OF PERMITS

The Area Plan Commission issues Improvement Location Permits (ILPs) for residential, commercial, and industrial uses before construction activity can begin. Table 5 outlines the permits issued by type. In 2024, the APC processed a total of **1,493** applications for ILPs, marking a **1.8%** increase compared to the previous year. Construction of commercial and industrial buildings saw continued growth, with a notable **12.2%** increase in 2024, reaching a new five-year high for this category with **83** ILPs issued.

Table 6 illustrates the housing units permitted in each township. A total of **532** units were permitted in the City and County in 2024, marking a **68.4%** increase from 2023 and the highest number of housing permits issued in the past five years. The distribution of housing permits shows a higher proportion of units, **70.5%**, permitted in the City, as compared to the County.

In terms of residential growth in specific areas, Pigeon Township recorded the highest number of permits issued with **255** new units, surpassing Center Township, which saw **117** new units. The distribution of this growth is further illustrated in the 2024 Housing Change Map. Additionally, the data shows a split of **37%** single-family and **63%** multi-family units. A key trend to note is the **78.4%** decrease in residential growth within Knight Township, which had previously recorded the highest growth rate in 2023. Conversely, Pigeon Township saw a notable **466.7%** increase in housing growth.

**TABLE 5
IMPROVEMENT LOCATION PERMITS ISSUED**

TYPES	CITY					COUNTY					TOTALS				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Single Family	130	126	90	102	48	176	195	137	124	149	306	321	227	226	197
Multi Family															
Permits	11	14	37	15	14	3	2	4	2	3	13	16	41	17	17
Units	46	130	207	86	327	67	4	7	4	8	113	134	212	90	335
Additions & Remodeling	211	240	439	215	160	103	109	120	126	132	314	349	559	341	292
Accessory Structures	140	123	117	137	138	270	295	223	204	224	410	418	340	341	362
Commercial & Industrial Bldg	36	38	25	48	55	14	3	10	26	28	50	41	35	74	83
Change-Of-Use / Business	119	128	172	123	161	11	18	14	15	15	130	146	186	138	176
Signs - on-premise & temporary	291	330	57	264	313	44	55	10	27	28	335	385	67	291	341
Others - temporary uses	38	23	16	21	19	6	5	12	7	2	44	28	28	28	21
TOTALS	976	1,022	953	925	908	627	682	526	531	581	1,603	1,704	1,479	1,456	1,489

**TABLE 6
HOUSING UNITS PERMITTED**

Township	SINGLE FAMILY					MULTI-FAMILY					TOTALS				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
ARMSTRONG	7	3	3	2	4	0	0	0	0	0	7	3	3	2	4
CENTER															
City	35	39	1	12	9	9	8	7	6	82	44	47	8	18	91
Unincorporated	90	35	24	27	22	0	0	1	8	4	90	35	25	35	26
Total	125	74	25	39	31	9	8	8	14	86	134	82	33	53	117
GERMAN	10	11	8	8	9	0	0	2	0	0	10	11	10	8	9
KNIGHT															
City	53	64	48	46	12	4	76	65	70	10	57	121	113	116	22
Unincorporated	0	0	0	0	3	0	0	0	0	0	0	0	0	0	3
Total	53	64	48	46	15	4	76	65	70	10	57	121	113	116	25
PERRY															
City	1	2	2	4	4	0	0	0	0	3	1	2	2	4	7
Unincorporated	5	8	24	24	18	65	4	0	0	4	70	12	24	24	22
Total	6	10	26	28	22	65	4	0	0	7	71	14	26	28	29
PIGEON	40	21	39	39	23	33	46	125	6	232	73	67	172	45	255
SCOTT	64	138	76	64	93	2	0	4	0	0	66	138	80	64	93
UNION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EVANSVILLE	130	126	90	101	48	46	130	205	82	327	176	256	295	183	375
Unincorporated	176	195	137	125	149	67	4	7	8	8	243	199	144	133	157
COUNTY TOTAL	306	321	227	226	197	113	134	212	90	335	419	455	439	316	532

SUBDIVISION REVIEW PROCESS

As designated by IC § 36-7-4-700, the APC has sole authority over the subdivision process. When reviewing a subdivision for primary plat approval, the APC determines whether the plat complies with standards outlined in the Subdivision Code.

As shown in Tables 4 and 7, subdivision activity decreased by 25% in 2024 compared to the previous year. Major subdivisions are considered for primary plat approval by the APC in a public meeting, while the Subdivision Review Committee (SRC) offers technical recommendations on major subdivisions and can grant plat approval for minor subdivisions. As shown in Table 1, the APC approved 2 major subdivisions in 2024, with the SRC reviewing those plats. Additionally, the SRC approved 28 minor subdivisions.

Secondary plat approval is handled administratively by staff, and if the plat complies with Code requirements, it must be recorded. For subdivisions involving public improvements, one of the prerequisites for recording is filing a Letter of Credit as surety to cover the costs of the public improvements, ensuring compliance with City and County standards. As of December 31, 2024,

the APC held **53** active letters of credit for subdivision improvements, with an approximate total value of **\$3.3** million.

2024 Housing Change By Township

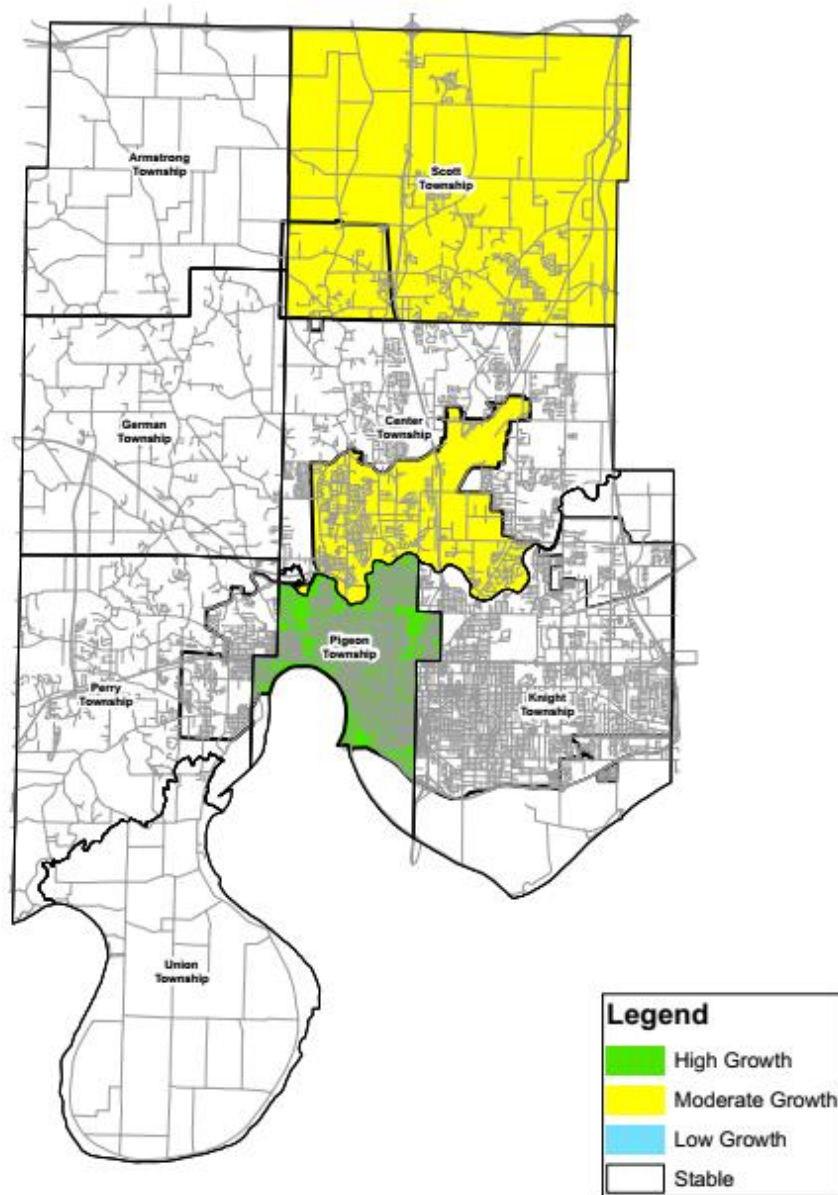


Table 1 provides an overview of the major and minor subdivision actions taken, while Table 7 offers detailed data on the parcelizations and subdivisions recorded in 2024. In total, the APC recorded **30** subdivision plats and **35** parcelizations in 2024, encompassing **170** lots/parcels across approximately **1,334** acres. Notably, parcelization activity increased compared to the previous year, while the average lot size for subdivision decreased to **1.47** acres, down from the previous year.

**TABLE 7
RECORDED SUBDIVISIONS & PARCELIZATIONS**

	CITY					COUNTY					TOTALS				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
PARCELIZATIONS	0	1	1	3	0	30	42	41	22	35	30	43	42	25	35
Parcels	0	2	4	6	0	90	112	99	53	86	90	114	113	59	86
Acres	0.00	244.5	225.7	92.87	0	1,443.80	1,989.64	1,550.60	790.5	1210.79	1,443.80	2,234.18	1,776.26	883.37	1210.79
Average Parcel Size (in Acres)	0	122.3	56.42	15.48	0.00	16.04	17.77	15.66	14.92	14.08	16.04	19.6	15.72	14.97	14.08
SUBDIVISIONS	24	20	25	21	18	17	8	21	19	12	41	28	46	40	30
Lots	118	145	77	119	67	68	110	438	78	17	186	255	515	197	84
Acres	115.1	116.2	136.4	200.3	86.09	56.52	82.96	228.16	201.33	37.24	171.57	119.13	364.53	401.58	123.33
Average Lot Size (in Acres)	0.975	0.81	1.77	1.68	1.28	0.83	0.76	0.52	2.58	2.19	0.92	0.78	0.71	2.04	1.47
TOTALS															
Parcels & Lots	118	147	81	125	67	158	222	537	131	103	276	369	618	256	170
