



**City of Greencastle**  
**Common Council**  
**Regular Session**  
Mikayla Johnson - Clerk Treasurer

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May 8, 2025 | 7:00 PM  
City Hall  
One North Locust Street, P.O. Box 607  
Greencastle, Indiana 46135

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**AGENDA**

- I. Call to Order; Roll Call**
- II. Pledge of Allegiance**
- III. Public Petitions and Comments**
- IV. Special Requests**
  - A. Street Closure Request - DePauw Alumni Reunion Weekend: Good Old Fashioned Fraternity Party
  - B. Street Closure Request - Main Street Greencastle First Friday
- V. Department Reports**
  - A. Cemetery - Jason Keeney
  - B. Fire Department - Rob Frank
    - i. Fire Inspections - John Burgess
  - C. Planner - Blaine Rout
  - D. Police Department - Chris Jones
  - E. Department of Public Works - Andrew Rogers
  - F. City Attorney - Laurie Robertson Hardwick
  - G. Park & Recreation - Jason Keeney
  - H. Wastewater Department - Oscar King Jr.
    - i. Monthly Report
  - I. Water Department - Rick Denney
- VI. Reports**
  - A. Mayor's Report
  - B. Clerk-Treasurer's Report
  - C. Councilors' Report
- VII. Approval of Minutes**
  - A. Approval of Minutes - April 10, 2025
- VIII. Approval of Claims**
- IX. Old Business**
- X. New Business**

A. Zoning Ordinance Amendments

**XI. Adjournment**

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Persons who require assistance or need information regarding access to the meeting and the availability of special facilities are requested to telephone Laurie Hardwick, ADA Coordinator, at (765) 655-2301 or (765) 653-3100, at least three days in advance of the meeting.

# City of Greencastle

City Hall  
One North Locust Street, P.O. Box 607  
Greencastle, Indiana 46135  
Lynda Dunbar, Clerk-Treasurer, 765-653-9211

For assistance with this form call:  
765-848-1515

## **SPECIAL EVENT STREET CLOSURE REQUEST**

Note: Representation at the Common Council meeting where your request will be heard is required, unless waived by the Mayor or Clerk-Treasurer. The Clerk-Treasurer's office will provide you with the date and time of the meeting.

Sponsoring/Host Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_

Date of Council meeting you plan to attend: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Time(s) of the Event: \_\_\_\_\_  
(Greencastle Ordinance No. 2009-7 requires a noise waiver for events between the hours of 10:00 pm and 8:00 am.)

Streets requested to be closed:

Start and end time times for the closure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prior to receiving final approval for the street closure, you may be required to meet with the City Attorney to sign a contract with hold harmless language and you will be required to provide a certificate of liability insurance. You may also be asked to contact the Police, Fire and Public Works Departments for any special requirements unique to your street closure request.

**Return completed form to Clerk-Treasurer's Office at above address or to  
ldunbar@cityofgreencastle.com  
no later than the Thursday prior to Common Council meeting.**

### **Greencastle Common Council**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Stipulations by Common Council: \_\_\_\_\_

\_\_\_\_\_  
If required, Fire Dept. notified: \_\_\_\_\_ Police Dept. notified: \_\_\_\_\_ Dept. of Public Works notified: \_\_\_\_\_

City Form 10001 (R1 / 08-2016)

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\_\_\_\_\_  
If required, Fire Dept. notified: \_\_\_\_\_ Police Dept. notified: \_\_\_\_\_ Dept. of Public Works notified: \_\_\_\_\_

City Form 10001 (R1 / 08-2016)



## Department Report

### MEETING DATE

May 01, 2025

### PREPARED BY

Jason Keeney

### MONTHLY HIGHLIGHTS

April continued the busy streak and was an active month included six interments (2/4) and six grave lot sales. Jason assisted DPW with the tree planting at the YMCA, staked for the foundations to be installed and worked with the Putnam County Coroner to perform a burial for a decedent. Transplanted two trees that were dug up from VMH during the Vandalia Depot relocation and assisted with traffic control for the building move. Superintendent & Assistant Superintendent assisted several individuals with preplanning and at-need arrangements.

### ATTACHMENTS

1. Accounts Payable Voucher
2. Superintendent's Report April 2025

II. Planted Trees at YMCA with DPW

Forest Hill Cemetery  
**Accounts Payable Voucher**

April 2025

| <u>VENDOR:</u>                    | <u>AMOUNT:</u> |
|-----------------------------------|----------------|
| Keystone Cooperative (01341)      | \$1,034.75     |
| Headley Hardware (00825)          | \$82.59        |
| Humphreys Outdoor Power (00865)   | \$325.01       |
| State Industrial Products (01916) | \$77.70        |
| CarQuest (00572)                  | \$135.06       |
| Black Lumber Company (00240)      | \$68.46        |
| JTN Services (05109)              | \$1,320.00     |
| Visa Card Services (02400)        | \$0.00         |

Allowance of Accounts Payable Vouchers

We have examined the Accounts Payable listed on the foregoing Accounts Payable Voucher Sheet consisting of one (1) page and except for claims not allowed as shown on the voucher, such claims for the month of **April 2025** in the amount of **\$3,043.57** are hereby allowed, dated this day May 1, 2025 by the Forest Hill Cemetery Board.

*Signatures of Governing Board of Forest Hill Cemetery*



## Department Report

### MEETING DATE

May 8, 2025

### PREPARED BY

Robert Frank, Fire Chief

### MONTHLY HIGHLIGHTS

#### **Greencastle Fire April 2025 Council Report**

The fire department responded to 174 calls for service in April, compared to 135 calls for service in April 2024. There was a 25% increase in call volume this year compared to last year.

The fire department has responded to 591 calls for service in 2025 compared to 569 calls for service at this time in 2024. There has been a 4% increase in call volume this year compared to last year.

Firefighters completed 476.5 hours of training in April.

Four reserve firefighters volunteered a total of 36.5 hours in April.

Anniversaries: Ben Fiest (4/1/23) 2 years

- Lieutenant Watson, Lieutenant Newgent, and Firefighter Shaw completed Fire Officer II training
- Probationary Firefighter Scott Mayhew passed NREMT. This brings our roster to 16 full-time EMTs.
- We partnered with the GCSC Transportation Center to provide extinguisher training and bus evacuation drills for all bus drivers.
- Hosted Principal Chris Covert and his mentor group from TZ
- Participated in the Area 30 Career Fair and mock interviews for the Fire and Rescue class
- Participated in the Area 30 Active Shooter Drill
- Supported FDIC hands-on engine operations training
- Received training from Brandon Dreiman from Pro Team Wellness on how to access their mental health services
- Signed a contract and will soon begin work with consultant Darrell Mendenhall on validating an annual Work Performance Evaluation

### ATTACHMENTS

1. GFD-Incident-Dashboard-5-2-2025





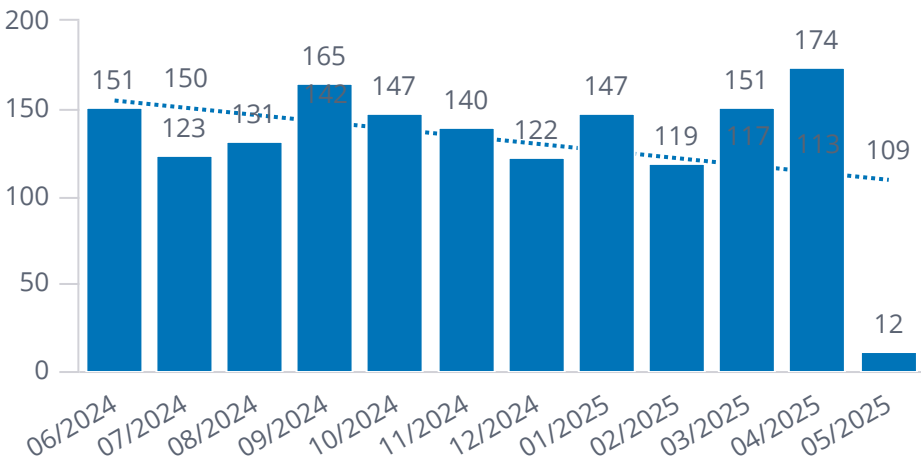
Incidents This Month

174

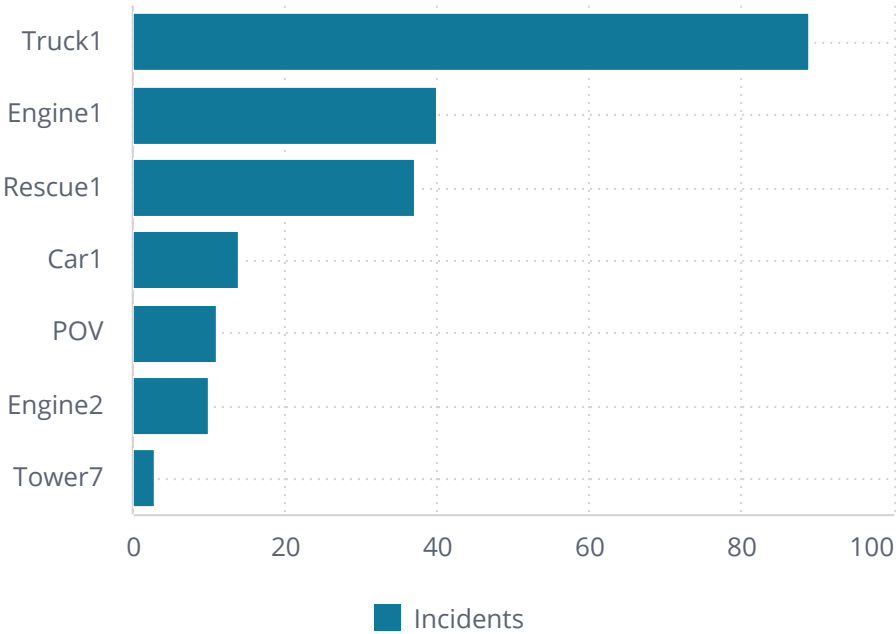
YTD Incidents

603

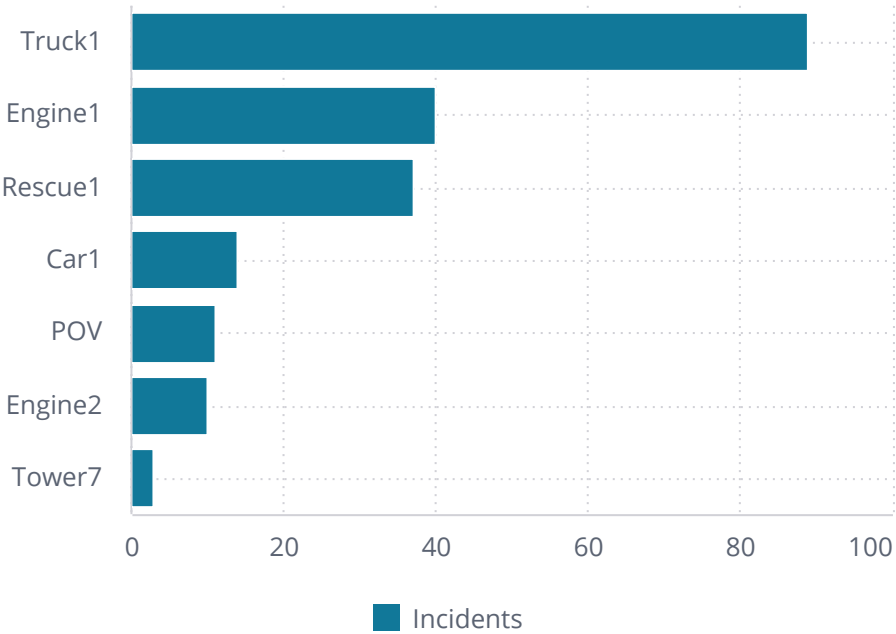
Monthly Incident Trending



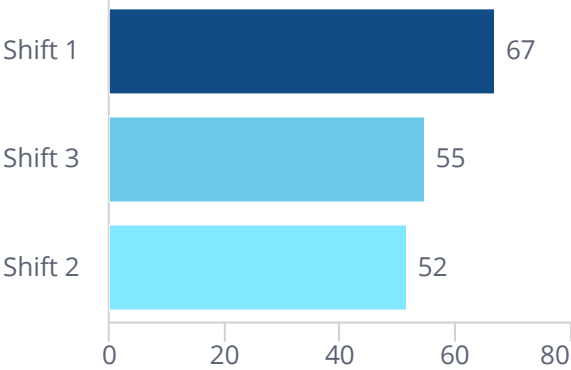
Incidents by Unit This Month



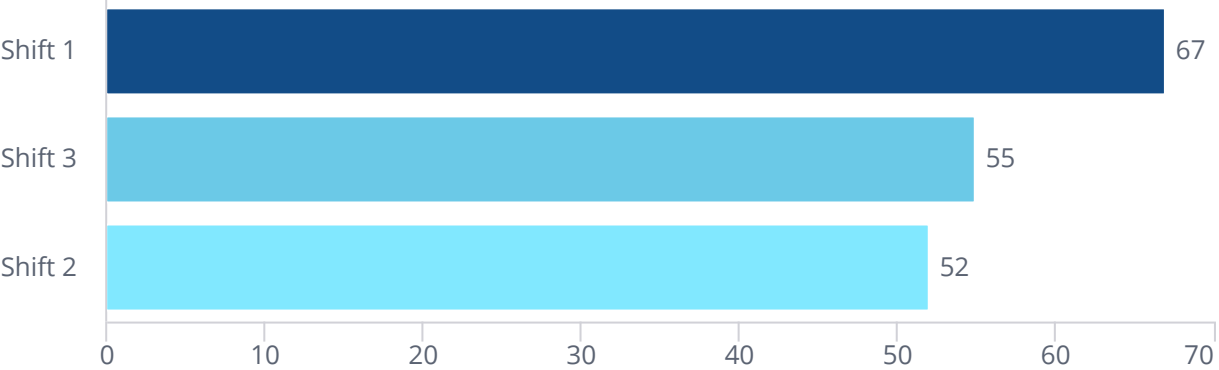
Incidents by Unit This Year



Incidents by Shift This Month



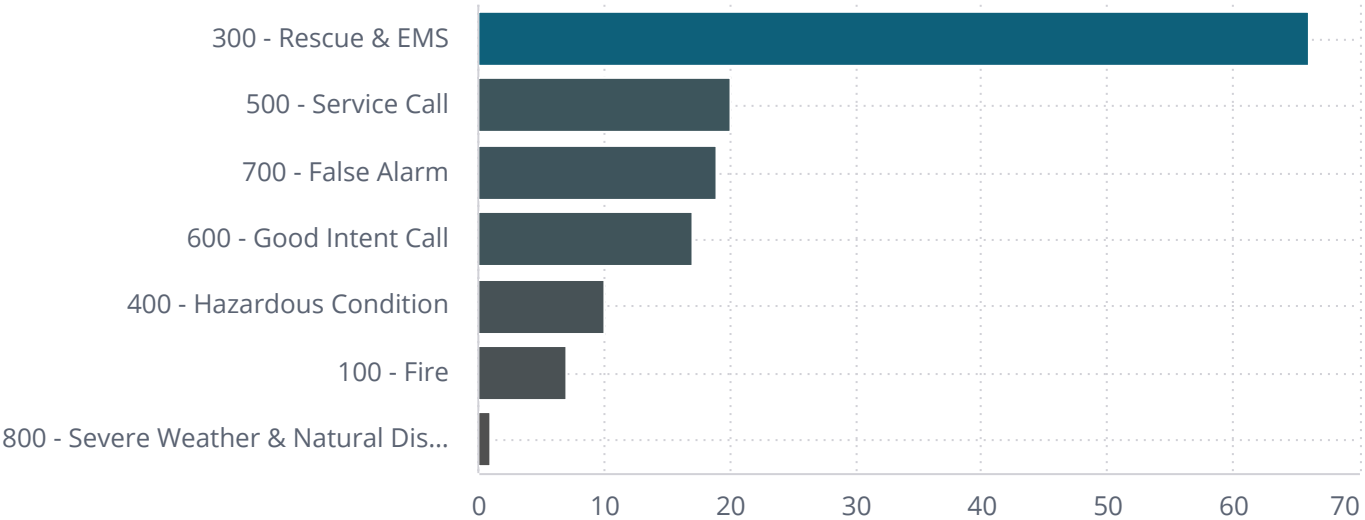
Incidents by Shift This Year



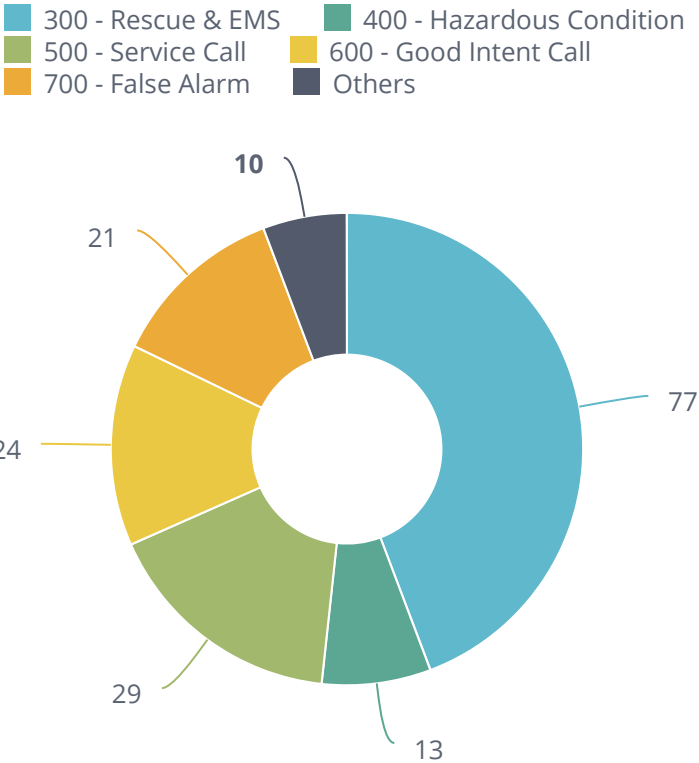
Station Coverage This Month

140

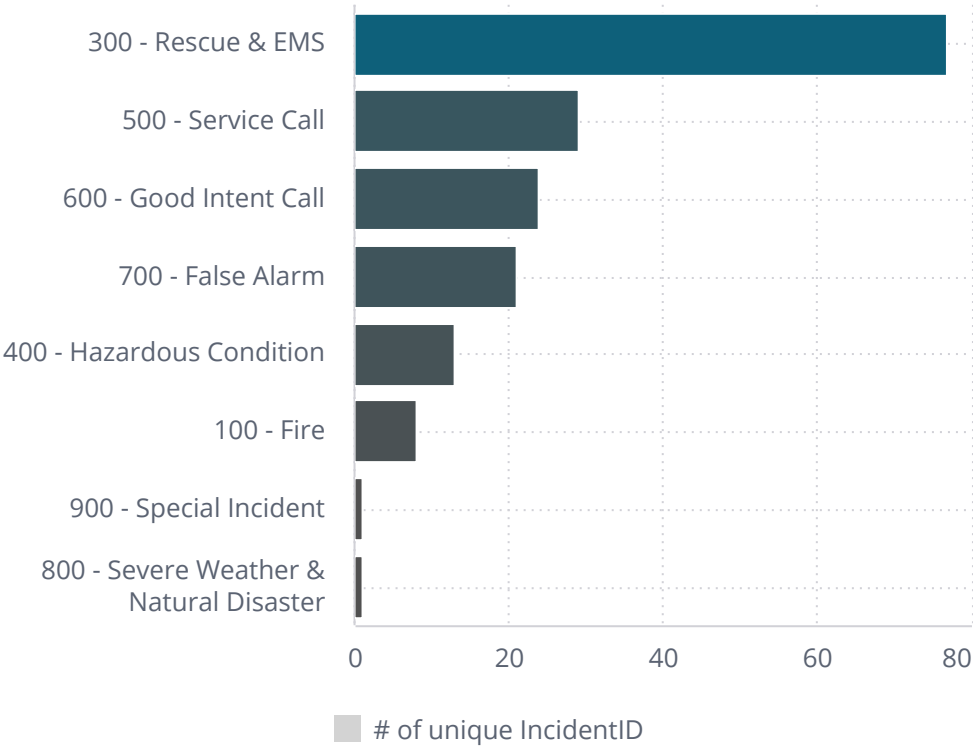
Station Coverage by Type This Month



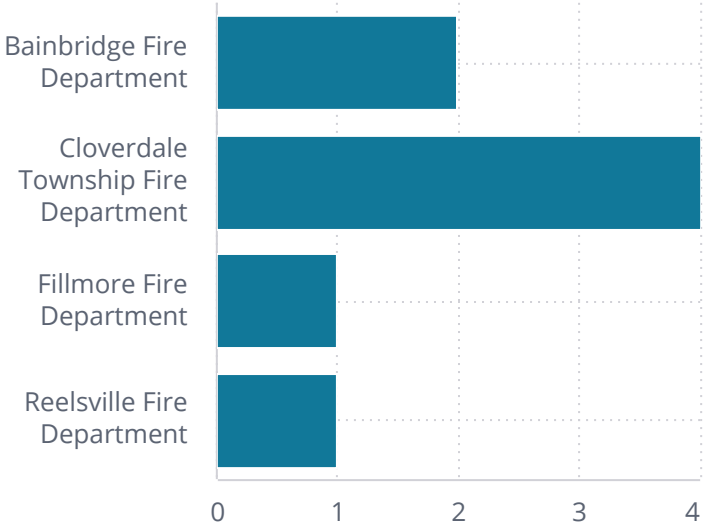
Incidents by Type This Month



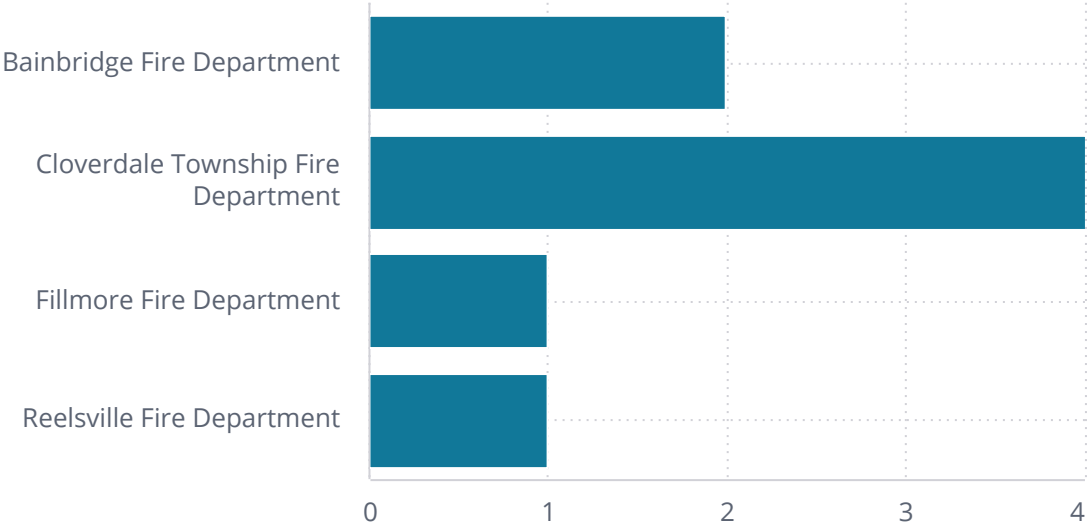
Incidents by Type This Year



Mutual Aid Given This Month



Mutual Aid Given YTD



## Incident Type Detail This Month

| Incident Type Group       | Incident Type                                      | Calls |
|---------------------------|----------------------------------------------------|-------|
| 100 - Fire                | Building fire                                      | 7     |
|                           | Cooking fire, confined to container                | 1     |
| 300 - Rescue & EMS        | EMS call, excluding vehicle accident with injury   | 33    |
|                           | Medical assist, assist EMS crew                    | 39    |
|                           | Motor vehicle accident with injuries               | 2     |
|                           | Motor vehicle accident with no injuries.           | 2     |
|                           | Removal of victim(s) from stalled elevator         | 1     |
| 400 - Hazardous Condition | Arcing, shorted electrical equipment               | 1     |
|                           | Gas leak (natural gas or LPG)                      | 3     |
|                           | Power line down                                    | 8     |
|                           | Vehicle accident, general cleanup                  | 1     |
| 500 - Service Call        | Assist invalid                                     | 14    |
|                           | Assist police or other governmental agency         | 1     |
|                           | Tree Down                                          | 9     |
|                           | Unauthorized burning                               | 5     |
| 600 - Good Intent Call    | Authorized controlled burning                      | 1     |
|                           | Dispatched & canceled en route                     | 14    |
|                           | HazMat release investigation w/no HazMat           | 1     |
|                           | No incident found on arrival at dispatch address   | 2     |
|                           | Smoke scare, odor of smoke                         | 6     |
| 700 - False Alarm         | Alarm system activation, no fire - unintentional   | 17    |
|                           | Smoke detector activation, no fire - unintentional | 4     |
| 800 - Severe Weather &    | Wind storm, tornado/hurricane assessment           | 1     |
| 900 - Special Incident    | Citizen complaint                                  | 1     |



