



Department of
Community Investment

Memorandum

Monday, August 28, 2023

TO: Kara Boyles, Engineering
Gerard Ellis, Fire
Sandra Kennedy, Legal
Timothy Lancaster and Joseph Leszczynski, Police
Angela Smith, Community Investment - Zoning
Kelly J. Smith, Solid Waste
Kenisha Wells, Neighborhood Services & Enforcement
Kyle Willis, Administration & Finance

FROM: Michael Divita, Principal Planner

SUBJECT: Request for Service Reports
Airport-Moss Annexation Area
(100% Voluntary Annexation of Contiguous Property)

A petition for voluntary annexation of the Airport-Moss Annexation Area has been submitted to the City and will receive First Reading by the Common Council today, August 28, 2023.

The proposed Annexation Area consists of one parcel, a part of a second parcel, and adjacent right-of-way totaling about 3.3 acres and is located at the southeast corner of old Lincolnway West and Moss Road, near the South Bend International Airport entrance. The area is currently vacant and is zoned commercial in the County. With the annexation, the petitioner seeks zoning of I Industrial District to develop a car wash and detailing facility for car rental businesses at the airport.

Please complete the Service Report addressing how your Department will or can provide City services to the proposed Annexation Area, and return it to me **by September 11, 2023**. This deadline must be met so that the Legal Department can prepare the necessary resolutions in time to be considered by the Board of Public Works and the Board of Public Safety. A fact sheet, map, and an annexation schedule are attached to assist you in your review.

If you have any questions, please contact me at (574) 235-5843 or mdivita@southbendin.gov.

cc: Mayor James Mueller
Kacey Gergely, Chief of Staff, Office of the Mayor
Bob Palmer, Attorney for the Common Council
Caleb Bauer, Executive Director, Community Investment
Tim Corcoran, Director of Planning, Community Investment
Dawn M. Jones, City Clerk
Staff, City Clerk
Robert Kruszynski, County Surveyor



SERVICE REPORT CHECK LIST

- Department of Law:* 1) legal concerns, if any (if none, no report is required)
- Public Works:*
- 1) location, size, and capacity of water line(s)
 - 2) listing of properties connected to water line(s)
 - 3) location, size, and capacity of sewer line(s)
 - 4) listing of properties connected to sewer line(s)
 - 5) any public improvements required or suggested, such as street signs, street lighting, pavement upgrade, storm drainage
 - 6) cost, timing, and source of funds for providing those improvements (within 1 year for non-capital items and 3 years for capital items)
 - 7) a listing of properties covered by waivers
- Police Department:*
- 1) Police Beat to be assigned
 - 2) cost, timing, and source of funds of providing any improvements
 - 3) whether comparable response time can be maintained
- Fire Department:*
- 1) primary and secondary fire stations to be assigned
 - 2) cost, timing, and source of funds of providing any improvements
 - 3) whether comparable response time can be maintained
- Neighborhood Services:*
- 1) Inspector Area to be assigned
 - 2) whether comparable response time can be maintained
- Zoning:*
- 1) current zoning of property
 - 2) anticipated/required zoning
 - 3) compatibility of land uses relative to city zoning
 - 4) copies of recorded subdivision plats, if any
- Admin/Finance:* 1) (no report necessary for this annexation)
- Solid Waste:*
- 1) capacity to provide solid waste service
 - 2) cost to owner of service
 - 3) when service can begin
- County Surveyor:* 1) verify accuracy of legal description

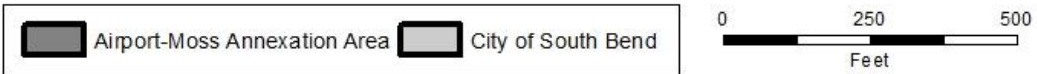
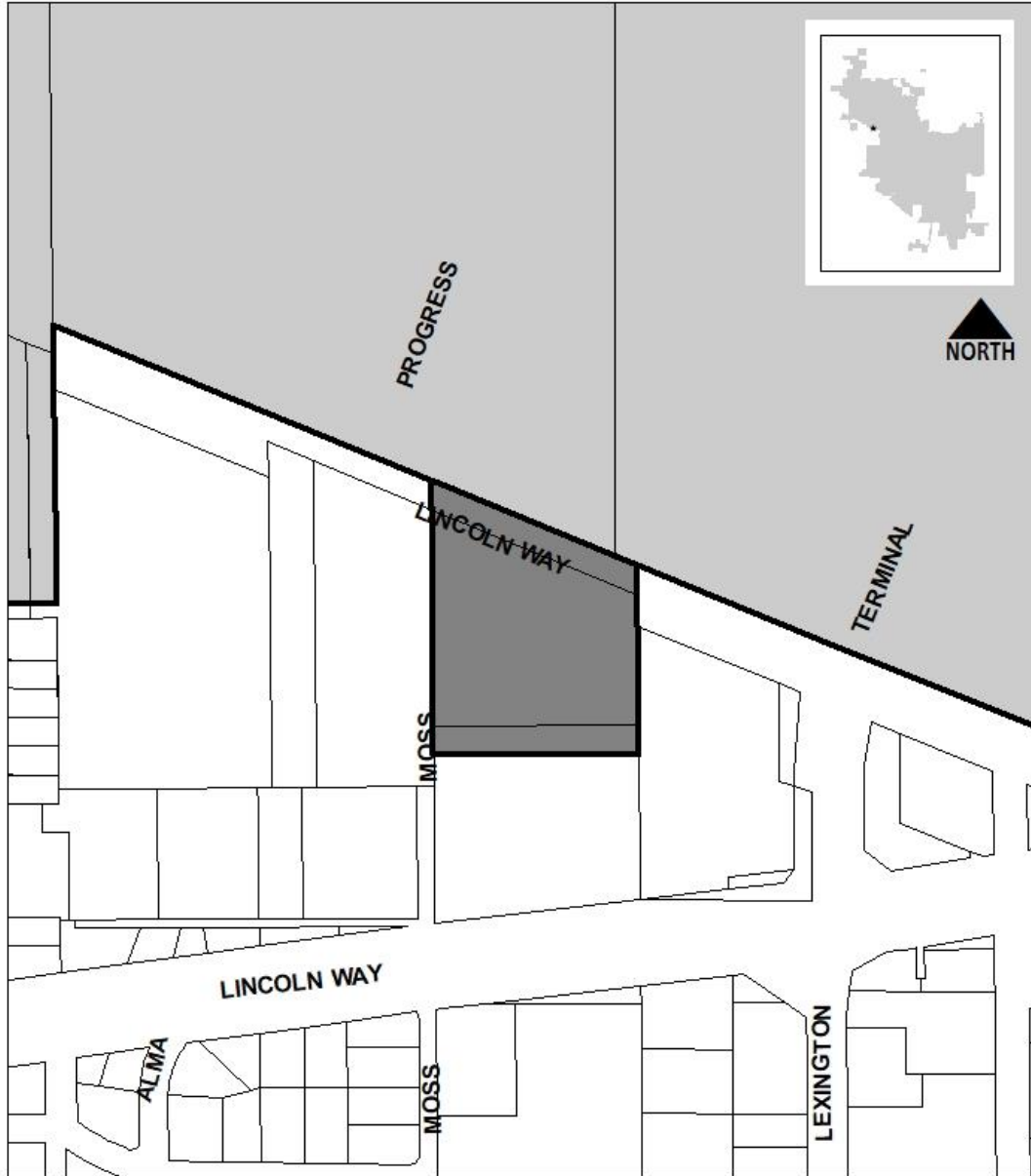
A. Annexation Criteria (Minimum)		Analysis	Criteria Met?
1.	Contiguity: At least 1/8 (12.5%)	25.1%	Yes
2.	<i>and</i> 100% of owners signed petition	100%	Yes
3.	a. essential City services are/can be provided		Yes
	b. City is able to provide services		Yes
	c. territory is contiguous		Yes

B. General

Location:	On the southeast corner of old Lincolnway West and Moss Road
Address(es):	Vacant land at 23114 Lincolnway West (old US 20)
Tax Key Number(s):	004-1022-038103 004-1022-038101 (part)
Subdivision(s) of Record:	None
Acres:	3.3
Current Net Assessment:	\$0
Current Population:	0
Proposed Population:	0
Current Land Use:	Vacant land
Proposed Land Use:	Car wash/detailing facility for car rental businesses at airport
Current Zoning:	C Commercial District, St. Joseph County
Proposed Zoning:	I Industrial District, City of South Bend
Council District:	1 st Council District
Scheduled Effective Date:	December 24, 2023
Comments:	Proposed Annexation Area includes the adjacent old Lincolnway West and Moss Road rights-of-way

Map

Airport-Moss Annexation Area



Prepared by City of South Bend Department of Community Investment August 28, 2023

Legal Description

Beginning at a point at the intersection of the north right-of-way line of old Lincolnway West with the western right-of-way line of Moss Road; thence south along the west right-of-way line of Moss Road a distance of 480'; thence east a distance of approximately 354' to the centerline of vacated Kensington Avenue; thence north along the centerline of vacated Kensington Avenue approximately 331' to the north line of Old Lincolnway West; thence northwest along the north right-of-way line of Old Lincolnway West approximately 390' to the point of beginning, all in Section 32, Township 38 North, Range 2 East.

Proposed Schedule for Airport-Moss Annexation Area

File Date	8/23/23
Fiscal Plan Service Request Sent	8/28/23
Council 1st Reading	8/28/23
Fiscal Plan Service Request Due	9/11/23
Plan Commission Public Hearing	9/18/23
Fiscal Plan Done	9/25/23
Council Advertisement	9/29/23
Board of Public Works Agenda Session	10/5/23
Board of Public Works Hearing	10/10/23
Board of Public Safety	10/18/23
Fiscal Plan Resolution to Clerk	10/18/23
Council 2nd Reading	10/23/23
Council 3rd Reading	11/13/23
Ordinance Advertised	11/24/23
Appeal Period Start	11/24/23
Appeal Period End	12/24/23