

KENTON COUNTY PLANNING COMMISSION
REGULAR MEETING
Minutes

Mr. Darpel, Vice Chairman, called the meeting to order on April 6, 2023, 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 is as follows (for this meeting as well as those during the year to date).

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

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

Also present were Mr. Rob Ziegler, Legal Counsel, and the following PDS staff: Mr. Andy Videkovich and Ms. Sofia DiFrancesco.

AGENDA:

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

APPROVAL OF THE MINUTES

Mr. Darpel asked for a motion to approve the minutes from March. He asked for any questions or comments. There being none, he asked for a motion to approve. Ms. Snyder made the motion to approve the minutes from March. Mr. Bridges seconded. A roll call vote on the matter found Ms. Vaughn, Ms. Schawe, Mr. Bethell, Mr. Bridges, Mr. Darpel, Mr. Hennessey, Mr. Logston, Mr. Pannunzio, Mr. Pharr, Mr. Ryan and Ms. Snyder in favor. Mr. Berling abstained. The motion carried.

RECEIPTS AND EXPENDITURES:

Mr. Darpel stated the receipts and expenditures report was distributed. He asked for a motion to approve. Mr. Ryan made the motion to approve the receipts and expenditures. 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: PC2302-0003

APPLICANT: City of Covington per Ken Smith, City Manager

REQUEST: A proposed text amendment to the Covington Neighborhood Development Code updating the definition of Service-Oriented Uses by clarifying the list of example service uses. The applicant proposes to remove the term “kennels” and add “clinic” to the veterinarian use.

Staff presentation and Staff recommendations by Ms. Sofia DiFrancesco

PDS STAFF RECOMMENDATION

Favorable recommendation on the proposed amendment to the Covington Zoning Ordinance updating the definition of Service-Oriented Uses by clarifying the list of example service uses. The applicant proposes to remove the term “kennels” and add “clinic” to the veterinarian use.

Those registered to speak had nothing to add and were available to answer any questions. Mr. Darpel recessed the public hearing for discussion amongst the Commissioners. There being none, he then reconvened and closed the public hearing and asked for a motion on the matter. Mr. Pharr made the motion to approve based on Staff’s report and testimony and finding that the regulation is appropriate and reasonable and consistent with the purpose of the definition. Mr. Berling seconded the motion. A roll call vote on the motion found Mr. Pharr, Mr. Berling, Mr. Bethell, Mr. Bridges, Mr. Darpel,

Mr. Hennessey, Mr. Logsdon, Mr. Pannunzio, Mr. Ryan, Ms. Snyder, Mr. Vaughn and Ms. Schawe in favor. The motion carried.

Reports from Committees

Bylaws – Mr. Videckovich stated that the Commissioners received some suggested changes. He stated he won't go through too much detail because it is in the report but he wanted to point out a couple things. He stated the first one is the language with how the processing fees are calculated and stated it is going to change. He stated the wording will be a little more specific. He noted the tables will also be deleted but still be available on the web site. He noted the other big changes were the changes to the due process and meeting agenda order. He noted this is basically in response to what happened in December when they knew they would go way past 11:00 so they split the meeting up into two. He stated this would just make that clear so if they run into that again they are ready for it. He stated some of the rules for a public hearing are changes too and noted it just really wasn't reflective of the way they run public hearings in terms of the time frame folks are allotted so they felt it was important to update that. He additionally noted the Bylaws committee is recommending that the compensation be increased for every regular and special meeting for the planning Commissioners. He stated it has been \$25.00 for about twenty years. He stated it felt like it was appropriate to increase it to \$50. He stated they also looked at other areas and what they got paid. He noted Boone County gets \$60 per meeting and Highland Heights gets paid \$100.00 per meeting. He further noted with regard to the submittal form for submitting continuing education hours, they are proposing to change the wording and add something to the website to allow the Commissioners to submit it over the internet. He stated it will automatically go to Pamela and stated it is a pretty simple form. He stated he thinks it will streamline things on the administrative side of things. Mr. Darpel asked about the chairman making the decision to split the meeting which is fine, and stated the language should probably be made clear to read that it is whoever is chairing the meeting at the time, be it the vice chair or whomever. Mr. Videckovich asked if there was particular language suggested and Mr. Darpel stated "acting Chair" would be sufficient. Mr. Videckovich then stated what the Bylaws Committee is asking is to authorize the applications for the next month's meeting or the following month. Mr. Bridges stated he had a question about the pay for committee meetings. Mr. Videckovich clarified it would be for regular and special meetings but not committee meetings. Mr. Darpel then asked for a motion to put this on approval at the next month's meeting. Mr. Logsdon made the motion. Mr. Bethell seconded. All in favor by acclamation.

Direction 2030 Implementation – Mr. Bethell stated they met last month. He stated some of the items being looked at were naming the plan, some of the bullet points were public outreach options. He stated he would be attending the social media group. He stated Staff is working on research and the city data and noted things have changed city wide with regard to that. He noted Staff would also be sending out a memo which is a blueprint so that everybody can connect with their prospective cities with regard to the comprehensive plan. He stated this will give everybody a template to work off of so that everyone is aware in our cities what they are doing and what they are looking for. He stated this is going to be a two year project but right now Staff is working on updates and demographics which is a fair amount of work. He noted as such they will not be having a meeting this month and will meet next month. He stated things are going along and there is still a fair amount of work to be done. He thanked Staff for all their work.

Executive– Mr. Darpel stated they did not meet.

Social Media - Mr. Ryan stated they are having a virtual meeting on the 26th at 5:30 p.m. He noted Mr. Bethell would be attending. He stated they haven't had one in a long time so he asked they do their best to attend.

Subdivision Review – Mr. Darpel stated they are probably taking another month off and will look at items to potentially start reviewing.

Z21 Review - Mr. Bridges stated there was nothing to report.

Comments from Commissioners - Mr. Bridges asked why they don't have a zoom option for the meeting when it consists of changing one word or one thing on an issue. Mr. Darpel stated he didn't have an answer for that. Mr. Bridges then asked if it was still an option to have zoom meetings. Mr. Darpel stated that is something that maybe should be taken up with ByLaws. He stated if it's a minor enough agenda that can be done with a zoom meeting it could be looked at. He stated he thinks it is a reasonable thing, they just have to take a look at it to see if they are technically allowed to do that. Mr. Videkovich stated they did ask if this meeting could be done virtually and he felt like since it was going to be his first meeting he wanted it to be held in person - so it wasn't that they didn't think about it, and that they did have that discussion. Mr. Darpel stated it's definitely a good thing to look into. Mr. Ryan asked if the ByLaws were changed to set that initially with virtual meetings. Mr. Videkovich stated it was not changed. Mr. Darpel stated he thought it was optional. Mr. Bridges stated he's on another board and they meet once a quarter in person and all other meetings virtually. Mr. Darpel then stated it's definitely something to look into.

Report from Legal Counsel – Nothing to report.

Reports/Announcements from Staff - Mr. Videkovich stated with regard to continuing education there were four hours of opportunities there. He stated there was also an opportunity for a summer summit in Lexington in June. He stated the Planning and Zoning to meet house bill 51 requirements is going to be held in Covington on June 8th. He stated there is a member rate there and it is a full day of training. He noted registration has not been opened up yet but he wanted to let the Commission know in case they want to attend. With regard to Z21 projects he just wanted to mention things are moving along. He noted they still have one jurisdiction, the City of Ft. Wright, who has not adopted it. He stated they have been working though that with them. He noted group two is going really well and they are getting near the end of that process. He stated group 3 is right on the first part of it and haven't met with Crestview Hills yet but have that scheduled. He stated Edgewood has had a couple meetings and they have been meeting with unincorporated Kenton County. He thanked the Commissioners who have been going to the meetings and they appreciate it. He stated if anyone has any questions to reach out and they will be happy to answer any of those.

New Business – None.

Public Comments - None.

There being nothing further to come before the Commission, Mr. Darpel asked for a motion to adjourn. A motion was made by Ms. Snyder and seconded by Mr. Ryan. All in favor by acclamation. The meeting then adjourned at 6:52 p.m.

APPROVED:

Vice Chair  _____

Date 9-7-23 _____