## Department Report

### MEETING DATE

May 8, 2025

### PREPARED BY

### MONTHLY HIGHLIGHTS

### ATTACHMENTS

1. April\_2025\_Fire\_Inspections



#### April 2025 Fire Inspections

| Inspection Location  | Occupant Name                   | Inspection Type          | Inspection Number | Inspector    | Status |
|----------------------|---------------------------------|--------------------------|-------------------|--------------|--------|
| Putnam Plaza         | China Buffet                    | B- Business General Fire | R25-0036-01       | John Burgess | Pass   |
| Putnam Plaza         | Shoe Sensation                  | B- Business General Fire | R25-0026-01       | John Burgess | Pass   |
| 833 Indianapolis Rd  | Ivy Nails                       | B- Business General Fire | R25-0074-01       | John Burgess | Pass   |
| 821 E Franklin St    | Greencastle Pediatric Dentistry | B- Business General Fire | 25-0076           | John Burgess | Fail   |
| 101 S Warren Dr      | First Financial Bank            | B- Business General Fire | R25-0045-01       | John Burgess | Fail   |
| Putnam Plaza         | Everwise Credit Union           | B- Business General Fire | R25-0017-01       | John Burgess | Pass   |
| Putnam Plaza         | Monicals Pizza                  | B- Business General Fire | R25-0024-01       | John Burgess | Pass   |
| 1013 Indianapolis Rd | F.C. Tucker Advantage Realtors  | B- Business General Fire | R25-0056-01       | John Burgess | Pass   |
| 841 Indianapolis Rd  | Headley Hardware                | B- Business General Fire | 25-0077           | John Burgess | Fail   |
| 810 Indianapolis Rd  | Kork @ Keg Liquors              | B- Business General Fire | 25-0078           | John Burgess | Fail   |
| 820 Indianapolis Rd  | Jimmy John's                    | B- Business General Fire | 25-0079           | John Burgess | Fail   |
| Putnam Plaza         | Tractor Supply Company          | B- Business General Fire | R25-0023-01       | John Burgess | Fail   |
| 66 Putnam Plaza      | Burger King                     | B- Business General Fire | R25-0025-01       | John Burgess | Pass   |
| 1360 Indianapolis Rd | Jackson Hewitt                  | B- Business General Fire | R25-0030-01       | John Burgess | Pass   |
| 833 Indianapolis Rd  | Kountry Healthcare              | B- Business General Fire | R25-0073-01       | John Burgess | Pass   |
| 101 S Warren Dr      | First Financial Bank            | B- Business General Fire | R25-0045-02       | John Burgess | Pass   |
| 1101 Indianapolis Rd | Ruoff Mortgage                  | B- Business General Fire | R25-0052-01       | John Burgess | Pass   |





| Inspection Location            | Occupant Name                                   | Inspection Type          | Inspection Number | Inspector    | Status |
|--------------------------------|-------------------------------------------------|--------------------------|-------------------|--------------|--------|
| 1360 Indianapolis Rd           | No 1 Chinese                                    | B- Business General Fire | R25-0031-01       | John Burgess | Pass   |
| 1360 Indianapolis Rd           | Staff Management                                | B- Business General Fire | R25-0033-01       | John Burgess | Pass   |
| 1360 Indianapolis Rd           | Castle Smoke Shop                               | B- Business General Fire | R25-0034-01       | John Burgess | Fail   |
| 1360 Indianapolis Rd           | Casa Grande                                     | B- Business General Fire | R25-0035-01       | John Burgess | Pass   |
| 1310-1320-1350 Indianapolis Rd | Buffalo Wild Wings                              | B- Business General Fire | R25-0038-01       | John Burgess | Fail   |
| 1109 Indianapolis Rd           | Putnam County Prosecutor Child Support Division | B- Business General Fire | R25-0041-01       | John Burgess | Fail   |
| 1152 Indianapolis Rd           | Taco Bell                                       | B- Business General Fire | R25-0042-01       | John Burgess | Fail   |
| 2 Putnam Plaza                 | O'Reilly Auto Parts                             | B- Business General Fire | R25-0022-02       | John Burgess | Pass   |
| 703 N Jackson St               | Kork & Keg Liquors                              | B- Business General Fire | 25-0080           | John Burgess | Fail   |
| 1744-1748 Indianapolis Rd      | Dollar Tree                                     | B- Business General Fire | 25-0081           | John Burgess | Pass   |
| 1744-1748 Indianapolis Rd      | AT&T                                            | B- Business General Fire | 25-0082           | John Burgess | Fail   |
| 857 Indianapolis Rd            | Verizon                                         | B- Business General Fire | R25-0075-01       | John Burgess | Pass   |
| 1746-1752 Indianapolis Rd      | Great Clips                                     | B- Business General Fire | 25-0083           | John Burgess | Pass   |
| 1746-1752 Indianapolis Rd      | World Finance                                   | B- Business General Fire | 25-0084           | John Burgess | Fail   |
| 1746-1752 Indianapolis Rd      | The Breakfast Co.                               | B- Business General Fire | 25-0085           | John Burgess | Fail   |
| 105 S Warren Dr                | NAPA                                            | B- Business General Fire | R25-0046-01       | John Burgess | Pass   |
| 117 S Warren Dr                | North Salem State Bank                          | B- Business General Fire | R25-0047-01       | John Burgess | Pass   |



| Inspection Location   | Occupant Name                              | Inspection Type          | Inspection Number | Inspector    | Status |
|-----------------------|--------------------------------------------|--------------------------|-------------------|--------------|--------|
| 1128 Indianapolis Rd  | First National Bank                        | B- Business General Fire | R25-0048-01       | John Burgess | Fail   |
| 1153 Indianapolis Rd  | Speedway LLC                               | B- Business General Fire | R25-0049-01       | John Burgess | Fail   |
| 1107 Indianapolis Rd  | Marathon                                   | B- Business General Fire | R25-0050-01       | John Burgess | Pass   |
| 1003 Mill Pond Dr     | Wabash Management                          | B- Business General Fire | 25-0086           | John Burgess | Fail   |
| 1003 Mill Pond Dr     | Athletico Physical Therapy                 | B- Business General Fire | 25-0087           | John Burgess | Fail   |
| 1007 Mill Pond Dr     | West Central Solid Waste District          | B- Business General Fire | 25-0088           | John Burgess | Fail   |
| 1007 Mill Pond Dr     | Work One                                   | B- Business General Fire | 25-0089           | John Burgess | Fail   |
| 1010 Mill Pond Dr     | Bureau of Motor Vehicles                   | B- Business General Fire | 25-0090           | John Burgess | Fail   |
| 4 Percy L Julian Dr   | Hopkins - Rector Funeral Home              | B- Business General Fire | 25-0091           | John Burgess | Pass   |
| 841 Indianapolis Rd   | Headley Hardware                           | B- Business General Fire | R25-0077-01       | John Burgess | Pass   |
| 1128 Indianapolis Rd  | First National Bank                        | B- Business General Fire | R25-0048-02       | John Burgess | Pass   |
| 1018 Indianapolis Rd  | Wendy's                                    | B- Business General Fire | R25-0061-01       | John Burgess | Pass   |
| 911 Indianapolis Rd   | Auto Zone                                  | B- Business General Fire | R25-0057-01       | John Burgess | Fail   |
| 1020 Ave F            | Putnam County Division of Family Resources | B- Business General Fire | 25-0092           | John Burgess | Fail   |
| 1019 Indianapolis Rd  | Speedway                                   | B- Business General Fire | R25-0055-01       | John Burgess | Fail   |
| 1007 Mill Pond Dr     | USDA Service Center                        | B- Business General Fire | 25-0093           | John Burgess | Fail   |
| 1001 S Bloomington St | Proactive MD                               | B- Business General Fire | 25-0094           | John Burgess | Pass   |



| Inspection Location   | Occupant Name                   | Inspection Type           | Inspection Number | Inspector    | Status |
|-----------------------|---------------------------------|---------------------------|-------------------|--------------|--------|
| 1001 S Bloomington St | Center Well Home Health         | B- Business General Fire  | 25-0095           | John Burgess | Fail   |
| 1101 S Bloomington St | Case Chiropractic               | B- Business General Fire  | 25-0096           | John Burgess | Pass   |
| 821 E Franklin St     | Greencastle Pediatric Dentistry | B- Business General Fire  | R25-0076-01       | John Burgess | Pass   |
| 821 Indianapolis Rd   | Kroger                          | B- Business General Fire  | 25-0097           | John Burgess | Fail   |
| 1001 S Bloomington St | One Main Financial              | B- Business General Fire  | 25-0098           | John Burgess | Fail   |
| 1001 S Bloomington St | Allstate                        | B- Business General Fire  | 25-0099           | John Burgess | Pass   |
| 1001 S Bloomington St | Edward Jones                    | B- Business General Fire  | 25-0100           | John Burgess | Fail   |
| US 231                | The Great Pages Circus          | A-3 Assembly General Fire | 25-0101           | John Burgess | Pass   |

**59 Inspections**



## Department Report

### MEETING DATE

May 8, 2025

### PREPARED BY

### MONTHLY HIGHLIGHTS

### ATTACHMENTS

1. CC Agenda--Planning 05.08.25
2. Building Division Report (April)

# **Greencastle Technical Review Committee Meeting**

## **Meeting Minutes**

Thursday, April 10<sup>th</sup>, 2025

9:00 AM

### **Approval of Minutes (03/13/25)**

#### **New Business:**

- 404 E Washington St (Trog's Cloud 9 Smoke Shop)
- 510 Maple Ave (Multi-Family Parking Area)

#### **Old Business:**

- ILP 24-3471 – 275 Fawn View Ln (Myers Butcher Shop & Deli)
  - Unsafe Building List/Violations Case List
- 

**Attendees:** City Planner Blaine Rout, Asst. City Planner Scott Zimmerman, Building Commissioner Pat Thibodeau, City Engineer Jeff Mahan, Councilor David Masten, and Mayor Lynda Dunbar.

Meeting was started at 9:05 am by Blaine Rout. Minutes approved by consensus.

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#### **New Business:**

1. 404 E Washington St (Trog's Cloud 9 Smoke Shop)

Discussion ensued regarding the parking area. Rout explained that he and Scott will be working the property owner, Amy, regarding the modification of the site. Thibodeau asked about the placement and location of sod. Mayor Dunbar inquired about the location of sidewalks, where Rout confirmed and then explained the location of multiple curb cuts. Thibodeau stated the need for Fire Department assessment of the interior drive to make sure they have appropriate access.

Consensus was made regarding the layout and design of the drive as a general concept. The final details will be modified as needed due to the potential for INDOT removing a curb cut. Mayor Dunbar identified the need to contact Jessica Miller with INDOT. Mayor Dunbar

made a quick note of the Vet's Clinic on N Jackson Street as another project that needs to be addressed. This opened up a larger identification of several properties where a reduction of curb cuts will serve the need of enhancing the area while also saving money.

## 2. 510 Maple Ave (Multi-Family Parking Area)

No additional plans were submitted by the property owner for discussion. However, it was explained by Zimmerman that there had been a parcel error where it had shown right-of-way, whereas the County Plat Office was able to make corrections to the map.

Discussion of options for the site resulted in a identification of the need for more greenspace at the property as well as the old laundromat at 500 Maple Ave directly to the north. Rout explained that the parking area is a problem because it is susceptible to illegal parking and illegal dumping.

Zimmerman explained that there was a need to redesign the entire area facing Main St/Maple Ave because of the lack of curb and sidewalk between the two properties. Rout explained that it would essentially "complete" the area in combination with all the investment put into maintenance of Maple Terrace by Forza.

## **Old Business:**

### 1. 7 Hammond St

Rout identified the need to do a cleanup of the property based on the estimates from the mowing contractor. Two options were provided, one for a complete site cleanup, and another for just cleaning up around the primary structure. The committee agreed that work should proceed.

Zimmerman explained that the property could then go to the Unsafe Building Commission. Thibodeau explained that an administrative search warrant would need to be obtained to be able to see the interior of the property prior to any roof replacement.

Zimmerman explained that the waste material could be dumped in a functional stormwater area as a cost-savings approach.

### 2. 1245 S Jackson St

Zimmerman explained that no update was provided regarding the Victorian Day Spa and it would likely need to be put forward to the Unsafe Building Commission.

### 3. 805 Indianapolis Rd

Rout explained that the documents submitted and communication has been unorganized and the deficient. He identified several key problems with the property, including the pump island canopy. He explained that the process has been too slow. Rout further explained that

the site itself has been a problem for quite some time due to vacancy. Ultimately if the documentation is not sufficient by the submittal deadline for May's tech review, Rout would recommend denial. Based on prior interactions, he explained that the likelihood would be denial of the project.

Thibodeau explained that the CDR has been submitted, but needed more information about the coolers and the need for plumbing and subsequent sink due to Health Department requirements.

The committee deliberated on the fact that while the property owner has submitted paperwork to remedy the site, it has been insufficient. The committee agreed that justification of a decision would need to be very clear.

Rout explained in closing that the Site Development Plan requirement is not discretionary and shall be submitted as required by ordinance. He reminded the committee that site development plans are required in most situations with the exception of single-family and two-family projects.

Further discussion ensued on requirements between plan review for the building permit, the site development plan, and otherwise.

Mahan listed additional options for the property owner including a withdraw from the process. Rout explained that the perpetual delays during the process is a drain on resources and unfair to the rest of the city's residents. Zimmerman explained that there is likely no benefit to extending the deadline to the property owner given the timeline.

#### 4. 1 N Indiana St (Former Old National Bank Building)

Discussion of the status of the property began with a recap of the meeting staff had with the representing attorney of ONB. The statement provided by Old National was that the property would be sold within 60 days, while keeping details at a minimum. The property will be addressed further once transfer of the property is finalized.

#### 5. 713 Main St (Former Third Degree Bar)

Awaiting demo with a permit on file.

#### 6. Parcel #67-09-16-301-012.000-008 (Pingleton Lot on N. College)

Discussion recapped the recent meeting staff had with Chuck and what the timeline is for enforcement and expectations of the property owner.

#### 7. 40 Frazier St

Discussion of the arrangement Mr. Young has with Fuller and the potential for a home to be built there. Further discussion on progress will be necessary. The committee will be updated as more information is received.

8. 525 N Arlington St (Scott Williams)

Discussion on an update of the status of the property whereas the owner simply needs a variance for the front yard setback in order to start work on a proposed porch. Thibodeau explained he is ready to issue a building permit as soon as a variance is obtained.

The committee adjourned by consensus.





Building Division

From: 4/1/2025 to 4/30/2025 (Issued Date)

Permits Issued

| Year:                   | 2025                            |                          |                       |            |
|-------------------------|---------------------------------|--------------------------|-----------------------|------------|
| Month:                  | Apr                             |                          |                       |            |
| Permit Number           | Owner                           | Permit Type              | Address               | Permit Fee |
| <a href="#">24-3288</a> | Malcolm REI LLC                 | Remodel - Commercial     | 114 S Jackson St      | \$130.00   |
| <a href="#">25-3549</a> | JAEnterprises                   | Accessory - Residential  | 5 W LIBERTY ST        | \$80.00    |
| <a href="#">25-3614</a> | Brown Constance & Casey         | Remodel - Residential    | 507 S CROWN ST        | \$70.00    |
| <a href="#">25-3617</a> | Oldstone Family Trust           | Electrical - Residential | 714 HIGHWOOD AVE      | \$30.00    |
| <a href="#">25-3620</a> | Patchwork & Purl                | Remodel - Commercial     | 15 W FRANKLIN ST      | \$190.00   |
| <a href="#">25-3625</a> | Stoffregen Kori & Stacie        | Remodel - Residential    | 611 RIDGE AVE         | \$100.00   |
| <a href="#">25-3626</a> | Decker David & Buckley Rachel J | Accessory - Residential  | 307 E FRANKLIN ST     | \$40.00    |
| <a href="#">25-3629</a> | Opportunity Housing Inc         | Electrical - Residential | 309 W JACOB ST        | \$30.00    |
| <a href="#">25-3632</a> | Malcolm REI LLC                 | Remodel - Commercial     | 114 S JACKSON ST      | \$100.00   |
| <a href="#">25-3633</a> | Malcolm REI LLC                 | Remodel - Commercial     | 114 S JACKSON ST      | \$100.00   |
| <a href="#">25-3634</a> | Sprinkle James & Patty          | Demolition - Residential | 1228 S BLOOMINGTON ST | \$25.00    |
| <a href="#">25-3637</a> | Sairamkrupa Inc                 | Demolition - Commercial  | 315 S BLOOMINGTON ST  | \$25.00    |
| <a href="#">25-3639</a> | Goodman Larry M & Carmen L      | Accessory - Residential  | 69 BRIARWOOD CT       | \$70.00    |
| <a href="#">25-3645</a> | Rigney Garry D & Debra L        | Accessory - Residential  | 64 BRIARWOOD CT       | \$40.00    |
| Month Total:            |                                 |                          |                       | \$1,030.00 |

|                               |        |              |                |
|-------------------------------|--------|--------------|----------------|
| Permits Issued by Permit Type | Year:  | 2025         |                |
|                               | Month: | Apr          | Year to Date   |
| Accessory - Residential       |        | 4            | 6              |
| Demolition - Commercial       |        | 1            | 4              |
| Demolition - Residential      |        | 1            | 3              |
| Electrical - Commercial       |        | 0            | 2              |
| Electrical - Residential      |        | 2            | 4              |
| Multi-Family Building         |        | 1            | 7              |
| Remodel - Commercial          |        | 3            | 10             |
| Remodel - Residential         |        | 2            | 6              |
| Single Family & Duplex        |        | 0            | 2              |
| Total Issued:                 |        | 14           | 44             |
| Total Receipts:               |        | \$1,030.00   | \$5,651.55     |
| Total housing:                |        | \$100,000.00 | \$640,728.00   |
| Total Construction:           |        | \$447,192.00 | \$2,254,260.00 |

# Building Division

From: 4/1/2025 to 4/30/2025 (Issued Date)

## Percentage of Project Completion (filtered by Work Type) ( Estimated Value of Project > \$100,000.00 )

| Address - Permit Type                                                   | %    | Permit Id | Permit Number |
|-------------------------------------------------------------------------|------|-----------|---------------|
| 1001 CRESCENT DR - Addition - Residential                               | 50%  | 5858816   | 21-2430       |
| 1018 INDIANAPOLIS RD - Remodel - Commercial                             | 88%  | 5936066   | 21-2475       |
| 1109 S INDIANA ST - Mechanical - Commercial                             | 0%   | 6035631   | 21-2490       |
| 1120 Albin Pond Rd - Single Family & Duplex                             | 88%  | 5785406   | 21-2375       |
| 208 W WALNUT ST - Remodel - Residential                                 | 17%  | 6070536   | 21-2504       |
| 211 N LOCUST ST - Remodel - Commercial                                  | 67%  | 5419420   | 21-2217       |
| 300 S WARREN DR - Remodel - Commercial                                  | 0%   | 5826503   | 21-2400       |
| 501 S Illinois St - Single Family & Duplex                              | 100% | 4783347   | 20-2124       |
| 511 E SYCAMORE ST - Single Family & Duplex                              | 100% | 4676822   | 20-2082       |
| 800 E TENNESSEE ST - New Building - Commercial                          | 43%  | 9125595   | 22-2641       |
| 801 Tacoma Dr - Single Family & Duplex                                  | 71%  | 4411683   | 20-1898       |
| 890 ALBIN POND RD - Single Family & Duplex                              | 22%  | 8637690   | 22-2621       |
| DePauw Univ., Julian Center 602 S COLLEGE AVE - Mechanical - Commercial | 0%   | 4267256   | 20-1845       |



## Department Report

### MEETING DATE

May 8, 2025

### PREPARED BY

### MONTHLY HIGHLIGHTS

### ATTACHMENTS

1. council report April 2025

May 2nd, 2025

## **Greencastle Police Department Common Council Report April 2025**

| <u>CALL ACTIVITY TOP 5</u> | <u>#</u> |
|----------------------------|----------|
| LOCKOUTS                   | 96       |
| TRAFFIC VIOLATION          | 46       |
| DISTURBANCE                | 37       |
| SUSPICIOUS PERSON          | 35       |
| ACCIDENTS                  | 33       |

### DEPARTMENT

#### EMPLOYMENT ANNIVERSARIES

|                     |                      |
|---------------------|----------------------|
| OFFICER JUSTIN HERD | 4-04-2022 (3 YEARS)  |
| SGT NICK EASTHAM    | 4-29-2008 (17 YEARS) |

**PATROL**-Officers conducted 184 traffic stops in the month of April. Officers responded to 569 calls for service, opened 44 criminal case reports and completed 15 Indiana Crash Reports. Officers completed a total of 15 field arrests for the month. Dayshift Officers took part in a full scale Active Shooter Exercise lasting several hours at Area 30 on April 26<sup>th</sup> involving Law enforcement, Fire, Medical services and School staff. Drug Take-Back day was held on April 26<sup>th</sup> at GHS; approximately 160 pounds of medications were taken in during the event. We also collected 149 pounds of medications in our Station collection box since November.

**DETECTIVES**- Detectives were assigned 12 new cases as well as 7 DCS cases. Detectives were called out 7 times during the month. 2 cases were sent to the Prosecutor's Office for charges. 6 cases were closed. Detectives served 5 search warrants for the month.

**PARKING ENFORCEMENT**- 46 tickets were issued for the month (34-3 HR, 7-wrong direction, 4-no parking, 1-handicap parking).10 warnings were written. 27 tickets have been paid and 16 have not been paid.

**RESERVES**- The Reserve Division worked 39.50 hours for the month.

### TRAINING

**Officer Billy Dewitt & Justin Herd** attended School Resource Officer School on April 28<sup>th</sup>-May 2<sup>nd</sup> at Perry Township in Indianapolis.

**Sergeant Zach Rhine** attended advanced Pistol Firearms training on April 11<sup>th</sup> in Danville, IN.

**Captain Charles Inman** attended Bullet Proof Mind training on April 17<sup>th</sup> in Evansville, IN.

**Officer Billy Dewitt & K9 Gunner** attended K9 training in Plainfield on April 15<sup>th</sup>.

**Assistant Chief Ed Wilson** attended Chief's School on April 21<sup>st</sup>-25<sup>th</sup> at ILEA.

**Officer Alec Pettit & Officer David Brown** attended the Indiana SWAT Officers Conference on April 30<sup>th</sup> and May 1<sup>st</sup> in Indianapolis.



## Department Report

### MEETING DATE

May 8, 2025

### PREPARED BY

### MONTHLY HIGHLIGHTS

#### Summary Report for April 2025



#### Department of Public Works

##### Sign Work:

1. Set the breakaway for solar stop sign at Walmart in concrete.
2. Replaced the detour sign at Frazier and 231.
3. Replaced 2 sign posts this month.
4. Took down student drop off signs at high school along Washington St.
5. Put out 8 barricades this month for events.
6. Picked up 6 big black information signs that had been blown over by wind this month.

##### Mechanical:

1. 17' Chevy 1500: Oil and filter change.
2. Kubota Skid steer: Added hydraulic fluid.
3. Shop: Purchased a case of white grease and brake cleaner.
4. 23' Chevy 2500: Oil and filter change.
5. 15' Chevy 1500: Oil and filter change.
6. 15' Kubota RTV: Oil and filter change and hydraulic oil and filter change.
7. Dixie Chopper mower: Oil and filter change.
8. I2550 Kubota: Oil and filter change.
9. I3240 Kubota: Oil and filter change.
10. 24' F650: Oil and filter change.
11. 19' F650: Oil and filter change.
12. 11' F650: Oil and filter change and replaced breaker for air compressor.

13. Dodge dump: Changed hydraulic filter.
14. Water Tank Wagon: Replaced pull cord and tires.

Sweeping:

1. Swept city streets 4 times and downtown 1 time this month driving 102 miles, used 53 gallons of diesel, 1600 gallons of water and picked up 42 yards of debris.

Storm Work:

1. Cleaned city drains 5 times this month collecting 3.25 tons of debris.
2. Repaired 2 sink holes this month using 4 tons of gravel, 4' of 10" pipe and 2 bags of concrete.

Patching:

1. Patched N. College and Frazier with .5 tons of CMA.
2. Filled holes on N. College with 21 tons of gravel 3 times this month.
3. Patched city streets 3 times this month using 6.5 tons of CMA.

Mowing:

1. Mowed and weedeated city right of ways, VMH and DPW 1 time this month.

Tree Work:

1. Planted 91 trees at the YMCA this month.
2. Planted 4 trees on Greenwood and 3 trees on N. W. Blvd. this month.
3. Picked up limbs and broken trees on VMH and around town hauling off 12 truckloads from wind this month.
4. Removed the tree from in front of Scoops.

Misc.:

1. Hauled in 78.01 tons of gravel for stock pile.
2. Hauled in 14.38 tons of CMA for stock pile.
3. We did 31 core samples of roads this month.

## ATTACHMENTS

None



## Department Report

### MEETING DATE

May 8, 2025

### PREPARED BY

### MONTHLY HIGHLIGHTS

### ATTACHMENTS

None



## Department Report

### MEETING DATE

May 8, 2025

### PREPARED BY

Jason Keeney

### MONTHLY HIGHLIGHTS

Hosted the final STEM class over Spring Break for public schoolers (only 9 youths attended).

*"Little Chefs Big Bites"* class was held at DePauw University with our Bonner Scholar Hailey M. The kids made pizza bites, strawberry-chocolate yogurt treats, homemade gummy candies. (18 youths participated).

*"Woofy Egg Hunt"* was held on Saturday April 12. Thank you to the donors for prizes. Also on April 12, JK attended the *"Phil the Need, Spring Into Action"*.

The Easter Egg Hunt was held on Saturday April 19. Due to weather, we had to rapidly change gears and bag up 20 eggs in each bag, thank you to Walmart for the bags and all of the employees, mayor, Bonner Scholars and volunteers that assisted with the bagging. Then move to a drive through egg give-away at the Aquatics Center. While not "ideal" we were still able to have the event and pass out eggs to a smaller than usual portion of our community. *"Arbor Day Tree Planting"* declaration and planted a Chestnut Tree at Jaycee Park.

**We finally installed the rest of the fence on the East Soccer Fields at Big Walnut Sports Park!**

### ATTACHMENTS

1. Accounts Payable Voucher



# Greencastle Parks & Recreation Department

## (204) Accounts Payable Voucher Docket

**Wednesday, May 8, 2025**

**(For business of April 2025)**

| <u>Vendor</u>               | <u>Description</u>                                  | <u>Amount</u>       |
|-----------------------------|-----------------------------------------------------|---------------------|
| <b>Black Lumber Company</b> | Insulation, Foam Board, 2x4 lumber                  | <b>\$ 379.01</b>    |
| <b>Headley Hardware</b>     | General Supplies and Repair Parts (Rental Donation) | <b>\$ 343.23</b>    |
| <b>Humphreys' Outdoor</b>   | Weedeater String, 2-Cycle Oil                       | <b>\$ 117.98</b>    |
| <b>Visa Card Services</b>   | Class Supplies, LED Lights, Trees, Lifeguard Class  | <b>\$ 563.80</b>    |
| <b>Keystone Cooperative</b> | Regular Unleaded Fuel                               | <b>\$ 319.95</b>    |
| <b>Safeguard Solutions</b>  | Fence at Big Walnut Sports Park                     | <b>\$ 23,850.00</b> |
| <b>S5 Security</b>          | Monitoring & Service                                | <b>\$ 79.95</b>     |
| <b>JTN Services</b>         | ExMark Mower Belt (x2)                              | <b>\$ 297.98</b>    |
| <b>Quality Electric</b>     | Pool Filter Electrical Wiring                       | <b>\$ 12,480.00</b> |

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**Total General Operation Expenses \$ 38,431.90**

**\$ 2,101.90**

### **Allowance of Account Payable Vouchers**

We have examined the Accounts Payable of the foregoing Accounts Payable Voucher Docket(s) consisting of 1 page(s) and, except for claims not allowed as shown on this docket, such claims are hereby allowed in the total amount of **\$38,431.90** dated **May 8, 2025**.

### **SIGNATURES OF THE GOVERNING BOARD**

---

Cathy Merrell, President

---

Tim Trigg, Vice President

---

Doug Hutchison

---

Scott Hamilton



## Department Report

### MEETING DATE

May 8, 2025

### PREPARED BY

### MONTHLY HIGHLIGHTS

### ATTACHMENTS

None



## Department Report

### MEETING DATE

May 8, 2025

### PREPARED BY

### MONTHLY HIGHLIGHTS

### ATTACHMENTS

1. Report to Council & BOW

**2025**

|                                           | JAN   | FEB   | MAR   | APRIL | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | YEARLY<br>AVERAGE |
|-------------------------------------------|-------|-------|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------------------|
| AVERAGE DAILY FLOW IN (M.G.D.)            | 1.501 | 1.449 | 1.448 | 3.016 |     |      |      |     |      |     |     |     | 1.854             |
| YEARLY<br>TOTAL                           |       |       |       |       |     |      |      |     |      |     |     |     |                   |
| DAYS ABOVE DESIGN FLOW                    | 0     | 0     | 0     | 8     |     |      |      |     |      |     |     |     | 8                 |
| DAYS OF OVERFLOW AT PLANT                 | 0     | 0     | 0     | 0     |     |      |      |     |      |     |     |     | 0                 |
| RAIN INDUCED OVERFLOW COL. SYSTEM         | 0     | 0     | 0     | 1     |     |      |      |     |      |     |     |     | 1                 |
| MECH/ELECT ISSUE CAUSING OVERFLOW         | 0     | 0     | 0     | 0     |     |      |      |     |      |     |     |     | 0                 |
| SEWER CALLS BLOCKAGE IN CITY LINES        | 0     | 0     | 0     | 0     |     |      |      |     |      |     |     |     | 0                 |
| EMERGENCY REPAIRS MADE                    | 0     | 0     | 0     | 0     |     |      |      |     |      |     |     |     | 0                 |
| OVERFLOW CAUSED BY BLOCKAGE IN CITY LINES | 0     | 0     | 0     | 0     |     |      |      |     |      |     |     |     | 0                 |
| SEWER LINE CLEANED (FOOTAGE)              | 340   | 2,039 | 1,971 | 1,484 |     |      |      |     |      |     |     |     | 5,834             |
| LOCATES                                   | 135   | 188   | 246   | 344   |     |      |      |     |      |     |     |     | 913               |
| TAP PERMITS                               | 0     | 0     | 0     | 0     |     |      |      |     |      |     |     |     | 0                 |
| SEWER LINES TELEVIEWED (FOOTAGE)          | 0     | 320   | 947   | 2,589 |     |      |      |     |      |     |     |     | 3,856             |

**2024**

|                                           | JAN   | FEB   | MAR   | APRIL | MAY   | JUNE  | JULY  | AUG   | SEPT  | OCT   | NOV   | DEC   | YEARLY<br>AVERAGE |
|-------------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------------------|
| AVERAGE DAILY FLOW IN (M.G.D.)            | 2.190 | 1.391 | 1.544 | 2.691 | 1.595 | 1.053 | 1.271 | 1.000 | 1.001 | 0.975 | 1.176 | 1.618 | 1.459             |
| YEARLY<br>TOTAL                           |       |       |       |       |       |       |       |       |       |       |       |       |                   |
| DAYS ABOVE DESIGN FLOW                    | 8     | 0     | 0     | 8     | 2     | 0     | 0     | 0     | 0     | 0     | 0     | 3     | 21                |
| DAYS OF OVERFLOW AT PLANT                 | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0                 |
| RAIN INDUCED OVERFLOW COL. SYSTEM         | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0                 |
| MECH/ELECT ISSUE CAUSING OVERFLOW         | 0     | 0     | 0     | 0     | 0     | 1     | 1     | 0     | 1     | 0     | 0     | 0     | 3                 |
| SEWER CALLS BLOCKAGE IN CITY LINES        | 0     | 1     | 0     | 1     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 2                 |
| EMERGENCY REPAIRS MADE                    | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0                 |
| OVERFLOW CAUSED BY BLOCKAGE IN CITY LINES | 0     | 0     | 0     | 0     | 0     | 0     | 1     | 0     | 0     | 0     | 1     | 0     | 2                 |
| SEWER LINE CLEANED (FOOTAGE)              | 0     | 1,530 | 1,580 | 1,260 | 4,626 | 2,107 | 2,487 | 4,054 | 550   | 895   | 3,657 | 340   | 23,086            |
| LOCATES                                   | 112   | 120   | 247   | 207   | 207   | 198   | 222   | 249   | 188   | 250   | 191   | 165   | 2,356             |
| TAP PERMITS                               | 1     | 0     | 3     | 2     | 1     | 4     | 0     | 2     | 4     | 0     | 0     | 0     | 17                |
| SEWER LINES TELEVIEWED (FOOTAGE)          | 0     | 1,295 | 2,931 | 2,125 | 3,074 | 2,756 | 4,728 | 2,644 | 2,117 | 3,884 | 4,396 | 1,746 | 31,696            |



## Department Report

### MEETING DATE

May 8, 2025

### PREPARED BY

### MONTHLY HIGHLIGHTS

### ATTACHMENTS

1. 2025\_041

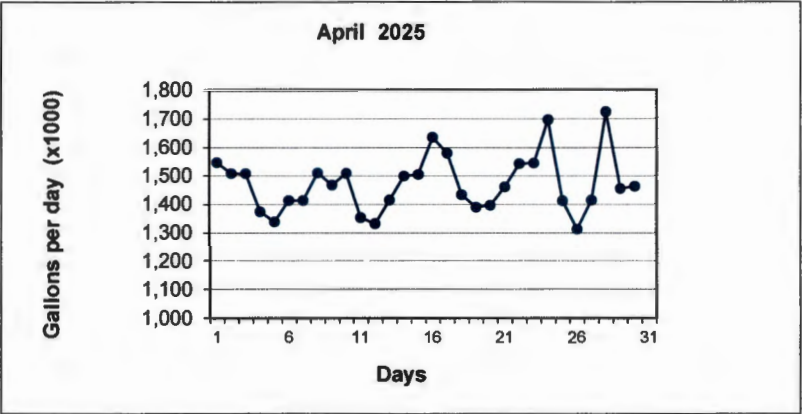
| April 2025 |                       |                       | Chlorine  |      |       |      | Fluoride |        | Polyphosphate |        | Iron     |      | Manganese |     | Backwash |          | Water Temp |                       | pH   |      | Chlorine | Testing  |       |         |      |  |
|------------|-----------------------|-----------------------|-----------|------|-------|------|----------|--------|---------------|--------|----------|------|-----------|-----|----------|----------|------------|-----------------------|------|------|----------|----------|-------|---------|------|--|
| 3.55%      | Adjusted              | SCADA                 | Plant Tap |      | D.S.  |      |          |        |               |        |          |      |           |     |          |          |            |                       |      |      | Lagoon   | Testing  |       |         |      |  |
| Date       | Gallons Pumped X 1000 | Gallons Pumped X 1000 | Pounds    | Free | Total | Free | Total    | Pounds | Finished      | Pounds | Finished | Raw  | Finished  | Raw | Finished | Filter # | Filter Run | Backwash Usage X 1000 | A.M. | P.M. | Raw      | Finished | Total | Initial |      |  |
| 1          | 1,547.06              | 1,604.00              | 34        | 1.38 | 1.54  | 1.24 | 1.48     | 40     | 0.67          | 24     | 0.70     | 0.18 | 0.03      | 0.1 | 0.1      |          |            |                       | 12.0 | 12.2 | 7.48     | 7.67     |       | RD      |      |  |
| 2          | 1,508.48              | 1,564.00              | 34        | 1.36 | 1.56  | 0.98 | 0.91     | 30     | 0.72          | 26     | 0.71     | 0.20 | 0.01      | 0.0 | 0.0      |          |            |                       | 12.2 | 12.4 | 7.51     | 7.69     |       | RD      |      |  |
| 3          | 1,508.67              | 1,564.20              | 28        | 1.43 | 1.63  | 0.84 | 1.00     | 34     | 0.70          | 26     | 0.76     | 2.00 | 0.02      | 0.0 | 0.1      |          |            |                       | 12.6 | 12.6 | 7.44     | 7.65     |       | RD      |      |  |
| 4          | 1,374.80              | 1,425.40              | 26        | 1.37 | 1.46  | 0.87 | 1.03     | 33     | 0.83          | 22     | 0.85     | 0.22 | 0.02      | 0.1 | 0.1      | 1        | 275        | 74.1                  | 12.5 | 12.7 | 7.39     | 7.60     |       | RD      |      |  |
| 5          | 1,339.40              | 1,388.70              | 25        | 1.20 | 1.53  | 0.80 | 0.94     | 28     | 0.77          | 30     | 0.77     | 0.24 | 0.01      | 0.2 | 0.1      |          |            |                       | 12.7 | 12.5 | 7.39     | 7.60     |       | MC      |      |  |
| 6          | 1,413.96              | 1,466.00              | 35        | 1.22 | 1.45  | 1.13 | 1.36     | 45     | 0.58          | 34     | 0.85     | 0.28 | 0.00      | 0.4 | 0.0      |          |            |                       | 13.3 | 13.4 | 7.49     | 7.57     |       | KW      |      |  |
| 7          | 1,413.96              | 1,466.00              | 22        | 1.38 | 1.59  | 1.01 | 1.14     | 23     | 0.64          | 30     | 1.16     | 0.36 | 0.01      | 0.2 | 0.1      |          |            |                       | 11.3 | 11.7 | 7.50     | 7.70     |       | RD      |      |  |
| 8          | 1,510.60              | 1,566.20              | 30        | 1.19 | 1.45  | 0.99 | 1.23     | 47     | 0.74          | 44     | 1.10     | 0.22 | 0.01      | 0.0 | 0.0      |          |            |                       | 11.7 | 12.3 | 7.41     | 7.65     |       | RD      |      |  |
| 9          | 1,468.26              | 1,522.30              | 36        | 1.30 | 1.53  | 1.02 | 1.15     | 20     | 0.71          | 28     | 1.08     | 0.70 | 0.01      | 0.1 | 0.0      | 2        | 272        | 54.8                  | 12.1 | 12.1 | 7.59     | 7.43     |       | RD      |      |  |
| 10         | 1,509.54              | 1,565.10              | 28        | 1.28 | 1.45  | 1.20 | 1.54     | 37     | 0.88          | 28     | 0.89     | 0.19 | 0.01      | 0.0 | 0.0      |          |            |                       | 12.3 | 12.3 | 7.47     | 7.66     |       | RD      |      |  |
| 11         | 1,354.45              | 1,404.30              | 23        | 1.30 | 1.48  | 0.57 | 0.69     | 28     | 0.98          | 26     | 0.86     | 0.17 | 0.03      | 0.0 | 0.1      |          |            |                       | 12.7 | 12.5 | 7.42     | 7.64     |       | RD      |      |  |
| 12         | 1,333.04              | 1,382.10              | 25        | 1.17 | 1.35  | 1.18 | 1.33     | 30     | 0.86          | 20     | 0.78     | 0.27 | 0.05      | 0.2 | 0.3      |          |            |                       | 13.5 | 13.4 | 7.38     | 7.56     |       | KW      |      |  |
| 13         | 1,415.40              | 1,467.50              | 26        | 1.09 | 1.36  | 1.13 | 1.37     | 40     | 0.79          | 28     | 0.60     | 0.40 | 0.05      | 0.9 | 0.5      |          |            |                       | 13.4 | 13.3 | 7.43     | 7.57     |       | KW      |      |  |
| 14         | 1,499.60              | 1,554.80              | 29        | 1.31 | 1.43  | NS   | NS       | 39     | 1.00          | 32     | 0.95     | 0.17 | 0.03      | 0.1 | 0.0      |          |            |                       | 12.9 | 13.1 | 7.42     | 7.57     |       | RD      |      |  |
| 15         | 1,505.58              | 1,561.00              | 27        | 1.26 | 1.44  | 0.80 | 0.87     | 37     | 0.89          | 30     | 0.95     | 0.19 | 0.01      | 0.0 | 0.0      |          |            |                       | 13.0 | 12.5 | 7.46     | 7.55     |       | RD      |      |  |
| 16         | 1,636.37              | 1,696.60              | 24        | 1.19 | 1.35  | 0.82 | 0.97     | 39     | 0.94          | 32     | 0.91     | 0.20 | 0.01      | 0.2 | 0.1      |          |            |                       | 13.7 | 12.6 | 7.42     | 7.58     |       | RD      |      |  |
| 17         | 1,580.24              | 1,638.40              | 36        | 1.28 | 1.45  | 1.51 | 1.80     | 28     | 0.94          | 28     | 0.86     | 0.17 | 0.03      | 0.0 | 0.0      |          |            |                       | 12.9 | 12.8 | 7.42     | 7.64     |       | RD      |      |  |
| 18         | 1,434.50              | 1,487.30              | 29        | 1.19 | 1.64  | 0.72 | 0.88     | 39     | 0.84          | 30     | 0.96     | 0.17 | 0.01      | 0.1 | 0.1      |          |            |                       | 12.8 | 12.8 | 7.39     | 7.62     |       | MC      |      |  |
| 19         | 1,390.81              | 1,442.00              | 26        | 1.25 | 1.41  | 0.79 | 0.89     | 33     | 1.05          | 30     | 1.04     | 0.32 | 0.03      | 0.1 | 0.0      | 3        | 255        | 83.7                  | 13.4 | 13.0 | 7.38     | 7.49     |       | MC      |      |  |
| 20         | 1,397.46              | 1,448.90              | 27        | 1.14 | 1.28  | 1.12 | 1.33     | 38     | 0.76          | 30     | 0.93     | 0.32 | 0.03      | 2.0 | 0.2      |          |            |                       | 13.9 | 14.0 | 7.35     | 7.44     |       | KW      |      |  |
| 21         | 1,461.31              | 1,515.10              | 27        | 1.28 | 1.45  | 1.30 | 1.56     | 37     | 0.86          | 30     | 1.00     | 0.19 | 0.02      | 0.0 | 0.0      |          |            |                       | 13.1 | 13.2 | 7.34     | 7.56     |       | RD      |      |  |
| 22         | 1,544.07              | 1,600.90              | 28        | 1.21 | 1.36  | 0.98 | 1.20     | 25     | 0.85          | 28     | 0.90     | 0.21 | 0.04      | 0.0 | 0.0      |          |            |                       | 12.7 | 12.9 | 7.38     | 7.51     |       | RD      |      |  |
| 23         | 1,545.23              | 1,602.10              | 28        | 1.27 | 1.49  | 1.07 | 1.24     | 37     | 0.92          | 24     | 0.83     | 0.18 | 0.02      | 0.0 | 0.0      |          |            |                       | 12.9 | 13.1 | 7.35     | 7.49     |       | RD      |      |  |
| 24         | 1,696.84              | 1,759.30              | 32        | 1.30 | 1.43  | NS   | NS       | 35     | 0.80          | 28     | 0.67     | 0.19 | 0.00      | 0.1 | 0.0      |          |            |                       | 12.9 | 13.3 | 7.34     | 7.56     |       | RD      |      |  |
| 25         | 1,412.99              | 1,465.00              | 29        | 1.25 | 1.34  | 0.44 | 0.63     | 24     | 0.85          | 18     | 0.68     | 0.18 | 0.00      | 0.1 | 0.0      |          |            |                       | 13.2 | 13.3 | 7.35     | 7.52     |       | RD      |      |  |
| 26         | 1,313.17              | 1,361.50              | 25        | 1.28 | 1.66  | 1.00 | 1.13     | 27     | 0.80          | 20     | 0.72     | 0.18 | 0.01      | 0.1 | 0.1      |          |            |                       | 12.9 | 12.8 | 7.38     | 7.55     |       | MC      |      |  |
| 27         | 1,415.11              | 1,467.20              | 25        | 1.27 | 1.46  | 0.76 | 0.90     | 40     | 0.81          | 22     | 0.34     | 0.17 | 0.01      | 0.1 | 0.1      |          |            |                       | 12.8 | 12.9 | 7.38     | 7.57     |       | MC      |      |  |
| 28         | 1,724.62              | 1,788.10              | 32        | 1.27 | 1.42  | 0.97 | 1.13     | 35     | 0.96          | 38     | 0.90     | 0.20 | 0.01      | 0.2 | 0.1      |          |            |                       | 13.2 | 13.2 | 7.42     | 7.62     |       | RD      |      |  |
| 29         | 1,455.91              | 1,509.50              | 32        | 1.23 | 1.40  | 1.17 | 1.25     | 32     | 0.90          | 36     | 0.97     | 0.19 | 0.03      | 0.0 | 0.0      | 1        | 261        | 63.6                  | 13.5 | 13.3 | 7.43     | 7.61     |       | RD      |      |  |
| 30         | 1,464.30              | 1,518.20              | 27        | 1.23 | 1.41  | 0.98 | 1.14     | 31     | 0.76          | 24     | 0.99     | 0.20 | 0.02      | 0.2 | 0.0      |          |            |                       | 13.0 | 13.0 | 7.42     | 7.57     |       | RD      |      |  |
| 31         |                       |                       |           |      |       |      |          |        |               |        |          |      |           |     |          |          |            |                       |      |      |          |          |       |         |      |  |
| Gallons    |                       |                       | 855.0     |      | 1.3   |      | 1.5      |        | 1.011         |        | 846      |      | 0.69      |     |          |          | 276,200.0  |                       |      |      |          |          |       |         |      |  |
| Average    |                       |                       | 1,472,525 |      |       |      |          |        | 0.98          |        | 1.15     |      | Avg       |     | 0.83     |          | Avg        |                       | 0.02 |      | Avg      |          | 7.42  |         | 7.58 |  |
| Peak       |                       |                       | 1,724,622 |      |       |      |          |        | 1.51          |        | 1.80     |      | Max       |     | 1.05     |          | Max        |                       | 0.05 |      | Max      |          | 7.59  |         | 7.70 |  |
| Minimum    |                       |                       | 1,313,167 |      |       |      |          |        | 0.44          |        | 0.63     |      | Min       |     | 0.58     |          | Min        |                       | 0.00 |      | Min      |          | 7.34  |         | 7.43 |  |

**Greencastle Utilities**  
Monthly Report

April 2025

| Current   |                                        | One year ago | Two years ago |
|-----------|----------------------------------------|--------------|---------------|
| 206       | Service work orders                    | 117          | 95            |
| 7         | Field work orders                      | 7            | 5             |
| 8         | Leaks                                  | 7            | 0             |
| 349       | IUPPS line locates                     | 231          | 216           |
|           |                                        |              |               |
| 3725      | Total active accounts                  | 3725         | 3725          |
| 47        | Disconnect notices actually acted upon | 42           | 40            |
|           |                                        |              |               |
| 1,472,525 | Average daily pumpage                  | 1,373,866    | 1,359,505     |
| 1,724,622 | Peak Day                               | 1,893,506    | 1,594,319     |
| 1,313,167 | Minimum Day                            | 1,203,214    | 1,113,805     |

|             |                         |
|-------------|-------------------------|
| Year 2025   |                         |
| 130,858,538 | Gallons of water pumped |
| 90,537,172  | Gallons of water sold   |
| 1,581,032   | Known loss/usage        |



| Emergency Repairs: |      |      |             |                   |
|--------------------|------|------|-------------|-------------------|
| Address            | Date | Time | Repaired By | Brief Discription |
|                    |      |      |             |                   |
|                    |      |      |             |                   |
|                    |      |      |             |                   |
|                    |      |      |             |                   |
|                    |      |      |             |                   |
|                    |      |      |             |                   |
|                    |      |      |             |                   |
|                    |      |      |             |                   |
|                    |      |      |             |                   |
|                    |      |      |             |                   |



|      | Month     | Calendar Month Pumpage | Read Cycle Adjustment                     |                                      | Known Water Usage / Loss | Metered but not yet billed (Average) | Gallons Sold | Adjusted Gallons Pumped | Unaccountable Water | Peak Day Gallons | Peak Day |
|------|-----------|------------------------|-------------------------------------------|--------------------------------------|--------------------------|--------------------------------------|--------------|-------------------------|---------------------|------------------|----------|
|      |           |                        | Pumpage subtracted to match reading dates | Pumpage added to match reading dates |                          |                                      |              |                         |                     |                  |          |
| 2023 | January   | 41,239,898             | 2,590,360                                 | 0                                    | 4,036,264                | 1,706,541                            | 26,770,172   | 32,906,732              | 18.6%               | 1,457,456        | 4        |
|      | February  | 38,336,946             | 0                                         | 0                                    | 2,213,767                | 1,684,266                            | 27,835,324   | 34,438,913              | 19.2%               | 1,515,326        | 12       |
|      | March     | 39,287,364             | 0                                         | 2,385,980                            | 660,645                  | 1,708,194                            | 31,965,032   | 39,304,505              | 18.7%               | 1,417,140        | 7        |
|      | April     | 40,785,136             | 2,385,980                                 | 0                                    | 370,428                  | 1,708,524                            | 30,017,988   | 36,320,205              | 17.4%               | 1,594,319        | 23       |
|      | May       | 43,505,894             | 0                                         | 0                                    | 651,513                  | 1,725,563                            | 35,085,688   | 41,128,819              | 14.7%               | 1,771,401        | 22       |
|      | June      | 44,088,742             | 0                                         | 2,573,670                            | 877,926                  | 1,717,253                            | 36,387,208   | 44,067,233              | 17.4%               | 1,649,970        | 4        |
|      | July      | 44,838,641             | 2,573,670                                 | 0                                    | 1,374,222                | 1,713,804                            | 32,229,076   | 39,176,944              | 17.7%               | 1,565,287        | 14       |
|      | August    | 48,423,398             | 0                                         | 0                                    | 1,382,355                | 1,740,583                            | 37,310,240   | 45,300,459              | 17.6%               | 2,106,179        | 24       |
|      | September | 46,526,226             | 0                                         | 1,414,560                            | 2,820,141                | 1,739,768                            | 36,795,616   | 43,380,877              | 15.2%               | 3,032,774        | 10       |
|      | October   | 42,488,540             | 1,414,540                                 | 0                                    | 1,595,838                | 1,708,726                            | 32,915,740   | 40,598,516              | 18.9%               | 1,630,101        | 10       |
|      | November  | 38,912,077             |                                           |                                      | 611,264                  | 1,717,494                            | 28,682,600   |                         | 20.3%               | 1,577,440        | 1        |
|      | December  | 44,143,236             | 0                                         | 1,274,880                            | 2,549,266                | 1,732,727                            | 31,393,560   | 41,136,122              | 23.7%               | 1,738,608        | 27       |
| YTD  | Totals:   | 512,576,098            | 8,964,550                                 | 7,649,090                            | 19,143,630               | 1,740,583                            | 387,388,244  | 490,376,426             | 21.0%               | 3,032,774        |          |
| 2024 | January   | 47,050,046             | 1,274,880                                 | 0                                    | 1,691,397                | 1,748,240                            | 31,900,704   | 42,335,529              | 24.6%               | 2,318,465        | 18       |
|      | February  | 39,659,758             | 0                                         | 0                                    | 534,936                  | 1,709,999                            | 32,124,356   | 37,414,822              | 14.1%               | 1,490,442        | 1        |
|      | March     | 39,578,547             | 0                                         | 0                                    | 385,486                  | 1,710,295                            | 31,461,628   | 37,482,766              | 16.1%               | 1,368,818        | 7        |
|      | April     | 41,215,979             | 0                                         | 0                                    | 1,016,171                | 1,722,801                            | 31,968,772   | 38,477,006              | 16.9%               | 1,893,506        | 29       |
|      | May       | 44,258,108             | 0                                         | 2,517,350                            | 1,266,366                | 1,742,539                            | 36,790,380   | 43,766,552              | 15.9%               | 1,875,953        | 3        |
|      | June      | 41,305,677             | 2,517,350                                 | 0                                    | 583,700                  | 1,664,449                            | 31,930,624   | 36,540,177              | 12.6%               | 1,518,123        | 22       |
|      | July      | 45,253,568             | 0                                         | 0                                    | 1,601,502                | 1,700,286                            | 36,342,328   | 41,951,781              | 13.4%               | 2,068,467        | 11       |
|      | August    | 45,847,508             | 0                                         | 2,766,100                            | 555,168                  | 1,660,546                            | 38,903,480   | 46,397,894              | 16.2%               | 1,636,274        | 28       |
|      | September | 43,920,244             | 2,766,100                                 | 0                                    | 394,987                  | 1,704,224                            | 34,047,716   | 39,054,933              | 12.8%               | 1,611,680        | 4        |
|      | October   | 42,266,415             | 0                                         | 0                                    | 407,797                  | 1,676,866                            | 33,140,888   | 40,181,752              | 17.5%               | 1,712,470        | 21       |
|      | November  | 38,394,527             | 0                                         | 1,391,800                            | 894,580                  | 1,661,218                            | 29,474,192   | 37,230,528              | 20.8%               | 1,449,258        | 12       |
|      | December  | 38,513,835             | 1,391,800                                 | 0                                    | 610,679                  | 1,657,116                            | 29,445,768   | 34,854,241              | 15.5%               | 1,427,749        | 17       |
| YTD  | Totals:   | 507,264,211            | 7,950,130                                 | 6,675,250                            | 9,942,767                | 1,748,240                            | 397,530,836  | 494,298,324             | 19.6%               | 2,318,465        |          |
| 2025 | January   | 43,075,631             | 3,065,900                                 | 1,139,200                            | 555,056                  | 1,690,091                            | 30,936,532   | 38,903,784              | 20.5%               | 1,576,089        | 28       |
|      | February  | 42,688,191             | 2,937,000                                 | 0                                    | 500,814                  | 1,675,221                            | 29,569,188   | 37,575,156              | 21.3%               | 1,696,459        | 13       |
|      | March     | 45,094,715             | 2,937,000                                 | 0                                    | 525,163                  | 1,684,329                            | 30,031,452   | 39,948,224              | 24.8%               | 1,564,515        | 6        |
|      | April     |                        |                                           |                                      |                          |                                      |              |                         |                     |                  |          |
|      | May       |                        |                                           |                                      |                          |                                      |              |                         |                     |                  |          |
|      | June      |                        |                                           |                                      |                          |                                      |              |                         |                     |                  |          |
|      | July      |                        |                                           |                                      |                          |                                      |              |                         |                     |                  |          |
|      | August    |                        |                                           |                                      |                          |                                      |              |                         |                     |                  |          |
|      | September |                        |                                           |                                      |                          |                                      |              |                         |                     |                  |          |
|      | October   |                        |                                           |                                      |                          |                                      |              |                         |                     |                  |          |
|      | November  |                        |                                           |                                      |                          |                                      |              |                         |                     |                  |          |
|      | December  |                        |                                           |                                      |                          |                                      |              |                         |                     |                  |          |
| YTD  | Totals:   | 130,868,638            | 8,939,900                                 | 1,139,200                            | 1,681,032                | 1,690,091                            | 90,537,172   | 119,786,714             | 24.4%               | 1,696,459        |          |





## City of Greencastle Plan Commission

Docket No. P25-01

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### AMENDMENT TO THE CITY OF GREENCASTLE ZONING ORDINANCE

**PETITIONER: The City of Greencastle**

WHEREAS, the Plan Commission of the City of Greencastle initiated and prepared the attached Ordinance to amend the City of Greencastle Zoning Ordinance by amending the zoning text; and

WHEREAS, the City of Greencastle Plan Commission has reported that it held a public hearing concerning this ordinance on April 28th, 2025 after timely notice of the hearing was given by publication in the Banner Graphic, Greencastle, Indiana, on or before April 18<sup>th</sup>, 2025; and

WHEREAS, the Greencastle Plan Commission has reported that it paid reasonable regard to the following factors enumerated in I.C. 36-7-4-603 in consideration of the ordinance and determination of a recommendation to be made to the Common Council:

1. The Comprehensive Plan;
2. Current Conditions and the Character of Current Structures and Uses in Each District;
3. The Most Desirable Use for Which the Land in Each District is Adapted;
4. The Conservation of Property Values Throughout the Jurisdiction; and
5. Responsible Growth and Development.

NOW THEREFORE, the City of Greencastle Plan Commission hereby certifies this ordinance to the Common Council with a favorable recommendation.

Dated this 28th day of April, 2025.

GREENCASTLE CITY PLAN COMMISSION

BY: David C Masten  
David Masten, President

ATTEST: Blaine Rout  
Blaine Rout, City Planner

## ORDINANCE 2025-\_\_

### AN ORDINANCE AMENDING THE TEXT OF THE CITY OF GREENCASTLE, INDIANA ZONING ORDINANCE

WHEREAS, the City of Greencastle (the City) replaced its Zoning Ordinance on June 12<sup>th</sup>, 2025;

WHEREAS, it is desirable, and in the City's best interests to amend the Zoning Ordinance and Subdivision Control Ordinance as indicated below.

