INDEPENDENCE ZONING UPDATE COMMITTEE
MEETING #16 SUMMARY

Date: Thursday, July 28, 2011
Time: 6:00 pm – 8:00 pm
Location: The Independence City Building

PRESENT
Committee
John Richardson, Chair
Alex Mattingly, Vice-chair
Dan Groth
Mike Dominach
Pat Dressman

NKAPC Team Members
Chris Reinersman
Bob Schroder
Donna Yeager

DISCUSSION POINTS

Downtown Independence Zone
Review of preliminary draft
- Sign regulations – The proposed sign regulations for the DI Zone are consistent with the Model Sign Regulations that were drafted for all jurisdictions within Kenton County. The proposed DI Zone sign regulations are generally consistent with the NC Zone, with a few differences to address the unique needs of the downtown area.
  - There was discussion about whether automatic or manual changeable copy should be permitted. It was generally agreed that changeable copy signs did not match the character of the Courthouse Square subdistrict, but should be allowed in the Transitional Commercial subdistrict.
  - It was decided that lettering and graphic elements could be permitted on the portion of the canopy, awning, or gallery that is not parallel to the building façade.
  - The maximum area of freestanding signs in Subdistrict 2 will be increased to 25 square feet, with automatic changeable copy being permitted on up to 25% of the total area. No flashing or animated signs will be allowed.
- Review of changes made to the DI Zone from the June meeting
  - There was discussion about the maximum building footprints and where those numbers came from. Several factors went into the draft. The steering committee expressed that it would be appropriate for larger building footprints within the zone, as long as the facades were broken up to reflect the traditional building character in the area. However, the buildings should not detract from the Courthouse, in both mass and in height. The proposed building footprints were staff’s initial attempts to quantify the desires of the committee. At the conclusion of the discussion, the committee asked staff for some graphics help clarify the issue, but seemed generally agreeable to the initial numbers.
- Application and Processing within the DI Zone
  - The pre-application meeting is intended to be an informal meeting to discuss the requirements of the DI Zone and identify any issues. The steering committee requested that this section be reworded to be more concise.
  - There was discussion about the Stage II Development Plan process, KCPC’s duly authorized representative/NKAPC staff’s role, and the Design Review Board. The question came up about why was NKAPC staff involved when the City already has a Zoning Administrator and Building Official on staff. They were informed that we already perform plan review as a service to many of our communities and that the City of Independence, Kentucky

City of Independence, Kentucky

Northern Kentucky Area Planning Commission
Independence does not have to take advantage of that service if they felt that City staff could handle that task themselves.

- It was agreed that the DRB’s final decision should be made within 30 days (instead of 60 days) of the staff report date unless an extension is agreed to by all parties.

- The Design Review Board
  - The wording of who appoints and removes members of the DRB will be changed to reflect that the Mayor, with the approval of the City Council, can appoint or remove members. This change will be made throughout the regulations.
  - Having a member of City Council on the DRB was questioned. There might be a conflict if someone appeals a DRB decision to the City Council. If such a situation arises, then that Council member would have to recuse themselves. It was mentioned that having a member from ISAC should be changed, since the committee was not meant to be in existence in perpetuity. At the end of this discussion, the committee consensus was to leave the text as is.
  - The DRB’s hearing and action timeframe should be updated to match the 30 day timeframe discussed above.

**NEXT STEPS**
The next Steering Committee meeting will be **Tuesday, August 23, 2011** from 6 pm – 8 pm at the Independence City Building. The purpose of this meeting will be to finish the discussion on the DRB, and review the Conservation Subdivision Zoning. A draft of the CS Zone will be sent out to Committee members in the upcoming weeks.