

**Northern Kentucky Area Planning Commission
Meeting Minutes: September 21, 2009**

Chairman Bill Goetz called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:25 PM in the Commission Chambers of the NKAPC Building in Fort Mitchell. Chairman Goetz asked that the record reflect that there was an accident on I-75 South and that several members had not yet arrived. Attendance of members was as follows.

	Term	Present	Absent
Chairman Bill Goetz	May 2008 through April 2010	X	
Vice Chairman Tom Kriege	May 2008 through April 2010	5:37	
Treasurer Tom Litzler	May 2008 through April 2010	X	
Commissioner Sherry Carran	May 2009 through April 2011	5:30	
Commissioner Paul Meier	May 2008 through April 2010	X	
Commissioner Dick Spoor	May 2009 through April 2011	6:05	
Commissioner Gene Weaver	May 2009 through April 2011	X	

Also present were: Michael Schwartz, AICP, GISP, Deputy Director for Current Planning; Scott Hiles, Deputy Director for Infrastructure Engineering; Stacy Tapke, Legal Counsel; Garry Edmondson, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Goetz asked for a moment of silent prayer and led the Pledge of Allegiance.

ACCEPTANCE OF AGENDA

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

ONGOING BUSINESS

Chairman Goetz called for comments from the public and noted that no one was present to speak.

Chairman Goetz asked if the Minutes of the August 17 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Litzler noted that there was a typographical error in the last line of paragraph one on page four – “exiting” should be “existing”. There being no additional changes, Chairman Goetz asked for a motion.

Commissioner Weaver made a motion to accept the August 17 minutes as amended; Commissioner Meier seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Weaver, Meier, Litzler, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Commissioner Carran arrived at approximately 5:30 PM.

Mr. Gordon gave a brief overview of a number of line items in the August financial report. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Litzler made a motion to accept the August report subject to audit; Commissioner Carran seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Litzler, Carran, Meier, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Commissioner Kriege arrived at approximately 5:37 PM.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson advised members that the Court found in favor of the City of Park Hills (Harrison v Park Hills Board of Adjustment, et al) and ruled that the Den Lou Motel is being used as a boarding house. He indicated that the defendant's time to appeal this decision had passed and that the Sheriff would be moving people out on Wednesday.

Chairman Goetz asked for a report from the executive director. Mr. Gordon reviewed fee-based-revenue-to-date figures that had been provided to members. He stated that as of last Friday, the One Stop Shop Program (OSS) was \$5,500 in the black. He also provided members with historical figures for OSS since it began in July 2005 and preliminary figures for fiscal year 2009 operations (copies of which are attached to the original minutes). Mr. Gordon advised members that he will be attending a meeting of the Covington City Commission on October 6 when Commissioners will discuss OSS and the City's participation in it. He stated he is pulling information together to support leaving things the way they are. There was a brief discussion regarding the impact of Covington withdrawing from the program.

Mr. Gordon reminded members of the Hills Project's roundtable scheduled for October 22 and the public forum scheduled for December 3.

Mr. Gordon updated members on staff's code enforcement and notification services. He discussed the recent article regarding Crescent Springs and the notification issues there. He stated that NKAPC is developing a monthly activity report that will be generated and sent to each city automatically. He indicated that this report will show what is being done and the status of each specific complaint. Mr. Gordon then stated that staff has begun using FedEx in an attempt to obtain service on the harder-to-reach residents. There was a brief discussion regarding various alternatives to FedEx.

Mr. Gordon advised members that the grant application for money to purchase a power generator had been denied; the generator would be used to keep GIS services available in the event of a major power outage. He indicated that there was not enough funding to go around and that the application will be resubmitted when additional funds become available.

Mr. Gordon provided members who weren't at the Mayors' Group meeting on Saturday with a copy of his periodic report to local governments.

Mr. Gordon provided members with information in response to Commissioner Meier's question regarding the recent letter from NKAPC's auditor. He outlined Section 35.13 - Receipt of Gifts and stated that, to date, there have been no gifts reported to the auditors by any NKAPC Commissioner.

Commissioner Spoor arrived at approximately 6.05 PM.

Chairman Goetz asked for the report from the infrastructure engineering department. Scott Hiles provided members with an update on the Covington Asset Management Project and the Model Subdivision Regulations. (A copy of Mr. Hiles' PowerPoint presentation is attached to the original minutes).

Mr. Hiles stated that staff has walked 225 lane miles and collected the GPS coordinates for signs, areas where curbs and sidewalks need repair, and areas where basements extend under sidewalks/streets. He indicated that over 21,000 points have been catalogued. He reviewed the map of assets and the different views that will assist Covington in a variety of ways.

Mr. Hiles then stated that the Model Subdivision Regulations are in draft form and that staff is working closely with SD1 to develop green infrastructure standards. He outlined various types of green infrastructure. Mr. Hiles discussed the timeline for presenting the draft regulations to the Mayors' Group, Fiscal Court, and the Kenton County Planning Commission.

Chairman Goetz thanked Mr. Hiles for his presentation and asked for a review of the proposed amendments to the Commission's bylaws. Chairman Goetz and Mr. Gordon reviewed the proposed changes. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Spoor made a motion to accept proposed amendments to the Commission's bylaws as presented; Commissioner Litzler seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Spoor, Litzler, Kriege, Carran, Meier, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for reports from committees or members. Commissioners Meier, Carran and Weaver reported that the LRP Committee met on September 1 to discuss ongoing projects, including the status of the Park Hills Small Area Study. Commissioner Litzler took the opportunity to provide information regarding a project he is involved in on behalf of Remke's and asked members to consider supporting the wine in grocery stores effort.

NEW BUSINESS

Chairman Goetz asked the executive director for staff's recommendation regarding a proposed expansion of Northern Kentucky Water District's treatment facility on Grand Avenue in Taylor Mill and requirements of KRS 147.680. Mr. Gordon advised members that staff is still waiting on information from the Water District. He asked that the matter be held over until the October meeting.

Chairman Goetz asked if there were any other comments or business to come before the Commission. There being none, the meeting was adjourned with unanimous consent at approximately 6:40 PM.

Bill Goetz
Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary