

**Northern Kentucky Area Planning Commission
Meeting Minutes: July 19, 2010**

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.

	Term	Present	Absent
Chairman Bill Goetz	May 2010 through April 2012	X	
Vice Chairman Tom Kriege	May 2010 through April 2012	X	
Treasurer Tom Litzler	May 2010 through April 2012	X	
Commissioner Sherry Carran	May 2009 through April 2011	X	
Commissioner Paul Meier	May 2010 through April 2012	X	
Commissioner Dick Spoor	May 2009 through April 2011	X	
Commissioner Gene Weaver	May 2009 through April 2011		X

Also present were: Councilman Tom Vergamini, Crescent Springs; Keith Logsdon, AICP, Deputy Director for Long Range Planning; Martin Scribner, AICP, Deputy Director for Current Planning; Trisha Brush, GISP, Deputy Director for GIS Administration; Scott Hiles, Deputy Director for Infrastructure Engineering; Brian Sims, Deputy Director for Building Codes Administration; Ed Dietrich, AICP, Principal Planner; Garry Edmondson, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

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

Chairman Goetz extended his condolences to Commissioner Kriege and his family on the passing of his father.

He asked that the record reflect that Ms. Remley (notary public) had administered the constitutional oath of office to re-elected Commissioner Kriege prior to the start of the June 30, 2010 Annual Summer Meeting.

ACCEPTANCE OF AGENDA

Chairman Goetz asked for review of the agenda and recommended that item 12 be moved up to follow item 4. He then asked if there was a motion to accept the agenda as amended. Commissioner Litzler made a motion to accept the agenda as amended; 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 called for comments from the public and noted that no one was present to speak.

Chairman Goetz asked for the review of the *Crescent Springs Gateway Study* and a proposal that it be approved for incorporation into the Area-Wide Comprehensive Plan. Mr. Dietrich began his PowerPoint presentation (a copy of which is attached to the original minutes) by stating that the project started in March of 2009 and was completed in May of 2010. He indicated that the study was approved by City of Crescent Springs on June 15, 2010. He outlined the boundaries and reasons for the study. He detailed the steps taken and the various factors considered:

- green infrastructure;
- utilities;
- assets and limitations of the area;
- roadway system; and
- land use.

Mr. Dietrich stated that several design recommendations were considered. He discussed the short, mid, and long-term changes and what steps would need to be taken.

There was a brief discussion regarding the timeline. Mr. Logsdon stated that this would be a slow process. Mr. Dietrich indicated that this was a 30 to 40-year plan and, with the economy being down, there probably wouldn't be any activity for approximately five years.

Chairman Goetz asked if Councilman Vergamini had any additional comments. Mr. Vergamini stated that he believes these recommendations should have been pursued in 1969 and that they will take 30 to 40 years to implement. He discussed issues involving the railroad bridge and stated that there are 74 different property owners to deal with. He asked members to approve the study and recommend that it be submitted to the Kenton County Planning Commission.

Chairman Goetz thanked Mr. Vergamini for his comments and, after a brief discussion, asked for a motion. Commissioner Litzler made a motion to approve the *Crescent Springs Gateway Study*, incorporate it into the Area-Wide Comprehensive Plan, and recommend that it be adopted by the Kenton County Planning Commission; Commissioner Spoor seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Litzler, Spoor, Carran, Kriege, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked if the Minutes of the June 21 and 30 business meetings were acceptable or if anyone had any additions/corrections. Commissioner Meier made a motion to accept the June 21 minutes as presented at the meeting; Commissioner Carran seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Meier, Carran, Kriege, Litzler, and Chairman Goetz in favor of the motion with Commissioner Spoor abstaining. The motion passed unanimously.

Commissioner Litzler then made a motion to accept the June 30 minutes as presented; Commissioner Kriege seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Litzler, Kriege, Carran, and Meier in favor of the motion with Commissioner Spoor and Chairman Goetz abstaining. The motion passed unanimously.

Mr. Gordon gave a brief overview of a number of line items in the June year-end financial report and reviewed the most recent fee-based revenue report. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Spoor made a motion to accept the June reports as presented subject to audit; Commissioner Meier seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Spoor, Meier, Carran, Kriege, Litzler, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson stated that he had nothing to report.

Chairman Goetz asked the executive director for his report. Mr. Gordon noted that the outsourced electrical inspection program began on July 6 and that things were going smoothly. He stated that no complaints have been received. He indicated that three additional IBI inspectors became state certified effective July 13. Mr. Gordon advised members that the late June meeting with local electricians went well and approximately 35 electricians attended, most of which had dealt with IBI in the past.

Mr. Gordon then updated members on installation of the new doors and windows. He stated that noise level readings had been taken prior to the start of the project and that readings will be taken again when installation is complete. He indicated that a comparison of utility bills will also be pursued to determine the monthly cost savings.

Chairman Goetz asked for reports from the departments. Mr. Gordon requested that Brian Sims be allowed to address members first due to a family obligation. With no objections, Mr. Sims provided members with a brief update for the Building Codes Administration Department. He indicated that, in addition to the electrical program and the doors/windows project, his staff has worked to help change residential and commercial building and plumbing codes over the past fiscal year. He stated that his department was now operating with two less people due to the recent cutbacks and that the level of service is being maintained. He advised that two building inspectors will be assisting with code enforcement. In addition, he indicated that building plans are now being scanned and can be viewed online.

