PUTNAM COUNTY BOARD OF ZONING APPEALS
MINUTES

The Putnam County Board of Zoning Appeals met for its regular monthly meeting on November 10, 2025, at 6:30 p.m. in the Commissioner's Meeting Room at the Putnam County Courthouse 1 West Washington St, Greencastle, Indiana. Kate Skirvin called the meeting to order at 6:49 p.m. A roll call was taken to determine a quorum. The following members were present: Kate Skirvin, Terry Dorsett, and Raymond McCloud. Lora Scott and Kevin Scobee were not present. Also, present was Lisa Zeiner, Plan Director. See attached sign in sheet for audience members present.

Kate Skirvin asked if the Camryn Gibson case had requested continuance.

Lisa Zeiner stated that Ms. Gibson requested a continuance to the December meeting because she had to go out of town.

REVIEW OF MINUTES – October 14, 2025, meeting minutes.

Mrs. Skirvin asked if there were any additions or corrections to the minutes.

Raymond McCloud made a motion to approve October 14, 2025, meeting minutes as presented.

Terry Dorsett seconded the motion.

October 14, 2025, meeting minutes were approved as presented with all in favor.

OLD BUSINESS:

2025-SE-049: JESSICA YOUNG – Special Exception for a dog kennel. Review of previous approval; Rural Preservation (A1) zoning district; Franklin Township; 9042 N US 231 (Parcel #67-02-30-700-016.002-005)

Jessica Young approached the board. Mrs. Young asked if the video she took could be played.

Mrs. Zeiner played the video showing the current conditions of the property and the boarding facility.

Mrs. Young explained that the facility is just for boarding animals. Mrs. Young stated that business hours end at 7:30 p.m. Mrs. Young explained that the facility is a "homey" atmosphere. Mrs. Young stated that she had planted trees and installed privacy screens. Mrs. Young explained that they try to keep the dogs quiet. Mrs. Young stated that she has given neighbors her cell phone so that they can call or text her when they feel the dogs are too noisy.

Mr. McCloud asked what the latest the dogs were outside the kennels.

Mrs. Young stated that 7:30 was the latest. Mrs. Young explained that there are four (4) that have access to the outside but if they are barkers their doors get shut.

Mrs. Skirvin asked if Mrs. Young lived on the property.

Mrs. Young stated that she did not live at the property, but her mom does.

Mrs. Skirvin asked if her mother took care of the dogs during the day.

Mrs. Young stated that she has employees that care for the dogs. Mrs. Young explained that her mom only lives in the dwelling.

Mrs. Skirvin asked when the trees were planted.

Mrs. Young stated that they were planted last year.

Mrs. Skirvin asked if the type of arborvitae that was purchased was fast growing.

Mrs. Young confirmed that they were. Mrs. Young explained that a lot of dogs are daycare dogs. Mrs. Young stated that clients drop off their dogs in the morning and pick them up in the evening.

Mr. McCloud asked about the maximum number of dogs on the property at one time.

Mrs. Young stated that there are twelve to fifteen dogs on the property, with the majority being daycare dogs. Mrs. Young explained that they also foster for the Putnam County Humane Society and Creekside. Mrs. Young stated that if the dogs don't get adopted they do get put down.

Mr. McCloud asked if grooming was also done at the facility.

Mrs. Young stated that she does offer grooming, just not at that facility. Mrs. Young explained that she has a mobile grooming business.

Mr. Dorsett asked about neighbors.

Mrs. Young stated that the that she does have a few neighbors close by which is why she has given them her phone number so if there is an issue they can contact her.

Mr. McCloud asked about the number of employees.

Mrs. Young stated that she had four (4) employees at the facility.

Mr. McCloud asked about when the employees start.

Mrs. Young explained that the first shift is from 7:30 a.m. until noon and the second shift comes from 3:00 p.m. to 7:30 or 8 p.m. depending on how busy they were. Mrs. Young stated that nap time was from noon until 2 p.m. and during that time no one was at the facility.

Mr. McCloud asked what the length of time for boarding was.

Mrs. Young stated that the board was a week at a time. Mrs. Young explained that there are about ten (10) daycare dogs that come four (4) to five (5) times a week.

Mrs. Skirvin asked besides the ten (10) daycare dogs, how many dogs were usually being boarded

Mrs. Young stated that it varies. Mrs. Young explained that for fall break or spring break the kennel would be full, but not over twenty (20) dogs. Mrs. Young explained that with daycare dogs and dogs being boarded there could be thirteen (13) dogs. Mrs. Young stated that it depends on the type of dog and how much room they need.

