

**PUTNAM COUNTY PLAN COMMISSION
MINUTES**

The Putnam County Plan Commission met for a regular meeting on December 8, 2025, at 5:30 p.m. in the Commissioner’s Meeting Room Putnam County Courthouse 1 W Washington Street, Greencastle, IN 46135. Kevin Scobee called the meeting to order at 5:30 p.m. A roll call was taken to determine a quorum. The following members were present: Kevin, Scobee, Kate Skirvin, Greg Williams, Zach Bowers, and James McKee. Andy Beck and Jenna Nees were not in attendance. Also, present was Jim Ensley, County Attorney, and Lisa Zeiner, Plan Director. Audience present see attached sign in sheet.

2026 MEETING DATE REVIEW & APPROVAL

Kevin Scobee asked if this item could be moved to the end of the agenda. Everyone agreed.

2025-RZ-079: Shaun Crowder – Rezone from Rural Preservation (A1) to Agriculture (A2); Greencastle Township; CR 100 N (Parcel #6709-01-400-016.002-007)

Shaun Crowder approached the board. Mr. Crowder explained that he wanted to gift his daughter about an acre of land out of the corner of his property. Mr. Crowder stated that she would build a single-family dwelling. Mr. Crowder explained that before the property could be split, it had to be rezoned.

James McKee asked where on the property the new dwelling would be located.

Mr. Crowder stated that it would be in the northwestern corner of the property.

Mr. McKee asked about access.

Mr. Crowder stated that there would be an access easement off the existing driveway.

Mr. Scobee asked if there was anyone who wanted to speak in favor or against the petition. No one came forward. Mr. Scobee closed the public hearing about this project.

Zach Bowers made a motion to recommend approval of the rezoning request from Rural Preservation (A1) to Agricultural (A2) for **2025-RZ-079: Shaun Crowder**.

Kate Skirvin seconded the motion.

2025-RZ-079: Shaun Crowder was remanded to the Putnam County Commissioners with a favorable recommendation with all in favor.

Lisa Zeiner stated that this case would go before the Putnam County Commissioners on December 15, 2025.

2026 MEETING DATE REVIEW & APPROVAL

Mr. Scobee stated that he would like to move the Plan Commission meetings from Monday evenings to Thursday evenings.

Mrs. Zeiner stated that Andy Beck had sent her a message that said it was fine with moving the meeting day from Monday, giving him the opportunity to attend the meetings at Heritage Lake that

he needs to attend as County Commissioner. Mrs. Zeiner explained that the spreadsheet with the meeting dates in the packet are for the second Monday of each month. If the Board decides to change the meeting day and or time, the schedule would need to be updated accordingly.

Greg Willimas asked if the request was to move the meetings to the second Thursday of each month.

Mr. Scobee stated that was the intent.

Mr. Bowers asked if the Plan Commission meetings were moved, would that mean the BZA meetings would be moved as well.

Mrs. Zeiner stated that the BZA board would have to make that determination.

Mr. Bowers asked what would happen if the BZA didn't want to change the meeting day.

Mrs. Zeiner stated that there would be two meetings per month.

Mr. Scobee stated that he had spoken with the BZA members, and everyone seemed to be agreeable to moving the meeting day.

Mrs. Zeiner explained that prior to 2021 the BZA and Plan Commission meetings were on different days. Mrs. Zeiner stated that the meetings have been on the second Monday of every month for the last five (5) years.

Lora Scott asked to approach the board. Mrs. Scott suggested also changing the times of the meetings. Mrs. Scott explained that there have been several Plan Commission meetings that ran over into the time the BZA meeting was to start.

Mr. Scobee asked if she wanted to change the time to 7:00 p.m.

Mrs. Scott stated that she did.

Mr. Ensley stated that the meetings need to be advertised and that includes the start time.

Mrs. Zeiner stated that the Plan Commission needed to decide on the day and time for their meetings then the BZA would be able to determine any changes they want to make.

Mr. Bowers asked how many times the Plan Commission meeting ran over into the BZA meeting.

Mr. Scobee stated that there were three, maybe four.

Mrs. Scott stated that there were at least four.

Mr. Williams asked about the January Plan Commission meeting.

Mrs. Zeiner stated that the meeting would be held on January 12th at 5:30 p.m. at the Cloverdale School provided that the School Board agrees. Mrs. Zeiner explained that the school board meeting was tonight. Mrs. Zeiner stated that there were two items on the Plan Commission meeting for January, both are for rezoning property. Mrs. Zeiner explained that both projects have the potential to be hot topics.

Mr. Scobee asked if it would be okay to have the meetings at 6:00 p.m.

Kate Skirvin asked if the day and time could be a trial and revisited if it doesn't work.

Mrs. Zeiner stated that it could be changed at any time, but the local newspaper would have to be notified.