Mr. Sims advised that staff will be revamping the review process for open permits. He stated that the fee schedule will also be restructured in an effort to make it more user-friendly.

Mr. Sims advised members that plan reviews and inspections are down by 250 plan reviews and 650 inspections from last year.

Following a brief discussion, Chairman Goetz asked for the report from Long-Range Planning. Mr. Logsdon updated members on current projects being worked on for Crescent Springs, Park Hills, and the Latonia area of Covington. He stated that staff had worked with Current Planning

on a project for Independence and had completed the Crescent Springs Gateway Study along with a Covington study and the Licking River Greenway project with the Kenton Conservancy.

Mr. Logsdon stated that staff has been working on the comprehensive plan update and that they are looking for a new process that will increase public involvement. He indicated that they are working with GIS to develop an electronic survey to be answered annually. Mr. Logsdon's comments were followed by a brief discussion of the studies being done.

Chairman Goetz then asked for the report from the Current Planning Department. Mr. Scribner provided members with a copy of a three-year comparison which outlined the number of zoning permits, violations, and the number of Kenton County Planning Commission items handled by staff. After a brief discussion of these figures, Mr. Scribner indicated that he would verify the number of violations and provide an update summary.

Mr. Scribner then outlined various projects staff has been working on including assisting with the Park Hills Small Area Study and The Hills project. He indicated that the Fiscal Court had requested another "sweep" of the Latonia Lakes area and stated that only 20 citations were issued this year – compared to 50 last year and 70 the year before. He advised members that staff has been working with the City of Independence on its zoning update and that work continues on the 2020 Sourcebook, the model zoning ordinance. He also indicated that the Crescent Springs Gateway Study has been added to the Kenton County Planning Commission's agenda for August 5.

Given the recent staff cuts, which included two positions in Current Planning, Mr. Scribner indicated that staff will continue to work on streamlining procedures to maintain service. He stated that he and Mr. Sims have been meeting with the Mayors/City Administrators of the jurisdictions that participate in One Stop Shop program to update them on recent changes and improve communication. Mr. Scribner also discussed changes to the website and a possible field trip for the Kenton County Planning Commission to view planning/development in other areas.

Following a brief discussion, Chairman Goetz asked for the report from GIS Administration. Ms. Brush outlined the top five projects that the GIS department has been working on over the past fiscal year.

1. Fall 2009 imagery and Spring 2010 Pictometry;
2. Envista Program;
3. Kenton County address points;
4. ESRI; and
5. website.

She indicated that the Fall 2009 imagery through USGS was provided free of charge and that the Spring 2010 Pictometry data have been received. She advised members that the Envista Program was now in its fourth phase and that Duke and KYTC were now on board. She stated that Cincinnati Bell is interested in the program and that no response has been received from Insight.

Ms. Brush indicated that staff has now accumulated 84,236 points and 83,824 addresses.

She showed members the 25th Edition of the *ESRI Map Book – Then & Now* that was distributed during ESRI's recent international conference in San Diego. She indicated that the book featured two maps created by NKAPC – one from 1987 and one from 2010. She stated that this was an honor and that NKAPC was one of only four entities chosen.

Ms. Brush then stated that staff was finalizing work on phase two and three of the website. Ms. Brush's comments were followed by a brief discussion.

Chairman Goetz then asked for the report from Infrastructure Engineering. Mr. Hiles stated that only one new subdivision plan (200 lots) was submitted last fiscal year. However, he indicated that staff has already received the plans for a new development (130 units) and it is only the first month of the new fiscal year.

Mr. Hiles highlighted several projects that staff has been working on over the past year. He stated that staff completed an asset management project for the City of Covington that consisted of approximately 21,000 points that inventoried every sign, curb and sidewalk repair in the city. He indicated that two other cities are interested in having NKAPC do similar work for them.

Mr. Hiles discussed the work being done on the Hills Project and stated that two public forums have been held with one more to take place before the end of the year. He indicated that a panel of experts recently met to discuss hillside slippage.

He advised members that the subdivision regulations are complete and have been provided to a consultant for review – Mark Bruggemann of CDS. He is hopeful that Mr. Bruggemann will complete his review within the next month and that he can take it to the Mayors Group committee. His goal is to present the regulations to the cities and county in August and have them adopted by the end of the year.

Chairman Goetz thanked the Deputy Directors again for their updates. He then stated that the last item for review was the Commission's proposed meeting schedule for August 2010 through May 2011.

After a brief discussion, Chairman Goetz asked for a motion. Commissioner Meier made a motion to approve the meeting schedule; Commissioner Litzler seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Meier, Litzler, Carran, Kriege, Spoor, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz then asked for reports from committees or members. Commissioner Carran complimented Scott Hiles and Sharmili Reddy for their Hills presentation at the recent Mayors Group meeting.

Chairman Goetz asked if there were any other comments or business to come before the Commission.

With no additional comments, Chairman Goetz adjourned the meeting at 7:16 PM.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary