

**Northern Kentucky Area Planning Commission  
Meeting Minutes: October 21, 2008**

Chairman Bill Goetz called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:15 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 2008 through May 2010	<b>X</b>	
Vice Chairman Tom Kriege	May 2008 through May 2010	<b>X</b>	
Treasurer Tom Litzler	May 2008 through May 2010	<b>X</b>	
Commissioner Billy Bradford	May 2007 through May 2009	<b>X</b>	
Commission Sherry Carran	July 2007 through May 2009	<b>X</b>	
Commissioner Paul Meier	May 2008 through May 2010	<b>X</b>	
Commissioner Gene Weaver	May 2007 through May 2009		<b>X</b>

Also present were: Michael Schwartz, AICP, Deputy Director for Current Planning; Keith Logsdon, AICP, Deputy Director for Long-Range Planning; Sharmili Sampath, AICP, Senior Planner; Stacy Tapke, Legal Counsel; Lori Remley, Administrative Assistant; Garry Edmondson, Legal Counsel; and, Dennis Andrew Gordon, FAICP, Executive Director.

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

**ACCEPTANCE OF AGENDA**

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

**ONGOING BUSINESS**

Chairman Goetz asked if the Minutes of the September 24 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Litzler made a motion to accept the Minutes as presented; Commissioner Meier seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Litzler, Meier, Kriege, Bradford, and Carran in favor and Chairman Goetz abstaining. The motion passed unanimously.

Mr. Gordon gave a brief overview of the September financial report and provided information requested by Commissioner Litzler at the September 24 meeting. Chairman Goetz asked if the

report was acceptable. Commissioner Litzler made a motion to accept the September financial report as presented subject to audit; Commissioner Bradford seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Litzler, Bradford, Kriege, Carran, Meier, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson stated that a motion had been filed with the court to dismiss NKAPC from a case filed by owners of the Den-Lou Motel in Park Hills. He advised member that Ms. Tapke had attended the hearing on the motion. Ms. Tapke advised members that the Judge had taken the matter under submission. Once the Judge issues his ruling, Mr. Edmondson will provide the members with an update.

Chairman Goetz asked for a report from the executive director. Mr. Gordon stated that members had been provided with a copy of last week's fee-based revenue figures. He noted that the difference from projection for One Stop Shop was -\$449.

Mr. Gordon reminded members that staff had suspended collection of subcontractor information from general contractors seeking One Stop Shop permits. He stated that, unless members objected, this would become a permanent change and One Stop Shop would officially cease collection of this information. After some discussion, Chairman Goetz stated that the members would follow Mr. Gordon's recommendation.

Mr. Gordon provided members with information regarding a possible pavement management project for Covington. This project would be similar to the project done for the Fiscal Court – inventorying assets such as signs, culverts, guardrails, etc. The project for Covington would also include pavement condition rating.

Mr. Gordon advised members that the date for the elected officials' symposium has been changed from Saturday, December 6, 2008 to Saturday, January 10, 2009. He indicated that this change was due to scheduling conflicts with the Water District and SD1.

Mr. Gordon provided members with an update regarding the building/parking lot issues. He stated that the pervious concrete project has been put on hold due to SD1 pulling its financial support. SD1 is still interested in the project but had to pull its support due to budget issues. Mr. Gordon estimated that it would cost approximately \$6,700 to fix the parking lot issues using standard concrete and stated that staff is seeking bids before authorizing the work.

Mr. Gordon then asked members for their thoughts regarding the holiday party. He indicated that this year's party is supposed to be held at the Oriental Wok but due to budgeting constraints, he is recommending that the party be held in house to keep the costs down. After some discussion, Chairman Goetz recommended that Mr. Gordon talk to the Kenton County Planning Commission executive committee members and get their input since NKAPC and KCPC split the cost.

Mr. Gordon reported that staff was gearing up for the KRS 147 review of the new Kenton County jail facility. He said that he would be sending members an email with information regarding the plans for the new detention facility and that this matter is scheduled for the November meeting.

This concluded Mr. Gordon's report.

Chairman Goetz then moved to the next item on the agenda – reports from departments.

Mr. Gordon advised members that each month a different deputy director or staff member would be present to provide a departmental update. He then introduced Deputy Director for Long-Range Planning, Keith Logsdon.

Mr. Logsdon provided members with a spreadsheet outlining projects/assignments (attached to the original Minutes) and gave a brief explanation of the items listed. He advised members that the Independence Small Area Study and Linden Gateway Small Area Study are complete and that staff is hoping to begin work on a study for the City of Park Hills. This study would focus on the Dixie Highway area from Fort Wright to Covington and would cost approximately the City \$20,000 (\$80,000 total cost) plus the pass-through cost of a market study. Mr. Logsdon also indicated that Fort Wright may be interested in conducting a joint market study with Park Hills.

Mr. Logsdon indicated that Long-Range Planning is assisting the Covington Housing Authority with five or six public meetings regarding the Jacob Price area. He also noted that LPR is working on several research projects which include researching the Independence community service areas, and working with the Erlanger Strategic Task Force on the around surrounding the city building and the old cinema. He also stated that Crescent Springs is interested in a small area study of the area around the Toebben building. Additionally, he indicated that OKI is putting together a fiscal impact model which would help predict the cost/benefit ratio of new development projects.

Mr. Logsdon provided members with an update regarding the Kyles Lane interchange. He stated that CMAQ would be providing part of the funding. This funding would be enough to start the project but not to complete it. He also indicated that the Walgreens' site had been redesigned to allow for the realignment.

Finally, Mr. Logsdon reminded members of Long-Range Planning Committee meeting scheduled for 4:30 on November 4.

At this time, Chairman Goetz moved on to item 11 of the Agenda – Linden Gateway Small Area Study – to allow Ms. Sampath to make her presentation before members discussed the executive director's FY08 performance review.

Ms. Sampath provided members with a detailed review of the Linden Gateway Small Area Study. This area study covers the widening of 12<sup>th</sup> Street and the St. Elizabeth facility, from 11<sup>th</sup> to 19<sup>th</sup> Streets and from the interstate to the railroad, including the 12<sup>th</sup> Street corridor.

Ms. Sampath reviewed the proposed plans for the area and answered questions presented by members.

At approximately 6:30 PM, Commissioner Bradford left the meeting.

After some additional discussion, Chairman Goetz asked if there were any other questions. With no additional questions, Chairman Goetz then asked if there was a motion to accept the study. Commissioner Litzler made a motion to accept Linden Gateway Small Area Study as presented and to incorporate it into the Area-Wide Comprehensive Plan with a recommendation to incorporate it into the Kenton County Comprehensive Plan; Commissioner Meier seconded the motion. Chairman Goetz asked if there were any questions; there were none. He then asked for a roll call vote on the motion which found Commissioners Litzler, Meier, Kriege, Carran, and Chairman Goetz in favor. The motion passed unanimously.

At approximately 6:45 PM, Mr. Edmondson left the meeting

Chairman Goetz then opened discussion regarding the logistics of the executive director's FY08 performance review. After some discussion, it was decided that the executive director's performance review would be conducted on November 4 at 4:30 PM and that the Long-Range Planning Committee meeting scheduled for that time would be cancelled since Mr. Logsdon had just provided members with an update. Chairman Goetz requested that Ms. Remley contact Commissioners Weaver and Bradford to verify their availability.

Chairman Goetz asked for reports from committees or members of the Commission.

Commissioner Litzler advised members that the negotiations between TBNK and Cincinnati Bell for cable are progressing.

Chairman Goetz asked for input from members regarding traffic lights on Dixie Highway. After some discussion, it was recommended that a member of the Transportation Cabinet staff be invited to attend the December meeting of the Dixie Fix Task Force to discuss the matter.

Chairman Goetz thanked members and staff for their support during his sister's illness and for their continued support since her passing.

At this time, Chairman Goetz moved on to the last item on the agenda.

Mr. Gordon recommended amending Article 6 of the NKAP Commission Bylaws. Members discussed the executive director's recommendation to increase compensation for Commission members due to the new monthly schedule of meetings and the length of time that had lapsed since the last increase. After some discussion, members unanimously agreed not to take action on the proposed amendment and to leave the compensation amount at \$40 per meeting.

Chairman Goetz 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 approximately 6:50 PM.

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Bill Goetz, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary