

PUTNAM COUNTY PLAN COMMISSION MINUTES

The Putnam County Plan Commission met for its regular monthly meeting on June 9, 2021, at 6:30 p.m. in the Putnam County Courthouse, 1 West Washington Street, 1st Floor, Greencastle, IN 46135. Wendell Underwood called the meeting to order at 6:30 p.m. A roll call was taken to determine a quorum. The following members were present: Wendell Underwood, Ken Heeke, Randy Bee, Jenna Nees, Kevin Scobee, Rick Woodall, and Jay Alcorn (replacing Jill Bridgewater). Eric Hayman, and David Penturf were not present. Also, present were Jim Ensley, attorney; and Lisa Zeiner, Plan Director. Audience present see attached sign in sheet.

Wendell Underwood introduced Jay Alcorn as the new member appointed by the County Council to replace Jill Bridgewater.

Wendell Underwood stated that since the elections of officers was tabled at the March meeting, before the meeting proceeded elections needed to take place.

Randy Bee made a motion retained the current officers, being Wendell Underwood as president, Eric Hayman as secretary, and Randy Bee as vice-president.

Kevin Scobee seconded the motion.

The motion to elect the following officers for 2021: Wendell Underwood, president; Randy Bee, Vice-President; and Eric Hayman, secretary was passed with all in favor.

REVIEW OF MINUTES

Wendell Underwood asked if there were any corrections or additions to the March 10, 2021, meeting minutes.

Jenna Nees stated that her name was incorrect on the minutes.

Ken Heeke stated his last name was incorrect on the minutes.

Mr. Bee stated that Raymond McCloud was not on the Plan Commission and should be changed to Wendell Underwood.

Mr. Heeke made a motion to approve the March 10, 2021, minutes contingent on correcting the following: Change Jana to Jenna, Henke to Heeke, and Raymond McCloud to Wendell Underwood.

Mrs. Nees seconded the motion.

The March 10 meeting minutes were approved contingent on the corrections being made with all in favor.

OLD BUSINESS:

2021-PC-11: RYAN PLUMMER: A replat of Lot 1 in Shelby Woods to split the 79384 acres into two (2) buildable lots containing 4.6 acres and 75.24 acres located at 6921 S CR 600 W Reelsville; Zoned A1 in Washington Township 9/13N/5W.

Greg Williams, with ASA Land Surveying, approached the board on behalf of the petitioner. Mr. Williams requested the petition to be continued until the July meeting to allow the final corrections to the deed issues to be resolved. Mr. Williams explained that the title company was working on these issues and should be completed by the July meeting.

Continuance was granted by the Board.

NEW BUSINESS:

2021-PC-24: JOHN ALLEN - Jaedynville Subdivision Replat of Lots 1 and 2 (TO BE KNOWN AS J. C. ALLEN SUBDIVISION); Replating lot 2 to create three (3) lots; Zoned A1 in Washington Township 17/13N/5W (6163 S CR 800 W Reelsville).

Greg Williams, with ASA Land Surveying, approached the board on behalf of the petitioner. Mr. Williams explained that the original plat for Jaedynville Subdivision was three (3) lots consisting of one 20-acre lot and two (2) 10-acre lots. Mr. Williams stated that his request was to create three (3) 5-acre lots. Mr. Williams explained that lot 1 would have 289.75 feet of road frontage along County Road 600 South and 67.83 feet of road frontage along County Road 800 West making a total of 357.58 feet of road frontage for the lot. Mr. Williams stated that lot 2 would have 333.20 feet of road frontage and lot 3 would have 333.20 feet of road frontage.

Mr. Bee stated that the Putnam County Health Department letter that was included in the packet was vague and non-committal.

Mr. Williams explained that the letters from the Health Department typically are vague because they do not go out to the site to do a study. Mr. Williams stated it would be buyer beware. Mr. Williams explained that he did not believe the Health Department tested the soil for suitability.

Lisa Zeiner explained that the only people certified to test the soil for suitability are registered soil scientists.

Mr. Bee asked how the board would know if these sites were suitable for septic systems.

Mrs. Zeiner stated that the only way to really know for sure is to have the soils tested by a soil scientist. Mrs. Zeiner explained that the Board could put a requirement that before final approval of the plat that lots 1 and 3 have soil analysis completed by a soil scientist to determine septic system suitability.

