

**Northern Kentucky Area Planning Commission  
Meeting Minutes: January 28, 2013**

Chairman Tom Litzler called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:17 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 Tom Litzler	May 2012 through April 2014	<b>X</b>	
Vice Chairman Paul Meier	May 2012 through April 2014	<b>X</b>	
Treasurer Dick Spoor	May 2011 through April 2013	<b>X</b>	
Commissioner Nancy Atkinson	May 2012 through April 2014	<b>X</b>	
Commissioner Sherry Carran	May 2011 through April 2013	<b>5:37</b>	
Commissioner Bill Goetz	May 2012 through April 2014		<b>X</b>
Commissioner Gene Weaver	May 2011 through April 2013		<b>X</b>

Also present were: Rick Coppage, Coppage Construction/HBA; Larisa Sims, Covington Assistant City Manager; Jan Crabb, PHR, Finance/HR Administrator; Trisha Brush, GISP, Director of LINK-GIS Administration; Scott Hiles, Director of Infrastructure Engineering; Sharmili Reddy, AICP, Planning Manager; Martin Scribner, AICP, Director of Planning and Zoning; Brian Sims, Chief Building Inspector; Garry Edmondson, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked for a moment of silence and led the Pledge of Allegiance. He asked that the record reflect that a quorum was present.

**ACCEPTANCE OF AGENDA**

Chairman Litzler asked if there was a motion to accept the agenda. Commissioner Atkinson made a motion to accept the agenda as presented; Commissioner Meier seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval. The motion passed.

Chairman Litzler called for comments from the public and noted that there were no comments.

**ONGOING BUSINESS**

Chairman Litzler asked if the Minutes of the November 26, 2012 monthly business meeting were acceptable or if anyone had any additions/corrections. Commissioner Meier made a motion to accept the November 26, 2012 minutes as presented; Commissioner Atkinson seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found

Commissioners Atkinson, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked if the Minutes of the January 9, 2013 special meeting were acceptable or if anyone had any additions/corrections. Commissioner Atkinson made a motion to accept the January 9 minutes as presented; Commissioner Litzler seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson and Chairman Litzler in favor of the motion with Commissioners Meier and Spoor present but not voting. The motion passed unanimously.

Ms. Crabb gave an overview of the December financial report along with the fee-based revenue report through January 25<sup>th</sup> (\$7,790 in the black). After a brief discussion, Chairman Litzler asked for a motion. Commissioner Spoor made a motion to accept the December report and fee-based revenue report as presented subject to audit; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for legal counsel's report. Mr. Edmondson advised members that Mr. Guilfoyle has filed a brief with the Court of Appeals in the petition case. He stated that the Clerk is working on a responsive brief and that he is working on an amicus brief. Mr. Edmondson also advised members that he would be filing an answer to Mr. Kuhnhein's complaint tomorrow.

Chairman Litzler asked the executive director for his report. Mr. Gordon advised members that he had met with PNC representatives again and that Mr. Moorman suggested two changes that would save money – switching to a PNC credit card and possibly changing the credit card machine from Fifth Third Bank to PNC. He also stated that he was scheduled to have breakfast with Senator McDaniel on Wednesday morning.

Chairman Litzler asked for the report from Planning & Zoning Administration. Mr. Scribner updated members on the progress of the software development and installation. He indicated that staff is three months into the process and that CRW was onsite three days last week. He stated that the CRW representative is very happy with the progress and that we are three weeks ahead of schedule.

Mr. Scribner then provided members with a mid-year summary of permits issued, zoning violations and KCPC issues (a copy of the handout is attached to the original set of minutes). There was discussion regarding the number of violations issued in Taylor Mill and how things are going in Ludlow.

Mr. Scribner advised members that work on the form-based code update for Erlanger continues. He stated that staff is wrapping up phase one and anticipates being ready for a public hearing in the fall.

Ms. Reddy provided members with a copy of the draft statement of goals and objectives for *Direction 2030*. She stated that there are seven goal categories and ten goals. These goals were presented at a public meeting in November and 182 comments have been received since then. She indicated that the taskforce is currently working its way through these comments. Ms.

Reddy stated that they are working hard to gather different perspectives and that there have been approximately 70 meetings to date.

Commissioner Carran joined the meeting at this time (5:37 PM).

Ms. Reddy stated that when the goals and objectives have been finalized they will be presented to the Commission, Council, and KCPC. Once KCPC has approved the goals and objectives statement, the cities will have 90 days to review, change, and/or adopt. If the cities do not take action within 90 days, then KCPC's recommendation applies. Ms. Reddy indicated that they are working with the cities in an effort to keep changes to a minimum.

Chairman Litzler opened discussion of tabled Resolution 823-~~2012~~ 2013 pledging the incremental increase in real property taxes and authorizing the execution of a local participation agreement to pay for project costs and redevelopment assistance within the City Center Covington Development Area. Mr. Gordon stated that the NKAP Council unanimously recommended participating in the Covington TIF project and that he had added a "WHEREAS" paragraph to Resolution 823-2013 reflecting that recommendation. He indicated that Larisa Sims was present to answer any additional questions members may have. Commissioner Carran complimented Ms. Sims on her presentation at the Council meeting and that she was pleased with Judge Arlinghaus' positive comments.

With no additional comments or questions, Chairman Litzler asked for a resolution of the matter. Commissioner Meier made a motion to adopt Resolution 823-2013 in accordance with the NKAP Council's recommendation which was made at the meeting on Thursday, January 17, 2013; Commissioner Spoor seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler then asked for comments on the limited contract extension with Dinn Focused Marketing for technical assistance and support for *Direction 2030*. Ms. Reddy advised members that they were seeking a six-month extension of the contract with Michael Dinn. She stated that his input is necessary to develop a market-based comprehensive plan and outlined the two-part contract. Chairman Litzler asked if there was money in the budget for this extension and Mr. Gordon stated that there was. Commissioner Spoor asked if the contract had been reviewed by legal counsel and Mr. Gordon advised that he would not sign the contract until Mr. Edmondson had reviewed it.

There was discussion regarding how the process was going with the HBA. Ms. Reddy stated that Mr. Dinn primarily works with the private sector and that it has been a very successful and productive process to date.

There was additional discussion regarding the cost of the contract so far and the cost of the proposed extension as well as the benefits of extending the contract. Chairman Litzler then asked for a motion. Commissioner Carran made a motion to approve an extension of the contract with Dinn Focused Marketing for technical assistance and support for *Direction 2030*; Commissioner Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for reports from committees or members of the Commission. With no reports, Chairman Litzler congratulated Commissioners Carran, Spoor and Weaver on their re-election to the Commission.

## **NEW BUSINESS**

Chairman Litzler asked for a review of the executive director's claims for second quarter expense reimbursements. Commissioner Meier asked if the \$178.20 included charges to the credit card and Mr. Gordon stated that it did not.

After a brief discussion, Chairman Litzler then asked for a motion. Commissioner Spoor made a motion to approve the executive director's reimbursements for expenses from October through December 2012; Commissioner Atkinson seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, and Chairman Litzler in favor of the motion. The motion passed unanimously.

## **DISCUSSION**

Chairman Litzler opened discussion on the fiscal management recommendations given to the Commission by the NKAP Council. Mr. Gordon stated that he had placed this item on the agenda to see if members had received any feedback following the Council meeting last week.

Commissioner Carran indicated that she still had some concerns about how recommendation #15 is being presented. She stated that it was her understanding that things be streamlined to make the process more understandable not to combine the three (NKAP Council, NKAP Commission and KCPC) into one. Mr. Edmondson stated that it was not the intent to combine but to merely streamline the process and make it more understandable. He went on to say that the entities created under KRS147 and KRS100 have to remain.

There was discussion regarding the structural model chart and various comments made after the Council meeting. After the discussion, members were in agreement that Mr. Gordon should move forward with recommendation #15.

Chairman Litzler asked if there was any other business.

With no new business, Chairman Litzler reminded members of upcoming meetings as noted on the agenda and stated that he would not be able to attend the work program meeting scheduled for February 6<sup>th</sup>.

With no other business to discuss, Commissioner Atkinson made a motion to adjourn; Commissioner Meier seconded the motion. With no objections, Chairman Litzler adjourned the meeting at approximately 6:18 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary