

The Knox County Regional Planning Commission
117 East High Street, Suite 221
Mount Vernon, OH 43050
Phone—740-393-6718 Fax—740-393-6705
knoxplanning@co.knox.oh.us

March 21, 2024

The regular meeting of the Knox County Regional Planning Commission (RPC) was held on Thursday, March 21, 2024 at 7:30 p.m. in the Knox County Service Center, 117 E. High St., Mount Vernon.

Chairman Roger Yarman called the meeting to order. Darrel Severns, Secretary for the Commission, called the roll.

The following voting representatives were present:

James DeChant	Berlin Township	Alan Doup	Morgan Township
Steve Bratton	Brown Township	Brian Frazier	Morris Township
Joe Fritz	Brown Township	David McMahon	Monroe Township
Christa Ciotola	Butler Township	Dave Marietta	Monroe Township
Roger Yarman	College Township	Curt Bechtel	Pike Township
Bob Elliott	Harrison Township	Ashton Walls	Wayne Township
Monica Severns	Jefferson Township	Ray Brewer	Fredericktown
Marta Hill	Liberty Township	Robert Collins	Martinsburg
Kris Caldwell	Milford Township	Thom Collier	Commissioner

Others present:

Darrel Severns	Knox RPC	Pete Dickerson*	Milford Township
Rob Clendening	KSWCD	Sheila Adams	Guest: Brinkhaven
Cheryl Splain	Knox Pages	Kyle Shackle	KPH

*Alternate

A quorum was present with 18 voting representatives.

Approval of Minutes – Roger Yarman

Ms. Severns moved to approve the February 2024 minutes. Mr. Bechtel seconded the motion. A voice vote was taken with a unanimous aye vote. Motion carried.

Financial Report – Roger Yarman

Mr. Yarman presented the financial report for February 2024. The expenses were \$2,486.38. Income for the month was \$7,844.29. The month began with \$158,563.43 and ended with \$163,921.34.

Mr. Elliott moved to approve the February 2024 financial report. Mr. Bratton seconded the motion. A voice vote was taken with a unanimous aye vote. Motion carried.

Old Business

Monthly Meeting Time Change – Roger Yarman

Review the handout regarding changing the time of the RPC meeting. Summertime everyone will be outside working. The option would be to change the meeting time to an earlier time maybe in the winter. Review it and we will vote on it next meeting.

New Business

Executive Committee Report—Roger Yarman

Null

Secretary's Report —Darrel Severns

We had the first meeting with the consultants for putting together the Comprehensive Plan. Theresa Bemiller, Mr. Severns, and Jeff Gottke were tasked with coming up with a group of about 30 people to act as the leadership group to go out into the community and organize public input. The consultants will be heavily involved in that process. They want us to come up with people that are interested in being a part of steering where they go with things. Think on it and if you have suggestions of people in your areas that would be good representatives of your area let us know. We will be moving on with that in the next week or so to get a group lined up so we can go full bore into the summer getting public input and developing this Comprehensive Plan. The consultants that we are using haven't delved into specifics yet regarding surveys. We need lots of public input. Mr. Severns, in his time here, has gone through three (3) Comprehensive Plan Updates and what we were lacking was adequate public input. That is going to be our main focus, to get the public feedback. If you have anyone in mind, it doesn't have to be a township trustee, people that may be interested in the process for your area, please forward information on to us. The consultant said there will be approximately six (6) meetings throughout the next year that they will need to attend and provide feedback. We may do a session at an event that these people will be involved with by handing out literature or maybe answering questions. The consultants we are contracted with are pretty high powered and have done a lot of different plans in the area and will be directing us on what we need to do.

Mr. Yarman stated when College Township did their update a few years ago, they had sent out a mailing to all the residents asking what they want to see, what do you want to do, house setbacks and etc. with a checklist. It was easy so they could just fill it out and mail it back to us. There were about 365 mailed out for College Township. Now for the whole county that would be quite a few mailings.

Land Use – Steve Bratton

The committee met Tuesday evening with three items on the agenda.

Monroe Township Rezoning Application – Steve Bratton

Monroe Township Application for Zoning Amendment #2-24 for R.H. Russell for P/N 49-00581.003 of 10 acres on Gilchrist Road in Mount Vernon, purchased in the fall of 2023 from the auction, and has no structures on it. It is just north of State Route 36 and Gilchrist Road. It is currently zoned as A-2 Suburban Residential and is currently vacant. He would like to change it to C-1 General Commercial Business with proposed use of office and warehouse structure. Mr. Russell stated they wanted to build the same building as they had built before. It is an office building, with an office in the front with warehouse/storage in the back with four units in the building, with the intention of building another three to four buildings. He also owns the property to the east of this property.

Per the township, the parcel was not in the area they wanted businesses to be located. It does not border any commercial properties and everything around it is agriculture at this time. Mr. Severns showed where the commercial zoning is located for the township. They are wanting to zone it Commercial (C-1) and the closest commercial zoned property starts on Vincent and McManus Road intersection and State Route 36 and goes east over to the township line at Monroe Mills Road. The township is pretty set about keeping that area the commercial area in the township. There is another section up on Wooster Road towards Proper Road. The owner acted like they were going to come to the meeting on Monday. He stated that he wanted to build another three to four buildings. What he wanted to do was not even available as a conditional use. Mr. Russell owns the two parcels, the 10 acre parcel and the 25 acre parcel beside it. As he presented this, he stated he had built multiple buildings like this elsewhere and rented them out to companies like Shelly and Sands, ODOT, etc

The Land Use Committee recommended not to approve the rezoning application.

Mr. Elliott moved to approve the Land Use recommendation of not approving the rezoning application. Ms. Ciotola seconded the motion. A roll call vote was taken with a unanimous aye vote and one abstain. Motion carried.

Clinton Township Rezoning Application – Steve Bratton

Clinton Township Rezoning Application for P/N 12-01618.000 and 12-01619.000, 0.1492 acres each, Lots #207 and #208, owned by Ronald J. Hamilton, located on Johnson Avenue on the south and an alley on the north. These parcels are owned by the same person that owns the drive-thru on lots #205-#206. The plan is to demolish the house that is on the

property and expand RJH Drive-Thru. It is currently zoned Residential, and they would like to rezone it as GB (General Business). There is a privacy fence around the neighbor. They do have public sewer and there is water on the other side of Harcourt Road with plans to expand down Johnson Avenue. It is adjoining the business district and there doesn't seem to be any issues with it.

The Land Use Committee recommended approval of the rezoning application as submitted.

Ms. Caldwell moved to approve the Land Use recommendation of approving the rezoning application. Mr. Fritz seconded the motion. A roll call vote was taken with a unanimous aye vote. Motion carried.

College Township Zoning Resolution Revisions – Roger Yarman

College Township Zoning Resolution Revisions were discussed. There were updated definitions, update to the fee schedule and updates to Articles 11.7, 11.13, 14.3, 15.3 and 15.7. The Land Use Committee did offer some insight on some of them. We are going to make adjustments and recopy it and take it to Mr. McConville, the County Prosecutor. It will then go back to the Land Use Committee and then to the trustees. There were no major changes.

Zoning Resolution Revisions were discussed and in agreement with proposed revisions but did not vote on them yet as it needs Prosecutor's blessing and may have more changes to make.

Social Improvement and Economic Development Committee – Matt Starr

Null

Education and Outreach Committee – Darrel Severns

We do have a committee and are in the process of setting up a meeting. The members are Ashton Walls, Elizabeth Bonaudi, Sharon Gearheart and Darrel Severns. Steve Bratton was on the committee but switched to the Land Use Committee. Our biggest push will be to come up with speakers to be informative and entertaining. If you read the Bylaws, this committee is also in charge of putting together the orientation program, which Ms. Gearheart and Mr. Severns has been carrying the load the past several years. We would love to have help with it.

Nomination Committee – Roger Yarman, Darrel Severns

Nominations were closed and voted on. Next month we will be appointing committee members of the individuals that expressed interest in committees at the orientation dinner. If there is anyone that is interested in being part of a committee that didn't sign up you still have time to get in touch with Mr. Severns.

Transportation Committee – Jim Hughes

Null

Knox County Commissioner – Thom Collier

We are always open to questions. The Commissioners did pass the resolution for the Senior Levy distribution. There were a lot more entities that filed for the Senior Levy. We had a committee that met and visited all the different sites. They were ranked and then helped us sort it out. Not everyone got everything they wanted because there is only so much money to go around. We are looking at some new parameters and guidelines for applicants as well. We want to make sure the money is used to the best of its ability, to the broadest number of people, and providing the best services to seniors. Literally, any non-profit that provides services to seniors can apply.

Knox Public Health – Kyle Shackle

Right now, the Prosecutor office has us very busy. We have been called on for multiple properties lately. EPA has been in touch with our office regarding a few properties. There will be a new composting facility in the county that will probably open this fall. It is just outside of Fredericktown, off of State Route 13, the Green Machine place. They have filed for their permit to operate, and they are finalizing that process. It will be for yard waste types of materials. They used to recycle shingles and that type of stuff. They have filed through the KPH and now have to go through the EPA to get all their final approval.

Question: *Are their still funds available for residents who have failing septic systems?* Mr. Shackle said he was unsure as to how much was left. There have been two (2) that have been approved for the year. The sooner they can get in the better chance they would have in getting the funding. *As a Trustee, if we identify someone that has a failing system how do we go about getting that help?* It should be reported to the KPH. Even if it is 50 percent, coverage is better than them having to pay 100 percent. It is kind of a lengthy process because you have to wait for the soil scientist to evaluate, and then a designer to go and process the design, and then KPH does their part to see if they qualify. It is all income based on the number of individuals in the house. It can take a month to a month and a half. Depending on the age of the system, it may not even be the actual septic tank that is the issue. It may be a gray water line that is run from the house and all it takes is a hookup. KPH will go look at it and make sure what needs done first. The biggest thing about that grant is that it needs to be owner occupied. If it is a rental, it is automatically out. The township can inform KPH on the location and they will go out and do the dye test to confirm it is the septic tank and it is failing. If comes back inconclusive and we can't find the dye, then it could just be the gray line needs to be hooked up to the septic tank and the issue is resolved. This would be a \$200 fix compared to maybe \$10,000.

Knox Area Development (ADF) – Jeff Gottke

Null

Knox Soil and Water Report – Rob Clendening

The office in the process of doing the CAUV reviews already for this year. If you see one of our vehicles out driving around slowly on the township roads, this may be what the intern is doing. It is the same intern that worked for our office last year. She has only been chased off once this year. A follow up on Mr. Smith's presentation, one of the things that our board and the County Commissioners are interested in us working on now, as the whole solar issue developed in Knox County, we found that it was important for those landowners to know what was out there in the way of natural resource infrastructure; tile drainage systems, spring developments, farm ponds, drainage ditches and anything else that our office may provide assistance on with individual landowners since 1947. We have hundreds of files with engineering plans going back that far. That works out ok for our office because it is all filed alphabetically. We know what the history of landowners has been, and we can go to the drawer and get that information. We do get calls from developers, engineers, and Open Roads Renewable asking to provide some sort of documentation on what might be out there for i.e. tile drainage systems, etc. We are looking at trying to develop a project where we will actually go in and go through those folders and files one-by-one and scan in those historical conservation practice documents. Then we would work on a way to link those to the GIS layers so that down the road could look at it and see that the document was available. They could see a picture of the document if they needed to have more background on the design of that practice, they would know to contact our office and we would be able to find that for them. This would be a multi-year undertaking. There are records that are older than 1947.

County, City and Village Reports

Brinkhaven/Gann – Sheila Adams

Null

Centerburg – Daniel Hardwick

Null

Danville – Jeff Furay

Null

Fredericktown – Ray Brewer

The kickoff of the streetscape project started a couple of weeks ago.

Gambier – Elizabeth Bonaudi

Null

Martinsburg – Robert Collins

Null

Speaker – Justin Smith, Knox County GIS Coordinator, Tax Map Office

Mr. Smith gave an overview on the Tax Map Office and how they work with RPC, and other county offices. They supply foldable county road maps or individual township maps. The county map online and foldable map has the county on the front and on the back is the city and villages. Currently they have eight (8) boxes of maps and will probably print new revised maps next year. If you have need of them for township road men and zoning inspectors, etc. The maps are available in the Map office and the County Engineer's office has them as well. If an individual comes into the office there is a \$2.50 fee, but for the townships, villages, or city there is no fee.

The Tax Map Office is under the direct supervision of the Knox County Engineer. The majority of what we do is review surveys, review legal descriptions on documents transferring title of real estate, update and maintain all the GIS (Graphic Information System) layers that you see on GIS webpage, assign addresses, archive a set of tax maps annually for future reference, and we create and print custom maps for most county offices or if the public comes in and requests an aerial photo. A lot of people come in around August or September and want a map for hunting. We help the general public with day to day stuff like someone may be building a fence and want to know if there is a survey.

When a surveyor does a survey in Knox County they submit a draft, we review it and make sure it meets Ohio Administrative Code Section 4733-37. This is to ensure that the surveyor is doing what they are supposed to do. It is then drawn in the GIS software and make sure it meets state minimum standards for new boundary surveys. Then the legal description is reviewed and make sure the legal description matches the plat. Once a survey is reviewed and approved, we number the plat and file it in our office. The little triangle on the survey map on the GIS site will have that number on it. If you click on the yellow triangle you can pull up the survey map.

There is a check list that is used as we review the boundary surveys. On the legals the title should have the state, county, township, original land subdivision, the township range and quarter, section or lot number that the property is located in. On complicated surveys of lot splits, after it is drawn, Mr. Smith will send it to Mr. Severns, so he doesn't have to draw it. Once the survey is prepared and approved, an attorney or title company will draft a deed or document and use the survey legal description. We try to get them to just attach the surveyor's legal description, but many times they like to type it right in the deed or document. Mr. Smith stated he thought the County Engineer, Mr. Keaton, would like to consider putting that in our transfer standards, especially on new lot splits. The first time a legal description is used, you have to use the surveyor's legal description. Mr. Keaton is getting the Prosecutor's opinion on this issue.

Mr. Smith went over the GIS website and all the layers that their office maintains; survey points, address points which gets updated every Friday night or Saturday morning. The owner names, if a parcel were to change hands today and you zoom in and click on the parcel, it updates nightly, which comes from the Auditor's office. The linework, all of the GIS layers update once a week.

It is a very useful tool. If you are not using it, I suggest you come and see Mr. Smith and he can give you a lesson on how to use it. One of the tools under the layer tab, under the GIS tab is Zoning. If you ever find any discrepancies on it or if don't think a label on it agrees with what is in your resolution, let Mr. Severns or Mr. Smith know so that we can get it taken care of. If there is a rezoning, and they have gone through the whole process of rezoning with their hearings and everything, and the Trustees have had their public hearings and have decided to rezone the parcels, i.e. Clinton Township, and Mr. Severns has sent his letter out to them stating what the RPC has recommended, he also sends a form, a Zoning Amendment form. After they have gone through all the process and they have approved a lot, they will send that form back to Mr. Severns so the changes can be made to the GIS map. We try to keep these up to date so there are no discrepancies on the map.

The map office maintains all these layers; but also voting precinct boundaries for Board of Elections, bridge and culvert project with Ids for the Engineer's office, update and maintain a list of addresses within one thousand feet of schools for the Sheriff's Offender Watch software. A lot of the maps can be printed from the webpage. We assign addresses once the survey is done, and the lot is split. The Residential Access Management Permit is one that was revised from what the Engineer's office had, making it into one page that you can use for your township. A lot of townships don't even have a driveway permit. If they do, it is part of the building permit packet, or they send the township road man out to say if you do or do not need a culvert. It is extremely helpful for us if we know where the driveway is going to be located. There are a lot of out-of-sequence issues in Knox County and that is what we are trying to avoid here. When the county sends out the guys from the Engineer's office to do the access permit for an address on a county road, they use their phone and send back the latitude and longitude to Mr. Smith, so he knows exactly where the drive is going to be. If you could include this form in your building permit packet, or zoning inspectors could copy and give it out to people that are going to be building, it would be extremely helpful. If it is on a State Highway, just call ODOT and ask for District 5 and ask for an access permit, then send the permit information to the Map office.

From our GIS webpage you can view, download, and print archived maps from 1900 to 2020, they are done every decade. The oldest tax maps we have are from 1871 and 1847, but they are not complete and difficult to read. These are good for those doing title searches and surveyors. We don't print these anymore and they are not hanging on the wall. We archive a set of them once a year. We can print one set of maps a year for townships to use at the township house at no charge. The 1970s maps for some reason didn't get archived. We are not sure if they were damaged or just forgotten.

The Auditor, Sarah Thorne, has contracted to do aerial maps, possibly for ag CAUV, for 2024, 2026, 2028, and 2030 with the same company. The current aerial maps are from 2021. They were every three years with the appraisal cycle. The aerial photo in pictometry is not completely accurate and there is a lot of skew in the picture. The picture is not streaming or up to the minute. What the Lidar picks up may not look quite right, but if you measure it is correct as it goes by the survey.

A question was raised about whether or not the county would ever have an application/app for this? It is actually being talked about right now. This is an ARC GIS map template, and it is hosted by Bruce Harris and Associates. They are paid to host this, but it is backed up. All this data is backed up somewhere offsite in case something was to ever happen to the building. ESRI is putting an end to that. They are not allowing third party vendors to host GIS webpages using their map templates anymore because they do not get money. The group that hosts our webpage now are developing a back end for an application. If you have any input on what you use every day just let the Map office know. It is probably going to change within the next year or so. Please take my card and the handout.

Others from the floor

Mr. Elliott moved to adjourn. The meeting was adjourned at 8:43 p.m.

The next meeting of the Knox County Regional Planning Commission will be April 18, 2024, in the Knox County Service Center 117 E. High St., Mount Vernon, OH at 7:30 p.m.

Respectfully submitted,



Darrel Severns

Attachments:

[Residential Access Management Permit - Map Office.pdf](#)
[2024 Web Minutes\RPC 2024-03-21 Attachments.pdf](#)



Residential Access Management Permit



_____ Township

Knox County, Ohio

Applicant Information:

Property Owner Name: _____

Phone Number: _____ Email: _____

Mailing Address: Street _____

City _____ State _____ Zip Code _____

Site Information:

Road Name/Number: _____

Brief Location of Driveway: _____

NOTE: Applicant must have driveway staked or marked prior to inspection.

Distance to Nearest Intersection: _____

Culvert Requirements: Diameter of Pipe: _____ Length of Pipe: _____

Inspection Notes: _____

OUPS Notification: It is understood that the culvert will be placed by the property owner, lessee, or contractor. The applicant must notify the Ohio Utilities Protection Service (OUPS) two (2) days before the pipe is installed.

CALL OUPS BEFORE YOU DIG 1-800-362-2764

Signature of Applicant: _____ Date: _____

Date of Inspection: _____ Field Inspector: _____

Please send to: Knox County Tax Map Department
117 East High Street, Suite 131
Mount Vernon, OH 43050

Fax: (740) 397-2723
Phone: (740) 393-6752
Email: mapdepartment@co.knox.oh.us