

**KENTON COUNTY PLANNING COMMISSION  
SPECIAL MEETING MINUTES  
JANUARY 06, 2026**

Chairman Dunham called the meeting to order on January 06, 2026, at 6:15 p.m. and opened the proceedings with the Pledge of Allegiance, invocation by Commissioner Ryan, roll call, and the meeting and safety procedures. The meeting was held in the fiscal court chambers of the Kenton County Government Center, 1840 Simon-Kenton Way, in Covington.

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	Sept	Oct	Nov	Dec
Doug Armbruster	Elsmere	X	-										
Margo Baumgardner	Crestview Hills	X	-										
Todd Berling	Fort Wright	X	-										
Gailen Bridges	Bromley	X	-										
Paul Darpel, Vice Chair	Edgewood	X	-										
Gabriella DeAngelis	Covington	X	-										
Kevin Dicke	Fort Mitchell	X	-										
Brian Dunham, Chairman	Kenton County	X	-										
Sarah Flem	Covington	X	-										
Tom France	Ludlow	X	-										
Ken Heidrich	Lakeside Park		-										
Todd Herrmann	Erlanger	X	-										
Betsy Janes	Villa Hills	X	-										
Matthew Martin	Taylor Mill	X	-										
Phil Ryan, Treasurer	Park Hills	X	-										
Kareem Simpson	Covington	X	-										
Greg Sketch	Crescent Springs	X	-										
Maura Snyder	Independence	X	-										
Debbie Vaughn	Kenton Co	X	-										
Quin Wichmann	Ryland Hts.		-										

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

"/" denotes not on Commission  
 "-." denotes no meeting

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**Also present:** Legal Counsel Mr. Matt Smith, and the following PDS Staff: Mr. Josh Wice, PDS Director; Mr. Andy Videkovich, PDS Director of Planning; Mr. Patrick Denbow, PDS Senior Planner; Ms. Kayla Barbour, PDS Associate Planner, and Pamela Bushelman, Senior Secretary, PDS Planning & Zoning and KCPC Secretary.

**ADMINISTRATIVE REVIEWS AND REPORTS**

**Approval of the Agenda**

Chairman Dunham noted that members had received a copy of the final agenda for this meeting. There were no corrections or changes and he asked for *a motion to accept the agenda. So moved by Commissioner Snyder; seconded by Commissioner Ryan. The motion carried by acclamation of all members present.*

**Approval of the Minutes**

Chairman Dunham next addressed the approval of the December 04, 2025, meeting minutes. There were minor corrections that were received after the packet mailing and were provided on the member Chrome Books for review.

Specifically:

- Page 14; paragraph 1; line 11: Commissioner Bridges asked for clarification whether Taylor Mill Road was a minor arterial road vs. a 4-lane highway. It was confirmed that Taylor Mill Road is classified as a minor arterial road and that will not be changed.
- page 22; paragraph 5; line 6: changing: 'the regulation will be unenforceable' to 'any regulations to the contrary will be unenforceable'. No issue with that change.

There were no further additions or changes and Chairman Dunham asked for *a motion to approve the minutes with change on page 22. So moved by Commissioner Bridges; seconded by Commissioner Ryan. A roll call vote found: Commissioners Bridges, Ryan, Sketch, Snyder, Vaughn, Armbruster, Baumgardner, Dunham, France, Herrmann, Janes in favor; and Commissioners, Berling, Dicke, Darpel, DeAngelis, Martin, Flem and Simpson abstained. There were none opposed and the motion carried.*

**FY2024 Audit Report – John Chamberlin (Chamberlin, Owen & Co. Inc.)**

Mr. John Chamberlin, CPA and Partner at Chamberlin, Owen & Co., presented the audit findings to the Commission. He reported an Unmodified Opinion for the KCPC audit, indicating no necessary modifications, which is the highest assurance they can provide. Mr. Chamberlin reviewed the Internal Controls, noting no significant deficiencies, material weaknesses, or violations of laws. He discussed cash reserves (slide 4) and confirmed a solid cash position compared to the recommended three months' operating expenses. He analyzed the 2024 versus 2025 cash positions (slide 5), explaining that the decline in cash for the General Fund is mainly due to timing issues with receivables and payables. Total Revenues increased to \$1.879 million (up 5.8%), mainly from PDS contributions, while Total Expenditures rose to \$1.889 million (up 8%). The PDS contribution grew by approximately \$109,000, and PDS fees increased by about \$144,000. Administrative costs saw a 24% increase. The Fund Balance remains healthy at \$553,000 compared to \$564,000 last year. Mr. Chamberlin asked if there were any questions. There were none. Chairman Dunham thanked him for his hard work and the excellent presentation. He noted the firm's excellent reputation and stated his appreciation that Mr. Chamberlin highlighted the points in the report that were needed. There was no additional discussion by Commissioners and *Chairman Dunham entertained a motion to approve the FY24-25 Financial Audit Report. So moved by Commissioner Snyder; seconded by Commissioner Ryan. The motion carried by acclamation.*