NOW THEREFORE be it ordained by the Common Council of the City of Greencastle that it hereby amends the following sections of the Zoning Ordinance and Subdivision Control Ordinance in the Greencastle City Code to read as follows:

#### ZONING ORDINANCE

- Article 1, Section 1.2 Authority and Purpose

*"B. Jurisdiction: This Ordinance shall apply to all land within the municipal limits of the City of Greencastle.*

*1. Federal, State, and Local Property: This Ordinance shall not apply to any property owned by the government of the State of Indiana, the government of the United States of America, or the government of the City of Greencastle, Indiana."*

*"D. Exclusion/Eminent Domain: Nothing in this Ordinance shall be deemed to restrict or regulate the power of eminent domain by the State of Indiana or by any state agency. Nor shall this Ordinance be deemed to authorize any unit of government, legislative body, plan commission, or board of zoning appeals to restrict or regulate the power of eminent domain by the State of Indiana or a state agency. As used in this Chapter, the term "state agency" shall mean and include all agencies, boards, commissions, departments, and institutions, including state educational institutions of the State of Indiana."*

- Article 1, Section 1.3 Interpretation and Application

*"C. Compliance: No structure, including but not limited to signage, shall be located, erected, constructed, reconstructed, moved, altered, converted, or enlarged; nor shall any structure or land be used or existing use be expanded, except in full compliance with all provisions of this Ordinance and after the lawful issuance of all permits and certificates required by*

*this Ordinance.”*

- Article 2, Section 2.1 Zoning Districts

*“A. Establishment of General Districts: For the purpose of this Ordinance, the properties within the Greencastle municipal limits are planning jurisdiction is divided into the following zoning districts. Each of the zoning districts stands alone and is not part of a hierarchy-system of zoning. For example, uses permitted in the CB district are not permitted in the PB district unless expressly listed as such in the PB district. Only those uses and development standards which are expressly permitted and noted for each district apply to that district.”*

- Article 2, Section 2.4 Agriculture District

*“Intent*

*The “AG” district is intended to provide locations specifically for agricultural land uses and farming operations. The provisions that regulate this district are intended to promote and maintain areas within the Greencastle municipal limits zoning jurisdiction exclusively for agriculture. This district is further intended to reduce conflicts between residential and agricultural land uses and limit development in areas with minimal infrastructure.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance.”*

- Article 2, Section 2.5 Agriculture/Rural Dwelling District

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.6 Single-Family Dwelling 1 District

*“Intent*

*The “SD1” district is intended to provide an area exclusively for comparatively medium-to-large single-family homes on medium-to-large sized lots. This district may be used to create a transition between the uses of the “AG” and “A/R” districts and higher density residential areas. This district may also be used to provide an area of urban or suburban-type single family homes.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.7 Single-Family Dwelling 2 District

*“Intent*

*The “SD2” district is intended to provide an area for comparatively small-to-medium single-family homes on small-to-medium sized lots. This district may be used to create a transition between the uses of the “SD1” district and high density areas of residential or commercial uses. This district may also be used to provide an area of urban or suburban-type homes.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.8 Traditional Neighborhood District

*“Intent*

*The “TN” district is intended to provide a zoning district to reflect the characteristics of traditional and unique neighborhoods existing within Greencastle. This district provides for a variety of residential uses with development standards based on existing neighborhood lot sizes, living areas, and setbacks.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.9 Two-Family Dwelling District

*“Intent*

*The “TD” district is intended to provide an area for two-family dwellings. Both single-family and multi-family dwellings may be integrated into the neighborhoods of this district as Special Exception uses. This district should be used to create neighborhoods that include only two-family dwellings or a mixture of dwellings. In no case should an exclusively single-family or multi-family neighborhood be created in this district.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.10 Mixed-Density Dwelling District

*“Intent*

*The “XD” district is intended to provide areas for the development of mixed density residential uses, such as apartment homes, single-family homes, and two-family dwellings. In no case should this district be used to create a neighborhood with exclusively single, two, or multi-family dwellings. This district may be used to provide a transitional area, respond to unique topographic features, or create a traditional neighborhood-type mix of residences.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.11 Multi-Family Dwelling District

*“Intent*

*The “MD” district is intended to provide an area exclusively for multi-family dwellings, such as apartment complexes. It is intended that each multifamily complex developed in this district have a minimum of 10 dwelling units.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.12 Manufactured Home Park District

*“Intent*

*The “MH” district is intended to provide areas within the community exclusively for leased-lot neighborhoods of manufactured and mobile homes. All manufactured home parks shall be in accordance with IC 16-11-27-1 et. seq., Rule 410 IAC 6-6, and all subsequent amendments to either. All such areas shall also be consistent with all applicable requirements of the Indiana Board of Health.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.13 Central Business District

*“Intent*

*The “CB” district is intended to provide areas for the combination of land uses common to traditional central business districts. This zoning district is intended to accommodate the current uses and structures within Greencastle’s traditional downtown and permit the continued, contextually appropriate development of the area. The “CB” district is further intended to support the preservation of Greencastle’s Courthouse Square National Register Historic District.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.14 Small Scale General Business District

*“Intent*

*The “GB1” district is intended to provide an area for a variety of small-scale business non-residential uses.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.15 Large Scale General Business District

*“Intent*

*The “GB2” district is intended to provide an area for a variety of large-scale business non-residential uses.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.16 Professional Business District

*“Intent*

*The “PB” district is intended to provide areas exclusively for professional office land uses. This district may be used to establish business centers or as a buffer between residential and general business or industrial uses.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.17 Light Industrial District

*“Intent*

*The “LI” district is intended to provide areas for light industrial, warehousing, research, and distribution facilities. This district is intended to include only industrial uses that are completely contained and do not involve the outdoor storage of any materials or include the release of vibrations, noises, odors, light, or other emissions.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.18 General Industrial District

*“Intent*

*The “GI” district is intended to provide areas for general industrial use under conditions that minimize conflicts with other land uses, such as residential, commercial, and parks.”*

*“Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance”*

- Article 2, Section 2.19 University District

*“Intent*

*The “UN” district is intended to accommodate the unique characteristics and regulatory needs of DePauw University. The district is intended to consider the campus and its related uses as a whole, minimizing conflicts with adjacent land uses.*

*The Greencastle Plan Commission and Board of Zoning Appeals should*

*strive to use this district to provide DePauw University and neighboring properties with a concise regulatory process."*

*"Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance"*

- Article 2, Section 2.20 Mineral Extraction District

*"Notes*

*3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance"*

- Article 4, Section 4.2 Standards and Interpretation

*"B. District Boundary Interpretation: The City Planner shall determine the applicable zoning for each property in the Greencastle municipal limits Plan Commission jurisdiction, including properties divided into several zoning districts as described in Section 4.2(A)(4) above.*

*1. Any ruling of the City Planner pertaining to the district boundaries may be appealed to the Board of Zoning Appeals consistent with the provisions for Appeals of Administrative Decisions established by this Ordinance.*

*2. If the City Planner cannot definitely determine the location of a district boundary by the center lines, scale, or dimensions shown on the Official Zoning Map, or by the fact that it does not clearly coincide with a property line, immediate action on any application or petition shall be refused, and the Plan Commission, at its next regularly scheduled meeting, shall interpret the location of the district boundary with reference to the scale of the Official Zoning Map and the purposes set forth in all relevant provisions of this Ordinance."*

- Article 5, Section 5.3 Incidental Use and Acc. Str. Standards

*"F. Permitted Accessory Structures: The type of accessory structures, side and rear yard setbacks for accessory structures, and maximum number of accessory structures per dwelling unit or business non-residential use in each zoning district shall be consistent with the Permitted Accessory Structures Table above. All accessory structures shall be subject to the standards provided by this section, all other setbacks, the location requirements of Section 5.3 (C) above, and other standards established by this Ordinance. The City Planner shall determine whether or not accessory structures not specifically listed in this section*



*are permitted based on the consistency of each structure with the intent of the district in which it is located. The decision of the City Planner may be appealed to the Board of Zoning Appeals consistent with the Appeals of Administrative Decisions provisions of this Ordinance."*

- Article 5, Section 5.15 Parking Standards, Part 5(A)(2)

*"2. Non-residential Accessory Use Requirements: Parking spaces for management offices, sales facilities, self-service laundries, and other incidental uses shall be equal to 1/2 of the requirements for business non-residential uses located in Chapter 5.15 (Part 6)."*

- Article 5, Section 5.19 Telecommunication Facilities Standards, Part 1(F).

*"F. Construction Requirements: All antennas, towers and accessory structures constructed within the Greencastle municipal limits shall comply with the following construction requirements:"*

- Article 6, Section 6.1 General Sign Standards, Subsection A.

*"A. General Requirements: Except as otherwise provided in this Article, it shall be unlawful for any person to erect, construct, enlarge, move or convert any sign within the Greencastle municipal limits jurisdiction of the City of Greencastle Plan Commission, or cause the same to be done without first obtaining a sign permit. The following general sign standards apply to all signs within the Greencastle municipal limits jurisdiction of the City of Greencastle Plan Commission."*

- Article 6, Section 6.1 General Sign Standards, Subsection A(3).

*"3. Inspection: Signs for which a permit is required may be inspected periodically by the City Planner for compliance with this Article."*

- Article 6, Section 6.1 General Sign Standards, Subsection B.

*"B. Exempt Signs: The following signs are exempt from all provisions of this Ordinance, except that no sign may be placed within the right-of-way or placed in a location to create a visibility or other safety concern regardless of whether or not said sign is in the right-of-way."*

- 1. Flags: Any item that falls within the definition of the term flag as defined in this Chapter.*
- 2. Historical Building Signs: Names of buildings, date of erection, monumental citations, commemorative tablets, and the like when carved into stone, concrete, or similar material or made of bronze, aluminum, or other permanent type construction. No*

*commercial messages or logos are permitted on such signs.*

3. *Public Signs*

4. *Utility Marker Signs: Utility signs are permitted to mark cables and lines for public and private utilities unless such signs are determined to be a hazard by the City Planner.*

4.5 *Interior Signs. Signs located within a structure that are not visible outside said structure."*

- Article 6, Section 6.1 General Sign Standards, Subsection C.

*"Prohibited Signs: The following types of signs are expressly prohibited in all zoning districts.*

1. *Animated Signs: Animated signs that use motion picture, laser, or visual projection of images or copy in conjunction with any business or advertisement. Also prohibited are signs that have intermittent blinking, flashing, rotating, fading, or fluttering lights and lights that change in intensity of brightness of color, as well as strobe lights. This provision also prohibits pre-recorded video or streaming video. Audio speakers and the use of pyrotechnics are prohibited. Electronic changeable copy signs are permitted in General Business 1, General Business 2, Professional Business, Light Industrial and General Industrial zoning districts and are subject to the following regulations:*

a. *Electronic reader board provided that said signs are not within 100 ft. of an existing traffic light; are limited in size to 24 square feet per sign face. Electronic reader boards are to be permitted only in conjunction within a monument sign. In addition to the zoning districts listed above, this sign type may also be permitted within the Central Business District.*

b. *Only static change of text is permitted; text cannot scroll or imitate animation or movement.*

c. *Text changes may occur no more than three (3) times per minute or every 20 seconds.*

d. *No sign shall obstruct vision or interfere with pedestrian or vehicular traffic.*

2. *Emissions: Signs that emit audible sound, odor or visible matter.*

3. *Imitation of Official Signs: Signs that purport to be or are in imitation of, or resemble an official traffic sign or signal or which bear the words "Stop", "Slow", "Caution", "Danger", "Warning", or similar words.*

4. *Imitation of Emergency Vehicles: Signs that may be construed as a light of an emergency or road equipment vehicle.*

5. *Visual Impairment: Signs that hide any traffic or roadway sign, signal or device from view, or that interfere with the Sight*

*Visibility Area as defined in Chapter 5.18 of this Ordinance.*

6. *Encroachment including Right-of-Way: Signs that are located in any right-of-way, non-sign easement, or septic field, including those posted on utility poles or street signs. Projecting signs specified as permitted in this Article and approved by the Greencastle Board of Public Works and Safety shall be permitted.*
7. *Obstruction: Signs that obstruct any door, fire escape, stairway, or any opening intended to provide entrance or exit for any structure.*
8. *Vehicle Signs: Signs placed on vehicles ("vehicle signs") parked on public or private property primarily for the purpose of displaying the sign to the general public are prohibited unless one of the three exceptions listed below is applicable. Prohibited signs do not include vehicle signs that are permitted include signs that are: those displayed on vehicles:*
  - a. *Parked for the purpose of lawfully conducting business, including, but not limited to making deliveries.*
  - b. *For the use of transporting persons or properties; and*
  - c. *Vehicles parked at a driver's place of residence during non-business hours or for incidental purposes.*
9. *Signs Attached to Poles and Supports: Signs attached to light poles, gas station canopy supports, trees, and elsewhere outdoors which are not included as permitted temporary or permanent signs as described by this Article.*
10. *Off-premise Signs: Off-premise signs, including billboards.*
11. *Obscenity: Signs displaying obscene matter, as defined in IC 35-49-2-1, shall be prohibited."*

- Article 6, Section 6.1 General Sign Standards, Subsections D-E.

*"D. State Regulation of Signage. IC 8-23-20 provides that the State of Indiana may set standards for the size, lighting, and spacing of signs within six hundred and sixty (660) feet of the right-of-way of the interstate or primary highway system.*

*E. Exceptions During Election Timeframe.*

1. *Exemptions for Maximum Size and Maximum Number. During the election period, pursuant to IC 36-1-3-11, the standards for maximum size and maximum number of signs contained in this chapter do not apply to any sign that does not exceed thirty-two (32) square feet.*
2. *Election Timeframe. As of the date of this Ordinance, the election period is defined as the time period that begins sixty (60) days before an election until the sixth (6th) day after an election. Note that the statute applies to any election as defined in IC 3-5-1-*

2: primary and general elections, municipal elections, school district elections, and any special election as provided by law.  
3. *Right of Way and Privately Ownership Requirements Still Apply.* Signs shall not be placed within right-of-way. Permission from a private property owner is required before a sign is placed on private property.”

- Article 6, Section 6.2 Temporary Sign Standards, Part 1.

*“A. Model Homes. One temporary sign identifying a model home facility shall be permitted for such facilities meeting the requirements of the Temporary Use/Structure Standards of Chapter 5.4. The sign shall be subject to the following requirements:*

1. *Illumination: The sign shall be illuminated consistent with the overall illumination requirements for temporary home sales facilities established by Chapter 5.4 and the Exterior Lighting Standards of Chapter 5.24 of this Ordinance.*
2. *Height and Area: The sign shall not exceed 24 square feet in area or 6 feet in height from ground level.*
3. *Setback: The sign shall be placed a minimum of 10 feet from any public right-of-way and any other property line.*

*B. Portable Signs. All portable signs in the above listed residential zoning districts shall be subject to the following requirements:*

1. *Illumination: All signs shall be illuminated consistent with the Exterior Lighting Standards of Chapter 5.24 of this Ordinance.*
2. *Height and Area: The sign shall not exceed 6 square feet with the maximum height being 3 feet.*
3. *Setback. All signs shall be placed a minimum of 5 feet from any public right-of-way and any other property line.*
4. *Placement. All signs shall be placed into the permeable ground with the use of small metal rods or similar materials.*
5. *Length of Time. Residential temporary portable signs are allowed to be in residential lots for a maximum of 12 weeks and twice per year.*
6. *Number of Signs Permitted.*
  - a. *Single-Family Dwellings. Parcels of property that house a single-family dwelling without any additional residential dwelling on the property are permitted two signs per parcel.*
  - b. *Two-Family and Multi-Family Dwellings. Parcels of property that house a two-family or multi-family dwellings are permitted one sign per dwelling unit.”*

- Article 6, Section 6.2 Temporary Sign Standards, Part 2.

*"Part 2: These Non-Residential Temporary Sign Standards apply to all district(s):*

*One temporary sign for each non-residential use shall be allowed permitted for no longer than 12 weeks per calendar year. A permit is not required for a temporary sign, however, signs not in conformance with the requirements of this Ordinance shall be in violation and subject to provisions of Article 13. Enforcement and Penalties. The sign shall meet the following requirements:*

*A. Illumination: The sign shall be illuminated consistent with the Exterior Lighting Standards of Section 5.24(J) of this Ordinance. In no instance shall any temporary sign use any flashing or blinking lights or other effect prohibited by this Ordinance.*

*B. Setback: The sign shall be placed a minimum of 10 feet from any public right-of-way and any other property line.*

*C. Types of Temporary Signs:*

*1. Banners and Pennants: Banners, pennants, streamers and any combination of such signs are allowed provided that:*

- a. The use of such signs is temporary;*
- b. Does not exceed 30 consecutive days; and*
- c. Are no larger than 32 square feet in area or 6 feet in height from ground level.*

*2. Construction Signs: Signs posted on construction sites are allowed provided that such signs are:*

- a. Not located in the right-of-way;*
- b. Removed within 30 days of completion of construction activity; and*
- c. No larger than 32 square feet in area or 6 feet in height from ground level.*

*3. Portable Signs: One portable sign shall be allowed per business, provided that:*

- a. Each side does not exceed 12 square feet with a total of 24 square feet;*
- b. The board is placed so that it does not obstruct the flow of pedestrian traffic or limit wheelchair accessibility to businesses or use of the sidewalk; and*
- c. The sign shall be allowed only during business hours."*

- Article 6, Section 6.2 Temporary Sign Standards, Part 2(E)

*\* Section removed from zoning ordinance.*

- Article 6, Section 6.3 Permanent Sign Standards, Part 1.

*“A. Required Structure Addresses: Once a property address has been assigned to a specific structure, it shall be the responsibility of the property owner to post the primary address number as required by this section and as required per the postmaster regulations.*

- 1. Address Height and Visibility: Address letters and numbers shall be generally visible from adjacent public rights-of-way.*
- 2. Certificate of Occupancy to be Withheld: No Certificate of Occupancy shall be issued for any structure or property unless addresses are posted consistent with the requirements of this section and as required per the postmaster regulations.*

*B. Required Gas Station Emergency Signs: A sign providing emergency information shall be provided at every gas station, either in the form of a 4 square foot sign posted conspicuously on a structure (such as a canopy support, or convenience store building) or as a sticker conspicuously placed on each gas pump. At a minimum, the emergency sign shall provide direction to the emergency pump shut-off in case of fire or spill, provide the fire department phone number or a reminder to phone "911", and list the address of the facility.*

*C. Murals*

- 1. Generally. All paintings on a wall that are created for reasons of artistic intent and without a connection to services or sales of a product unless the markings are graffiti as defined within this Ordinance.*
- 2. Permit Required and Limited Review. Murals require a sign permit; however, the City has limited review in permitting. Approving or denying a proposed sign permit, considered to be a mural shall be limited to ensuring that the proposed mural is not an obscenity.”*

- Article 6, Section 6.3 Permanent Sign Standards, Part 2.

*“A. Permitted Signs: One sign not exceeding a combined area of 2 square feet is permitted on the primary structure. No illumination is permitted. No permit is required.*

*B. Monument Signs: Two monument signs for residential developments are permitted at each entrance to the development as a means to provide the public knowledge of its entry into a specific subdivision. A permit shall be required.*

- 1. Face Area: No sign shall exceed 32 square feet in area.*
- 2. Setback: Each sign shall be setback a minimum of 2 feet from the right-of-way of any public street.*
- 3. Features: Each location which permits a residential monument*

sign shall incorporate design features such as decorative brick or stone walls and landscaping.

- Article 6, Section 6.3 Permanent Sign Standards, Part 3.

*“Signs for Ground Floor Uses: The signs for ground floor uses shall meet the following standards. These standards shall also apply to any business nonresidential use occupying multiple floors, including the ground floor. A permit shall be required. All signs should match the character and proportions of the building on which they are located. Additional signs for upper floor uses shall be consistent with the provisions of Chapter 6.3(Part 3)(B).”*

- Article 6, Section 6.3 Permanent Sign Standards, Part 3(A)(3)

*“Sign Types Permitted: Any combination of the following signs may be used as long as they are consistent with the total area allowed per use, the total number of signs permitted per use, and the other development standards listed in this Section:*

- a. Wall signs,*
- b. Awning signs,*
- c. Projecting signs,*
- d. Window Signs; and*
- e. Monument signs.”*

- Article 6, Section 6.3 Permanent Sign Standards, Part 3(A)(4)

*“Development Standards by Sign Type: Development standards for each type of sign are as follows:*

- a. Wall Sign: Wall signs shall be located on the facade of the primary structure.*
- b. Awning Sign: Awning signs shall be printed or sewn on awnings mounted on the facade of the primary structure.*
- c. Projecting Sign: No projecting sign shall, at its lowest point (except for the supporting building, structure, or column), be less than 8 1/2 feet above grade level. In no case shall it extend more than 4 feet beyond its supporting structure. No projecting sign shall exceed 6 square feet in area.*
- d. Window Signs: Non-illuminated window signs not exceeding 25% of the window area are permitted. No permit is required and they shall not be counted toward the total area allowed per use. Illuminated window signs and any exceeding 25% of the window area shall be counted toward the total sign area and require a*

*sign permit. Temporary flyers do not constitute window signs.*

- e. *Monument Signs:* *Monument signs are only permitted when there is enough space between the property line and the front setback of a property. The maximum sign size shall be 24 sq. ft."*

- Article 6, Section 6.3 Permanent Sign Standards, Part 3(B)(2)

*"2. Multiple Upper-Floor Uses: If the upper-floors of the structure are occupied by multiple uses that are separate and distinct from any that is located on the ground floor, a multi-tenant joint sign may be provided. The sign shall be a wall sign, not exceeding an average of 25 square feet per upper-floor non-residential use. In no instance shall the sign exceed a total of 100 square feet."*

- Article 6, Section 6.3 Permanent Sign Standards, Part 4(A)(1)

*"Sign Area: The total square footage of sign area allowed for each non-residential use shall be determined by the length of the front facade of the building that is occupied by that use as specified in the table below. Corner Properties may use both frontage sides of the property for the purpose of sign area calculation, however, signage on either side may not exceed the frontage calculations for that side."*

- Article 6, Section 6.3 Permanent Sign Standards, Part 4(A)(2)

*"Sign Types Permitted: Any combination of the signs indicated in the table below may be used as long as their total area does not exceed the total area allowed per use or are inconsistent with the other development standards provided by the table or listed in this Chapter."*



## Permitted Non - Residential Signs

| Sign Standard                                                                                                                                                                                  | Zoning District                                                                                   |                                                                                                   |                                                                                               |                                                                                                   |                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                | GB1                                                                                               | GB2                                                                                               | PB                                                                                            | LI                                                                                                | GI                                                                                                |
| <b>Permitted Sign Types</b>                                                                                                                                                                    |                                                                                                   |                                                                                                   |                                                                                               |                                                                                                   |                                                                                                   |
| Wall Signs                                                                                                                                                                                     | P                                                                                                 | P                                                                                                 | P                                                                                             | P                                                                                                 | P                                                                                                 |
| Awning Signs                                                                                                                                                                                   | P                                                                                                 | P                                                                                                 | P                                                                                             | P                                                                                                 | P                                                                                                 |
| Projecting Signs                                                                                                                                                                               | P                                                                                                 | P                                                                                                 | P                                                                                             |                                                                                                   |                                                                                                   |
| Free-standing Signs                                                                                                                                                                            | P                                                                                                 | P                                                                                                 | P                                                                                             | P                                                                                                 | P                                                                                                 |
| Changeable Copy Signs                                                                                                                                                                          | P                                                                                                 | P                                                                                                 |                                                                                               |                                                                                                   |                                                                                                   |
|                                                                                                                                                                                                |                                                                                                   |                                                                                                   |                                                                                               |                                                                                                   |                                                                                                   |
| Multi-Tenant Joint Signs                                                                                                                                                                       | P                                                                                                 | P                                                                                                 | P                                                                                             | P                                                                                                 | P                                                                                                 |
| Window Signs                                                                                                                                                                                   | P                                                                                                 | P                                                                                                 | P                                                                                             | P                                                                                                 | P                                                                                                 |
| <b>Permitted Sign Area &amp; Number</b>                                                                                                                                                        |                                                                                                   |                                                                                                   |                                                                                               |                                                                                                   |                                                                                                   |
| Building Frontage/Sign Size Ratio<br>(the total sign area permitted per use)                                                                                                                   | 1-1/4 sq. ft.<br>of signage<br>permitted<br>for every 1<br>linear foot<br>of building<br>frontage | 1-1/4 sq. ft.<br>of signage<br>permitted<br>for every 1<br>linear foot<br>of building<br>frontage | 1 sq. ft. of<br>signage<br>permitted<br>for every 1<br>linear foot<br>of building<br>frontage | 1-1/4 sq. ft.<br>of signage<br>permitted<br>for every 1<br>linear foot<br>of building<br>frontage | 1-1/4 sq. ft.<br>of signage<br>permitted<br>for every 1<br>linear foot<br>of building<br>frontage |
| Maximum Size of Signs per Non-Residential Use.                                                                                                                                                 | No Limit                                                                                          | No Limit                                                                                          | 100 sq. ft.                                                                                   | 350 sq. ft.                                                                                       | 350 sq. ft.                                                                                       |
| Maximum Number of Signs per Non-Residential Use.                                                                                                                                               | 5                                                                                                 | 5                                                                                                 | 3                                                                                             | 3                                                                                                 | 3                                                                                                 |
| <b>General Sign Standards</b>                                                                                                                                                                  |                                                                                                   |                                                                                                   |                                                                                               |                                                                                                   |                                                                                                   |
| Maximum Wall Sign Size                                                                                                                                                                         | No Limit                                                                                          | No Limit                                                                                          | No Limit                                                                                      | 200 sq. ft.                                                                                       | 200 sq. ft.                                                                                       |
| Maximum Projecting Sign Size                                                                                                                                                                   | 12 sq. ft.                                                                                        | 12 sq. ft.                                                                                        | 12 sq. ft.                                                                                    | NA                                                                                                | NA                                                                                                |
| Maximum Free-Standing Sign Height                                                                                                                                                              | 6 ft.                                                                                             | 6 ft.                                                                                             | 6 ft.                                                                                         | 6 ft.                                                                                             | 6 ft.                                                                                             |
| Maximum Free-Standing Sign Area                                                                                                                                                                | 75 sq. ft.                                                                                        | 100 sq. ft.                                                                                       | 75 sq. ft.                                                                                    | 100 sq. ft.                                                                                       | 100 sq. ft.                                                                                       |
| Maximum Multi-Tenant Joint Sign Height                                                                                                                                                         | 18 ft.                                                                                            | 18 ft.                                                                                            | 18 ft.                                                                                        | 18 ft.                                                                                            | 18 ft.                                                                                            |
| Maximum Multi-Tenant Joint Sign Area                                                                                                                                                           | 40 sq. ft. per<br>tenant                                                                          | 40 sq. ft. per<br>tenant                                                                          | 32 sq. ft. per<br>tenant                                                                      | 40 sq. ft. per<br>tenant                                                                          | 40 sq. ft. per<br>tenant                                                                          |
| Maximum Sign Coverage of Windows<br>(Coverage Exceeding this amount will be counted<br>toward the maximum size and number of signs permitted<br>as described above and, will require a permit) | 25%                                                                                               | 25%                                                                                               | 10%                                                                                           | 25%                                                                                               | 25%                                                                                               |
| P - Permitted Sign Type                                                                                                                                                                        |                                                                                                   |                                                                                                   |                                                                                               |                                                                                                   |                                                                                                   |

*Example: If a use occupies a tenant space in a commercial building in the PB zoning district and that space includes 50 linear feet of the building's frontage, then 50 square feet of signage would be allowed for the use."*

- Article 6, Section 6.3 Permanent Sign Standards, Part 4(A)(3)(E-G)

*“e. Changeable Copy Signs: Changeable copy signs shall be counted toward the maximum allowable square footage and shall meet the development standards which are consistent with the manner in which they are mounted.*

*f. Multi-Tenant Freestanding Signs: Structures and/or centers containing multiple businesses shall establish one free-standing sign for the structure or center for the joint use of all tenants for which the facility is designed, including any outlots. The use of individual free-standing signs for each tenant, including those on outlots, is prohibited. Each free-standing sign shall be setback a minimum of 5 feet from all public rights-of-way.*

*g. Window Signs: Non-illuminated window signs not covering more than the percentage of the total ground floor window area indicated on the table for each non-residential use are permitted. No permit is required and such signs shall not be counted toward the total area allowed per use. Illuminated window signs and any exceeding the allowed percentage of the window area shall be counted toward the total sign area and shall require a sign permit.”*

- Article 6, Section 6.3 Permanent Sign Standards, Part 5

*“The following sign regulations shall apply. All signs require a permit unless otherwise specified.*

*A. **Campus Directional Signs:** All campus maps, directories, and other pedestrian directional signs may be placed without a permit. Such signs shall be setback a minimum of 2 feet from all public rights-of-way and shall be either a monument or wall sign.*

*B. **Campus Identification Signs:** Signs identifying the campus shall generally be located at its entrances and shall be either a monument or wall sign.*

*1. Location: There shall be no limit to the number of locations at which campus identification signs may be placed.*

*2. Setback: No such sign shall be located closer than 5 feet to a public right-of-way or 50 feet to an adjacent residential property line.*

*3. Height and Area: There shall be no limit to the size and height of campus identification signs.*

*C. **Structure Identification Signs:** Signs identifying structures on the campus may be placed as a wall sign and/or a free-standing sign.*

*1. Wall Sign: Wall signs shall be located on the facade of the structure.*

*2. Free-standing Sign: Free-standing signs shall be placed a minimum of 5 feet from the public right-of-way.*

*D. Non-residential Signs: Non-residential uses shall be permitted 1 square foot of signage for every one foot of the front facade of the building that is occupied by that use. (Example: If a use occupies a tenant space in a commercial building and that space includes 100 feet of the buildings frontage, then 100 square feet of signage would be allowed for the use). In no instance shall the total amount of signage permitted per use exceed 200 square feet.*

*1. Sign Types Permitted: Any combination the following signs may be used as long as they do not exceed the total area allowed per use or are inconsistent with the other development standards listed in this section:*

- a. Wall signs,*
- b. Awning signs,*
- c. Projecting signs,*
- d. Free-standing signs,*
- e. Changeable copy signs,*
- f. Multi-Tenant Joint Signs, and*
- g. Window signs.”*

- Article 6, Section 6.3 Permanent Sign Standards, Part 5(D)(E-F)

*“d. Freestanding Sign: Freestanding signs shall be placed a minimum of 5 feet from the public right-of way. No freestanding sign may exceed 6 feet in height or 40 square feet in area.*

*e. Changeable Copy Signs: Changeable copy signs shall be counted toward the maximum allowable square footage and shall meet the development standards which are consistent with the manner in which they are mounted.”*

- Article 6, Section 6.3 Permanent Sign Standards, Part 6

*\* Section removed from zoning ordinance.*

- Article 9, Section 9.2 Nonconforming Signs, Subsection C(5)

*\* Section removed from zoning ordinance.*

- Article 10, Section 10.1 General Provisions, Subsections B-D

**“B. Appointments:** The Board of Zoning Appeals (otherwise referred to in this Ordinance as the "BZA" or the "Board") shall consist of, and continue as a 5 member Board. Members shall be appointed pursuant to IC 36-7-4-902 through 906 as follows:

1. Mayor Appointment: 3 members appointed by the Mayor, 1 of which must be a member of the plan commission and 2 of

which must not be members of the plan commission.

