

**Northern Kentucky Area Planning Commission  
Meeting Minutes: March 12, 2008**

Vice Chairman Tom Kriege called the monthly discussion forum of the Northern Kentucky Area Planning Commission to order at 5:00 PM in the Commission Chambers of the NKAPC Building in Fort Mitchell. Attendance of members was as follows.

	<b>Term</b>	<b>Present</b>	<b>Absent</b>
Chairman Bill Goetz	May 2006 through May 2008		<b>X</b>
Vice Chairman Tom Kriege	May 2006 through May 2008	<b>X</b>	
Treasurer Tom Litzler	May 2006 through May 2008	<b>X</b>	
Commissioner Gloria Grubbs	May 2006 through May 2008		<b>X</b>
Commissioner Lou Noll	May 2007 through May 2009	<b>X</b>	
Commissioner Billy Bradford	May 2007 through May 2009	<b>X</b>	
Commissioner Gene Weaver	May 2007 through May 2009	<b>X</b>	

Also present were: Paul Meier, Mayor of Crestview Hills; Keith Logsdon, AICP, Deputy Director for Long-Range Planning; Michael Schwartz, AICP, Deputy Director for Current Planning; Garry Edmondson, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and, Gail Deatherage, Administrative Assistant.

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

**ACCEPTANCE OF AGENDA**

Vice Chairman Kriege asked for review of the agenda and a motion for acceptance. Commissioner Noll made a motion to accept the agenda as presented; Commissioner Bradford seconded the motion. Vice Chairman Kriege asked for a voice vote on the motion which found unanimous approval. The motion passed.

**DISCUSSION**

Mr. Gordon noted that at the Commission’s retreat in February the topic to define and implement a comprehensive policy framework within which the Commission can fulfill responsibilities assigned to it by KRS 147.680 had been discussed. He noted he had met with Mr. Logsdon and Mr. Schwartz to determine which facilities would be considered of area-wide significance. Mr. Logsdon passed out a hand out for members with two questions that staff would like answered: 1) Does the Commission have a choice whether or not to continue review of projects of area-wide significance? And, 2) How proactive does the Commission want to be with agencies that are required to submit proposals for review? Mr. Logsdon gave some overview on the work staff has done thus far and noted that based on the Commission’s discussion and conclusions on these two questions, staff will be better prepared to develop appropriate guidelines and procedures for members’ review and approval. Both he and Mr. Schwartz made general comments, and after some further discussion, it was determined that staff would bring recommendations back to the Commission at an upcoming meeting.

**ONGOING BUSINESS**

Vice Chairman Kriege asked if the Minutes of January 23, 2008, business meeting were acceptable or if anyone had any additions/corrections. Commissioner Weaver made a motion to accept the Minutes as presented; Commissioner Litzler seconded the motion. Vice Chairman Kriege asked for a roll call vote which found Commissioners Weaver, Litzler, Noll, Bradford, and Vice Chairman Kriege in favor; the motion passed unanimously.

Mr. Gordon stated that the financial report for January had been sent to members previously and gave some brief comments on the report and answered some general questions. Commissioner Litzler made a motion to accept the January 2008 financial report as presented for audit; Commissioner Weaver seconded the motion. Vice Chairman Kriege asked if there were any questions; there were none. He then asked for a roll call vote which found Commissioners Litzler, Weaver, Bradford, Noll, and Vice Chairman Kriege in favor. The motion passed unanimously.

Vice Chairman Kriege asked for a report from legal counsel. Mr. Edmondson noted that litigation regarding a zoning appeal case and the City of Fort Wright had been filed and gave some brief background on the case.

Mr. Gordon noted members had previously received a breakdown on FY08 Projected Revenue and Monthly Projected Revenue comparisons and fee-based revenue through February 23 (copies attached to the original Minutes). He gave some in-depth overview of the line item cuts and the financial picture as far as fee revenue income is concerned, noting he is monitoring revenue and expenditures closely to avoid having to dip into general reserves to balance the budget and answered some general questions from the commission.

Mr. Gordon called members' attention to a new building codes form – Required Submittal of Residential/Commercial Subcontractors – and gave some background on the use of the form. He noted that effective March 31 permits will be issued with an included condition requiring builders or contractors to provide basic information on each subcontractor on their job. This information will then be passed along to the County to assure they have the required occupational license. He then answered questions from Commission members.

Mr. Gordon noted that he had met with Pendleton County Judge/Executive Henry Bertram to discuss that fiscal court's request for staff to pursue planning and building responsibilities for the county. He gave some background and noted he will have the information to be submitted to Judge Bertram and will provide this information to the Commission at an upcoming meeting.

Mr. Gordon noted that for Commission members' information that a defibrillator had been purchased for the building and that 17 staff members had achieved CPR/AED certifications and were certified to operate the defibrillator. He noted he was pleased that so many had received their certifications.

Mr. Gordon noted with disappointment that Melissa Conway, Senior Planner, had submitted her resignation to return to Canada with her husband and son and that her last day would be April 4. He noted she was going to be missed in the Current Planning Department.

Mr. Gordon reminded members of the next training for board of adjustment members would be on April 26 at NKAPC.

Vice Chairman Kriege asked if there were any questions for Mr. Gordon; there were none.

Vice Chairman Kriege asked for comments and reports from members.

Commissioner Noll noted that the long-range planning committee had met on March 11.

Commissioner Litzler noted he was very appreciative of the cards and contribution to the Tommy Vogt memorial fund from the staff and Commission in memory of his mother.

Vice Chairman Kriege 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 6:05 PM.

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Bill Goetz, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary