

**CITY OF KNOX PLANNING COMMISSION  
KNOX CITY HALL, 101 W. WASHINGTON STREET  
KNOX, INDIANA 46534  
MEETING MINUTES: JUNE 3, 2025**

MEMBERSHIP PRESENT: JEFF. V. BERG, SHERRY COWEN, JAMIE GRUSZCZYNSKI,  
JIM BROWN, JEFF HOUSTON, DAVE METZ, TOM  
SCHOUTEN

MEMBERSHIP ABSENT: NONE

STAFF PRESENT: LONNIE BOLEY, PLAN ADMINISTRATOR

BOARD ATTORNEY PRESENT: JUSTIN SCHRAMM (ABSENT)

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The regular meeting of the Knox Planning Commission was called to order by Jeff Berg, President, at 6:00 PM CST. He led the Commission in the Pledge of Allegiance and noted that there was a quorum. Jim Brown made a motion, seconded by Jamie Tom Schouten to approve the proposed agenda. Motion passed with six (7) ayes and no (0) nays.

Sherry Cowen made a motion seconded by Jim Brown to approve the minutes of the May 6, 2025, meeting as presented. Motion passed with six (7) ayes and no (0) nays.

**Technical Review Committee.** Jim Brown reported that the committee is finishing up the Rules of Procedure and Recitals and will be completed by the next meeting.

**President of the Planning Commission.** Jeff V. Berg said that the Planning Commission meetings will begin live streaming on July 1<sup>st</sup>. Lonnie Boley noted that the live streaming system isn't working yet, but technicians are planning on working on it again soon.

**Old Business.**

**Rules of Procedure.** Amend Rule 2 Meetings and Public Hearings Clause a)- change the meeting time from 7:00 pm to 5:00 pm. Jeff V. Berg read aloud the rules of procedure that were passed October 3, 2017, and specify the date and time of the Planning Commission meetings as well as noting that the Commission has the authority to change the day or hour of the meeting by a majority vote. Lonnie noted that it will also take the City Council's approval. Jeff Houston noted that any change would also need to be advertised. Sherry Cowen made a motion to change the time of the regular meeting from 7:00 pm to 5:00 pm CST. Jamie Gruszczynski seconded the motion. Motion passed with seven (7) ayes and no (0) nays. An official vote was then taken that went as follows: Jamie Gruszczynski, yes; Jim Brown, yes; Dave Metz, yes; Tom Schouten, yes; Sherry Cowen, yes; Jeff Houston, yes; Jeff V. Berg, yes. (Unanimous approval).

**Rank Vegetation Ordinance 11-48.** A general discussion took place concerning changes needed to the Rank Vegetation Ordinance. Lonnie said that the ordinance really falls under the jurisdiction of the City Council and Board of Works and that he only acts as the enforcer. He is studying what the state statute states and what he can charge violators. He noted that the ideal outcome is compliance, not necessarily collecting fines. He said there is a difference between property liens and special assessments.

**New Subdivision Updates.** Lonnie Boley gave an update on the progress of Sunnyside Subdivision. The subdivision has been signed off on for 20 years. The roads are paved. The stop signs are in. Guardrails are in. It is ready to receive appraisals on the City owned lots. The city has \$26,000 in each lot in infrastructure, so they are hoping to get at least that much. The stone is going in next to the road to protect the edge and the cul-de-sac is being removed.

**New business.**

**Petition for change of Zoning Instructions Discussion.** Jeff V. Berg said that a good definition of spot zoning is that it is usually only for the benefit of one owner. Lonnie said we are advised against spot zoning because it can hinder

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future plans for the City. The City has a 100-year plan for growth. We can make changes by spot zoning if it is in the best interest of the City.

Lonnie distributed the paperwork that is involved in petitioning a change in zoning. Petitioners would pay \$200 to request the change. They then need to pay for notifications to all people within 300 feet of the property. They also need to pay for advertising. A hearing is then held and paperwork submitted.

**Sunnyside Estates Addresses by Lot Number.** Jim Brown worked with Lonnie to assign addresses to the lots in the Sunnyside Subdivision. There were seven addresses that he changed. Once Lonnie enters the addresses into the GIS system, they go into effect.

**Commissioners' Comments.** Jeff V. Berg noted that we need future agenda items.

Jim Brown noted that when the new rules of procedure are done they will look completely different. They will not have IC Codes listed in the titles. They will be listed on a separate page.

**Adjournment.** With no further business to come before the commissioners, the meeting was adjourned by Jeff V. Berg at 7:11 PM CST.

Jeffery J. Houston  
Recording Secretary  
Knox Planning Commission