2. City Council Appointment: 1 member appointed by the City Council who must not be a member of the plan commission.
3. Plan Commission Appointment: 1 member appointed by the plan commission (other than those appointed to the BZA by the Mayor) who must either be an agricultural agent or a citizen member.

**C. Alternates and Vacancies:** Alternate Board of Zoning Appeal members may be appointed consistent with IC 36-7-4-907. If a vacancy occurs among the members of the Board, the appointing authority shall appoint a member for the unexpired term of the vacating member.

**D. Territorial Jurisdiction:** The Board of Zoning Appeals shall have jurisdiction over all properties within the Greencastle municipal limits.

- Article 11, Section 11.1 General Administration, Subsection A

*“Administrative Officer: The Greencastle City Planner (including any designee(s) of the City Planner and/or Mayor), will have the principal responsibility for the administration and enforcing and/or coordination of the enforcement of this Ordinance within the Greencastle municipal limits Plan Commission's planning jurisdiction. The duties of the City Planner, or his/her designee shall include, but not be limited to:”*

*\* Subsections A(1-6) remain unchanged.*

- Article 12, Section 12.8 Sign Permits, Subsection B

*\* Section removed from zoning ordinance.*

- Article 14, Section 14.2 Definitions

*“Flag: A flexible piece of fabric, normally rectangular and attached on one side to a pole or rope, generally with printed or embroidered insignia used as a symbol of a government, political subdivision, or another institutional use.”*

*“Graffiti: Any unauthorized sign, symbol, drawing, name, initial, diagram, sketch, inscription, word, figure, painting or other defacement that is written, marked, etched, scratched, sprayed, drawn, painted, or engraved on or otherwise affixed to any surface of public or private property by any graffiti implement, to the extent that the graffiti was not authorized in advance by the owner or occupant of the property, or, despite advance authorization, is otherwise deemed a public nuisance by Common Council.”*

*"Mural: Paintings on a wall that are created for reasons of artistic intent and without a connection to services or sales of a product."*

*\* Definition of "Planning Jurisdiction" removed from zoning ordinance.*

*"Sign: Any name, identification, description, device, display, window decal, or illustration which is affixed to or represented directly or indirectly upon a building, structure, or piece of land which directs attention to an object, product, place, activity, person, institution, organization, or business. A sign includes the face area which conveys a message, any equipment or sign device, and any related mechanical, electrical, and structural supports and features, such as poles and lighting."*

*\* Definition of "Sign, Entry Feature" removed from zoning ordinance.*

*"Sign, Free-Standing: A sign supported completely by a frame, pole, or foundation (i.e. monument sign) and which is independent from all other structures on the property."*

*"Sign, Monument: A type of freestanding sign placed on or anchored to the ground."*

*"Sign, Mural: See mural."*

*"Sign, Off-Premise: A sign advertising a business, commodity, service, organization, or entertainment conducted, sold, or offered elsewhere than upon the premises where such sign is located or to which it is affixed. This includes billboard and other outdoor advertising and directional signs located on private property."*

*\* Definition of "Sign, Political" removed from zoning ordinance.*

*"Sign, Portable: Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A or T-frames; sandwich board signs; and balloons used as signs."*

*\* Definition of "Sign, Poster" removed from zoning ordinance.*

*"Sign, Public: Any sign designated by the City to for a public or quasi-public function including, but not limited to promoting safety, traffic signs; memorial plaques; signs of historical interest; and signs directing people to public and quasi-public facilities."*

*\* Definition of "Sign, Real Estate" removed from zoning ordinance.*

*\* Definition of "Sign, Searchlight" removed from zoning ordinance.*

*"Sign, Temporary: An on-premise sign not fixed to a permanent foundation and displayed for a fixed period of time."*

*"Sign, Vehicle: A sign that is attached to or painted on a vehicle"*

*"Sign, Wall: A sign attached to the exterior wall of a structure. A sign painted on a wall may be considered a wall sign for the purposes of this Ordinance provided that said sign does not meet the definition of mural."*

All other terms and conditions contained within the Zoning Ordinance shall remain in full force and effect.

This Ordinance shall have full force and effect upon passage of the Greencastle Common Council and its approval by the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Greencastle, Indiana this 12th day of June, 2025.

\_\_\_\_\_  
Mark Hammer

\_\_\_\_\_  
Stacie Langdon

\_\_\_\_\_  
David Masten

\_\_\_\_\_  
Tina Nicholson

\_\_\_\_\_  
Kathi Asbell

\_\_\_\_\_  
Vincent Aguirre

\_\_\_\_\_  
Darrel Thomas

Approved and signed by me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, at  
\_\_\_\_\_ o'clock \_\_\_\_m.

\_\_\_\_\_  
Lynda Dunbar, Mayor

ATTEST:

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Mikayla J. Johnson, Clerk-Treasurer

# **GREENCASTLE, INDIANA**

## **Zoning Ordinance**

# **Article 1**

## **Basic Provisions**



## 1.2 Authority and Purpose

## Authority and Purpose

- A. **Authority:** This Zoning Ordinance is adopted by the City of Greencastle pursuant to its authority under the laws of the State of Indiana, 36-7-4 et seq. Whenever codes cited in this Ordinance refer to Indiana Code which has been amended or superseded, this Ordinance shall be deemed amended in reference to the new or revised code.
- B. **Jurisdiction:** This Ordinance shall apply to all land within the municipal limits of the City of Greencastle, ~~jurisdiction of the Greencastle Plan Commission, including all lands within the City limits and all lands outside of the City limits but within the jurisdiction of the Greencastle Plan Commission consistent with the provisions of IC 36-7-4-205.~~
1. Federal and, State, and Local Property: This Ordinance shall not apply to any property owned by the government of the State of Indiana, ~~or the government of the United States of America, or the government of the City of Greencastle, Indiana.~~
  2. Heritage Markers: In no instance shall this Ordinance be interpreted as prohibiting sites, memorials, edifices, and/or monuments in commemoration of persons or objects of historical or architectural interest or value, or as part of local heritage (consistent with IC 36-7-4-1105).
- C. **Purpose:** This Ordinance is intended to guide the growth and development of the City in accordance with the Greencastle Comprehensive Plan and for the following purposes:
1. Adequate Features: To secure adequate light, air, and convenience of access; and safety from fire, flood, and other dangers.
  2. Public Welfare: To promote the public health, safety, convenience, and general welfare.
  3. Future Development: To plan for the future development of the City to the end:
    - a. that the community grows only with adequate public ways, utilities, health, education, and recreation facilities,
    - b. that the needs of agriculture, industry, and business be recognized in future growth,
    - c. that residential areas provide healthful surroundings for family life, and
    - d. that the growth of the community is commensurate with and promotes the efficient and economical use of public funds.
- D. **Exclusion/Eminent Domain:** Nothing in this Ordinance shall be deemed to restrict or regulate the power of eminent domain by the State of Indiana or by any state agency. Nor shall ~~they~~ this Ordinance be deemed to authorize any unit of government, legislative body, plan commission, or board of zoning appeals to restrict or regulate the power of eminent domain by the State of Indiana or a state agency. As used in this Chapter, the term "state agency" shall mean and include all agencies, boards, commissions, departments, and institutions, including state educational institutions of the State of Indiana.

### 1.3 Interpretation and Application

#### Basic Provisions

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#### Interpretation and Application

- A. **Conflicting Requirements:** The provisions of this Ordinance shall be held to be the minimum requirements for the protection of the health, safety, convenience, and general welfare of the people at large, and are designed to encourage the establishment and maintenance of reasonable community standards for the physical environment. If two or more provisions within this Ordinance are in conflict or are inconsistent with one another, then the provision which is most restrictive shall control.
- B. **Overlapping Regulations:** When this ordinance is in conflict with state or federal laws, regulations and rules, the state or federal laws shall control. In no instance shall the City of Greencastle be responsible for enforcing private covenants, contracts, commitments and other agreements of a private nature.
- C. **Compliance:** No structure, including but not limited to signage, shall be located, erected, constructed, reconstructed, moved, altered, converted, or enlarged; nor shall any structure or land be used or existing use be expanded, except in full compliance with all provisions of this Ordinance and after the lawful issuance of all permits and certificates required by this Ordinance.

# **Article 2**

## **Zoning Districts**

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## 2.1 Zoning Districts

## Zoning Districts

- A. **Establishment of General Districts:** For the purpose of this Ordinance, the properties within the Greencastle municipal limits are planning jurisdiction is divided into the following zoning districts. Each of the zoning districts stands alone and is not part of a hierarchy-system of zoning. For example, uses permitted in the CB district are not permitted in the PB district unless expressly listed as such in the PB district. Only those uses and development standards which are expressly permitted and noted for each district apply to that district.

|            |                                    |                     |
|------------|------------------------------------|---------------------|
| <b>AG</b>  | Agriculture.....                   | page 2-6 and 2-7    |
| <b>A/R</b> | Agriculture/Rural Dwelling .....   | page 2-8 and 2-9    |
| <b>SD1</b> | Single-Family Dwelling 1 .....     | page 2-10 thru 2-11 |
| <b>SD2</b> | Single-Family Dwelling 2 .....     | page 2-12 thru 2-13 |
| <b>TN</b>  | Traditional Neighborhood .....     | page 2-14 thru 2-15 |
| <b>TD</b>  | Two-Family Dwelling .....          | page 2-16 thru 2-17 |
| <b>XD</b>  | Mixed Density Dwelling .....       | page 2-18 thru 2-19 |
| <b>MD</b>  | Multi-Family Dwelling .....        | page 2-20 thru 2-21 |
| <b>MH</b>  | Manufactured Home Park .....       | page 2-22 and 2-23  |
| <b>CB</b>  | Central Business .....             | page 2-24 and 2-25  |
| <b>GB1</b> | Small Scale General Business ..... | page 2-26 and 2-27  |
| <b>GB2</b> | Large Scale General Business ..... | page 2-28 and 2-29  |
| <b>PB</b>  | Professional Business .....        | page 2-30 and 2-31  |
| <b>LI</b>  | Light Industrial .....             | page 2-32 and 2-33  |
| <b>GI</b>  | General Industrial .....           | page 2-34 and 2-35  |
| <b>UN</b>  | University .....                   | page 2-36 and 2-37  |
| <b>ME</b>  | Mineral Extraction .....           | page 2-38 and 2-39  |

- B. **Establishment of Planned Unit Development District:** This Ordinance allows for all zoning districts to be rezoned for the creation of a Planned Unit Development. All Planned Unit Developments shall be consistent with the requirements of Article 8 of this Ordinance.

- C. **Land Uses:** Land uses are either Permitted, Non-Permitted or a Special Exception Uses in each Zoning District.

1. **Land Uses Specified:** A general description of Permitted and Special Exception uses for each district are noted in the "Permitted Uses" and "Special Exceptions" columns accompanying the description of each district in this Article. Specific land uses within each general category are listed in the Land Use Matrix at this end of this Article.
2. **Unlisted or Questionable Land Uses:** Any use not listed as a Permitted Use or Special Exception Use is considered Non-Permitted unless the Plan Commission Director makes a determination consistent with this Section. The Plan Commission Director may determine into which category any questionable use be placed if it is not specifically listed but similar to another use that is a Permitted or a Special Exception Use. This determination may be appealed to the Board of Zoning Appeals.

## 2.4 Agriculture District

## Agriculture (AG)

The "AG" district is intended to provide locations specifically for agricultural land uses and farming operations. The provisions that regulate this district are intended to promote and maintain areas within the Greencastle ~~municipal limits zoning jurisdiction~~ exclusively for agriculture. This district is further intended to reduce conflicts between residential and agricultural land uses and limit development in areas with minimal infrastructure.

The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect this district from non-agricultural development, other types of conflicting land uses, and uses which are incompatible with the available infrastructure.

## A. Permitted Uses

**Agricultural Uses**

- farm (general)
- animal boarding

**Residential Uses**

- dwelling, farm
- single family dwelling

**Communications/Utilities Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- wellfield/water treatment facility

**Park Uses**

- nature preserve/center

**Public/Institutional Uses**

- church or place of worship

## B. Special Exception Uses

**Agricultural Uses**

- farm (confined feeding)
- farmer's market (for products grown off-site)
- livestock auction/sales facility

**Residential Uses**

- bed and breakfast facility

**Public/Institutional Uses**

- fairgrounds
- police/fire/rescue station
- church of other place of worship\*
- school\*
- day-care center\*

\*Noted: places of worship, school and day-care centers shall only be located in this district if they can be adequately served with public sewer and water services.

**Communications/Utility Uses**

- sewage treatment plant
- wireless telecommunications tower/facility
- watertower

**Commercial Uses**

- kennel

**Industrial Uses**

- agricultural products storage (of materials produced off-site)
- mineral extraction

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance, ~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.5 Agriculture/Rural Dwelling District

Agriculture/  
Rural Dwelling (A/R)

*The "A/R" district is intended to provide areas for a mixture of agricultural and residential land uses. This mixture is intended to promote and maintain farming operations, while allowing increased development in areas adjacent to developed infrastructure and on ground marginally suited for agricultural uses.*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect the agricultural uses in this district from conflicting land uses while promoting development which will provide unique, rural housing options and the future ability to extend urban infrastructure.*

## A. Permitted Uses

**Agricultural Uses**

- farm (general)
- animal boarding

**Residential Uses**

- dwelling, farm
- dwelling, single-family
- residential facility for the mentally ill
- residential facility for the developmentally disabled type I

**Communications/Utilities Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- wellfield/water treatment facility

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas
- park/playground

## B. Special Exception Uses

**Agricultural Uses**

- farm (confined feeding)
- farmer's market (for products grown off-site)

**Residential Uses**

- residential facility for the developmentally disabled type II
- bed and breakfast facility

**Public/Institutional Uses**

- airport
- private air strip
- helipad/heliport
- church or other place of worship\*
- fairgrounds
- police/fire/rescue station
- school (P-12)\*

\*Note: Places of worship and schools shall only be located in this district if they can be adequately served with public sewer and water services.

**Communications/Utility Uses**

- watertower
- wireless telecommunications tower/facility

**Park Uses**

- golf course/driving range
- theater (outdoor)

**Commercial Uses**

- recreational uses (large scale)
- retreat center
- camp ground
- kennel

**Industrial Uses**

- mineral extraction
- agricultural products storage (of materials produced off-site)

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance, ~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.6 Single-Family Dwelling 1 District

Single-Family  
Dwelling (SD1)

*The "SD1" district is intended to provide an area exclusively for comparatively medium-to-large single family homes on medium-to-large sized lots. This district may be used to create a transition between the uses of the "AG" and "A/R" districts and higher density residential areas. This district may also be used to provide an area of urban or suburban-type single family homes. The "SD1" zoning district should be used only within the City limits.*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect the uses of this district from potentially conflicting land uses, such as agriculture, commercial, and industrial. The uses of this district should be integrated into the community by being developed adjacent to higher and lower density residential areas, institutions, and parks.*

## A. Permitted Uses

**Residential Uses**

- dwelling, single-family
- residential facility for the mentally ill
- residential facility for the developmentally disabled type I

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas
- park/playground

## B. Special Exception Uses

**Residential Uses**

- residential facility for the developmentally disabled type II
- bed and breakfast facility
- dwelling, two-family
- dwelling, multi-family

**Public/Institutional Uses**

- church or other place of worship
- day-care center
- school (P-12)

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- watertower

**Park Uses**

- golf course/driving range

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable cable provisions of the Greencastle Subdivision Control Ordinance, ~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.



## 2.7 Single-Family Dwelling 2 District

Single-Family  
Dwelling (SD2)*Intent*

The "SD2" district is intended to provide an area for comparatively small-to-medium single family homes on small-to-medium sized lots. This district may be used to create a transition between the uses of the "SD1" district and high density areas of residential or commercial uses. This district may also be used to provide an area of urban or suburban-type homes. ~~The "SD2" zoning district should be used only within the City limits.~~

The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect the uses of this district from potentially conflicting land uses, such as agriculture, commercial, and industrial. The uses of this district should be integrated into the community by being developed adjacent to higher and lower density residential areas, institutions, commercial areas, and parks.

## A. Permitted Uses

**Residential Uses**

- dwelling, single-family
- residential facility for the mentally ill
- residential facility for the developmentally disabled type I

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas
- park/playground

## B. Special Exception Uses

**Residential Uses**

- residential facility for the developmentally disabled type II
- bed and breakfast facility
- dwelling, two-family
- dwelling, multi-family

**Public/Institutional Uses**

- church or other place of worship
- day-care center
- school (P-12)

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- watertower

**Park Uses**

- golf course/driving range

*Notes*

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance, ~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.



## 2.8 Traditional Neighborhood District

Traditional  
Neighborhood (TN)

*The "TN" district is intended to provide a zoning district to reflect the characteristics of traditional and unique neighborhoods existing within Greencastle. This district provides for a variety of residential uses with development standards based on existing neighborhood lot sizes, living areas, and setbacks. The "TN" zoning district should be used only within the City limits.*

*The Greencastle Plan Commission and Board of Zoning Appeals should use this zoning district only to accommodate the needs of existing traditional areas and unique neighborhoods. They should strive to protect these areas from inappropriate regulations and incompatible uses. These neighborhoods should continue to be a unique part of the community.*

## A. Permitted Uses

**Residential Uses**

- dwelling, single-family
- residential facility for the mentally ill
- residential facility for the developmentally disabled type I

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas
- park/playground

## B. Special Exception Uses

**Residential Uses**

- dwelling, two-family
- dwelling, multi-family
- residential facility for the developmentally disabled type II
- bed and breakfast facility
- fraternity/sorority

**Public/Institutional Uses**

- church or other place of worship
- day-care center
- school (P-12)

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- watertower

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance, unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.9 Two-Family Dwelling District

Two-Family  
Dwelling (TD)

*The "TD" district is intended to provide an area for two-family dwellings. Both single-family and multi-family dwellings may be integrated into the neighborhoods of this district as Special Exception uses. This district should be used to create neighborhoods that include only two-family dwellings or a mixture of dwellings. In no case should an exclusively single-family or multi-family neighborhood be created in this district. ~~The "TD" zoning district should be used only within the City limits.~~*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect the uses of this district from potentially conflicting land uses. The uses of this district should be integrated into the community by being developed adjacent to higher and lower density residential areas, institutions, commercial areas, and parks.*

## A. Permitted Uses

**Residential Uses**

- dwelling, two-family
- residential facility for the mentally ill
- residential facility for the developmentally disabled type I

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas
- park/playground

## B. Special Exception Uses

**Residential Uses**

- dwelling, single-family
- dwelling, multi-family
- residential facility for the developmentally disabled type II
- assisted living/retirement facility
- nursing home

**Public/Institutional Uses**

- church or other place of worship
- day-care center
- school (P-12)

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- watertower

**Park Uses**

- golf course/driving range

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable cable provisions of the Greencastle Subdivision Control Ordinance ~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.10 Mixed-Density Dwelling District

Mixed-Density  
Dwelling (XD)

*The "XD" district is intended to provide areas for the development of mixed density residential uses, such as apartment homes, single-family homes, and two-family dwellings. In no case should this district be used to create a neighborhood with exclusively single, two, or multi-family dwellings. This district may be used to provide a transitional area, respond to unique topographic features, or create a traditional neighborhood-type mix of residences. The "XD" zoning district should be used only within the City limits.*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect the uses of this district from potentially conflicting land uses. The uses of this district should be integrated into the community adjacent to commercial areas, parks, and other mixed-density neighborhoods.*

## A. Permitted Uses

**Residential Uses**

- dwelling, single-family
- dwelling, two-family
- dwelling, multi-family
- residential facility for the mentally ill
- residential facility for the developmentally disabled type I

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas
- park/playground

## B. Special Exception Uses

**Residential Uses**

- residential facility for the developmentally disabled type II
- assisted living/retirement facility
- nursing home
- bed and breakfast facility

**Public/Institutional Uses**

- church or other place of worship
- community center
- day-care center
- institutional facility for the mentally ill
- institutional facility for the developmentally disabled
- school (P-12)

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- watertower

**Park Uses**

- golf course/driving range

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance, unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.11 Multi-Family Dwelling District

Multi-Family  
Dwelling (MD)

*The "MD" district is intended to provide an area exclusively for multi-family dwellings, such as apartment complexes. It is intended that each multi-family complex developed in this district have a minimum of 10 dwelling units. ~~The "MD" zoning district should be used only within the City limits.~~*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect the uses of this district from potentially conflicting land uses, such as agriculture and general industrial. The uses of this district should be integrated into the community by being developed adjacent to lower density residential areas, institutions, commercial areas, and parks.*

## A. Permitted Uses

**Residential Uses**

- dwelling, multi-family
- assisted living/retirement facility
- nursing home

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas
- park/playground

## B. Special Exception Uses

**Residential Uses**

- boarding house
- fraternity/sorority/student co-op.

**Public/Institutional Uses**

- church or other place of worship
- day-care center
- institutional facility for the developmentally disabled
- institutional facility for the mentally disabled
- police/fire/rescue station
- school (P-12)

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- watertower

**Park Uses**

- golf course/driving range

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance, ~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.12 Manufactured Home Park District

Manufactured  
Home Park (MH)

*The "MH" district is intended to provide areas within the community exclusively for leased-lot neighborhoods of manufactured and mobile homes. All manufactured home parks shall be in accordance with IC 16-11-27-1 et. seq., Rule 410 IAC 6-6, and all subsequent amendments to either. All such areas shall also be consistent with all applicable requirements of the Indiana Board of Health. ~~The "MH" zoning district should be used only within the City limits.~~*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect the uses of this district from potentially conflicting land uses, such as agriculture and general industrial. The uses of this district should be integrated into the community by being developed adjacent to other residential areas, institutions, commercial areas, and parks.*

## A. Permitted Uses

**Residential Uses**

- dwelling, mobile home/manufactured home type III

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas
- park/playground

## B. Special Exception Uses

**Residential Uses**

- dwelling, single family\*

\* included as a special exception use for the purpose of including type I and type II manufactured homes

**Public/Institutional Uses**

- church or other place of worship
- community center
- day-care center
- police/fire/rescue station

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- watertower

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable cable provisions of the Greencastle Subdivision Control Ordinance, ~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.13 Central Business District

## Central Business (CB)

*The "CB" district is intended to provide areas for the combination of land uses common to traditional central business districts. This zoning district is intended to accommodate the current uses and structures within Greencastle's traditional downtown and permit the continued, contextually appropriate development of the area. The "CB" district is further intended to support the preservation of Greencastle's Courthouse Square National Register Historic District. ~~The "CB" zoning district should be used only within the City limits.~~*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to use this district to protect the existing downtown area from incompatible uses and inappropriate development standards. This zoning district should also be used to provide for contextually appropriate infill development in and around the downtown area.*

## A. Permitted Uses

**Residential Uses**

- dwelling, single-family (upper floors)
- dwelling, two-family (upper floors)
- dwelling, multi-family (upper floors)

**Public/Institutional Uses**

- lodge or private club
- community center
- church or place of worship
- day-care center
- funeral home/mortuary/crematory
- hospital/medical center
- government office

- fire/police/rescue station
- post office

- library
- museum
- parking lot/garage

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas
- park/playground

**Commercial Uses**

- recreation uses (small scale)
- personal service uses
- office uses
- retail uses (small scale)
- retail uses (medium scale)

## B. Special Exception Uses

**Agricultural Uses**

- farmer's market (for products grown off-site)

**Residential Uses**

- dwelling, two-family
- dwelling, multi-family

**Public/Institutional Uses**

- institutional facility for the mentally ill
- institutional facility for the developmentally disabled
- school (P-12)
- trade or business school

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- wireless telecommunications tower/facility
- watertower

**Park Uses**

- theater (outdoor)

**Commercial Uses**

- bus/mass transit terminal
- recreation uses (medium scale)
- retail uses (large scale)
- data processing center
- hotels

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance, ~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.



