

**CITY OF KNOX PLANNING COMMISSION  
101 WEST WASHINGTON STREET  
KNOX, INDIANA 46534  
574-772-5445**

The City of Knox Planning Commission met January 15, 2025, at the Nancy J. Dembowski Community Center at 6:00 PM CST.

Members Present: Vice President, Jeff Berg; Secretary, Jeff Houston; Commissioners Dave Metz, Sherry Cowen, Ron Parker, Jim Brown and new member, Jamie Gruszczynski.

Members Absent: None

Staff Present: Director of Building, Planning and Code Compliance, Lonnie Boley and Attorney, Justin Schramm.

Staff Absent: None

Vice President, Jeff Berg called the meeting to order and led the commissioners in the Pledge of Allegiance.

Amendments to the agenda:

Jim Brown asked that "Rules and Procedures 1.5D-Duties of the Secretary be added to the agenda. Sherry Cowen made a motion to add the item to the agenda seconded by Jamie Gruszczynski. Motion passed with seven (7) ayes and no (0) nays.

Approval of Previous Minutes:

Jim Brown made a motion to accept the minutes for the October 1, 2024, minutes as presented. Ron Parker seconded the motion. Motion passed with seven (7) ayes and no (0) nays.

### Election of Officers for 2025:

Vice President Jeff Berg opened the floor for nominations for President of the Commission. Jim Brown nominated Jeff Berg. Hearing no other nominations, the nominations for President were closed and a vote for President was taken with seven (7) ayes and no (0) nays.

Nominations were opened for Vice President. Jim Brown nominated Ron Parker. Commissioner Parker declined. Ron Parker nominated Sherry Cowen. Hearing no other nominations, the nominations were closed. A vote for Vice President was taken with seven (7) ayes and no (0) nays.

Nominations were opened for secretary. Jim Brown nominated Jeff Houston. Hearing no other nominations, the nominations were closed. A vote for secretary was taken with seven (7) ayes and no (0) nays.

Nominations were opened for Director of Building, Planning and Code Compliance. Jim Brown made a motion seconded by Jeff Houston to appoint Lonnie Boley for the position. The motion passed with seven (7) ayes and no (0) nays.

### Planning Commission Attorney:

Lonnie Boley noted that a special meeting will need to be held and a contract drawn up to appoint the Planning Commission Attorney.

### Define Cargo/Storage Containers:

Jeff Berg said the Mayor checked with other cities about the definition of cargo containers.

Lonnie said the definition could fall under the regulations for a dumpster and thus be considered a nuisance.

Attorney Schramm said a stand-alone ordinance would be best to define and regulate their use or the Commission could recommend an amendment to the existing regulations of Chapter 10 of the zoning ordinance.

We will need a public hearing to discuss it to let the public comment on it and then the Commission would make a recommendation to the council to amend the ordinance. It could fall under I.C. 36-7-4-600 series.

Lonnie noted that we can make an exception on a temporary basis under our executive authority and special circumstances.

Jim Brown made a motion to have Attorney Schramm work on the issue and report back to the commission. Sherry Cowen seconded the motion. Motion passed with seven (7) ayes and no (0) nays.

#### Define "In Progress" for Permitting:

Lonnie Boley said that "in progress" should begin when the permit is signed. We run into problems when a moratorium is placed on construction. It would help with lawsuits in case, for example, surveying is being done and a property owner would consider "in progress" to include such things as surveying and talking with the city.

Justin Schramm said we need an easily defined date to point to for "in progress" to be identified.

Jim Brown made a motion to hold a public hearing to discuss what "in progress" means. Sherry Cowen seconded the motion. The motion passed with seven (7) ayes and no (0) nays.

#### Rules of Procedure Section 1.5 B-Duties of the Secretary:

Jim Brown said that he did not receive the minutes until January 10<sup>th</sup>-5 days prior to tonight's meeting-and that the rules state that they should be made available "within a reasonable time". He noted that he couldn't remember what happened in October of last year.

Secretary Houston said that he normally emails them to Lonnie and then Lonnie emails them to the Commissioners. Jim noted that he would appreciate the minutes within a week or so.

Citizens Comments: None

Other Business:

Sherry Cowen said there is a camper on personal property where an old barbershop used to be located. She asked if that was permitted because she heard someone was living in it.

Lonnie said this is not permitted, but he needs probable cause to enter a property without a warrant. That is why he depends on public input for code enforcement.

Jim Brown noted that an approved plat needs the Planning Commission seal.

Jim said there is a defined number of feet (1350 feet) for a block size. He noted that two subdivisions butt up against each other resulting in a block being 1820 feet.

Jeff Berg noted that we need to update the Zoning Ordinances, for example, about signs. He also noted that there was a recommendation to the City Council at the October 1<sup>st</sup> meeting to change the zoning of parcel 75-06-35-302-001.000-003 from C-2 to R-1. He asked why this hasn't been brought to the council yet.

Lonnie said that it has been turned over to the Mayor and that the President of the Council needs to talk to the Mayor.

Adjournment:

Jim Brown made a motion seconded by Dave Metz to adjourn the meeting. The motion passed with seven (7) ayes and no (0) nays. Meeting adjourned at 7:30 PM CST.

Respectfully submitted by \_\_\_\_\_

Jeffery J. Houston