Mr. Dorsett asked about the septic system.

Mrs. Young stated that the health department had been out to the property and everything had been approved.

Mrs. Skirvin asked if there was anyone from the audience that wanted to speak about this project.

Keith Ford, property owner at 8896 N US Highway 231, approached the board. Mr. Ford stated that he does have Mrs. Young phone number. Mr. Ford explained that his concern was about the pens along the south side of the barn. Mr. Ford stated that there are times when he can hear the dogs barking inside his home in the early morning hours. Mr. Ford stated that whenever the dogs in the pins on the south side of the barn see movement, even 700 feet away, they start barking. Mr. Ford asked that Mrs. Young consider moving those pins to the other side of the barn. Mr. Ford stated that he did appreciate the responsiveness of Mrs. Young.

Mrs. Young stated that the dog that was barking the most was put now.

Mr. Ford stated that he hadn't heard barking for a while. Mr. Ford explained that during the daytime the dogs bark when there is movement.

Mrs. Skirvin stated that she believes Mrs. Young has made a good-faith effort to curb the noise.

Mr. McCloud made a motion to accept review of the previously approved special exception for **2025-SE-049: JESSICA YOUNG** and only review if there is a complaint.

Mr. Dorsett seconded the motion.

2025-SE-049: JESSICA YOUNG review was accepted and will only be heard again if the Planning Department gets a complaint with all in favor.

Mrs. Skirvin asked if there were any other items before the board.

There being no additional business before the BZA, Mr. Dorsett made a motion to adjourn the meeting.

Mr. McCloud seconded the motion.

The meeting was adjourned at 7:16 p.m.

Minutes approved on the 9th **day of** April **2026.**

Kate Skirvin, Vice-President

PUTNAM COUNTY BOARD OF ZONING APPEALS

NOVEMBER 11, 2025 at 6:30 p.m.

SIGN IN SHEET

PLEASE PRINT CLEARLY

NAME	ADDRESS
Sandra Grimes	2452 N CoRd 50E - Greencastle
Barry Grimes	"
Jessica Young	9042 N US highway 231 Roachdale
KEITH & STEPHANIE FORD	8896 N US HWY 231 ROACHDALE IN

Report Of Collection

Approved by State Board of Accounts for Putnam County, 2001

To: Putnam County Auditor
(Title of Officer)

BUILDING DEPT
(Governmental Unit)

Putnam County, Indiana
(County)

Collections for Period: 1/1/2025 thru 10/29/2025

Description	Funds to be Credited	Collections This Period	Prior Collections	Year to Date Collections
	Total Amount Collected	**$211,183.55**	**$0.00**	**$211,183.55**

I hereby certify that the foregoing is a true and correct report of collections due the above named governmental unit for the period shown.

Dated this _____ day of _____

Note
This is not to be used as a receipt for collections. The official to whom the report is made must issue an official receipt for the collections remitted.

_____
(signature)

_____
(Title of Officer)

Totals by Fund

1180-10	**$1,767.55**
1180-18	**$203,216.00**
4906-18	**$6,200.00**
	$211,183.55

Report Of Collection

Approved by State Board of Accounts for Putnam County, 2001

To: Putnam County Auditor
(Title of Officer)

Planning/Building
(Governmental Unit)

Putnam County, Indiana
(County)

Collections for Period: 1/1/2025 thru 10/29/2025

	Description	Funds to be Credited	Collections This Period	Prior Collections	Year to Date Collections
3	ROOF	1180-18	$180.00	$0.00	$180.00
31	RURAL SUBDIVISION	1000-10	$7,750.00	$0.00	$7,750.00
5	RURAL SUBDIVISION PER BUILDING LOT (OVER 2)	1000-10	$100.00	$0.00	$100.00
1	SIGN	1180-18	$60.00	$0.00	$60.00
1026	SINGLE INSPECTION	1180-18	$61,560.00	$0.00	$61,560.00
3	SOLAR PANEL PERMIT	1180-18	$225.00	$0.00	$225.00
6	SPECIAL EXCEPTION	1000-10	$2,400.00	$0.00	$2,400.00
1	TEMPORARY USE PERMIT	1180-18	$60.00	$0.00	$60.00
9	VARIANCE	1000-10	$2,700.00	$0.00	$2,700.00
		Total Amount Collected	**$241,602.80**	**$0.00**	**$241,602.80**

I hereby certify that the foregoing is a true and correct report of collections due the above named governmental unit for the period shown.

Dated this _____ day of _____

Note
This is not to be used as a receipt for collections. The official to whom the report is made must issue an official receipt for the collections remitted.

_____
(signature)

_____
(Title of Officer)

Totals by Fund

1000-10	**$29,816.25**
1180-10	**$1,767.55**
1180-18	**$203,216.00**
1181.010	**$603.00**
4906-18	**$6,200.00**
	$241,602.80

2025 BUILDING PERMIT REPORT AS OF 10/29/2025

LOCATION	TYPE OF PERMIT	NUMBER OF PERMITS ISSUED
COUNTY	1-2 Family Dwellings	33
	Above Ground Pools	2
	Accessory Dwellings	5
	Addtion/Alterations	26
	Attached Accessory	1
	Commercial	2
	Demolition	17
	Detached Accessory	129
	Educational/Church	2
	Electrical	131
	Fence	1
	ILP - GENERAL	1
	In-Ground Pool	1
	Lean To	4
	Living Quarters	4
	Manufactured (Double)	10
	Manufactured (Single)	5
	Remodel	7
	Roof (Storm Damage)	4
	Storage/Industrial	
	Sign	1
	Solar	3
	Temporary Use	1
	Underground Storage	
		390
	TOTAL	

LOCATION	TYPE OF PERMIT	NUMBER OF PERMITS ISSUED
TOWN OF BAINBRIDGE	1-2 Fam. Dwelling	2
	Accessory Dwelling	
	Addition/Alt.	
	Attached Accessory	
	Demolition	
	Detached Accessory	1
	Commercial	
	Electric	4
	Fence	2
	Remodel	
	Storage/Indust.	1
	TOTAL	**10**
TOWN OF ROACHDALE	1-2 Fam. Dwelling	1
	Accessory Dwelling	
	Addition/Alt.	
	Attached Accessory	
	Demolition	
	Detached Accessory	2
	Commercial	
	Electric	2
	Fence	6
	Lean To	1
	Remodel	
	Manufactured	2
	TOTAL	**14**

LOCATION	TYPE OF PERMIT	NUMBER OF PERMITS ISSUED
TOWN OF RUSSELLVILLE	Electric	3
	Additions	1
	Detached Accessory	1
	Demolition	
	Commercial	
	TOTAL	**5**
TOWN OF CLOVERDALE	1-2 Fam. Dwelling	
	Accessory Dwelling	
	Addition/Alt.	
	Attached Accessory	4
	Demolition	1
	Detached Accessory	2
	Commercial	1
	Electric	6
	Fence	5
	Lean To	
	Remodel	2
	Manufactured	22
	Temporary Use	1
	TOTAL	**44**
HERITAGE LAKE	1-2 Fam. Dwelling	41
	Accessory Dwelling	
	Addition/Alt.	8
	Attached Accessory	5
	Demolition	1
	Detached Accessory	6
	Commercial	
	Electric	7
	Fence	
	Lean To	
	Remodel	1
	ILP	2
	TOTAL	**71**
GRAND TOTAL PERMITS		**534**

2025 PLAN COMMISSION & BZA CASE REPORTS AS OF 10/29/2025

BZA - CASES

LOCATION	TYPE	NUMBER
County	Development Standards Variance	9
	Special Exception	8
	TOTAL	**17**
Town of Bainbridge	Development Standards Variance	
	Special Exception	
	TOTAL	**0**
Town of Roachdale	Development Standards Variance	
	Special Exception	
	TOTAL	**0**
Town of Cloverdale	Development Standards Variance	
	Special Exception	
	TOTAL	**0**
Town of Russellville	Development Standards Variance	
	Special Exception	
	TOTAL	**0**
GRAND TOTAL BZA CASES		**17**

PLAN COMMISSION - CASES

LOCATION	TYPE	NUMBER
COUNTY	Major Plat	0
	Development Plan Review	
	Replat	
	Rezoning	13
	TOTAL	**13**
TECH REVIEW ONLY	Stormwater Review	**3**
	Development Plan Review	**1**
	Rural Subdivision	**11**
	Minor Plat	**22**
	Replat	**7**
	TOTAL	**44**
Town of Bainbridge	Minor Plat	
	Major Plat	
	Development Plan Review	
	Rezoning	
	TOTAL	**0**
Town of Roachdale (County hears these)	Minor Plat	
	Major Plat	
	Development Plan Review	
	Rezoning (1 heard by Council)	
	TOTAL	**0**
Town of Cloverdale (County hears these)	Minor Plat	
	Major Plat	
	Development Plan Review	
	Rezoning	
	TOTAL	**0**
Town of Russellville (County Hears these)	Minor Plat	
	Major Plat	
	Rezoning	
	TOTAL	**0**
GRAND TOTAL PC CASES		**57**