



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

June 12, 2025 | 7:00 PM
City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135

AGENDA

- I. Call to Order; Roll Call**
- II. Pledge of Allegiance**
- III. Public Petitions and Comments**
- IV. Special Requests**
 - A. Street Closure Request - Putnam County 4H Fair Parade
- 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. Wastewater Department - Oscar King Jr.
 - i. Report to Council
 - G. City Attorney - Laurie Robertson Hardwick
 - H. Park & Recreation - Jason Keeney
 - 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 - May 8, 2025
 - B. Approval of Minutes - June 2, 2025
- VIII. Approval of Claims**
- IX. Old Business**
 - A. Ordinance 2025-05 An Ordinance Amending the Text of the City of Greencastle, Indiana Zoning Ordinance (Second Reading)

X. New Business

- A. Resolution 2025-02 A RESOLUTION AFFIRMING PREMIUM BRANDS SERVICES, LLC, known as KNITWELL GROUP formerly known as ASCENA RETAIL GROUP, INC. OF COMPLIANCE WITH STATEMENTS OF BENEFITS
- B. Resolution 2025-03 A RESOLUTION AFFIRMING CHIYODA USA CORPORATION OF COMPLIANCE WITH STATEMENTS OF BENEFITS
- C. Resolution 2025-04 A RESOLUTION AFFIRMING CROWN EQUIPMENT CORPORATION OF COMPLIANCE WITH STATEMENTS OF BENEFITS
- D. Resolution 2024-05 A RESOLUTION AFFIRMING HEARTLAND AUTOMOTIVE, LLC, OF COMPLIANCE WITH STATEMENTS OF BENEFITS
- E. Resolution 2025-06 A RESOLUTION AFFIRMING PHOENIX CLOSURES, INC., AND CUATRO, LLC, OF COMPLIANCE WITH STATEMENTS OF BENEFITS
- F. Resolution 2025-07 A RESOLUTION AFFIRMING INDIAN SPRINGS, NORTH, OF COMPLIANCE WITH STATEMENTS OF BENEFITS
- G. Resolution 2025-08 A RESOLUTION AFFIRMING C&R QUALITY RENTALS, LLC, OF COMPLIANCE WITH STATEMENTS OF BENEFITS

XI. Adjournment

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: PUTNAM COUNTY FAIR PARADE COMMITTEE

Contact Name: NANCY MICHAEL

Contact Telephone: 765-720-1974 Contact E-Mail: nmichael04@yahoo.com

Date of Council meeting you plan to attend: June 12, 2025

Name of the Event: Putnam County 4H Fair Parade

Location of the Event: Seminary & Locust Streets

Date(s) of the Event: Sunday July 13, 2025

Time(s) of the Event: 2:00 - 4:00 PM

(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:

East Washington & Seminary:Arlington to Wood

12:00pm - 4:00pm

Wood & Tennessee & Broadway:Main to Bloomington

12:00pm- 4:00pm

Indianapolis Road: Franklin to Wood Streets

12:00pm - 4:00pm

***** See attached for all other street & intersection closures: 1:00pm - 4:00pm
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. You may also be required to provide security for an event.

**Return completed form to Clerk-Treasurer's Office at above address or to
specialrequests@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 (R3/ 02-2023)

Sheet1

STREET	INTERSECTION	VOLUNTEER	STREET	INTERSECTION
CLOSURE 1-4PM			CLOSURE 1-4PM	
WOOD	WASHINGTON		SEMINARY	WOOD
WOOD	GARDENSIDE		SEMINARY	ARLINGTON
WOOD	DRAPER		SEMINARY	BLOOMINGTON
WOOD	SEMINARY		SEMINARY	TAYLOR
WOOD	ANDERSON		SEMINARY	LOCUST
WOOD	TENNESSEE			
			LOCUST	SIMPSON
ANDERSON	ARLINGTON		LOCUST	ANDERSON
			LOCUST	HANNA
WASHINGTON	WOOD		LOCUST	ELM
WASHINGTON	ARLINGTON		LOCUST	OLIVE
WASHINGTON	BLOOMINGTON/231		LOCUST	HOWARD
WASHINGTON	LOCUST		LOCUST	OHIO
			LOCUST	SYCAMORE
BLOOMINGTON	WASHINGTON/231			
BLOOMINGTON	WALNUT WEST		STREET	CLOSURE 1-4PM
BLOOMINGTON	WALNUT EAST		SEMINARY	WOOD TO LOCUST
BLOOMINGTON	SEMINARY		LOCUST ST	SEMINARY TO BERRY
BLOOMINGTON	ANDERSON			
BLOOMINGTON	HANNA			
BLOOMINGTON	MAPLE		NO PARKING	BOTH SIDES
BLOOMINGTON	TENNESSEE		SEMINARY	WOOD to LOCUST
BLOOMINGTON	APPLE		LOCUST	SEMINARY to BERRY
BLOOMINGTON	BLOCK			
BLOOMINGTON	BROADWAY			
BLOOMINGTON	STATE ROAD 240			



Department Report

MEETING DATE

June 12, 2025

PREPARED BY

Jason Keeney

MONTHLY HIGHLIGHTS

We had five funerals this month and spent the majority of time preparing for the Memorial Day weekend festivities. On Thursday May 27, many of our local home schoolers were kind enough to brave the cold and rain to put out American flags on our veterans' graves. Thank you so much for all of their help!

ATTACHMENTS

1. cemeteryscan

Forest Hill Cemetery

May 31 2025, Respectfully Submitted.

[illegible]

 Superintendent

Forest Hill Cemetery
Accounts Payable Voucher

May 2025

VENDOR:

AMOUNT:

Keystone Cooperative (01341)	\$1,643.17
Headley Hardware (00825)	\$1.10
Humphreys Outdoor Power (00865)	\$198.33
CarQuest (00572)	\$103.28
Butler's LP & Fertilizer (00203)	\$140.00
Arab Termite & Pest (03186)	\$85.00
Fairmount Door (00000)	\$564.79

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 **May 2025** in the amount of **\$2,735.67** 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

June 12, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

Greencastle Fire Department Monthly Council Report May 2025

Call Volume

- The department responded to 153 calls for service in May 2025, compared to 155 calls in May 2024, representing a 1.2% decrease year over year.
- Year-to-date, GFD has responded to 755 calls in 2025, compared to 724 calls in 2024—an overall 4.2% increase in total call volume.

Training & Staffing

- Firefighters completed 539 hours of training during May.
- Four reserve firefighters contributed a combined 51.5 hours of service.

Personnel Highlights

- **Anniversaries in May:**

1. Robert Beebe – 12 years (May 2, 2013)
2. James Shaw – 7 years (May 16, 2018)
3. Stephen Kerr – 1 year (May 3, 2024)
4. Scott Mayhew – 1 year (May 31, 2024)

- **Personnel Updates:**

1. Firefighter Stephen Kerr completed his probationary year and was moved to full-time

- status on May 3rd.
2. Firefighter Scott Mayhew completed his probation and transitioned to full-time status on May 31st.

Training Events & Community Engagement

- Hosted Area 30 Fire & Rescue students for live burn training. Students completed nine live fire scenarios, focusing on teamwork, hose advancement, and fire extinguishment techniques.
- Conducted second quarter live burn training for GFD personnel over three days. Firefighters completed eight dormitory-style fire scenarios, relevant to university housing conditions.
- Student Kory Galloway from Area 30 completed his yearlong internship with the department.
- Hosted the TZ 3rd grade class for their annual station field trip.
- Assisted the Water Department with fire hydrant flushing.

Certifications & Recognition

- Engineer James Shaw completed the Fire Investigator Course, which covers fire cause/origin determination, report writing, scene processing, and evidence handling.
- Engineers James Shaw and Firefighter Grant Bryan graduated from the Putnam County Leadership Academy.
- During EMS Week, Putnam County EMS presented ROSC (Return of Spontaneous Circulation) awards to 8 current GFD firefighters and 2 retired members for successful cardiac arrest interventions resulting in full neurological recovery.

Department Initiatives

- Completed the department's Core Values Project in partnership with Zach Mathews. The values—Honor, Accountability, and Compassion—were selected by members and will guide decision-making and actions across all levels.
- Began development of a Work Performance Evaluation (WPE) with Darrell Mendenhall. The WPE will simulate real fire scene tasks and set a minimum standard for annual firefighter performance evaluations.

Community Support

- Local 5125 is hosting a t-shirt fundraiser benefiting Retired Firefighter Bob Campbell (battling prostate cancer) and IDHS District Manager Stan Frank (battling lung cancer). All proceeds will be split between the two individuals.

ATTACHMENTS

1. Dashboard for May Responses

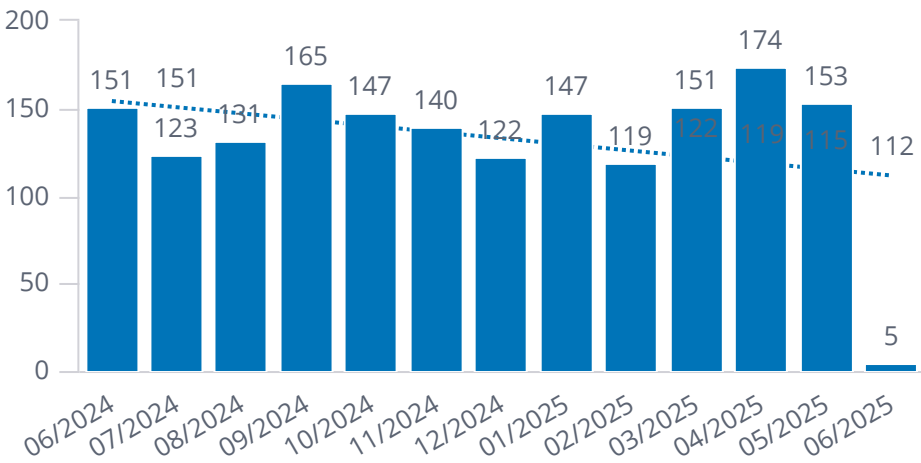
Incidents Last Month

153

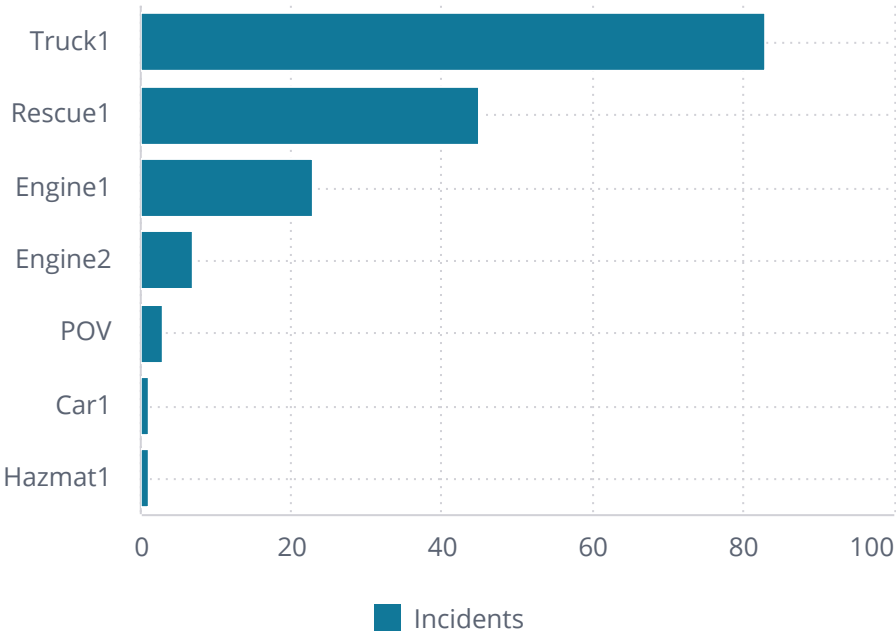
YTD Incidents

749

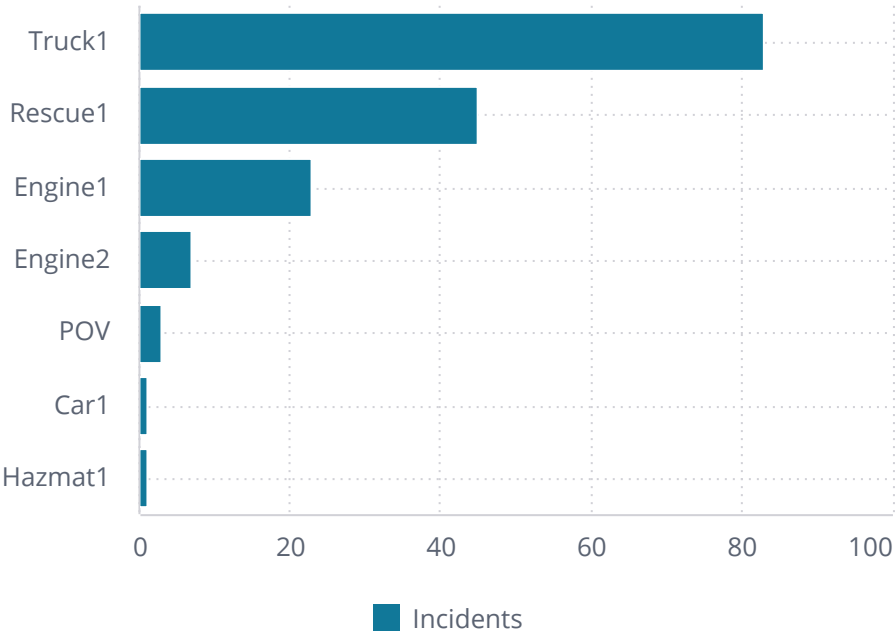
Monthly Incident Trending



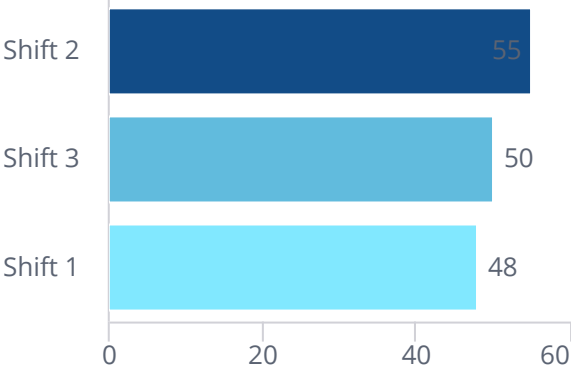
Incidents by Unit Last Month



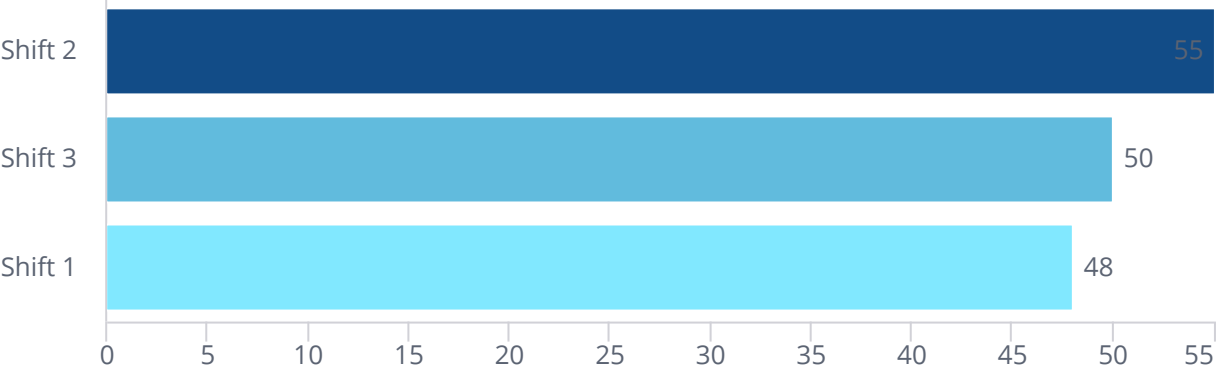
Incidents by Unit This Year



Incidents by Shift Last Month



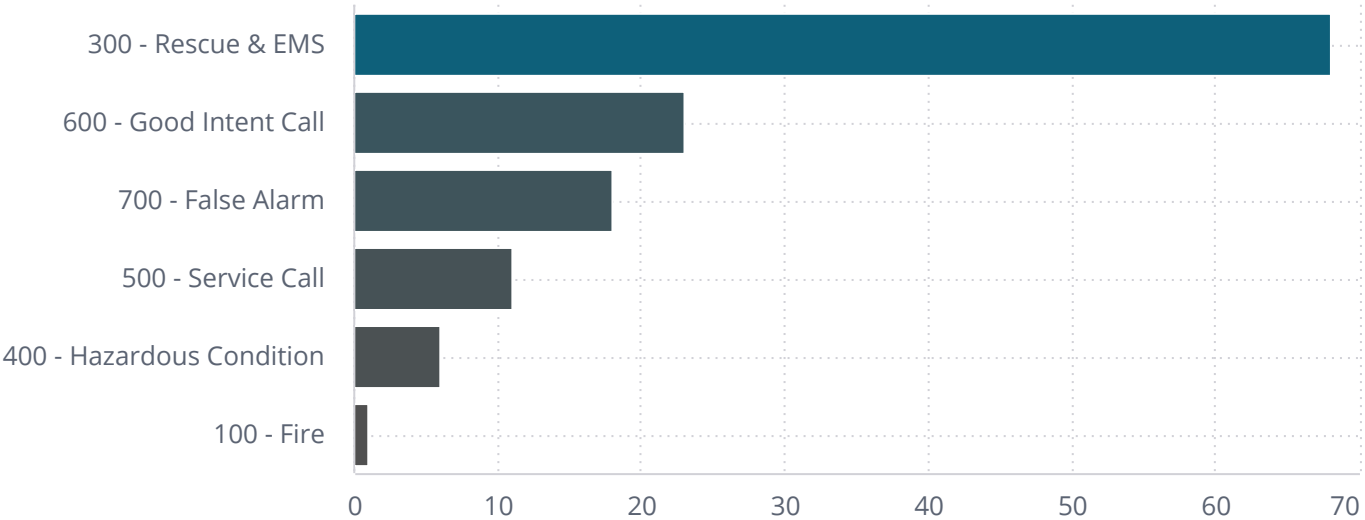
Incidents by Shift This Year



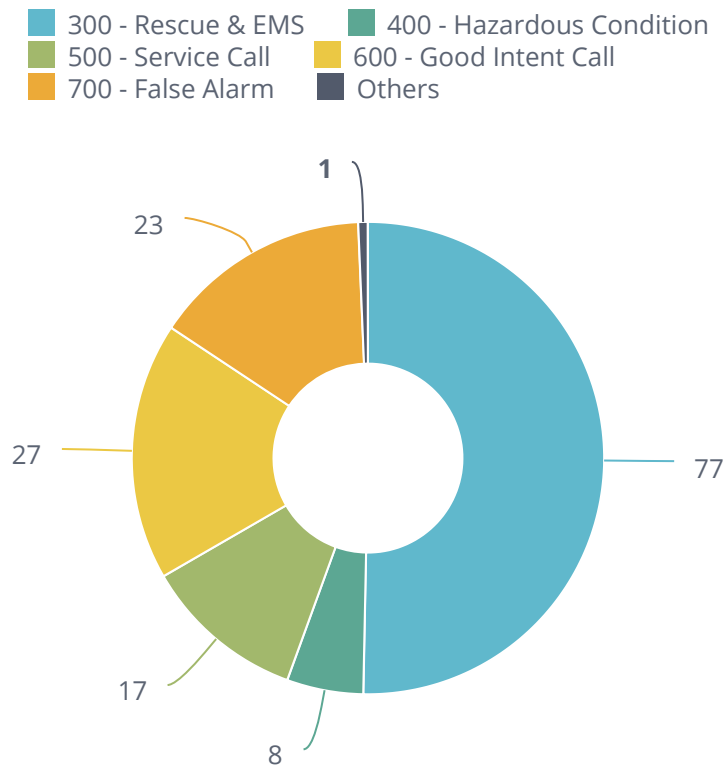
Station Coverage Last Month

127

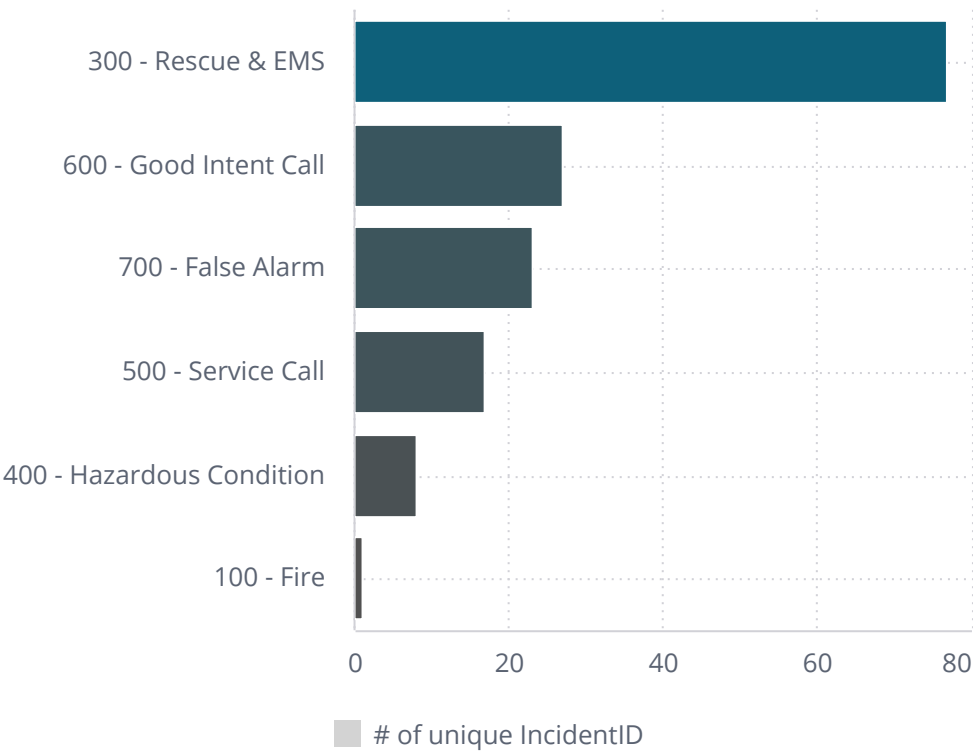
Station Coverage by Type This Month



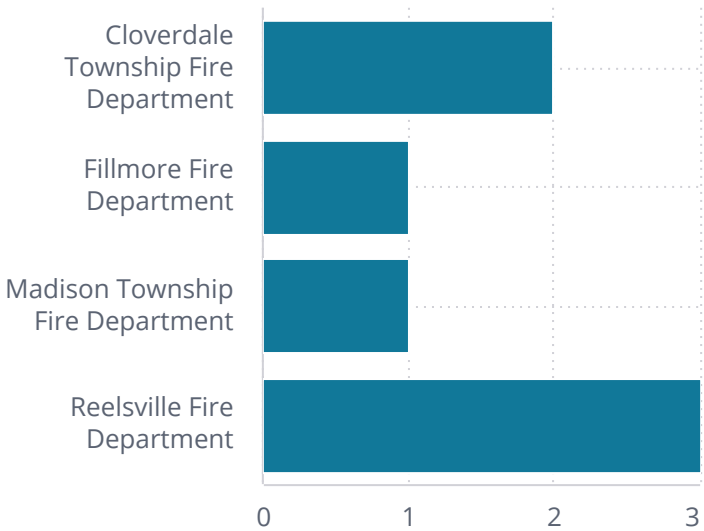
Incidents by Type Last Month



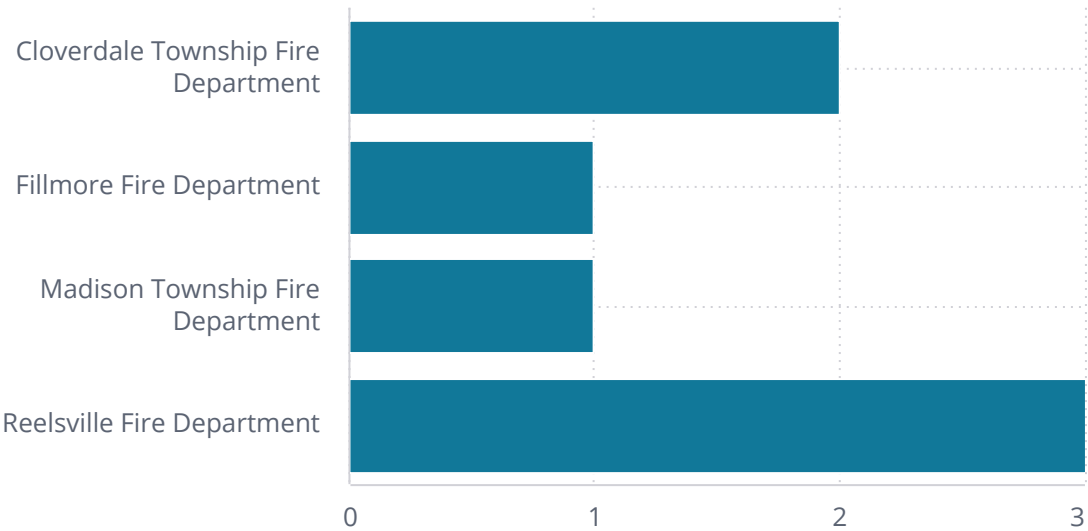
Incidents by Type This Year



Mutual Aid Given Last Month



Mutual Aid Given YTD



Incident Type Detail Last Month

Incident Type Group	Incident Type	Calls
100 - Fire	Building fire	1
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	17
	Medical assist, assist EMS crew	51
	Motor vehicle accident with injuries	7
	Motor vehicle accident with no injuries.	1
	Motor vehicle/pedestrian accident (MV Ped)	1
400 - Hazardous Condition	Arcing, shorted electrical equipment	2
	Carbon monoxide incident	1
	Gas leak (natural gas or LPG)	3
	Oil or other combustible liquid spill	1
	Power line down	1
500 - Service Call	Assist invalid	10
	Assist police or other governmental agency	1
	Tree Down	4
	Unauthorized burning	2
600 - Good Intent Call	Authorized controlled burning	1
	Dispatched & canceled en route	18
	HazMat release investigation w/no HazMat	4
	No incident found on arrival at dispatch address	3
	Smoke scare, odor of smoke	1
700 - False Alarm	Alarm system activation, no fire - unintentional	21
	Smoke detector activation, no fire - unintentional	2



Department Report

MEETING DATE

June 12, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. May_Fire_Inspections



May Fire Inspections

Inspection Location	Occupant Name	Inspection Type	Inspection Number	End Date	Status
1007 Mill Pond Dr	West Central Solid Waste District	B- Business General Fire	R25-0088-01	2025-05-05 10:00:00	Pass
1212 S Bloomington St	Boatright Dental Group	B- Business General Fire	25-0102	2025-05-05 10:30:00	Fail
1746-1752 Indianapolis Rd	The Breakfast Co.	B- Business General Fire	R25-0085-01	2025-05-06 09:15:00	Pass
833 Indianapolis Rd	Smoke Shop	B- Business General Fire	R25-0062-01	2025-05-06 14:00:00	Fail
1010 Indianapolis Rd	CVS	B- Business General Fire	R25-0063-01	2025-05-06 14:00:00	Fail
833 Indianapolis Rd	Rent a Center	B- Business General Fire	R25-0066-01	2025-05-06 16:45:00	Fail
100 5th St	On Site Bookkeeping	B- Business General Fire	R25-0071-01	2025-05-06 14:00:00	Pass
100 5th St	On Site Bookkeeping	B- Business General Fire	R25-0071-01	2025-05-06 14:00:00	Pass
51 Ridgeway St	New Life Baptist Church	A-3 Assembly General Fire	25-0103	2025-05-07 13:30:00	Fail
1223 S Bloomington St	D's Dry Cleaners & Gifts	B- Business General Fire	25-0104	2025-05-08 23:00:00	Fail
1223 S Bloomington St	D's Dry Cleaners & Gifts	B- Business General Fire	R25-0104-01	2025-05-08 14:45:00	Pass
810 Indianapolis Rd	Kork @ Keg Liquors	B- Business General Fire	R25-0078-01	2025-05-09 23:40:00	Fail
820 Indianapolis Rd	Jimmy John's	B- Business General Fire	R25-0079-01	2025-05-09 12:50:00	Fail
Putnam Plaza	Tractor Supply Company	B- Business General Fire	R25-0023-02	2025-05-09 12:55:00	Fail
1360 Indianapolis Rd	Castle Smoke Shop	B- Business General Fire	R25-0034-02	2025-05-09 10:30:00	Fail
100 5th St	Natasha Elson L.M.T	B- Business General Fire	R25-0069-01	2025-05-09 23:00:00	Pass
1148 S Bloomington St	McClure Gas Station	B- Business General Fire	25-0105	2025-05-12 10:00:00	Fail



Inspection Location	Occupant Name	Inspection Type	Inspection Number	End Date	Status
1152 Indianapolis Rd	Taco Bell	B- Business General Fire	R25-0042-02	2025-05-12 10:15:00	Fail
1109 Indianapolis Rd	Putnam County Prosecutor Child Support Division	B- Business General Fire	R25-0041-02	2025-05-12 10:15:00	Fail
1215 S Bloomington St	Casey's	B- Business General Fire	25-0106	2025-05-13 10:00:00	Fail
1207 S Bloomington St	Shell	B- Business General Fire	25-0107	2025-05-13 10:15:00	Pass
1205 S Bloomington St	Papa John's	B- Business General Fire	25-0108	2025-05-13 10:30:00	Fail
813 E Franklin St	Greencastle Dentistry	B- Business General Fire	25-0109	2025-05-14 10:00:00	Pass
1208 S Bloomington St	American Family Insurance	B- Business General Fire	25-0110	2025-05-14 10:30:00	Fail
1204 S Bloomington St	Brad Tucker State Farm Insurance	B- Business General Fire	25-0111	2025-05-14 10:30:00	Pass
1212 S Bloomington St	Boatright Dental Group	B- Business General Fire	R25-0102-01	2025-05-14 14:45:00	Pass
1007 Mill Pond Dr	Work One	B- Business General Fire	R25-0089-01	2025-05-15 10:30:00	Pass
204 E Seminary St	DPU Graduation Stage	E- Education General Fire	25-0112	2025-05-15 23:00:00	Pass
1003 Mill Pond Dr	Athletico Physical Therapy	B- Business General Fire	R25-0087-01	2025-05-16 10:00:00	Pass
1003 Mill Pond Dr	Wabash Management	B- Business General Fire	R25-0086-01	2025-05-16 09:50:00	Pass
1010 Mill Pond Dr	Bureau of Motor Vehicles	B- Business General Fire	R25-0090-01	2025-05-16 10:00:00	Pass
1003 Mill Pond Dr	Unoccupied	B- Business General Fire	25-0113	2025-05-16 10:00:00	Pass
Robe Ann Park	City Pool	A-4 Assembly General Fire	25-0114	2025-05-21 15:00:00	Open
819 E Franklin St	Your Higher Self Holistic Wellness	B- Business General Fire	25-0115	2025-05-29 10:15:00	Fail



Inspection Location	Occupant Name	Inspection Type	Inspection Number	End Date	Status
703 N Jackson St	Kork & Keg Liquors	B- Business General Fire	R25-0080-01	2025-05-29 10:45:00	Fail
810 Indianapolis Rd	Kork @ Keg Liquors	B- Business General Fire	R25-0078-02	2025-05-29 10:45:00	Fail
1109 Indianapolis Rd	Putnam County Prosecutor Child Support Division	B- Business General Fire	R25-0041-03	2025-05-29 10:30:00	Fail
820 Indianapolis Rd	Jimmy John's	B- Business General Fire	R25-0079-02	2025-05-29 14:20:00	Pass
1744-1748 Indianapolis Rd	AT&T	B- Business General Fire	R25-0082-01	2025-05-28 14:00:00	Fail
1746-1752 Indianapolis Rd	World Finance	B- Business General Fire	R25-0084-01	2025-05-28 14:30:00	Fail
1019 Indianapolis Rd	Speedway	B- Business General Fire	R25-0055-02	2025-05-28 14:35:00	Fail
1153 Indianapolis Rd	Speedway LLC	B- Business General Fire	R25-0049-02	2025-05-28 14:45:00	Fail
911 Indianapolis Rd	Auto Zone	B- Business General Fire	R25-0057-02	2025-05-29 10:50:00	Fail

43 Inspections



Department Report

MEETING DATE

June 12, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. CC Agenda--Planning 06.12.25
2. Building Division Report (May 25)

Greencastle Common Council Report— June 12th, 2025

City Planning Department

Prepared by: Blaine Rout (765-848-1504) - brout@cityofgreencastle.com

Board of Zoning Appeals Meeting:

The BZA meeting on June 3rd was held, with one petition on the agenda for a Variance of Use to allow for an Accessory Dwelling Unit (ADU) in the Traditional Neighborhood Zone District. The variance was approved unanimously. ADU's are likely to rise in popularity and demand in coming years due to a variety of factors. These can provide a net benefit to the community if done correctly. Please reach out with any questions or concerns.

Technical Review Committee:

The Technical Review Committee meeting on May 8th was held, with the bulk of the discussion dedicated to Unsafe Buildings and nuisance properties that have been increasing due to the time of the year. Scott and myself have been directly involved working with business owners on N Jackson St to reduce the amount of curb cuts and increase the greenspace/tree row. Ultimately, we have secured a majority of the properties that had issues to allow for the changes. This is a big win for the community and our ability to enhance the primary corridors that are how many travelers and newcomers view the City of Greencastle. Enhancing those corridors, especially N Jackson Street, is vital to improving the overall image of the city.

Unsafe Building Committee:

There are no buildings currently on the docket to be reviewed by the committee. That is the final step before the city would take action to proceed with demolition. Discussions continue on potential action, especially as it relates to 1245 S Jackson S (Former Victorian Day Spa).

Plan Commission Meeting:

Greencastle Plan Commission's meeting for May 27th was cancelled due to lack of business.

MS4 Stormwater Committee Meeting and Activities:

Scott Zimmerman has been working on stormwater projects (both private and public) whereas we have been identifying stormwater infrastructure's conditions as a whole and updating that to reflect correct information on GIS maps. This work continues, and includes new projects such as improvements at the Vet's Office on N Jackson, the Putnam County Annex on W Liberty St, among others.

Activities

- Street Tree Board – Next Tree Board meeting is on August 6th. One tree had been removed to accommodate an ADA ramp for the new hotel at 1 S Jackson St, where the Board will discuss possible locations for a replacement tree to be planted somewhere in the public space within the City.
- Sustainability Commission – The meeting on May 20th discussed the waterway near the bocce ball court, the coordination of a regional workshop on wildlife habitat creation, and PC/RIP updates.
- Code Enforcement Activity continues throughout the city. There have been several nuisance properties that have required the city to perform abatement and have a contractor mow grass. A record of various activities is being kept will be available as an “End of Year Report” to showcase some of the major improvements throughout the City that have been made as part of this process.
- GIS map layers for sidewalks will get a major overhaul once work is completed this summer to inventory all the sidewalks via technical assistance from Thrive West Central based out of Terre Haute.
- Reviewed various building and sign permits.

Building Division

From: 5/1/2025 to 5/31/2025 (Issued Date)

Permits Issued

Year:	2025			
Month:	May			
Permit Number	Owner	Permit Type	Address	Permit Fee
24-3470	Midland Greencastle LLC	Remodel - Commercial	29 Putnam Plaza	\$70.00
25-3595	Sanders George W	Single Family & Duplex	34 JACKSON BLVD	\$185.60
25-3598	Crown Equipment Corporation	Remodel - Commercial	750 S FILLMORE RD	\$238.40
25-3630	Wal Mart Stores East LP	Remodel - Commercial	1528 E ST RD 240	\$40.00
25-3641	TCP Greencastle LLC	Remodel - Commercial	1360 INDIANAPOLIS RD	\$280.00
25-3643	DePauw University	Remodel - Commercial	7 E LARABEE ST	\$190.00
25-3644	DePauw University	Remodel - Commercial	602 S. College Ave	\$190.00
25-3647	TNT Fireworks	Temp Structures/Tents	1750 Indianapolis Road	\$40.00
25-3648	DePauw University	Remodel - Commercial	602 S College Ave	\$190.00
25-3654	Young Mobile Home Sales Inc	Single Family & Duplex	606 HOWARD ST	\$160.00
25-3657	Greencastle Elks Lodge	Remodel - Commercial	202 S INDIANA ST	\$190.00
25-3661	Patterson Debra & Roy	Accessory - Residential	904 SHERWOOD DR	\$40.00
25-3662	Seay Brenda K	Accessory - Residential	108 MARTINSVILLE ST	\$40.00
25-3665	Black Parker & Vickie S	Demolition - Residential	411 E WASHINGTON ST	\$25.00
25-3669	City Of Greencastle	Remodel - Commercial	1 S JACKSON STREET	\$190.00
25-3670	Brennan William C	Electrical - Residential	626 ANDERSON ST	\$30.00
25-3671	N/A	Remodel - Commercial	27 Putnam Plaza	\$70.00
25-3674	Round Barn LLC	Remodel - Commercial	1180 HORSESHOE DR	\$70.00
25-3681	Wolfe Eric & Javens-Wolfe June	Electrical - Residential	1001 CRESCENT DR	\$30.00
Month Total:				\$2,269.00

Building Division

From: 5/1/2025 to 5/31/2025 (Issued Date)

Permits Issued by Permit Type	Year:	2025	
	Month:	May	Year to Date
Accessory - Residential		2	8
Demolition - Commercial		0	4
Demolition - Residential		1	4
Electrical - Commercial		0	2
Electrical - Residential		2	6
Multi-Family Building		0	6
Remodel - Commercial		11	22
Remodel - Residential		0	6
Single Family & Duplex		2	4
Temporary Structures & Tents - Commercial		1	1
Total Issued:		19	63
Total Receipts:		\$2,269.00	\$7,920.55
Total housing:		\$168,000.00	\$708,728.00
Total Construction:		\$1,345,754.00	\$3,600,014.00

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

June 12, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. council report May 2025

June 2nd, 2025

Greencastle Police Department Common Council Report May 2025

<u>CALL ACTIVITY TOP 5</u>	<u>#</u>
LOCKOUTS	63
ACCIDENTS	45
TRAFFIC VIOLATION	40
ADMINISTRATIVE	32
DISTURBANCE	31

DEPARTMENT EMPLOYMENT ANNIVERSARIES

ASST. CHIEF ED WILSON	5-7-07 (18 YEARS)
CAPTAIN BRAD HIATT	5-12-15 (10 YEARS)
CAPTAIN CHARLES INMAN	5-22-00 (25 YEARS)
OFFICER JENSEN CLEMENT	5-28-24 (1 YEAR)

PATROL-Officers conducted 126 traffic stops in the month of May. Officers responded to 523 calls for service, opened 45 criminal case reports and completed 17 Indiana Crash Reports. Officers completed a total of 19 field arrests for the month. The GPD Running team (7 officers for this year) completed the Mini-marathon race (13.1 miles) on May 3rd in Indianapolis. This was the 11th year the team completed the race. Officers helped with the FOP Color 5K Run on May 10th at the Sports Park. (1) GMS student did a job shadow for a day (JAG Program) on May 13th and rode along with Dayshift Officers for the day.

DETECTIVES- Detectives were assigned 12 new cases as well as 6 DCS cases. Detectives were called out 4 times during the month. 1 case was sent to the Prosecutor's Office for charges. 1 case was closed. Detectives served 6 search warrants for the month.

PARKING ENFORCEMENT- 41 tickets were issued for the month (29-3 HR, 8-wrong direction, 2-no parking, 1-handicap parking, 1-parking zone).15 warnings were written. 21 tickets have been paid and 19 have not been paid, 1 ticket voided

RESERVES- The Reserve Division worked **42** hours for the month.

TRAINING

All GPD Officers conducted firearms qualifications on May 20th & 23rd.

GPD Officers participated in Emergency Vehicle Operations training on May 20th.



Department Report

MEETING DATE

June 12, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

Summary Report for May 2025



Department of Public Works

Sign Work:

1. Installed or replaced 9- poles, 7- one way signs, 1- do not enter, 1- no outlet, 2- stop signs, 6- breakaways, 1- 30 MPH sign and 1- all way this month.
2. Put out small American flags at trees on VMH for memorial weekend.
3. Put up sunshine and welcome banners on light poles.

Mechanical:

1. 12' Chevy 3500: Changed oil and filter. Found the frame rusted in to.
2. 16' F-550: Changed oil and filter.
3. John Deere 5520: Replaced battery.
4. 11' F-650: Rewired air compressor.
5. Mayor's car: Rotated tires and changed oil and filter.
6. Elgin Sweeper: Replaced sprockets and chain to conveyer.
7. I3240 Kubota: Replaced leaking fuel line.
8. Shop: Purchased safety glasses.

Sweeping:

1. Swept downtown 4 times and city streets 3 times driving 121 miles, used 600 gallons of water, 45 gallons of diesel and picked up 59.5 yards of debris this month.

Storm Work:

1. Cleaned city drains 2 times this month collecting 1 ton of debris.

Patching:

1. Regraded N. College 2 times this month using 7 tons of gravel.
2. Patched city streets 7 times this month using 5.5 tons of CMA.
3. Patched N. College and Frasier streets using 30.42 tons of HMA.
4. Used small Vac. from utilities to clean out sludge from pit to the drain under College St.

Mowing:

1. Mowed and weedeated 1 time at the Cemetery.
2. Mowed and weedeated VMH3 times this month.
3. Mowed city right of ways 2 times and DPW 3 times this month.

Tree Work:

1. Cut up a fallen tree on Albin Pond Road hauling off 2 truckloads.
2. Planted 1 tree at the YMCA.
3. Trimmed back trees for line of sight.

Thermo:

1. Put down 132' of stop block and 25' of 4" this month.

Misc:

1. Sprayed city right of ways and VMH with round-up.
2. Removed carpet and glue on floor at City Hall.
3. Removed old piano from downtown.
4. Picked up trash from 2 homes for trash day.

Made lists of faded crosswalk lines and stop blocks.

ATTACHMENTS

None



Department Report

MEETING DATE

June 12, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

June 12, 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 AVERAGE
AVERAGE DAILY FLOW IN (M.G.D.)	1.501	1.449	1.448	3.016	1.768								1.836
YEARLY TOTAL													
DAYS ABOVE DESIGN FLOW	0	0	0	8	1								9
DAYS OF OVERFLOW AT PLANT	0	0	0	0	0								0
RAIN INDUCED OVERFLOW COL. SYSTEM	0	0	0	1	0								1
MECH/ELECT ISSUE CAUSING OVERFLOW	0	0	0	0	0								0
SEWER CALLS BLOCKAGE IN CITY LINES	0	0	0	0	0								0
EMERGENCY REPAIRS MADE	0	0	0	0	0								0
OVERFLOW CAUSED BY BLOCKAGE IN CITY LINES	0	0	0	0	0								0
SEWER LINE CLEANED (FOOTAGE)	340	2,039	1,971	1,484	2,788								8,622
LOCATES	135	188	246	344	408								1,321
TAP PERMITS	0	0	0	0	0								0
SEWER LINES TELEVIEWED (FOOTAGE)	0	320	947	2,589	2,388								6,244

2024

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEARLY 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 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

June 12, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

June 12, 2025

PREPARED BY

Jason Keeney

MONTHLY HIGHLIGHTS

This month was extremely busy with wrapping up the pool filter/surge pit installation, training for operations of our new filtration system, preparing the pool for filling with water. There are still a handful of minor tasks, including painting and storage space utilization, that we are working on with the pool/pool house as the season moves along. Early in May we discovered that some of the plumbing in the Bob York Splash pad had issues with leaking at joints and pipes were corroded so we spent a large part of the month repairing portions of the plumbing. The initial water tests for the pool returned with positive results and we were able to open the pool on Memorial Day with a line of people waiting for the pool doors to open. Attendance in May was phenomenal (near records) with the kids enjoying that water, even though the director thinks it is far too cold to be swimming! The mowing has taken off in earnest and our maintenance guys are working hard to tame the grass. Ashley received confirmation that the school will be providing Summer feeding again at the park which will be utilized by our SPARK kids!

ATTACHMENTS

1. Mayparkclaims
2. Emeraldpalace

Greencastle Parks & Recreation Department
Accounts Payable Voucher Docket
Wednesday, June 4, 2025
(For business of May 2025)

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Arab Termite & Pest	Quarterly Service	\$ 75.00
CarQuest	Resin Quart	\$ 28.49
Headley Hardware	Repair Parts	\$ 1,162.64
Black Lumber	Insulation & Lumber	\$ 319.95
Visa Card Services	Red Cross, Supplies, Home Depot	\$ 1,091.50
Humphrey's	Weedeater String	\$ 67.99
Spear Aquatics	Chemicals and Plumbing Parts	\$ 3,965.37
Keystone Cooperative	Diesel & Regular Unleaded	\$ 528.08
Butler's LP	Pond Treatment	\$ 120.00
Gordon Food	Concessions Food	\$ 2,611.41
Share Corp	Algae Cleaner	\$ 61.64
Hutch's Body Shop	Door Lock & Door Repair	\$ 425.25
James Thornton -Softball	Sanctions & Balls	\$ 1,135.00
Spear Aquatics Early Buy	Chemicals	\$ 5,894.02
S5 Security	Security Monitoring	\$ 29.95

Total General Operation Expenses \$ 17,516.29

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 **\$17,648.67** dated **June 4, 2025**.

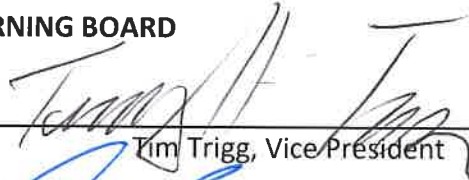
SIGNATURES OF THE GOVERNING BOARD



Cathy Merrell, President



Doug Hutchison



Tim Trigg, Vice President



Scott Hamilton



Emerald Palace Playground v2.0 Robe-Ann Park

Greencastle, IN

25 years ago our community built an amazing playground in Robe-Ann Park in Greencastle, IN. The playground has been engaged by thousands of children over those years and the time has come for us to upgrade and enhance this playground for the next generation of children that come to our park in Putnam County.

The Greencastle Parks and Recreation Department, City of Greencastle and myself are spearheading this endeavor. With your renewed contribution, we can continue to engage Putnam County children for years to come with Emerald Palace 2.0!

We would be delighted if you would consider purchasing a component for the playground upgrade. All equipment will be on a first come, first served basis. If you want to purchase a component or have additional questions, please feel free to call or contact me at the following: emeraldpalace2.0@icloud.com or by phone/text at 765-720-7607.

Payment for the component can be by check, cash or the online invoicing system through the City of Greencastle. Once you make your commitment, we will discuss the payment method that works best for you.

Attached you will find the upgraded design and the Component Sales List for the playground equipment. As we did 25 years ago, there will be a build week where Leather's will come and lead us in upgrading our playground for the next generation of children and grand children that are READY TO PLAY!

Sincerely

Denise Sigworth
Representative, City of Greencastle - Emerald Palace Playground 2.0
emeraldpalace2.0@icloud.com
765-720-7607

Emerald Palace Playground Project 2.0

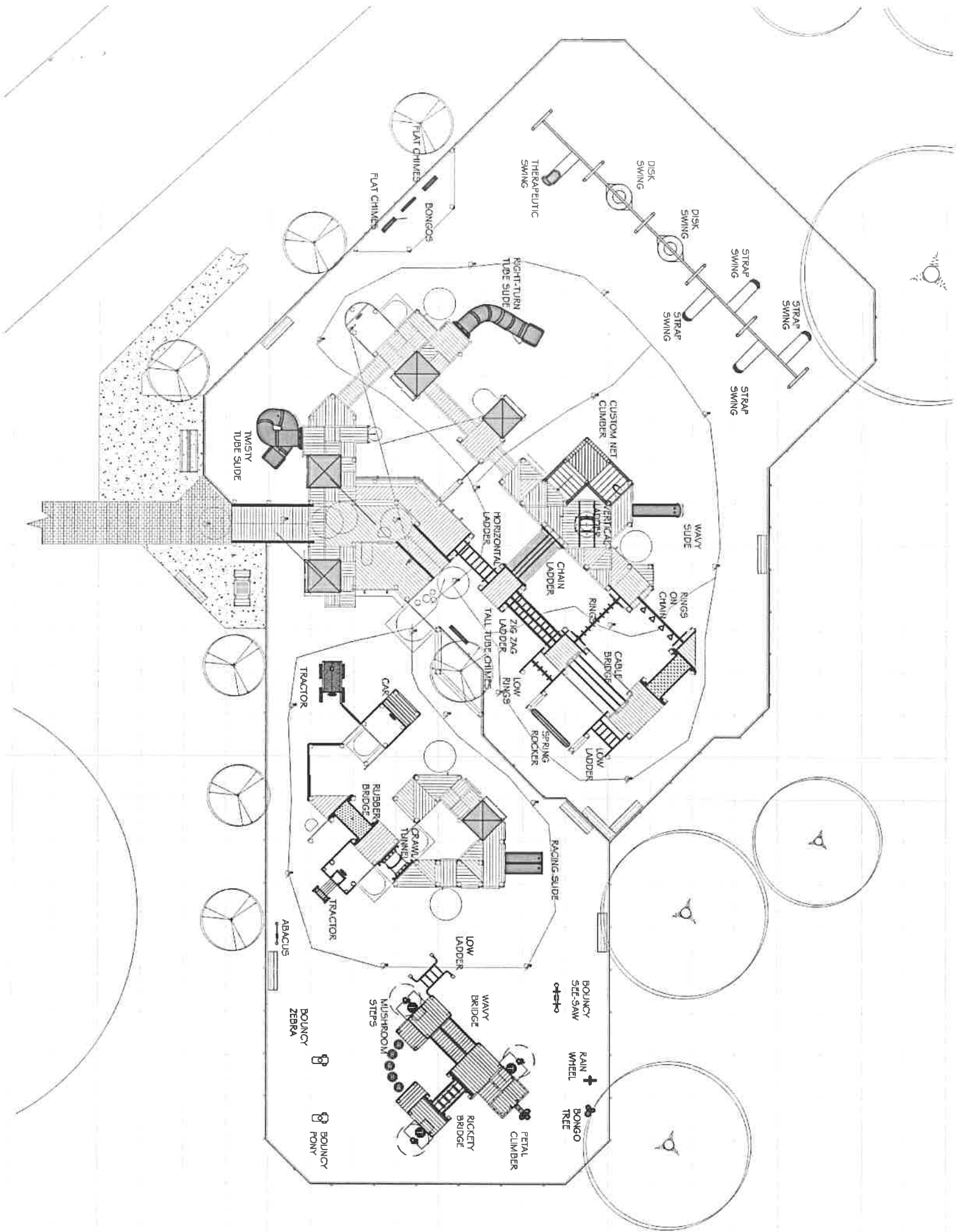
Equipment List

*Therapeutic Swing.....		\$1,250	Rubber Bridge		\$1,750
*Disk Swing 1		\$1,700	*Racing Slide.....		\$6,500
*Disk Swing 2		\$1,700	*Crawl Tunnel.....		\$3,250
*Strap Swing 1	SOLD	\$600	*Abacus		\$2,750
*Strap Swing 2	SOLD	\$600	*Bouncy Zebra	SOLD	\$950
*Strap Swing 3		\$600	*Bouncy Pony	SOLD	\$950
*Strap Swing 4		\$600	*Mushroom Steps	SOLD	\$4,500
*Flat Chimes 1		\$1,300	Low Ladder #2		\$2,500
*Flat Chimes 2		\$1,300	Wavy Bridge		\$2,000
*Bongos		\$1,100	*Bouncy See Saw		\$2,700
Right Turn Tube Slide		\$7,500	*Rain Wheel		\$1,500
*Custom Net Climber		\$3,500	*Bongo Tree.....		\$1,750
Wavy Slide		\$5,000	*Petal Climber		\$2,000
Vertical Ladder/Tree Fort		\$1,500	Rickety Bridge	SOLD	\$1,500
Rings on Chain	SOLD	\$1,250	Puppet Playhouse		\$1,500
Rings		\$1,000	Rocket		\$1,500
Chain Ladder.....		\$1,700	Wheelchair Ramping.....		\$1,750
Horizontal Ladder		\$2,300	Seating		\$2,000
Twisty Tube Slide.....		\$9,500	Number Cubes	SOLD	\$600
Tractor #1	SOLD	\$3,500	Fire pole		\$1,000
Tractor #2.....		\$3,500	Chin Up Pipe.....		\$300
Car		\$3,500	Low Ladder 1		\$2,500
Low Rings.....		\$1,300	Benches (5)	(5) SOLD	\$200
Tall Tube Chimes		\$1,250	Castle	SOLD	\$4,000
Cable Bridge/Chain		\$2,000	Balance Chains/Spring Rocker		\$2,125
Zig Zag Ladder.....		\$3,500	Tic Tac Toe	SOLD	\$400

Equipment marked "*" are brand new items that will be added to the playground. All of the equipment listed above is for sale on a first-come basis.

If you would like to purchase a Playground Component or would like additional information, please Call or Email:

Denise Sigworth 765-720-7607
email: EmeraldPalace2.0@icloud.com





Department Report

MEETING DATE

June 12, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 2025_05 Monthly Report

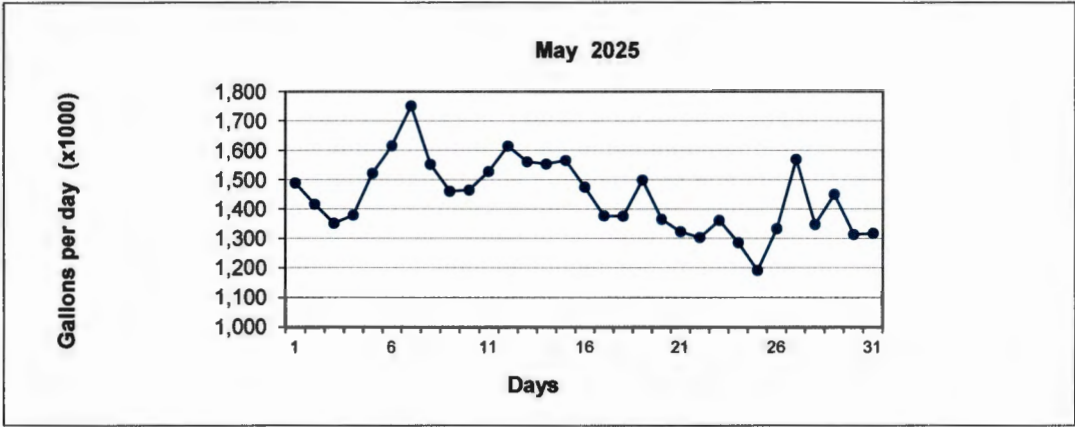
Greencastle Utilities

Monthly Report

May 2025

Gallons

1,442,133	Average daily pumpage	
1,751,339	Peak Day	7
1,191,254	Minimum Day	



Utility Repairs & Statistics	Number	Brief Description
Water main leaks - (4" - 12")	1	6" cast iron main near 409 Howard St.
Service line leaks	4	
Other	1	Leak on the PC Museum service line.
Fire hydrant flushing	423	Water & Fire Departments intermittingly for 3 days
Water main tie-ins	6	N Jackson St project
Work Orders	190	
Meter Change-Outs	87	
IUPPS line locates	408	
Total active accounts	3725	
Disconnects for non-payment	40	

Month	Calendar Month Pumpage	Known Water Usage / Loss	Gallons Sold	Unaccountable Water	Peak Day Gallons	Peak Day
2025						
January	43,075,631	555,056	30,936,532	20.5%	1,576,089	28
February	42,688,191	500,814	29,569,188	21.3%	1,696,459	13
March	45,094,715	525,163	30,031,452	24.8%	1,564,515	6
April	44,175,740	1,664,639	32,223,092	21.1%	1,724,622	28
May						
June						
July						
August						
September						
October						
November						
December						
YTD	Totals:	175,034,277	3,245,672	122,760,264		

**STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769**

**Paul D. Joyce, CPA
State Examiner**

COMPLIANCE EXAMINATION REPORT

OF

CITY OF GREENCASTLE

PUTNAM COUNTY, INDIANA

January 1, 2024 to December 31, 2024



FILED

06/10/2025

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Other Reports.....	5

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Mikayla Johnson	01-01-24 to 12-31-25
Mayor	Lynda R. Dunbar	01-01-24 to 12-31-25
President of the Board of Public Works	Lynda R. Dunbar	01-01-24 to 12-31-25
President Pro Tempore of the Common Council	Stacie Langdon	01-01-24 to 12-31-25



Paul D. Joyce, CPA
State Examiner

INDIANA STATE BOARD OF ACCOUNTS

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INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE FOR THE U.S. DEPARTMENT OF THE TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS PROGRAM (SLFRF) REQUIREMENTS FOR AN ALTERNATIVE SLFRF COMPLIANCE EXAMINATION ENGAGEMENT

TO: THE MANAGEMENT OF THE CITY OF GREENCASTLE, PUTNAM COUNTY, INDIANA

We have examined the City of Greencastle's (City) compliance with the compliance requirements "activities allowed or unallowed" and "allowable costs/cost principles" (the specified requirements) as described in Part IV "Requirements for an Alternative Compliance Examination Engagement for Recipients That Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving SLFRF Awards" of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) section of the 2024 OMB *Compliance Supplement* (referred to herein as "Requirements for an Alternative SLFRF Compliance Examination Engagement") during the period January 1, 2024 to December 31, 2024.

Management of the City is responsible for the City's compliance with the specified requirements. Our responsibility is to express an opinion on the City's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the AICPA; the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in the "Requirements for an Alternative SLFRF Compliance Examination Engagement." Those standards and requirements require that we plan and perform the examination to obtain reasonable assurance about whether the city complied, in all material respects, with the specified requirements referenced above.

An examination involves performing procedures to obtain evidence about whether the city complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the city's compliance with the specified requirements referenced above.

In our opinion, the City complied, in all material respects, with the aforementioned requirements during the period January 1, 2024 to December 31, 2024.

INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE FOR THE U.S. DEPARTMENT OF THE
TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS PROGRAM (SLFRF)
REQUIREMENTS FOR AN ALTERNATIVE SLFRF COMPLIANCE EXAMINATION ENGAGEMENT
(Continued)

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud; and noncompliance with provisions of laws, regulations, contracts, or grant agreements that have a material effect on the City's compliance with the specified requirements and any other instances that warrant the attention of those charged with governance. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on the City's compliance with the specified requirements and not for the purpose of expressing an opinion on the internal control over the specified requirements or on compliance and other matters; accordingly, we express no such opinions.

The results of our tests disclosed no matters that are required to be reported under *Government Auditing Standards*.

Intended Purpose

The purpose of this examination report is solely to express an opinion on whether the City complied, in all material respects, with the specified requirements referenced above during the period January 1, 2024 to December 31, 2024. Accordingly, this report is not suitable for any other purpose.



Beth Kelley, CPA, CFE
Deputy State Examiner

May 21, 2025

OTHER REPORTS

In addition to this report, other reports may have been issued for the City. All reports can be found on the Indiana State Board of Accounts' website: <http://www.in.gov/sboa/>.



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

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

MINUTES

I. Call to Order; Roll Call

Mayor Dunbar called the meeting to order at 7pm. Clerk-Treasurer, Mikayla Johnson, called the roll. Councilors Thomas, Hammer, Asbell, Langdon, Masten, Nicholson, and Aguirre were present.

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
Councilor Nicholson made a motion to approve the street closure request as presented, seconded by Councilor Hammer, 7-0, motion carried.
- B. Street Closure Request - Main Street Greencastle First Friday
Councilor Masten made a motion to approve the street closure request as presented, seconded by Councilor Thomas, 7-0, motion carried.

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
Mayor Dunbar gave an update on the streets, reminded everyone that sidewalk bids are due soon, and that repaving should begin soon, given the weather. The comprehensive plan is coming along and will be discussed more later in the meeting. She thanked everyone that was able to attend and sent input about the Housing Symposium that was held and thought that it went really well.
- B. Clerk-Treasurer's Report
Clerk-Treasurer, Mikayla Johnson, gave a final reminder that Spring Heavy Trash Day for Greencastle Municipal Utilities trash customers is this coming Saturday, May 10, 2025 at Republic Trash Services.
- C. Councilors' Report
Councilor Aguirre gave a shoutout to Chief Frank for the data-driven department head report. Regarding the \$40,000 child care grant, they've been talking to consultants, received a scope proposal from one and expecting two others. Another reminder is that he's received 3 submissions for ideas on how to spend his councilor's allotment of EDIT funds. Councilor Aguirre also commented on his time spent at FDIC with Chief Frank. Councilor Masten recognized Blaine Rout and Scott Zimmerman for all the hard work they've been putting in recently.
Councilor Langdon recapped the park board meeting; pool, splash pad, and concessions are all on track to open on Memorial Day.
Councilor Asbell congratulated Nick Eastham on 17 years with GPD.
Councilor Hammer will be presenting a Greencastle High School senior with the Rockiki/Elected Officials' scholarship at the GHS scholarship program.

VII. Approval of Minutes

- A. Approval of Minutes - April 10, 2025
Councilor Nicholson made a motion to approve the minutes as presented, seconded by Councilor Langdon, 7-0, motion carried.

VIII. Approval of Claims

Councilor Hammer made a motion to approve the claims as presented, seconded by Councilor Masten, 6-0-1, motion carried. Councilor Aguirre abstained due to a conflict of interest.

IX. Old Business

X. New Business

A. Zoning Ordinance Amendments

Councilor Masten made a motion to approve Ordinance 2025-5 on first reading as presented, seconded by Councilor Hammer, 6-1, motion carried.

XI. Adjournment

Councilor Thomas made a motion to adjourn at 7:47pm, seconded by Councilor Nicholson, 7-0, motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk - Treasurer

City of Greencastle

City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135
765.848.1510
mjohnson@cityofgreencastle.com



Mikayla J. Johnson

Clerk-Treasurer

Greencastle Common Council Work Session Minutes

June 2, 2025

5:30 P.M.

Greencastle City Hall

I. Call to Order; Roll Call

A. Mayor Dunbar called the meeting to order at 5:30 PM; upon roll by Clerk-Treasurer Mikayla Johnson, the following were present Darrel Thomas, Mark Hammer, Katherine Asbell, Stacie Langdon, and Vincent Aguirre. Councilors Masten and Nicholson were absent.

II. SB 1 Presentation

Mayor Dunbar gave a presentation regarding SB1. No official actions were taken.

III. Adjournment

Motion by Councilor Thomas to dismiss at 6:39pm, second by Councilor Langdon, 5-0, motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk-Treasurer

ORDINANCE 2025- 5

**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 12th, 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
Permitted Sign Types					
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
Permitted Sign Area & Number					
Building Frontage/Sign Size Ratio (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 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
General Sign Standards					
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 (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 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:

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

1

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

2

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.

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

Commercial Uses

- theater (outdoor)
- 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

41

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
recreational greenhouses	P	P														
saunas	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
mini-barns and sheds	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
dumpsters and trash containers										P	P	P	P	P	P	P
other accessory structures related to the primary use	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	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.	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
Parking
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

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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 be 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 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 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. **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.~~

C.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-EntryMonument 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.
- 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 Business Non-residential Signs					
Sign Standard	Zoning District				
	GB1	GB2	PB	LI	GI
Permitted Sign Types					
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
Permitted Sign Area & Number					
Building Frontage/Sign Size Ratio (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 Nonresidential Business Use	No Limit	No Limit	100 sq. ft.	350 sq. ft.	350 sq. ft.
Maximum Number of Signs per Nonresidential Business Use	5	5	3	3	3
General Sign Standards					
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 (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.

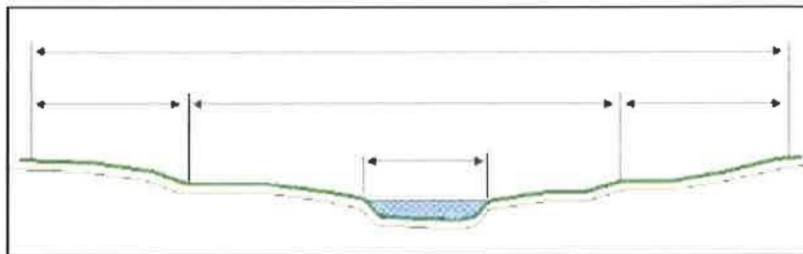
Flag: A flexible piece of fabric, normally rectangular and attached on one side to a pole or rope, generally with printed or embroidered insignia used as a symbol of a government, political subdivision, or another institutional use.

