

Northern Kentucky Area Planning Commission
Meeting Minutes: February 25, 2004

Vice Chairman Paul Hahn called the monthly discussion meeting of the Northern Kentucky Area Planning Commission to order at 5:15 pm in the first floor conference room of the Commission's offices in Fort Mitchell, Kentucky. Attendance of the members was as follows.

Term Present Absent

Chairman Afton Kordenbrock May 2002 through May 2004 X

Vice Chairman Paul Hahn May 2001 through May 2005 X

Treasurer Bill Goetz May 2002 through May 2004 X

Commissioner Billy Bradford May 2001 through May 2005 X

Commissioner Tom Kriege May 2002 through May 2004 X

Commissioner Tom Litzler May 2002 through May 2004 X

Commissioner Lou Noll May 2001 through May 2005 X

Also present were Dennis Andrew Gordon, FAICP, Executive Director; Michael Schwartz, AICP, Deputy Director for Current Planning; Garry Edmondson, legal counsel; and Gail H. Deatherage, Administrative Assistant.

Commissioner Noll gave the invocation and Vice Chairman Hahn led the Pledge of Allegiance.

ACCEPTANCE OF AGENDA

Vice Chairman Hahn asked if the agenda's contents were acceptable or if anyone had any additions/corrections. Commissioner Litzler made a motion to accept the agenda as presented; Commissioner Kriege seconded the motion. Vice Chairman Hahn asked for a voice vote on the motion, which found unanimous approval. The motion passed.

OLD AND UNFINISHED BUSINESS

Vice Chairman Hahn asked if the Minutes of the February 11, 2004 meeting were acceptable or if anyone had any additions/corrections. After some discussion, Commissioner Noll made a motion to table acceptance of the Minutes of February 11, 2004 until the March 10, 2004 meeting; Commissioner Goetz seconded the motion. Vice Chairman Hahn asked for a roll call vote, which found Commissioners, Goetz, Bradford, Kriege, Litzler, Noll, and Vice Chairman Hahn in favor. The motion passed unanimously.

Vice Chairman Hahn noted members had received a copy of the January 2004 Report of Receipts and Expenditures. Discussion ensued about various expenses. Commissioner Noll asked if we charge our client cities when their citizens call in with general questions.

Mr. Schwartz explained that his zoning administration staff fields general questions from anyone who calls in regardless of their residency. These calls are charged off as miscellaneous. If, however, the call poses a more complex issue, it is then handled differently.

Commissioner Noll said he felt the cities that have contracts with us should be informed that they are not being charged for the general questions for which other cities are not charged. He suggested that the executive director send a letter to the cities informing them of this information and explain this aspect of our service. Mr. Gordon explained that with the new itemized billing those cities are going to see items on their bills for which they didn't realize they were being charged in the past.

Discussion ensued regarding this concern. Communication is the key to better understanding. Mr. Gordon answered some general questions with regard to the report and noted that in the future he will email the report and also send out via US Mail on the Friday before the meeting. Commissioner Noll made a motion to accept the January 2004 Report of Receipts and Expenditures; Commissioner Goetz seconded the motion. Vice Chairman Hahn asked for a roll call vote, which found Commissioners, Goetz, Bradford, Kriege, Litzler, Noll, and Vice Chairman Hahn in favor. The motion passed unanimously.

Vice Chairman Hahn asked for an update from Legal Counsel. Mr. Edmondson reported that the Jump litigation has been settled and provided some highlights on the settlement. He said that the Kenton County Fiscal Court will make the necessary road improvements in the area of the proposed subdivision. Vice Chairman Hahn asked if there were any questions for legal counsel; there were none.

Mr. Gordon reported that staff had met with several representatives from the Homebuilders Association to review the engineering plan review and inspection fees adopted recently by the Kenton County Planning Commission. He noted the group discussed the overall effect and impact of the new fee structure.

Mr. Gordon gave an update on building permit fees, noting that most cities in Kenton County have not looked at their permit fee structure in many years. He said that our itemized billing is causing some questions in that cities now know what they're paying for what. He informed the commission that he had contacted the Homebuilders Association in order to get their assistance in reviewing the fees charged by all local governments in Northern Kentucky. Mr. Edmondson noted he would recommend that a proposed ordinance be drafted for each city to act upon.

Mr. Gordon gave an update on the Commission's FY04 Professional Services Contracts. He passed out a spreadsheet showing the clients and services staff is providing currently.

Mr. Gordon noted that the deputy directors had all given their departmental updates to the Commission and, before they start another round of updates, he wanted to know if there was anything members wanted included in these updates in the future. He suggested members advise him of their wishes so he could see that it is covered. Mr. Goetz noted he felt that an update on GIS with regard to staff support for NKAPC would be informative.