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**Report of Receipts and Expenditures**

Chairman Dunham stated the receipts and expenditures report for November were distributed. There being no comments or questions regarding the report, he asked for *a motion to approve. So moved by Commissioner Ryan; seconded by Commissioner Snyder. The motion carried by acclamation of all members present.*

**Report of last month's actions by Staff (no action required)**

- Subdivision Plat Letter – there were no comments
- Stage II Updates – there were no comments.
- Cell Tower Updates – there were none this month.

**Report of last month's actions by our legislative bodies (no action required)**

Chairman Dunham noted:

- The Corporex Map Amendment, from business park to multifamily residential was recommended favorably and the city of Erlanger approved the amendment.
- The Erlanger text amendment related to that project, was recommended favorably, and the city approved the amendment.

Chairman Dunham introduced **FILE NUMBER: PC-25-0010-PF**

**APPLICANT:** Robert Ehmet Hayes & Associates per Amy Sanders on behalf of Ludlow Independent Schools

**LOCATION:** 479 Victoria Street and 77 Adela Avenue, Ludlow

**REQUEST:** A public facility review per KRS 100.324 and KRS 147.680

**SUMMARY:** The applicant proposes to construct a 9,820 square foot indoor practice facility with associated parking and pedestrian areas.

Mr. Andy Videkovich presented a staff review for a proposed 9,280 square foot indoor practice facility, including parking and pedestrian areas. He emphasized that while the Planning Commission reviews public facilities for compliance with the comprehensive plan under KRS, their decision is advisory and not binding. He then presented the site review which is in the urban subarea of the 2024 Comprehensive Plan. He also reviewed the location and pointed out that it is approximately a half-acre site. He then provided aerial images of the site to illustrate the site and its surroundings, including the Ludlow sports field and Ludlow School. He then reviewed the current conditions noting shipping containers and pointed out that the plan includes the removal of the maintenance building. He then reviewed the proposed development and presented images of the current conditions.

Next, he reviewed the current zoning that is zoned residential, the existing land use is indicative of urban mixed use: residential, commercial, office and institutional uses. He then noted that the streets are primarily local streets with Elm Street (Rt 8) which is the main thoroughfare through Ludlow is an arterial street. Mr. Videkovich went on to review the recommended land use which identifies the site for mixed use and the surrounding area as mixed use and higher density residential. Next, he stated that the site is within the 100-year floodplain. He then stated that the development request is consistent with the comprehensive plan, and reviewed KRS 100.324 (4) and KRS 100.361 regarding public facilities and zoning exemptions. He provided a favorable staff recommendation for this Public Facilities Request that aligns with the 2024 Kenton County Comprehensive Plan. He then noted the recommendations for the proposed development to try to meet the zoning requirements for: lighting, signage, screening, etc. and address the flood hazard regulations as well.

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He then asked if there were any questions from the Commissioners.

Commissioner France asked with it being in the floodplain does the first-floor elevation need to be above that flood level or can it be below it? Mr. Videkovich said yes but stated he was not exactly familiar with the floodplain regulations, but there are requirements like that which will have to meet even though the local floodplain regulations are in the part of the zoning ordinance they still need to get a permit from the state floodplain coordinator and meet all the requirements through that process.

Chairman Dunham asked, regarding the future land use map and the mixed-use zoning, that each jurisdiction defines mixed use a little differently and what does that connote? Mr. Videkovich answered that in this case it is a mixture of residential, commercial, and office uses so it's not specific to mixed use buildings, it is just more of a flex type of designation.

Commissioner Ryan stated that [the KCPC] does not really see follow-up on the Public Facilities, and asked Mr. Videkovich if he sees that they try to comply with some of the local regulations to some of the standards. Mr. Videkovich stated that he thinks that it depends, and he noted that every project is unique, he stated that he thinks most public facilities do try make some good faith effort to meet the standards regarding screening and landscaping, but they obviously can do different things with signage and off-street parking requirements, etc. and that is his general sense.

Commissioner Sketch then asked as a follow-up that they are only exempt from the zoning and not exempt from other regulations such as SD-1. Mr. Videkovich stated that it is correct that they still must meet any SD-1 requirements, any state floodplain coordinator, building code, all other requirements.

