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CHAPTER 154: COMPREHENSIVE PLAN

Section

154.01 Comprehensive Plan adopted by reference

§ 154.01 COMPREHENSIVE PLAN ADOPTED BY REFERENCE.

The Comprehensive Plan is hereby adopted by reference and declared to be a part of this Code as if set out in full herein.
(Ord. 94-25, passed 12-6-94; Am. Ord., passed 3-25-97; Am. Ord. 2001-18, passed 11-20-01; Am. Ord. 2008-1, passed 2-5-08; Am. Ord. 2008-8, passed 8-19-08; Am. Ord. 2008-10, passed 9-16-08)

**GARRETT 20-20
THE COMPREHENSIVE PLAN OF THE
CITY OF GARRETT, INDIANA**

CHAPTER 154.02 - TITLE, AUTHORITY AND PURPOSE

§ 154.02.1 Title

- a. The title of this document is "Garrett 20-20, the Comprehensive Plan of the City of Garrett, Indiana," hereinafter referred to as "Plan" or "this Plan."

§ 154.02.2 Authority

- a. This Plan has been prepared pursuant to the authority vested in the City of Garrett, Indiana by the Indiana Code 36-7-4-500 Series, as amended.

This Plan includes:

1. Statements of policy for the land use development of the jurisdiction.
2. Statements of policy for the development of public ways, public places, public lands, public structures, and public utilities.

§ 154.02.3 Purpose: What This Plan Is

- a. This Plan has been developed to provide guidance for the overall future development of Garrett, and for the use, development and preservation of

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land within the Garrett Plan Jurisdiction.

- b. This Plan contains several policies regarding land use, economic development and public works. Such policies have been established to set priorities regarding how Garrett wishes to grow, the types of business and industry Garrett needs and desires, and how the City of Garrett will spend limited resources providing public services and improvements.
- c. Establishing such policies allows Garrett citizens, city officials and developers to know what the City's development priorities are before capital improvement and land development proposals are created.

§ 154.02.4 Disclaimer: What This Plan Is Not

- a. No plan can completely identify all current problems, anticipate future opportunities, or provide ready solutions to the city's problems. Economic, environmental, regulatory and political factors will cause future elected and appointed city officials, and the citizens of Garrett, to change the goals and policies stated in this Plan. Chapter 154.08, "Annual Review and Amendment," allows for a regular review of the Plan in response to changing conditions.

§ 154.02.5 Summary of Plan Contents

- a. This Plan contains the following chapters:

1. CHAPTER 154.02, TITLE, AUTHORITY AND PURPOSE

The current chapter. Reviews the statutory authority upon which the Plan is based, and the purpose of the Plan.

2. CHAPTER 154.03, GOVERNMENT OPERATIONS AND STRUCTURE

Reviews the history of Garrett, and the duties and functions of the various elected and appointed officials within the municipal government. Also reviews the duties and functions of the appointed municipal boards and commissions. This chapter provides a frame of reference for succeeding chapters in detailing what individual or board will be responsible for carrying out the policies established in this Plan.

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3. CHAPTER 154.04, LAND USE AND DEVELOPMENT

Establishes policies for annexation, zoning administration and the extension of municipal services.

4. CHAPTER 154.05, DEMOGRAPHICS

Establishes policies for using latest available census data to project Garrett's housing, infrastructure and economic needs.

5. CHAPTER 154.06, ECONOMIC DEVELOPMENT

Establishes policies for working with local, regional and state economic development entities in promoting development.

6. CHAPTER 154.07, PUBLIC WORKS AND CAPITAL IMPROVEMENTS

Prescribes policies for extending and replacing water, sewer and electric lines, improving streets, constructing and renovating municipal buildings. Also reviews options for funding capital improvements and equipment acquisitions.

7. CHAPTER 154.08, REVIEW AND AMENDMENT

Allows for a regular review of the Plan and, if necessary, amendment of the Plan according to statutory requirements.

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CHAPTER 154.03 – GOVERNMENT OPERATIONS AND STRUCTURE

§154.03.1 Introduction

This chapter reviews the history of Garrett, and the duties and functions of the various elected and appointed officials within the municipal government. It also reviews the duties and functions of the appointed municipal boards and commissions.