Acres	115.05	360.7	362	293.1	86.09	1,500.32	2,072.60	1,778.76	991.83	1248.03	1,615.37	2,433.30	2,140.79	1,284.95	1,334.12

IT, GIS, AND RECORDS MANAGEMENT

Accomplishments in 2024:

- Continued maintenance of the GIS Zoning layer to ensure the Zoning Map reflects newly approved rezonings, with ongoing efforts to update and correct the data
- Updated the Zoning Map to include all rezoning data from 2009 to 2023
- Created a complete back-up of all ESRI applications and data layers, and established an annual procedure for regular updates
- Continued cleaning up Special Use data, completing data on 208 records and removing 106 records
- Continued scanning Rezoning, Variance, and Special Use docket files for digitization
- Continued scanning older Special Use files held in the office to prepare them for storage
- Began scanning Special Use docket files dating from 1997 to 2016
- Converted 8 Web AppBuilder Applications to Experience Builder
- Implemented procedures and notifications to ensure Certificates of Occupancy (C of O) are requested
- Added a second scanning station to increase efficiency in digitizing docket files
- Collaborated with the Assessor’s Office to clean up their data to stop the import of incorrect data into Munis Property Master
- Developed a procedure to maintain the accuracy and currency of Munis Property Master
- Set up Teams Channels to streamline communication and collaboration within the office
- Scanned all historic maps stored in APC office to preserve and digitize them for easier access
- Created a Munis Users Group for the City and County staff
- Began the process of updating and scanning missing subdivision plats for accuracy and completeness

COMMITTEE PARTICIPATION

In addition to Site & Subdivision Review, the APC Director/staff serve on the following boards:

- | | | |
|--------------------------|----------------|---------------------------------------|
| Downtown Design Review | GIS Technical | Information Technology Council (ITAC) |
| Evansville MPO Technical | Flood Advisory | MUNIS Users Group |

CENSUS

The Area Plan Commission holds the designation as a State data center affiliate for the Evansville Metropolitan Statistical Area, and is a depository for Census data. The APC routinely

disseminates this information as a public service. **Census statistical information** has been added to our web page in the form of tabular data and web mapping applications.