Mr. Williams explained that if the name stayed as Jaedynville this would be the second replat. Mr. Williams stated that to ease confusion it was decided to change the name to J.C. Allen Subdivision. Mr. Williams explained that Jaedynville subdivision would still exist as lots 1 and 3 of the original plat remained. Mr. Williams stated the original lot 2 and the new lots (being lots 1 and 3 of the original lot 2 of Jaedynville Subdivision) would be J.C. Allen Subdivision. Mr. Williams stated that the original subdivision was approved in 2002 and the replat of lots 1 and 2 was approved in 2011.

Rick Woodall asked about the sliver between lot 2 and lot 1 of Jaedynville.

Mr. Williams explained that since there was already a dwelling and a barn on lot 2 the 67.83 feet was given to the new lot 1. Mr. Williams stated that lot 1 access could be off County Road 600 south.

Mr. Underwood asked if there was anything the board needed to address with this subdivision going to a larger subdivision.

Mrs. Zeiner stated that since by renaming this subdivision it would not be considered a major plat as this is only three lots.

Mr. Woodall asked if this subdivision met all the criteria for a subdivision.

Mr. Williams stated that the road frontage did not apply since this was a subdivision.

Mr. Woodall asked how this project was different from the Goodin project that originally came before the board as a four-lot subdivision.

Mr. Ensley stated that the Goodin project would have to have sidewalks, streets, etc. so it was changed to conservation subdivision since there was a question on whether minor or major subdivisions were allowed in agricultural district. Mr. Ensley explained that subdivision is more extensive than a split. Mr. Ensley stated that the entire plat would be a development standards variance, like Heritage Lake.

Mr. Scobee explained that conservation subdivisions are the way individuals get around rejection from the BZA. Mr. Scobee stated that conservation subdivision ingress/egress and/or driveways should be fifty (50) feet instead of twenty-five (25) feet.

Mr. Ensley explained that conservation subdivisions are part of the zoning ordinance to meet the Comprehensive Plan of conserving farm ground, waterways, timber, etc. as 85% of the land is being conserved.

Mr. Scobee stated that he did not have a problem with conservation subdivisions, just the width of the driveways being twenty-five (25) feet.

Mr. Williams stated that lot one will have more than 350 feet of road frontage when the 67.83 feet along County Road 800 West is added to the 289.75 feet along County Road 600 South. Mr. Williams explained that this is what is being done to meet the zoning ordinance. However, since this is a subdivision, it does not have to meet the road frontage requirements.

Mr. Scobee stated that if there had not been a prior subdivision, and this was presented for a vote changes are it would not qualify.

Mr. Williams explained that if it was not a platted subdivision, there is enough road frontage and acreage to have four or five 5-acre lots without any approval because each lot would be five acres with 350 feet of road frontage. Mr. Williams stated that the original subdivision could be vacated and have several 5-acre lots with 350 feet of road frontage without getting approval from the board as it would meet the development standards of the zoning ordinance.

With no one in attendance for this petition, the public hearing portion was not opened.

There was brief discussion on soil analysis and what other counties require for subdivisions.

Mr. Williams explained that Hendricks County allows 1.5 acres with primary and secondary septic system in an agricultural district.

Mr. Woodall made a motion to approve the proposed subdivision contingent on soil analysis by a soil scientist for lots one and three where septic systems would be identified.

Mr. Williams stated that this plat is for future development that may not be completed or started for twenty years.

Mr. Williams stated that if the lots were five acres with 350 feet of road frontage meeting the development standards of the zoning ordinance the soil analysis would not be required as it is done during the construction process.

Mr. Bee seconded the motion.

Mr. Ensley stated he was not sure why the stipulation of septic as the zoning ordinance states the minimum acreage shall be 5 acres or the minimum acreage estimated by the Health Department for a primary and backup septic system site. Mr. Ensley explained that a building permit would not be issued until the septic system is identified and a permit issued by the Health Department.

Mr. Underwood stated that stipulations could be placed on plats when it serves the petition, such as in this case when development is years down the road so that a barn or other structure is not placed in the area where the septic system would be located.