§154.03.2 A Short History of Garrett

This section briefly reviews Garrett's founding as a railroad community, its growth by plat and population, and its evolution from a town to a city. Portions of this section were adapted from the following articles published in So Grows A City, 1975, the official publication of the Greater Garrett Centennial Corporation:

- "Garrett Named for B&O President," by R.W. Lung.
- "City Guided by Dedicated Officials," by Marcella Van Lear Zern.
- "Seven-Man Police Force Serves Garrett," by Ella Trimble Ellis.
- "B&O Men Form First Fire Department," by Ella Trimble Ellis.

Founding

Garrett was founded and laid out by the Baltimore and Ohio Railroad. In 1871, the Baltimore and Ohio and Chicago Railroad, later to be known as the Chicago Division, started to survey land in the midwest.

By 1874 the construction of the Chicago Division was nearly completed and the Baltimore Land and Improvement Company sent a special agent out to locate a suitable division point. The fifty acres upon which Garrett was laid out cost \$917,000 and within six months a total of \$890,000 worth of lots were sold from it.

The town was laid out by Beverly L. Randolph and was situated in Butler and Richland townships. In June 1876 a new township was formed and named Keyser after William Keyser, then second vice-president of the B&O. The original plat of Garrett was recorded at Auburn on April 9, 1875, and was named Garrett in honor of John W. Garrett, then president of the B&O.

King, Keyser, Cowen, Randolph and Quincy Streets were named after the members of the Baltimore Land and Improvement Company. Within ten months after the original platting of the town into lots, Garrett had two hotels, stores of all kinds, one newspaper shop, shops, saloons and several hundred inhabitants. A school

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had been established accommodating about fifty pupils. Being a division point, facilities were soon constructed by the railroad to service and maintain the equipment necessary for the hauling of freight and passengers. An eastbound yard was built starting at Randolph Street and ending west of the overhead bridge at Altona, also a westbound yard starting at Randolph Street and ending east of Garrett. These yards later consisted of approximately nine tracks in each yard. They were used for building of trains and storing of cars.

The B&O depot, located on the south side of the tracks on North Randolph Street, served as district headquarters and as a passenger station for many years. It was constructed in 1896 and was demolished by CSX in 1996.

Plats

The Original Plat of Garrett, was recorded April 9, 1875. It is comprised primarily of lots 25 feet wide and 125 feet deep. Over fifty-five subsequent plats have been added to the City.

Population

Garrett's first census was conducted on November 8-9-10, 1875. The total population was found to be 275 persons. Garrett's decennial population, as conducted by the U.S. Census Bureau, reflects the growth, then retrenchment, of the railroad, and the subsequent growth spurred by industrial development after 1980.

From a Town to a City

The Town of Garrett was incorporated in 1876. Garrett remained a town for seventeen years until it was incorporated as a city on May 18, 1893. As with any incorporated community, the municipal government of Garrett provides basic public services such as water treatment and distribution, sanitary sewer collection and treatment, electricity, street maintenance, and public safety.

The Garrett water and light plant was constructed in 1886 by private investors at a contemporary cost of \$50,000. It was eventually purchased by the City at a cost of \$100,000. It was upgraded in 1929, 1934 (\$108,000), and 1940 (\$84,200).

The Garrett City Hall was constructed at 130 South Randolph Street in 1913. A community building was constructed in 1925, and a municipal swimming pool was constructed in 1938.

A City street garage and warehouse was constructed in 1938.

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The Garrett Wastewater Treatment Plant was constructed in 1955 at a contemporary cost of \$445,000. Garrett sewer mains were extended to Altona in 1974. A major sewer separation project was undertaken in 1978. The plant was expanded in 1992 and 2004.

A new fire-police station was constructed in 1995-1996, and City Hall was renovated in 1995-1996.

An underpass on State Road 327 (North Randolph Street) was constructed under the CSX railroad tracks 1999-2000. A new community center was built in 2004-2005. A new water tower and electric substation were constructed in 2006.

The duties and functions of the City departments, boards and commissions are reviewed in later sections of this Chapter.

§ 154.03.2 Elected Officials

Following is a summary of the various elected offices within the City of Garrett government.

- a. **Mayor** – The chief elected official of Garrett is the mayor, who is responsible for the overall operation of the city government.

State law requires a mayor to reside within the city. There are no limits on the number of terms a mayor may serve.

- b. **Common Council** – The common council serves as the legislative and fiscal body for the City of Garrett. The council considers and adopts all ordinances, orders, resolutions and motions for governing the city. The council also authorizes city expenditures by adopting the annual city budget.

The city is divided into four councilmanic districts, each with its own council representative. A council-at-large seat, encompassing the entire city, comprises the fifth seat on the Council.

There are no limits on the number of terms a council member may serve.

- c. **Clerk-Treasurer** – The Clerk-Treasurer manages and directs the City's finances and accounts, keeps and maintains the records of the Common Council and records the minutes of the Common Council and Board of Works meetings. The Clerk also maintains the City ordinance

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book and may conduct marriage ceremonies. The Clerk must be a city resident and serves a four-year term. There are no limits on the number of terms a clerk-treasurer may serve.

§ 154.03.3 Appointed Boards and Commissions

Several public boards and commission are charged with conducting various aspects of city government. They are listed below in alphabetical order.

- a. **Board of Public Works and Safety** – The Board of Public Works and Safety acts as the contracting agent for the City of Garrett. It also adopts administrative and disciplinary rules for the operation of the police and fire departments, the municipal utilities and the civil city departments.

The board is comprised of the Mayor, who serves as Chairman, and two members appointed by the Mayor. The appointed members must be residents of Garrett and do not have to be elected officials.

- b. **Board of Zoning Appeals** – The Board of Zoning Appeals (BZA) hears and considers requests for variances from the zoning regulations. Anyone who wants to build a structure or use their property in a way that is not permitted by the zoning regulations must apply for either a variance or a special exception as applicable. Such requests are considered in a public hearing. The Plan Commission may also appoint a hearing examiner who has limited powers to grant certain variances.
- c. **Economic Development Commission**– The Economic Development Commission (EDC) is an advisory board that reviews requests from industries for eligibility to receive industrial revenue bonds. The EDC also recommends to the Common Council the viability of requests for "Economic Development Target Area" (EDTA) status. EDTA designation confers eligibility for tax abatement to certain retail businesses. The three EDC members are appointed by the Mayor to four-year terms.
- d. **Housing Authority** – The Housing Authority is an autonomous board that may plan, fund and pursue housing development projects. It has bonding authority, and is eligible to receive and administer grants. It may also manage housing programs. Members are appointed by the Mayor to four-year terms.
- e. **Park and Recreation Authority** – The Parks Authority is an advisory

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board that reviews park operations and makes recommendations to the Board of Public Works and Safety regarding parks and recreation projects.

- f. **Plan Commission** – The Plan Commission is an advisory board whose function is to review land use plans, zoning and subdivision regulations, and to pass on recommendations regarding such plans and regulations to the Common Council for final action. The commission has final authority for approving subdivision plats and development plans.
- g. **Redevelopment Commission** – The Redevelopment Commission is an autonomous board that may plan, fund and pursue redevelopment projects. It has bonding authority, and may buy and sell property. It may also contract for building demolition. Members are appointed by the Mayor to one-year terms.

§ 153.03.4 City Departments and Appointed Officials

Following is a review of the City departments, and the appointed officials who head each department, responsible for the daily operations of the Garrett municipal government:

- a. **Legal Department** – The Legal Department serves as counsel to the City on ordinances, regulations, state and federal laws, personnel matters and other legal issues. The City Attorney is appointed by the Mayor and must be a county resident.
- b. **Planning Department** – The Planning Department is responsible for long-term economic, public works and land development planning, grants coordination, zoning administration, maintenance of GIS maps and the City of Garrett website. The department also serves as a repository for local census, land use and street data. The Planning Department is operated by the Planning Director, who is appointed by the Mayor. The Planning Director serves as staff to the Mayor, Board of Works, Common Council, Plan Commission and BZA. The Planning Director also oversees the activities of the Code Enforcement and Safety Officer.
- c. **Recycling Department** – The City of Garrett has operated the Garrett Recycling Center since 1989. This drive-through facility accepts many different types of recyclable materials and is staffed by volunteers. The Center is open three days per week and is located at 113 North Cowen

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Street. The Street Superintendent supervises the overall operation of the Center.