Mrs. Scott stated that applications are filed a month in advance and the notices go out ten (10) days prior to the meeting so if the meeting changes it affects everything.

Mrs. Zeiner stated that the meeting date and time could also be an issue with other town board meetings that she would need to attend as the zoning administrator.

Mrs. Scott stated that the only other issue would be room availability.

Mrs. Skirvin made a motion to change the meeting day from the second Monday to the second Thursday of every month and to change the starting time from 5:30 p.m. to 6:00 p.m.

Mr. Scobee seconded the motion.

The meeting date was change from the second Monday of every month to the second Thursday of every month with a start time of 6:00 p.m. with all in favor.

Mr. Scobee asked if there were any other items for discussion.

Mr. Williams asked if the change affected the January meeting.

Mrs. Zeiner stated that the January meeting was set for the 12th at 5:30 p.m. As for the location, we would have a better answer tomorrow and would let the board know.

Paul Cummings asked if he could approach the board. Mr. Cummings asked about thoughts on the ordinance. Mr. Cummings stated that he would like to be a part of the process as the county moves forward with ordinance revisions.

Mr. Williams stated that if the county is talking about revisions to the UDO, it needs to be more than just solar. Mr. Williams explained that there were items that needed some clean up.

Mrs. Zeiner stated that the whole document needed to be looked at so that nothing is piecemealed.

Mrs. Zeiner explained that there are things that her office sees daily that need to be addressed.

Mr. Scobee asked if there was any other discussion or business for the board.

There being no other business before the board, Mrs. Skirvin made a motion to adjourn the meeting.

Mr. Bowers seconded the motion.

The meeting was adjourned at 5:52 p.m. with all in favor.

Minutes approved on the 12th day of February 2026.



Kevin Scobee, President

PUTNAM COUNTY PLAN COMMISSION

DECEMBER 8, 2025 at 5:30 P.m.

SIGN IN SHEET

PLEASE PRINT CLEARLY

NAME	ADDRESS
Shaun Crowder	2742 E CR 100N Fillmore
Andrew York	601 E Washington St. Apt 3
Paul Cummings	2107 S SR 135 Franklin, TN 40131
Emily Knuth	150 E Co Rd 300 S, GC.
Lora Scott	BZA

**PUTNAM COUNTY AREA PLANNING COMMISSION
AGENDA
MONDAY DECEMBER 8, 2025
5:30 P.M.**

Commissioner's Meeting Room -Putnam County Courthouse
1 W Washington Street - Greencastle, IN 46135
(765) 301-9108

1. CALL TO ORDER

ROLL CALL DETERMINATION OF QUORUM

Kevin Scobee
(Superintend 2025-2029)
 Jenna Nees
(Virtue of Office)
 Kate Skirvin
(Council 2025-2029)

Andy Beck
(Comm. 2025-2029)
 Greg Williams
(virtue of Office)
 Zach Bowers
(Roachdale 2025-2029)

James McKee
(Cloverdale 2024-2028)
 Jim Ensley, Attorney
 Lisa Zeiner, Plan Director

1. REVIEW OF MINUTES – November Minutes – NOT READY

2. 2026 Meeting Date Review & Approval

- 3. PUBLIC HEARINGS** - Public hearing items have been advertised according to law. For items involving a piece of land, courtesy notices have been sent to some property owners. Testimony for and against each proposal will be made and a decision by the plan Commission made. The Commission may continue the item to another date for hearing if the public is better served by such a continuance.

❖ **OLD BUSINESS:**

❖ **NEW BUSINESS:**

- **2025-RZ-079: Shaun Crowder** – Rezone from Rural Preservation (A1) to Agriculture (A2); Greencastle Township; 100 N; (Parcel #67-09-01-400-016.002-007)

- 2. BUSINESS SESSION** - In its business session, the Plan Commission meets in open session to discuss each item and make a decision. By law, a business session agenda is posted at least 48 hours prior to this meeting. This is not a public hearing. No testimony is taken unless the Plan Commission requests it. The Plan Commission may continue an item to another date for the hearing if the public is better served by such a continuance.

3. OTHER BUSINESS:

4. WISHES TO BE HEARD

Information pertaining to these cases is available to the public weekdays from 8:00 a.m. to 4:00 p.m. at the Department of Planning & Building, Putnam County Courthouse 1 W Washington St, 4th Floor Room 46 Greencastle, Indiana 46135. There are times during routine application processing when files may not be immediately available. Written objections to any item on the agenda may be filed with the secretary of the Plan Commission before the hearing. At the hearing, oral comments concerning each Public Hearing proposed will be heard. The jurisdiction of the Plan Commission is all of Putnam County except the City of Greencastle, and the Towns of Bainbridge, Cloverdale, and Roachdale. For more information call (765) 301-9108.