Mr. Heeke asked if the motion is approved and ten years down the road when the dwellings are being building and a septic system is developed that would be better suited in a different location, would this plat have to be re-approved.

Mrs. Nees stated that she shared Mr. Heeke's concerns regarding the stipulation imposed with the motion since the owners would be doing this at the time of building.

The motion did not carry as four members opposed the motion while three approved the motion.

Mrs. Nees made a motion to approve the J.C. Allen Subdivision as submitted.

Jay Alcorn seconded the motion.

J.C. Allen subdivision was approved as submitted with six members voting in favor of the motion and Randy Bee opposing the motion.

AMENDMENT TO CONDE OF ORDINANCES TITLE XV LAND USE CHAPTER 150 BUILDING REGULATIONS – Add Above Ground and Below Ground Storage Tanks to Building Regulations.

Mrs. Zeiner explained that the ordinance was for above ground and below ground storage tanks. Mrs. Zeiner stated that the Indiana Department of Homeland Security informed the Building Department that any above/below ground storage tank that receives a construction design release (CDR) is required to have an inspection by the governing body. Mrs. Zeiner explained that since Putnam County has a building department the building inspector would be required to inspect these units instead of the Department of Homeland Security. Mrs. Zeiner stated that currently the county does not have an ordinance for the regulation of these units and the county could be held liable if injury or death from improper installation occurs if these units are not inspected.

Mr. Woodall asked if the Department of Homeland Security notified the county when there is a tank going in.

Mrs. Zeiner explained that the Department of Homeland Security issues a CDR that they sent to the building department, so we know when these units are being installed.

Mr. Woodall asked if the ordinance with the packet was an example.

Mrs. Zeiner stated that the ordinance sent with the packets is the ordinance that is being requested to be approved.

Mr. Underwood asked if a vote was being asked for or if this was just being brought to the board's attention.

Mrs. Zeiner explained that the ordinance had to be approved by the Plan Commission before it could be approved by the County Commissioners.

Mr. Underwood stated that it sounds like this is something that is required. Mr. Underwood asked of the ordinance was a state ordinance.

Mrs. Zeiner stated that she wrote the ordinance based off items found in surrounding ordinances from the City of Greencastle and Hendricks County and recommendations from the Indiana Department of Environmental Management.

Mr. Woodall asked when above and below ground storage tanks are defined is this just for commercial and what about farmers.

Mrs. Zeiner explained that it is just commercial. Mrs. Zeiner stated that there is a line in the ordinance exempting farms from the requirements.

Mr. Scobee asked if the tanks in the ordinance was for the tanks at the Co-Alliance place.

Mrs. Zeiner explained that any storage tank, above or below ground, that receives a construction design release from the Indiana Department of Homeland Security would fall under the requirements of the ordinance. Mrs. Zeiner gave an example of McCullough Excavating receiving a construction design release for their fuel tanks as being required to follow this ordinance.

Mr. Underwood asked if there was a time limit on how long something was stored.

Mrs. Zeiner explained that all approvals would be from the State Department of Homeland Security so any stipulations they place would have to be followed.

Mr. Underwood asked about records being kept.

Mrs. Zeiner explained that IDEM regulates the storage tanks and keeps records of the tanks. Mr. Zeiner stated that the county would just be required to verify that the tanks were installed per the requirements of the CDR.

Mrs. Nees asked about the fee.

Mrs. Zeiner stated that the fee would be \$120. Mrs. Zeiner explained that \$60 would be for the permit and \$60 would cover the inspection.

Mr. Underwood asked if any ongoing inspections would be required.

Mrs. Zeiner stated that at this time we are only being required to inspect the installation of the tanks.

Mr. Woodall stated that on page 1 paragraph 3 "bet" should be "best".

Mr. Scobee asked if Butler wanted to put in a new tank to store LP, would that fall under this ordinance.

Mrs. Zeiner stated if a construction design release was issued, yes, they would be required to follow the ordinance.

Mr. Ensley stated that IDEM would be monitoring ongoing compliance. Mr. Ensley explained that this is just for the inspection of the tanks.

Mr. Underwood asked about reinspection fees.