There were no further questions from the Commissioners and Chairman Dunham moved on to comments from the applicant and noted following signed in: Mr. Joe Hayes, Ludlow Schools Architect and Mr. Jason Steffen, Ludlow Schools who both indicated they were available for questions, but had nothing further to add.

There were no questions for the applicant from the Commissioners and Chairman Dunham noted there were no others signed up to speak and he recessed the public hearing for discussion among the Commissioners. Chairman Dunham stated he had no issues and there were good clarifications, especially on the flood issue and he had no problem with it. He then returned to the public hearing for any clarification. None was needed and he closed the public hearing and entertained a motion. He asked Mr. Smith if the standard on this is whether [the KCPC] believes it is in conformance with the Comprehensive Plan. Mr. Smith answered that it is correct. Chairman Dunham asked Commissioner France (Ludlow Representative) if he would like to make the motion. *Commissioner France moved that [the KCPC] find the Ludlow Independent Schools application for an indoor practice and training facility to be within compliance with the Comprehensive Plan meeting the constraints within KRS 100 and 147, as presented by the staff report and presented by staff; seconded by Commissioner Darpel. A roll call vote found Commissioners France, Darpel, DeAngelis, Dunham, Herrmann, Janes, Martin, Flem, Ryan, Simpson, Sketch, Snyder, Vaughn, Armbruster, Baumgardner, Berling, Dicke, and Bridges in favor; none opposed and the motion carried.*

**PUBLIC HEARING**

Chairman Dunham then introduced **FILE NUMBER: PC-25-0013-TX**

**APPLICANT:** The City of Covington per Kaitlin Bryan, Regulatory Services and Historic Preservation Manager

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**REQUEST:** Proposed text amendments to the Covington Neighborhood Development Code (1) allowing "Changeable Copy" as a part of a principal detached sign within the AUC (Auto-Urban Commercial) District and (2) adding a formula for the measurement of sign illumination.

Ms. Kayla Barbour presented the staff review and began with a review of the request, a history of the 2020 adoption of the new Neighborhood Development Code, section 04.13.4, and the allowable type, standards and permitting for permanent signs along with the standards for illuminated signs. She also provided table 04.13.4-3 (Allowed Permanent Detached signs) and noted that currently changeable copy signs are allowed in the suburban office district but not in the urban auto commercial district.

Ms. Barbour then reviewed the proposed amendment to allow automatic changeable copy as part of a detached principal sign, with up to 25 percent of the sign face, she stated that it matches what is currently allowed in the SO district, and under current regulations, the AUC District allows for Detached Signs, Permanent Entrance Signs, Wall Signs, and Window Signs. She then reviewed the second proposed amendment to add a formula to calculate the appropriate distance to measure sign illumination. She provided the formula and noted that currently there is not an established distance by which illumination measurements shall be taken and the equation comes from recommendations published by the International Sign Association. She then provided a visual representation of the formula for the maximum square footage allowed currently is 25 square feet so using this formula the illumination would be taken at a 50-foot distance.

She then reviewed KRS 100.203(1) and provided staff's favorable recommendation finding that the amendments are appropriate and reasonable, consistent with what is permitted in other character districts, provides clarification for the current foot-candle limits, and noted the City of Covington has equipment for measuring foot-candles.

She then asked if there were any questions from the Commissioners and Commissioner Flem asked if she had any examples that would be familiar to [the Commission] of suburban office vs. auto urban commercial because at some point changeable copy was allowed in one but not the other and asked for any history or context for that. Ms. Barbour referred the question to the applicant but pointed out that the two do seem to be in similar areas throughout the town.

There were no further questions from the Commissioners and Chairman Dunham moved on to comments from the applicant and noted following signed in: Kaitlin Bryan, City of Covington.

Ms. Kaitlin Bryan, Regulatory Services Manager & Historic Preservation Officer [City of Covington] addressed the Commission and began by responding to Commissioner Flem's question. She stated that the SO zone is around [the Government Center] area and further south around St. Elizabeth and those detached signs are usually institutional type signs. She then stated the reason they want to add changeable copy back to the AUC zone is that area that the city likes to call 'hamburger heaven' which is the area near the river and where all the gas stations and fast food restaurants are and with them not being allowed currently they can't get new signs and new businesses cannot erect new signs so it already fits the context of the AUC its simply not allowed. There were no other questions from Commissioners and Ms. Bryan added that they just wanted to be consistent with measuring the lighting across all of the districts because being downtown is a lot different from being out in Latonia and they want to be sure that everyone is being treated the same when they are measuring signage lights.

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There were no additional questions for the applicant from the Commissioners and Chairman Dunham noted there were no others signed up to speak and he recessed the public hearing for discussion among the Commissioners.

Chairman Dunham stated it seemed straight forward and commented that he was also trying to get a feel for the area of Commissioner Flem's questioning. He then returned to the public hearing for any clarification. None was needed and he closed the public hearing and entertained a motion from one of the Covington representatives. *Commissioner Simpson moved that in reference to PC-25-0013-TX to approve the text amendment based on the facts and considerations contained in the staff report and based on the testimony of staff; seconded by Commissioner DeAngelis. A roll call vote found Commissioners Simpson, DeAngelis, Dunham, Herrmann, Janes, Martin, Flem, Ryan, Sketch, Snyder, Vaughn, Armbruster, Baumgardner, Berling, Dicke, Bridges and Darpel in favor; none opposed and the motion carried.* Chairman Dunham moved on to reports from committees.

**Reports from Committees**

- **Executive:**
  - Chairman Dunham commented that last month's meeting had technology challenges and it was a perfect storm having the overflow crowd, which was normally in the EOC, but that was being utilized so it was set up down the hall in [the Riedlen-Schott Room] and the audio/visual experts are less familiar with some of the connectivity there and it is less user friendly so there was a delay in the start of the meeting of about 45 minutes because of that. He wanted to let everyone know that he has talked with staff and fiscal court, who is the landlord [for chambers] and they are collaborating on ways in which [the KCPC] can assure themselves that it is not going to happen again. He continued, saying certainly [the KCPC] cannot have AV experts at every single meeting, but when there are larger meetings with the overflow set up the hope would be that there would be technological staff there to help with that piece of it. He said it was a bit of a challenge and he heard from multiple members of the public, interested stakeholders, that they were frustrated with the meeting and felt that the audio/visual delay perhaps could have impacted the mood in the crowd, but he did not believe that was the case – that it influenced the vote – but it certainly wasn't ideal and December is a busy month with holidays and travel and there were only 12 of the 20 [KCPC] members present, which was a rarity, and many who missed the meeting have otherwise perfect attendance or close, which was a perfect storm, but he did hear consistently from multiple members who reached out to him that they were bothered that there wasn't a greater attendance at that meeting, and he pointed that out, and stated that [the KCPC] does not have an attendance problem and this was just a December meeting and a bad set of facts but was pointing it out simply because people do notice this and it is, does, and can have an impact on the perception of the effectiveness of what [the KCPC] does here. He asked that members to take that for what it is worth and be aware of it.
- **Direction 2030 Implementation** – Commissioner Simpson stated that they did not meet the last couple of months but would be meeting on Tuesday (January 13, 2026) for an update on the housing study and benchmarks that they are attempting to establish regarding the housing study and everything on the comprehensive plan.
- **Subdivision Review** – Did not meet.
- **Z21 Review Committee** – Nothing to report.

**Reports from Commission Members:**

- Nothing to report.

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**Reports from Legal Counsel:**

- Nothing to report.

**Reports/Announcements from Staff**

- Nothing to report.

**General Correspondence:**

- There was none.

**New Business:**

- Election of 2026 Officers per the KCPC Bylaws  
Chairman Dunham asked for a report from the Nominations Committee and Commissioner Snyder stated that after polling most members, some she could not reach, everyone was nominating Chairman Brian Dunham for Chairman, Vice Chairman Darpel for Vice Chairman, and Commissioner Ryan for Treasurer. She stated that if [the nominees] accept the nominations that is what the ballot will be unless there is anyone who wants to nominate themselves from the floor. She then asked if they were interested in the positions and Chairman Dunham stated he was fine; Commissioner Darpel stated he may as well, and Commissioner Ryan the same. There was a short discussion to confirm the process with Mr. Smith and Chairman Dunham then asked for a motion. *Commissioner Snyder made a motion to approve the slate as it stands for Brian Dunham as the Chair; Paul Darpel as the Vice Chair, and Phil Ryan as the Treasurer; seconded by Commissioner Berling. There was no discussion and the motion carried by acclamation of all members present.*

**Public Comments**

- There were no public comments.

There being nothing further to come before the Commission, Chairman Dunham asked for a motion to adjourn. So moved by Commissioner Snyder; seconded by Commissioner Darpel. All in favor by acclamation. The meeting then adjourned at 6:58 p.m.

APPROVED:

Chair \_\_\_\_\_

*B. Dunham*

Date \_\_\_\_\_

*3-5-2026*