## 2.14 Small Scale General Business District

## General Business (GB1)

*The "GB1" district is intended to provide an area for a variety of small-scale business-non-residential uses. The "GB1" zoning district should be used only within the City limits.*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to use this district to provide a variety of goods and services which are accessible to the city's residential neighborhoods and complimentary to its other types of business districts.*

## A. Permitted Uses

**Residential Uses**

- dwelling, single-family (upper floors)
- dwelling, two-family (upper floors)
- dwelling, multi-family (upper floors)

**Public/Institutional Uses**

- church or place of worship
- lodge or private club
- community center
- day-care center
- government office
- fire/police/rescue station
- parking lot/garage

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way

**Park Uses**

- nature preserve/center

**Commercial Uses**

- auto-oriented uses (small/medium scale)
- recreation uses (small scale)
- personal service uses
- office uses
- retail uses (small/medium scale)
- data processing center

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance—~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## B. Special Exception Uses

**Agricultural Uses**

- farmer's market (for products grown off-site)
- commercial greenhouse

**Residential Uses**

- assisted living/retirement facility
- nursing home

**Public/Institutional Uses**

- funeral home/mortuary/crematory
- hospital/medical center
- institutional facility for the mentally ill
- institutional facility for the developmentally disabled
- government facility (non-office)
- post office
- library
- museum
- school (P-12)
- trade or business school

**Communications/Utility Uses**

- wireless telecommunications tower/facility
- watertower

**Park Uses**

- athletic fields/courts/areas
- park/playground

- theater (outdoor)

**Commercial Uses**

- auto-oriented uses (large scale)
- bus/mass transit terminal
- recreation uses (medium scale)
- retail uses (large scale)
- adult uses

**Industrial Uses**

- contractor's warehouse/storage yard

## 2.15 Large Scale General Business District

## General Business (GB2)

The "GB2" district is intended to provide an area for a variety of large-scale business-non-residential uses. ~~The "GB2" zoning district should be used only within the City limits.~~

The Greencastle Plan Commission and Board of Zoning Appeals should strive to use this district to provide a variety of goods and services which are accessible to the city's residential neighborhoods and complimentary to its other types of business districts.

## A. Permitted Uses

**Agricultural Uses**

- farm equipment sales and service
- commercial greenhouse

**Public/Institutional Uses**

- church or place of worship
- day-care center
- funeral home/mortuary/crematory
- hospital/medical center
- government office
- government facility (non-office)
- fire/police/rescue station
- lodge or private club
- parking lot/garage
- trade or business school

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way

**Park Uses**

- nature preserve/center

**Commercial Uses**

- auto-oriented uses (all scales)
- recreation uses (small/medium scale)
- personal service uses
- office uses
- retail uses (all scales)
- data processing center

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance—~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## B. Special Exception Uses

**Agricultural Uses**

- farmer's market (for products grown off-site)
- livestock auction/sales facility
- agricultural products sales, distribution and storage

**Public/Institutional Uses**

- fairgrounds
- institutional facility for the mentally ill
- institutional facility for the developmentally disabled
- penal/correctional institution

**Communications/Utility Uses**

- wireless telecommunications tower/facility
- watertower

**Park Uses**

- athletic fields/courts/areas
- park/playground
- theater (outdoor)

**Commercial Uses**

- bus/mass transit terminal
- truck stop
- kennel
- adult uses

**Industrial Uses**

- truck service center
- mini-warehouse self storage facility
- boat/RV storage facility
- agricultural products storage (materials produced off-site)
- contractor's warehouse/storage yard



## 2.16 Professional Business District

Professional  
Business (PB)

*The "PB" district is intended to provide areas exclusively for professional office land uses. This district may be used to establish business centers or as a buffer between residential and general business or industrial uses. The "PB" zoning district should be used only within the City limits.*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect the uses of this district from incompatible land uses. This district should be also used to provide high quality business parks for Greencastle's professionals and service organizations.*

## A. Permitted Uses

**Residential Uses**

- dwelling, single-family (upper floors)
- dwelling, two-family (upper floors)
- dwelling, multi-family (upper floors)

**Public/Institutional Uses**

- church or other place of worship
- community center
- day-care center
- hospital/medical center
- government office
- fire/police/rescue station
- parking lot/garage
- trade or business school

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way

**Park Uses**

- nature preserve/center
- park/playground

**Commercial Uses**

- office uses
- data processing center

## B. Special Exception Uses

**Public/Institutional Uses**

- helipad/heliport
- lodge or private club
- institutional facility for the mentally ill
- institutional facility for the developmentally disabled
- post office
- library
- museum
- school (P-12)

**Communications/Utility Uses**

- wireless telecommunications tower/facility
- watertower

**Park Uses**

- athletic fields/courts/areas

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance, unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.17 Light Industrial District

## Light Industrial (LI)

*The "LI" district is intended to provide areas for light industrial, warehousing, research, and distribution facilities. This district is intended to include only industrial uses that are completely contained and do not involve the outdoor storage of any materials or include the release of vibrations, noises, odors, light, or other emissions.*

*~~The "LI" zoning district should be used only within the City limits.~~*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect these districts from retail commercial, residential, and general industrial uses. This district should be used in combination with the professional business district to create business parks. Generally, development in this district should include lot sizes and other features which support industrial retention and expansion.*

## A. Permitted Uses

**Residential Uses**

- aircraft hangar home

**Agricultural Uses**

- agricultural products sales, distribution, and storage

**Public/Institutional Uses**

- airport
- helipad/heliport
- government office/facility
- government facility (non-office)
- fire/police/rescue station

**Commercial Uses**

- aviation related businesses
- aircraft hangar

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- sewage treatment plant
- wireless telecommunications tower/facility
- watertower

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas

**Industrial Uses**

- light industrial processing and distribution
- truck service center
- mini-warehouse personal storage facility
- boat/RV storage facility
- agricultural products storage (of materials produced off-site)
- contractor's office/warehouse/storage

## B. Special Exception Uses

**Agricultural Uses**

- farm equipment sales and service
- livestock auction/sales facility
- commercial greenhouse

**Public/Institutional Uses**

- day-care center
- trade/business school

**Commercial Uses**

- truck stop
- kennel
- office uses
- data processing center

**Industrial Uses**

- general industrial production/hazardous
- concrete/asphalt production facility

- Notes*
1. *Use Matrix:* The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
  2. *Planned Unit Developments:* Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
  3. *Subdivisions Permitted:* The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance; ~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
  4. *Incidental Uses:* Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.18 General Industrial District

## General Industrial (GI)

*The "GI" district is intended to provide areas for general industrial use under conditions that minimize conflicts with other land uses, such as residential, commercial, and parks. The "GI" zoning district should be used only within the City limits.*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to protect these districts from commercial and residential land uses. This district should be used in combination with the light industrial district to provide ample employment centers and opportunities for economic development. Generally development in this district should include lot sizes and other features which support industrial retention and expansion.*

## A. Permitted Uses

**Public/Institutional Uses**

- airport
- helipad/heliport
- fire/police station

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- sewage treatment plant
- wireless telecommunications tower/facility
- watertower

**Park Uses**

- nature preserve/center
- athletic fields/courts/areas

**Industrial Uses**

- light industrial processing and distribution
- general industrial production

## B. Special Exception Uses

**Agricultural Uses**

- commercial greenhouse

**Public/Institutional Uses**

- government office/facility
- trade/business school

**Industrial Uses**

- hazardous materials storage/processing facility
- agricultural products storage (of materials produced off-site)
- concrete/asphalt production facility

*Notes*

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance—~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.19 University District

## University (UN)

*The "UN" district is intended to accommodate the unique characteristics and regulatory needs of DePauw University. The district is intended to consider the campus and its related uses as a whole, minimizing conflicts with adjacent land uses.*

*The Greencastle Plan Commission and Board of Zoning Appeals should strive to use this district to provide DePauw University and neighboring properties with a concise regulatory process.*

## A. Permitted Uses

**Residential Uses**

- dwelling single family
- dormitory
- fraternity/sorority/student co-op.

**Public/Institutional Uses**

- church or place of worship
- day-care center
- hospital/medical center
- fire/police/rescue station
- post office
- library
- museum
- parking lot or garage
- trade or business school
- college or university

**Communications/Utility Uses**

- wireless telecommunications tower/facility

**Park Uses**

- nature preserve/center
- athletic field/court/areas
- park/playground
- theater (outdoor)

## B. Special Exception Uses

**Residential Uses**

- dwelling, two-family
- dwelling, multi-family
- bed and breakfast facility
- boarding house

**Public/Institutional Uses**

- helipad/heliport
- school (P-12)

**Communications/Utility Uses**

- railroad right-of-way
- utility substation/transmission line/right-of-way
- watertower

**Park Uses**

- golf course/driving range

**Commercial Uses\***

- recreation uses (small scale)
- recreation uses (medium scale)
- personal service uses
- retail uses (small scale)

\*commercial uses are distinguished from the university by the ownership of the facility - commercial uses are those which are not owned by the university or are located on property leased from the university

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance, ~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

## 2.20 Mineral Extraction District

## Mineral Extraction (ME)

*Intent*

The "ME" district is intended to provide appropriate areas and regulations for mineral extraction and processing areas. This intended to include both the mineral extraction operations and all associated offices; concrete batch plants; cement and asphalt mixing plants; and concrete block, pipe, slab, panel, or similar product facilities.

The Greencastle Plan Commission and Board of Zoning Appeals should strive to use this district to provide local mineral extraction and processing operations with a concise regulatory process. In addition, it should be used to avoid conflicts with residences and other land uses.

## A. Permitted Uses

**Public/Institutional Uses**

- police/fire/rescue station

**Communications/Utility Uses**

- railroad right-of-way
- utility substation
- wireless telecommunications tower/facility
- watertower

**Park Uses**

- nature preserve/center

**Industrial Uses**

- mineral extraction and processing

## B. Special Exception Uses

**Communications/Utility Uses**

- sewage treatment plant

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance—~~unless such land is located outside of the Greencastle City Limits in which case all applicable regulations of Putnam County shall apply.~~
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

# **Article 4**

## **Zoning Map**

4

## 4.2 Standards and Interpretation



### Standards and Interpretation

A. **District Boundary Standards:** District boundaries on the Official Zoning Map shall conform to the following standards:

1. District boundaries shown within the lines of roads, easements, and transportation rights-of-way shall be deemed to follow the center lines.
2. District boundaries indicated as following section or fractional sectional lines, platted lot lines, or city corporation lines shall be construed as following such lines.
3. District boundaries indicated as approximately following the center line of streams, rivers, or other bodies of water shall be construed to follow such center lines.
4. Where a district boundary line divides a lot at the time such line is adopted, the district in which the majority of the area of the property is included shall apply to the entire property. In cases where a property is divided equally between two or more zoning districts, the most restrictive district shall apply to the entire property.
5. District boundaries indicated as parallel to, or extensions of the features listed in Section 4.2(A)(1-4) above shall be construed as such.

B. **District Boundary Interpretation:** The City Planner shall determine the applicable zoning for each property in the [Greencastle municipal limits-Plan Commission jurisdiction](#), including properties divided into several zoning districts as described in Section 4.2(A)(4) above.

1. Any ruling of the City Planner pertaining to the district boundaries may be appealed to the Board of Zoning Appeals consistent with the provisions for Appeals of Administrative Decisions established by this Ordinance.
2. If the City Planner cannot definitely determine the location of a district boundary by the center lines, scale, or dimensions shown on the Official Zoning Map, or by the fact that it does not clearly coincide with a property line, immediate action on any application or petition shall be refused, and the Plan Commission, at its next regularly scheduled meeting, shall interpret the location of the district boundary with reference to the scale of the Official Zoning Map and the purposes set forth in all relevant provisions of this Ordinance.

C. **Effect of Vacation on Zoning:** Whenever any street, alley, public way, railroad right-of-way, waterway, or other similar area is vacated by the proper authority, the zoning districts adjoining each side of vacated areas shall be extended automatically to the center of the vacated area. All areas included in the vacation shall then be subject to all appropriate regulations of the extended zoning districts. In the event of a partial vacation, the adjoining zoning district, or zoning district nearest the portion vacated, shall be extended automatically to include all of the vacated area. The resolution of any disputes as to the exact zoning district boundaries shall be determined by the City Planner. Appeals of the City Planner's determination may be brought before the Board of Zoning Appeals.

# Article 5

## Development Standards





## 5.3 Incidental Use and Acc. Str. Standards (cont.)

Incidental Use and  
Accessory Structure  
Standards

See Also: Section 5.23  
(Part 2)(A)

See Also: Section 5.23  
(Part 2)(A)

See Also: Section 5.15  
(Part 1)(F)(2)

- a. *Outdoor Storage of Sales Items:* The outdoor storage of sales items shall be limited to seasonal finished products which are for sale at the business where the outdoor storage is occurring. The outdoor storage of fireworks shall be prohibited.
- b. *Outdoor Storage of Products and Production Materials:* The outdoor storage of manufacturing products and materials used in production shall be prohibited in all front yards and shall conform to the screening requirements of Section 5.23 (Part 2)(A) of the Buffering and Screening Standards of this Article.
- c. *Outdoor Storage of Equipment:* Outdoor storage of equipment shall be limited to properties on which contractors warehouses/ storage yards and mineral extraction and processing are the permitted primary uses and shall conform to the screening requirements of Section 5.23 (Part 2)(A) of the Buffering and Screening Standards of this Article.
- d. *Outdoor Storage of Inoperable Vehicles:* Outdoor storage of inoperable vehicles shall be limited to properties on which an auto repair/body shop is the permitted primary uses and shall conform to the requirements of Section 5.15 (Part 1)(F)(2) of the Parking Standards section of this Article.

## Permitted Accessory Structures

| Structure (P - Permitted)                                   | District |       |       |       |       |       |       |       |       |       |       |       |       |        |        |        |       |
|-------------------------------------------------------------|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|-------|
|                                                             | AG       | A/R   | SD1   | SD2   | TN    | TD    | XD    | MD    | MH    | CB    | GB1   | GB2   | PB    | LI     | GI     | UN     | ME    |
| recreational greenhouses                                    | P        | P     |       |       |       |       |       |       |       |       |       |       |       |        |        |        |       |
| saunas                                                      | P        | P     | P     | P     | P     | P     | P     | P     | P     |       |       |       |       |        |        | P      | P     |
| detached garages and carports                               | P        | P     | P     | P     | P     | P     | P     | P     | P     | P     | P     | P     |       |        |        | P      | P     |
| mini-barns and sheds                                        | P        | P     | P     | P     | P     | P     | P     | P     | P     | P     | P     | P     | P     | P      | P      | P      | P     |
| swimming pools                                              | P        | P     | P     | P     | P     | P     | P     | P     | P     |       |       |       |       |        |        | P      | P     |
| dumpsters and trash containers                              |          |       |       |       |       |       |       |       |       | P     | P     | P     | P     | P      | P      | P      |       |
| other accessory structures related to the primary use       | P        | P     |       |       |       |       |       |       |       |       |       |       |       | P      | P      | P      | P     |
| Maximum Number of Accessory Structures Permitted            | NA       | NA    | 3     | 3     | 3     | 3     | 3     | 3     | 3     | 3     | 5     | 5     | 5     | 5      | 5      | 5      | 3     |
| Minimum Side and Rear Yard Setback for Accessory Structures | 5 ft.    | 5 ft. | 5 ft. | 5 ft. | 5 ft. | 5 ft. | 5 ft. | 5 ft. | 5 ft. | 5 ft. | 5 ft. | 5 ft. | 5 ft. | 25 ft. | 25 ft. | 25 ft. | 5 ft. |

F. **Permitted Accessory Structures:** The type of accessory structures, side and rear yard setbacks for accessory structures, and maximum number of accessory structures per dwelling unit or business-non-residential use in each zoning district shall be consistent with the Permitted Accessory Structures Table above. All accessory structures shall be subject to the standards provided by this section, all other setbacks, the location requirements of Section 5.3 (C) above, and other standards established by this Ordinance. The City Planner shall determine whether or not accessory structures not specifically listed in this section are permitted based on the consistency of each structure

## 5.15 Parking Standards (cont.)

## Development Standards



### Parking Standards

2. Non-residential Accessory Use Requirements: Parking spaces for management offices, sales facilities, self-service laundries, and other incidental uses shall be equal to 1/2 of the requirements for business non-residential uses located in Chapter 5.15 (Part 6).

B. **Access/Location Standards:** Parking areas must be designed to prevent vehicles from having to back into or maneuver in public streets (excluding all alleys and any streets which are internal to the development).

**Part 6: These business Parking Standards apply to the following district(s):**



A. **Space Requirements:** All parking spaces and interior drives shall meet the following requirements:

1. Future Expansion: Future parking lot expansion shall be a consideration in the design of all parking areas, and all parking lots shall generally be designed to allow for future expansion.
2. Driving Surfaces: All parking areas, including parking spaces, interior drives, and ingress/egress into parking areas must be paved with asphalt or concrete. All parking areas shall be clearly painted to show each parking space.
3. Drainage: Parking areas must be constructed to allow proper drainage which shall be subject to the requirements of the Greencastle Drainage Ordinance and the review and approval of the City Engineer.
4. Curbs: All parking areas for non-industrial uses shall be completely curbed unless, in the opinion of the City Engineer, the drainage system for the property shall be best served if curbs were not present.
5. Lighting: Lighting for parking areas shall conform with the applicable requirements of Chapter 5.24, Outdoor Lighting Standards of this Article.
6. Landscaping: Landscaping for parking areas shall conform with the applicable requirements of Chapter 5.22, Landscaping Standards of this Article. See Section 5.22(E) and (F) for parking lot perimeter planting requirements and parking lot interior requirements.
7. Minimum Number of Spaces: The minimum number of parking spaces required per property shall be determined by adding up the spaces required for each applicable statement in the Non-residential Required Parking Space table that follows:

### Development Standards

|                            |
|----------------------------|
| Height                     |
| Incidental Use & Acc. Str. |
| Temporary Use/Structure    |
| Industrial                 |
| Mineral Extraction         |
| Confined Feeding Operation |
| Residential                |
| Home Occupation            |
| Mobile/Manufactured Home   |
| Recreational Vehicle Park  |
| Open Space                 |
| Environmental              |
| Flood Hazard Area          |
| <b>Parking</b>             |
| Loading                    |
| Entrance/Drive             |
| Sight Visibility           |
| Telecommunication          |
| Satellite Dish             |
| Fence, Hedge, & Wall       |
| Landscaping                |
| Buffering                  |
| Exterior Lighting          |
| Public Improvement         |

## 5.19 Telecommunication Facilities Standards (cont.)

### Development Standards



### Telecommunication Facilities Standards

- a. If evergreen hedges are used they shall be a minimum of 5 feet tall at the time of planting (measured from ground level) and planted a maximum of 3 feet on center.
  - b. If evergreen trees are used they shall be a minimum of 5 feet tall, measured from ground level (at the top of the rootball), at the time of planting and shall be planted a maximum of 10 feet on center.
  - c. Existing vegetation (trees and shrubs) shall be preserved to the maximum extent possible.
- F. **Construction Requirements:** All antennas, towers and accessory structures constructed within the Greencastle ~~municipal limits~~Plan Commission jurisdiction shall comply with the following construction requirements:
1. **General State/Federal Requirements:** All applicable provisions of the Building Code of the State of Indiana and the Federal Communications Commission.
  2. **Wind Loading/Building Code Requirements:** Towers shall be certified by a qualified and licensed professional engineer to conform to the latest structural standards and wind loading requirements of the Uniform Building Code.
  3. **Electrical Requirements:** Towers and antennas shall be designed to conform with accepted electrical engineering methods and practices and to comply with the provisions of the National Electrical Code.
  4. **OSHA Requirements:** Towers shall be constructed to conform with the requirements of Occupational Safety and Health Administration.
  5. **Engineer's Certification:** An engineer's certification shall be submitted to document and verify the design specifications including but not limited to, the foundation for the tower, anchors for the guy wires if used, co-location, and strength requirements for natural forces; ice, wind, earth movements, etc.
  6. **FAA Requirements:** All towers and antenna shall conform with all lighting and marking requirements of the Federal Aviation Administration.
- G. **Existing Facilities:** The following shall apply to existing antennas and towers:
1. **Replacement of Existing Towers:** Existing legal non-conforming towers may continue in use for their current purpose but may not be replaced unless either the replacement tower is an exact match to the height, setback, and other features of the removed tower, or the replacement tower complies in all respects to the requirements in this Ordinance. If such towers are hereafter damaged or destroyed due to any reason or cause whatsoever, the tower may be repaired and restored to its former location and physical dimensions upon obtaining an Improvement Location Permit.
  2. **Expansion of Existing Facilities:** Any expansion resulting from a specific co-location shall be exempt from the provisions of Chapter 5.1 (B) of this Article which requires conformance with this Ordinance is the case of substantial expansions.

### Development Standards

Height  
Incidental Use & Acc. Str.  
Temporary Use/Structure  
Industrial  
Mineral Extraction  
Confined Feeding Operation  
Residential  
Home Occupation  
Mobile/Manufactured Home  
Recreational Vehicle Park  
Open Space  
Environmental  
Flood Hazard Area  
Parking  
Loading  
Entrance/Drive  
Sight Visibility  
**Telecommunication**  
Satellite Dish  
Fence, Hedge, & Wall  
Landscaping  
Buffering  
Exterior Lighting  
Public Improvement

# **Article 6**

## **Sign Standards**

6

## 6.1 General Sign Standards

## General Sign Standards

## Intent

*The intent of this Article is to further the goals of the Comprehensive Plan; avoid the proliferation of signage; encourage signs to be compatible with the scale of buildings and the surrounding features; maintain and enhance the aesthetic environment of the city; eliminate potential hazards to motorists and pedestrians resulting from signs; and promote the health, safety, and welfare of the residents of Greencastle.*

*See Also: Article 13,  
Enforcement & Penalties*

These General Sign Standards apply to the following district(s):



- A. **General Requirements:** Except as otherwise provided in this Article, it shall be unlawful for any person to erect, construct, enlarge, move or convert any sign within the Greencastle municipal limits-jurisdiction of the City of Greencastle Plan Commission, or cause the same to be done without first obtaining a sign permit. The following general sign standards apply to all signs within the Greencastle municipal limits-jurisdiction of the City of Greencastle Plan Commission.
1. **Measurement:** The area of all signs shall be calculated by multiplying the maximum vertical dimension by the maximum horizontal dimension excluding any poles or supports. The height of all signs shall be measured from natural ground level to the top of the sign, and include any poles or other supports unless otherwise specified in this Article. In no case shall sign height be measured from the top of any berm or other artificial grade.
  2. **Double-Faced Signs:** For all signs permitted by this Article, a double-faced sign may be erected. Only the face area of 1 of the 2 sides shall be considered the face area of the entire sign. However, the two faces shall be identical in face area, and the maximum distance between the 2 faces of the double faced sign shall not exceed 2 feet.
  3. **Inspection:** Signs ~~for which a permit is required~~ may be inspected periodically by the City Planner for compliance with this Article.
  4. **Removal of Sign:** The City Planner may order the removal of any sign erected or maintained in violation of this Article, at the cost of the property owner, consistent with the provisions of Article 13, Enforcement and Penalties of this Ordinance.
  5. **Maintenance:** All signs and their components shall be kept in good repair and in safe, neat, clean, attractive, and structurally sound condition. If failure to maintain a sign is determined by the City Planner, a written notice will be given to the owner, business operator or lessee of the property consistent with the provisions of Article 13, Enforcement and Penalties of this Ordinance.
  6. **Illuminated Signs:** All illuminated signs must meet the standards specified in the State Electrical Code, as adopted and amended by the State of Indiana and the Exterior Lighting Standards of Section 5.24(J) of this Ordinance.
  7. **Enforcement:** The enforcement of violations of the provisions of this Article shall be as provided by Article 13, Enforcement and Penalties, of this Ordinance.



## 6.1 General Sign Standards (cont.)

## Sign Standards

6

### General Sign Standards

- B. **Exempt Signs:** The following signs are exempt from all provisions of this Ordinance, except that no sign may be placed within the right-of-way without City permission or so as to placed in a location to create a visibility or other safety concern regardless of whether or not said sign is in the right-of-way.
1. Flags: Any item that falls within the definition of the term flag as defined in this Chapter: Flags of any country, state, unit of local government, institution of higher learning, or similar institutional flags.
  2. Integral Identification Signs: Names of buildings, date of erection, monumental citations, commemorative tablets and the like when carved into stone, concrete or similar material or made of bronze, aluminum, or other permanent type construction and made an integral part of the structure.
  2. Historical Building Signs: Names of buildings, date of erection, monumental citations, commemorative tablets, and the like when carved into stone, concrete, or similar material or made of bronze, aluminum, or other permanent type construction. No commercial messages or logos are permitted on such signs.
  3. Public Signs: Public signs erected by or on the order of public officer(s) in the performance of public duty, such as signs to promote safety, no trespassing, or traffic signs; memorial plaques; signs of historical interest; and signs directing people to public and quasi-public facilities.
  4. Utility Marker Signs: Utility signs are permitted to mark cables and lines for public and private utilities unless such signs are determined to be a hazard by the City Planner.
  - 4.5. Interior Signs. Signs located within a structure that are not visible outside said structure.
  5. Seasonal & Holiday Signs: Seasonal or holiday signs, including lighting erected in connection with the observance of holidays, provided that such signs shall be removed no later than 30 days following the holiday.  
Real Estate Signs: Real estate signs, provided they are not located in the right-of-way and do not exceed 6 square feet in residential zoning districts and 32 square feet in non-residential zoning districts. The signs shall be setback a minimum of 10 feet from any other property line.
  6. Signs of Expression: Political signs, birthday and birth announcements, and other signs of expression.



