

**NORTHERN KENTUCKY AREA PLANNING COMMISSION  
MEETING MINUTES  
SEPTEMBER 10, 2003**

Chairman Afton Kordenbrock called the meeting of the Northern Kentucky Area Planning Commission to order at 5:45 pm in the first floor conference room of the Commission's offices in Fort Mitchell, Kentucky. Attendance of the members was as follows.

**Term Present Absent**

Chairman Afton Kordenbrock May 2002 through May 2004 X  
Vice Chairman Paul Hahn May 2001 through May 2005 X  
Treasurer Bill Goetz May 2002 through May 2004 X  
Commissioner Billy Bradford May 2001 through May 2005 X  
Commissioner Tom Kriege May 2002 through May 2004 X  
Commissioner Tom Litzler May 2002 through May 2004 X  
Commissioner Lou Noll May 2001 through May 2005 X

Also present were Dennis Andrew Gordon, FAICP, Executive Director; Mike Schwartz, AICP, Deputy Director for Current Planning; Scott Hiles, Deputy Director for Engineering & Inspection Services; Russell Cloyd, Deputy Director for Building Code Administration; Bruce Wong, Zoning Administrator; Garry Edmondson, legal counsel; and Gail H. Deatherage, Administrative Assistant.

Commissioner Bradford gave the invocation and Chairman Kordenbrock led the Pledge of Allegiance.

**ACCEPTANCE OF AGENDA**

Chairman Kordenbrock asked if the agenda's contents were acceptable or if anyone had any additions/corrections. Commissioner Litzler made a motion to accept the agenda as presented; Commissioner Kriege seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval. The motion passed.

**PUBLIC HEARING PER KRS 132.023:**

Chairman Kordenbrock opened the public hearing for adoption of the tax rate at 5:46 pm. He stated that the Northern Kentucky Area Planning Commission proposes in Resolution Number 795 to apply the compensating tax rate by levying a real property tax rate of \$0.02 per \$100, and \$0.02 per \$100 valuation on all motor vehicles in Kenton County assessed as of January 1, 2003, and that this revenue will be used for the purpose of

defraying the expense necessary and incidental to carrying out the Commission's responsibilities under KRS 147 and 100 during its FY 04. He stated that this public hearing is being held for the purpose of listening to citizen comments on this proposed tax. After calling for public comment, he noted that there were no citizens present and closed the hearing at 5:47 pm.

Chairman Kordenbrock read Resolution Number 795 (a copy of which is attached to the original Minutes). Commissioner Goetz made a motion to adopt Resolution 795; Commissioner Hahn seconded the motion. Chairman Kordenbrock asked if there were any questions; there were none. He then asked for a roll call vote which found Commissioners Hahn, Goetz, Bradford, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

## OLD AND UNFINISHED BUSINESS

Chairman Kordenbrock asked if the Minutes of August 27, 2003, were acceptable or if anyone had any additions/corrections. Commissioner Goetz asked for clarification of comments by Commissioner Litzler during the New Business portion of the meeting with regard to duties of legal counsel assisting the executive director. Mr. Litzler clarified his comments and noted that the Minutes correctly reflected his comments. Commissioner Goetz then asked for the addition of a motion made by Commissioner Goetz and seconded by Commissioner Litzler following the executive session to accept the resignation of Barry Burke, former Deputy Director for Engineering and Inspection Services. Commissioner Litzler made a motion to accept the Minutes of August 27, 2003, as corrected; Commissioner Kriege seconded the motion. Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Bradford, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Mr. Gordon introduced Mr. Wong, NKAPC's new zoning administrator. Mr. Wong gave some brief personal background information, noting that he had previously worked for NKAPC for approximately one and a half years, had left to go to the city of Dayton as zoning administrator for approximately four years, and was glad to return to employment with NKAPC. He noted that several improvements for the better were making his job easier to accomplish and he was grateful for the improvements and thanked the Commission.

Mr. Gordon noted that with the resignation of Mr. Burke, he had recently instituted the new policy of posting open positions internally to allow for in-house hiring and promotion. He stated that Mr. Hiles had applied for the position of Deputy Director for Engineering and Inspection Services. After careful consideration, he said he was pleased to announce that Mr. Hiles was capable of filling the position vacated by Mr. Burke, and introduced Mr. Hiles. Mr. Hiles thanked the Commission and Mr. Gordon for their

support and noted he felt they would see some exciting and new things coming from of his department and that he welcomed the opportunity to carry on the challenges and duties assigned to him.

Chairman Kordenbrock welcomed and congratulated both Mr. Wong and Mr. Hiles.

Mr. Gordon noted that Mr. Cloyd was present to give a brief update on building maintenance issues. Mr. Cloyd noted that the building's current office layout had been digitized which will aid in determining the new layout of offices and departments when the building is vacant. He noted he was working on "ballpark" estimates for renovation of the building and that he was in the process of getting estimates for preventive maintenance of the roof before winter. He gave a brief update on miscellaneous work being pursued. Mr. Edmondson cautioned Mr. Cloyd that anyone who has submitted estimates for work on the various areas of the building plan and who would be submitting "bids" for renovation, that there are special procedures that need to be followed. He suggested Mr. Cloyd contact him to assure that these procedures are followed.

Commissioner Noll asked if the Fort Mitchell Fire Department had a copy of the floor plan of this building and Mr. Cloyd said he would assure that they have a copy if they do not already have one.

Chairman Kordenbrock then read two letters into the record. The first letter was from Mayor Gene Weaver, City of Fort Wright, commending staff member Melissa Jort on her recent presentation to the city council on manufactured home regulations (copy attached to the original Minutes).

Mr. Goetz said he would like Ms. Jort to attend a future meeting of the Fort Mitchell City Council for a presentation on the definition of "family" and also on manufactured housing regulations, etc. Mr. Edmondson noted that staff needs to check the definition of the word "affinity" in Black's Law edition, as used in the ordinance defining "family".

Chairman Kordenbrock read a letter from John Schmidt from NCAD requesting amendments to the Minutes of May 14 and July 23, 2003, meetings at which he spoke (copy attached to the original Minutes). Chairman Kordenbrock noted that each meeting is recorded and that the tape is available to the public upon request, but that official NKAPC Minutes are not verbatim or detailed. Commissioner Goetz further noted that the Commission's Minutes should only reflect the motions and official actions of the Commission. Commissioner Litzler stated that he felt no response was necessary to Mr. Schmidt's letter and request. Chairman Kordenbrock noted that all correspondence, actions, resolutions, etc., are made part of the official Minutes and that Mr. Schmidt's letter will be attached to the original Minutes.

Mr. Gordon noted that in his vision proposal, he had proposed the position of Long Range Planning Director. He said that since the Commission had approved this position and also the funding for it, he had hired Keith Logsdon for this position. He further noted Mr. Logsdon would be starting on September 29, 2003.

Mr. Gordon passed out his proposed policy governing the use of the first floor conference room (attached to the original Minutes). He noted that he had recently had a request from a citizen-based organization to use the conference room after hours and explained his concern in granting this request. He said he had contacted legal counsel for advice, and further noted he felt that opening the use of the conference room to groups where a staff member was not in attendance or to organizations other than public agencies would expose us to tremendous liability, expense, and inconvenience. Mr. Edmondson suggested removing the words "organizations/agencies" and to assure that only public agencies use the conference room. Some further discussion ensued with regard to whom/what agencies would be allowed to use the room. Mr. Gordon noted he would redraft the policy for use of the room and bring it back to the Commission for its consideration and adoption at the next meeting.

Chairman Kordenbrock noted that members had received an email from staff with regard to the APA national conference date of April 14-18, 2004. He asked who was planning to attend this conference. Some discussion ensued as to the impact of budget cutbacks being made by staff and the commission. Commissioner Kriege noted that there were budget cuts pursued on the travel line item in the FY04 budget. He suggested that not all Commission members should plan to attend the conference every year and that an alternating year attendance policy could be put into place.

Mr. Gordon noted he is in the process of working on the Kenton County Planning Commission's FY04 budget and that he is meeting with their executive committee on Friday. He said he would provide members with a copy of that budget. Some discussion ensued with regard to the amount charged for zoning applications, etc. Chairman Kordenbrock said he felt there needed to be better dialog with KCPC with regard to what we charge them or what we are not charging them.

Commissioner Bradford passed out information on the Dick Combs Memorial Golf Tournament on September 18, 2003, at Twin Oaks Plantation and Golf Club.

Chairman Kordenbrock asked if there were any other comments or business to come before the Commission. There being no further business, he adjourned the meeting with unanimous consent at 6:45 pm.