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.

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, ~~on~~, 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.

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 is 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.

RESOLUTION NO. 2025 - 02
COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

A RESOLUTION AFFIRMING
PREMIUM BRANDS SERVICES, LLC, known as KNITWELL GROUP
formerly known as ASCENA RETAIL GROUP, INC.
OF COMPLIANCE WITH STATEMENTS OF BENEFITS

WHEREAS, Ascena Retail Group (now known as Premium Brands/Knitwell Group) has heretofore been granted certain tax abatements in consideration of certain benefits for the City of Greencastle; and,

WHEREAS, said company has submitted the following forms as of May 15, 2025:
CF-1/RE for tax abatement on a facility renovation granted in 2012,
CF-1/RE for tax abatement on a facility expansion granted in 2015,
CF-1/PP for tax abatement granted on equipment in 2012 and amended in 2014, &
CF-1/PP for tax abatement granted on equipment granted in 2015.

WHEREAS, the Common Council has reviewed the CF-1 forms, copies of which are attached hereto, and has found compliance with the previously approved Statements of Benefits.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Greencastle, Putnam County, Indiana, approves the CF-1 forms as submitted as being in compliance with the Statements of Benefits previously filed by Ascena Retail Group, Inc.

BE IT FURTHER RESOLVED that this Resolution be made a record and filed along with the CF-1 forms with the Putnam County Auditor.

PASSED by the Common Council of the City of Greencastle at its regular meeting this 12th day of June 2025.

COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

Vincent Aguirre

Katherine Asbell

Mark Hammer

Stacie Langdon

David Masten

Tina Nicholson

Darrel Thomas

Approved and signed by me this 12th day of June 2025 at _____ p.m. o'clock.

ATTEST:

Lynda R. Dunbar, Mayor

Mikayla Johnson, Clerk-Treasurer

**COMPLIANCE WITH STATEMENT OF BENEFITS
PERSONAL PROPERTY**

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE
This form contains confidential
information pursuant to
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.**FORM CF-1 / PP****20 25 Pay 20 26**

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local designating body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1		TAXPAYER INFORMATION	
Name of Taxpayer Premium Brands Services, LLC dba Knitwell		County Putnam	
Address of Taxpayer (number and street, city, state, and ZIP code) 1 Talbots Dr., Hingham, MA 02043		DLGF Taxing District Number 67008	
Name of Contact Person Barbara Williams	Telephone Number (781) 741-4822	Email Address Barbara.Williams@knitwe	
SECTION 2		LOCATION AND DESCRIPTION OF PROPERTY	
Name of Designating Body Greencastle Common Castle		Resolution Number 2012-4 & 2012-27	
Location of Property 1901 State Highway 240, Greencastle, IN 46135		Estimated State Date (month, day, year) 1/1/2013	
Description of new manufacturing equipment, new research and development equipment, new information technology equipment, or new logistical distribution equipment to be acquired. New state-of-the-art distribution equipment and IT for proposed e-commerce c		Actual Start Date (month, day, year) 1/1/2013	
		Estimated Completion Date (month, day, year) 12/31/2015	
		Actual Completion Date (month, day, year) 12/31/2015	
SECTION 3		EMPLOYEES AND SALARIES	
EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	
Current Number of Employees	181	614	
Salaries	\$5,297,074	\$28,231,320	
Number of Employees Retained	181	181	
Salaries	\$5,297,074	\$9,510,405	
Number of Additional Employees	242	433	
Salaries	\$8,114,163	\$18,720,915	
SECTION 4		COST AND VALUES	
	MANUFACTURING EQUIPMENT	RESEARCH & DEVELOPMENT EQUIPMENT	LOGISTICAL DISTRIBUTION EQUIPMENT
	COST	ASSESSED VALUE	COST
AS ESTIMATED ON SB-1			
Values Before Project	\$	\$	\$
Plus: Values of Proposed Project	\$	\$	\$ 50,000,000
Less: Values of Any Property Being Replaced	\$	\$	\$
Net Values Upon Completion of Project	\$	\$	\$
ACTUAL	COST	ASSESSED VALUE	COST
Values Before Project	\$	\$	\$
Plus: Values of Proposed Project	\$	\$	\$ 329,418
Less: Values of Any Property Being Replaced	\$	\$	\$
Net Values Upon Completion of Project	\$	\$	\$ 329,418
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).			
SECTION 5		WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER	
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1	
Amount of Solid Waste Converted			
Amount of Hazardous Waste Converted			
Other Benefits:			
SECTION 6		TAXPAYER CERTIFICATION	
I hereby certify that the representations in this statement are true.			
Signature of Authorized Representative Barbara Williams		Title VP, Corp Tax	Date Signed (month, day, year) 5/8/2025



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE
This form contains confidential
information pursuant to
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

2025 Pay 2024

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local designating body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION								
Name of Taxpayer Premium Brands Services, LLC dba Knitwell						County Putnam		
Address of Taxpayer (number and street, city, state, and ZIP code) 1 Talbots Dr., Hingham, MA 02043						DLGF Taxing District Number 67008		
Name of Contact Person Barbara Williams				Telephone Number (781) 741-4822		Email Address Barbara.Williams@knitwe		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY								
Name of Designating Body Greencastle Common Castle				Resolution Number 2015-19		Estimated State Date (month, day, year) 7/1/2016		
Location of Property 1901 State Highway 240, Greencastle, IN 46135						Actual Start Date (month, day, year) 2/1/2016		
Description of new manufacturing equipment, new research and development equipment, new information technology equipment, or new logistical distribution equipment to be acquired. New state-of-the-art MHE and IT to increase e-commerce fulfillment capacity.						Estimated Completion Date (month, day, year) 6/30/2019		
						Actual Completion Date (month, day, year) 12/31/2019		
SECTION 3 EMPLOYEES AND SALARIES								
EMPLOYEES AND SALARIES			AS ESTIMATED ON SB-1			ACTUAL		
Current Number of Employees			308			614		
Salaries			\$11,800,000			\$28,231,320		
Number of Employees Retained			308			308		
Salaries			\$11,800,000			\$15,301,395		
Number of Additional Employees			30			306		
Salaries			\$998,400			\$12,929,925		
SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		RESEARCH & DEVELOPMENT EQUIPMENT		LOGISTICAL DISTRIBUTION EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$	\$	\$	\$	\$ 35,000,000	\$ 14,000,000	\$ 4,500,000	\$ 1,800,000
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$	\$	\$	\$	\$	\$	\$	\$
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$	\$	\$	\$	\$ 7,176,226	\$ 1,077,621	\$ 181,071	\$ 30,959
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$	\$	\$	\$	\$ 7,176,226	\$ 1,077,621	\$ 181,071	\$ 30,959
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
WASTE CONVERTED AND OTHER BENEFITS					AS ESTIMATED ON SB-1		ACTUAL	
Amount of Solid Waste Converted								
Amount of Hazardous Waste Converted								
Other Benefits:								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of Authorized Representative Barbara Williams				Title VP, Corp Tax			Date Signed (month, day, year) 5/8/2025	



COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51786 (R5 / 12-21)

Prescribed by the Department of Local Government Finance

2025 PAY 2025

FORM CF-1 / Real Property

PRIVACY NOTICE

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12 1-5.3 (k) and (l).

INSTRUCTIONS:

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 16, 2022, or by the due date of the real property owner's personal property return that is filed in the township where the property is located (IC 6-1.1-12 1-5.3(j)).
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION			
Name of taxpayer Premium Brands Services, LLC and Spirit Realty LP		County Putnam	
Address of taxpayer (number and street, city, state, and ZIP code) 1 Talbots Dr., Hingham, MA 02043		DLGF taxing district number 67008	
Name of contact person Barbara Williams		Telephone number (781) 741-4822	
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY			
Name of designating body Greencastle Common Council		Resolution number 2012-4 & 2012-27	Estimated start date (month, day, year) 11/1/2012
Location of property 1901 State Highway 240, Greencastle, IN 46135		Actual start date (month, day, year) 3/14/2012	
Description of real property improvements Renovation of existing facility for e-commerce		Estimated completion date (month, day, year) 12/31/2014	
		Actual completion date (month, day, year) 12/31/2014	
SECTION 3 EMPLOYEES AND SALARIES			
EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	ACTUAL
Current number of employees		181	614
Salaries		\$5,297,074	\$28,231,320
Number of employees retained		181	181
Salaries		\$5,297,074	\$9,510,405
Number of additional employees		242	433
Salaries		\$8,114,183	\$18,720,915
SECTION 4 COST AND VALUES			
COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE
Values before project			
Plus: Values of proposed project	\$3,000,000		
Less: Values of any property being replaced			
Net values upon completion of project			
ACTUAL		COST	ASSESSED VALUE
Values before project			
Plus: Values of proposed project	\$3,410,051		
Less: Values of any property being replaced			
Net values upon completion of project			
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER			
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted			
Amount of hazardous waste converted			
Other benefits:			
SECTION 6 TAXPAYER CERTIFICATION			
I hereby certify that the representations in this statement are true.			
Signature of authorized representative Barbara Williams		Title VP, Corp Tax	Date signed (month, day, year) 5/8/2025



COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51766 (R5 / 12-21)

Prescribed by the Department of Local Government Finance

25
2024 PAY 2025

FORM CF-1 / Real Property

PRIVACY NOTICE

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INSTRUCTIONS:

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 16, 2022, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.3(j))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION			
Name of taxpayer Premium Brands Services, LLC and Spirit Realty LP		County Putnam	
Address of taxpayer (number and street, city, state, and ZIP code) 1 Taibots Dr., Hingham, MA 02043		DLGF taxing district number 67008	
Name of contact person Barbara Williams		Telephone number (781) 741-4822	
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY			
Name of designating body Greencastle Common Council		Resolution number 2012-4 & 2012-27	Estimated start date (month, day, year) 11/1/2012
Location of property 1901 State Highway 240, Greencastle, IN 46135		Actual start date (month, day, year) 3/14/2012	
Description of real property improvements Renovation of existing facility for e-commerce		Estimated completion date (month, day, year) 12/31/2014	
		Actual completion date (month, day, year) 12/31/2014	
SECTION 3 EMPLOYEES AND SALARIES			
EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	ACTUAL
Current number of employees		181	614
Salaries		\$5,297,074	\$26,231,320
Number of employees retained		181	181
Salaries		\$5,297,074	\$9,510,405
Number of additional employees		242	433
Salaries		\$8,114,163	\$18,720,915
SECTION 4 COST AND VALUES			
COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE
Values before project			
Plus: Values of proposed project	\$3,000,000		
Less: Values of any property being replaced			
Net values upon completion of project			
ACTUAL		COST	ASSESSED VALUE
Values before project			
Plus: Values of proposed project	\$3,410,051		
Less: Values of any property being replaced			
Net values upon completion of project			
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER			
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted			
Amount of hazardous waste converted			
Other benefits:			
SECTION 6 TAXPAYER CERTIFICATION			
I hereby certify that the representations in this statement are true.			
Signature of authorized representative Barbara Williams		Title VP, Corp Tax	Date signed (month, day, year) 5/8/2025



COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51766 (R5 / 12-21)

Prescribed by the Department of Local Government Finance

2024 PAY 2024

FORM CF-1 / Real Property

PRIVACY NOTICE

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INSTRUCTIONS:

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 16, 2022, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.3(j))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1

TAXPAYER INFORMATION

Name of taxpayer	County
Premium Brands Services, LLC and Spirit Realty LP	Putnam
Address of taxpayer (number and street, city, state, and ZIP code)	DLGF taxing district number
1 Talbots Dr., Hingham, MA 02043	67008
Name of contact person	Telephone number
Barbara Williams	(781) 741-4822

SECTION 2

LOCATION AND DESCRIPTION OF PROPERTY

Name of designating body	Resolution number	Estimated start date (month, day, year)
Greencastle Common Council	2015-19	Nov 2015
Location of property		Actual start date (month, day, year)
1901 State Highway 240, Greencastle, IN 46135		12/1/2015
Description of real property improvements		Estimated completion date (month, day, year)
-60,000 square foot addition at NW corner of High Bay		Dec 2018
		Actual completion date (month, day, year)
		1/1/2017

SECTION 3

EMPLOYEES AND SALARIES

EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	ACTUAL
Current number of employees		308	614
Salaries		\$11,800,000	\$28,231,320
Number of employees retained		308	308
Salaries		\$11,800,000	\$15,301,395
Number of additional employees		30	306
Salaries		\$998,400	\$12,929,925

SECTION 4

COST AND VALUES

COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE
Values before project			
Plus: Values of proposed project	5,000,000	\$4,521,700	
Less: Values of any property being replaced		\$1,678,600	
Net values upon completion of project			
ACTUAL		6,200,300	
Values before project			
Plus: Values of proposed project	4,695,000	\$13,498,100	
Less: Values of any property being replaced			
Net values upon completion of project		\$3,317,200	
		\$16,815,900	

SECTION 5

WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER

WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted		
Amount of hazardous waste converted		
Other benefits:		

SECTION 6

TAXPAYER CERTIFICATION

I hereby certify that the representations in this statement are true.		
Signature of authorized representative	Title	Date signed (month, day, year)
Barbara Williams	VP, Corp Tax	5/8/2025

RESOLUTION NO. 2025 - 03
COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

A RESOLUTION AFFIRMING
CHIYODA USA CORPORATION
OF COMPLIANCE WITH STATEMENTS OF BENEFITS

WHEREAS, Chiyoda USA Corporation was granted a continuation of certain tax abatements in consideration of certain benefits for the City of Greencastle; and,

WHEREAS, said company has submitted the following forms as of May 15, 2025:

CF-1/PP for tax abatement on equipment granted in 2015,
CF-1/PP for tax abatement on equipment granted in 2018,
CF-1/PP for tax abatement on equipment granted in 2021,
CF-1/PP for tax abatement on equipment granted in 2022, and,
CF-1/RE for tax abatement on a building expansion granted in 2015.

WHEREAS, the Common Council has reviewed the CF-1 forms, copies of which are attached hereto, and has found compliance with previously approved Statements of Benefits.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Greencastle, Putnam County, Indiana, approves the CF-1 forms as submitted as being in compliance with the Statements of Benefits previously filed by Chiyoda USA Corporation.

BE IT FURTHER RESOLVED that this Resolution be made a record and filed along with the CF-1 forms with the Putnam County Auditor.

PASSED by the Common Council of the City of Greencastle at its regular meeting this 12th day of June 2025.

COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

Vincent Aguirre

Katherine Asbell

Mark Hammer

Stacie Langdon

David Masten

Tina Nicholson

Darrel Thomas

Approved and signed by me this 12th day of June 2025 at _____ p.m. o'clock.

ATTEST:

Lynda R. Dunbar, Mayor

Mikayla Johnson, Clerk-Treasurer



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE

This form contains confidential information pursuant to IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

2025 PAY 2026

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1		TAXPAYER INFORMATION	
Name of taxpayer Chiyoda USA Corporation	County Putnam		
Address of Taxpayer (street and number, city, state and ZIP code) 2200 State Road 240 East Greencastle IN 46135	DLGF Taxing District Number 67008		
Name of Contact Person Jacklyn Cole	Telephone Number 765-653-9098	Email Address jcole@chiyoda-usa.com	

SECTION 2		LOCATION AND DESCRIPTION OF PROPERTY	
Name of Designating Body Greencastle Common Council	Resolution Number 2015-7 and	Estimated Start Date (month, day, year) 12/01/2015	
Location of Property 2200 SR 240 East PO Box 494 Greencastle IN 46135	2015-20	Actual Start Date (month, day, year) 04/29/2016	
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired. See attached		Estimated Completion Date (month, day, year) 09/01/2016	
		Actual Completion Date (month, day, year) 12/12/2017	

SECTION 3		EMPLOYEES AND SALARIES	
EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	ACTUAL
Current Number of Employees		172	368
Salaries		5,534,792	19,199,885
Number of Employees Retained		172	368
Salaries		5,534,792	19,199,885
Number of Additional Employees		200	5
Salaries		440,000	256,941

SECTION 4		COST AND VALUES							
		MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	
Values Before Project:									
Plus: Values of Proposed Project	6,210,000								
Less: Values of Any Property Being Replaced									
Net Values Upon Completion of Project	6,210,000								
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	
Values Before Project:									
Plus: Values of Proposed Project	22,687,685	4,636,577							
Less: Values of Any Property Being Replaced									
Net Values Upon Completion of Project	22,687,685	4,636,577							

NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6 (c).

