



**CITY OF KNOX BOARD OF ZONING APPEALS  
101 WEST WASHINGTON STREET  
KNOX, INDIANA 46534  
574-772-5445**

**Meeting Minutes:** September 19, 2022

Members Present: Mike Skinner, Jim Jenkins, Dave Metz, Jeff Houston

Members Not Present: Darlene Dulin

Staff Present: Kenny Pfof, Justin Schramm

Staff Not Present: N/A

The September 19, 2022, Board of Zoning Appeals meeting was called to order at 6:03 p.m. by Chairman Mike Skinner. The Pledge of Allegiance and Roll Call was performed. Member Jenkins made a motion to approve the July 18, 2022 minutes, and Member Metz seconded the motion. Vice Chairman Houston abstained due to not being present at the previous meeting Carried 3-0.

BZA Attorney Introduction: Attorney Justin Schramm introduced himself to the members.

Public Hearing: Dru Downen Variance Request – The owner of the property was not present. Secretary Pfof contacted the owner, and he was informed that the variance is no longer needed. Secretary Pfof relayed the information to the Board. A public hearing was not held.

Rules of Procedure: Vice Chairman Houston voiced that he believes written procedures are good to have. Planning Commission Vice President Jeff Berg was in attendance. Vice President Berg informed that rules of procedure are necessary, and findings of fact are required by Indiana municipal law. Vice Chairman Houston made a motion to accept the Rules of Procedure as presented to the Board. Member Jenkins seconded the motion. Carried 3-0.

Adjournment: Vice Chairman Houston made a motion to adjourn the meeting, and Member Jenkins seconded the motion. Carried 3-0 @ 6:28pm.

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Kenny Pfof  
Director/Secretary