

PUTNAM COUNTY PLAN COMMISSION MINUTES

The Putnam County Plan Commission met for its regular monthly meeting on April 14, 2023, at 5:30 p.m. in the Putnam County Courthouse, 1 West Washington Street, 1st Floor, Greencastle, IN 46135. Randy Bee called the meeting to order at 5:30 p.m. A roll call was taken to determine a quorum. The following members were present: Randy Bee, Ken Heeke, Clint Cooper, Jenna Nees, Jay Alcorn, Rick Woodall, and Greg Williams. Kevin Scobee and Chris Mann were not present. Also, present were Jim Ensley, County Attorney; and Lisa Zeiner, Plan Director. Audience present see attached sign in sheet.

REVIEW OF MINUTES

Randy Bee asked if the board had any corrections, additions, or other changes to the January 11, 2023, meeting minutes (the February and March meetings were cancelled due to lack of agenda items).

Greg Williams stated that he had found some errors: on the first page of the minutes under 2023 meeting Time, the last sentence of the first paragraph “Mrs. Zeiner explained the if...” should be changed to “that if”; on the third page the third paragraph from the bottom, the fourth sentence “Mrs. Zeiner stated either 450 or \$60 per meeting...” the “450” should be \$50; on the fourth page second paragraph “Mrs. Zeiner stated the budget would be for 12 meetings times 14...” Mr. Williams asked what was 14.

Lisa Zeiner stated that it should be 14 members.

Ken Heeke stated that also on the fourth page the seventh paragraph “Mr. Scobee asked what the board thought would be a favor cost”. Mr. Heeke asked what “favor” meant.

Mrs. Zeiner stated that “favor” should be changed to “fair”.

Rick Woodall made a motion to approve the January 11, 2023, minutes contingent on the corrections being made.

Jena. Nees seconded the motion.

The January 11, 2023, minutes were approved contingent on the corrections being made with in favor.

OLD BUSINESS: None.

NEW BUSINESS:

STORMWATER MANAGEMENT ORDINANCE AND TECHNICAL STANDARDS MANUAL – an ordinance to establish stormwater, erosion control and sedimentation control along with a technical standards manual for implantation of the ordinance.

Mrs. Zeiner introduced Kerry Daily with Christopher B. Burke Engineering to present the ordinance and manual.

Kerry Daily approached the board. Mr. Daily explained that his firm along with Sara Campfield (Putnam County Soil and Water), Jim Peck (Putnam County Highway Engineer) assisted in preparing the ordinance and standards. Mr. Daily stated that the bases for the ordinance and standards were modeled from the LTAP group at Purdue developed. Mr. Daily explained the need for the model documents and a brief history of processes and procedures from IDEM and INDNR. Mr. Daily stated that the model ordinance helps designers, developers, and people reviewing the plans, to have a standard plan across the state. Mr. Daily explained that IDEM made changes to Rule 5 making a new general permit. Mr. Daily

stated that while Putnam County is not an MS4, the City of Greencastle is therefore the ordinance was written to be in line with the City of Greencastle. Mr. Daily explained that the ordinance is for the legal portion of the plan and points to the technical standards document for design criteria and technical information. Mr. Daily stated that if there was new technology only the technical document would need to be updated and not the entire ordinance. Mr. Daily explained that the technical document would be owned by the planning department or drainage board for the responsibility of updating and implementation. Mr. Daily stated that the technical information is the same across the state.

Mr. Williams asked if a development gets over a certain area would it be state controlled.

Mr. Daily stated that the ordinance and technical manual regulates everything in the county. Mr. Daily explained that the threshold for review is 10,000 square feet of disturbed ground, about a quarter of an acre; anything over an acre would be under state control but would be reviewed and regulated locally. Mr. Daily stated that the goal was to regulate new development so that there is not too much water going downstream or backing up on someone else and protect existing buildings.

Mr. Woodall asked if the Plan Director would be responsible for this ordinance.

Mrs. Zeiner stated that she would be responsible for the ordinance and technical standards until a drainage board, other than the commissioners, is established.

Mr. Daily stated that typically drainage boards are responsible for this ordinance.

Mr. Woodall stated that creating a drainage board was something the county would be working towards. Mr. Woodall asked if CBB Engineering would be able to assist with finding the regulated drains within the county.

Mr. Daily stated that once the board is set up, bigger than just three commissioners, his company could assist the county.

Jim Ensley stated that there are commissioner's meetings minutes where the drains are discussed, but nothing was ever dedicated. Mr. Ensley explained that the legislature made a big push to have counties regulate drains, but it does not appear that Putnam County ever did that.

Mr. Woodall stated that the drainage boards around the state have taxes on every acre of land. Mr. Woodall explained that before the county could do a drainage project, a budget would have to be set.

Mr. Ensley stated that there will be a tax based on watershed and a percentage of the property.

Mr. Daily stated that there are two ways to go about it, the unincorporated areas of the county could be in a utility area, and everyone would be charged \$1 per month for stormwater or figure the watershed area and divide the cost up equally between property owners within the watershed area.

Mr. Woodall explained that in Heritage Lake, that is 50% built, there is drainage issue, would this be a special area separate from the rest of the county.

Mr. Daily explained that it would be watershed based.

Mr. Williams asked if a masterplan of the watersheds would need to be completed.

Mr. Daily stated that it has been done both ways, but most counties look at as needed based on where development is or will occur.

Mr. Woodall asked what the next step was.

Mrs. Zeiner explained that after the plan commission gives their recommendation, it would go to the Commissioners for their approval.

Mr. Williams asked if that is when a drainage board is established.

Mr. Zeiner stated that a drainage board, other than the commissioners, could be set up at any time.

Mr. Ensley stated that it was not a may, but a shall per state statute.

Mr. Bee asked about agriculture ground and taxation.

Mr. Woodall stated that a neighboring county taxes agricultural ground at \$3 to \$8 per acre for drainage, and a subdivision is \$100 per year. Mr. Woodall stated everyone would be taxed equally. Mr. Woodall explained that the tax pays for fixing drainage issues.

Mr. Daily stated that the drainage code has been modified, if someone is backing water up on someone else, they would go to the drainage board and the county surveyor would have to investigate the issue to determine what needs to be done to address the situation. Mr. Daily explained that the ordinance in front of the board is to address when development occurs. Mr. Daily stated that ideally the drainage board would be owner and keeper of the technical document and they would decide what they wanted to do about establishing legal drains.

Mr. Williams stated that if this is adopted, it does not mean that there will be regulated drains, that is a different issue.

Mr. Woodall stated that the county commissioners are the drainage board.

Mr. Bee asked for a motion for recommendation to the commissioners.

Mr. Williams made a motion to approve the Stormwater Management Ordinance and Technical Standards as presented.

Mrs. Nees seconded the motion.

Mr. Heeke asked how versed should the plan commission be on this ordinance.

Mr. Williams stated that the board would be overseeing it, an engineer would need to be hired to review the plans.

Mrs. Zeiner stated that if a subdivision comes in, it would be reviewed by the technical review committee and an outside engineering firm, like Christopher Burke, would be hired to review the drainage details and give a recommendation to the board. Mrs. Zeiner explained that the cost for the engineer review fees would be charged on an hourly basis to the applicant.

STORMWATER MANAGEMENT ORDINANCE AND TECHNICAL STANDARDS was approved as presented with all in favor.

Mrs. Zeiner approached the board with a question on how to address an issued that was created in 2017. Mrs. Zeiner explained that property along State Road 243 around the Marathon gas station, was zoned commercial general in 2012 however in 2017 a building permit was issued for an accessory building. Mrs. Zeiner explained that what was built was a pole barn with living quarters making the structure a residential use that is not permitted in the commercially zoned district. Mrs. Zeiner stated that the owner now wants to build a carport, which also is not permitted in the zoning district. Mrs. Zeiner asked how the board felt about rezoning the parcel to residential or agriculture, specifically A2.

Mr. Williams asked about the zoning.

Mrs. Zeiner explained that part of the subject parcel is within Tall Oaks subdivision. Mrs. Zeiner stated that Tall Oaks was zoned Commercial General in 1998, in 2006 part of the subdivision and the rest of the subject parcel was zoned PUD as the owner at that time intended to have some senior living apartments and a grocery store constructed, since that did not happen, the property was rezoned back to CG in 2012.

Mr. Bee asked if the dwelling was built after it was zoned commercial.

Mrs. Zeiner stated that was correct.

Mr. Williams asked if the two lots in Tall Oaks and the metes and bounds south was zoned PUD.

Mrs. Zeiner said that was correct, but then rezoned back to commercial.

Mr. Woodall asked what the property was zoned in 2017.

Mrs. Zeiner stated that it was zoned commercial.

Mr. Woodall asked what the easiest fix would be.

Mr. Zeiner stated that rezoning the property would be the best and easiest fix. Mrs. Zeiner explained that the property could be split so that the two lots within the commercial subdivision could be rezoned to R2 and the remaining ground could be zoned A2. Mrs. Zeiner stated that the largest part of the parcel had a pond and went south to CR 1000 South where most of the surrounding parcels are zoned A1. Mrs. Zeiner explained that the two lots could also be vacated and then rezoned or just rezone the entire parcel residential or agricultural.

Mr. Woodall asked what brought this to the forefront.

Mrs. Zeiner stated that the owner of the parcel came in to get a building permit to construct accessory structures on the parcel.

Mr. Williams stated that the lots within the subdivision would not need to be vacated.

Mr. Woodall stated that he was paying a high tax by being zoned commercial.

Mrs. Zeiner explained that he was not being taxed as commercial property, he was being taxed for an accessory structure, not living quarters.

Mr. Ensley stated that she is not comfortable with telling the owner that he can proceed with the carport since he should not have been able to build the structure.

Mr. Williams asked about parcels along SR 243 and CR 1000 South.

Mr. Zeiner looked up the parcel on the zoning map, that showed the area as being A2.

Mr. Williams stated that it should be rezoned to A2.

Mr. Ensley asked if the owner indicated if he would be doing anything commercial on that property.

Mrs. Zeiner stated that he had not. Mrs. Zeiner explained that the two lots in the subdivision were combined with the larger piece making it one large parcel of 58.5 acres.

Based on the discussion, Mrs. Zeiner stated that she would go back to the owner and let him know that it would need to be rezoned to either R2 or A2, she would leave it up to the owner.

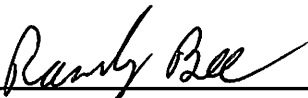
Mr. Bee asked if there was any other business to discuss.

There being no other business, Mr. Woodall made a motion to adjourn the meeting.

Mr. Alcorn seconded the motion.

Meeting adjourned at 6:07 p.m.

Minutes approved on the May 8th day of 8th 2023.



Randy Bee, Vice President

PUTNAM COUNTY PLAN COMMISSION

APRIL 10, 2023 at 5:30 P.m.

SIGN IN SHEET

PLEASE PRINT CLEARLY

NAME	ADDRESS
Kerry Daily	Christopher B. Burke Engineering 115 West Washington Street, Suite 1368 South Indianapolis, IN 46204

**PUTNAM COUNTY ADVISORY PLANNING COMMISSION
AGENDA**

**MONDAY APRIL 10, 2023
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 Randy Bee Ken Heeke Clint Cooper Jenna Nees Jay Alcorn Chris Mann
 Rick Woodall Greg Williams Jim Ensley, Attorney Lisa Zeiner, Plan Director

2. REVIEW OF MINUTES – January 11, 2023 (February and March Meetings cancelled – no agenda items)

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 taken and a decision by the plan Commission made. The Commission may continue an item to another date for hearing if the public is better served by such a continuance.

❖ **OLD BUSINESS:**

None

❖ **NEW BUSINESS:**

STORMWATER MANAGEMENT ORDINANCE AND TECHNICAL STANDARDS MANUAL – an ordinance to establish stormwater, erosion and sedimentation control along with a technical standards manual for implantation of ordinance.

4. 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.

5. OTHER BUSINESS

6. 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 SA 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.

2023 PLAN COMMISSION & BZA CASE REPORTS

BZA - CASES

LOCATION	TYPE	NUMBER
County	Development Standards Variance	3
	Special Exception	1
	TOTAL	4
Town of Bainbridge	Development Standards Variance	0
	Special Exception	2
	TOTAL	2
Town of Roachdale	Development Standards Variance	0
	Special Exception	0
	TOTAL	0
Town of Russellville	Development Standards Variance	0
	Special Exception	0
	TOTAL	0
GRAND TOTAL BZA CASES		6

PLAN COMMISSION - CASES

LOCATION	TYPE	NUMBER
County	Minor Plat	0
	Major Plat	0
	Conservation Subdivision	0
	Rezoning	0
	TOTAL	0
Town of Bainbridge	Minor Plat	0
	Major Plat	0
	Rezoning	0
	TOTAL	0
Town of Roachdale	Minor Plat	0
	Major Plat	0
	Rezoning	0
	TOTAL	0
Town of Russellville	Minor Plat	0
	Major Plat	0
	Rezoning	0
	TOTAL	0
GRAND TOTAL PC CASES		0

2023 BUILDING PERMIT REPORT AS OF 3/26/2023

LOCATION	TYPE OF PERMIT	NUMBER OF PERMITS ISSUED
COUNTY	New dwellings	14
	Pools	2
	Commercial	3
	Electric	16
	Detached Accessory	21
	Demolition	5
	Additions	6
	Cell Modifications	3
	Attached Accessory	1
	TOTAL	71
TOWN OF BAINBRIDGE	Fence	1
	New Dwelling	2
	Electric	1
	TOTAL	4
GREENCASTLE 2-MILE FRINGE	Commercial	1
	New Dwelling	1
	Electric	3
	Pool	1
	Additions	1
	Cell Modifications	1
	TOTAL	8
TOWN OF ROACHDALE	Driveway	1
	TOTAL	1
TOWN OF RUSSELLVILLE	Electric	3
	Commercial	1
	TOTAL	4
TOWN OF CLOVERDALE	Roof	1
	Electric	2
	Detached Accessory	1
	TOTAL	4
HERITAGE LAKE	Additions	5
	Cell Modifications	1
	New Dwelling	4
	Pool	1
	Detached Accessory	1
	TOTAL	12
TOWN OF FILLMORE	Electric	1
	TOTAL	1
GRAND TOTAL PERMITS		105

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: 1/1/2023 thru 3/27/2023

Description	Funds to be Credited	Collections This Period	Prior Collections	Year to Date Collections
1 ABOVE-GROUND POOL	1180-18	\$150.00	\$0.00	\$150.00
1 ADDITION - SCREENED PORCH	1180-18	\$150.00	\$0.00	\$150.00
6 ADDITIONAL/ALTERATIONS (RES)	1180-18	\$1,800.00	\$0.00	\$1,800.00
1 BASEMENT	1180-18	\$40.00	\$0.00	\$40.00
35054 BUILDING PERMIT - 20 CENTS PER SQ FOOT	1180-18	\$7,010.80	\$0.00	\$7,010.80
14 BUILDING PERMIT/1000 SQUARE FEET	1180-18	\$5,600.00	\$0.00	\$5,600.00
3 BUSINESS, COMMERCIAL, PUBLIC	1180-18	\$3,000.00	\$0.00	\$3,000.00
25 CERTIFICATE OF OCCUPANCY	1180-18	\$500.00	\$0.00	\$500.00
2 CONSTRUCTION WITHOUT PERMIT - FIRST OF	1180-18	\$600.00	\$0.00	\$600.00
21 CONTRACTOR LISTING	4906-18	\$2,100.00	\$0.00	\$2,100.00
5 DEMOLITION PERMIT	1180-18	\$250.00	\$0.00	\$250.00
25 DETACHED ACCESSORY BUILDINGS	1180-18	\$3,750.00	\$0.00	\$3,750.00
29 ELECTRICAL	1180-18	\$1,740.00	\$0.00	\$1,740.00
5 IMPROVEMENT LOCATION PERMIT	1000-10	\$500.00	\$0.00	\$500.00
3 IN-GROUND POOL	1180-18	\$900.00	\$0.00	\$900.00
2 MAUFACTURED TYPE I, MULTI-SEC	1180-18	\$400.00	\$0.00	\$400.00
2 OTHER	1000-10	\$260.00	\$0.00	\$260.00
6 RENEW BUILDING PERMIT	1180-18	\$2,465.76	\$0.00	\$2,465.76
3 ROOF	1180-18	\$180.00	\$0.00	\$180.00
229 SINGLE INSPECTION	1180-18	\$13,740.00	\$0.00	\$13,740.00
2 SPECIAL EXCEPTION	1000-10	\$300.00	\$0.00	\$300.00
3 VARIANCE	1000-10	\$450.00	\$0.00	\$450.00
3 WORK WITHOUT INSPECTION - FIRST OFFENS	1180-18	\$300.00	\$0.00	\$300.00

Total Amount Collected \$46,186.56 \$0.00 \$46,186.56

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)