

**NORTHERN KENTUCKY AREA PLANNING COMMISSION  
MEETING MINUTES  
JANUARY 14, 2004**

Chairman Afton Kordenbrock called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:15 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; Trisha Brush, Deputy Director for GIS Administration; Garry Edmondson, legal counsel; John Walker of VanGorder Walker; and Gail H. Deatherage, Administrative Assistant.

Commissioner Noll 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 Hahn seconded the motion. Chairman Kordenbrock asked for a voice vote on the motion, which found unanimous approval. The motion passed.

**OLD AND UNFINISHED BUSINESS**

Chairman Kordenbrock asked if the minutes of the November 12, 2003, meeting were acceptable or if anyone had any additions/corrections. Commissioner Goetz noted that the spelling of Nienaber should be corrected. Commissioner Goetz then made a motion to accept the minutes of November 12, 2003, as corrected; Commissioner Hahn seconded the motion. Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Kriege, and Chairman Kordenbrock in favor. Commissioners Litzler and

Noll abstained. The motion passed unanimously.

Chairman Kordenbrock asked if the minutes of December 17, 2003, meeting were acceptable or if anyone had any additions/corrections. Commissioner Goetz made a motion to accept the minutes of December 19, 2003; Commissioner Litzler seconded the motion. Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock asked if the minutes of the special meeting of December 19, 2003, were acceptable or if anyone had any additions/corrections. Commissioner Noll made a motion to accept the minutes of December 19, 2003; Commissioner Litzler seconded the motion. Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock noted members had received copies of the October and November 2003 Reports of Receipts and Expenditures. Commissioners Noll and Goetz both expressed a question about the reports; Commissioner Goetz noted that he had some questions and would contact the bookkeeper. Commissioner Noll made a motion to table action on the October and November 2003 Reports of Receipts and Expenditures until the first meeting in February; Commissioner Kriege seconded the motion. Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock noted that John Walker was present from the Van Gorder Walker auditing firm to present the draft financial audit for FY03. Mr. Gordon noted that the firm of Van Gorder Walker had been selected last summer and that this was the firm's first audit for NKAPC. Mr. Walker gave a brief overview of the report, noting that this is a draft and that the final report would be submitted by March. (A copy of the original copy of the draft is attached to the official Minutes). Chairman Kordenbrock asked if members had any questions; there were none. Chairman Kordenbrock thanked Mr. Walker for the preliminary report.

Chairman Kordenbrock asked for an update from Legal Counsel. Mr. Edmondson noted there was nothing new to report except that the Jump litigation is set for trial in early March 2004. He noted that the Sexually Oriented Business licensing ordinance is close to being finished and gave a brief overview of the work being done. Chairman Kordenbrock asked if there were any questions for legal counsel; there were none.

Mr. Gordon noted that Ms. Brush was present to give an update on GIS Administration. Ms. Brush gave an overview on the work being done by staff, noting that a firm had been

selected to pursue our 2004 digital orthophotography-the James W. Sewell Company. She gave some background on the flyover and stated that it is to be completed by June 30, 2004. She reported product sales for calendar year 2003 is up 12 percent over 2002, and gave a brief explanation of where sales are being generated. She noted that sales are mainly from engineers and developers for tiles and explained how fees are charged. She reported on web site activity stating that approximately 122 hits per week have been counted. Ms. Brush answered some general questions from members.

Mr. Gordon reported that the Kenton County Planning Commission approved amendments to its bylaws during the December meeting. He stated this amendment included a new fee structure that would allow a fourth construction inspector to be hired by March 2004.

Mr. Gordon passed out the 2004 holidays which will be observed by staff.

Chairman Kordenbrock asked if there were any questions for the executive director; there were none.

Chairman Kordenbrock asked for committee reports. Commissioner Kriege passed out a draft timeline created by Mr. Gordon. He asked the planning commission to study the timeline in order to absorb the information and develop consensus on how to proceed. Some general discussion ensued and Mr. Gordon explained his thinking with regard to the timeline and answered some general questions.

Chairman Kordenbrock read a letter from the Dioceses of Covington thanking Ryan Kent for this assistance on GIS.

Chairman Kordenbrock asked if any members planned to attend the APA Conference in Washington, DC, April 23-28, 2004. Commissioners Noll and Hahn indicated they planned to attend. Commissioner Goetz expressed concern about monies spent for conference attendance and stated it is something that should be looked at as far as cost is concerned. Commissioner Kriege stated there was no written policy or limit on conference attendance or set amount to spend and that guidelines and policies should be established. Commissioner Noll responded that he feels planning commission members attend sessions when they attend conferences and that the continuing education provided is valuable. He suggested that allocating a specific dollar amount for meals can control costs and if they go over that amount then the member is responsible for it. Commissioner Hahn suggested eliminating the joint planning commission dinner or at least not paying for the wives' meal. Commissioner Litzler noted he felt that commission members who are up for election should not plan to attend in case they are not re-elected. Chairman Kordenbrock noted he felt that members of this commission who have attended in the past have been conscientious and attended sessions and that he always has asked for a report from them at

the next meeting.

There were no further comments from the members.

Mr. Gordon noted that the Pendleton County Planning Commission had asked staff for a proposed contract for professional planning services to administer its new subdivision regulations. He gave a brief overview of the work to be performed by staff. After some discussion, Commissioner Kriege made a motion to approve the proposed contract for professional planning services with the Pendleton County Planning Commission; Commissioner Noll 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, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Mr. Gordon reported that the City of Fort Wright asked staff for a proposal to study the Madison Pike (Ky 17) Corridor. He stated that the city council is to approve the proposal later this evening. He gave a brief overview of the work to be performed by staff. After some discussion, Commissioner Goetz made a motion to approve the proposed contract for professional planning services with the City of Fort Wright; Commissioner Noll 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, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Mr. Gordon stated that the City of Crescent Springs had asked staff for a proposed contract for professional planning services and asked for approval of the proposed contract. He gave some brief overview of the work to be performed by staff. After some discussion, Commissioner Hahn made a motion to approve the proposed contract for professional planning services with the city of Crescent Springs; Commissioner Noll 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, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Mr. Gordon reported that Humpert Wolnitzek and Interior Project Management, Inc., were the only companies to submit a response to the recent Request for Proposal for professional design and space planning services. He stated that the other two companies to which the RFP was sent had declined to submit proposals. Some discussion ensued with regard to how to proceed with the renovation process. Chairman Kordenbrock expressed concern about the hourly fee in the proposal; Mr. Gordon responded that he would clarify that issue with the firms. Commissioner Noll made a motion to approve the proposed contract for professional planning services with the firm of Humpert Wolnitzek and Interior Project Management, Inc.; 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, Kriege, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

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 7:05 pm.