

**KENTON COUNTY PLANNING COMMISSION  
REGULAR MEETING**

**Minutes**

Mr. Darpel, Chairman, called the meeting to order on April 7, 2022, 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 Planning and Development Services office located in Covington, Kentucky. Attendance of members (for this meeting as well as those during the year to date) was as follows:

<b>Commission Member</b>	<b>Jurisdiction</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Anthony Baker	Covington	X		X									
Margo Baumgardner	Crestview Hills		X	X	X								
Todd Berling	Fort Wright		X	X	X								
Jeff Bethell	Fort Mitchell		X	X									
Gailen Bridges	Bromley	X	X	X	X								
Paul Darpel, Chair	Edgewood	X	X	X	X								
Brian Dunham	Kenton Cty	X	X	X									
Tom France	Ludlow	X	X	X	X								
Keith Logsdon	Lakeside Park		X	X	X								
John Hennessey	Villa Hills	X	X	X	X								
Matthew Martin	Taylor Mill	X	X	X	X								
Joe Pannunzio	Elsmere		X	X	X								
Dan McElheney	Erlanger			X									
Sean Pharr	Covington		X	X	X								
Phil Ryan, Treasurer	Park Hills	X	X	X	X								
Kareem Simpson	Covington	X		X	X								
Greg Sketch	Crescent Spgs	X		X	X								
Maura Snyder	Independence	X	X*	X	X								
Debbie Vaughn	Kenton Co	X	X*	X	X								
Kristi Zavitz	Ryland Hts.			X									

Also present were Mr. Mathew Smith, Legal Counsel, and the following PDS staff: Mr. Andy Videkovich and Mr. Patrick Denbow.

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

**AGENDA:**

Mr. Darpel asked for a motion to approve the agenda. Ms. Snyder made the motion to approve the agenda as submitted. Mr. Ryan seconded the motion. All in favor by acclamation.

**APPROVAL OF THE MINUTES**

Mr. Darpel asked for any questions or comments with regard to the meeting minutes for March. There being none, he then asked for a motion to approve. Mr. Bridges made the motion to approve. Mr. Simpson seconded the motion. A roll call vote on the motion found Mr. Bridges, Mr. Simpson, Ms. Baumgardner, Mr. Berling, Mr. Darpel, Mr. France, Mr. Hennessey, Mr. Logsdon, Mr. Martin, Mr. Pannunzio, Mr. Pharr, Mr. Ryan, Mr. Sketch, Ms. Snyder and Ms. Vaughn in favor.

**RECEIPTS AND EXPENDITURES:**

Mr. Darpel stated the receipts and expenditures report was distributed. He commented it looks like they are pretty much on track with everything and nothing is jumping out. There being no questions or comments, he asked for a motion to approve the report. Mr. Ryan made the motion to approve. Ms. Snyder seconded the motion. All in favor by acclamation.

**RECENT ACTIONS BY STAFF:**

*(No action required)*

**RECENT ACTIONS BY LEGISLATIVE BODIES:**

*(No action required)*

**PUBLIC HEARINGS**

**FILE: PC2303-0003**

**APPLICANT:** City of Taylor Mill per Brian Haney, City Administrative Officer

**REQUEST:** A new zoning ordinance, which includes new text and a new official zoning map for the City of Taylor Mill

**SUMMARY:** The City of Taylor Mill seeks to replace the current zoning ordinance with a new ordinance that recognizes Taylor Mill’s development patterns, streamlines processes, and addresses new development trends.

Staff presentation and Staff recommendations by Mr. Patrick Denbow

**PDS STAFF RECOMMENDATION**

Favorable recommendation on the new Taylor Mill Zoning Ordinance, including new text and a new zoning map.

Mr. Haney registered to speak on behalf of the issue. He stated he just wanted to thank the Staff, specifically Patrick Denbow and Commissioner Martin, and commented this has been a two year process. He noted they actually lessened their design standards and commented they are asking for approval and hopes they can get this passed.

There being no others to speak on the issue, Mr. Darpel recessed the public hearing for discussion. Mr. Bridges stated as Chair of Z21 Committee they did have a lengthy presentation with this and they did give it their unanimous approval. He stated it was a well thought out process and that it meets their standards of recommendation. He then stated they are recommending approval. Mr. Darpel reconvened and closed the public hearing. He asked for a motion on the matter. Mr. Martin made the motion to approve based on testimony heard and that it is in compliance with the comprehensive plan. Mr. Sketch seconded the motion. A roll call vote on the matter found Mr. Martin, Mr. Sketch, Ms. Snyder, Ms. Vaughn, Ms. Baumgardner, Mr. Berling, Mr. Bridges, Mr. Darpel, Mr. France, Mr. Hennessey, Mr. Logsdon, Mr. Pannunzio, Mr. Pharr, Mr. Ryan and Mr. Simpson in favor.

**FILE: PC2303-0001**

**APPLICANT:** Kenton County Planning Commission per Paul J. Darpel, Chairman

**REQUEST:** An amendment to Administrative Policy 5 updating the amount held in the Kenton County Planning Commission's reserve fund.

Mr. Andy Videckvich stated there would not be a formal presentation on the issue.

Mr. Darpel stated one of the key things they have been doing over the years is making sure they have a reserve. He stated a number of years ago they were told in an audit report that they were not financially viable. He noted steps were made to change that. Mr. Darpel stated in talking with PDS and Staff they came up with a number to use in case something happened and Staff could not operate in the capacity as Staff. He stated they came up with a figure of \$500,000 after discussions held. Mr. Bridges asked if this would be amended every year or if it was set in stone. Mr. Darpel stated it would be reviewed annually and adjusted during their budget process. He noted this gives them the ability to amend it each year. Mr. France stated in looking at the adopted budget, it is just shy of a million dollars. He stated the reserve would cover just one quarter. He asked if the Executive committee felt comfortable that they could reestablish the funding source in three months. Mr. Darpel stated the easiest way to describe it is do they have to have funds set aside for an emergency that they feel like they are pretty safe from what they wouldn't know is coming. He noted in reality there would be something that would be put in place quickly enough. He stated they have to be financially viable, but they also have to look at the reality of holding taxpayer funds aside doing nothing. He stated that is not their job. He additionally stated he feels reserving \$500,000 will accomplish what is needed. Mr. Simpson stated just because you're looking at a quarter of the amount generally doesn't mean it's only a quarter of the time. He noted maybe one-third of the capacity can go eight months so he feels like it's a good number to have. There being no further discussion, Mr. Darpel asked for a motion on the issue. Mr. Ryan made the motion to approve. Mr. Logsdon seconded the motion. A roll call vote on the matter found Mr. Ryan, Mr. Logsdon, Mr. Martin, Mr. Pannunzio, Mr. Pharr, Mr. Simpson, Mr. Sketch, Ms. Snyder, Ms. Vaughn, Ms. Baumgardner, Mr. Berling, Mr. Bridges, Mr. Darpel, Mr. France and Mr. Hennessey in favor. The motion carried.

## **Reports from Committees**

*Bylaws* – Mr. Videckovich stated the Committee met in March and basically they are tabling and readvertising fees. He noted the other fee is to round off the application fees. He stated the Committee did vote to send it to the Commission to take action. Mr. Darpel asked if they wanted to add that to the agenda for next month's meeting. Mr. Videkovich stated that it would be great if they could do that. Ms. Vaughn made the motion to add the item to the agenda for next month. Mr. Logsdon seconded. All in favor by acclamation.

*Direction 2030 Implementation* – Mr. Bridges stated they did not meet.

*Executive*– Mr. Darpel stated they met to talk about fees and noted they will be keeping an eye on fees and what they generate. He stated it was a good meeting. He noted nothing came about that needed to be effectuated.

*Social Media* - Nothing to report.

*Subdivision Review* – Mr. Darpel stated they met and things are going very well. He noted they are getting ready to get public input on draft regulations that they feel pretty comfortable with. He stated there are still things that need to be ironed out but Staff did a great job. He stated it is a good product and they want to get input from the mayors and the development committee's input. He further noted he appreciates all the input on that and they will keep them posted.

*Z21 Review* - Mr. Bridges stated they last met with Taylor Mill and haven't met since then.

*Comments from Commissioners* - Mr. Logsdon commented that there was a continuing education opportunity recently on fair housing and he thought it would be good for all Commissioners to watch. He stated it was a pretty informative session and he would highly recommend it. He stated it is only a little over an hour long and it was very good.

*Report from Legal Counsel* – Mr. Smith commented the state of emergency will end April 14th and so having meetings virtually would have to revert to the old system. He noted this would require a physical location that the public could attend. He stated as discussed before, the meeting room does not have the ability to do that. He stated there is another bill coming in July of 2022 that gets rid of that requirement providing a place for the public to attend. He stated that provided they don't elect to have a physical room and two Commissioners elected to attend at the same time, the Commission can continue to have the meetings as they had. He noted until then, they would have to have the meetings in person. Mr. Smith then noted this would apply to committee meetings as well.

*Reports/Announcements from Staff* - Mr. Videcovich stated they are working with six cities for the update. He noted they are about two months behind from where they wanted to initially be due to various things that weren't anticipated to take so long, but they are nearing the end of that and moving onto other items to be reviewed. He stated for those cities they are working with, he asked them to be prepared to have that brought up and discussed. He then reminded everyone to wipe down their laptops with the wipe provided at their seats. Mr. Bridges asked for clarification about the requirements for the various committees and the

regulation of the new bill applying to them. He asked if the new bill would apply to a two minute meeting to approve the minutes. Mr. Smith stated that would apply to that two minute situation because it would be considered a meeting. Mr. Logsdon asked if they could meet before the Planning Commission meeting. Mr. Darpel stated yes and that the Executive committee had done that a number of times. Mr. Smith stated it would have to be noticed as a special meeting as Staff does the notice requirements.

General Correspondence - None.

New Business – Mr. Darpel stated they received a letter from Pike Legal considering extending the amount of time to respond with regard to the cell tower application through May 6th of 2022. Mr. Darpel asked if anyone had an objection to that extension. There being none, Mr. Darpel asked for a motion to approve that extension. Mr Sketch made the motion to approve. Mr. Ryan seconded. All in favor by acclamation.

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 7:01 p.m.

APPROVED:

Chair



Date

5-5-22