PROFESSIONAL EDUCATION

To increase staff knowledge on information that will allow the Plan Commission to better serve City/County residents, the APC staff received training in numerous online webinars. Several of the staff members participate in continuing education programs on an ongoing basis to meet professional certification requirements, such as for the American Institute of Certified Planners, Professional Engineers, Certified Floodplain Managers, and GIS.

APC WORK PROGRAM FOR 2025

Comprehensive Planning and Implementation:

- Continue the implementation of the **2015-2035 Comprehensive Plan**
- Coordinate planning efforts, including Redevelopment Plans
- Advance zoning amendments to replace the City's Sign Code

IT and GIS Initiatives:

- Continue the development and standardization of zoning map data
- Continue expansion of GIS Open Data and availability
- Provide pre-Census GIS assistance as needed
- Continue improving the Lot of Record layer to show official property lines in the County
- Continue creating a Zoning History Map for staff and others to use in property searches
- Continue adding all current zoning, special use, and variance data on the Zoning Map
- Complete the conversion of Web AppBuilder Applications to Experience Builder Applications using ESRI software
- Continue converting DBase files from discs to PDF files on the server
- Begin updating and managing Multi-Address layers
- Ensure the Special Use layer is complete and accurate
- Scan and correct missing or blurry plats currently on the Zoning Map
- Transition Site Review Committee meetings to Microsoft Teams, replacing the current conference call format
- Continue expanding the use of Microsoft Teams for the APC office to improve communication, collaboration, and organization
- Work with EWSU to determine if E-Builder can assist in Site Review process, along with other applications in the future

Records and Office Management:

- Develop and implement an internal records management policy
- Write and implement office procedures for improved workflow, efficiency, and consistency
- Revise and update all APC Master Forms, including those for Rezoning, Subdivisions, Variances, and Special Uses
- Update APC and BZA Rules and Procedures
- Continue digitizing historic files to replace hard copies stored in the office
- Complete scanning of all Special Use docket files
- Purge Special Use files eligible for destruction per the State's retention schedule

Other Initiatives:

- Partner with City and County attorneys to enhance Zoning Code enforcement procedures

ACKNOWLEDGEMENTS

MAYOR - 2024

- Honorable Stephanie Terry

CITY COUNCIL - 2024

- Zac Heronemus, President
- Ben Trockman, Vice President
- Missy Mosby
- Alex Burton (January – November)
- Tanisha Carothers (November – December)
- Angela Koehler Lindsey
- Jim Brinkmeyer
- Mary Allen
- Paul Green
- Courtney Johnson

COUNTY COMMISSIONERS - 2024

- Justin Elpers, President
- Mike Goebel, Vice President (February – December)
- Cheryl Musgrave
- Ben Shoulders (January – February)

COUNTY COUNCIL – 2024

- Jill Anne Hahn, President
- John Montrastelle, Vice President
- James Raben
- Joe Kiefer
- Tom Shetler, Jr.
- Nick Iaccarino
- Bob Deig (February – December)
- Mike Goebel (January – February)

DARMSTADT TOWN BOARD - 2024

- Eric Gries, President
- Ray Engler
- Crystal Kahre
- Cecil Poag
- Mallory Lowe, Clerk-Treasurer

AREA PLAN COMMISSION - 2024

- Stacy Stevens, President
- Bill Pedtke, Vice President
- Serita Cabell
- Zac Heronemus
- Linda Freeman
- Mike Goebel
- Roger Lehman
- Lynn Lowe

- Earl Milligan
- John Montrastelle
- Bill Nix
- Joy Payne
- Lon Walters

BOARD OF ZONING APPEALS MEMBERS - 2024

- Bill Pedtke, President
- Joy Payne, Vice President
- Mike Rudolph
- Becky Kasha
- Bryan Hayden (January – August)
- Tom Shetler III
- Mike Zehner