Mrs. Zeiner explained that inspections cost \$60 each. Mrs. Zeiner stated that if an inspection failed a re-inspection may be required, which would be charged to the contractor, unless the failure could be fixed and inspected during the next phase of the inspection. Mrs. Zeiner gave an example of fire caulking not being in place during the rough-in inspection, which could be checked during the insulation inspection which would not require a separate visit or a re-inspection fee.

Lora Scott asked if a permit would be issued if someone moved a tank.

Mrs. Zeiner stated that if a construction design release were issued by the state, that is what would trigger an inspection from the Building Department otherwise an inspection would not be required.

Mr. Heeke made a motion to approve the storage tank ordinance with the correction of “bet” to “best”.

Mr. Alcorn seconded the motion.

The storage tank ordinance passed with all in favor.

Mrs. Zeiner stated that the next items on the agenda was just for discussion to determine how to proceed.

RULES OF PROCEDURES

Mrs. Zeiner explained that the Planning Department is the zoning administrator for the Town Bainbridge and the Building Department issues all building permits for the towns of Bainbridge, Cloverdale, and Roachdale so having an advisory member from these jurisdictions could be beneficial to long range planning. Mrs. Zeiner suggested having an advisory person at the plan commission meetings.

The Board suggested the advisory member would serve the technical advisory committee better.

Mrs. Zeiner stated that the current rules of procedures have the meeting beginning at 7:30 p.m. instead of 6:30 p.m.

The Board would like the meetings to remain at 6:30 p.m.

Mrs. Zeiner explained that the current rules of procedures do not include the possible need to hire or retain an engineering firm if the need arises. Mrs. Zeiner stated that if a large subdivision comes before the board there may be a need to have an engineering firm review the plans to make sure the design of detention/retention, roads, etc. will work.

Mrs. Scott stated that since the BZA is hearing Unsafe Building cases an engineer may be necessary to assist with these structures.

The Board agree there might be a time when an engineering firm would be beneficial.

Mrs. Zeiner stated that the current rules of procedure did not allow for appointment of a hearing officer to assist in approving BZA cases as outlined in IC 36-7-4-923. Mrs. Zeiner explained that the hearing officer was appointed by the Plan Commission per Indiana Code.

Mrs. Scott stated that in the past there had been a hearing officer however, that person approved cases/projects that should not have been approved.

Mr. Ensley stated that Section 155.082 of the Zoning Ordinance dictates the responsibilities of the hearing officer. Mr. Ensley explained that the hearing officer, per the ordinance, will not hear and has no authority in BZA cases.

The Board agree to remove the hearing officer from the rules of procedures as it is already addressed in the Zoning Ordinance.

Mrs. Zeiner stated that the Rules of Procedures would be updated and ready to be voted on at the next meeting.

HOMESTEAD EXEMPTION ORDINANCE

Mrs. Zeiner stated that the per the Zoning Ordinance, under Subdivision Exemptions, it states: "A homestead variance shall be granted by the Board of Zoning Appeals if the following conditions are met..." Mrs. Zeiner explained that currently the BZA does not hear requests for a homestead variance unless the request does not meet the criteria of the ordinance. Mrs. Zeiner stated that in the past the Plan Director approved these types of variances. However now they are being approved by the Plat Office. Mrs. Zeiner further stated that having the plat office approve these requests was not the issue, the issue was that the ordinance states the BZA was to approve the requests.

Mr. Ensley explained that the Plat Office started approving the request when the previous director retired.

The Board agreed that approval of a homestead variance should be granted by either the Plan Director or the Plat Office provided Health Department also approves the homestead variance request.

Mrs. Zeiner stated that the Homestead Variance section of the ordinance would be updated and brought back to the board at the next meeting for approval.

ZONING ORDINANCE & COMPREHENSIVE PLAN

Mrs. Zeiner explained that the current zoning map does not include R1 zoning and that some of the areas zoned R2 do not meet the zoning ordinance development standards for that district. Mrs. Zeiner stated that the current zoning map has not been updated and is very outdated. Mrs. Zeiner explained that having the zoning on the GIS map would be better.

Mrs. Scott stated that the county approved the Comprehensive Plan in 2008 but not the zoning ordinance that was also updated.

Mr. Woodall stated that changes to the zoning ordinance and comprehensive plan would need to be bid out.