Mr. Gordon reported that some members submitted suggestions for a Commission conference travel policy to be included in the NKAPC By-Laws. Mr. Noll expressed concern that a travel policy be included in the by-laws. Some discussion ensued and the consensus was that a written policy should be part of the Personnel Policies and that the Personnel Policy Committee (Commissioners Noll (Chair), Goetz, and Litzler) would meet to further discuss the travel policy. After some discussion, it was agreed that the By-Laws Committee, consisting of Commissioners Bradford (Chair), Goetz, and Hahn would meet to update and review the by-laws.

Mr. Gordon noted that staff had received a request from Grant County to provide professional services similar to that which we perform in Campbell and Pendleton Counties. He indicated that after some discussion with the deputy directors, and considering the current staff, he had determined that this was not something he wished to pursue at this time. He reported he declined the request.

Commissioner Noll commended Mr. Gordon for being realistic and recognizing that there are limitations to what a group of people could accomplish.

Mr. Gordon noted that in light of HB 55 and the need for continuing education credit for boards of adjustment members, staff planned to host a workshop in the fall of 2004 in conjunction with Boone and Campbell County planners.

Vice Chairman Hahn asked if there were any further questions for the executive director; there were none.

Mr. Schwartz then gave a brief overview of legislation pending in the Kentucky General Assembly (a copy is attached to the original Minutes). He also answered some general questions pertaining to certain bills.

Vice Chairman Hahn asked for committee reports. Commissioner Noll noted he would like to have a meeting set up of the Personnel Policy Committee as soon as it is convenient for members.

Vice Chairman Hahn asked for member comments.

Commissioner Goetz expressed concern about the proposed Bear Creek development

project in Crescent Springs and the requirement of traffic studies provided by the developer and the potential impact of traffic on the surrounding areas. He asked if traffic studies requested by the KCPC could be charged back to the developer. He also questioned the "value" of studies provided by a developer, which would be "slanted" in the developer's favor. Mr. Edmondson noted that the KCPC could require this of the developer, but doubted it could be charged back to the developer. He noted that if a traffic study is needed, then an additional fee could be charged at the time of application to cover that cost. After some discussion, Commissioner Noll moved that staff develop standards for when a traffic study should be required, what should be included in the study, and how it should be pursued for submission to the KCPC; Commissioner Goetz seconded the motion. Vice Chairman Hahn asked for a roll call vote which found Commissioners, Goetz, Bradford, Kriege, Litzler, Noll, and Vice Chairman Hahn in favor. The motion passed unanimously.

Mr. Gordon then passed out an itemized cost estimate from Humpert Wolnitzek Architects for renovating and furnishing the Commission's building on Royal Drive. He reminded members that it is the architect's responsibility to give us "high end" costs. He reported he had met with Mr. Humpert to go over this estimate. He suggested that the building committee, consisting of Commissioners Litzler (Chair), Hahn, and Kordenbrock, plan to meet to go over this information in more detail with Mr. Humpert. Commissioner Litzler noted he would contact Mr. Gordon to set up a meeting date/time.

Under Old/Unfinished Business, Commissioner Noll asked the status of the SOB Study. Mr. Edmondson responded that he and Justin Verst, Campbell County Attorney, are fine-tuning the final draft of the licensing ordinance and that it will be formally presented sometime in March.

Mr. Hahn read an email received by staff from Mayor Gene Weaver complimenting Mr. Logsdon and staff on the "outstanding job" they had done on the kick-off meeting of the Madison Pike Corridor Study.

Mr. Gordon then led a discussion regarding the perceptions held and questions being asked him about KRS 147 and the Commission's tax levy. He proceeded to relay to the Commission his observations/thoughts/feelings on his first year as the new executive director and the many problems/changes, etc., that he had encountered since November 2002. Some discussion ensued after Mr. Gordon's presentation, with Commissioner Litzler suggesting that another commission retreat was likely in order. He suggested that Mr. Gordon select some dates for a Saturday morning session when Mr. Gordon is ready to discuss his reflections and recommendations for the FY05 work program and budget. Commissioner Noll indicated that he felt Mr. Gordon's comments were very timely and that it is important for the commission to know and to react to his comments. He also said it is crucial to position the Commission for the next 20 years and that the commission made the right decision in hiring Mr. Gordon. Mr. Gordon thanked the Commission for its

confidence and suggested he would have several proposed dates for a retreat by the next meeting of the Commission.

Vice Chairman Hahn 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 7:13 pm.