FOR SPECIAL ACCOMODATIONS A NEEDED FOR HANDICAPPED INDIVIDUALS PLANNING TO ATTEND THIS HEARING. PLEASE CALL, THE PLANNING SECRETARY AT (765) 301-9108 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING.

2025 BUILDING PERMIT REPORT AS OF 11/20/2025

LOCATION	TYPE OF PERMIT	NUMBER OF PERMITS ISSUED
COUNTY	1-2 Family Dwellings	31
	Above Ground Pools	3
	Accessory Dwellings	5
	Addition/Alterations	29
	Attached Accessory	7
	Commercial	2
	Demolition	19
	Detached Accessory	122
	Educational/Church	2
	Electrical	141
	Fence	17
	ILP - GENERAL	0
	In-Ground Pool	3
	Lean To	5
	Living Quarters	4
	Manufactured	16
	Remodel	0
	Roof (Storm Damage)	4
	Storage/Industrial	0
	Sign	2
	Solar	3
	Temporary Use	1
	Underground Storage	
	TOTAL	416

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	2
	Commercial	
	Electric	4
	Fence	2
	Remodel	
	Storage/Indust.	1
TOTAL	11	
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	49
	Accessory Dwelling	
	Addition/Alt.	8
	Attached Accessory	7
	Demolition	1
	Detached Accessory	6
	Commercial	
	Electric	8
	Fence	
	Lean To	
Remodel	1	
ILP	2	
TOTAL	82	
GRAND TOTAL PERMITS		572

2025 PLAN COMMISSION & BZA CASE REPORTS AS OF 11/20/2025

BZA - CASES

LOCATION	TYPE	NUMBER
County	Development Standards Variance	9
	Special Exception	9
	TOTAL	18
Town of Bainbridge	Development Standards Variance	
	Special Exception	
	TOTAL	0
Town of Roachdale	Development Standards Variance	1
	Special Exception	
	TOTAL	1
Town of Cloverdale	Development Standards Variance	
	Special Exception	
	TOTAL	0
Town of Russellville	Development Standards Variance	
	Special Exception	
	TOTAL	0
GRAND TOTAL BZA CASES		19

PLAN COMMISSION - CASES

LOCATION	TYPE	NUMBER
COUNTY	Major Plat	0
	Development Plan Review	
	Replat	
	Rezoning	15
	TOTAL	15
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	
	TOTAL	0
Town of Roachdale (County hears these)	Minor Plat	
	Major Plat	
	Development Plan Review	
	TOTAL	0
Town of Cloverdale (County hears these)	Minor Plat	
	Major Plat	
	Development Plan Review	
	TOTAL	0
Town of Russellville (County Hears these)	Minor Plat	
	Major Plat	
	Rezoning	
	TOTAL	0
GRAND TOTAL PC CASES		59

