

## **Northern Kentucky Area Planning Commission Meeting Minutes: March 11, 2004**

Chairman Afton Kordenbrock called the monthly business 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 Krieger 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 Bradford gave the invocation and Chairman Kordenbrock led the Pledge of Allegiance.

### **ACCEPTANCE OF AGENDA**

Chairman Kordenbrock asked if the agenda's contents were acceptable or if anyone had any additions/corrections. Commissioner Krieger made a motion to accept the agenda as presented; Commissioner Goetz seconded the motion. Chairman Kordenbrock asked for a roll call vote on the motion, which found unanimous approval. The agenda was accepted as submitted.

### **OLD AND UNFINISHED BUSINESS**

Chairman Kordenbrock asked if the Minutes of the February 11, 2004, meeting were acceptable or if anyone had any additions/corrections. Commissioner Litzler made a motion to accept them as submitted; Commissioner Krieger seconded the motion.

Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Bradford, Krieger, and Litzler, in favor. Commissioner Noll and Chairman Kordenbrock abstained. The motion passed unanimously.

Chairman Kordenbrock asked if the Minutes of the February 25, 2004, meeting were acceptable or if anyone had any additions/corrections. Commissioner Hahn made a motion

to accept them as submitted; Commissioner Goetz seconded the motion. Chairman Kordenbrock asked for a roll call vote, which found Commissioners Hahn, Goetz, Bradford, Krieger, Litzler, Noll, and Chairman Kordenbrock in favor. The motion passed unanimously.

Chairman Kordenbrock asked for an update from legal counsel. Mr. Edmondson reported that the first reading of the licensing ordinance resulting from the SOB Study would be on April 20 at 7:00 pm at the Fort Mitchell City Building. He said that Duncan Associates' representatives would be making the presentation.

He stated that there has been growing discussion regarding the legal status of Campbell County's planning and zoning, noting there have been several recent challenges with regard to the independent city planning commissions formed in Campbell County. He concluded that he felt there will be some court action coming soon which could be good.

Chairman Kordenbrock asked the executive director for his reports. Mr. Gordon reminded commission members that they asked to have a half-day retreat to review and discuss the draft FY05 work program and budget. He suggested several dates to the members. After some discussion, the retreat was scheduled for Thursday, April 8 at 4:00 pm at the NKAPC offices.

Mr. Gordon reported that the PlaNet GIS partners had met recently and that discussions have begun on a new partnership arrangement at the "conceptual" level. This is being pursued in anticipation of additional revenue for FY05. He gave some background on the recommended changes in the partnership and noted that staff is working on revisions. He said he would present this at the retreat as part of his overall budget presentation. He noted that the partners are all behind the NKAPC effort to seek additional revenue.

Mr. Gordon provided some information on the GIS crime mapping initiative and noted that in seeking additional revenue he felt the more that staff positions itself in a mode of providing essential services to the cities and citizens, it will help in this effort. He stated that in his meetings with mayors that he had raised several points in which staff could assist the cities and that most of them were eager to see this happen, that they do understand the benefit this could provide to their city. Some discussion ensued with regard to confidentiality for the information; Mr. Gordon responded that he has assured the mayors that staff will treat all information received here with the strictest confidence. He stated a meeting will be held in the next week with the three police chiefs to get the program started.

Mr. Gordon noted that a number of cities are looking to increase their building permit fees. He reported that staff is in the process of obtaining fee information from all cities in all three counties and will put this information together for comparison purposes. He

suggested he wants to send this information to all cities for their information and to see if we can possibly come closer to standardizing user fees in all three counties. Some discussion ensued with regard to how difficult it is going to be to standardize these fees.

Mr. Gordon reported that he had sent a letter to each of NKAPC's clients with their February invoices. The letter urged the clients to call him if they had any comments, questions, or concerns about their bills.

Mr. Gordon noted that the By-Laws Committee would be meeting soon. He suggested that if anyone had any changes they wanted to propose to the by-laws they should submit them to him and he would work them into a formal proposal. He said he would meet then with Commissioner Bradford, chair of the committee, to move the process forward.

Mr. Noll reported on discussions by the Personnel Policies Committee for a proposed amendment to the manual regarding commissioner travel. He gave an overview of the discussion and passed out the committee's recommended amendment. (A copy of this document attached to the Original Minutes). He explained how the committee had come to its recommendation; some discussion ensued with regard to the recommended policy amendment. Mr. Noll stated the proposal would be on the agenda for the Commission's next meeting.

Mr. Goetz asked for an update on Mr. Logsdon's progress with the ALS/BLS study. Mr. Gordon responded that we are receiving feedback and gave some comments regarding Mr. Logsdon's work so far. He noted that NKAPC will be hosting the Mayor's Group meeting in April and that a more comprehensive update of the results of the study will be presented at that meeting.

Mr. Litzler stated that staff had done an outstanding job at the public meeting held in Fort Wright for the Madison Pike/KY 17 Corridor Study.

Mr. Litzler provided some overview on the meeting the Building Committee had with Mr. Humpert, architect for the building renovation process. He reported that they had gone over each line item of the projected costs and that Mr. Humpert had answered many of their questions. He suggested there are some issues that are still in question, but felt they had a better understanding of the costs. He concluded by stating he feels the final cost will come in at between \$500,000 and \$525,000.

Mr. Gordon reported that the bookkeeper had contacted several financial institutions in the area as well as the Kentucky League of Cities. He said that it appeared that KLC was offering the best financial options at this time. Some discussion ensued with regard to the various interest rates, refinancing, variables, etc. It was the consensus that Mr. Gordon should get further information and pursue the best financing options available.

Chairman Kordenbrock asked if there were any other comments or business to come before the Commission. There being none, he adjourned the meeting with unanimous consent at 7:05 pm.