

Meeting Minutes

Date: August 13, 2025

Time: 6:30 PM

Location: Annex 1 53 East Mound Street Knox, IN

Attendee List:

- *Roberta Lee*
 - *Mark Allen*
 - *Eugene Pugh* (Staff/Inspector)
 - *Kenny Eagle*
 - *Nathan Vis* (Attorney)
 - *Amber Janson* (Staff)
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Meeting Objective:

To consider public hearing requests for a butcher shop use variance and a wireless communications tower special exception, address a frontage/variance inquiry, and conduct regular BZA business.

Agenda Overview:

1. Approval of July 9, 2025 meeting minutes
 2. Attorney contract approval for Nathan
 3. Public Hearing – Use Variance for Butcher Shop (James S. Schlleg)
 4. Public Hearing – Special Exception for Wireless Communication Tower (Vertical Bridge/BTS Towers LLC)
 5. Public Inquiry – Variance for Road Frontage and Parcel Split
 6. Adjournment
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Detailed Discussion Points

1. Approval of July 9 Minutes

- Motion to approve: *Eugene*, second: *Mark*.
- Approved unanimously.

2. Attorney Contract Approval

- Introduced new attorney *Nathan Vis*, shared with Planning Commission.
 - Motion to approve: *Roberta*, second: *Kenny*.
 - Approved unanimously; contract signed.
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3. Public Hearing – Butcher Shop Use Variance (502 S. Garfield, North Judson)

- Applicant: *James S. Schlleg* (Lindbeck family).
 - Proposal: Renovate existing facility into USDA/state-compliant butcher shop for processing and retail.
 - Details:
 - Initially 6–8 employees; processing ~10 hogs/6 cows weekly.
 - Parking: ~10 customer spaces front, employee parking in rear.
 - Waste disposal via Plymouth rendering company; enclosed sealed drums under cover; weekly pickup.
 - Water/sewer: City hookup for retail and processing floors; holding tank and leach field for kill floor.
 - Support: Letter from Starke County Economic Development Foundation citing community need.
 - Board/Attorney Discussion:
 - Hours limited to 5:00 AM–8:00 PM.
 - Holding tank must be integrity-tested before use; county inspector to witness.
 - Scope includes processing, retail sales, related products, potential hot food/events.
 - All state, health department, and building permit requirements must be met.
 - Findings of Fact adopted (public health, no adverse effect, unique property condition, hardship, promotes county plan).
 - Motion to approve variance with stipulations: *Mark*, second: *Eugene*.
 - Approved unanimously; 30-day public appeal period.
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4. Public Hearing – Wireless Communications Tower Special Exception (5495 N 500 E, Hamlet)

- Applicant: Vertical Bridge / BTS Towers LLC for Verizon Wireless.
- Proposal: 290-ft self-supporting tower to address coverage/capacity gaps.
- Key Points:
 - No guy wires; fall zone set back equal to tower height.
 - Access from County Road 500 E; fenced compound with barb wire.
 - Landscaping: Six-foot evergreen plantings, spaced six feet apart, on all sides except gate.
 - \$50,000 renewable decommissioning bond required.
 - Two antenna spaces for county use in upper third of tower.
- Motion to approve with stipulations: *Eugene*, second: *Kenny*.
- Approved (3-0); *Roberta* abstained due to T-Mobile employment.

- 30-day appeal period applies.
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5. Public Inquiry – Variance for Road Frontage and Parcel Split

- Inquiry: Owner seeking to split 175 ft frontage into two parcels for two houses; ordinance requires 150 ft per parcel.
 - Discussion: Would require developmental standards variance for both parcels; shared driveway option discussed for safety and access.
 - Guidance:
 - Obtain survey and legal descriptions.
 - Apply for variance before recording split.
 - Consider shared access agreement if pursued.
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Action Items:

1. **Butcher Shop Applicant** – Complete holding tank test, obtain all state/local permits, adhere to operating hours & conditions.
2. **Tower Applicant** – Provide landscape plan, fall zone certification, record bond, and meet evergreen/bond/antenna space stipulations.
3. **Parcel Split Inquiry** – Survey property by Land Owner, prepare variance applications with legal descriptions before recording of a split.
4. **BZA Clerk/Staff** – Issue approval letters; track 30-day appeal periods.

Executive Summary – BZA Meeting

Date: August 13, 2025 – **Time:** 6:37 PM

Key Decisions & Approvals

1. Attorney Appointment

- *Nathan* approved as BZA attorney.
- Motion by *Roberta*, second *Kenny* – unanimous.

2. Use Variance – Butcher Shop (502 S. Garfield, North Judson)

- Applicant: *James S. Schlleg / Lindbeck family*.
- Approval to renovate/operate USDA-compliant meat processing & retail facility.
- **Conditions:**
 - Hours: **5:00 AM–8:00 PM**
 - Holding tank integrity test before use; inspector present
 - Scope includes processing, retail, related products, potential hot food/events
 - Must meet state, health dept., and building permit requirements
- Motion: *Mark*, second *Eugene* – unanimous.

3. Special Exception – Wireless Tower (5495 N 500 E, Hamlet)

- Applicant: Vertical Bridge / BTS Towers LLC for Verizon.
- 290-ft self-supporting tower to address coverage gaps.
- **Conditions:**
 - \$50,000 renewable decommissioning bond
 - Six-foot evergreens, six feet apart (except gate)
 - Two antenna spaces for county use in upper third of tower
- Motion: *Eugene*, second *Kenny* – passed 3-0 (*Roberta* abstained).

Other Business / Public Inquiry

- **Parcel Split Frontage Variance Inquiry** – 175 ft frontage into two parcels violates 150 ft minimum per parcel.
 - Would require two developmental standards variances.
 - Board suggested shared driveway for safety.
 - Next step: survey, legal descriptions, variance application before recording.

Deadlines & Next Steps

- **Butcher Shop** – Complete holding tank test, submit permits, adhere to conditions; 30-day appeal period.
- **Wireless Tower** – Submit landscaping plan, fall zone cert., record bond; 30-day appeal period.
- **Parcel Split Applicant** – Survey property, submit variance request.
- **Staff** – Prepare approval letters and track appeal timelines.