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 11/20/2025

Description	Funds to be Credited	Collections This Period	Prior Collections	Year to Date Collections
3 ABOVE-GROUND POOL	1180-18	\$180.00	\$0.00	\$180.00
2 ADDITION (COMMERCIAL)	1180-18	\$1,200.00	\$0.00	\$1,200.00
13 ADDITION (RESIDENTIAL)	1180-18	\$3,900.00	\$0.00	\$3,900.00
2 ALTERATION OF DRAWINGS - FIRST VIOLATIO	1180-18	\$200.00	\$0.00	\$200.00
1 ALTERATIONS (COMMERCIAL)	1180-18	\$60.00	\$0.00	\$60.00
39 ALTERATIONS (RESIDENTIAL)	1180-18	\$2,340.00	\$0.00	\$2,340.00
3 ATTACHED ACCESSORY BUILDINGS	1180-18	\$600.00	\$0.00	\$600.00
6 ATTACHED DECK	1180-18	\$360.00	\$0.00	\$360.00
90 BUILDING PERMIT	1180-18	\$36,000.00	\$0.00	\$36,000.00
283646 BUILDING PERMIT/ PER SQ FT	1180-18	\$56,729.20	\$0.00	\$56,729.20
3 BUSINESS, COMMERCIAL, PUBLIC	1180-18	\$3,000.00	\$0.00	\$3,000.00
176 CERTIFICATE OF OCCUPANCY	1180-18	\$3,520.00	\$0.00	\$3,520.00
7 CONSTRUCTION WITHOUT PERMIT - FIRST VIC	1180-18	\$2,100.00	\$0.00	\$2,100.00
3 CONTINUING WORK W/O INSPECTION - SEQUI	1180-18	\$300.00	\$0.00	\$300.00
3 CONTINUING WORK WITHOUT INSPECTION - 1	1180-18	\$250.00	\$0.00	\$250.00
66 CONTRACTOR LISTING	4906-18	\$6,600.00	\$0.00	\$6,600.00
39 COPYS B/W PER PAGE	1180-10	\$19.50	\$0.00	\$19.50
57 COPYS COLOR PER PAGE	1180-10	\$57.00	\$0.00	\$57.00
22 DEMOLITION PERMIT	1180-18	\$1,100.00	\$0.00	\$1,100.00
25 DETACHED ACCESSORY - PREBUILT	1180-18	\$1,500.00	\$0.00	\$1,500.00
69 DETACHED ACCESSORY BUILDINGS	1180-18	\$10,350.00	\$0.00	\$10,350.00
56 DETACHED ACCESSORY- GENERAL	1180-18	\$3,360.00	\$0.00	\$3,360.00
2 EDUCATIONAL, INSTITUTE, CHURCH	1180-18	\$2,000.00	\$0.00	\$2,000.00
158 ELECTRICAL	1180-18	\$9,480.00	\$0.00	\$9,480.00
4 EMERGENCY ELECTRICAL	1180-18	\$120.00	\$0.00	\$120.00
18 FENCE PERMIT	1180-18	\$1,080.00	\$0.00	\$1,080.00
3 IN-GROUND POOL	1180-18	\$180.00	\$0.00	\$180.00
17 MANUFACTURED TYPE II, TEMP STRUC	1180-18	\$1,700.00	\$0.00	\$1,700.00
1 MANUFACTURING/WAREHOUSE	1180-18	\$2,000.00	\$0.00	\$2,000.00
24 MAUFACTURED TYPE I, MULTI-SEC	1180-18	\$4,800.00	\$0.00	\$4,800.00
13 OTHER	1180-10	\$1,799.05	\$0.00	\$1,799.05
16 RENEW BUILDING PERMIT	1180-18	\$1,640.00	\$0.00	\$1,640.00
3 ROOF	1180-18	\$180.00	\$0.00	\$180.00
2 SIGN	1180-18	\$120.00	\$0.00	\$120.00
1100 SINGLE INSPECTION	1180-18	\$66,000.00	\$0.00	\$66,000.00
3 SOLAR PANEL PERMIT	1180-18	\$225.00	\$0.00	\$225.00
1 TEMPORARY USE PERMIT	1180-18	\$60.00	\$0.00	\$60.00

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 11/20/2025

Description	Funds to be Credited	Collections This Period	Prior Collections	Year to Date Collections
Total Amount Collected		\$225,109.75	\$0.00	\$225,109.75

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	\$1,875.55
1180-18	\$216,634.20
4906-18	\$6,600.00
	\$225,109.75

Report Of Collection

Approved by State Board of Accounts for Putnam County, 2001

To: Putnam County Auditor
(Title of Officer)

PLANNING DEPT
(Governmental Unit)

Putnam County, Indiana
(County)

Collections for Period: 1/1/2025 thru 11/20/2025

	Description	Funds to be Credited	Collections This Period	Prior Collections	Year to Date Collections
13	ENGINEERING REVIEW FEE (PER HR)	1000-10	\$2,936.25	\$0.00	\$2,936.25
7	LEGAL AD FEE	1000-10	\$280.00	\$0.00	\$280.00
34	MAJOR SB RESIDENTIAL - PER LOT	1000-10	\$850.00	\$0.00	\$850.00
1	MAJOR SB RESIDENTIAL PRIMARY PLAT	1000-10	\$600.00	\$0.00	\$600.00
1	MINOR SB RESIDENTIAL SECONDARY	1000-10	\$350.00	\$0.00	\$350.00
1	REPLAT	1000-10	\$400.00	\$0.00	\$400.00
2	REPLAT - 1 LOT ONLY	1000-10	\$400.00	\$0.00	\$400.00
1	REPLAT - STARDUST	1000-10	\$250.00	\$0.00	\$250.00
102	REZONE - \$25.00 PER ACRE	1000-10	\$2,550.00	\$0.00	\$2,550.00
2	REZONE - MAX FEE	1000-10	\$10,000.00	\$0.00	\$10,000.00
1	REZONE - OTHER	1000-10	\$250.00	\$0.00	\$250.00
9	REZONE SAME USE	1000-10	\$1,350.00	\$0.00	\$1,350.00
3	REZONING	1000-10	\$1,800.00	\$0.00	\$1,800.00
39	RURAL SUBDIVISION	1000-10	\$9,750.00	\$0.00	\$9,750.00
5	RURAL SUBDIVISION PER BUILDING LOT (OVEI	1000-10	\$100.00	\$0.00	\$100.00
7	SPECIAL EXCEPTION	1000-10	\$2,800.00	\$0.00	\$2,800.00
10	VARIANCE	1000-10	\$3,000.00	\$0.00	\$3,000.00
Total Amount Collected			\$37,666.25	\$0.00	\$37,666.25

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	\$37,666.25
	\$37,666.25