

# Task Force Meeting Minutes

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## Park Hills Small Area Study

Task Force Meeting Minutes

Location: Park Hills Fire Department

Thursday, November 13, 2008

7:00-8:30 P.M.

### **ATTENDANCE:**

Ted Kleymeyer – City Council

Diane Geiger – Civic Association

Joe Geiger – Civic Association

Evelyn Stubbs – Resident

Jay Bayer – City Engineer

Phil Ryan – KCPC Representative

Todd Berling –

Pam Spoor – Village Green Committee Chair

Michael Hellmann – Mayor

Jenna Haverkos – NKAPC – Project Manager

Keith Logsdon – NKAPC

James Fausz – NKAPC

### **ABSENT:**

Heather Dickman – Dickman Realty

Steve Ryan – City Council

Dr. Collette – Local Business Owner – Dog’s Day Grooming and Boarding

Chuck McHale – Local Business Owner – Gardens of Park Hills

## **1. WELCOME AND INTRODUCTIONS**

The meeting began at 6:00 P.M. Mayor Mike Hellmann introduced himself, the Task Force members and NKAPC staff who were present.

Ms. Haverkos provided a brief introduction of the NKAPC team and began discussion of the small area studies that NKAPC conducts.

## **2. INTRODUCTION TO THE PROJECT**

Ms. Haverkos began with information concerning the Comprehensive Plan. She explained the required parts of the Comprehensive Plan and stated that it was most recently updated in 2006 and is required by KRS 100 to be updated again by December 2011. She also defined that since small area studies are incorporated into the Comprehensive Plan they must adhere to the same requirements of KRS 100.

Ms. Haverkos outlined the process in which the final document will go through for approval. First the task force will be presented the document and asked to vote after which it will be passed on to the city council for a vote. When adopted by city council, the document will then be forwarded to the Northern Kentucky Area

Planning Commission (NKAPC) and the Kenton County Planning Commission (KCPC) for adoption into the Comprehensive Plan. After adoption by the KCPC, as part of the Comprehensive Plan it will be used as a guide when development applications come to the city for land within the study area boundary. Previous small area studies which have been completed by NKAPC are available for viewing at <http://www.nkpc.org/lr-studies.html>

She then went on to discuss the role of the task force and emphasized that it is their plan, not NKAPC's. Certain elements of the plan will need to be voted on such as; study boundary, goals and objectives, existing conditions, and the final draft of the report. Other items will need a consensus of the task force but not necessarily a vote. These items include; study name, redevelopment scenarios, recommendations, and implementation options.

Ms. Haverkos gave a brief discussion of the project background. She also discussed the market analysis, which will be conducted by GEM Public Sector Services.

## **a. *The Dixie Fix***

Mr. Fausz presented highlights of the Dixie Fix study such as; the plan was conducted by OKI and NKAPC, a 19 member stakeholder group consisting of cities, counties and public agencies was utilized to guide the plan, public involvement was sought through 7 visioning sessions and one open house, and finally he gave a brief overview of the study's goals. In conclusion, he asked the task force to review the map between now and the next meeting and think about any comments or questions that might arise from the evaluation.

## **b. *Major Sections of the Study***

Ms. Haverkos presented major chapters of the study that will need to be included to comply with the Comprehensive Plan update. She also discussed that staff has started key person interviews to get input from members of the community that aren't necessarily members of the task force but they have a major stake in the community in some form.

## **c. *Factors of Influence***

Ms. Haverkos elaborated that the Factors of Influence chapter will be vital to the success of the study. Due to geographic and jurisdictional constraints not all major influences to Park Hills can easily be included in the study area. This circumstance is particularly important when it comes to addressing approval of the final study for inclusion in the Comprehensive Plan. She stated that examples of this limitation include the NKU and Gateway campuses, both of which lie in Covington's city limits. She went on to say that in lieu of adding these areas in the official study boundary the Factors of Influence chapter would work to address their importance to the City of Park Hills and the study.

Mr. Geiger asked if the study would cover what Ft. Wright and Covington are doing. Ms. Haverkos affirmed his question and said some of the discussion would be woven in throughout the document, but most of it would be included in the Factors of Influence chapter.