SECTION 5		WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER	
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1	ACTUAL
Amount of Solid Waste Converted			
Amount of Hazardous Waste Converted			
Other Benefits:			

SECTION 6		TAXPAYER CERTIFICATION	
I hereby certify that the representations in this statement are true.			
Signature of Authorized Representative	Title President	Date Signed (month, day, year) 5/10/25	

Prepared by: Pershing & Company, Inc. • 20 Central Sq. Greencastle, IN 46135 • 765 653 4120

ATTACHMENT TO FORM CF-1, page 1, Section 2

Name of taxpayer

Chiyoda USA Corporation

SECTION 2

LOCATION AND DESCRIPTION OF PROPERTY

Description of real property improvements and/or new manufacturing equipment to be acquired

13 Injection mold machines, 3 blow mold machines and necessary peripheral, robots and related equipment; paint line and pain jigs



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

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FORM CF-1 / PP

2025 PAY 2026

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION								
Name of taxpayer Chiyoda USA Corporation						County Putnam		
Address of Taxpayer (street and number, city, state and ZIP code) 2200 State Road 240 East Greencastle IN 46135						DLGF Taxing District Number 67008		
Name of Contact Person Jackiyn Cole				Telephone Number 765-653-9098		Email Address jcole@chiyoda-usa.com		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY								
Name of Designating Body Greencastle Common Council				Resolution Number		Estimated Start Date (month, day, year)		
Location of Property 2200 SR 240 East PO Box 494 Greencastle IN 46135						Actual Start Date (month, day, year)		
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired. See attached						Estimated Completion Date (month, day, year)		
						Actual Completion Date (month, day, year)		
SECTION 3 EMPLOYEES AND SALARIES								
EMPLOYEES AND SALARIES						AS ESTIMATED ON SB-1		ACTUAL
Current Number of Employees						363		368
Salaries						16,965,899		19,199,885
Number of Employees Retained						363		368
Salaries						16,965,899		19,199,885
Number of Additional Employees						8		5
Salaries						418,330		256,941
SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project								
Plus: Values of Proposed Project	6,210,009							
Less: Values of Any Property Being Replaced								
Net Values Upon Completion of Project	6,210,009							
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project								
Plus: Values of Proposed Project	2,418,273						22,191	
Less: Values of Any Property Being Replaced								
Net Values Upon Completion of Project	2,418,273						22,191	
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6 (c).								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
WASTE CONVERTED AND OTHER BENEFITS						AS ESTIMATED ON SB-1		ACTUAL
Amount of Solid Waste Converted								
Amount of Hazardous Waste Converted								
Other Benefits:								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of Authorized Representative				Title President		Date Signed (month, day, year) 5/13/25		

Prepared by: Pershing & Company, Inc. • 20 Central Sq. Greencastle, IN 46135 • 765-653-4120

ATTACHMENT TO FORM CF-1, page 1, Section 2

Name of taxpayer

Chiyoda USA Corporation

SECTION 2	LOCATION AND DESCRIPTION OF PROPERTY
Description of real property improvements and/or new manufacturing equipment to be acquired	
New silos, air compressor, printers & HMI screen at the press & Chiller replacement in Bldg 1. Paint conveyor chain sec, 531 line AMU Evaporator coil repair, AMU burner upgrade & centrifuge replacement. Paint 541 structure upgrades, 2 star robots, vibration welder, 3D scanning equipment, 2000 ton IM press, resleeve 2 barrels and buy screws & DZ1 assembly equip.	



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE

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FORM CF-1 / PP

2025 PAY 2026

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION									
Name of taxpayer Chiyoda USA Corporation						County Putnam			
Address of Taxpayer (street and number, city, state and ZIP code) 2200 State Road 240 East Greencastle IN 46135						DLGF Taxing District Number 67008			
Name of Contact Person Jacklyn Cole				Telephone Number 765-653-9098		Email Address jcole@chiyoda-usa.com			
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY									
Name of Designating Body Greencastle Common Council				Resolution Number 2018-2 and 2018-3		Estimated Start Date (month, day, year) 03/08/2018			
Location of Property 2200 SR 240 East PO Box 494 Greencastle IN 46135						Actual Start Date (month, day, year) 03/08/2018			
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired.						Estimated Completion Date (month, day, year) 06/01/2020			
						Actual Completion Date (month, day, year) 12/31/2020			
SECTION 3 EMPLOYEES AND SALARIES									
EMPLOYEES AND SALARIES						AS ESTIMATED ON SB-1		ACTUAL	
Current Number of Employees						346		368	
Salaries						15,371,174		19,199,885	
Number of Employees Retained						346		368	
Salaries						15,371,174		19,199,885	
Number of Additional Employees						60		5	
Salaries						1,435,200		256,941	
SECTION 4 COST AND VALUES									
	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT		
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	
Values Before Project									
Plus: Values of Proposed Project	10,000,000				400,000		380,000		
Less: Values of Any Property Being Replaced									
Net Values Upon Completion of Project	10,000,000				400,000		380,000		
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	
Values Before Project									
Plus: Values of Proposed Project	2,218,163	3,873,405			174,044	61,935	507,822	263,001	
Less: Values of Any Property Being Replaced									
Net Values Upon Completion of Project	2,218,163	3,873,405			174,044	61,935	507,822	263,001	
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6 (c).									
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER									
WASTE CONVERTED AND OTHER BENEFITS						AS ESTIMATED ON SB-1		ACTUAL	
Amount of Solid Waste Converted									
Amount of Hazardous Waste Converted									
Other Benefits:									
SECTION 6 TAXPAYER CERTIFICATION									
I hereby certify that the representations in this statement are true.									
Signature of Authorized Representative				Title President		Date Signed (month, day, year) 5/13/25			

Prepared by: Pershing & Company, Inc. • 20 Central Sq. Greencastle, IN 46135 • 765-653-4120



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE

This form contains confidential information pursuant to IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

2025 PAY 2026

INSTRUCTIONS:

1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-I).

SECTION 1 TAXPAYER INFORMATION								
Name of taxpayer Chiyoda USA Corporation						County Putnam		
Address of Taxpayer (street and number, city, state and ZIP code) 2200 State Road 240 East Greencastle IN 46135						DLGF Taxing District Number 67008		
Name of Contact Person Jacklyn Cole				Telephone Number 765-653-9098		Email Address jcole@chiyoda-usa.com		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY								
Name of Designating Body Greencastle Common Council				Resolution Number 2021-7 and 2021-9		Estimated Start Date (month, day, year) 06/28/2021		
Location of Property 2200 SR 240 East PO Box 494 Greencastle IN 46135						Actual Start Date (month, day, year) 06/24/2021		
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired.						Estimated Completion Date (month, day, year) 12/31/2021		
						Actual Completion Date (month, day, year) 06/30/2022		
SECTION 3 EMPLOYEES AND SALARIES								
EMPLOYEES AND SALARIES						AS ESTIMATED ON SB-1		ACTUAL
Current Number of Employees						267		368
Salaries						6,083,474		19,199,885
Number of Employees Retained						267		368
Salaries						6,083,474		19,199,885
Number of Additional Employees						3		5
Salaries						6,335		256,941
SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project								
Plus: Values of Proposed Project	850,000						210,000	
Less: Values of Any Property Being Replaced								
Net Values Upon Completion of Project	850,000						210,000	
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project								
Plus: Values of Proposed Project	382,167	222,400					14,176	8,235
Less: Values of Any Property Being Replaced								
Net Values Upon Completion of Project	382,167	222,400					14,176	8,235
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6 (c).								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
WASTE CONVERTED AND OTHER BENEFITS						AS ESTIMATED ON SB-1		ACTUAL
Amount of Solid Waste Converted								
Amount of Hazardous Waste Converted								
Other Benefits:								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of Authorized Representative				Title President		Date Signed (month, day, year) 5/13/25		

Prepared by: Pershing & Company, Inc. • 20 Central Sq. Greencastle, IN 46135 • 765-653-4120



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE

This form contains confidential
information pursuant to
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

2025 PAY 2026

- INSTRUCTIONS:
1. Property owners whose Statement of Benefits was approved must file this form with the local Designating Body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION								
Name of taxpayer Chiyoda USA Corporation						County Putnam		
Address of Taxpayer (street and number, city, state and ZIP code) 2200 State Road 240 East Greencastle IN 46135						DLGF Taxing District Number 67008		
Name of Contact Person Jacklyn Cole				Telephone Number 765-653-9098		Email Address jcole@chiyoda-usa.com		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY								
Name of Designating Body Greencastle Common Council				Resolution Number 2022-13 and		Estimated Start Date (month, day, year) 01/01/2022		
Location of Property 2200 SR 240 East PO Box 494 Greencastle IN 46135				2022-14		Actual Start Date (month, day, year) 01/01/2022		
Description of new manufacturing equipment, or new research and development equipment, or new information technology equipment, or new logistical distribution equipment to be acquired. See attached						Estimated Completion Date (month, day, year) 02/28/2023		
						Actual Completion Date (month, day, year) 02/28/2023		
SECTION 3 EMPLOYEES AND SALARIES								
EMPLOYEES AND SALARIES						AS ESTIMATED ON SB-1		ACTUAL
Current Number of Employees						260		368
Salaries						11,435,536		19,199,885
Number of Employees Retained						260		368
Salaries						11,435,536		19,199,885
Number of Additional Employees						61		5
Salaries						2,059,684		256,941
SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		R & D EQUIPMENT		LOGIST DIST EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project								
Plus: Values of Proposed Project	2,416,042				85,000		201,869	
Less: Values of Any Property Being Replaced								
Net Values Upon Completion of Project	2,416,042				75,000		201,869	
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project								
Plus: Values of Proposed Project	428,933	71,574					71,869	36,012
Less: Values of Any Property Being Replaced								
Net Values Upon Completion of Project	428,933	71,574					71,869	36,012
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6 (c).								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
WASTE CONVERTED AND OTHER BENEFITS						AS ESTIMATED ON SB-1		ACTUAL
Amount of Solid Waste Converted								
Amount of Hazardous Waste Converted								
Other Benefits:								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of Authorized Representative				Title PRESIDENT		Date Signed (month, day, year) 5/13/25		

Prepared by: Pershing & Company, Inc. • 20 Central Sq. Greencastle, IN 46135 • 765-653-4120

ATTACHMENT TO FORM CF-1, page 1, Section 2

Name of taxpayer

Chiyoda USA Corporation

SECTION 2

LOCATION AND DESCRIPTION OF PROPERTY

Description of real property improvements and/or new manufacturing equipment to be acquired

Spare Conveyor chain section for Big 7 paint line. Chiller piping project for Bldg 1&2, New CH@ product launch and QA automation for production lines in multiple buildings. Auto dock locks for mutiple buildings. Additional software to help our processes to increase efficiency. Increae the printers and HMI screens needed to us CMS Production Manager at all presses/assembly/plant.



COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51786 (R6 / 4-23)

Prescribed by the Department of Local Government Finance

2025 PAY 2025

FORM CF-1 / Real Property

INSTRUCTIONS:

1. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
2. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
3. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15 or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12, 1-5.3(j))
4. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

PRIVACY NOTICE

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12, 1-5.3 (k) and (l).

SECTION 1 TAXPAYER INFORMATION		
Name of Taxpayer Chiyoda USA Corporation	County Putnam	
Address of Taxpayer (number and street, city, state, and ZIP code) 2200 St Road 240 E P O Box 494 Greencastle, IN 46135	DLGF Taxing District Number 67008	
Name of Contact Person Jacklyn Cole	Telephone Number (765) 653-9098	Email Address jcole@chiyoda-usa.com

SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of Designating Body Greencastle Common Council	Resolution Number 2015-8	Estimated Start Date (month, day, year) 05/15/15
Location of Property 2200 St Rd 240 E Greencastle, IN 46135	Actual Start Date (month, day, year) 03/30/16	
Description of Real Property Improvements Construction of an approximately 90-100,000 Square foot manufacturing building and related site improvements.	Estimated Completion Date (month, day, year) 05/31/16	
	Actual Completion Date (month, day, year) 12/10/17	

SECTION 3 EMPLOYEES AND SALARIES		
EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current Number of Employees	172	368
Salaries	5534792	19199885
Number of Employees Retained	172	368
Salaries	5534792	19199885
Number of Additional Employees	200	5
Salaries	4400000	256941

SECTION 4 COST AND VALUES		
COST AND VALUES	REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE
Values Before Project	\$	\$
Plus: Values of Proposed Project	\$ 15000000	\$
Less: Values of Any Property Being Replaced	\$	\$
Net Values Upon Completion of Project	\$	\$
ACTUAL	COST	ASSESSED VALUE
Values Before Project	\$	\$
Plus: Values of Proposed Project	\$ 12660701	\$ 5797700
Less: Values of Any Property Being Replaced	\$	\$
Net Values Upon Completion of Project	\$ 12660701	\$ 5797700

SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER		
WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of Solid Waste Converted		
Amount of Hazardous Waste Converted		
Other Benefits:		

SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of Authorized Representative 	Title President + COO	Date Signed (month, day, year) 5/13/25

RESOLUTION NO. 2025 - 04
COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

A RESOLUTION AFFIRMING
CROWN EQUIPMENT CORPORATION
OF COMPLIANCE WITH STATEMENTS OF BENEFITS

WHEREAS, Crown Equipment Corporation has heretofore been granted certain tax abatements in consideration of certain benefits for the City of Greencastle; and,

WHEREAS, said company has submitted the following forms as of May 15, 2025:

CF-1/RE for tax abatement on a facility expansion granted in 2017,

CF-1/RE for tax abatement on a facility expansion granted in 2023,

CF-1/PP for tax abatement on equipment granted in 2017, and

CF-1/PP for tax abatement on equipment granted in 2023.

WHEREAS, the Common Council has reviewed the CF-1 forms, copies of which are attached hereto, and has found compliance with the previously approved Statements of Benefits.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Greencastle, Putnam County, Indiana, approves the CF-1 forms as submitted as being in compliance with the Statements of Benefits previously filed by Crown Equipment Corporation.

BE IT FURTHER RESOLVED that this Resolution be made a record and filed along with the CF-1 forms with the Putnam County Auditor.

PASSED by the Common Council of the City of Greencastle at its regular meeting this 12th day of June 2025.

COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

Vincent Aguirre

Katherine Asbell

Mark Hammer

Stacie Langdon

David Masten

Tina Nicholson

Darrel Thomas

Approved and signed by me this 12th day of June 2025 at _____ p.m. o'clock.

ATTEST:

Lynda R. Dunbar, Mayor

Mikayla Johnson, Clerk-Treasurer



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE
This form contains confidential
information pursuant to
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

20__ Pay 20__

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local designating body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION								
Name of Taxpayer Crown Equipment Corporation						County Putnam		
Address of Taxpayer (number and street, city, state, and ZIP code) 44 South Washington Street, New Bremen, OH 45869						DLGF Taxing District Number 008		
Name of Contact Person Cheryl Christensen				Telephone Number (419) 629-2311		Email Address NA-NBO-CEC-proptax@		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY								
Name of Designating Body Greencastle City Council				Resolution Number 2017-4, 2017-5		Estimated State Date (month, day, year) 03/01/2017		
Location of Property						Actual Start Date (month, day, year)		
Description of new manufacturing equipment, new research and development equipment, new information technology equipment, or new logistical distribution equipment to be acquired.						Estimated Completion Date (month, day, year) 12/31/2023		
						Actual Completion Date (month, day, year)		
SECTION 3 EMPLOYEES AND SALARIES								
EMPLOYEES AND SALARIES				AS ESTIMATED ON SB-1			ACTUAL	
Current Number of Employees				667			885	
Salaries				28,483,620			50,433,190	
Number of Employees Retained				667			667	
Salaries				28,483,620			28,483,620	
Number of Additional Employees				100			218	
Salaries				4,409,600			21,949,570	
SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		RESEARCH & DEVELOPMENT EQUIPMENT		LOGISTICAL DISTRIBUTION EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$ 30,704,307	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 10,000,000	\$	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 40,704,307	\$	\$	\$	\$	\$	\$	\$
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$ 30,704,307	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 14,956,067	\$	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 45,660,374	\$	\$	\$	\$	\$	\$	\$
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
WASTE CONVERTED AND OTHER BENEFITS				AS ESTIMATED ON SB-1			ACTUAL	
Amount of Solid Waste Converted								
Amount of Hazardous Waste Converted								
Other Benefits:								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of Authorized Representative 				Title Tax Supervisor			Date Signed (month, day, year) 4/30/2025	



COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51766 (R5 / 12-21)

Prescribed by the Department of Local Government Finance

20 25 PAY 20 26

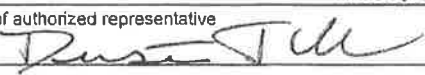
FORM CF-1 / Real Property

PRIVACY NOTICE

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.3 (k) and (l).

INSTRUCTIONS:

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 16, 2022, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.3(j))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION		
Name of taxpayer Crown Equipment Corporation	County Putnam	
Address of taxpayer (number and street, city, state, and ZIP code) 44 South Washington Street, New Bremen, OH 45869	DLGF taxing district number 008	
Name of contact person Cheryl Christensen	Telephone number (419) 629-2311	
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of designating body Greencastle City Council	Resolution number 2017-4, 2017-5	Estimated start date (month, day, year) 03/01/2017
Location of property 2600-2601 State Route 240, Greencastle	Actual start date (month, day, year)	
Description of real property improvements	Estimated completion date (month, day, year) 03/01/2022	
Actual completion date (month, day, year)		
SECTION 3 EMPLOYEES AND SALARIES		
EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current number of employees	667	665
Salaries	28,483,620	50,433,190
Number of employees retained	667	667
Salaries	28,483,620	28,483,620
Number of additional employees	100	218
Salaries	4,409,600	21,949,570
SECTION 4 COST AND VALUES		
COST AND VALUES	REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE
Values before project	17,834,427	
Plus: Values of proposed project	1,000,000	
Less: Values of any property being replaced		
Net values upon completion of project	18,834,427	
ACTUAL	COST	ASSESSED VALUE
Values before project	17,834,427	
Plus: Values of proposed project	7,315,231	
Less: Values of any property being replaced		
Net values upon completion of project	25,149,658	
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER		
WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted		
Amount of hazardous waste converted		
Other benefits:		
SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of authorized representative 	Title Tax Supervisor	Date signed (month, day, year) 04/30/2025



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE
This form contains confidential
information pursuant to
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

20__ Pay 20__

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local designating body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION								
Name of Taxpayer Crown Equipment Corporation						County Putnam		
Address of Taxpayer (number and street, city, state, and ZIP code) 44 South Washington Street, New Bremen, OH 45869						DLGF Taxing District Number 008		
Name of Contact Person Cheryl Christensen				Telephone Number (419) 629-2311		Email Address NA-NBO-CEC-proptax@		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY								
Name of Designating Body Greencastle City Council				Resolution Number 2023-6, 2023-7		Estimated State Date (month, day, year) 06/01/2023		
Location of Property						Actual Start Date (month, day, year)		
Description of new manufacturing equipment, new research and development equipment, new information technology equipment, or new logistical distribution equipment to be acquired.						Estimated Completion Date (month, day, year) 05/31/2028		
						Actual Completion Date (month, day, year)		
SECTION 3 EMPLOYEES AND SALARIES								
EMPLOYEES AND SALARIES				AS ESTIMATED ON SB-1			ACTUAL	
Current Number of Employees				860			885	
Salaries				38,283,974			50,433,190	
Number of Employees Retained				860			860	
Salaries				38,283,974			38,283,974	
Number of Additional Employees				200			25	
Salaries				9,934,000			12,149,216	
SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		RESEARCH & DEVELOPMENT EQUIPMENT		LOGISTICAL DISTRIBUTION EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$ 38,588,350	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 40,000,000	\$	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 78,588,350	\$	\$	\$	\$	\$	\$	\$
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$ 38,588,350	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 7,072,024	\$	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 45,660,374	\$	\$	\$	\$	\$	\$	\$
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
WASTE CONVERTED AND OTHER BENEFITS				AS ESTIMATED ON SB-1			ACTUAL	
Amount of Solid Waste Converted								
Amount of Hazardous Waste Converted								
Other Benefits:								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of Authorized Representative 				Title Tax Supervisor			Date Signed (month, day, year) 4/30/2025	



COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51786 (R5 / 12-21)

Prescribed by the Department of Local Government Finance

20 25 PAY 20 28

FORM CF-1 / Real Property

PRIVACY NOTICE

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.3 (k) and (l).

INSTRUCTIONS:

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 16, 2022, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.3(j))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION			
Name of taxpayer		County	
Crown Equipment Corporation		Putnam	
Address of taxpayer (number and street, city, state, and ZIP code)		DLGF taxing district number	
44 South Washington Street, New Bremen, OH 45869		008	
Name of contact person		Telephone number	
Cheryl Christensen		(419) 629-2311	
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY			
Name of designating body		Resolution number	Estimated start date (month, day, year)
Greencastle City Council		2023-6, 2023-7	06/01/2023
Location of property		Actual start date (month, day, year)	
2600-2601 State Route 240 & 500 S Fillmore Rd, Greencastle			
Description of real property improvements		Estimated completion date (month, day, year)	
		05/31/2028	
		Actual completion date (month, day, year)	
SECTION 3 EMPLOYEES AND SALARIES			
EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	ACTUAL
Current number of employees		860	885
Salaries		38,283,974	50,433,190
Number of employees retained		860	860
Salaries		38,283,974	38,283,974
Number of additional employees		200	25
Salaries		9,934,000	12,149,216
SECTION 4 COST AND VALUES			
COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE
Values before project		22,808,798	
Plus: Values of proposed project		15,000,000	
Less: Values of any property being replaced			
Net values upon completion of project		37,808,798	
ACTUAL		COST	ASSESSED VALUE
Values before project		22,808,798	
Plus: Values of proposed project		2,340,860	
Less: Values of any property being replaced			
Net values upon completion of project		25,149,658	
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER			
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted			
Amount of hazardous waste converted			
Other benefits:			
SECTION 6 TAXPAYER CERTIFICATION			
I hereby certify that the representations in this statement are true.			
Signature of authorized representative		Title	Date signed (month, day, year)
		Tax Supervisor	04/30/2025

RESOLUTION NO. 2024 - 05
COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

**A RESOLUTION AFFIRMING
HEARTLAND AUTOMOTIVE, LLC,
OF COMPLIANCE WITH STATEMENTS OF BENEFITS**

WHEREAS, Heartland Automotive, LLC, has heretofore been granted certain tax abatements in consideration of certain benefits for the City of Greencastle; and,

WHEREAS, said company has submitted the following forms as of May 15, 2025:

CF-1/PP for tax abatement on equipment granted in 2016,
CF-1/PP for tax abatement on equipment granted in 2017,
CF-1/PP for tax abatement on equipment granted in 2018, and
CF-1/PP for tax abatement on equipment granted in 2023.

WHEREAS, the Common Council has reviewed the CF-1 forms, copies of which are attached hereto, and has found compliance with the previously approved Statements of Benefits.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Greencastle, Putnam County, Indiana, approves the CF-1 forms as submitted as being in compliance with the Statements of Benefits previously filed by Heartland Automotive LLC.

BE IT FURTHER RESOLVED that this Resolution be made a record and filed along with the CF-1 forms with the Putnam County Auditor.

PASSED by the Common Council of the City of Greencastle at its regular meeting this 12th day of June 2025.

COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

Vincent Aguirre

Katherine Asbell

Mark Hammer

Stacie Langdon

David Masten

Tina Nicholson

Darrel Thomas

Approved and signed by me this 12th day of June 2025 at _____ p.m. o'clock.

ATTEST:

Lynda R. Dunbar, Mayor

Mikayla Johnson, Clerk-Treasurer



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE
This form contains confidential
information pursuant to
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

20 25 Pay 20 26

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local designating body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION								
Name of Taxpayer Heartland Automotive, LLC						County Putnam		
Address of Taxpayer (number and street, city, state, and ZIP code) 300 S. Warren Drive, Greencastle, IN 46135						DLGF Taxing District Number 67-008		
Name of Contact Person Ritsuko Murakami Abrams				Telephone Number (765) 653-4263		Email Address		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY								
Name of Designating Body Greencastle City Council				Resolution Number 2016-1		Estimated State Date (month, day, year) 06/01/2016		
Location of Property 300 S. Warren Drive, Greencastle, IN 46135						Actual Start Date (month, day, year)		
Description of new manufacturing equipment, new research and development equipment, new information technology equipment, or new logistical distribution equipment to be acquired. Headliner Stamping, Assembly, Tier Cut, Powder Slush, Apron Press, Rivet						Estimated Completion Date (month, day, year) 12/1/2016		
						Actual Completion Date (month, day, year)		
SECTION 3 EMPLOYEES AND SALARIES								
EMPLOYEES AND SALARIES			AS ESTIMATED ON SB-1			ACTUAL		
Current Number of Employees			389			498		
Salaries			15,760,060			32,733,624		
Number of Employees Retained			405			389		
Salaries			15,760,060			25,569,036		
Number of Additional Employees			43			109		
Salaries			1,148,160			7,164,588		
SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		RESEARCH & DEVELOPMENT EQUIPMENT		LOGISTICAL DISTRIBUTION EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 8,285,727	\$	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 8,285,727	\$	\$	\$	\$	\$	\$	\$
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 9,000,000	\$ 3,780,000	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 9,000,000	\$ 3,780,000	\$	\$	\$	\$	\$	\$
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
WASTE CONVERTED AND OTHER BENEFITS				AS ESTIMATED ON SB-1		ACTUAL		
Amount of Solid Waste Converted								
Amount of Hazardous Waste Converted								
Other Benefits:								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of Authorized Representative				Title CLPP		Date Signed (month, day, year) 5/9/16		



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE
This form contains confidential
information pursuant to
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

20 25 Pay 20 26

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local designating body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION								
Name of Taxpayer Heartland Automotive, LLC						County Putnam		
Address of Taxpayer (number and street, city, state, and ZIP code) 300 S. Warren Drive, Greencastle, IN 46135						DLGF Taxing District Number 67-008		
Name of Contact Person Ritsuko Murakami Abrams				Telephone Number (765) 653-4263		Email Address		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY								
Name of Designating Body Greencastle City Council				Resolution Number 2017-16		Estimated State Date (month, day, year) 09/25/2017		
Location of Property 300 S. Warren Drive, Greencastle, IN 46135						Actual Start Date (month, day, year)		
Description of new manufacturing equipment, new research and development equipment, new information technology equipment, or new logistical distribution equipment to be acquired. New Equip for Mfg Line, Incl Toolings, Injection Molding Mach, Ext Paint Robots,						Estimated Completion Date (month, day, year) 04/30/2018		
						Actual Completion Date (month, day, year)		
SECTION 3 EMPLOYEES AND SALARIES								
EMPLOYEES AND SALARIES				AS ESTIMATED ON SB-1		ACTUAL		
Current Number of Employees				422		498		
Salaries				16,333,406		32,733,624		
Number of Employees Retained				422		422		
Salaries				16,333,406		27,738,131		
Number of Additional Employees						76		
Salaries						4,995,493		
SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		RESEARCH & DEVELOPMENT EQUIPMENT		LOGISTICAL DISTRIBUTION EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 5,900,000	\$	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 5,900,000	\$	\$	\$	\$	\$	\$	\$
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 7,920,463	\$ 3,657,488	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 7,920,463	\$ 3,657,488	\$	\$	\$	\$	\$	\$
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
WASTE CONVERTED AND OTHER BENEFITS				AS ESTIMATED ON SB-1		ACTUAL		
Amount of Solid Waste Converted								
Amount of Hazardous Waste Converted								
Other Benefits:								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of Authorized Representative				Title		Date Signed (month, day, year)		



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE
This form contains confidential
information pursuant to
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

20 25 Pay 20 26

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local designating body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION									
Name of Taxpayer Heartland Automotive, LLC						County Putnam			
Address of Taxpayer (number and street, city, state, and ZIP code) 300 S. Warren Drive, Greencastle, IN 46135						DLGF Taxing District Number 67-008			
Name of Contact Person Ritsuko Murakami Abrams					Telephone Number (765) 653-4263		Email Address		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY									
Name of Designating Body Greencastle City Council					Resolution Number 2018-16		Estimated State Date (month, day, year) 12/3/2018		
Location of Property 300 S. Warren Drive, Greencastle, IN 46135						Actual Start Date (month, day, year)			
Description of new manufacturing equipment, new research and development equipment, new information technology equipment, or new logistical distribution equipment to be acquired. Door Folding Mach, Vacuum Foaming Mach, Door Cut Mach, Headliner Folding						Estimated Completion Date (month, day, year) 04/28/2019			
						Actual Completion Date (month, day, year)			
SECTION 3 EMPLOYEES AND SALARIES									
EMPLOYEES AND SALARIES					AS ESTIMATED ON SB-1		ACTUAL		
Current Number of Employees					455		498		
Salaries					15,940,246		32,733,624		
Number of Employees Retained					423		455		
Salaries					15,174,806		29,907,227		
Number of Additional Employees					32		43		
Salaries					765,440		2,826,397		
SECTION 4 COST AND VALUES									
	MANUFACTURING EQUIPMENT		RESEARCH & DEVELOPMENT EQUIPMENT		LOGISTICAL DISTRIBUTION EQUIPMENT		IT EQUIPMENT		
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	
Values Before Project	\$	\$	\$	\$	\$	\$	\$	\$	
Plus: Values of Proposed Project	\$ 4,576,337	\$	\$	\$	\$	\$	\$	\$	
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$	
Net Values Upon Completion of Project	\$ 4,576,337	\$	\$	\$	\$	\$	\$	\$	
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	
Values Before Project	\$	\$	\$	\$	\$	\$	\$	\$	
Plus: Values of Proposed Project	\$ 5,216,789	\$ 2,087,516	\$	\$	\$	\$	\$	\$	
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$	
Net Values Upon Completion of Project	\$ 5,216,789	\$ 2,087,516	\$	\$	\$	\$	\$	\$	
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).									
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER									
WASTE CONVERTED AND OTHER BENEFITS					AS ESTIMATED ON SB-1		ACTUAL		
Amount of Solid Waste Converted									
Amount of Hazardous Waste Converted									
Other Benefits:									
SECTION 6 TAXPAYER CERTIFICATION									
I hereby certify that the representations in this statement are true.									
Signature of Authorized Representative					Title		Date Signed (month, day, year)		



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

PRIVACY NOTICE

This form contains confidential
information pursuant to
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

20 25 Pay 20 26

INSTRUCTIONS:

1. Property owners whose Statement of Benefits was approved must file this form with the local designating body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1

TAXPAYER INFORMATION

Name of Taxpayer Heartland Automotive, LLC	County Putnam
Address of Taxpayer (number and street, city, state, and ZIP code) 300 S. Warren Drive, Greencastle, IN 46135	DLGF Taxing District Number 67-008
Name of Contact Person Ritsuko Murakami Abrams	Telephone Number (765) 653-4263
	Email Address

SECTION 2

LOCATION AND DESCRIPTION OF PROPERTY

Name of Designating Body Greencastle City Council	Resolution Number 2023-01	Estimated State Date (month, day, year) 2/1/2023
Location of Property 300 S. Warren Drive, Greencastle, IN 46135		Actual Start Date (month, day, year)
Description of new manufacturing equipment, new research and development equipment, new information technology equipment, or new logistical distribution equipment to be acquired. SUBARU new model production: crosstrek, production equipment including automation robot, automated line, and quality inspection systems. Heartland also plans to renew some or the existing machines to accommodate the new production.		Estimated Completion Date (month, day, year) 5/08/2023
		Actual Completion Date (month, day, year)

SECTION 3

EMPLOYEES AND SALARIES

EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	ACTUAL
Current Number of Employees		330	498
Salaries		13,704,010	32,733,624
Number of Employees Retained		330	330
Salaries		13,704,010	21,690,956
Number of Additional Employees			168
Salaries			11,042,668

SECTION 4

COST AND VALUES

	MANUFACTURING EQUIPMENT		RESEARCH & DEVELOPMENT EQUIPMENT		LOGISTICAL DISTRIBUTION EQUIPMENT		IT EQUIPMENT	
	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
AS ESTIMATED ON SB-1								
Values Before Project	\$	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 4,066,400	\$	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 4,066,400	\$	\$	\$	\$	\$	\$	\$
ACTUAL								
Values Before Project	\$	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 4,500,095	\$ 1,800,038	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 4,500,095	\$ 1,800,038	\$	\$	\$	\$	\$	\$

NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).

