

PUTNAM COUNTY PLANNING COMMISSION
Thursday, November 20th, 2025
Putnam County Courthouse Courtroom 221

MINUTES

- The Putnam County Planning Commission met on Thursday, November 20, 2025, at the Putnam County Courthouse, Second Floor Courtroom, Room 221.
- President David Mills called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.
- Roll call was taken, and a quorum was present.
- Members Present: Jim Dodrill, Brian Ellis, Bryan Hoylman, Vic Mays, David Mills, Donald Pauley, Steve Perry, Travis Williard
- Members Absent: Dave Hobba, Tim Engel, Jacob Pack, Sara Steorts, Glen Yeager II, Jason Baker
- Staff Present: David Coll, Melissa Sargent, & Denise May
- Others Present: None

Approval of Minutes

The minutes from the **July 24, 2025**, meeting were presented for approval. A motion to approve the minutes as presented was made by **Brian Ellis**, seconded by **Jim Dodrill**, and the motion **carried**.

Citizen Concerns

There were no citizens' concerns.

Creation of Nominating Committee for 2026 Officers:

- President Mills requested that all present commission members serve as the nominating committee.
- Nominations were opened for the following positions, with voting scheduled to occur at the Annual Meeting on January 22nd, 2026:
 - **President:** Jim Dodrill
 - **Vice President:** Donald Pauley and David Hobba

Proposed Amendment to Bylaws:

- David Coll presented the first reading of the proposed amendment to the Putnam County Planning Commission's Bylaws regarding the Ordinance Review Subcommittee (ORSC). The proposed amendment is attached as part of these minutes.
- Jim Dodrill suggested removing the necessity for a quorum from the proposed amendment text.
- David Coll advised Mr. Dodrill that he would confer with County Commission Attorney Larry Frye and provide an update.
- The second reading of the proposed amendment to the Planning Commission's Bylaws will take place at the Special Meeting scheduled for December 18, 2025.

Staff Report (included in these minutes):

- David Coll presented the staff report for October 2025. The report is attached as part of these minutes.
- The Annual Report will be presented at the January 22nd, 2026, meeting.

Unfinished Business:

There was no unfinished business.

New Business:

There was no new business.

Adjournment:

Motion was made and seconded to adjourn. Motion carried unanimously.

Respectfully Submitted,

Signed: _____, David Coll, Planning Director

Attest: _____, Presiding Officer

Minutes were approved: _____

PUTNAM COUNTY PLANNING COMMISSION BYLAWS

Article I – The Planning Commission

SECTION 1 - NAME

The official name of the Commission shall be the Putnam County Planning Commission.

Article II – Officers

SECTION 1 - ELECTIONS

Annually, at the regular meeting of the Planning Commission held in January, the Commission shall elect a President and Vice-President.

SECTION 2 - PRESIDENT

The President shall preside at meetings of the Planning Commission and at public hearings and meetings called by the Planning Commission. The President shall call special meetings of the Planning Commission as required and shall transmit reports, plans, recommendations, and other documents from the Planning Commission to the appropriate authorities or bodies. The President shall act as spokesperson for the Planning Commission.

SECTION 3 - VICE-PRESIDENT

The Vice-President shall perform such duties and functions as may from time to time be required by the Planning Commission.

SECTION 4 - ADDITIONAL DUTIES

The President and Vice-President shall perform such other duties and functions as may from time to time be required by the Planning Commission.

SECTION 5 - REPLACING OFFICERS

In the event of the death, resignation, or removal of the President or Vice-President, the Planning Commission shall elect one of its members to complete the unexpired term. A three-fifths majority of the total membership of the Commission may, at any regular meeting, remove the President or Vice-President from office, provided that a new election to fill the remaining term of office is immediately held.

SECTION 6 - TERM OF OFFICE

The President may not serve more than two consecutive one-year terms.
(Amended: January 16, 1990)

SECTION 7 - NOMINATING COMMITTEE

A nominating committee shall be established prior to the January Annual Meeting of the Planning Commission in order to make recommendations for appointments to the Planning Commission and Planning Commission officers. (Amended: February 28, 2017)

SECTION 8 – ORDINANCE REVISION SUBCOMMITTEE

The Ordinance Revision Subcommittee (ORSC) shall be tasked with reviewing proposed revisions to planning regulations, shall serve in an advisory role making recommendations to the full Planning Commission, and may not take final action on behalf of the Commission.

