



## KC&MP&ZC MINUTES

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### KENTON COUNTY & MUNICIPAL PLANNING & ZONING COMMISSION REGULAR MEETING

January 8, 2004  
6:15 P.M.

NKAPC Meeting Room  
2332 Royal Drive  
Fort Mitchell, Kentucky

### MINUTES

#### COMMISSION MEMBERS PRESENT:

Mr. Barry Coates - Covington  
Mr. James Cook - Kenton County  
Mr. Tom France - Ludlow  
Mr. Al Hadley - Elsmere  
Mr. David Hilgeford - Villa Hills  
Mr. Phil Ryan - Park Hills  
Ms. Maura Snyder - Independence  
Mr. John Wells - Ft. Mitchell  
Mr. Paul Swanson, Secretary/Treasurer - Erlanger  
Mr. Joseph Price, Vice Chairman - Crestview Hills  
Mr. Tim Theissen - Chairman - Edgewood

#### COMMISSION MEMBERS NOT PRESENT:

Mr. James Bertram - Taylor Mill  
Ms. Barbara Carlin - Kenton County

Mr. Mike Denham - Bromley  
Mr. Mark Hushabeck - Lakeside Park  
Mr. Greg Scheper - Crescent Springs  
Ms. Alex Weldon, Covington  
Mr. Bernie Wessels - Ft. Wright

**LEGAL COUNSEL PRESENT:**

Mr. Matt Smith for Mr. David Schneider

Mr. Theissen called the meeting to order at 6:15 p.m. Mr. Theissen opened the meeting with the Pledge of Allegiance and a prayer by Mr. Joe Price.

**APPROVAL OF THE MINUTES:**

Mr. Theissen noted the minutes from December had been distributed in the Commissioner's packets and asked for any questions or comments. There being none, Mr. Hadley made the motion to approve both sets of minutes from December. Mr. Price seconded the motion. A roll call vote on the motion found Mr. Hadley, Mr. Price, Mr. Coates, Mr. Cook, Mr. France, Mr. Hilgefurd, Mr. Ryan, Ms. Snyder, Mr. Wells and Mr. Swanson in favor. Mr. Theissen abstained. The motion carried.

**FINANCIAL REPORT:**

There were no questions or comments by the Commission on the financial report. Mr. Swanson had nothing new to add. None opposed.

**SUBDIVISION ITEMS:**

**a. CONSIDERATION OF PRELIMINARY PLATS AND OTHER PLATS AND ISSUES REQUIRING COMMISSION ACTION AT A REGULAR MEETING.**

There being no questions or comments of the Commission regarding the subdivision items, Mr. Price made a motion to ratify and approve. Mr. France seconded the motion. A roll call vote on the matter found Mr. Price, Mr. France, Mr. Coates, Mr. Cook, Mr. Hadley, Hilgefurd, Mr. Ryan, Ms. Snyder, Mr. Wells, Mr. Swanson and Mr. Theissen in favor. The motion carried.

**b. CONSIDERATION OF ACTIONS TAKEN ON GRADING PLANS, IMPROVEMENT DRAWINGS AND SPECIFICATIONS, (STAGE II PLANS), FINAL PLATS, AND IDENTIFICATION PLATS BY THE COMMISSION'S DULY AUTHORIZED REPRESENTATIVE SINCE THE COMMISSION'S LAST REGULAR MEETING. See handout.**

**c. CONSIDERATION OF THE REPORT OF ACTIONS TAKEN BY THE SUBDIVISION/PUBLIC**

FACILITY REVIEW COMMITTEE AT A MEETING PRIOR TO, BUT ON THE SAME DAY, AS THE REGULAR MEETING. None.

d. CONSIDERATION OF CONSTRUCTION REVIEW PROGRAM - See listing of subdivision for construction inspections in progress on separate handout.

PUBLIC FACILITIES: None.

PUBLIC HEARINGS ON SCHEDULED ITEMS: None.

OLD BUSINESS:

CORRESPONDENCE: None.

PLANNING, STAFF AND LEGAL COUNSEL ITEMS:

Mr. Theissen noted that John P. Walker, auditor for the Planning Commission, was present to discuss the 2003 audit report. He noted this was the first year Mr. Walker had done the audit report for the Planning Commission and stated Staff was thrilled with the report. Mr. Walker then addressed the Commission and reviewed briefly the contents of the audit report and noted the NKAPC received the highest level of assurance rating which is the highest rating an entity can receive from an outside auditing firm. Mr. Theissen additionally noted this was the first year an auditor was present at the meeting to go through the audit report and explain it in some detail.

COMMISSION ITEMS:

Standing Committee Reports:

Subdivision Regulations Review Committee:

No report.

By-Laws:

Mr. Price noted the committee met last month regarding fee structures. Nothing additional to report.

Model Zoning Ordinance:

No report.

There was no report by legal counsel.

Reports from Staff:

Mr. Gordon addressed the Commission with comments regarding the model zoning ordinance and the issue of newspaper stands. He stated the problems with some of the issues raised had been corrected but a lot had not. He further noted after reviewing some of the boxes for corrections to these issues, new and

additional items/issues were discovered which were brought to the attention of those concerned. Mr. Gordon then addressed the planning efforts and visions for the NKAPC in 2004. He noted that Staff was reorganized last year and changes were made to the organization. He further addressed and highlighted some of the changes made to the planning organization and what would be expected. He also noted some additional staff would be necessary for 2004 as there was additional work that would involve the need for more staffing. Mr. Gordon additionally noted one of the items to be addressed was the purchasing of the building in order to expand the services of the NKAPC. He discussed the renovations to be done to the building now that Huff had moved into their new building as of October. He then briefly highlighted the changes to be made to the building to enhance the services of the Staff as well as specific changes to be made to certain areas of the building and where offices and departments would be moved. He stated the bid process would be taking place by March with changes to be made to the building hopefully by summer/fall of 2004. Mr. Gordon then highlighted the five points of Staff and the Planning Commission that would be posted throughout the building once the renovations have taken place.

Mr. Keith Logsdon addressed the Commission to highlight long range planning and discussed the various projects currently being worked on within his department. Mr. Mike Schwartz addressed the Commission regarding current planning issues and items Staff is working on. He then briefly highlighted those efforts giving backgrounds on each.

Mr. Gordon gave a report of the subdivision initiative for the year in Mr. Scott Hiles absence. He addressed the issue of having common subdivision regulations for Northern Kentucky versus three separate counties. Mr. Gordon noted he met with the representatives from the counties to get ideas as well as gathering ideas from builders in the area to gain their input. Mr. Gordon additionally noted the goal was to come as close as they can to having one set of subdivision regulations for the entire area. He further noted he hired another planner who will be working with Mr. Hiles.

Mr. Theissen noted he had received a memo from Mr. Jack Kleymeyer regarding the approval of four continuing education seminars and asked for a motion to approve. Ms. Snyder made the motion. Mr. Hadley seconded the motion. All in favor. None opposed. He then marked the memo as an Exhibit to be made a part of the record.

#### Election of Officers:

Mr. Theissen closed the nominations as there were no additional nominations from the floor. He then asked for a motion to elect the officers for the coming year. He noted as there were no further nominations the present officers would hold their current positions. All in favor. None opposed.

#### COMMENTS/REQUESTS TO THE COMMISSION:

A motion was made by Ms. Snyder and seconded by Mr. Hilgefurd to go into executive session at 7:30 p. m. to discuss pending legal matters.

A motion was made by Ms. Snyder at 8:39 and seconded by Mr. Ryan to come out of executive session. Mr. Theissen reported that no action was taken during executive session.

There being no further business to come before the Commission, the meeting was adjourned at 8:40 p.m. None opposed.