- d. **Sewer Maintenance Department** – The Sewer Maintenance Department cleans and maintains the sewers within Garrett.
- e. **Street Department** – The Street Department maintains Garrett streets. It plows the streets in the winter, fills potholes in the spring, fills pavement cracks in the summer, and picks up leaves in the fall, among many other duties. The department is operated by the Street Superintendent, who is appointed by the Mayor. The Street Superintendent also oversees the operations and maintenance of the six Garrett parks.

§ 154.03.5 City Utilities

The Garrett City Utilities provide municipal services to customers within their respective service areas. The Water Utility serves customers within Garrett. The Wastewater Utility serves customers within Garrett and several customers just outside the city limits. The Electric Utility service area extends into Keyser Township beyond the city limits.

Billing and accounting for the utilities is managed by the Clerk–Treasurer.

- a. **Electric** – The Garrett Municipal Electric Utility operates and maintains the electric system throughout the utility service area. It repairs lines and transformers, installs poles and clears tree branches from line easements. The Electric Utility purchases electric power from Indiana–Michigan Power.
- b. **Wastewater Treatment** – The Wastewater Treatment Utility operates the wastewater treatment plant and the lift stations within the sanitary sewer collection system. The plant treats sewage effluent that is collected from the system.
- c. **Water** – The Water Utility operates the Water Treatment Plant, four wells and two water towers.

§ 154.03.6 Public Safety Departments

- a. **Fire** – The Garrett Fire Department is a volunteer fire department that provides firefighting and emergency services to all of Keyser Township. The Fire Chief is elected from among the firefighters and is confirmed by the Mayor.

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- b. **Police** – The Garrett Police Department serves to enforce public laws within Garrett. The department is managed by the Police Chief, who is appointed by the Mayor.

§ 154.03.7 City Budget and Finances

- a. The municipal budget is comprised of several revenue sources, including the following:
- Property taxes.
 - County Adjusted Gross Income Tax.
 - County Economic Development Income Tax.
 - State Gasoline Tax.
 - Utility Revenues.
 - Grants.
 - Miscellaneous Revenues.

The Common Council annually reviews and adopts budgets for the civil city departments and the municipal utilities. The budget process determines how the City will address capital improvements, capital equipment purchases, salaries, wages and fringe benefits.

The City budget is allocated over several accounts. The general fund provides money for the general operation of the municipal government. Special revenue funds are raised from special taxes and are usually targeted for specific activities.

When the City issues a bond for special "big-ticket" capital projects, it establishes a "debt service fund." The City must then allocate money each year to pay off the debt.

Capital project funds are used to purchase "fixed" assets such as fire trucks.

Utility funds, collected from utility revenues, are used to operate the municipal utilities. They are also used to acquire and maintain equipment and facilities necessary for delivering utility services to utility customers. Utility rates are subject to the approval of the Common Council and the Indiana Utility Regulatory Commission.

To avoid duplication of services and the over-purchase of equipment, city departments will often provide goods and services to other city departments. An intragovernmental service fund is established to track these transactions.

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City department expenses consist of personal services (employee labor costs and benefits), supplies, other services and charges (i.e., telephone and insurance) and capital outlays (land or equipment).

The City's financial records are examined annually by the appropriate State of Indiana agency.

§ 154.03.8 City Ordinances and Codes

- a. All local laws are codified into the City Code. A copy of the City Code is available for public review in the Clerk-Treasurer's office in City Hall and the Garrett Public Library. It is also available online at www.garrettindiana.us.

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CHAPTER 154.04 – LAND USE AND COMMUNITY DEVELOPMENT

Introduction

This Chapter establishes the Garrett zoning regulations, map and subdivision ordinance, and prescribes policies for annexation, zoning administration and the extension, maintenance and improvement of municipal services and infrastructure.

§ 154.04.1 Establishment of Land Use Regulations

- a. **City of Garrett Zoning Ordinance** – The City of Garrett Zoning Ordinance is hereby incorporated in, and made a part of, this Plan. The ordinance is available for public review in the Garrett Planning Department and the Office of the Clerk–Treasurer. They are also available online at the City of Garrett website, www.garrettindiana.us.
- b. **City of Garrett Zoning Map** – The City of Garrett Zoning Map is hereby incorporated in, and made a part of, this plan. The map has been established in the Zoning Ordinance (§153.03.2 "Identification," §153.04.1 "Kinds of Districts," §153.04.2 "Boundaries") to classify and divide the City of Garrett corporate area into various land use districts.
- c. **City of Garrett Subdivision Ordinance** – The City of Garrett Subdivision Ordinance is hereby incorporated in, and made a part of, this Plan.

§ 154.04.2 Land Use & Development Data

- a. **GIS** – Geographic data regarding the City of Garrett corporate limits, and the Garrett Municipal Utility areas, exists within the Garrett Planning Department, where it is collected, maintained and revised as needed. The City works with the DeKalb County GIS Department, and any other relevant agencies to collect and verify geographic data that will assist planning and development efforts within Garrett. Such data includes, but is not limited to, parcel lines, zoning districts, utility mains, parcel addresses and the Garrett street database.
- b. Additional GIS–based data is available on the Internet via various state and federal government agencies. Such data includes the following:
 - Flood plain status.
 - Physical Geography.
 - Soil types.

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These data are hereby incorporated within this Plan by reference.

- c. **Zoning Administration** – The Garrett zoning ordinance is enforced through zoning administration. Improvement location, fence, sign, demolition and moving permits are issued by the Planning Department.

The issuance of permits for various building activities provides annual data regarding the City’s development status. These data are incorporated by reference into this Plan.

City ordinances regarding trash, weeds, abandoned cars and unsafe buildings are enforcement by the Code Enforcement Division of the Planning Department.

§ 154.04.3 Land Use and Community Development Policies

- a. **Extension of Municipal Utilities** – The City of Garrett Board of Public Works and Safety will consider extending municipal utilities to unincorporated parcels immediately adjacent to the Garrett corporate limits that have been identified as having potential for development. Priority will be given to those areas that are accessible to existing utilities, have a high degree of potential for development that will enhance Garrett's revenue base, and which do not present major engineering obstacles.
 1. **Sanitary Sewer Extensions** – Property owners, who own dwellings or structures adjacent to sanitary sewer mains that have been extended to newly annexed and/or newly developed areas, and whose property is not currently served by the Garrett Wastewater Utility, shall be required to tap into said mains as required by state law. Said properties are exempt from tapping into sanitary “force–mains.”
 2. **Water Main Extensions** – Property owners, who own dwellings or structures adjacent to water mains that have been extended to newly annexed and/or newly developed areas, and whose property is not currently served by the Garrett Water Utility, shall not be required to tap into said mains. Such properties must have properly functioning wells at the time a main is extended. Undeveloped properties without wells must tap into an extended upon development of said property.
 3. **Developer Responsibilities** – Developers shall be responsible for installing all required water and sanitary sewer lines and taps, and storm sewer lines and detention ponds, within a new development that will be

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served by Garrett municipal utilities.

a. Zoning Administration

1. The Planning Department shall monitor permit and construction activities and make recommendations for amendments to zoning ordinance, subdivision ordinance and this Plan to the Plan Commission as needed.
2. Permitting forms and processes will be periodically evaluated for the purposes of improving efficiency and responsiveness.

b. Annexation Criteria

The City of Garrett will pursue annexing parcels of real estate into its corporate limits:

- upon the submission of an appropriate petition by the owner of the parcel(s) proposed for annexation; or
- if the City pursues such annexation on its own initiative, per statutory requirements

if said parcel(s) meet the following criteria:

1. The parcel(s) is/are developed, or has/have potential for development.
2. The parcel(s) is/are accessible to existing municipal utilities of a size suitable for serving the proposed or anticipated development(s).
3. The existing development, or proposed development(s) located on the parcel(s) will significantly add to the revenue base of the City of Garrett.
4. The City will be able to provide adequate public safety services to the parcel(s).
5. The City will be able to construct and maintain any additional street(s) serving the parcel(s) if the developer is not required to install any required streets.

c. Declaration of Extra-Territorial Areas

The City of Garrett may consider declaring and establishing an extra-territorial area according to statutory requirements, provided that the proposed area meets the following criteria:

1. An area is immediately adjacent to the existing plan jurisdiction and is

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not within an incorporated city or town, or a part of another municipal plan jurisdiction.

2. Extensive development activity occurs in an adjacent area.
3. Strong development activity is projected for an adjacent area.
4. The City will be able to provide adequate public safety services to the adjacent area.
5. The City will be able to construct and maintain any additional street(s) serving an area if the relevant developer(s) is/are not required to install streets.
6. A developing adjacent area requires Garrett municipal utility services.
7. An inter-local agreement is entered into between the City of Garrett and DeKalb County as may be required by statute.

d. Drainage

The City of Garrett commits to working with the DeKalb County Drainage Board and the DeKalb County Surveyor to determine the proper drainage within and adjacent to the Garrett Corporate Limits for both existing and projected development.

e. Variances & Special Exceptions

The Board of Zoning Appeals and, by authority of the Plan Commission, the designated Hearing Officer, may consider and grant variances and special exceptions for proposed land uses and construction, as prescribed by the Zoning Ordinance.

The prescribed findings reference the “goals, policies or land use objectives” established in this Plan. This sub-chapter provides reference for applicants, the BZA, the hearing officer and other interested parties regarding said goals, policies and land use objectives:

1. **Goals** - The overall goal of this Plan is the continuous improvement of Garrett, both in quantitative and qualitative terms. This goal is to be pursued by following the policies and meeting the objectives stated in this Plan.
2. **Policies** - The policies established in this Plan, plus:
 - The fair hearing / consideration of the construction activities / uses proposed in variance and special exception applications.
 - The consideration of the impacts of construction activities / uses

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proposed in variance and special exception applications on the applicant's property and the surrounding neighborhood / area.

3. Objectives –

- The improvement of properties within Garrett.
- Enhancement of property values and neighborhood aesthetics while respecting the rights of the property owners.

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CHAPTER 154.05 DEMOGRAPHICS

§154.05.1 Census & Demographic Data

- a. Garrett Census and demographic data is compiled and maintained by the Planning Department, as provided by the U.S. Census Bureau. Included shall be data for population, number of households, housing and economic characteristics and demographic cohorts.

These data are hereby incorporated into this Plan by reference.

§154.05.2 Policies Regarding the Use of Demographic Data

- a. The City of Garrett will maintain and revise new Census data as it becomes available from the U.S. Census Bureau.
- b. The City will consult Census and demographic data as needed when planning future capital projects and the provision of public services.

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CHAPTER 154.06 – ECONOMIC DEVELOPMENT

§154.06.1 Economic Development Partnerships

- a. The City of Garrett works with various local, county, regional and state entities for the purpose of retaining and attracting businesses to Garrett. The Planning Department is the City’s primary economic development contact for business inquires and development projects.

§154.06.2 Economic Development Data

- a. Data regarding Garrett’s economic development status is available through various sources. Said data is incorporated by reference into this Plan.

§154.05.2 Policies

- a. The City of Garrett commits to working with local, county, regional and state economic development entities to enhance Garrett’s economic development climate, as follows:
 - 1. Monitoring the existing economic environment.
 - 2. Being aware of changes in technology, workforce issues, state & federal mandates, global trends.
 - 3. Ensuring local infrastructure can meet existing and projected needs of industry.
 - 4. Encouraging entrepreneurship in Garrett.
 - 5. Determining how Garrett’s existing industrial base can support new commercial, non-manufacturing businesses.
 - 6. Determining and encouraging opportunities to enlarge Garrett’s distribution and logistics environment.
 - 7. Working with the above-noted agencies, and local and area educational and learning entities to regarding workforce education, career-tracking, continuing education and skills enhancement.

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CHAPTER 154.07 – PUBLIC WORKS AND CAPITAL IMPROVEMENTS

§ 154.07.1 Introduction

- a. This chapter prescribes the capital improvement policies for each City department to provide guidance for the Board of Public Works and Safety and the Common Council in determining funding priorities.
- b. An inventory of the City's equipment and facilities is on file in the Office of the Clerk–Treasurer.

§ 154.07.2 General Policies

- a. The policy of the City of Garrett Board of Public Works and Safety regarding capital improvements shall be to develop a short and long–range development program of public works projects for the purpose of stabilizing industry and employment and for eliminating unplanned, unsightly, untimely, and extravagant projects.
- b. The Board of Public Works and Safety shall establish a short and long–range capital improvements program of governmental expenditures so that the development policies established in the Plan can be carried out and kept up–to–date to assure efficient and economic use of public funds.
- c. The Board of Works and Public Safety shall give shall give consideration to the general policy and pattern of development set out in this Plan in the:
 1. Authorization, acceptance, or construction of water mains, sewers, connections, facilities, or utilities;
 2. Authorization, construction, alteration, or abandonment of public ways, public places, public lands, public structures, or public utilities.

§ 154.07.3 Capital Improvements Plan

A City of Garrett, Indiana Capital Improvements Plan (hereafter referred to as the "CIP") is hereby established and referenced herein this Plan. The CIP shall be developed by the Board of Public Works and Safety and the Common Council, and shall be subject to periodic review and revision. A copy of the current CIP is on file in the Office of the Clerk–Treasurer.

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§ 154.07.4 County Economic Development Income Tax (CEDIT) Plan

A City of Garrett, Indiana County Economic Development Income Tax (CEDIT) Plan (hereafter referred to as "CEDIT Plan") is hereby established and referenced herein this Plan. The CEDIT Plan shall be developed by the Board of Public Works and Safety, and may be subject to periodic review and revision. A copy of the current CEDIT Plan is on file in the Office of the Clerk-Treasurer.

§ 154.07.5 Thoroughfare Plan

A City of Garrett, Indiana Thoroughfare Plan is hereby established and referenced herein this Plan. The Thoroughfare Plan shall be developed by the Board of Public Works and Safety, and may be subject to periodic review and revision. The Thoroughfare Plan incorporates and uses street database data collected for the Garrett GIS program.

The Thoroughfare Plan prescribes the location, general design, and assignment of priority for construction of thoroughfares within the City of Garrett. Its purpose is to provide a system of major public ways that allows effective vehicular movement, encourages effective use of land, and makes economic use of public funds.

The Thoroughfare Plan determine lines for new, extended, widened, or narrowed public ways within any part of the corporate limits of the City of Garrett, Indiana. Thoroughfares may be located, changed, widened, straightened, or vacated only in the manner indicated by the Thoroughfare Plan.

§ 154.07.6 Garrett Electric Utility

a. Capital Equipment and Facilities Needs – The capital equipment and facility needs of the Garrett Electric Utility are as prescribed by the CIP, and are subject to periodic review and revision by the Board of Public Works and Safety and the Common Council.

b. Development – Related Policies

1. The City will encourage developer contributions toward the installation of any new electrical lines required to serve a newly developed site.
2. The Garrett Municipal Electric Utility will maintain standards for installing new electrical lines, particularly underground lines.

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3. The Garrett Municipal Electric Utility will annually project anticipated development and budget for anticipated increased electrical demand.
4. The Garrett Municipal Electric Utility will coordinate underground line installation projects with water and sanitary sewer utilities to avoid unnecessary traffic and service disruptions.
5. The Garrett Municipal Electric Utility will establish an on-going maintenance program concentrating on replacing deteriorated power lines and poles.

§ 154.07.7 Garrett Volunteer Fire Department

a. Capital Equipment and Facilities Needs – The capital equipment and facility needs of the Garrett Volunteer Fire Department are as prescribed by the CIP, and are subject to periodic review and revision by the Board of Public Works and Safety.

b. Development – Related Policies

1. The Garrett Fire Department will review development proposals (subdivision plats and development plans) to determine the impact of the proposed development on the Department's fire-fighting capabilities.
2. The Garrett Fire Department will review annexation and fiscal policy plans to determine the impact of proposed annexations on the department's firefighting capabilities.
3. The Garrett Fire Department will work with the Water Utility to ensure that the City's water distribution pressure and capacity level are adequate for fire-fighting purposes.

§ 154.07.8 Garrett Police Department

a. Capital Equipment & Facilities – The capital equipment and facility needs of the Garrett Police Department are as prescribed by the CIP, and are subject to periodic review and revision by the Board of Public Works and Safety.

b. Development – Related Policies

1. The Garrett Police Department will review development proposals

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(subdivision plats and development plans) to determine the impact of the proposed development on Department's public safety capabilities.

2. The Garrett Police Department will review annexation and fiscal policy plans to determine the impact of proposed annexations on the department's law enforcement capabilities.