Mr. Ryan asked if Covington is working on any studies that might influence the Park Hills study. Ms. Haverkos replied that she is not aware of any studies ongoing at this time. Mr. Ryan responded by saying that Ft. Wright is pursuing a study that would tie into Park Hills and wanted to see if Covington was interested in doing any studies that might specifically tie into Park Hills. Ms. Haverkos responded that Covington considered joining in with the market study but Covington declined to join with the study because of their concern with the limited area of analysis. Mayor Hellman elaborated that at one point a market study was considered from Ft. Wright all the way to Pike Street in Covington but those negotiations fell through. Mr. Logsdon stated that while Covington and Ft. Wright are not officially involved with the study at this time they will be kept in close contact throughout the planning process, including probable meetings with the task force and adjoining cities. Mr. Geiger stated that it is also important to look at what is happening in Devou Park since their study just concluded. Ms. Haverkos concluded by stating it is up to the task force to decide who to involve throughout the process.

#### **d. *Timeline***

Ms. Haverkos began the discussion of the timeline for the project by stating there will be three public meetings (tentatively set for January, April and July) throughout the planning process. These public meetings will coincide with the existing conditions report, recommendations, and final report that will be submitted to city council.

Mr. Bayer asked what is included in the market study. Ms. Haverkos replied it will essentially include demographics, population, anticipated growth, and what the current conditions of retail and commercial in and around Park Hills entail. Mr. Logsdon explained the study would typically look at intervals of 1, 3, and 5 mile drive radii and what the saturations of the markets are in major land use categories. The part of the study that is most usable for potential business is the detailed retail analysis. He went on to explain the analysis shows what gaps exist in the market and how Park Hills might best work toward filling those gaps.

Mr. Ryan asked if GEM communicates with commercial real estate companies. Mr. Logsdon replied yes, and elaborated that Mr. Harnish would also meet with NKAPC to determine what is happening in general area. Mr. Kleymeyer asked if the study was underway and Mr. Logsdon answered, not as of yet. He then elaborated there is a potential for cost savings on the market study if Crescent Springs enters into an agreement with GEM for a similar study.

Mr. Geiger asked how much the study would cost the city. Mayor Hellmann said the study would cost approximately \$40,000, with half going toward the actual plan and the other half being devoted to the market study.

Ms. Spoor asked if Ft. Wright is retaining a separate market analysis for their Dixie Highway study. Mr. Logsdon replied that he believes Ft. Wright is using council and residents for their analysis and that the city is not working with NKAPC.

Mr. Ryan commented on interested parties and the parameters of the study. Ms. Spoor commented about looking to planning and zoning to create harmony between Park Hills and other cities. Mr. Ryan then

commented that he believed Bernie Wessles would be willing to serve as a liaison of Ft. Wright to Park Hills.

Ms. Spoor, Mr. Ryan, and Mayor Hellmann briefly discussed the Walgreens proposal that was disapproved.

Ms. Spoor asked if Independence kept their task force together after the study was completed. Ms. Haverkos replied by stating it was a new group challenged with keeping the study moving forward.

Ms. Spoor commented on the extensive public comment section and asked how that process works. Ms. Spoor believed this format was useful because it also provides comments for the city council and mayor to review.

### **3. COMMITTEE CHAIR/VICE CHAIR**

Ms. Haverkos suggested the task force choose a chair and vice chair to run future meetings. She also suggested waiting until the next meeting to choose these committee members since not all of the task force was present at the meeting.

Mr. Geiger asked if Park Hills business association members were invited to participate in the process. Mayor Hellmann answered that members were invited to participate.

### **4. STUDY BOUNDARY**

Ms. Haverkos began the discussion of the potential study boundary. She went into detail about the tentative study boundary by discussing specific parcels immediately adjoining Dixie Highway. She again emphasized the issues with including the Gateway and NKU campuses and how it is difficult to incorporate these areas into the study area.

Mayor Hellmann suggested the old Park Hills School (currently part of Gateway) should be included in the study area as it lies within Park Hills.

Ms. Spoor asked if the study should be confined solely to the Dixie Highway area, or should the Amsterdam area be included as well. Ms. Haverkos replied the study area is predominantly constrained by topography, which is reflected in the staff's initial study area boundary. She mentioned the plan could examine more area in Park Hills if it was in the best interest of the task force.

Mr. Geiger commented that the NKU and Gateway campuses will become a major factor to Park Hills if they change to high density residential. Ms. Spoor suggested that in terms of planning for business in Park Hills those sites have to be included. Ms. Geiger asked what staff's thoughts are on including the campuses in Covington. Ms. Haverkos replied that staff believes these areas will be difficult to include in the official planning process due to constraints of making specific recommendations for the Comprehensive Plan outside of Park Hills jurisdictional boundaries. Due to this fact staff recommends not including the areas in the official study boundary but will study them nonetheless and provide information in the Factors of Influence chapter.

## 5. STUDY NAME

Ms. Haverkos asked if the committee had any suggestions as to what the study should be named. Ms. Spoor indicated Park Hills should definitely be included in the name. Mr. Bayer suggested something positive that indicates the long term vision might be beneficial and then suggested waiting until the next meeting to decide. The decision was made to wait until the next meeting for more discussion.

## 6. GOALS AND OBJECTIVES

Ms. Haverkos entered into a discussion on goals and objectives for the study by stating this section needs to be established before staff can really begin writing the existing conditions report. She then asked for suggestions on goals and objectives from the task force. Ms. Geiger answered that she believes it is important to address every age group and examine housing options.

Ms. Stubbs asked for clarification on the market study aspect of the plan. Her concern was the study would only be able to work with a limited amount of parcels that are currently vacant and worried about kicking businesses out of the area. Ms. Haverkos replied the plan encompasses a 20 year vision and that over time the businesses would naturally change ownership. Mayor Hellmann also discussed how current businesses changed from what was in the area 20 – 30 years ago.

Mr. Ryan added that if a developer could obtain a few parcels and develop an anchor type of business that it might spur change within the corridor. Ms. Spoor commented that it is important to use the study as a vehicle to talk to Covington about future development in the area. Mayor Hellmann added that the problem with Dixie Highway is that it was never planned and the corridor didn't have zoning until the 1970s. He contended that without planning the corridor would never change.

Mr. Berling asked other members if they believed a goal should be to make the area cohesive architecturally. Mayor Hellmann believed that since the area is so small it needs to be cohesive to let people know where they are. Mr. Ryan commented it might be necessary to utilize a form district to achieve the goal.

Mr. Geiger commented the influences of potential condos in the north, offices in the south, and schools during 9 months of the year seem to lend themselves well to boutique type developments along the corridor. He also brought up the idea that walkability should be considered in the study.

Mayor Hellmann commented cities don't thrive and survive based on residential tax base, but rather on commercial taxes. He discussed that businesses want to know what you're doing to make their business environment better. Mayor Hellmann added the potential for the best long range change is for small town type business on a 3-4 lane roadway like Madeira or Montgomery. He proposed that a goal for the study might be to integrate residential through the commercial section.

## 7. CONCLUSION

Ms. Haverkos presented the schedule for future meetings. She also stated the meetings are tentatively scheduled for the second Thursday of every month. She asked what time the meetings should begin based on

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the fact that most meetings would usually meet for an hour and a half. Mr. Bayer proposed meeting at 5:30 for future meetings and the group agreed on the time.

Ms. Haverkos discussed the potential for requiring a certain amount of attendance that would be needed to vote on the final plan. It was decided the issue would be considered at the next meeting.

Ms. Haverkos stated the next meeting would be on December 11, 2008 starting at 5:30 P.M..

Mr. Geiger asked if it would be good to get someone from the business association. Mayor Hellmann replied that they've been invited and there would likely be a representative at the next meeting.

Ms. Haverkos concluded by asking the task force to consider the study boundary, study name, goals & objectives, and electing a chair and vice chair before the next meeting.

The meeting was adjourned at 8:30 P.M.