The ORSC shall consist of five (5) regular members and three (3) alternate members appointed by the Planning Commission President from the Planning Commission's membership. An alternate member shall serve when a regular member is unable to serve at a scheduled committee meeting and shall have the same powers and duties of a regular committee member.

The regular and alternate members shall be appointed for a one-year term by the President at the final Planning Commission meeting of each year, to begin serving on the first day of the following year. All subcommittee meetings and records must be open to the public, consistent with applicable open meeting laws.

Article III – Meetings

SECTION 1 - REGULAR MEETING

The regular meeting of the Planning Commission shall be held on the fourth Thursday of each month at 6:00 P.M. except December, in a place and at a time designated by the Commission. In the event that the fourth Thursday of the month shall fall on a holiday or any other day when the Putnam County Courthouse will be closed, the regular meeting of the month shall be held on the third Thursday of the month at 6:00 P.M. (Amended: March 26, 2019) (Amended: October 17, 2023) (Amended: November 21, 2023)

SECTION 2 - SPECIAL MEETINGS

Special meetings of the Commission may be called by the President or by at least two members upon request to the Secretary. Whether called by the President or by two or

more members, the Secretary shall send to all members, at least two days in advance of a special meeting, a written notice fixing the date, time and place of the meeting, but written notice of a special meeting is not required if the date, time, and place of the special meeting have been fixed in a regular meeting or if all the members are present at the special meetings.

SECTION 3 - QUORUM

In order to conduct a commission meeting, a quorum of the members must be present. A majority of the members of the commission shall constitute a quorum. No action of the Commission shall be official unless authorized by a majority of the members present at a regular or properly called special meeting.

SECTION 4 - TEMPORARY CHAIRMAN

In the event of a quorum for a meeting and the absence of both the President and Vice-President, any member may call the meeting to order for the purpose of electing a temporary chairman by a simple majority of those present.

SECTION 5 - PROCEDURES FOR CONDUCTING MEETINGS

Roberts Rules of Order, current edition, shall be the parliamentary authority of the Planning Commission meetings. In the case of a conflict with a statute or ordinance and with any policy adopted by these bylaws, priority authority is given first to statute, second to ordinance and third to bylaws. *(Amended: January 30, 2018)*

Article IV – Informing County Commission of Members= Absence

SECTION 1 - INFORMING COUNTY COMMISSION OF MEMBERS= ABSENCE

The President shall automatically send a letter to the County Commission to inform them when any member fails to attend three (3) consecutive regularly scheduled meetings or any five (5) regular meetings in a calendar year.

Article V – Separability

SECTION 1 - SEPARABILITY

The invalidation of any article or any section of any article shall not invalidate any other portion of these Bylaws.

Article VI – Amendments to the Bylaws

SECTION 1 - AMENDMENTS

These Bylaws can be amended at any regular **or special** meeting by a two-thirds vote, provided that the amendments have been submitted in writing at the previous meeting.

Adopted:	November 17, 1987
To Become Effective:	January 19, 1988
Amended:	January 16, 1990
Amended:	November 27, 1990
Amended:	February 28, 2017
Amended:	January 30, 2018
Amended:	March 26, 2019
Amended:	October 17, 2023
Amended:	November 21, 2023

