

Town of St Joe, and ETJ Area
Zoning Board Meeting Minutes

Date: September 3, 2026

Meeting Called to Order: 5:30 PM

Call to Order / Pledge of Allegiance

The meeting was called to order by the Chairperson at 5:30 PM. The Pledge of Allegiance was recited.

New Business – Site Plan Review: Vulcraft Building Addition (Bob Gaffer)

Bob Gaffer appeared as the licensed engineer of record and presented a proposed new building addition of approximately 125,000 square feet on the southwest portion of the site, to be used as a production facility to increase production capacity. Approximately 15 acres of gravel area is proposed for yard area, turnarounds, and field production, with overhead doors allowing drive-through access north to south and east to west. An existing pond north of the site does not presently function as a detention pond because of piping and a valve; following discussion with the DeKalb County Surveyor, the pond will be modified to operate as a detention pond. Detention requirements will match existing conditions because of the site's proximity to the St. Joe River, and no increase in runoff is proposed. A well will be installed, with the contractor handling the well permits. Sanitary service will extend east and connect to the existing line serving the shop building. Mr. Gaffer reported contact with the St. Joe–Spencerville Sanitary Sewer District, which raised no objection, and with DeKalb County Planning, the County Surveyor, and the contractor. The petitioner seeks permits on an expedited schedule but does not intend to remove the standing corn crop until the end of October. No member raised questions or identified any conflict with the proposed building.

Mike Bradly motioned to approve the Vulcraft building addition as presented. Wyatt Brown seconded. Motion carried (all in favor; none opposed).

The Clerk-Treasurer advised that the application paperwork must be completed and the application fee paid.

New Business – Small Barn Request, 5711 County Road 60

The request was circulated to members by email on August 13, 2026, and again as an attachment to an email dated August 17, 2026.

The property owner requests permission to construct a small barn of approximately 480 square feet behind the existing long building on the property, and states an intent to keep a small number of goats, pigs, chickens, turkeys, and ducks. The number of animals of each species was not stated. The board discussed that the county record lists the property type as residential, one-family dwelling, and the zoning code as ETJ, and noted that property type and zoning code are separate fields, the ETJ designation indicating that the property lies within the Town's jurisdiction rather than establishing its zoning classification. The county map initially consulted during the meeting was identified as a 2011 future land use map and not a current zoning map. The parcel is understood to contain slightly under eight-tenths of an acre, and a question was raised whether one or two adjoining lots are involved, one of which was identified as approximately 1.8 acres; members suggested an interactive county map be consulted to confirm. The board discussed the large residential (R-100) classification, under which farm animals may be kept by special exception, and the associated minimum lot frontage of 100 feet or greater. The proposed location behind the existing long building would place the barn well back from the road and a substantial distance from neighboring residences, which are themselves set well back from the road; a separation distance of 100 to 150 feet was recalled from a prior matter but was not confirmed from the ordinance during the

meeting. Members noted that the ordinance contains stipulations on the amount of property required per animal. A question regarding a water line to the outbuilding was resolved on the basis that the owner is not requesting water service, that the property is served by a private well rather than Town water, and that any water line would be a matter for building code inspection and possibly the county health department rather than for this board. The board distinguished the barn itself, as to which the proposed size, location, and setbacks appeared to satisfy the Town's requirements, from the keeping of farm animals, which is governed separately by the special exception provisions of the Town's ordinance, and agreed the owner should be given the applicable requirements before incurring the cost of construction.

Angela Snyder motioned to allow a small barn to be built at the location requested at 5711 County Road 60, and that the board provide the owner with information from the Town's ordinances regarding animal requirements. Kloudi Minnick seconded. Motion carried, with Mary Simcox abstaining.

New Business – Proposed Subdivision Control Ordinance

The Clerk-Treasurer presented a draft ordinance establishing subdivision control for the Town, prepared from Chapters 6 and 9 of the DeKalb County Unified Development Ordinance, together with a list of items identified as requiring discussion. The Clerk-Treasurer noted the draft had been revised to use a single name for this board, the prior draft having used two names for the same body, and that members' printed copies predate that revision. The board took up each item in turn and reached the following conclusions:

- a. Minor subdivision lot cap.** Retained at four total lots, consistent with DeKalb County. Members discussed reducing the cap to three and declined, noting that the frontage requirement will itself limit splits on smaller parcels and that a lower cap would reduce the value of land owned before the extraterritorial jurisdiction was established.
- b. Frontage standard.** Retained at the DeKalb County minimum of 120 feet. Members noted that departing from county standards would invite criticism of the extraterritorial jurisdiction and would surprise landowners at the time of sale, and that a reduced frontage applies within a platted subdivision, a housing addition being a separate matter.
- c. Buildable lot cutoff date.** Set at the effective date of this ordinance. DeKalb County uses January 1, 2009; the Town's earlier zoning ordinance contains no subdivision provisions, so no earlier date applies.
- d. Utility availability distance.** Retained at 300 feet for mandatory water and sewer connection, consistent with the Town water utility's standards. The Clerk-Treasurer will confirm the standard with the St. Joe--Spencerville Sanitary Sewer District and report back.
- e. Street cross-sections (Section 4.02).** The table of conventional Indiana small-town dimensions was retained as drafted. Members discussed adding a provision allowing an engineer employed by the Town to set these standards and declined, noting the Town does not presently retain an engineer.
- f. Conservation subdivision (Section 2.04).** Retained in the ordinance. The section permits reduced lot sizes and frontages in exchange for permanent protection of open space, farmland, woodland, wetland, floodplain, and drainage corridors, with a minimum of forty percent of the site set aside, and is modeled on DeKalb County UDO 6.12 through 6.14. Members confirmed protected areas already exist within the jurisdiction, including stream corridors, and stated that the section gives landowners additional options and that removing it would impose a restriction not found in the county ordinance.
- g. Name of this board.** The draft has been revised to use one name throughout. No member objected.
- h. Fee schedule (Section 1.08).** The Town Board has previously adopted the DeKalb County fee structure, and the section preserves the Town Board's ability to adopt a different structure in the future. No member objected.

The Clerk-Treasurer further reported that the extraterritorial jurisdiction prerequisites assumed by the draft have been satisfied, that plat approval authority will follow DeKalb County, and that recording in the Recorder's office is unchanged. No member identified further wording changes beyond those discussed. The Clerk-Treasurer advised that the board's action is a recommendation rather than an adoption, that the ordinance proceeds to the Town Board for review, that a public meeting must be held before adoption, that the Town Board meeting date is anticipated to be October 6, 2026, and that notice must be published in the newspaper beforehand.

Randy Drake motioned to recommend to the Town Board Ordinance No. 2026-6-10 An Ordinance Establishing Subdivision Control for the Town of St. Joe, Indiana, Governing Subdivisions, Replats, and Plat Vacations, with the changes discussed at this meeting. Mike Bradley seconded. Motion carried.

Old Business – Approval of August Meeting Minutes

It is noted for the record that the recording of the August meeting failed and that no recording of that meeting exists. The August meeting minutes were completed and were presented to the board for approval. The Clerk-Treasurer, having prepared the minutes, did not move their approval.

Mike Bradley motioned to approve the August meeting minutes as presented. Kloudi Minnick seconded. Motion carried; no abstentions.

Public Comment

Combining of Parcels. A question was presented regarding combining three adjoining parcels owned in town into a single parcel. The board advised that the request begins at the DeKalb County Auditor's office, which will provide a form to be brought back to the board for signature and returned to the Auditor, and that the legal description must match exactly how the property is titled, including middle initials. No motion was made: informational discussion only.

Board Member Comments

County Mapping. The Clerk-Treasurer reported continuing discussions with DeKalb County Building and Planning regarding an interlocal agreement under which the county would prepare the Town's map and host the Town's parcels on Beacon, the Town being too small to maintain this itself, and is awaiting the county's response. Members expressed support for obtaining an updated map for display at Town Hall.

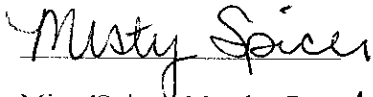
CR 64 Recreation Building. The Clerk-Treasurer reported continuing conversations with the owner of the County Road 64 property who is constructing a recreation building and pursuing a parcel split, and noted that the proposed subdivision ordinance will assist in that matter.

No formal action was taken during board member comments.

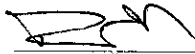
Adjournment

Angela Snyder motioned to adjourn the meeting. Wyatt Brown seconded. Motion carried (all in favor; none opposed).

Meeting adjourned at 6:30 PM.

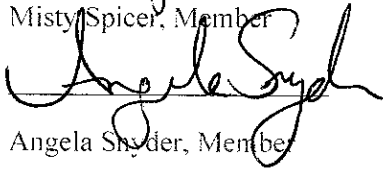


Misty Spicer, Member

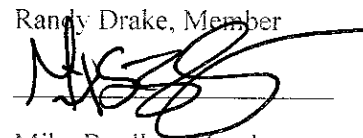


Randy Drake, Member

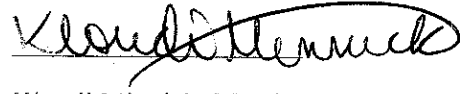
Mary Simcox, Member



Angela Snyder, Member

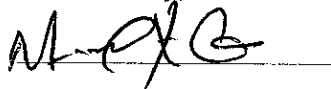


Mike Bradley, Member

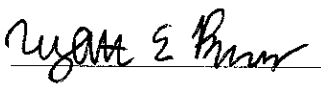


Kloudi Minnick, Member

Maddison Vanhorn, Member



Mike Georgi, Member



Wyatt Brown, Member