§ 154.07.9 City Administrative Offices

a. **Capital Equipment & Facilities** – The capital equipment and facility needs of the Garrett City Administrative offices are as prescribed by the CIP, and are subject to annual review and revision by the Board of Public Works and Safety.

b. Development – Related Policies

1. Monitor existing service delivery processes to determine effectiveness and to improve efficiency and responsiveness.
2. Periodically review technology, equipment and personnel needs to determine need for upgrades and restructuring.

§ 154.07.10 Sanitary Sewers – Wastewater Treatment Plant

a. **Capital Equipment & Facilities** – The capital equipment and facility needs of the Garrett Sanitary Municipal Utility are as prescribed by the CIP, and are subject to periodic review and revision by the Board of Public Works and Safety.

b. Development – Related Policies

1. Continue monitoring collection system for possible sources and inflow and infiltration.
2. Continue maintenance program via use of vacuum truck.
3. Periodically evaluate equipment and technology to determine needs for upgrading.

§ 154.07.11 Solid Waste Management

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a. **Capital Equipment & Facilities** – The capital equipment and facility needs of the Garrett Solid Waste Management program are as prescribed by the CIP, and are subject to periodic review and revision by the Board of Public Works and Safety.

b. Development -Related Policies

1. The City of Garrett will continuously undertake education programs promoting voluntary recycling.

§ 154.07.12 Streets

a. **Capital Equipment & Facilities** – The capital equipment and facility needs of the Garrett Street Department are as prescribed by the CIP, and are subject to periodic review and revision by the Board of Public Works and Safety.

b. Development - Related Policies

1. Street and road improvements within the Garrett Plan Jurisdiction will comply with federal and state regulations, and shall be consistent with the requirements of the City of Garrett and DeKalb County Thoroughfare Plan.
2. The Garrett Street Department will review development proposals (subdivision plats and development plans) to determine the impact of the proposed development on Department's street maintenance capabilities.
3. The street specifications prescribed in all land use ordinances shall be reviewed and revised regularly to ensure compliance with current engineering practices.

§ 154.07.13 Water Works and Distribution System

a. **Capital Equipment, Facilities and Personnel Needs** – The capital equipment and facility needs of the Garrett Municipal Water Utility are as prescribed by the CIP, and are subject to periodic review and revision by the Board of Public Works and Safety.

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b. Development - Related Policies

1. The Garrett Municipal Water Utility will systematically monitor and analyze groundwater for contaminants at various locations and depths in the aquifer on an on-going basis.
2. The Garrett Municipal Water Utility will work with the Garrett Fire Department in ensuring that the water distribution pressure and capacity level are adequate for fire-fighting purposes.
3. The Garrett Municipal Water Utility will review development proposals (subdivision plats and development plans) to determine the impact of the proposed development on Garrett's water distribution system..

§ 154.07.14 Financing Options

- a. Following are several of the financing options available to the City for funding capital improvement projects and capital equipment acquisitions.
 1. Cumulative Capital Development Fund
 2. Loan Receipts
 3. Economic Development District
 4. Economic Improvement District
 5. General Improvement Fund
 6. User Fees
 7. Lease-Purchase
 8. Tax Increment Financing
 9. Bonding
 10. General Fund

The policies for allocating funds from the above financing options are as prescribed by the CIP, and are subject to periodic review and revision by the Board of Public Works and Safety and the Common Council.

b. Development - Related Policies

1. Monitor state laws and the Indiana Administrative Code for changes in municipal financing options.
2. Periodically review Capital Improvements Plan for possible changes in financing options for infrastructure and equipment improvements.

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CHAPTER 154.08 – REVIEW AND AMENDMENT

§ 154.08.1 Annual Review

- a. The Garrett Plan Commission shall review the contents of this plan at the first Commission meeting of each year. The Commission shall determine during such review what, if any, amendments to the plan may be required so that the plan may address any changing market, regulatory and / or development factors that may affect land use development, economic development and municipal capital expenditures.
- b. The Commission may also review the plan at any public Commission meeting on its own initiative, or at the request of the Garrett Board of Works or Common Council, as necessary.

§ 154.08.2 Amendment

- a. Each amendment to this plan shall be approved according to the procedures set forth in the IC 36-7-4-500 Series, as amended.