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October 2025 Report

2 – Development & Zoning Permit Approvals

3 – Plat Approvals

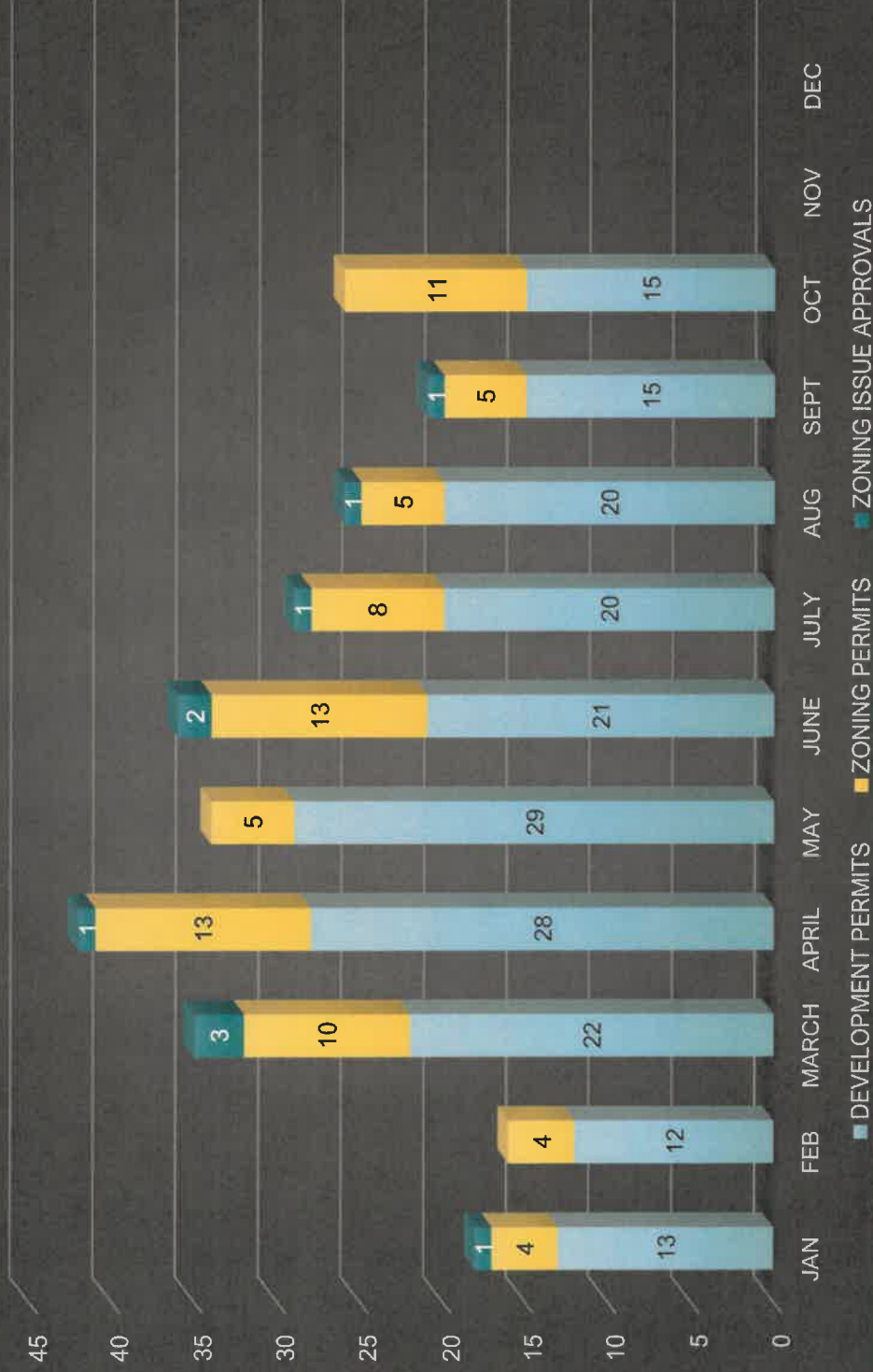
4 – Expenditures & Revenue

5 – Permit Status

Pulnam County

PLANNING & INFRASTRUCTURE

DEVELOPMENT/ZONING PERMITS & ZONING ISSUE APPROVALS FOR 2025 CALENDAR YEAR



Pulham County

PLANNING & INFRASTRUCTURE

DEVELOPMENT PERMITS INCLUDE:

Site-Built Home, Manufactured Home, Multi-Family, Commercial, Industrial, Accessory Structure (ex., garage, storage building, barn, etc.), Other (ex., bridge, culvert, substantial residential addition, etc.)

ZONING PERMITS INCLUDE:

Change of Land Use, Sign, Residential Addition, Temporary Permit, Zoning Accessory (ex., fence), Other (ex.: home occupation, etc.)

ZONING ISSUE APPROVALS:

Administrative Appeals, Special Permits, Rezoning, Text Amendments, Variances

- 18 Permit Approvals in January 2025
- 16 Permit Approvals in February 2025
- 35 Permit Approvals in March 2025
- 42 Permit Approvals in April 2025
- 34 Permit Approvals in May 2025
- 36 Permit Approvals in June 2025
- 29 Permit Approvals in July 2025
- 25 Permit Approvals in August 2025
- 21 Permit Approvals in September 2025
- 26 Permit Approvals in October 2025

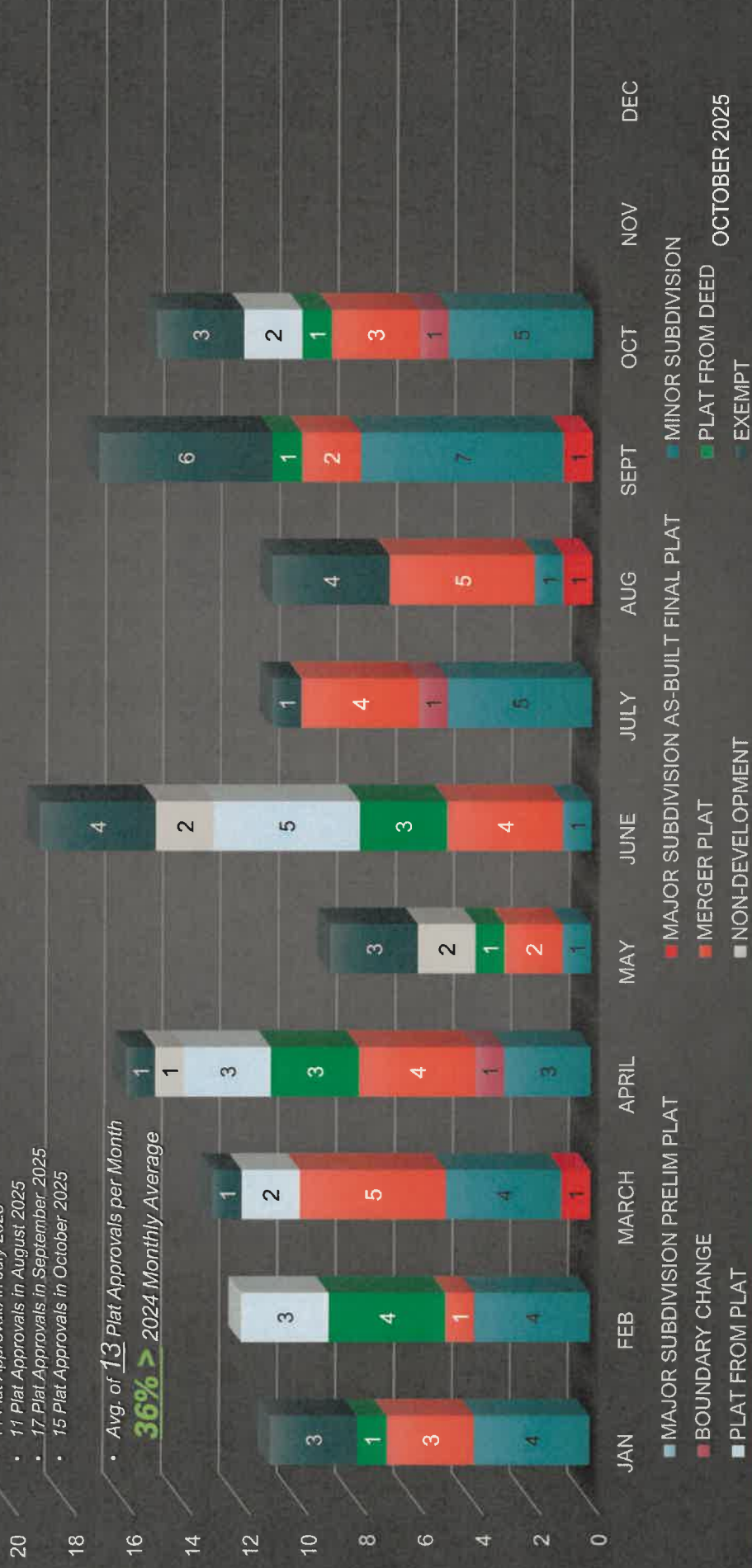
• Avg. of **28** Permit Approvals per Month
43% > 2024 Monthly Average

OCTOBER 2025

PLAT APPROVALS FOR 2025 CALENDAR YEAR

- 11 Plat Approvals in January 2025
- 12 Plat Approvals in February 2025
- 13 Plat Approvals in March 2025
- 16 Plat Approvals in April 2025
- 9 Plat Approvals in May 2025
- 19 Plat Approvals in June 2025
- 11 Plat Approvals in July 2025
- 11 Plat Approvals in August 2025
- 17 Plat Approvals in September 2025
- 15 Plat Approvals in October 2025

• Avg. of 13 Plat Approvals per Month
36% > 2024 Monthly Average



PUTNAM COUNTY PLANNING COMMISSION

FISCAL YEAR BUDGET 2025-2026

Report Date: October 31, 2025

Line Item	Description	Approved (revised)	Outstanding Purchase orders	Y.T.D *	Balance To-Date	% Used YTD
439-3-1	FULL TIME WAGES	\$ 267,354.00		\$ 75,755.75	\$ 187,598.25	28.33%
439-4-0	PCA	\$ 17,611.00		\$ 5,044.35	\$ 12,566.65	28.64%
439-4-1	MEDICARE EXPENSE	\$ 4,119.00		\$ 1,175.75	\$ 2,943.25	28.64%
439-5-0	INSURANCE	\$ 73,595.00		\$ 12,341.03	\$ 61,253.97	16.76%
439-6-1	OPTICAL INS	\$ 383.00		\$ 82.80	\$ 270.40	21.64%
439-6-2	DENTAL INS	\$ 1,409.00		\$ 563.75	\$ 1,045.25	39.61%
439-6-0	RETIREMENT	\$ 24,532.00		\$ 7,006.21	\$ 17,525.79	28.61%
439-8-1	F/T EXTRATIME	\$ 1,886.00		\$ 18.90	\$ 1,867.10	0.99%
439-8-2	F/T OVERTIME	\$ 14,742.00		\$ 5,381.35	\$ 9,360.65	36.36%
439-8-3	PART-TIME WAGES					
439-8-4	PART-TIME EXTRATIME					
439-8-5	P/T LONGEVITY BONUS					
TOTALS	PERSONNEL	\$ 495,286.00		\$ 111,181.31	\$ 384,104.69	27.38%
439-11	TELEPHONE	\$ 400.00		\$ 136.94	\$ 263.06	34.10%
439-12	PRINTING	\$ 3,100.00	\$ 300.00		\$ 2,800.00	9.07%
439-14	TRAVEL	\$ 300.00			\$ 300.00	
439-16	M & R EQUIPMENT					
439-17	M & R VEHICLES	\$ 3,000.00			\$ 3,000.00	
439-18	POSTAGE					
439-19	BLDG & EQUIP RENT					
439-20	ADVERTISING	\$ 2,378.00	\$ 1,648.85	\$ 73.14	\$ 856.00	22.30%
439-21	TRAINING & EDUCATION	\$ 804.00			\$ 804.00	
439-22	DUES & SUBSCRIPTIONS	\$ 430.00			\$ 430.00	
439-23	PROFESSIONAL SVC	\$ 1,800.00	\$ 480.00	\$ 180.00	\$ 1,180.00	36.55%
439-25-2	WORKERS COMP	\$ 5,901.00		\$ 2,106.30	\$ 3,794.70	37.12%
439-30	CONTRACTED SERVICES	\$ 17,000.00	\$ 12,240.50	\$ 2,759.50	\$ 2,000.00	11.82%
439-36	REFUND ON PAYMENT					
TOTALS	CONTRACTUAL	\$ 34,581.00	\$ 14,847.35	\$ 5,238.95	\$ 34,873.05	27.58%
439-41	SUPPLIES	\$ 3,000.00	\$ 1,126.87	\$ 114.99	\$ 1,785.04	41.49%
439-43	VEHICLE SUPPLIES	\$ 1,630.00	\$ 300.00		\$ 1,300.00	80.00%
TOTALS	COMMODITIES	\$ 4,630.00	\$ 1,426.87	\$ 114.99	\$ 2,955.04	34.33%
439-59	CAPITAL OUTLAY	\$ 24,800.00	\$ 806.81		\$ 24,093.19	3.24%
TOTALS FOR PLANNING		\$ 469,867.00	\$ 16,534.24	\$ 116,534.88	\$ 335,447.88	26.33%

*Y.T.D totals include encumbered amounts. These amounts are open purchase orders that have not been used to-date and can be liquidated if necessary and added back to totals.

REVENUE FISCAL YEAR 2024-2025

Line Item	Description	Approved (revised)	Outstanding Purchase orders	Y.T.D *
439-25	BUILDING AND ZONING FEES	\$ 836.00		\$ 2,370.00
439-26	SUBDIVISION AND MISC FEES	\$ 855.00		\$ 700.00
TOTALS		\$ 1,691.00		\$ 3,070.00

Putnam County PLANNING & INFRASTRUCTURE

FISCAL YEAR EXPENDITURES: 2025-2026

- APPROVED 25-26 FISCAL YEAR BUDGET: \$469,867.00
- EXPENDITURES (AFTER 4 MONTHS): \$133,420.00 (includes open P.O.s)
- AVERAGE MONTHLY EXPENDITURE: \$33,355.00
- 16% BELOW BUDGET

FISCAL YEAR REVENUE: 2025-2026

- TOTAL DEPOSITS: \$15,884.00 OVER 4 MONTHS
- AVERAGE MONTHLY DEPOSIT: \$3,971.00

In the 2024-2025 Fiscal Year, we achieved a record revenue of \$159,610.00, with an average monthly deposit of \$13,300.00

CALENDAR YEAR REVENUE: 2025

- TOTAL DEPOSITS: \$123,462.00 OVER 10 MONTHS
- AVERAGE MONTHLY DEPOSIT: \$12,346.00
- 83% > our 10 YEAR avg. monthly deposit (of \$5113.00)
- 46% > our 2024 avg. monthly deposit (of \$7700.00)

OCTOBER 2025

PCPC Permit Status Report

October 2025

Submission Date	Permit #	Applicant Name	Project Type	Approval Date	Comments	Last Contacted
5/19/2025	13381	Thomas, Donald	Manufactured Home	10/7/2025	Emailed permit	
6/16/2025	13411	Meeks Rental & Leasing, LLC-Smoothie King	Commercial	Pending	Developer Passed project	
8/27/2025	13475	Carpenter, James	Culvert	Pending	Awaiting Drainage Easement	10/31/2025
10/7/2025	13497	Holston, Tammy	Single Family Home	10/2/2025	Emailed permit	
10/9/2025	13498	Howard, Thomas	Solar Panels	10/14/2025	Emailed permit	
10/16/2025	13499	Signarama- A-Z Outlet	Sign	10/7/2025	Emailed permit	
10/16/2025	13500	Turley, Vincent & Tara L.	Solar Panels	10/7/2025	Emailed permit	
10/16/2025	13501	Haynes, Lorita	Shed	10/8/2025	Emailed permit	
10/18/2025	13502	DHB, LLC	Single Family Home	10/8/2025	Emailed permit	
10/18/2025	13503	Riddle, Justin	Single Family Home	10/8/2025	Emailed permit	
10/18/2025	13504	Wall, David	Shed	10/8/2025	Emailed permit	
10/18/2025	13505	Goffaux, Jean	Manufactured Home	10/8/2025	Emailed permit	
10/18/2025	13506	Queen, Cathy	Solar Panels	10/14/2025	Emailed permit	
10/18/2025	13507	Burgoff, Robert	Single Family Home	10/14/2025	Emailed permit	
10/18/2025	13508	Hunt, Bill	Fence	10/14/2025	Emailed permit	
10/10/2025	13509	Calm Unity Initiative	Sign	10/14/2025	Emailed permit	
10/10/2025	13510	Hensley, Elise	Manufactured Home	10/14/2025	Emailed permit	
10/14/2025	13511	Grimm, Robert	Garage	10/16/2025	Emailed permit	
10/15/2025	13512	Hughes, David	Manufactured Home	10/16/2025	Emailed permit	
10/16/2025	13513	American Tower Corporation	Cell Tower	10/24/2025	Emailed permit	
10/16/2025	13514	Surgeon, Harry	Manufactured Home	10/17/2025	Emailed permit	
10/23/2025	13515	Store Capital Acquisitions-nVent-Paniline	Manufacturing	Pending	Under review	11/10/2025
10/23/2025	13516	Crowell, Jeremy	Solar Panels	10/24/2025	Emailed permit	
10/27/2025	13517	Jenkins, Christy	Manufactured Home	10/29/2025	Emailed permit	
10/29/2025	13518	Woody, John	Porch	10/30/2025	Emailed permit	
10/29/2025	13519	Springer, Travis & Amanda	Porch & driveway extension	10/30/2025	Emailed permit	
10/31/2025	13520	Haney, Amber	Solar Panels	10/31/2025	Emailed permit	
10/31/2025	13521	Cunningham, Leanna	Storage Shed	10/31/2025	Emailed permit	
10/31/2025	13522	Lahoda, Brannan	Fence	11/3/2025	Emailed permit	