

**Northern Kentucky Area Planning Commission  
Meeting Minutes: July 9, 2008**

Chairman Bill Goetz called the monthly discussion forum 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.

	<b>Term</b>	<b>Present</b>	<b>Absent</b>
Chairman Bill Goetz	May 2008 through May 2010	<b>X</b>	
Vice Chairman Tom Kriege	May 2008 through May 2010	<b>X</b>	
Treasurer Tom Litzler	May 2008 through May 2010	<b>X</b>	
Commissioner Billy Bradford	May 2007 through May 2009	<b>X</b>	
Commission Sherry Carran	July 2007 through May 2009	<b>X</b>	
Commissioner Paul Meier	May 2008 through May 2010	<b>X</b>	
Commissioner Gene Weaver	May 2007 through May 2009	<b>X</b>	

Also present were: Mike Schwartz, AICP, Deputy Director for Current Planning; Mike Ionna, Associate Planner; Gail Deatherage, Administrative Assistant and Lori Remley, Administrative Assistant; and Dennis Andrew Gordon, FAICP, Executive Director.

Commissioner Bradford gave the invocation and Chairman Goetz led the Pledge of Allegiance.

Mr. Edmondson administered the Oath of Office to Commissioner Carran.

**ACCEPTANCE OF AGENDA**

Chairman Goetz asked for review of the agenda and a motion for acceptance. Commissioner Litzler made a motion to accept the agenda as presented; Commissioner Kriege seconded the motion. Chairman Goetz asked for a voice vote on the motion which found unanimous approval. The motion passed.

**ONGOING BUSINESS**

Chairman Goetz asked if the Minutes of June 11, 2008, business meeting were acceptable or if anyone had any additions/corrections. Commissioner Weaver made a motion to accept the Minutes as presented; Commissioner Meier seconded the motion. Chairman Goetz asked for a voice vote on the motion which found unanimous approval. The motion passed.

Mr. Gordon gave a brief overview of the May 2008 financial report and answered some general questions from the Commission. Chairman Goetz asked if the report was acceptable. Commissioner Weaver made a motion to accept the May 2008 financial report as presented; Commissioner Litzler seconded the motion. Chairman Goetz asked if there were any questions;

there were none. He then asked for a roll call vote on the motion which found Commissioners Weaver, Litzler, Bradford, Carran, Kriege, Meier, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson noted that the Cloyd appeal had been filed and that there was nothing new to report.

Chairman Goetz asked for a report from the executive director. Mr. Gordon stated that there were two new employees to be introduced and turned the floor over to Michael Schwartz for the first introduction. Mr. Schwartz introduced the newest member of the Current Planning team, Associate Planner Mike Ionna. Mr. Ionna provided the members with a brief description of his background. Mr. Gordon then introduced Ms. Deatherage's replacement, Lori Remley, noting that Ms. Deatherage would be retiring on August 1, 2008. Ms. Remley provided members with brief information on her background.

Mr. Gordon noted that members had received a copy of the most-recent FY08 fee-based revenue status report (a copy is attached to the original Minutes); it reflects a deficit in the amount of \$312,944. Mr. Gordon noted that he and staff will continue to closely monitor revenues and will provide continued updates. He then answered some general questions from members.

Mr. Gordon advised members that the 4.081% FY09 One Stop Shop program fee increase took effect on July 1 and that residential home builders have responded more negatively than expected. Mr. Gordon gave some brief background on the fee schedule which is included in the interlocal agreements signed by the jurisdictions that joined One Stop Shop. Mr. Gordon gave a brief overview of his meeting with representatives from the Home Builders Association. The fee increase was discussed at length as to whether it should be pursued at this time and it was the general consensus that the increase should stand.

Mr. Gordon provided members with an update on CERS. Recent action by the Kentucky General Assembly will result in a savings of approximately \$52,000 during FY09.

Mr. Gordon advised members that the switchover of banking services took place on July 1 and that NKAPC is now banking solely with National City.

Mr. Gordon advised members that crime mapping is online in Erlanger and there will be a media release in two weeks.

Mr. Gordon reported that on July 8, 2008, the Kenton County Planning Commission (KCPC) voted unanimously to take the model sign regulations initiative off the table and to pursue another public hearing on August 7.

Mr. Gordon told members that a review of office hours and employee work days had occurred and noted that other local companies and even state government are considering going to a four ten-hour-day work week rather than five eight-hour days. After reviewing this matter, it was determined that NKAPC would not be providing adequate service its customers if all staff are only working four-day weeks. This issue will be revisited at a later date.

Mr. Gordon provided an update on some healthcare questions raised by Judge Drees at the June 30 Area Planning Council summer meeting. Mr. Gordon reported he met with Judge Drees and provided the information he had requested. Judge Drees reviewed the figures and was satisfied that they are in line with Kenton County.

Chairman Goetz asked if members had any questions for Mr. Gordon; there were none.

Chairman Goetz asked for comments and reports from members.

Commissioner Litzler advised members that he attended the LINK-GIS meeting and noted that he felt it was very informative.

Chairman Goetz provided members with his proposed 2008-09 committee assignments (copy attached to the original Minutes). Commissioner Meier suggested that he be chairman of the Intergovernmental Relations committee rather than Commissioner Weaver and that Commissioner Weaver take on chairing the Long-Range Planning committee. Commissioner Weaver agreed to the trade. Chairman Goetz noted he would make that change.

Commissioner Carran asked Mr. Gordon some question regarding zoning ordinances as they relate to Covington.

Commissioner Goetz advised members that an acknowledgment has been received from St. Elizabeth with regard to the donation made in honor and memory of Lou Noll.

## **NEW BUSINESS**

Mr. Gordon presented information to members on the proposed FY09 KACo loan application in the amount of \$1,271,650 for interim funding. Commissioner Kriege made a motion to approve the FY09 KACo loan application as presented; Commissioner Bradford seconded the motion. Chairman Goetz asked for a roll call vote on the motion which found Commissioners Kriege, Bradford, Carran, Litzler, Meier, Weaver, and Chairman Goetz in favor. The motion passed with unanimous approval.

Mr. Gordon presented information to members on the proposed Contract for Professional Services with the Pendleton County Fiscal Court for administration of its zoning ordinance. Mr. Gordon answered some general questions from the Commission. Commissioner Weaver made a motion to accept the Contract for Professional Services with Pendleton County Fiscal Court as presented; Commissioner Meier seconded the motion. Chairman Goetz asked for a roll call vote which found Commissioners Weaver, Meier, Bradford, Carran, Litzler, Meier, and Chairman Goetz in favor. The motion passed with unanimous approval.

Chairman Goetz reminded members that they will need to evaluate Mr. Gordon's FY08 job performance. Members discussed the evaluation process and requested that Mr. Gordon provide a list of job duties, the job description for the position, and also last year's performance review. Chairman Goetz requested that this information be provided within two weeks.

Commissioner Bradford provided information regarding the upcoming visit of Pauline Copes-Johnson, the great niece of Harriet Tubman, to the Northern Kentucky area. She will be visiting the Elsmere City Building on July 12, 2008 from 5:30 – 7:30 PM.

Chairman Goetz reminded members that the July 23 meeting will start at 4:00 PM in order to adjourn prior to the retirement open house for Ms. Deatherage and Mr. Chandler from 5:00-7:00 PM.

Chairman Goetz 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 7:04 PM.

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Bill Goetz, Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary