

**Northern Kentucky Area Planning Commission  
Meeting Minutes: October 19, 2009**

Chairman Bill Goetz called the monthly business meeting 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 April 2010 | <b>X</b>       |               |
| Vice Chairman Tom Kriege   | May 2008 through April 2010 | <b>X</b>       |               |
| Treasurer Tom Litzler      | May 2008 through April 2010 | <b>X</b>       |               |
| Commissioner Sherry Carran | May 2009 through April 2011 | <b>X</b>       |               |
| Commissioner Paul Meier    | May 2008 through April 2010 | <b>X</b>       |               |
| Commissioner Dick Spoor    | May 2009 through April 2011 | <b>X</b>       |               |
| Commissioner Gene Weaver   | May 2009 through April 2011 | <b>X</b>       |               |

Also present were: Larisa Sims, Regional Planning Manager, and Emi Randall, Senior Planner, OKI; Steve Ryan, City of Park Hills; Brian Sims, Deputy Director for Building Codes Administration; Keith Logsdon, AICP, Deputy Director for Long Range Planning; James Fausz, AICP, Associate Planner; Garry Edmondson, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Goetz asked for a moment of silent prayer and led the Pledge of Allegiance.

**ACCEPTANCE OF AGENDA**

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

**PRESENTATION**

Chairman Goetz asked Dennis Gordon to introduce the presentation of the fiscal impact analysis program for Kenton County. Mr. Gordon provided a brief history of the program and introduced Larisa Sims.

Ms. Sims thanked the Commission for the opportunity to present OKI's work product and introduced Emi Randall, Senior Planner, of OKI. Ms. Sims indicated that the fiscal impact analysis program is a planning tool to help determine the costs and revenues associated with new development. She stated that the program would allow jurisdictions to compare land use

possibilities – single family versus mixed; that the program uses a modified average approach; and that costs/revenues are based on local conditions and specifics.

Ms. Sims then demonstrated how the online program works, noting that it is broken down by general information, existing land uses, proposed land uses, and results. She stated that the calculations are transparent and are available in Excel which allows jurisdictions to track the calculations.

Ms. Sims indicated that there are currently ten partners using the program and that the costs associated are based on expenses incurred by OKI in gathering the data. She also reminded members that the fiscal impact analysis program is only a tool to be used in the decision-making process for land use and that decisions shouldn't be based solely on the information provided by the program. A brief question and answer session followed.

Chairman Goetz thanked Ms. Sims for her presentation and wished her well in her new position as assistant city manager of Covington.

## **ONGOING BUSINESS**

Chairman Goetz called for comments from the public and noted that no one was present to speak.

Chairman Goetz asked if the Minutes of the September 21 monthly business meeting were acceptable or if anyone had any additions/corrections. There being none, Chairman Goetz asked for a motion. Commissioner Litzler made a motion to accept the September 21 minutes as presented; Commissioner Carran seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Litzler, Carran, Kriege, Meier, Spoor, Weaver, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Mr. Gordon gave a brief overview of a number of line items in the September financial report. After a brief discussion, Chairman Goetz asked for a motion. Commissioner Spoor made a motion to accept the September report subject to audit; Commissioner Weaver seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Spoor, Weaver, Kriege, Litzler, Carran, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for a report from legal counsel. Mr. Edmondson advised members that he had nothing new to report.

Chairman Goetz asked for a report from the executive director. Mr. Gordon reviewed fee-based-revenue-to-date figures that had been provided to members. He stated that as of last Friday, the One Stop Shop Program was \$5,212 in the black.

Mr. Gordon reminded members of the Hills Project's roundtable scheduled for October 22 and the public forum scheduled for December 2 at Notre Dame Academy.

Mr. Gordon advised members that the parking lot project was now complete.

Mr. Gordon provided members an update regarding the recent Covington City Commission meeting. He stated that Mr. Klein handled the majority of the meeting and that Covington would like to have an NKAPC on-site presence to handle permitting. He indicated that a formal proposal outlining this matter would be submitted within the next week and that, since NKAPC doesn't provide code enforcement for Covington, the Commission should provide this service without any additional expense to the city.

Mr. Gordon then provided members who weren't at the Mayors' Group meeting on Saturday with a copy of his periodic report to local governments.

Chairman Goetz asked for the report from the building codes administration department. Brian Sims provided members with an update regarding the following issues:

- Staffing – Joan Morris took a voluntary layoff in April and Tim Tholemeier was recently promoted to Senior Building Official.
- Permits are down nine to ten percent.
- ISO – there is a meeting scheduled with Chris Miller at 9:00 AM on Wednesday to provide information on NKAPC's building codes administration program for use in insurance ratings for property owners in Kenton County. Mr. Sims is hoping for a lower rating which results in lower insurance premiums. The last review was approximately five years ago before One Stop Shop was implemented.
- Frankfort has doubled its fees for plan review which brings their fees in line with NKAPC's which are based on time needed to review the plans.
- The 2008 NEC (National Electrical Code) is now in effect.
- Due to the recent ice and wind storms, Western Kentucky is pushing to make electrical inspectors state employees. This would allow the state to control the inspectors and send them wherever and whenever they are needed.
- Property maintenance code inspectors have begun sending letters to the city and fire chief/marshal when they become aware of a fire/safety violations.
- Staff continues to work with Covington to amend the state plumbing regulation that requires small take-out-type businesses to have two bathrooms. There are meetings scheduled for November 11 and November 24.

Chairman Goetz thanked Mr. Sims for his presentation and asked for reports from committees or members. Commissioner Carran reported that stream bank erosion and The Hills Project were topics of discussion at the Mayor's meeting on Saturday.

## **NEW BUSINESS**

Chairman Goetz asked for staff's recommendation regarding a proposed expansion of Northern Kentucky Water District's treatment facility on Grand Avenue in Taylor Mill and requirements of KRS 147.680. Mr. Logsdon provided members with a copy of a memo outlining staff's findings (a copy of which is attached to the original minutes). He advised members that staff had determined that this project is of area-wide significance and warrants a full review.

After a brief discussion, Chairman Goetz asked for a motion. Commissioner Weaver made a motion to support staff's findings that the proposed work at the existing water treatment facility on Grand Avenue in the City of Taylor Mill falls within the parameters of KRS 147.680 as a

“project of area-wide significance,” and warrants a full scale review because of the extent of new activity. Commissioner Litzler seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Weaver, Litzler, Kriege, Carran, Meier, Spoor, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz asked for the review of the Park Hills Dixie Study and a proposal that it be approved for incorporation into the Area-Wide Comprehensive Plan. He also acknowledged the presence of Councilman Steve Ryan of Park Hills. Mr. Logsdon provided background regarding the Park Hills Dixie Study and then turned the floor over to James Fausz.

Mr. Fausz made the Park Hills Dixie Study presentation (a copy of which is attached to the original minutes). He provided the project timeline and outlined road connection issues, land uses, and the alternatives being considered. Mr. Fausz advised members that staff continues to work closely with SD1 regarding run off and the impact of developing various areas. He also provided members with a handout for Phase 1 and Phase 2 of the proposed project (a copy of which is attached to the original minutes). The presentation was followed by a brief question and answer session.

Members complemented the City of Park Hills and Councilman Ryan for their vision. Mr. Ryan, who served on the project task force, thanked NKAPC staff for all of its hard work on the study.

After discussion, Chairman Goetz asked for a motion. Commissioner Spoor made a motion to approve the Park Hills Dixie Study as presented and to incorporate it into the Area-Wide Comprehensive Plan. Commissioner Weaver seconded the motion. Chairman Goetz asked for a role call vote on the motion which found Commissioners Spoor, Weaver, Kriege, Litzler, Carran, Meier, and Chairman Goetz in favor of the motion. The motion passed unanimously.

Chairman Goetz opened discussion on the process and timeline to be used to evaluate the executive director’s FY09 performance. He stated that the Commission had determined in the past that this process is accomplished best on a face-to-face basis and suggested that the same process be used this year. With no objections, Chairman Goetz asked Ms. Remley to schedule a meeting between members and Mr. Gordon. He also asked Mr. Gordon to provide a list of accomplishments for the year.

Chairman Goetz asked if there were any other comments or business to come before the Commission. There being none, the meeting was adjourned with unanimous consent at approximately 7:18 PM.

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Bill Goetz  
Chairman

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Dennis Andrew Gordon, FAICP  
Executive Director/Secretary