SECTION 5

WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER

WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of Solid Waste Converted		
Amount of Hazardous Waste Converted		
Other Benefits:		

SECTION 6

TAXPAYER CERTIFICATION

I hereby certify that the representations in this statement are true.

Signature of Authorized Representative	Title	Date Signed (month, day, year)
		5/1/23

RESOLUTION NO. 2025 - 06
COMMON COUNCIL OF THE CITY OF GREENCASTLE

A RESOLUTION AFFIRMING
PHOENIX CLOSURES, INC., AND CUATRO, LLC,
OF COMPLIANCE WITH STATEMENTS OF BENEFITS

WHEREAS, Phoenix Closures, Inc., and Cuatro, LLC have heretofore been granted certain tax abatements in consideration of certain benefits for the City of Greencastle; and,

WHEREAS, said company has submitted the following forms as of May 15, 2025:
CF-1/PP for tax abatement on equipment granted in 2011, and
CF-1/PP for tax abatement on equipment granted in 2021.

WHEREAS, the Common Council has reviewed the CF-1 forms, copies of which are attached hereto, and has found compliance with previously approved Statements of Benefits.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Greencastle, Putnam County, Indiana, approves the CF-1 forms as submitted as being in compliance with the Statements of Benefits previously filed by Phoenix Closures, Inc. and Cuatro, LLC.

BE IT FURTHER RESOLVED that this Resolution be made a record and filed along with the CF-1 forms with the Putnam County Auditor.

PASSED by the Common Council of the City of Greencastle at its regular meeting this 12th day of June 2025.

COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

Vincent Aguirre

Katherine Asbell

Mark Hammer

Stacie Langdon

David Masten

Tina Nicholson

Darrel Thomas

Approved and signed by me this 12th day of June 2025 at _____ p.m. o'clock.

ATTEST:

Lynda R. Dunbar, Mayor

Mikayla Johnson, Clerk-Treasurer



COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51766 (R6 / 4-23)

Prescribed by the Department of Local Government Finance

2024 PAY 2025

FORM CF-1 / Real Property

INSTRUCTIONS:

1. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
2. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
3. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15 or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.3(j))
4. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

PRIVACY NOTICE

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.3 (k) and (l).

SECTION 1 TAXPAYER INFORMATION		
Name of Taxpayer Phoenix Closures, Inc and Cuatro, LLC		County Putnam
Address of Taxpayer (number and street, city, state, and ZIP code) 975 Meridian Lake Drive, Aurora, IL 60504		DLGF Taxing District Number 67008
Name of Contact Person Wasif Qureshi	Telephone Number (630) 276-2504	Email Address wqureshi@phxpkg.com

SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of Designating Body Greencastle Common Council	Resolution Number 2011-13	Estimated Start Date (month, day, year) 09/01/2011
Location of Property 2000 S. Jackson Street, Greencastle		Actual Start Date (month, day, year) 10/01/2011
Description of Real Property Improvements Refurbish former Oxford Automotive plant into a food-quality manufacturing plant and distribution center. Expand the plant by 50,000 sq feet		Estimated Completion Date (month, day, year) 06/30/2012
		Actual Completion Date (month, day, year) 07/15/2012

SECTION 3 EMPLOYEES AND SALARIES		
EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current Number of Employees		161
Salaries		7,984,501
Number of Employees Retained		111
Salaries		6,653,410
Number of Additional Employees	90	
Salaries	3,900,000	

SECTION 4 COST AND VALUES		
COST AND VALUES	REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE
Values Before Project	\$ 1,500,000	\$ 2,272,000
Plus: Values of Proposed Project	\$ 13,522,000	\$
Less: Values of Any Property Being Replaced	\$	\$
Net Values Upon Completion of Project	\$ 15,022,000	\$
ACTUAL	COST	ASSESSED VALUE
Values Before Project	\$ 1,500,000	\$
Plus: Values of Proposed Project	\$ 12,836,758	\$
Less: Values of Any Property Being Replaced	\$	\$
Net Values Upon Completion of Project	\$ 14,336,758	\$

SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER		
WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of Solid Waste Converted		
Amount of Hazardous Waste Converted		
Other Benefits:		

SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of Authorized Representative 	Title CFO	Date Signed (month, day, year) 5/14/2025



COMPLIANCE WITH STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51765 (R7 / 12-22)

Prescribed by the Department of Local Government Finance

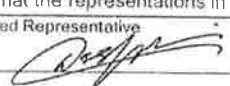
PRIVACY NOTICE

This form contains confidential
information pursuant to
IC 6-1.1-35-9 and IC 6-1.1-12.1-5.6.

FORM CF-1 / PP

20__ Pay 20__

- INSTRUCTIONS:**
1. Property owners whose Statement of Benefits was approved must file this form with the local designating body to show the extent to which there has been compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
 2. This form must be filed with the Form 103-ERA Schedule of Deduction from Assessed Value between January 1 and May 15, unless a filing extension under IC 6-1.1-3.7 has been granted. A person who obtains a filing extension must file between January 1 and the extended due date of each year.
 3. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (CF-1).

SECTION 1 TAXPAYER INFORMATION								
Name of Taxpayer Phoenix Closures, Inc						County Putnam		
Address of Taxpayer (number and street, city, state, and ZIP code) 975 Meridian Lake Drive						DLGF Taxing District Number 67008		
Name of Contact Person Wasif Qureshi				Telephone Number (630) 276-2504		Email Address wqureshi@phxpkg.com		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY								
Name of Designating Body Greencastle Common Council				Resolution Number 2021-05 and 2021-06		Estimated State Date (month, day, year) 6/1/2021		
Location of Property 2000 S. Jackson Street, Greencastle, IN 461365						Actual Start Date (month, day, year) 5/1/2021		
Description of new manufacturing equipment, new research and development equipment, new information technology equipment, or new logistical distribution equipment to be acquired. Equipment includes injection molding and packaging equipment for the produc						Estimated Completion Date (month, day, year) 12/31/2021		
						Actual Completion Date (month, day, year) 12/31/2021		
SECTION 3 EMPLOYEES AND SALARIES								
EMPLOYEES AND SALARIES				AS ESTIMATED ON SB-1		ACTUAL		
Current Number of Employees						161		
Salaries						7,984,501		
Number of Employees Retained						111		
Salaries						6,653,410		
Number of Additional Employees				127				
Salaries				6,996,000				
SECTION 4 COST AND VALUES								
	MANUFACTURING EQUIPMENT		RESEARCH & DEVELOPMENT EQUIPMENT		LOGISTICAL DISTRIBUTION EQUIPMENT		IT EQUIPMENT	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$ 36,000,000	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 6,800,000	\$	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 42,800,000	\$	\$	\$	\$	\$	\$	\$
ACTUAL	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE	COST	ASSESSED VALUE
Values Before Project	\$ 36,000,000	\$	\$	\$	\$	\$	\$	\$
Plus: Values of Proposed Project	\$ 3,019,198	\$	\$	\$	\$	\$	\$	\$
Less: Values of Any Property Being Replaced	\$	\$	\$	\$	\$	\$	\$	\$
Net Values Upon Completion of Project	\$ 39,019,198	\$	\$	\$	\$	\$	\$	\$
NOTE: The COST of the property is confidential pursuant to IC 6-1.1-12.1-5.6(c).								
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER								
WASTE CONVERTED AND OTHER BENEFITS				AS ESTIMATED ON SB-1		ACTUAL		
Amount of Solid Waste Converted								
Amount of Hazardous Waste Converted								
Other Benefits:								
SECTION 6 TAXPAYER CERTIFICATION								
I hereby certify that the representations in this statement are true.								
Signature of Authorized Representative 				Title CFO		Date Signed (month, day, year) 5/14/2025		

RESOLUTION NO. 2025 - 07
COMMON COUNCIL OF THE CITY OF GREENCASTLE

**A RESOLUTION AFFIRMING
INDIAN SPRINGS NORTH,
OF COMPLIANCE WITH STATEMENTS OF BENEFITS**

WHEREAS, Indian Springs North has heretofore been granted certain tax abatements in consideration of certain benefits for the City of Greencastle; and,

WHEREAS, said company has submitted the following forms as of May 15, 2025:
CF-1/RE for tax abatement on equipment granted in 2023.

WHEREAS, the Common Council has reviewed the CF-1 forms, copies of which are attached hereto, and has found compliance with previously approved Statements of Benefits.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Greencastle, Putnam County, Indiana, approves the CF-1 forms as submitted as being in compliance with the Statements of Benefits previously filed by Indian Springs North.

BE IT FURTHER RESOLVED that this Resolution be made a record and filed along with the CF-1 forms with the Putnam County Auditor.

PASSED by the Common Council of the City of Greencastle at its regular meeting this 12th day of June 2025.

COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

Vincent Aguirre

Katherine Asbell

Mark Hammer

Stacie Langdon

David Masten

Tina Nicholson

Darrel Thomas

Approved and signed by me this 12th day of June 2025 at _____ p.m. o'clock.

ATTEST:

Lynda R. Dunbar, Mayor

Mikayla Johnson, Clerk-Treasurer



COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51766 (R6 / 4-23)

Prescribed by the Department of Local Government Finance

20 25 PAY 20 28

FORM CF-1 / Real Property

INSTRUCTIONS:

1. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
2. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
3. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15 or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.3(j))
4. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

PRIVACY NOTICE

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.3 (k) and (l).

SECTION 1

TAXPAYER INFORMATION

Name of Taxpayer Indian Springs North	County Putnam
Address of Taxpayer (number and street, city, state, and ZIP code) 1108 S. Locust St, Greencastle, IN 46135	DLGF Taxing District Number 67
Name of Contact Person Jared Grable	Telephone Number (765) 653-9900
	Email Address jared@globalconstructionmgmt.com

SECTION 2

LOCATION AND DESCRIPTION OF PROPERTY

Name of Designating Body City of Greencastle	Resolution Number	Estimated Start Date (month, day, year) 4/1/23
Location of Property 615-736 Northview, Greencastle, IN 46135		Actual Start Date (month, day, year) 8/1/23
Description of Real Property Improvements Full interior/exterior rehabilitation of all buildings to include: HVAC, interior doors, kitchen cabinetry, appliances, floor coverings, roofing, windows, plumbing, asphalt parking lot		Estimated Completion Date (month, day, year) 4/1/24
		Actual Completion Date (month, day, year) 10/30/25

SECTION 3

EMPLOYEES AND SALARIES

EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current Number of Employees		
Salaries		
Number of Employees Retained		
Salaries		
Number of Additional Employees		
Salaries		

SECTION 4

COST AND VALUES

COST AND VALUES	REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE
Values Before Project	\$ 1250000	\$
Plus: Values of Proposed Project	\$ 500000	\$
Less: Values of Any Property Being Replaced	\$ 0	\$
Net Values Upon Completion of Project	\$ 1750000	\$
ACTUAL	COST	ASSESSED VALUE
Values Before Project	\$	\$
Plus: Values of Proposed Project	\$ 1200000	\$
Less: Values of Any Property Being Replaced	\$	\$
Net Values Upon Completion of Project	\$	\$

SECTION 5

WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER

WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of Solid Waste Converted		
Amount of Hazardous Waste Converted		
Other Benefits:		

SECTION 6

TAXPAYER CERTIFICATION

I hereby certify that the representations in this statement are true.

Signature of Authorized Representative 	Title Member	Date Signed (month, day, year) 5/15/25
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**RESOLUTION NO. 2025 - 08
COMMON COUNCIL OF THE CITY OF GREENCASTLE**

**A RESOLUTION AFFIRMING
C&R QUALITY RENTALS LLC,
OF COMPLIANCE WITH STATEMENTS OF BENEFITS**

WHEREAS, C&R Quality Rentals has heretofore been granted certain tax abatements in consideration of certain benefits for the City of Greencastle; and,

WHEREAS, said company has submitted the following forms as of May 15, 2025:
CF-1/RE for tax abatement on equipment granted in 2024.

WHEREAS, the Common Council has reviewed the CF-1 forms, copies of which are attached hereto, and has found compliance with previously approved Statements of Benefits.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Greencastle, Putnam County, Indiana, approves the CF-1 forms as submitted as being in compliance with the Statements of Benefits previously filed by C&R Quality Rentals.

BE IT FURTHER RESOLVED that this Resolution be made a record and filed along with the CF-1 forms with the Putnam County Auditor.

PASSED by the Common Council of the City of Greencastle at its regular meeting this 12th day of June 2025.

COMMON COUNCIL OF THE CITY OF GREENCASTLE, INDIANA

Vincent Aguirre

Katherine Asbell

Mark Hammer

Stacie Langdon

David Masten

Tina Nicholson

Darrel Thomas

Approved and signed by me this 12th day of June 2025 at _____ p.m. o'clock.

ATTEST:

Lynda R. Dunbar, Mayor

Mikayla Johnson, Clerk-Treasurer



COMPLIANCE WITH STATEMENT OF BENEFITS REAL ESTATE IMPROVEMENTS

State Form 51766 (R6 / 4-23)

Prescribed by the Department of Local Government Finance

20 24 PAY 20 25

FORM CF-1 / Real Property

INSTRUCTIONS:

1. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
2. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
3. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15 or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1-1-12.1-5.3(j))
4. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

PRIVACY NOTICE

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1-1-12.1-5.3 (k) and (l).

SECTION 1 TAXPAYER INFORMATION		
Name of Taxpayer Christopher & Rashell Harcourt / C&R Quality Rentals, LLC.		County Putnam
Address of Taxpayer (number and street, city, state, and ZIP code) 300 S CR 475 E		DLGF Taxing District Number 67
Name of Contact Person Christopher Harcourt	Telephone Number (765) 719-1757	Email Address chrisharcourt23@gmail.com
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of Designating Body Willow Grove Subdivision	Resolution Number	Estimated Start Date (month, day, year) May 2024
Location of Property 0 Tennessee Street - Greencastle, IN 46135		Actual Start Date (month, day, year) May 2024
Description of Real Property Improvements Development of 4 Duplex Buildings (8-units) on the) Tennessee Street land that was currently vacant in Greencastle.		Estimated Completion Date (month, day, year) November 2025
		Actual Completion Date (month, day, year) Under Construction
SECTION 3 EMPLOYEES AND SALARIES		
EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current Number of Employees	2	2
Salaries	0	0
Number of Employees Retained	0	0
Salaries	0	0
Number of Additional Employees	0	0
Salaries	0	0
SECTION 4 COST AND VALUES		
COST AND VALUES	REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE
Values Before Project	\$ 100,000	\$
Plus: Values of Proposed Project	\$ 1,200,000	\$
Less: Values of Any Property Being Replaced	\$ 0	\$
Net Values Upon Completion of Project	\$ \$1,300,000	\$
ACTUAL	COST	ASSESSED VALUE
Values Before Project	\$	\$
Plus: Values of Proposed Project	\$	\$
Less: Values of Any Property Being Replaced	\$	\$
Net Values Upon Completion of Project	\$	\$
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER		
WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of Solid Waste Converted	0	0
Amount of Hazardous Waste Converted	0	0
Other Benefits:	0	0
SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of Authorized Representative <i>Rashell Harcourt</i>	Title Owner	Date Signed (month, day, year) 04/25/2025