



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

**Meeting Minutes:** March 3, 2020

Members Present: Don Kring, John Wilson, Brent VanNorman, Dan Allen, Todd Flagg, Jeff Berg, George Byer, Ron Parker

Members Not Present: N/A

Staff Present: Kenny Pfof, Todd Wallsmith

Staff Not Present: N/A

The March 3, 2020 Planning Commission meeting was called to order at 7:00p.m. by President Don Kring. The Pledge of Allegiance was conducted, and Roll Call was performed. There were no amendments to the agenda. Member Berg made a motion to approve the February 4, 2020 minutes. Member Allen seconded the motion. Carried 8-0.

Schmidt Associates: Knox Community School Superintendent Bill Reichhart was in attendance and gave an overview of the school project. He stated that there is not an anticipated tax increase with the \$20 million project. Duane Dart and Allen Jacobsen with Schmidt Associates explained the proposed site plan to the Commission. It was determined that the site plan meets all of the necessary requirements. Member Berg made a motion to approve the site plan as presented. Member Parker seconded the motion. Carried 8-0.

Territorial Engineering: Dan Sellers with Territorial Engineering was present to present a site plan for the land where Common Collabs is to be built. Dan informed the Commission that the plan is to erect a 50,000 square foot building to produce and distribute cold brew coffee beverages. He stated the site plan includes a retention basin and swale for stormwater runoff. President Kring asked if the plan is only for the first phase of the project, and Dan confirmed that it is. Dan said that there is a substantial amount of grading

that needs to be done to level the property. He said that the project is set to start in late spring. Dan reported that the Starke County Economic Development Foundation has a concept to eventually install an overflow pipe from the retention basin that would lead to the Yellow River. Secretary Pfof asked Dan about the setbacks, and Dan stated that all of the setback requirements will be met. The Commission determined that the site plan meets all of the necessary requirements. Vice President Wilson made a motion to accept the site plan as presented. Member Parker seconded the motion. Carried 8-0.

Schedule of Fees: Attorney Wallsmith stated that he had reviewed fee ordinances from South Bend and Plymouth that Secretary Pfof had provided to him. He stated that he does not believe that the fees should be the discretion of the Planning Administrator. Vice President Wilson explained the fines that he would like to put into place which are as follows:

Residential:

Up to 30 days – No fine  
31 to 60 days - \$100  
61 to 90 days - \$500 per month thereafter  
Fines are cumulative

Commercial:

Up to 30 days – No Fine  
After 30 days - \$100 up to \$2,500 per day

Sufficient progress must be shown within 15 days for Residential & Commercial properties.

Attorney Wallsmith suggested adopting a 3-step process similar to that of Plymouth which: 1. Notification of the violation, 2. Notification of the fine, and 3. Legal action. He explained that the process would make enforcement much easier. Attorney Wallsmith said that he also likes having the involved party sign a memorandum of agreement which would give a timeline of items that need to be done in order to become compliant. He informed the Commission that he can have a rough draft of an ordinance for the next meeting. Vice President Wilson made a motion for Attorney Wallsmith to write a rough draft for the next Planning Commission meeting. Member Berg seconded the motion. Carried 8-0.

Ordinance Review Committee: The committee has not met.

Other Business: On behalf of the Commission, Member Berg welcomed and said thank you to Attorney Wallsmith for making a difference and his commitment, dedication, and purpose.

Adjournment: Member Parker made a motion to adjourn. Member Byer seconded the motion. Carried 8-0.

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Kenny Pfof  
Director/Secretary