Mr. Ensley stated that the county had already collected bids because there was a grant that would cover the cost of revising these ordinances/plans. Mr. Ensley explained that because of the other grants that were approved the county had to wait until 2023 to be eligible for the grant.

Mr. Heeke asked about adding a layer to the GIS for zoning.

Mr. Ensley stated that Hendricks County and Morgan County had layers for zoning on their GIS maps.

Mr. Bee asked if the GIS map could be updated now.

Mr. Woodall stated that it could be done but funding would be needed.

Mr. Ensley stated that he would email the contractor and request a proposal to update both the zoning ordinance and the comprehensive plan.

Mr. Bee stated that it was necessary for the county to update both the zoning ordinance and the comprehensive plan.

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

Mr. Woodall brought up the American Rescue Plan. Mr. Woodall explained that the Commissioner's had set up a meeting with the Council for a five (5) member committee to hold two to three meeting to determine a recommendation on how the money would be spent. Mr. Woodall stated that the funds had to be spent on quality-of-life items, such as water, sewer, and broadband. Mr. Woodall explained that Frist Responders, zoning and comprehensive plans were also considered as quality of life.

Mr. Woodall brought up the REDI grant. Mr. Woodall explained that Putnam County could either partner with Vigo, Sullivan and Knox or Hendricks, Morgan, and Boone Counties. Mr. Woodall stated that the Commissioner's were thinking about going with Hendricks, Morgan, and Boone counties as a need for sewer, housing, trails, etc. were needed.

Mr. Ensley stated that anyone who wanted an update on the LiveStock special exception should stay after the meeting.

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

Mr. Woodall seconded the motion.

Meeting adjourned at 8:07 p.m.

Minutes approved on the 11th day of August 2021.

Wendell Underwood
Wendell Underwood, President

PUTNAM COUNTY PLANNING COMMISSION
1 Courthouse Square
GREENCASTLE, IN 46135
(765) 301-9108

DATE: June 9, 2021

TIME: 6:30 P.M.

PLACE: 1 W. Washington St, 1st Floor, Greencastle

NEXT MEETING DATE: July 14, 2021

A G E N D A

- 1. CALL TO ORDER**
- 2. ROLL CALL DETERMINATION OF QUORUM**
- 3. ELECTION OF OFFICERS**
- 4. REVIEW OF MINUTES** – March 10, 2021 (April and May meetings were cancelled)
- 5. OLD BUSINESS:**
 - a. **2021-PC-11: RYAN PLUMMER** - A replat of Lot 1 in Shelby Woods to split the 79.84 acres into two (2) buildable lots containing 4.6 acres and 75.24 acres located at 6921 S CR 600 W Reelsville; Zoned A1 in Washington Township 9/13N/5W *Con't*
- 6. NEW BUSINESS:**
 - a. **2021-PC-24: JOHN ALLEN** – Jaedynville Subdivision Replat of Lots 1 & 2 (TO BE KNOWN AS J.C. ALLEN SUBDIVISION); Replating Lot #2 to create three (3) additional lots; Zoned A1 in Washington Township 17/13N/5W (6163 S CR 800 W Reelsville)
 - b. **AMENDMENT TO CODE OF ORDINANCES TITLE XV LAND USE CHAPTER 150 BUILDING REGULATIONS** – Add Above Ground and Below Ground Storage Tanks to building regulations
 - c. **RULES OF PROCEDURES** – Proposed revisions to the existing Rules of Procedures – Discussion only
 - d. **HOMESTEAD EXEMPTION ORDINANCE** – Proposed revisions to the existing ordinance – DISCUSSION ONLY
 - e. **ZONING ORDINANCE** – Discussion on possible update/rewrite of existing ordinance – DISCUSSION ONLY
 - f. **COMPREHENSIVE PLAN** – Discussion on possible update/rewrite of existing ordinance – DISCUSSION ONLY
- 7. REPORTS**
- 8. ADJOURNMENT**

PUTNAM COUNTY PLAN COMMISSION

June 9, 2021

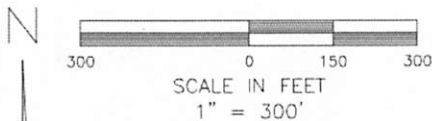
SIGN IN SHEET

PLEASE PRINT CLEARLY

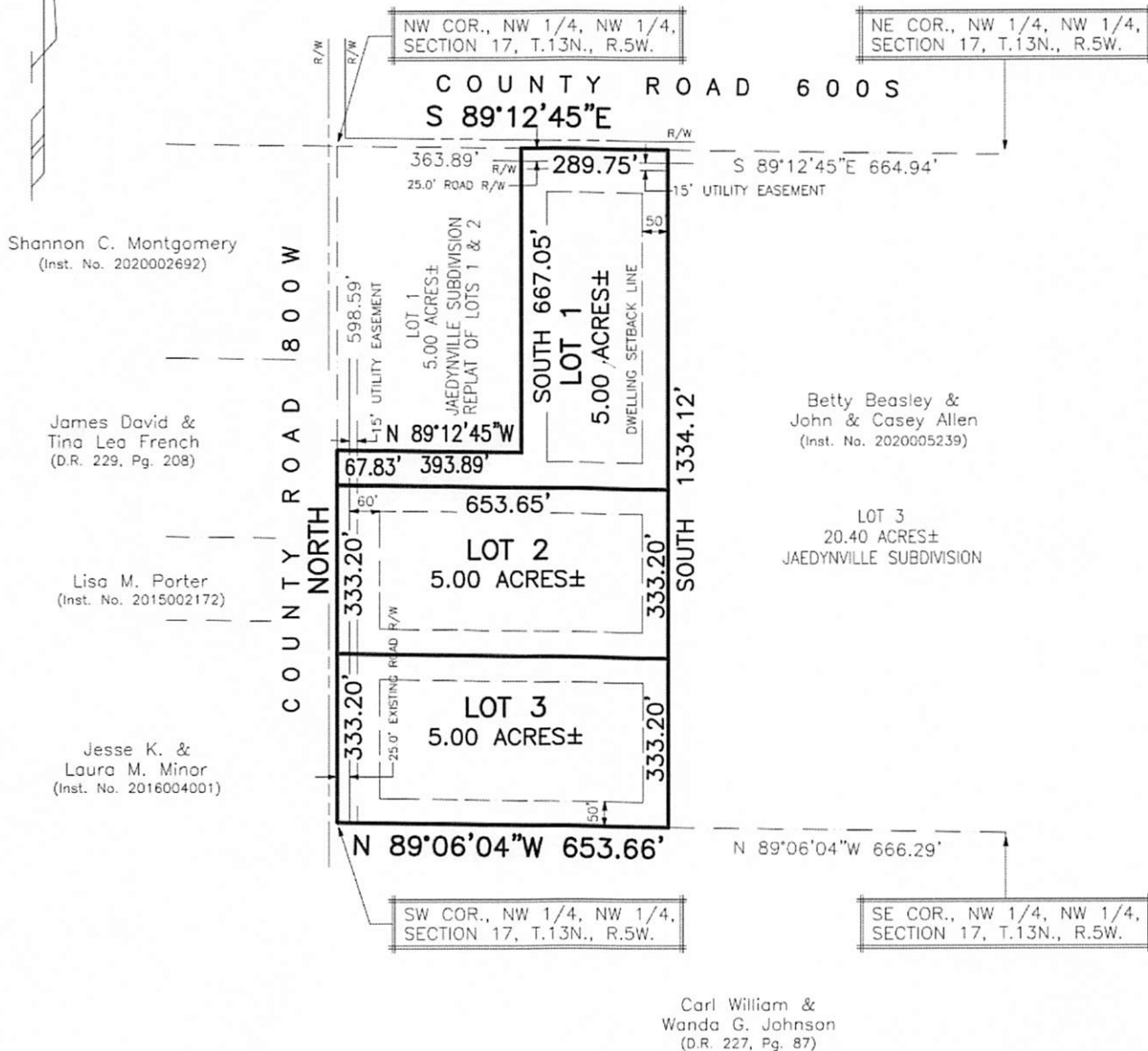
NAME	ADDRESS
GREG Williams	ASA Land Surveying
Lora Scott	BZA

J. C. ALLEN SUBDIVISION

FINAL PLAT



Eugene &
Brenda Summers Trust
(Inst. No. 201600563)



Re: 21-088

John & Casey Allen

Sheet 1 of 1