

**KENTON COUNTY PLANNING COMMISSION
REGULAR MEETING
Minutes**

Ms. Brown, Vice Chairman, called the meeting to order on February 1, 2018 at 6:15 p.m. and opened the proceedings with the Pledge of Allegiance and invocation by Mr. Ryan. The meeting was held in the Commission Chambers of the PDS Building in Fort Mitchell. Attendance of members (for this meeting as well as those during the year to date) was as follows.

Commission Member	Jurisdiction	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Jeff Bethell	Fort Mitchell	X	X										
Gailen Bridges	Kenton Co	X	X										
Diane Brown, V. Chair	Erlanger	X	X										
Nancy Collins	Ryland Hts.												
Paul Darpel, Chair	Edgewood	X											
Brian Dunham	Kenton Cty		X										
Mike Gaiser	Ludlow	X	X										
Lynne Hood	Crestview Hills	X	X										
Keith Logsdon	Lakeside Park	X	X										
Matthew Martin	Taylor Mill	X	X										
Ron Padgett	Covington	X	X										
Joe Pannunzio	Elsmere	X	X										
Sean Pharr	Covington	X	X										
Phil Ryan, Treasurer	Park Hills	X	X										
Marco Sansone	Bromley												
Greg Sketch	Crescent Spgs	X	X										
Maura Snyder	Independence	X	X										
Jack Toebben	Fort Wright	X	X										
Robert "Bob" Whelan	Covington	X	X										
Brian Wischer	Villa Hills	X	X										

Also present were Mr. Mathew Smith, Legal Counsel, and the following PDS staff: Mr. Andy Videkovich and Ms. Jill Conniff.

"X" denotes attendance at the regular meeting and "x" denotes attendance at the continuation meeting. "*" denotes arrival after roll call was taken.

AGENDA

Ms. Brown stated she would like to move the audit report which is item four on the agenda to be heard prior to the public hearings. She also stated communication had been received requesting a tabling of issues PC1801-0002 and PC1801-0003. She then asked for a motion to amend the agenda as stated. Mr. Sketch made the motion to table the items as requested. Mr. Martin seconded. All in favor by acclamation. Ms. Snyder then made the motion to accept the agenda for February as amended. Mr. Ryan seconded. A roll call vote on the issue found Ms. Snyder, Mr. Ryan, Mr. Bethell, Ms. Brown, Mr. Bridges, Mr. Dunham, Mr. Gaiser, Ms. Hood, Mr. Pharr, Mr. Logsdon, Mr. Martin, Mr. Padgett, Mr. Pannunzio, Mr. Sketch, Mr. Toebben, Mr. Whelan and Mr. Wischer in favor. The motion carried.

Mr. John Chamberlain addressed the Commission and presented the audit report for FY17. He then highlighted the report via a slide presentation and reviewed items such as cash and cash reserves, operating expenses, etc. He noted the numbers jumped around a bit in 2015 but they have been consistent for 2016 and 2017. He noted the Commission is in a very good cash position comparatively to a few years ago. He noted the revenues are down a bit as compared to the prior year. He highlighted where the revenue comes from in terms of planning and zoning fees, etc. as well as where the expenses go. He noted the Commission has done a nice job in bringing the cash revenue up where it should be. He then referenced the letter is required of them to produce to the Commission. He noted they did not issue a management letter. He then referenced the auditor's opinion from the report and stated there is a very good executive summary and recommended the Commissioners read that section specifically. He briefly highlighted the balance sheet and commented with specifics about revenue and expenditures for the fiscal year. He encouraged the Commissioners to look at the financial statements as well as the budget. He noted there was a positive variance with regard to expenditures for the year. Mr. Chamberlain stated it is pretty much a good auditor's report and asked for any questions. Mr. Bethell asked about the change in billing amounts and inquired as to what that was referencing. Nicole Cullum addressed the Commission and stated that was simply due to not billing as much as anticipated for the year. At this time Ms. Brown asked for a motion to approve the audit report for FY2017. Mr. Ryan made the motion to accept the report. Mr. Bethell seconded the motion. A roll call vote on the issue found Mr. Ryan, Mr. Bethell, Ms. Brown, Mr. Bridges, Mr. Dunham, Mr. Gaiser, Ms. Hood, Mr. Logsdon, Mr. Martin, Mr. Padgett, Mr. Pannunzio, Mr. Pharr, Mr. Sketch, Ms. Snyder, Mr. Toebben, Mr. Whelan and Mr. Wischer in favor. The motion carried unanimously.

APPROVAL OF THE MINUTES:

Ms. Brown stated the minutes from the January meetings were distributed. She then asked for any questions or comments with regard to same. Mr. Bridges noted on page six, tenth line from the end that he thought topography was rather broad. Ms. Brown stated she recalled him just referencing topography in general. Mr. Bridges then noted on page 8 where it states "Ms. ___ addressed the Commission" the blank will need to be filled in from the sign in sheets. There being nothing further, Ms. Brown asked for a motion for approval. Ms. Snyder made the motion to accept the minutes. Mr. Bethell seconded the motion. A roll call vote on the motion found Ms. Snyder, Mr. Bethell, Ms. Brown, Mr. Bridges, Mr. Dunham, Mr. Gaiser, Ms. Hood, Mr. Logsdon, Mr. Martin, Mr. Padgett, Mr. Pannunzio, Mr. Pharr, Mr. Ryan, Mr. Sketch, Mr. Toebben, Mr. Whelan and Mr. Wischer in favor. The motion carried unanimously.

RECEIPTS AND EXPENDITURES:

Ms. Brown stated the receipts and expenditures report was distributed. There were no comments or questions. Ms. Brown then asked for a motion to approve. Mr. Ryan made the motion to approve. Ms. Hood seconded. A roll call vote on the issue found Mr. Ryan, Ms. Hood, Mr. Bethell, Ms. Brown, Mr. Bridges, Mr. Dunham, Mr. Gaiser, Mr. Logsdon, Mr. Martin, Mr. Padgett, Mr. Pannunzio, Mr. Pharr, Mr. Sketch, Ms. Snyder, Mr. Toeppen, Mr. Whelan and Mr. Wischer in favor. The motion carried unanimously.

RECENT ACTIONS BY STAFF:

(No action required)

RECENT ACTIONS BY LEGISLATIVE BODIES:

(No action required)

PUBLIC HEARINGS:

FILE: PC1711-0004 (action required)

APPLICANT: City of Villa Hills per Craig Bohman, City Administrator

REQUEST: Proposed text amendments to the Villa Hills Zoning Ordinance allowing temporary parking of campers, boats, recreational vehicles, trailers and other such equipment for a 72 hour period from November 2 through March 31.

Staff presentation and Staff recommendations by Mr. Andy Videkovich

PDS STAFF RECOMENDATION:

Favorable recommendation of the proposed text amendment to the Villa Hills Zoning Ordinance allowing temporary parking of campers, boats, recreational vehicles, trailers and other such equipment for a 72 hour period from November 2 through March 31.

Mr. Bohman addressed the Commission in favor of the issue and stated council passed the application to send this for review. He noted there has been significant discussion amongst council with regard to the issue. He stated as a result of those discussions this was part of the original discussion on the matter but was not included at the time and was put back into the agenda. He stated they are not anticipating a lot of people that will have this and by having already extending the time period they don't feel it will be a big complaint driver. He stated the majority of council was in favor of the application. Ms. Brown asked about the specific date ranges for the amendment. Mr. Bohman then clarified the dates in the proposed text amendment. Ms. Brown noted the language is confusing. Mr. Logsdon asked about the number of complaints that were received and whether that would be low or high. Mr. Bohman stated he would say that was low with one to two a month. Mr. Whelan asked how many citations were specifically issued in the last two years. Mr. Bohman stated he did not have the information in front of him. Mr. Smith then clarified the specific times with regard the text amendment.

Mr. Tim Sober addressed the Commission against the issue. He stated if it ain't broke, don't fix it. He stated a lot of times you get a neighbor that doesn't like another neighbor and will complain about it being in the driveway. He stated to him this is proposing a text amendment that rewards the people that abuse it. He stated he doesn't think it's in favor of the majority of the people so why reward the people that are already abusing it to begin with.

Mr. Bohman stated in rebuttal that under the current regulations these vehicles are not allowed at all during the off season. He stated one of the reasons in presenting the amendment is to take away the strict prohibition ban and to provide a way for them to use their property.

Ms. Brown then recessed the public hearing for discussion amongst the Commissioners. Mr. Wischer stated he doesn't feel like this is something that is going to be easy to enforce. He stated he's not a big fan of putting in a bark without being able to bite. Mr. Ryan stated it is actually more restrictive in Park Hills because you have to have it in the side yard. Mr. Dunham stated he agrees with everything stated but feels it is restrictive during the off season. Mr. Logsdon commented at such a low level of complaints do you really need regulations. Mr. Padgett stated he feels like it's too restrictive to have it allowable all summer long and then it's get out. He commented even though it's creating regulation it's freeing up regulation. Ms. Brown then reconvened and closed the public hearing. She asked for a motion on the issue. Mr. Padgett made the motion to approve the text amendment based on Staff's recommendations. Mr. Sketch seconded the motion. Ms. Brown then asked legal counsel if it was possible to make a recommendation on a text amendment. Mr. Smith stated it was possible to add a recommendation but the motion has to be to approve or deny. Ms. Brown then asked if Mr. Padgett or Mr. Sketch would be willing to add the time frame on the amendment since it's not well spelled out. Mr. Padgett and Mr. Sketch then indicated they would amend the motion to include that recommendation. A roll call vote on the matter found Mr. Padgett, Mr. Sketch, Mr. Bethell, Ms. Brown, Mr. Bridges, Mr. Dunham, Ms. Hood, Mr. Martin, Mr. Pannunzio, Mr. Ryan, Ms. Snyder and Mr. Toeppen in favor. Mr. Whelan, Mr. Wischer, Mr. Gaiser, Mr. Pharr and Mr. Logsdon voted against. The motion carried.

FILE: PC1712-007 (action required)

APPLICANT: City of Crestview Hills per Tim Williams, City Administrator

REQUEST: A proposed text amendment to the Crestview Hills Zoning Ordinance: (1) removing the definition and regulations for Bathhouses; and, (2) adding a definition and regulations for Outdoor Entertainment Buildings.

Staff presentation and Staff recommendations by Ms. Jill Conniff

PDS STAFF RECOMENDATION:

Favorable recommendation on the proposed text amendments to the Crestview Hills Zoning Ordinance removing the definition and regulations for Bathhouses and adding a definition and regulations for Outdoor Entertainment Buildings.

Mr. Tim Williams addressed the Commission in favor of the issue. He stated the city has spent probably a year discussing the issue. He noted there was discussion on accessory structures as to size, etc. He stated ultimately the committee came to the conclusion that in this day and time with larger homes, etc., he stated they felt they should change the text. He commented the new sizing is up to 600 square feet but it is based on the size of the back yard so it could be considerably smaller. Mr. Dunham asked if there was an architectural review board currently. Mr. Williams stated there was not. Mr. Dunham asked how many people would be on the architectural review board and how would they be appointed. Mr. Williams stated there would be three members and they would be appointed by the mayor. Mr. Padgett asked if the architectural review board was being formed solely for the accessory structures. Mr. Williams stated that is correct.

Ms. Brown recessed the public hearing for discussion amongst the Commissioners. There being none, the public hearing was then closed. Ms. Brown asked for a motion on the issue. Ms. Hood made the motion to approve the text amendment based on Staff's recommendations. Mr. Dunham seconded the motion. A roll call vote on the matter found Ms. Hood, Mr. Dunham, Mr. Bethell, Ms. Brown, Mr. Bridges, Mr. Gaiser, Mr. Logsdon, Mr. Martin, Mr. Padgett, Mr. Pannunzio, Mr. Pharr, Mr. Ryan, Mr. Sketch, Ms. Snyder, Mr. Toebben, Mr. Whelan and Mr. Wischer in favor. The motion carried unanimously.

Ongoing Business

Reports from Committees

By Laws: - Ms. Brown stated a couple things would be coming up in March for review. She noted the meeting would be first Tuesday of the month.

Direction 2030 implementation: Mr. Bethell stated they will be having a meeting on the 22nd at 5:30.

Executive: Ms. Brown stated the Executive Committee did meet and they discussed and finalized the audit review.

Social Media: Mr. Ryan stated they would be meeting at 5:30 on the 21st. He asked the Commissioners to try to attend as they have not had a meeting in some time. He noted he believed the gentleman from Systems Insight would be present and encouraged those on the committee to try to attend.

Subdivision Review: No meeting, nothing to report.

Reports from Commission Members: Mr. Dunham stated he has not seen an architectural review board put in place by a city. He stated he was curious and asked Mr. Smith what his thoughts are with regard to other municipalities considering doing the same. Mr. Smith then stated he shared his concern and noted his position has always been you can't regulate building materials and the place to do that is in a restrictive covenant in the neighborhood. He noted again he shares his concern for this application and in the future it may lend itself to abuse. Mr. Videkovich stated the only other city that he is aware of with an architectural review board is Covington. Mr. Smith then stated there is nothing specifically in chapter 100 that authorizes it.

Reports from Legal Counsel: Mr. Smith commented on the complaint that was filed pertaining to the meeting held on Jan. 9th and Jan. 16th being proper. He noted the attorney that filed that underlying complaint with regard to those being improper has withdrawn the complaint and that has gone away. Mr. Bethell stated he wanted to thank Matt and Paul with regard to everything that came up at the 11th hour involving the meetings in January. Mr. Logsdon stated he thought it was a good idea to have all three staff reports presented together the night of the special meeting. He noted he felt it made things flow smoother.

Reports/Announcements from Staff: Mr. Videkovich stated the continuing education reports are in the packets. He stated there are three webinars that have been purchased. He asked that anyone interested to please contact Pam with regard to those. He noted there will be all day training at the Erlanger Municipal Building on February 7th. He also commented about the Z21 Project. He noted they will be moving forward with drafting a blueprint on that. He also noted the March agenda is looking quite full so Staff will look closely at it to determine if a follow up meeting will be necessary.

General Correspondence: None.

New Business:

Public Comments: None.

There being nothing further to come before the commission, a motion to adjourn was made by Ms. Snyder and seconded by Mr. Ryan. All in favor by acclamation. The meeting then adjourned at 7:26 p.m.

APPROVED:

Chair



Date

3/1/18