## 6.1 General Sign Standards (cont.)

### General Sign Standards

~~8. Emergency Signs: Emergency signs, such as those used by the fire or police department or those displaying employee information.~~

~~9. Sponsorship Signs: Sponsorship signs located at community facilities, such as schools and parks, provided:~~

~~A. The event will take place at the location where the sign is posted.~~

~~B. The use of such signs is temporary. The posting of the sign is limited to the number of days that the event will take place or, in the case of seasonal recreation, the duration of the season, not to exceed 12 weeks per calendar year except if in the opinion of the City Planner such signs are oriented toward those using or visiting the facility.~~

~~C. Each sign is limited to 32 square feet in area with a height not exceeding six (6) feet from grade level.~~

~~10. Banners and Pennants: Banners, pennants, streamers and any combination of such signs, provided that the use of such signs is temporary and does not exceed 30 consecutive days.~~

~~11. Construction Signs: Signs posted on construction sites, provided that such signs are not located in the right-of-way, do not exceed 32 square feet, and are removed within 30 days of completion of construction activity.~~

~~12. Portable Signs: One sandwich board sign, or portable sign similar in nature, as determined by the City Planner, shall be allowed per business, provided that each side not exceed 12 square feet and the board is placed so that it does not obstruct the flow of pedestrian traffic or limit wheelchair accessibility to businesses or use of the sidewalk. the sign shall be allowed only during business hours.~~

C. **Prohibited Signs:** The following types of signs are expressly prohibited in all zoning districts.

1. **Animated Signs:** Animated signs that use motion picture, laser, or visual projection of images or copy in conjunction with any business or advertisement. Also prohibited are signs that have intermittent blinking, flashing, rotating, fading, or fluttering lights and lights that change in intensity of brightness of color, as well as strobe lights. This provision also prohibits pre-recorded video or streaming video. Audio speakers and the use of pyrotechnics are prohibited. ~~This provision does not include time and temperature signs which may alternate between the "time and "temperature" message.~~ Electronic changeable copy signs are permitted in General Business 1, General Business 2, Professional Business, Light Industrial and General Industrial zoning districts and are subject to the following regulations:

A. Electronic reader board ~~provided that said signs are not within 100 ft. of an existing traffic light; are limited in size to 24 square feet per sign face. Electronic reader boards are to be permitted only in conjunction within a monument sign. In addition to the zoning districts listed above, this sign type may also be permitted within the Central Business District, cannot exceed 40% of the total sign face area.~~

B. Only static change of text is permitted; text cannot scroll or imitate animation or movement.

C. Text changes may occur no more than three (3) times per minute or every 20 seconds.

D. No sign shall obstruct vision or interfere with pedestrian or vehicular traffic.

See Also: Chapter 5.18,  
Sight Visibility Standards



## 6.1 General Sign Standards (cont.)

## Sign Standards

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### General Sign Standards

2. Emissions: Signs that emit audible sound, odor or visible matter.
  3. Imitation of Official Signs: Signs that purport to be or are in imitation of, or resemble an official traffic sign or signal or which bear the words "Stop", "Slow", "Caution", "Danger", "Warning", or similar words.
  4. Imitation of Emergency Vehicles: Signs that may be construed as a light of an emergency or road equipment vehicle.
  5. Visual Impairment: Signs that hide any traffic or roadway sign, signal or device from view, or that interfere with the Sight Visibility Area as defined in Chapter 5.18 of this Ordinance.
  6. Encroachment including Right-of-Way: Signs that are located in any right-of-way, non-sign easement, or septic field, including those posted on utility poles or street signs. Projecting signs specified as permitted in this Article and approved by the Greencastle Board of Public Works and Safety shall be permitted.
  8. Obstruction: Signs that obstruct any door, fire escape, stairway, or any opening intended to provide entrance or exit for any structure.
  9. Vehicle Signs: Signs placed on vehicles ("vehicle signs") parked on public or private property primarily for the purpose of displaying the sign to the general public are prohibited unless one of the three exceptions listed below is applicable. Prohibited signs do not Vehicle signs that are permitted include signs that are: those displayed on vehicles:
    - a. Parked for the purpose of lawfully conducting business, including, but not limited to making deliveries or random sales or service;
    - b. Prohibited signs do not include vehicles which are customarily used for For the use transporting persons or properties; and
    - b.c. ✓ Vehicles parked at a driver's place of residence during non-business hours or for incidental purposes.
  - 9.10. Poster Signs Attached to Poles and Supports: Posters, placards and other similar signs attached to light poles, gas station canopy supports, trees, and elsewhere outdoors which are not included as permitted temporary or permanent signs as described by this Article.
  11. Off-premise Signs: Off-premise signs, including billboards, and privately established directional signs. Under no circumstance shall real estate signs placed on property for sale or lease, political signs and other signs of expression, sponsorship signs, or agricultural seed signs identifying test plots, or directional signs placed in the right-of-way of a public street by a government entity, be considered off-premise signs.
  12. Obscenity: Signs displaying obscene matter, as defined in IC 35-49-2-1, shall be prohibited.
- D. State Regulation of Signage. IC 8-23-20 provides that the State of Indiana may set standards for the size, lighting, and spacing of signs within six hundred and sixty (660) feet of the right-of-way of the interstate or primary highway system.
- E. Exceptions During Election Timeframe.
1. Exemptions for Maximum Size and Maximum Number. During the election period, pursuant to IC 36-1-3-11, the standards for maximum size and maximum number of signs contained in this chapter do not apply to any sign that does not exceed thirty-two (32) square feet.
  2. Election Timeframe. As of the date of this Ordinance, the election period is defined as the time period that begins sixty (60) days before an election until the sixth (6th) day after an election. Note that the statute applies to any election as defined in IC 3-5-1-2: primary and general elections, municipal elections, school district elections, and any special election as provided by law.
  - 4.3. Right of Way and Privately Ownership Requirements Still Apply. Signs shall not be placed within right-of-way. Permission from a private property owner is required before a sign is placed on private property.





## 6.2 Temporary Sign Standards

### Temporary Sign Standards

*See Also: Chapter 5.4,  
Temporary Use & Structure  
Standards; and 5.24,  
Exterior Lighting  
Standards*

*See Also: Section 5.24(J)*

*See Also: Section 6.1(C)*

**Part 1: These residential Temporary Sign Standards apply to the following district(s):**



A. **Model Homes.** One temporary sign identifying a model home facility shall be permitted for such facilities meeting the requirements of the Temporary Use/Structure Standards of Chapter 5.4. ~~A permit shall be required, and the~~ The sign shall be subject to the following requirements:

1. **Illumination:** The sign ~~may~~ shall be illuminated consistent with the overall illumination requirements for temporary home sales facilities established by Chapter 5.4 and the Exterior Lighting Standards of Chapter 5.24 of this Ordinance.
2. **Height and Area:** The sign shall not exceed 24 square feet in area or 6 feet in height from ground level.
3. **Setback:** The sign shall be placed a minimum of 10 feet from any public right-of-way and any other property line.

B. **Portable Signs.** All portable signs in the above listed residential zoning districts shall be subject to the following requirements:

1. **Illumination:** All signs shall be illuminated consistent with the Exterior Lighting Standards of Chapter 5.24 of this Ordinance.
2. **Height and Area:** The sign shall not exceed 6 square feet with the maximum height being 3 feet.
3. **Setback.** All signs shall be placed a minimum of 5 feet from any public right-of-way and any other property line.
4. **Placement.** All signs shall be placed into the permeable ground with the use of small metal rods or similar materials.
5. **Length of Time.** Residential temporary portable signs are allowed to be in residential lots for a maximum of 12 weeks and twice per year.
6. **Number of Signs Permitted.**
  - a. **Single-Family Dwellings.** Parcels of property that house a single-family dwelling without any additional residential dwelling on the property are permitted two signs per parcel.
  - b. **Two-Family and Multi-Family Dwellings.** Parcels of property that house a two-family or multi-family dwellings are permitted one sign per dwelling unit.

**Part 2: These ~~business-Non-Residential~~ Temporary Sign Standards apply to all district(s):**

One temporary sign for each ~~business-non-residential~~ use shall be ~~allowed permitted in weekly increments for no longer than 12 weeks per calendar year. A permit shall be required each time a temporary sign is to be used. Weekly and annual permits shall be available. A permit is not required for a temporary sign, however, signs not in conformance with the requirements of this Ordinance shall be violation and subject to provisions of Article 13, Enforcement and Penalties.~~ The sign shall meet the following requirements:

A. **Illumination:** The sign shall be illuminated consistent with the Exterior Lighting Standards of Section 5.24(J) of this Ordinance. In no instance shall any temporary sign use any flashing or blinking lights or other effect prohibited by this Ordinance.

~~B. Height and Area:~~ The sign shall not exceed 32 square feet in area or 6 feet in height from ground level.

~~C.B.~~ **Setback:** The sign shall be placed a minimum of 10 feet from any public right-of-way and any other property line.

## 6.2 Temporary Sign Standards (cont.)

### Sign Standards



#### Temporary Sign Standards

C. Types of Temporary Signs: Portable signs and sandwich board signs not exceeding 12 square feet per side with a total maximum area of 24 square feet, and inflatable signs shall be considered temporary signs for the purpose of this Chapter. In no instance shall this provision be interpreted as temporarily or permanently permitting any sign prohibited by Section 6.1(C) of this Article.

1. Banners and Pennants: Banners, pennants, streamers and any combination of such signs are allowed provided that:
  - a. The use of such signs is temporary;
  - b. Does not exceed 30 consecutive days; and
  - c. Are no larger than 32 square feet in area or 6 feet in height from ground level.
2. Construction Signs: Signs posted on construction sites are allowed provided that such signs are:
  - a. Not located in the right-of-way;
  - b. Removed within 30 days of completion of construction activity; and
  - c. No larger than 32 square feet in area or 6 feet in height from ground level.
3. Portable Signs: One portable sign shall be allowed per business, provided that:
  - a. Each side does not exceed 12 square feet with a total of 24 square feet;
  - b. The board is placed so that it does not obstruct the flow of pedestrian traffic or limit wheelchair accessibility to businesses or use of the sidewalk; and
  - c. The sign shall be allowed only during business hours.

E. Existing Illegal, Non-Conforming Temporary Signs: Any signs designed for temporary use which are illegal, non-conforming consistent with the definition provided by Article 9, Nonconformities of this Ordinance shall either be removed from the property on which they are located or receive the proper temporary sign permit within 60 days of the effective date of this Ordinance. Any illegal, non-conforming signs remaining after that date shall be subject to the provisions of Article 13, Enforcement and Penalties of this Ordinance.

Conversion to a Permanent Sign: No sign manufactured, designed, and otherwise intended for use as a temporary sign shall be used as a permanent sign unless prior written approval is obtained from the City Planner and the sign complies with the International Building Code and the development standards contained in this Ordinance.

## 6.3 Permanent Sign Standards

Permanent Sign  
Standards

**Part 1: These general Permanent Signs Standards apply to the following district(s):**



**A. Permitted Agriculture Operation Signs:** One sign shall be permitted per property used for agricultural purposes. The sign shall be a maximum of 32 square feet in area and 6 feet in height. The sign shall be setback a minimum of 10 feet from the right-of-way of any public street or other property line. A permit shall be required.

**B.A. Required Structure Addresses:** Once a property address has been assigned to a specific structure, it shall be the responsibility of the property owner to post the primary address number as required by this section and as required per the postmaster regulations on the structure, on a mailbox post, or on a sign facing the street as specified below:

1. **Structures Near Main Entry Drive:** For structures within 100 feet of the main public roadway, the primary address number shall be placed on the structure near the main entry door.
2. **Mailbox Near Main Drive:** If a mailbox is located at the main street access way of the structure (driveway), the numbers and lettering shall be located on both sides of the mailbox or mailbox post.
3. **Other Situations:** In all other situations, the primary address number shall be located on a post, sign, or other marker that is approved by the Greencastle City Police and placed near the intersection of the main vehicle access way to the structure and main public roadway. The lettering shall be no more than 6 inches tall by 3 feet wide.
- 4.1. **Address Height and Visibility:** Address letters and numbers shall be generally visible from adjacent public rights-of-way.
- 5.2. **Certificate of Occupancy to be Withheld:** No Certificate of Occupancy shall be issued for any structure or property unless addresses are posted consistent with the requirements of this section and as required per the postmaster regulations.

**B.B. Required Gas Station Emergency Signs:** A sign providing emergency information shall be provided at every gas station, either in the form of a 4 square foot sign posted conspicuously on a structure (such as a canopy support, or convenience store building) or as a sticker conspicuously placed on each gas pump. At a minimum, the emergency sign shall provide direction to the emergency pump shut-off in case of fire or spill, provide the fire department phone number or a reminder to phone "911", and list the address of the facility.

**C. Murals.**

1. **Generally.** All paintings on a wall that are created for reasons of artistic intent and without a connection to services or sales of a product unless the markings are graffiti as defined within this Ordinance.
- 4.2. **Permit Required and Limited Review.** Murals require a sign permit; however, the City has limited review in permitting. Approving or denying a proposed sign permit, considered to be a mural shall be limited to ensuring that the proposed mural is not an obscenity.



## 6.3 Permanent Sign Standards *(cont.)*

### Sign Standards



#### Permanent Sign Standards

**Part 2: These residential Permanent Sign Standards apply to the following district(s):**



- A. **Identification Permitted Signs:** One sign not exceeding a combined area of 2 square feet is permitted on the primary structure. No illumination is permitted. No permit is required.
- B. **Subdivision Entry Monument Signs:** Two ~~entry-monument~~ signs for residential developments are permitted at each entrance to the development as a means to provide the public knowledge of its entry into a specific subdivision. A permit shall be required.
1. **Face Area:** No sign shall exceed 32 square feet in area.
  2. **Setback:** Each sign shall be setback a minimum of 2 feet from the right-of-way of any public street.
  3. **Features:** Each ~~entry-sign-area~~ location which permits a residential monument sign shall incorporate design features such as decorative brick or stone walls and landscaping.

**Part 3: These downtown Permanent Sign Standards apply to the following district(s):**



- A. **Signs for Ground Floor Uses:** The signs for ground floor uses shall meet the following standards. These standards shall also apply to any ~~business-non-residential~~ use occupying multiple floors, including the ground floor. A permit shall be required. All signs should match the character and proportions of the building on which they are located. Additional signs for upper floor uses shall be consistent with the provisions of Chapter 6.3(Part 3)(B).
1. **Sign Area:** One and one half square feet of signage shall be allowed for every one linear foot of the facade of the ground floor of the building that is occupied by that use. (For example: If a use occupies a space in a commercial building and that space includes 50 feet of the building's frontage, then 50 square feet of signage would be allowed for the use.)
  2. **Number of Signs:** A maximum of 2 signs per ground floor use shall be permitted.
  3. **Sign Types Permitted:** Any combination of the following signs may be used as long as they are consistent with the total area allowed per use, the total number of signs permitted per use, and the other development standards listed in this Section:
    - a. Wall signs,
    - b. Awning signs,
    - c. Projecting signs, ~~and~~
    - d. Window Signs; ~~and~~
    - ~~d.e.~~ Monument signs.
  4. **Development Standards by Sign Type:** Development standards for each type of sign are as follows:
    - a. **Wall Sign:** Wall signs shall be located on the facade of the primary structure. ~~Murals painted on structures that are business-oriented shall be considered wall signs for the purpose of this Chapter. Murals that are solely for the purpose of artistic expression are exempt.~~



## 6.3 Permanent Sign Standards (cont.)

### Permanent Sign Standards

- b. *Awning Sign:* Awning signs shall be printed or sewn on awnings mounted on the facade of the primary structure.
- c. *Projecting Sign:* No projecting sign shall, at its lowest point (except for the supporting building, structure, or column), be less than 8 1/2 feet above grade level. In no case shall it extend more than 4 feet beyond its supporting structure. No projecting sign shall exceed 6 square feet in area.

d. *Window Signs:* Non-illuminated window signs not exceeding 25% of the window area are permitted. No permit is required and they shall not be counted toward the total area allowed per use. Illuminated window signs and any exceeding 25% of the window area shall be counted toward the total sign area and require a sign permit. Temporary flyers do not constitute window signs.

~~d.e.~~ *Monument Signs:* Monument signs are only permitted when there is enough space between the property line and the front setback of a property. The maximum sign size shall be 24 sq. ft.

B. **Signs for Upper-Floor Uses:** Signage for upper-floor uses shall be permitted in addition to the signage for ground floor uses, subject to the following. A permit shall be required. Signs should match character and proportions of the building. In addition to the provisions below, upper-floor uses are permitted window signs as per Section 6.4 (A)(4)(d) above.

- 1. Single Upper-Floor Use: If the upper-floors of any structure are occupied by a single use that is a separate and distinct from any that is located on the ground floor, that use shall be permitted one wall sign not exceeding one square foot of sign area for every 1 linear foot of building frontage. However, the sign shall not exceed 50 square feet.
- 2. Multiple Upper-Floor Uses: If the upper-floors of the structure are occupied by multiple uses that are separate and distinct from any that is located on the ground floor, a multi-tenant joint sign may be provided. The sign shall be a wall sign, not exceeding an average of 25 square feet per upper-floor ~~business-non-residential~~ use. In no instance shall the sign exceed a total of 100 square feet.

C. **Directional Signs:** On-premise vehicle directional signs are permitted. Such signs must be no more than 3 feet in height and no more than 6 square feet in area. Directional signs shall be setback a minimum of 2 feet from all public rights-of-way. No permit is required and they shall not be counted toward the total area or total number of signs allowed per use.

D. **Prohibited Signs:** All changeable copy ~~and time & temperature~~ signs shall be prohibited. Internally illuminated signs shall also be prohibited.

**Part 4: These business Permanent Sign Standards apply to the following district(s):**



A. **Signs Permitted:** The sign standards provided in the Permitted Business Signs table below shall apply to all signs and properties. A permit for each sign shall be required unless otherwise specified by this Chapter.

- 1. Sign Area: The total square footage of sign area allowed for each ~~business-non-residential~~ use shall be determined by the length of the front facade of the building that is occupied by that use as specified in the table below. Corner Properties may use both frontage sides of the property for the purpose of sign area calculation, however, signage on either side may not exceed the frontage calculations for that side.

## 6.3 Permanent Sign Standards (cont.)

### Sign Standards



### Permanent Sign Standards

2. **Sign Types Permitted:** Any combination of the signs indicated in the table below may be used as long as their total area does not exceed the total area allowed per use or are inconsistent with the other development standards provided by the table or listed in this Chapter.

| Permitted <b>Business-Non-residential</b> Signs                                                                                                                                          |                                                                                 |                                                                                 |                                                                             |                                                                                 |                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Sign Standard                                                                                                                                                                            | Zoning District                                                                 |                                                                                 |                                                                             |                                                                                 |                                                                                 |
|                                                                                                                                                                                          | GB1                                                                             | GB2                                                                             | PB                                                                          | LI                                                                              | GI                                                                              |
| <b>Permitted Sign Types</b>                                                                                                                                                              |                                                                                 |                                                                                 |                                                                             |                                                                                 |                                                                                 |
| Wall Signs                                                                                                                                                                               | P                                                                               | P                                                                               | P                                                                           | P                                                                               | P                                                                               |
| Awning Signs                                                                                                                                                                             | P                                                                               | P                                                                               | P                                                                           | P                                                                               | P                                                                               |
| Projecting Signs                                                                                                                                                                         | P                                                                               | P                                                                               | P                                                                           | P                                                                               | P                                                                               |
| Free-standing Signs                                                                                                                                                                      | P                                                                               | P                                                                               | P                                                                           | P                                                                               | P                                                                               |
| Changeable Copy Signs                                                                                                                                                                    | P                                                                               | P                                                                               |                                                                             |                                                                                 |                                                                                 |
| Time & Temperature Signs                                                                                                                                                                 | P                                                                               | P                                                                               | P                                                                           | P                                                                               | P                                                                               |
| Multi-Tenant Joint Signs                                                                                                                                                                 | P                                                                               | P                                                                               | P                                                                           | P                                                                               | P                                                                               |
| Window Signs                                                                                                                                                                             | P                                                                               | P                                                                               | P                                                                           | P                                                                               | P                                                                               |
| <b>Permitted Sign Area &amp; Number</b>                                                                                                                                                  |                                                                                 |                                                                                 |                                                                             |                                                                                 |                                                                                 |
| Building Frontage/Sign Size Ratio<br>(the total sign area permitted per use).                                                                                                            | 1-1/4 sq. ft. of signage permitted for every 1 linear foot of building frontage | 1-1/4 sq. ft. of signage permitted for every 1 linear foot of building frontage | 1 sq. ft. of signage permitted for every 1 linear foot of building frontage | 1-1/4 sq. ft. of signage permitted for every 1 linear foot of building frontage | 1-1/4 sq. ft. of signage permitted for every 1 linear foot of building frontage |
| Maximum Size of Signs per <b>Nonresidential Business Use</b>                                                                                                                             | No Limit                                                                        | No Limit                                                                        | 100 sq. ft.                                                                 | 350 sq. ft.                                                                     | 350 sq. ft.                                                                     |
| Maximum Number of Signs per <b>Nonresidential Business Use</b>                                                                                                                           | 5                                                                               | 5                                                                               | 3                                                                           | 3                                                                               | 3                                                                               |
| <b>General Sign Standards</b>                                                                                                                                                            |                                                                                 |                                                                                 |                                                                             |                                                                                 |                                                                                 |
| Maximum Wall Sign Size                                                                                                                                                                   | No Limit                                                                        | No Limit                                                                        | No Limit                                                                    | 200 sq. ft.                                                                     | 200 sq. ft.                                                                     |
| Maximum Projecting Sign Size                                                                                                                                                             | 12 sq. ft.                                                                      | 12 sq. ft.                                                                      | 12 sq. ft.                                                                  | NA                                                                              | NA                                                                              |
| Maximum Free-Standing Sign Height                                                                                                                                                        | 6 ft.                                                                           | 6 ft.                                                                           | 6 ft.                                                                       | 6 ft.                                                                           | 6 ft.                                                                           |
| Maximum Free-Standing Sign Area                                                                                                                                                          | 75 sq. ft.                                                                      | 100 sq. ft.                                                                     | 75 sq. ft.                                                                  | 100 sq. ft.                                                                     | 100 sq. ft.                                                                     |
| Maximum Multi-Tenant Joint Sign Height                                                                                                                                                   | 18 ft.                                                                          | 18 ft.                                                                          | 18 ft.                                                                      | 18 ft.                                                                          | 18 ft.                                                                          |
| Maximum Multi-Tenant Joint Sign Area                                                                                                                                                     | 40 sq. ft. per tenant                                                           | 40 sq. ft. per tenant                                                           | 32 sq. ft. per tenant                                                       | 40 sq. ft. per tenant                                                           | 40 sq. ft. per tenant                                                           |
| Maximum Sign Coverage of Windows<br>(Coverage Exceeding this amount will be counted toward the maximum size and number of signs permitted as described above and, will require a permit) | 25%                                                                             | 25%                                                                             | 10%                                                                         | 25%                                                                             | 25%                                                                             |
| P - Permitted Sign Type                                                                                                                                                                  |                                                                                 |                                                                                 |                                                                             |                                                                                 |                                                                                 |

*Example: If a use occupies a tenant space in a commercial building in the PB zoning district and that space includes 50 linear feet of the buildings frontage, then 50 square feet of signage would be allowed for the use.*



**Permanent Sign  
Standards**

**6.3 Permanent Sign Standards (cont.)**

3. Development Standards by Sign Type: Development standards per type of sign are as follows:
  - a. *Wall Sign:* Wall signs shall be located on the facade of the primary structure.
  - b. *Awning Sign:* Awning signs shall be printed or sewn on awnings mounted on the facade of the primary structure. Only the portion of awning with words, copy or other advertisement shall be included in signage calculations
  - c. *Projecting Sign:* No projecting sign shall, at its lowest point (except for the supporting building, structure, or column), be less than 8 1/2 feet above grade level. In no case shall it extend more than 4 feet beyond its supporting structure. No more than 1 projecting sign shall be permitted per use.
  - d. *Free-standing Sign:* Free-standing signs shall be placed a minimum of 5 feet from the public right-of way.
  - e. *Changeable Copy Signs* ~~and Time/Temperature Signs:~~ Changeable copy signs ~~and time/temperature signs~~ shall be counted toward the maximum allowable square footage and shall meet the development standards which are consistent with the manner in which they are mounted.
  - f. *Multi-Tenant* ~~Joint-Freestanding Signs:~~ Structures and/or centers containing multiple businesses shall establish one free-standing sign for the structure or center for the joint use of all tenants for which the facility is designed, including any outlots. The use of individual free-standing signs for each tenant, including those on outlots, is prohibited. Each free- standing sign shall be setback a minimum of 5 feet from all public rights-of-way.
  - g. *Window Signs:* Non-illuminated window signs not covering more than the percentage of the total ground floor window area indicated on the table for each ~~business-non-residential~~ use are permitted. No permit is required and such signs shall not be counted toward the total area allowed per use. Illuminated window signs and any exceeding the allowed percentage of the window area shall be counted toward the total sign area and shall require a sign permit.

**B. Directional Signs:** On-premise vehicle directional signs are permitted. Such signs must be no more than 4 feet in height and no more than 6 square feet in area. Directional signs shall be setback a minimum of 2 feet from all public rights-of-way. No permit is required and they shall not be counted toward the total area allowed per use.

**Part 5: These university Permanent Sign Standards apply to the following district(s):**



The following sign regulations shall apply. All signs require a permit unless otherwise specified.

- A. **Campus** ~~Maps and Directories~~ Directional Signs: All campus maps, directories, and other pedestrian directional signs may be placed without a permit. Such signs shall be setback a minimum of 2 feet from all public rights-of-way ~~and shall be either a monument or wall sign.~~

## 6.3 Permanent Sign Standards (cont.)

### Sign Standards



#### Permanent Sign Standards

**B. Campus Identification Signs:** Signs identifying the campus shall generally be located at its entrances and shall be either a monument or wall sign.

1. Location: There shall be no limit to the number of locations at which campus identification signs may be placed.
2. Setback: No such sign shall be located closer than 5 feet to a public right-of-way or 50 feet to an adjacent residential property line.
3. Height and Area: There shall be no limit to the size and height of campus identification signs.

**C. Structure Identification Signs:** Signs identifying structures on the campus may be placed as a wall sign and/or a free-standing sign.

1. Wall Sign: Wall signs shall be located on the facade of the structure.
2. Free-standing Sign: Free-standing signs shall be placed a minimum of 5 feet from the public right-of way.
3. Height and Area: ~~Signs identifying fraternity, sorority, and student residence buildings shall not exceed 6 feet in height or 25 square feet in area. There shall be no limit the size and height of signs identifying other campus structures.~~

**D. ~~Business-Non-residential~~ Signs:** ~~On-campus businesses-Non-residential~~ uses shall be permitted 1 square foot of signage for every one foot of the front facade of the building that is occupied by that use. *(Example: If a use occupies a tenant space in a commercial building and that space includes 100 feet of the buildings frontage, then 100 square feet of signage would be allowed for the use).* In no instance shall the total amount of signage permitted per use exceed 200 square feet.

1. Sign Types Permitted: Any combination of the following signs may be used as long as they do not exceed the total area allowed per use or are inconsistent with the other development standards listed in this section:
  - a. Wall signs,
  - b. Awning signs,
  - c. Projecting signs,
  - d. Free-standing signs,
  - e. Changeable copy signs,
  - ~~f. Time & Temperature sign,~~
  - ~~g.f.~~ Multi-Tenant Joint Signs, and
  - ~~h.g.~~ Window signs.
2. Development Standards by Sign Type: Development standards per type of sign are as follows:
  - a. *Wall Sign:* Wall signs shall be located on the facade of the primary structure.
  - b. *Awning Sign:* Awning signs shall be printed or sewn on awnings mounted on the facade of the primary structure.





## 6.3 Permanent Sign Standards (cont.)

### Permanent Sign Standards

- c. *Projecting Sign:* No projecting sign shall, at its lowest point (except for the supporting building, structure, or column), be less than 8 1/2 feet above grade level. In no case shall it extend more than 4 feet beyond its supporting structure. No projecting sign shall exceed 12 square feet in area. No more than one projecting sign shall be permitted per use.
- d. *Freestanding Sign:* Freestanding signs shall be placed a minimum of 5 feet from the public right-of way. No freestanding sign may exceed 6 feet in height or 40 square feet in area.
- e. *Changeable Copy ~~and Time/Temperature~~ Signs:* Changeable copy signs ~~and time/temperature signs~~ shall be counted toward the maximum allowable square footage and shall meet the development standards which are consistent with the manner in which they are mounted.
- f. *Multi-Tenant ~~Joint-Freestanding~~ Signs:* Structures and/or centers containing multiple uses shall establish one for the structure or center for the joint use of all tenants for which the facility is designed. The use of individual free-standing signs for each tenant is prohibited. Each sign shall be setback a minimum of 5 feet from all public rights-of- way. No sign may exceed 18 feet in height or an average of 40 square feet per tenant in area.
- g. *Window Signs:* Non-illuminated window signs not exceeding 25% of the window area are permitted. No permit is required and they shall not be counted toward the total area allowed per use. Illuminated window signs, and any exceeding 25% of the window area shall be counted toward the total sign area and shall require a sign permit.

E. **Directional Signs:** On-premise vehicle directional signs are permitted. Such signs must be no more than 4 feet in height and no more than 6 square feet in area. Directional signs shall be setback a minimum of 2 feet from all public rights-of-way. No permit is required.

~~Part 6: These mineral extraction Permanent Sign Standards apply to the following district(s):~~



~~The following signs shall be permitted. A permit shall be required for each sign unless otherwise specified.~~

~~A. **Identification Permitted Signs:** One sign not exceeding an area of 40 square feet is permitted on each structure. No permit is required.~~

~~B. **Entry Signs:** Two entry signs are permitted at each entrance to the operation.~~

~~1. **Face Area:** No sign shall exceed 32 square feet in area.~~

~~2. **Height:** No sign shall exceed 6 feet in height, measured from ground level.~~

**6.3 Permanent Sign Standards** *(cont.)*



**Permanent Sign  
Standards**

3. ~~Setback:~~ Each sign shall be setback a minimum of 10 feet from the right of way of any public street.

C. ~~Directional Signs:~~ On-premise vehicle directional signs are permitted. Such signs must be no more than 4 feet in height and no more than 6 square feet in area. Directional signs shall be setback a minimum of 2 feet from all public rights of way. No permit is required.

# **Article 9**

## **Nonconformities**

9

## 9.2 Nonconforming Signs

### Nonconforming Signs

- A. **Legal Nonconforming Signs:** Any sign, lawfully established prior to the effective date of this Ordinance, or its subsequent amendments, that no longer meets the development standards shall be deemed a Legal Nonconforming Sign.
- B. **Sign Defined:** For the purposes of this Article, a sign shall include the sign face and any supports, poles, frames, or other associated lighting, electrical, mechanical, and structural features.
- C. **Continuation of Nonconforming Signs:** The continuation and modification of nonconforming signs shall be consistent with the following requirements:
1. Increases in Nonconformity: No legal nonconforming sign shall be enlarged or altered in terms of face area, height, or any other aspect that increases its nonconformity.
  2. Intentional Alterations: Any legal nonconforming sign which is intentionally altered, moved for any distance, or replaced shall conform to the regulations of the district in which it is located, and the discontinued legal nonconforming features may not be resumed. This section does not apply to maintenance and minor repairs which do not alter the structure of the sign.
  3. Accidental Alterations: Legal nonconforming signs which are required to be altered or removed due to government action or damage resulting from fire, flood, other natural disaster, or a criminal act may be restored to their legal nonconforming condition. Such signs, if rebuilt or restored, shall conform with the requirements of this Ordinance, or shall be identical in scale and all other aspects to that which was altered or removed.
  4. Sign Faces and Messages: The sign faces and/or message on a legal nonconforming sign may be altered, replaced, repainted, and repaired provided that the nonconformity of the sign is not increased. Nothing in this Article shall be interpreted as requiring a sign to be brought into conformance with this Ordinance if it is changed only to the extent that the face area is changed, but not increased in size or altered in shape.
  5. Temporary Signs: Any signs in existence at the time this Ordinance becomes effective that were previously permitted as temporary signs may only remain in use consistent with the requirements of this Ordinance. Any temporary signs which are no longer permitted shall be removed within 60 days of the effective date of this Ordinance. Any nonconforming temporary signs shall be considered to be in violation of this Ordinance and shall be subject to the provisions of Article 13, Enforcement and Penalties.

# **Article 10**

## **Board of Zoning Appeals**

10

## 10.1 General Provisions

## General Provisions

*See Also: IC 36-7-4-901*

*See Also: IC 36-7-4-902  
through 906*

*See Also: IC 36-7-4-907*

*See Also: IC 36-7-4-916*

- A. **Establishment and Membership:** Pursuant with IC 36-7-4-901, the Greencastle City Council establishes the City of Greencastle Advisory Board of Zoning Appeals which shall conduct business consistent with all requirements of the Indiana Code and this Ordinance.
- B. **Appointments:** The Board of Zoning Appeals (otherwise referred to in this Ordinance as the "BZA" or the "Board") shall consist of, and continue as a 5 member Board. Members shall be appointed pursuant to IC 36-7-4-902 through 906 as follows:
  1. Mayor Appointment: 3 members appointed by the Mayor, 1 of which must be a member of the plan commission and 2 of which must not be members of the plan commission.
  2. City Council Appointment: 1 member appointed by the City Council who must not be a member of the plan commission.
  3. Plan Commission Appointment: 1 member appointed by the plan commission (other than those appointed to the BZA by the Mayor) who must either be an agricultural agent or a citizen member, who must be of the 2 plan commission members who represent, and reside in, the unincorporated jurisdiction of the plan commission.
- C. **Alternates and Vacancies:** Alternate Board of Zoning Appeal members may be appointed consistent with IC 36-7-4-907. If a vacancy occurs among the members of the Board, the appointing authority shall appoint a member for the unexpired term of the vacating member.
- D. **Territorial Jurisdiction:** The Board of Zoning Appeals shall have jurisdiction over all properties within the Greencastle municipal limits the land subject to the City of Greencastle Zoning Ordinance consistent with Chapter 1.2(B) of this Ordinance.
- E. **Powers and Duties:** The Board of Zoning Appeals shall have exclusive subject matter jurisdiction for:
  1. Development Standards Variances;
  2. Flood Hazard Area Standards Variances;
  3. Use Variances;
  4. Special Exceptions; and
  5. Administrative Appeals.
- F. **Rules and Procedures:** The Board of Zoning Appeals shall have sole authority to adopt any and all rules under Indiana Code Section 36-7-4-916 and any and all procedures concerning organization, selection of officers, forms for applications, filing requirements, procedures, notices and conduct of meetings, and public hearings.
- G. **Filing:** All applications for variances, special exceptions, and requests for administrative appeal shall be filed by the applicant with the City Planner in the manner prescribed by the Board.

# **Article 11**

## **Administration**





## 11.1 General Administration

## General Administration

- A. **Administrative Officer:** The Greencastle City Planner (including any designee(s) of the City Planner and/or Mayor), will have the principal responsibility for the administration and enforcing and/or coordination of the enforcement of this Ordinance within the Greencastle municipal limits Plan Commission's planning jurisdiction. The duties of the City Planner, or his/her designee shall include, but not be limited to:
1. Improvement Location Permits: Reviewing, approving, or disapproving all Improvement Location Permits and keeping permanent records of applications made and actions taken;
  2. Inspections: Conducting inspections of structures, and properties to determine compliance with the requirements of this Ordinance and all approvals granted by the Plan Commission, Technical Review Committee, City Council, and Board of Zoning Appeals;
  3. Record Keeping: Maintaining permanent and current records documenting the application of this Ordinance including, but not limited to, all maps, amendments, special exceptions, variances, and appeals;
  4. Plan Commission Applications: Receiving, processing, docketing, and referring to the Plan Commission all amendment applications;
  5. Board of Zoning Appeals Applications: Receiving, processing, docketing, and referring to the Board of Zoning Appeals all appeals, variances, special exceptions, and other matters upon which it is authorized to act under this Ordinance and Indiana State Code; and
  6. Clerical & Technical Assistance: Providing all such clerical and technical assistance as may be required by the Board of Zoning Appeals, Plan Commission, Technical Review Committee, City Council, or other body in the execution of its duties as established by this Ordinance and Indiana State Code.
- B. **Fee Schedule Established:** The City Planner shall maintain a schedule of fees for all applications, permits, and other processes outlined in this Ordinance.
1. Fee Basis: All fees shall be intended to reimburse the Commission for the time and cost of processing the required materials. In no instance shall a fee be used as a means of discouraging or encouraging any particular types of petitions or applications.
  2. Public Access: The fees schedule shall be made available to the public by the City Planner.
  3. Establishment and Revisions: The fee schedule shall be prepared by the City Planner, reviewed by the Plan Commission, and approved by Ordinance by the City Council.
    - a. The fees schedule may be amended by a recommendation submitted to the City Council by the Planning Commission followed by the Council's approval of a revised fee schedule Ordinance.
    - b. The City Planner shall review the fee schedule annually and bring any necessary revisions to the attention of the Plan Commission and City Council.



# **Article 12**

## **Processes and Permits**



## 12.8 Sign Permits

## Sign Permits

The following procedure applies to Improvement Location Permits for Signs (Sign Permits):

A. **Sign Permit Review for Permanent Signs:** The following procedure applies to Permanent Sign Permit Review.

1. Application: Application for a permit shall be filed with the City Planner and shall be accompanied by any information the City Planner determines is necessary to assure compliance with this Ordinance, including but not limited to:
  - a. Clear and legible drawings with descriptions showing the location of the sign which is the subject of the permit. All signs on the same parcel or owned by the same business must be noted.
  - b. A dimensioned drawing showing the size of the sign face area and the height of the sign.
2. Effect of Sign Permit Issuance: A sign permit issued under the provisions of this section shall not be deemed to constitute permission or authorization to maintain an unlawful sign nor shall it be deemed as a defense in an action to remove an unlawful sign.
3. Expiration: A sign permit shall become null and void if work has not been started within 30 days of the date the permit is issued or completed within 6 months of the date the permit is issued.

~~B. **Sign Permit Review for Temporary Signs:** The following procedure applies to Sign Permit Review for Temporary Signs.~~

- ~~1. Application: Application for a permit shall be filed with the City Planner and shall be accompanied by any information the City Planner determines is necessary to assure compliance with this Ordinance, including but not limited to:
 
    - a. the type of temporary sign to be used.
    - b. the period of time the temporary sign is to be used.
    - c. the location at which the temporary sign is to be used, and the location on the property where the sign is to be placed.~~
  - ~~2. Effect of Sign Permit Issuance: A sign permit issued under the provisions of this section shall not be deemed to constitute permission or authorization to maintain an unlawful sign nor shall it be deemed as a defense in an action to remove an unlawful sign.~~
- ~~Nullification: A temporary sign permit shall become null and void if the sign has not been placed within 30 days of the date the permit is issued.~~

# Article 14

## Definitions



## 14.2 Definitions (cont.)

## Definitions - F

**Finished Floor Area:** see *Floor Area, Finished*

**Fitness Center:** A place or building where passive or active exercises and related activities are performed for the purpose of physical fitness, improved circulation or flexibility, and/or weight control.

**Flea Market:** An occasional or periodic market held in an open area or structure where goods are offered for sale to the general public by individual sellers from open or semi- open facilities or temporary structures. Flea market shall not include informal garage or yard sales.

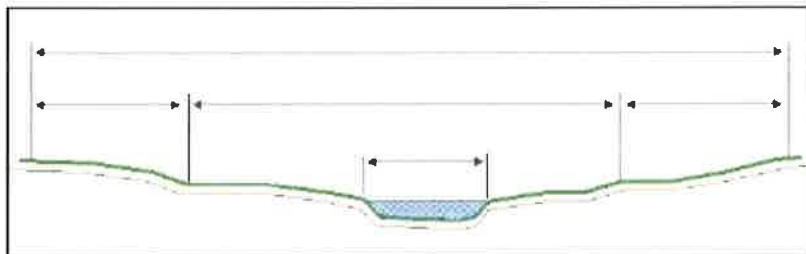
**Flag:** A flexible piece of fabric, normally rectangular and attached on one side to a pole or rope, generally with printed or embroidered insignia used as a symbol of a government, political subdivision, or another institutional use.

**Flood:** A general and temporary condition of partial or complete inundation of normally dry land areas from the overflow, the unusual and rapid accumulation, or the runoff of surface waters from any source.

**Floodplain:** The relatively flat area or low land adjoining the channel of a river or stream which has been or may be covered by the regulatory flood. The flood plain includes the channel, floodway, and floodway fringe. Flood plain boundaries are to be determined by using the Floodway-Flood Boundary Maps of the Federal Insurance Administration/ Federal Emergency Management Administration (FEMA).

**Floodway Fringe:** Those portions of the floodplain lying outside the floodway. The floodway fringe is not necessary for carrying and discharging peak flood flow, but is subject to flooding.

**Floodway:** The channel of a river or stream and those portions of the floodplains adjoining the channel which are reasonably required to efficiently carry and discharge the peak flood flow of the regulation flood of any river or flooding stream.



**Floor Area:** The sum of all horizontal surface areas of all floors of all roofed portions of a building enclosed by and within the surrounding exterior walls or roofs, or to the centerline(s) of party walls separating such buildings or portions thereof. Floor area of a building shall exclude exterior open balconies and open porches.

**Floor Area, Finished:** That portion of floor area constructed, completed, and usable for living purposes with normal living facilities which includes sleeping, dining, cooking, working, entertainment, common space linking rooms, areas for personal hygiene, or combination thereof. Floor area or portion thereof used only for storage purposes and not equipped for the facilities mentioned above shall not be considered Finished Floor Area. The Finished Floor Area of a primary structure does not include a garage, carport, deck, unfinished storage, patio, or open porch.

**Floor Area, Ground:** That portion of Finished Floor Area located on the first (or nearest ground level) floor of the dwelling unit.

**Flower Shop:** Retail business whose principle activity is the selling of plants which are not grown on site, conducting business in an enclosed facility.

## Definitions - G-H

**Graffiti:** Any unauthorized sign, symbol, drawing, name, initial, diagram, sketch, inscription, word, figure, painting or other defacement that is written, marked, etched, scratched, sprayed, drawn, painted, or engraved on or otherwise affixed to any surface of public or private property by any graffiti implement, to the extent that the graffiti was not authorized in advance by the owner or occupant of the property, or, despite advance authorization, is otherwise deemed a public nuisance by Common Council.

**Grandfathered:** A description of the status of certain properties, uses, activities, and conditions that were legally existing prior to the effective date of this Ordinance.

**Granny Flat:** see *Dwelling, Accessory*

**Greenhouse:** A building or structure constructed primarily of translucent materials which is devoted to the protection or cultivation of flowers and other tender plants.

**Greenhouse, Commercial:** A building used for the growing of plants, all or some of which are sold at retail or wholesale either on or off-site.

**Grocery Store:** see *Supermarket*

**Ground Floor Area:** See *Floor Area, Ground*

## H

**Hardship:** A difficulty with regard to one's ability to improve land stemming from the application of the requirements of this Ordinance, which may or may not be subject to relief by means of variance. In and of themselves, self-imposed situations and claims based on a perceived reduction of or restriction on economic gain shall not be considered hardships.

**Hardware Store:** A small or medium-scale facility primarily engaged in the retail sale of various basic hardware lines, such as tools, builder's hardware, plumbing and electrical supplies, paint and glass, housewares and household appliances, and garden supplies and cutlery. A lumberyard may be included as an incidental use to the hardware retail sales.

**Hazardous Material:** Any substances or materials that by reason of their toxic, caustic, corrosive, abrasive, or otherwise injurious properties, may be detrimental to the health of any person handling or otherwise coming into contact with such material or substance.

**Hazardous Material Storage/Processing Facility:** All structures, other appurtenances, and any improvement to the land used for treating, storing, processing, or disposing of hazardous materials.

**Hedge:** A row of closely planted shrubs, bushes, or any other kind of plant used as a compact, dense, living barrier that protects, shields, separates, or demarcates an area.

**Height:** The vertical distance to the highest point of any roof for structures which have roofs, and the vertical distance to the highest point of all other structures, measured from grade level.

**Heliport:** An area used for the landing and take-off of helicopters, including any structures, buildings, and equipment associated with that use.

## 14.2 Definitions (cont.)

## Definitions - M-N

**Manufactured Home Type II:** see *Dwelling, Manufactured Home Type II*

**Manufactured Home Type III:** see *Dwelling, Manufactured Home Type III*

**Marker (survey):** A stake or any other object which is intended to mark a point on a lot or within a subdivision.

**Master Plan:** see *Comprehensive Plan*

**Metes and Bounds:** A description of land prepared by a state-registered land surveyor providing measured distances and courses from known or established points on the surface of the earth.

**Mineral Extraction:** The extraction of metallic and nonmetallic minerals or materials from the earth for use off-site, including incidental uses and facilities such as rock crushing, screening, and the necessary storage and use of explosives.

**Mixed-Use Development:** An area, parcel of land, or structure developed for 2 or more different land uses.

**Mobile Home:** see *Dwelling, Mobile Home*

**Mobile Home Park:** see *Manufactured Home Park*

**Monument (survey):** A permanent physical structure which marks the location of a corner or other survey point.

**Mortuary:** A facility for the storage and preparation of human dead prior to burial, including the conducting of funeral services.

**Motel:** An establishment consisting of a group of attached or detached living or sleeping accommodations with bathroom and closet space, located on a single zoning lot, and designed for use by transient automobile tourists. A motel furnishes customary services such as maid service and laundering of linen, telephone, secretarial, or desk service, and the use and upkeep of furniture. See also *Hotel*.

**Motor Home:** see *Recreational Vehicle*

**Motor Vehicle:** Any passenger vehicle, truck, tractor, tractor-trailer, truck-trailer, trailer, or semi-trailer propelled or drawn by mechanical power.

**Motor Vehicle, Inoperable:** See *Vehicle, Inoperable*.

**Multi-Family Dwelling:** see *Dwelling, Multi-Family*

**Mural:** See *Sign, Mural*. Paintings on a wall that are created for reasons of artistic intent and without a connection to services or sales of a product.

## N

**Natural Condition:** The condition that arises from or is found in nature unmodified by human intervention.

**Natural Drainage:** Drainage channels, routes, and ways formed over time in the surface topography of the earth prior to any modifications or improvements made by unnatural causes and/or human intervention.



## 14.2 Definitions (cont.)

## Definitions

14

### Definitions - P

**Pet Shop:** A retail sales facility primarily involved in the sale of domestic animals, such as cats, dogs, fish, birds, and reptiles as well as domestic pet accessories. A pet shop does not include the retail sale of exotic or farm animals.

**Pharmacy:** A place where drugs and medicines are prepared and dispensed. Pharmacy also includes the incidental retail sale of medical accessories and convenience goods and services.

**Petitioner:** Any person who formally makes a request before the Plan Commission or Board of Zoning Appeals consistent with the processes and requirements of this Ordinance.

**Place of Worship:** see *Church*

**Plan:** see *Comprehensive Plan*

**Plan Commission:** see *Advisory Plan Commission*

**Planned Unit Development:** A large-scale unified development meeting the requirements of this Ordinance. Generally a planned unit development consists of a parcel or parcels of land, controlled by a single person, to be developed as a single entity which does not correspond in size of lots, bulk or type of buildings, density, lot coverage, and required open space to the regulations established in any zoning district of this Ordinance.

**Planning Jurisdiction:** ~~The area over which a municipality has planning authority as drawn by each community in compliance with IC 36-7-4 et al.~~

**Planting Season:** The spring and fall time periods during which new plant material which is installed is most likely to survive the planting process. Generally these periods are from April 15 to June 15 in the spring and from October 15 to November 15 in the fall.

**Plat:** A map or chart that shows a division of land and is intended to be filed for record.

**Plat, Final:** The Final Plat, pursuant to I.C. 36-7-4-700 series, is the plat document in recordable form.

**Plat, Preliminary:** The preliminary plat, pursuant to I.C. 36-7-4-700 series, is the plat and plans upon which the approval of a proposed subdivision is based.

**Playground:** A recreational area for use primarily by children.

**Porch:** A covered, but otherwise unenclosed structure projecting out from the wall or walls of a main structure.

**Preliminary Plat:** see *Plat, Preliminary*

**Primary Structure:** The building or structure in which the primary use of the lot or premises is located or conducted, with respect to residential uses, the primary building or structure shall be the main dwelling. In the "AG" zoning district the primary structure may be a barn or other agricultural structure.

## 14.2 Definitions (cont.)

## Definitions

14

### Definitions - S

**Special Flood Hazard Area (SFHA):** Those lands within the jurisdiction of the City that are subject to inundation by the regulatory flood. The SFHAs of the City are identified on the Flood Insurance Rate Map of Putnam County prepared by the Federal Emergency Management Agency and dated October 1, 1992.

**Shooting Range:** Any establishment at which firearms are discharged for the purpose of recreation and entertainment.

**Shooting Range (Indoor):** A shooting range at which all shooting areas and targets are completely enclosed in a structure.

**Shooting Range (Outdoor):** A shooting range at which any portion of the shooting areas or targets are located outside of a completely enclosed structure.

**Side Lot Line:** A lot boundary line other than a front or rear lot line, typically those which are perpendicular to, and intersect with the side and rear lot lines.

**Side Yard:** see *Yard, Side*

**Sign:** Any name, identification, description, device, display, window decal, or illustration which is affixed to, ~~or represented~~ represented directly or indirectly upon a building, structure, or piece of land which directs attention to an object, product, place, activity, person, institution, organization, or business. A sign includes the face area which conveys a message, any equipment or sign device, and any related mechanical, electrical, and structural supports and features, such as poles and lighting.

**Sign, Abandoned:** A sign that identifies or advertises a business, product, service, owner, or other activity that is no longer located on or conducted on the property where the sign is displayed.

**Sign, Animated:** A sign with action, motion, or changing colors or lights, any of which imitates movement. A flashing sign shall be considered to be an animated sign.

**Sign, Area:** The entire face of a sign including the message surface and any framing or trim, but excluding any poles or other supports. Sign area is measured as the maximum vertical dimension of the face area multiplied by the maximum horizontal dimension of the face area, each at its largest point.

**Sign, Awning:** A sign incorporated into, or attached to an awning.

**Sign, Changeable Copy:** A sign designed and used to display temporary letters, numbers, symbols, and other items which may be changed by hand, electronically, or by other means. The height, face area, and other structural and lighting characteristics of changeable copy signs remain constant, providing a background for temporary messages.

**Sign, Banner:** A sign with a message applied to cloth, paper, fabric, or flexible plastic, with any such non-rigid material for background.

**Sign, Billboard:** see *Sign, Off-Premise*

**Sign, Directional:** Any on-premises sign that includes information assisting in the flow of pedestrian or vehicular traffic, such as "enter", "exit", and "one-way".

**Sign, Double-Faced:** A sign designed and/or uses to display a message on the outer surface of 2 identical and opposite parallel planes.

**Sign, Entry Feature:** ~~A permanent on-premise sign identifying an entrance to a residential subdivision, apartment complex, or manufactured home park.~~



## 14.2 Definitions (cont.)

## Definitions - S

**Sign, Face:** The area or display surface used for the message.

**Sign, Free-Standing:** A sign supported completely by a frame, pole, or foundation (i.e. monument sign) and which is independent from all other structures on the property.

**Sign, Height:** The highest point measured from grade level at the base of the sign to the highest point of the sign, including any structure, frame, light fixture, or other element of the sign.

**Sign, Illuminated:** A sign lighted by or exposed to artificial lighting either by lights on or within the sign or directed toward the sign.

**Sign, Monument:** A type of freestanding sign placed on or anchored to the ground.

**Sign, Mural:** See mural. A sign painted onto the side of a building, wall, ground, or structure.

**Sign, Off-Premise:** A sign advertising which directs attention to a business, commodity, service, organization, or entertainment conducted, sold, or offered elsewhere than upon the premises where such sign is located or to which it is affixed. This includes billboard and other outdoor advertising and directional signs located on private property.

**Sign, Political:** A sign identifying and urging voter support for a particular election issue, political party, or candidate for public office.

**Sign, Portable:** Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A or T-frames; ~~menu or~~ sandwich board signs; and balloons used as signs.

**Sign, Poster:** Any sign made of cardboard, metal, plastic or other semi-rigid material which is attached to outdoor products, structures, or other features, or anchored into the ground with the use of stakes.

**Sign, Projecting:** A sign attached to and projecting out from a building face or wall, generally at right angles to the building.

**Sign, Public:** Any sign designated by the City to for a public or quasi-public function including, but not limited to promoting safety, traffic signs, memorial plaques, signs of historical interest, and signs directing people to public and quasi-public facilities.

**Sign, Real Estate:** A temporary sign that relates to the sale, lease or rental of property or structures, or to construction activity on a site.

**Sign, Searchlight:** A searchlight used to attract attention to a property, use, or structure consistent with the definition of a sign.

**Sign Setback:** The distance between any property line or right-of-way and the nearest portion of any sign at or above grade level.

**Sign, Sandwich Board:** A free-standing sign located at grade level constructed in such a manner as to form an "A" by separating to opposite and parallel sign faces by supporting structural members.

**Sign, Temporary:** An on-premise sign not fixed to a permanent foundation and displayed for a fixed period of time, ~~for the purpose of conveying information, knowledge, or ideas to the public about a subject related to the activities on the premises upon which it is located.~~

**Sign, Vehicle:** A sign that is attached to or painted on a parked vehicle ~~for the purpose of drawing attention to the product, business, or property which is indicated on the sign.~~

## 14.2 Definitions (cont.)

## Definitions

14

### Definitions - S

**Sign, Wall:** A sign attached to ~~or painted on~~ the exterior wall of a structure. A sign painted on a wall may be considered a wall sign for the purposes of this Ordinance provided that said sign does not meet the definition of mural.

**Sign, Window:** A sign affixed to a window or placed immediately behind a window pane so as to attract the attention of persons outside of the structure.

**Site Development Plan (Site Plan):** The plan indicating the location of existing and proposed buildings, structures, paved areas, walkways, vegetative cover, landscaping and screening within a site proposed for development which is to be submitted for approval prior to the release of improvement location permits on the site consistent with the requirements of Article 8 of this Ordinance and IC 36-7-4-1400 series.

**Sorority:** A club or social activity officially associated with and recognized and supervised by an institution for higher education whose membership is limited exclusively to students of the institution.

**Special Exception Use:** *see Use, Special Exception*

**Stop-Work Order:** A written document issued by an enforcement official which requires the cessation of an activity.

**Storage, Outdoor:** *see Outdoor Storage*

**Story:** That portion of a building included between the surface of any floor and the surface of the floor next above it, or if there be no floor above it, then the space between the floor and the ceiling above it.

**Stream Bank:** The usual boundaries, not the flood boundaries, of a stream channel.

**Street:** A public thoroughfare, including a road, highway, drive, lane, avenue, place, boulevard, and any other thoroughfare that affords vehicular access to abutting property.

**Street, Arterial:** A street which serves the major traffic movements within a community, such as between the central business district and the outlying commercial and residential areas, as well as a majority of the vehicular traffic entering and leaving the city to travel to and from adjacent communities. Greencastle arterial streets are identified on the Thoroughfare Plan within the City of Greencastle Comprehensive Plan.

**Street, Collector:** A street designed and used to carry moderate volumes of traffic from local streets to arterial streets. Greencastle collector streets are identified on the Thoroughfare Plan within the City of Greencastle Comprehensive Plan.

**Street, Cul-de-sac:** A street with a single common ingress and egress and with a turn-around at the end.

**Street Frontage:** The distance along which a property line of a lot abuts the right-of-way of an adjacent street.

**Street Intersecting:** Any street that joins another street at an angle, whether or not it crosses the other street.

**Street Intersection:** The point of crossing or meeting of 2 or more streets.

**Street, Local:** A street designed to provide vehicular access between individual properties and the collector and arterial street system. Greencastle local streets are identified on the Thoroughfare Plan within the City of Greencastle Comprehensive Plan.

**Street, Minor Arterial:** An arterial street providing mobility between communities and significant areas within communities which handle moderate volumes of traffic at moderate speeds. Greencastle minor arterial streets are identified on the Thoroughfare Plan within the City of Greencastle Comprehensive Plan.